

# **CENTRAL ALBERTA HOCKEY LEAGUE**

## ***CONSTITUTION AND BY-LAWS***

AMENDED: June 27, 2011

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# CONSTITUTION AND BYLAWS OF THE **CENTRAL ALBERTA HOCKEY LEAGUE**

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## **ARTICLE I: NAME**

This organization shall be known as the CENTRAL ALBERTA HOCKEY LEAGUE (CAHL).

## **ARTICLE II:**

- (a) This is a registered member of the Alberta Amateur Hockey Association, which is duly constituted and registered under The Societies Act.
- (b) This League is the governing body of minor hockey for all teams registered in the CAHL.
- (c) This League will play under the Rules of the C.A.H.A., Alberta Branch, and each team will be responsible for complying with all rules and regulations of that Association and those of the CAHL.

## **ARTICLE III: OBJECTIVES**

The objectives of this League will be to provide a league in which boys and girls may participate in organized hockey, with a view to:

- (a) Developing character and sportsmanship;
- (b) Maintaining and increasing interest in the game of hockey;
- (c) Developing the skills of hockey;
- (d) Developing a healthy self-image and enjoyment of the sport;
- (e) Fostering a general community spirit;
- (f) Showing leadership (by example) through hockey, by teaching what is right and wrong, fair and unfair, co-operation with teammates, respect for authority, respect for the property of others, unselfishness and a sense of duty;
- (g) To maintain competitive hockey and attempt to accommodate travel concerns.

## **BY-LAW No. 1 MEMBERSHIP**

- (a) A member of this League shall be a properly organized Minor Hockey Association wherein all itsqMinor Hockey teams, participating in CAHL, shall be registered with the Alberta Amateur Hockey Association; as required by the Hockey Alberta.
- (b) New members, within the league boundaries, shall be admitted to this League only after applying in writing to the President of the CAHL, and being approved at the Annual General Meeting by a quorum vote. Any such new member applicants must declare if they are applying to enter male teams or female teams, and if accepted can not at a later date enter the other division without applying in writing to do such.

- (c) Team(s) from outside this League may participate in league play, but will not be Voting Members of the CAHL. The Minor Hockey Associations these teams belong to shall be known as Participating Members of the CAHL. Only a Voting Member Minor Hockey Association with teams that will be playing hockey against the Participating Members teams shall vote on the matter of these teams playing in the CAHL, although a quorum vote will be required if so requested by a Member Association. The effect upon other leagues or teams, of a team leaving that League to play in the CAHL, must be taken into consideration. After one (1) year, a participating member may request in writing to the President of the CAHL, full voting member status, subject to a quorum vote approval at the Annual General Meeting.
- (d) Any Member Association may apply for a one (1) year leave of absence without forfeiture of their bond, only after applying in writing to the President of the CAHL and subject to a quorum vote approval preferably at the Annual General Meeting but no later than the September meeting.
- (e) Each voting member and participating member Association must be prepared to supply a candidate for Governor each year.
- (f) If a violation of the CAHL Regulations or the CAHL Constitution is submitted in writing to the CAHL Executive, or witnessed by a member of the CAHL Executive the following procedure will take place:
  - ☐ A hearing as defined in the CAHL By-Law (#12E) will take place in a timely fashion. If the member association is found guilty of the violation then:
    - A letter is sent to the member association informing them of the violation. If the violation is deemed serious by the hearing, the member association or team may be suspended from the CAHL. The length of the suspension will be recommended by the hearing and will be used for consideration by the CAHL Executive.

## **BY-LAW No. 2 BOARD OF DIRECTORS**

- (a) Each Member Minor Hockey Association shall appoint an individual to the Board of Directors (BOARD)
- (b) The appointee (League Director) will be named and recorded at the Annual General Meeting
- (c) If a League Director of a Member Minor Hockey Association is replaced by his Association prior to the next Annual General Meeting, the replacement League Director will be named and recorded at the first CAHL league meeting after his appointment within his own Association.

### **BY-LAW No. 3 EXECUTIVE**

- (a) The Executive shall consist of:
  - 1. President
  - 2. Vice-President (3)
  - 3. Secretary
  - 4. Treasurer
  - 5. Past President
  - 6. VP / Governor in Chief Female Division
  - 7. Governor in Chief
- (b) The incoming Executive will be elected at the Annual General Meeting. The Executive will be elected for a two (2) year term.
- (c) A vacancy in the Executive will be filled by appointment by the Board of Directors and will be ratified at the next League meeting.
- (d) The Executive is responsible to the Board of Directors.

### **BY-LAW No. 4 VOTING**

- (a) Each member of the Board of Directors or their representative will be the only voter at any meeting on any issue or motion requiring a vote. Maximum of one vote per member town. Participating members may not vote on motions.
- (b) To pass a motion shall require a positive vote of at least fifty percent plus one (50% + 1) of the total members of the Board of Directors, including members absent from the vote, but not including participating members and this shall constitute a quorum vote.

### **BY-LAW No. 5 AMENDMENTS**

Motions to amend the Constitution of Bylaws or Regulations or Directives for Governors may be duly presented and seconded in writing at any meeting prior to, and including, the March meeting. Discussion of the proposed amendment will take place at the time the motion is presented. All the proposed amendments will be distributed with the March meeting's minutes and the proposed amendments will be approved by a quorum vote at the Annual General Meeting (usually April).

### **BY-LAW No. 6 MEETING**

- (a) This Association shall conduct one (1) Annual General Meeting and this meeting shall be held each spring on or about the 30<sup>th</sup> of April, at a site to be determined by the Executive.
- (b) The Executive of this League shall be empowered to call a General Meeting at any time: such meetings may be called only if requested by no less than two-thirds of the Executive

(c) Order of Business:

1. Call meeting to order:
2. Hockey Alberta reports.
3. Referees Association report.
4. Acceptance of minutes posted to the Web. Additions or deletions.
5. Business arising from the minutes.
6. Treasurer's report.
7. Female Hockey report.
8. Registrar's report.
9. Governor In Chief's report.
10. Governor's reports.
11. New Business.
12. Adjournment.

**BY-LAW No. 7 DUTIES OF THE EXECUTIVE**

**I DUTIES OF THE PRESIDENT**

- (a) Is responsible for calling all meetings and presiding over same
- (b) Should meet with the Secretary to prepare an Agenda prior to the meeting
- (c) Shall be one (1) of the three (3) signing officers of the League
- (d) Shall exercise the Powers of Executive in case of emergency and will be responsible to the Executive for actions on their behalf
- (e) May sit on all committees as an Ex-Officio member
- (f) At any duly constituted meeting of the League, the President shall have the power to appoint committees to deal with specific problems, to report on these problems and also to state their recommendations. Once a committee struck has fulfilled the purpose for which it was called, the committee shall be disbanded
- (g) Shall ensure the Treasurer's financial statement is audited annually by an independent third party

**II DUTIES OF THE VICE-PRESIDENT**

- (a) The Vice-President is to preside over league matters and meetings in the absence of the President
- (b) Shall be one (1) of three (3) signing officers of the league
- (c) Will keep informed of this League's activities and be prepared to assist and work with the Executive and other members of the Board at any time
- (d) Will oversee and track complaints about Officials and act as a liaison between the League and the Referees Association
- (e) Will work with assigned governors on dealing out suspensions for major incidents that are above the governor's authority

### **III DUTIES OF THE SECRETARY**

- (a) The Secretary shall keep an accurate record of the proceedings of the League
- (b) Shall order the League Champions Banners in January of each season and deliver them to the February League meeting. The Governors who will present to their divisions will take possession of the appropriate banner until it is presented to the championship team.
- (c) Shall notify the Executive and Members of the time and place of meetings
- (d) Shall fax or email the notice of the Annual General Meeting to each Member Minor Hockey Association at least twenty-one (21) days prior to the scheduled date of this meeting. Such notice will include, a summary of the approved revisions to the CAHL Regulations and Directives for Governors of the CAHL, proposed amendments or alterations to the Constitution and By-Laws of CAHL, CAHL Regulations and Directives for Governors of the CAHL and any other pertinent information
- (e) Shall prepare a copy of the minutes of the last general meeting to be forwarded to the CAHL Webmaster. These minutes shall be published to the CAHL website at least fourteen (14) days prior to the next meeting
- (f) Shall maintain, with the aid of the registrar, an address list of the Executive, Governors and all Member Minor Hockey Associations for the purposes of faxing or emailing. All faxes or emails sent to Member Minor Hockey Associations shall be addressed to the attention of their League Director of record
- (g) Shall prepare the agenda for each meeting and forward it to the CAHL Webmaster. The agenda shall be published to the CAHL website at least three (3) days prior to the next meeting
- (h) Shall maintain accurate administrative information associated with the league, i.e. insurance, constitution, bylaws, regulations, directives for the Governors, suspension guidelines, coaches guides etc

### **IV DUTIES OF THE TREASURER**

- a) Shall keep an accurate record of all monies received and disbursed
- b) Shall present at each September Meeting a report of the year's operation and a duly audited statement of the League
- c) Shall be one of the three signing officers of the League
- d) Place majority of funds in a savings account and/ or term account and ensure that funds are transferred to the chequing account as required
- e) Receive and post monthly bank statements and present an unaudited report at each league meeting

### **V DUTIES OF THE PAST PRESIDENT**

Will provide backup to the President and Vice-President, serving on committees as required. The Past President will provide advice and experience to help ensure continuity to the administration of the league.

## **VI DUTIES OF THE FEMALE LIAISON**

- (a) Attend all League meetings to bring forward any concerns the female Associations or teams may have. To bring the regular membership up to date with happenings or events concerning the female teams in the League.
- (b) Be the first contact for any teams with questions about the League Bylaws, Rules and Regulations or Directives for Governors.
- (c) Shall chair all female division meetings as the League Executive Representative. Other Executive members will attend when possible.

## **VII DUTIES OF THE GOVERNOR IN CHIEF**

- (a) Shall be responsible for supervising and providing training and support to the league Governors in matters of league records, scheduling and statistics.
- (b) Must ensure that Governors have provided a Balanced Schedule to teams and managed the division through the completion of that schedule. All governors will be asked to provide a schedule cross check chart to the Governor in Chief.
- (c) Must ensure that Governors are keeping their statistical information no more than 10 days out of date. Should Governors fall behind in their duties; the governor in Chief will contact them. Should they continue to fall behind in their duties; the Governor in Chief will press the association Director to find a replacement.

## **BY-LAW No. 8 DUTIES OF THE BOARD OF DIRECTORS**

- (a) Each member of the Board is responsible to the CAHL for their Minor Hockey Association.
- (b) Is responsible for their Minor Hockey Association having qualified on-ice and off-ice Officials for all league and league playoff games.
- (c) Shall ensure that each of their Coaches and Managers are provided with a current copy of the Constitution and By-Laws of this League and the CAHL Regulations.
- (d) Shall assume the duties of a vacant Governor's position should a Governor put forward by his/her Association not be able to complete his/her term.
- (e) Shall present any appeals or protests to CAHL on behalf of his/her Association. The Director will be the Official representative of his/her Association during the appeal or protest. With the approval of the Director, team officials or specified association members may be present during the appeal or protest to answer questions of the committee.

## **BY-LAW No. 9 APPOINTED OFFICIALS**

### **I DUTIES OF THE GOVERNOR**

- (a) Subject to approval of the President, shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under his jurisdiction for any infringement of the rules or regulations of either this league, Hockey Alberta or the C.A.H.A.. To obtain consistency within this League each Governor shall contact the President for advice and direction before implementing any disciplinary action.
- (b) Shall be a statistician and scheduler for their Age Category and Division of hockey.
- (c) To assist the executive committee in matters of policy.
- (d) Shall be appointed by the Governor in Chief or the President and may be dismissed for failure to perform his duties by either the Governor in Chief or the President.
- (e) Report to and is responsible to the President, under the direct supervision of the Governor in Chief.
- (f) Immediately advise the President of any protests filed.
- (g) Must have stats updated on the website by Wednesday at midnight directly following the weekend of games played.
- (h) Must attend league meetings and present a report on their division as presented on the web site.

## **BY-LAW No. 10 PROTESTS**

- (a) All protests must be made by phone or email to the appropriate Governor within forty-eight (48) hours of the game in question, followed by a written game protest within seventy-two (72) hours of the game in question. The written protest along with a cheque or money order, made payable to CAHL, in the amount of Two Hundred Dollars (\$200.00), will be forwarded to the league treasurer. The protest and monies must come from the local Minor Hockey Association. Such monies shall be forfeited to this League should the protest be disallowed and refunded if the protest is upheld. If the protesting Association does not wish to wait until the next scheduled League meeting to have the protest heard, an additional Two Hundred Dollars (\$200.00) shall be forwarded to the League to cover the cost of the conference call. This amount will be non-refundable. The president can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque.
- (b) The defending club must file their defence in writing to the appropriate Governor within forty-eight (48) hours, after their notification from the Governor, of the game in question being protested.
- (c) All protests and statements of defence must be presented to the League by the local Minor Hockey Association's Director.
- (d) Protests will be ruled on by the league president.
- (e) The league president has the option to form a protest committee to deal with the protest if he chooses.
- (f) Any association involved in a protest has the right to appeal any decision made, and any such appeal would follow Bylaw No. 12 Appeals.

## **BY-LAW No. 11 SUSPENSIONS**

- (a) Fighting is prohibited in the CAHL. First fight in a season is a (1) game suspension, 2nd fight in the same season is (2) games; Third fight must go to a CAHL vice president for a ruling with a minimum of (3) games. These suspensions are above any received for a Game Misconduct or instigation penalties.
- (b) The CAHL may issue suspensions for offenses including but not necessarily limited to: fighting; deliberate attempt to injure; match penalties; misconduct penalties; racial or gender slurs; checking from behind; etc. The MINIMUM SUSPENSION shall be one (1) game.
- (c) Repeat offenders shall be subject to increasing suspensions.
- (d) The coach or manager of a player who receives any major, match (5 min.) or any game misconduct penalty must report the incident to the appropriate Governor within forty-eight (48) hours. That player will not be allowed to play any games until permission to do so is given by the Governor or President. There may not be any suspension.

- (e) The coach or manager of a team official who receives any game misconduct penalty must report the incident to the appropriate Governor within forty-eight (48) hours. That team official will not be allowed to participate in any games until permission to do so is given by the Governor or President. There may not be any suspension.
- (f) Suspensions that are incurred in CAHL league games may only be served in league games, tournaments and provincial games, NOT EXHIBITION GAMES, suspended players or team officials may not participate in exhibition games until their suspension has been served.
- (g) Verification of all suspensions served in Tournament or Provincial game/s must be produced to appropriate governor.
- (h) A copy of the Officials Game Report noting the suspension shall be sent to the team manager.
- (i) Suspensions may be appealed (See BY-LAW No. 12 Appeals).
- (j) Each Governor is to give a written summary of all suspensions to the CAHL Governor in Chief at the end of the season.

#### **BY-LAW No. 12 APPEALS**

League rulings (decisions) may be appealed by using the following:

- (a) The appeal must come from the local Minor Hockey Association and be presented by their League Director.
- (b) The appeal must be made to the CAHL President within seven (7) days from the League ruling. In the case of a suspension it will be within seven (7) days of the suspension notice being sent (mail, email, fax or phone call) to the team or association in question.
- (c) The appeal must be accompanied by a cheque or money order, made Payable to the CAHL, in the amount of Two Hundred Dollars (\$200.00). Such monies must come from the Member Association and shall be forfeited to the CAHL should the League ruling be upheld or refunded if the League ruling is reduced. The president can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque.
- (d) Should the local Minor Hockey Association making the appeal not want to wait until the next scheduled League meeting, and wish their appeal heard within five (5) days; a further non-refundable cheque for Two Hundred Dollars (\$200.00) will be forwarded to the CAHL to cover the costs of the conference call and associated paperwork. The president can accept a written guarantee via email for the money if the association has enough money in their bond to cover the costs, due to the time constraints of mailing a cheque.

- (e) The President will appoint an Appeal Committee of three (3) Directors to hear the appeal. These Directors shall be from neutral Member Minor Hockey Associations and unbiased in opinion in the appeal they are hearing. These three (3) Directors shall be the only voting members in the appeal.
- (f) The appeal meeting will follow the Hockey Alberta and C.A.H.A. rules for such hearings.
- (g) Any suspension upheld by the CAHL Appeal Committee may be appealed to Hockey Alberta.
- (h) A decision of a referee shall be final on all questions of judgement and not subject to appeal. Any minimum suspension issued pursuant to that decision can not be appealed.