WEST 39 MINOR HOCKEY ASSOCIATION

BYLAWS

June 16, 2026

I. ARTICLE 1: NAME
   A. This organization shall be known as the WEST 39 MINOR HOCKEY ASSOCIATION. (WMHA).

II. ARTICLE 2: GEOGRAPHICAL BOUNDARIES AND ASSOCIATIONS
   A. Boundary shall be stated in the WMHA Policies and Procedures as approved by Hockey Alberta and bordering Local Minor Hockey Associations.
   B. WMHA shall be a member of Hockey Alberta and Central Alberta Hockey League.
   C. WMHA shall be composed of three local communities: Calmar, Thorsby and Warburg. Additionally, Calmar and District Minor Hockey Association, Thorsby Minor Hockey Association and Warburg Minor Hockey Association.
   D. For the age groups of U9, U11, U13, U15 and U18, all players shall be combined and evaluated if there is more than one team at a specific level.
   E. For the age group of U7, team location and combining of players shall be decided on an annual basis.
   F. WMHA shall use the following facilities equally; Mike Karabonik Arena, Thorsby Recreation Complex and Warburg Arena. Facility usage shall be assessed annually after registration numbers are available. Facility usage may not be scheduled equally only if a community has very low registration numbers and is approved by the Board.
   G. Start up costs for WMHA shall be shared equally among Calmar Minor Hockey Association, Thorsby Minor Hockey Association and Warburg Minor Hockey Association. Further costs will be covered by the revenue generated through regular business of the WMHA. At any time that the Board deems necessary, additional equally shared funds may be required from time to time.

III. ARTICLE 3: MEMBERSHIP AND FEES

A. Any person that meets the following criteria may become a member of WMHA and obtain voting privileges at any Annual General Meeting:
    1. Reside within the boundaries as outlined in Article 3;
    2. Be eighteen (18) years of age or older;
    3. Is the parent or legal guardian of a child who participates in hockey activities under the jurisdiction of the WMHA and has completed the membership requirements of the WMHA along with payment of any applicable fees;
    4. Remains in good standing with the WMHA;
    5. Accepts the Bylaws of WMHA and any associated Policies and Procedures.

B. Any member in good standing is entitled to:
    1. Receive notice of any meetings of the WMHA.
    2. Attend any meeting of the WMHA.
    3. Speak at any meeting of the WMHA.
    4. Vote at the Annual General Meeting and vote on any Special Resolutions of the WMHA.

C. The board shall retain full discretion to accept or refuse any application for membership to the WMHA. Further, the Board shall have the discretion to restrict the rights of any member as outlined in Section 3 B as part of a disciplinary action.

D. Members may withdraw their membership at any time by submitting their notice of withdrawal in writing to the President. This resignation shall be effective immediately with all rights and privileges of the WMHA forfeited. The withdrawing member shall remain in debt to the WMHA for any outstanding charges or fees.

E. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

IV. ARTICLE 4: BOARD OF DIRECTORS

A. The board of directors is hereby established to govern the operations of the WMHA with the following membership:
    1. Executive Directors, which shall also be deemed to be officers of the WMHA for the purposes of the ACT, all with the exception of the President shall be equally from each local community and shall sit on their local board in addition; with the following positions:
        a) President
        b) Vice President Calmar (sits on local board)

c) Vice President Thorsby (sits on local board)
d) Vice President Warburg (sits on local board)
e) Registrar (sits on local board)
f) Treasurer (sits on local board)
g) Secretary (sits on local board)

2. A minimum of three (3) Directors from each local community and each shall sit on their local board which may include any of the following positions, or other positions as directed by the Board from time to time:
    a) Referee Coordinator
    b) Ice Coordinator
    c) Fundraising Coordinator
    d) Equipment Coordinator
    e) Media and Communications Coordinator
    f) League Representative
    g) Hockey Alberta Representative
    h) Coach and Manager Coordinator
    i) Safety Coordinator
3. The Executive Directors and Directors shall be elected by the members of the WMHA at the Spring General meeting of the membership. Members eligible for nomination must be a member in good standing and meet the criteria as outlined in Article 4. All positions are open for nomination prior to the annual Spring General Meeting.
4. Every effort will be made to select 2 Executive Directors and three (3) Directors from each community. However, if volunteers do not step forward and are not nominated from a specific community and positions remain open, nominations from another community shall be approved by the Board.
5. All Executive Directors and Directors will:
    a) Attend and actively participate in the Annual, Regular and Special General Meetings of the membership.
    b) Actively support the initiatives and actions of the Association.
    c) Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
    d) Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
    e) Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
    f) Participate in the development of the Association's plan

and annual review. This includes reviewing the annual budget for the Association and submitting it to the membership for approval.

g) Assist in developing and maintaining positive working relations among the Board, committees,
h) Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
i) Act as a leader and an ambassador of the Association.
j) Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
k) Address operational concerns openly and with input from Board Members.
l) Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.

B. Executive Directors Descriptions

1. President
    a) In general terms, performs all duties incident to the Office of President and such other duties as may be prescribed by the Executive from time to time.
    b) In general terms, supervises and controls all business and affairs of the Executive.
    c) Acts as authorized signing officer of WMHA for any contracts or other documents which the Executive has authorized. To be executed.
    d) Sets the agenda for and presides over Executive Meetings, Annual General Meetings, General Meetings and Special Meetings.
    e) Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and WMHA Affiliation forms.
    f) Presides over the Player Affiliation process.
2. Vice Presidents
    a) Each of the 3 VPs acts as a community liaison for their local community.
    b) Each of the 3 VPs will take part in a leading role to support the following positions; Association Deadlines and Timeline, Ice Coordination, Referee Coordination, Treasurer, Registrar, and League Coordination. Each VP will discuss and select 2 areas of support annually.
    c) Any duties assigned by the President or by the Executive.

d) Performs the duties of the President in the event of the absence or disability of the President.
e) Participates in the player Affiliation process.
f) Sets the agenda for and acts as Chairperson for Executive Meetings, General Meetings and Special Meetings in the event of absence or disability of the President.
g) Participates in the player affiliation process.

3. Registrar
    a) Reports directly to the Vice Presidents
    b) Maintains the books and records of WMHA relating to registration of players and members pursuant to WMHA and Hockey Alberta's By-Laws and regulations, and the Society's Act
    c) Ensures that the proper registration procedures are followed for all players registered to play WMHA pursuant to the By-Laws and Regulations of WMHA and Hockey Alberta.
    d) Reviews all WMHA player registrations by land location to validate player residency and eligibility.
    e) Responsible for attaining and maintaining file copies of any documentation required for proper registration including, but not limited to: Player Verification Forms and Player Release Forms, pursuant to the By-Laws and Regulations of WMHA and Hockey Alberta.
    f) Sends approved emails to the membership through TeamSnap or any other registration platform used by WMHA.
    g) Any other duties as assigned by the President or by the Board

4. Treasurer
    a) Reports directly to the Vice Presidents
    b) Acts as authorized signatory for all WMHA bank accounts
    c) In general, has charge and custody of and is responsible for all funds and securities of WMHA; shall receive and give receipts for monies due and payable to WMHA from any source whatsoever and deposit all such monies in the name of WMHA in such banks, trust companies or other depositories as shall be selected in accordance with the

provisions of the By-Laws and in general shall perform all duties incident to the Office of Treasurer.

d) Maintains the financial books and records for WMHA
e) Receives and deposits all registration and similar fees from the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited
f) Ensures payment of expenditures on a timely basis
g) Presents a report to the Executive on a quarterly basis of the operating results of WMHA
h) Prepares the budget and presents the budget to the Executive for approval.
i) Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Executive.
j) After the fiscal year end, prepares the books and records for audit and is WMHA's liaison with the auditors throughout the duration of the audit
k) Presents the audited financial statements to the Executive for approval
l) Any other duties assigned by the President or by the Executive

5. Secretary
    a) In general, performs all duties incident to the Office of Secretary
    b) At the discretion of the President, prepares and distributes the agenda for all meetings.
    c) Records or directs others to record the minutes of all Annual, General and Special Meetings and distributes the minutes to the Executive and Members, as applicable.
    d) Contacts Executive to advise of upcoming meetings.
    e) Maintains By-laws
    f) Responsible for the security and safe keeping of WMHA records
    g) Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
    h) Responsible for receiving and managing nominations for Executive positions.

i) Any other duties assigned by the President or by the Executive.

C. Director descriptions shall be described in the Policy and Procedure document.

V. ARTICLE 5: MEETINGS

A. Annual General Meeting (AGM)

1. Annually, the Board shall set the Annual General Meeting for a date prior to the end of May. The board shall provide at least twenty-one (21) days notice of the Annual General Meeting to the members of WMHA emailing members and posting a notice in the media.
2. Quorum for the Annual General Meeting shall be a minimum of ½ the Executive Directors and Directors.
3. Election proceedings at an AGM will be chaired in the following manner. One of the existing Vice Presidents shall preside over the President position. The President shall preside over the remaining elections.If there is more than one nomination for a given position, voting shall be conducted by secret ballot.
4. A majority shall be required for all motions at the AGM. The exception is amendments to this Bylaw, which must be obtained through Special Resolution.
5. WMHA shall provide meeting notices, conduct meetings and hold votes using digital technology from time to time when required by the Board.

B. Regular Meetings

1. Regular meetings shall be called at the frequency determined by the board that will permit their duties to be accomplished. Regular meetings shall be announced to membership with seven (7) days notice. Emergent regular meetings may be scheduled by the president with a minimum twenty-four (24) hours notice given to members. Meetings shall be conducted in person at a selected location made by the board and/or virtual.
2. Quorum for Regular meetings shall be ½ the board.
3. A majority shall be required for all motions.
4. WMHA shall provide meeting notices, conduct meetings and hold votes using digital technology from time to time when required by the Board.

C. Special Meetings

1. A Special Meeting can be called upon by the President or receipt of a written request signed by four (4) board members. The board shall provide at least twenty-one (21) days notice of a Special Meeting to the members of WMHA emailing members and posting a notice in the media.
2. Quorum for the Special Meeting shall be a minimum of ½ the Executive Directors and Directors.

VI. ARTICLE 6: VOTING

A. Any voting member in good standing and who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special meeting.
B. Votes must be made in person or online for annual general meetings and regular meeting business and not by proxy. Votes must be made in person for Special Resolution meetings.
C. Each member of WMHA shall be entitled to one vote on every order of business. In the case of a tie vote, the President of WMHA or acting Chairperson of the meeting, shall be entitled to a second or casting vote.

VII. ARTICLE 7: AUDITING AND FINANCES

A. The fiscal year of the Association shall be from June 1st to the following May 31st.
B. All Funds of the WMHA shall be deposited in an accredited financial institution authorized by the Board, to an account in the name of WMHA. For the purposes of carrying out its objectives, the WMHA may borrow, raise or secure the payments of money in such a manner as the Board deems necessary.
C. The signing authorities for financial purposes and any contracts or agreements shall be any two of the Executive Directors. Furthermore, the Board, from time to time may deem it necessary to add another person to the list of those eligible to sign on behalf of the WMHA by Board motion.
D. Annually, the books of the Association shall be audited by two (2) Members. The Treasurer is ineligible to participate in the annual audit.
E. The books and records of the WMHA may be inspected by any member of the WMHA at the Annual General Meeting provided for herein or at any time by arranging a time satisfactory to the Treasurer.

VIII. ARTICLE 8: BOARD MEMBER CONDUCT

A. All Board Members shall avoid any real, or perceived, conflict of interest. A Board Member shall declare a conflict of interest and abstain from voting on any discussion that it, or may be perceived, to be a conflict of interest.
B. Board Members are expected to carry out their duties in a manner consistent with this Bylaw, WMHA Policies and Procedures and direction of the Board regardless of their personal beliefs.
C. The Board shall have the discretion, through the passing of a resolution with 75% support to dismiss any member of the Board whose conduct is detrimental to the best interests of the WMHA, operates in contradiction of this Bylaw or WMHA Policy or Procedure, or who misses three (3) consecutive Regular Meetings without the prior approval of the Board.

IX. ARTICLE 9: REMUNERATION

A. Unless authorized at any meeting and after notice for the same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.

X. ARTICLE 10: AMENDMENT TO BYLAWS

A. The Bylaws may be rescinded, altered or added to at the Annual General Meeting or by a Special Resolution. Changes to the Bylaws shall be forwarded to the Board no later than thirty (30) days prior to the meeting and made available to all Members no later than twenty-one (21) days prior to the meeting.
B. Only Members of the WMHA shall be permitted to propose amendments to the Bylaws.
C. Bylaws can only be amended by a motion passed by Special Resolution of the Members present at the Annual General Meeting or a Special Meeting for that purpose.
D. WMHA Policies and Procedures may be amended at any Regular Meeting or at a Special Meeting as required by the Board from time to time by simple majority.

XI. ARTICLE 11: DISSOLUTION

A. A resolution passed by Special Resolution of the Members present at the meeting shall be required to surrender its certificate of incorporation.
B. In the event of the dissolution of the WMHA, all remaining funds will be distributed to an eligible registered charity with similar objectives of the WMHA for the purposes of children’s recreational activities. Under no

circumstances shall the Members, or Board, receive any funds resulting from the dissolution of the WMHA.

Signed on October 20, 2023 by Applicants:

Chad Peterson _____

Sherri Morrissey _____

Durwin Gendron _____

Kasimira Thomas _____

Amanda Musser _____

Tiffany Torkelson _____

Witness:

Neil Morrissey _____