

11. Unfinished Business (additional bylaw amendments required by our Societies Act)



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-10:

Amendment to By-Laws

Page: 4

Section: By-Law I: INTERPRETATION - 1.02 Definitions - 11. Special Resolution

Point: amendment

CURRENT WORDING:

11. "Special Resolution" shall mean a resolution passed by a majority of not less than two-thirds (2/3) of such Members entitled to vote as are present in person at a meeting of Members of which notice specifying the intention to propose a resolution as a special resolution has duly been given;

PROPOSED WORDING:

11. "Special Resolution" shall mean a resolution that a minimum of 75% (3/4th) of the members must vote in favor of this Special Resolution;

RATIONALE:

To follow the Societies Act



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-11:

Amendment to By-Laws

Page: 6

Section: By-Law II: MEMBERSHIP; 2.07

Point: amendment

CURRENT WORDING:

2.02 Member Expulsion

Any violation of the Objectives, Bylaws or Operating Rules of SAWHA or decisions of the Executive by any member of SAWHA shall render such member liable to suspension by special resolution vote. Any such suspension would be in affect until the next AGM or Special meeting of SAWHA.

Thirty (30) days prior notice in writing of the intention to place a special resolution before the meeting must be given to the member involved and to all other members.

PROPOSED WORDING:

2.03 Member Expulsion

Any violation of the Objectives, Bylaws or Operating Rules of SAWHA or decisions of the Executive, by any member of SAWHA shall render such member liable to **expulsion** by special resolution vote. Any such **expulsion** would be in affect until the next AGM or Special meeting of SAWHA.

Thirty (30) days prior notice in writing of the intention to place a special resolution before the meeting must be given to the member involved and to all other members.

RATIONALE:

To follow the Societies Act



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-12:

Amendment to By-Laws

Page: 6

Section: By-Law III: MEETINGS OF MEMBERS AND VOTING; 4.01 d) and e)

Point: amendment

CURRENT WORDING:

- d) Provisions of the Bylaws may be amended by a two-thirds (2/3) Majority vote of the league.
- e) The Bylaws may only be amended at the SAWHA AGM.

PROPOSED WORDING:

- d) Provisions of the Bylaws may be amended by a minimum of 75% (3/4th) of the members must vote in favor of this Special Resolution
- e) In the future the Bylaws can only be changed by a Special Resolution of the members

RATIONALE:

To follow the Societies Act



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-13:

Amendment to By-Laws

Page: 7

Section: By-Law IV: MEETINGS OF MEMBERS AND VOTING; 4.04 League Meetings

Point: amendment

CURRENT WORDING:

4.04 League Meetings

- a) League meetings will be scheduled bi-monthly throughout the season or as deemed necessary by the Executive with a minimum of three (3) meetings a year.
- b) A quorum is required to approve any changes to matters requiring a vote.
- c) An Agenda will be handed out at each meeting the chairperson will be responsible for keeping that schedule in order. Issues not resolved at the League meeting will be carried over to the next meeting.
- d) Agenda of the League Meeting will include:
 - Call to order;
 - Roll call of member delegates;
 - Determination of a Quorum;
 - Approval of Agenda;
 - Introduction of special Guests;
 - Approval of minutes of last League Meeting;
 - Business arising from the minutes;
 - Executive Reports;
 - Reports of councils and committees;
 - Unfinished Business;
 - New Business;
 - Adjournment

PROPOSED WORDING:

4.04 **General** Meetings

- e) **General** meetings will be scheduled bi-monthly throughout the season or as deemed necessary by the Executive with a minimum of three (3) meetings a year.
- f) A quorum is required to approve any changes to matters requiring a vote.
- g) An Agenda will be handed out at each meeting the chairperson will be responsible

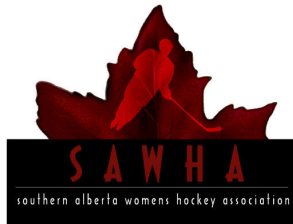
for keeping that schedule in order. Issues not resolved at the **General** meeting will be carried over to the next meeting.

h) Agenda of the **General** Meeting will include:

- Call to order;
- Roll call of member delegates;
- Determination of a Quorum;
- Approval of Agenda;
- Introduction of special Guests;
- Approval of minutes of last **General** Meeting;
- Business arising from the minutes;
- Executive Reports;
- Reports of councils and committees;
- Unfinished Business;
- New Business;
- Adjournment

RATIONALE:

To follow the Societies Act



**2008 ANNUAL GENERAL MEETING
NOTICE OF MOTION #2009-14:**

Amendment to By-Laws

Page: 8

Section: By-Law IV: MEETINGS OF MEMBERS AND VOTING; 4.05 Special Meetings

Point: addition

CURRENT WORDING:

N/A

PROPOSED WORDING:

4.05 Special Meetings

A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting.

RATIONALE:

To follow the Societies Act

Note: all sections from 4.05 are increased by one to 4.06, 4.07, etc.



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-15:

Amendment to By-Laws

Page: 8

Section: By-Law IV: MEETINGS OF MEMBERS AND VOTING; 4.06 Quorum

Point: change

CURRENT WORDING:

4.06 Quorum

A quorum for the transaction of business at the AGM shall be two-thirds (2/3) of the membership with each member team receiving two (2) votes

PROPOSED WORDING:

4.07 Quorum

A quorum for the transaction of business at **any meeting of the Members** shall be two-thirds (2/3) of the membership

RATIONALE:

To follow the Societies Act- 2 votes is redundant



2008 ANNUAL GENERAL MEETING NOTICE OF MOTION #2009-16:

Amendment to By-Laws

Page: 8

Section: By-Law IV: MEETINGS OF MEMBERS AND VOTING; 4.07 Right to vote at Member's Meetings

Point: change

CURRENT WORDING:

4.07 Right to Vote at Member's Meetings

At each meeting of the Members (AGM or League Meeting), the following have the right to vote:

- Each Member shall have two (2) votes
- Each elected Member of the SAWHA Executive shall have one (1) vote

PROPOSED WORDING:

4.08 Right to Vote at Member's Meetings

At each meeting of the **Members, the** following have the right to vote:

- Each Member shall have two (2) votes
- Each elected Member of the SAWHA Executive shall have one (1) vote

RATIONALE:

To follow the Societies Act

Note 4.07.1 and 4.07.2 are re-numbered to 4.08.1 and 4.08.2 respectfully



2009 ANNUAL GENERAL MEETING NOTICE OF MOTION #2008-17:

Amendment to By-Laws

Page: 15

Section: By-Law V: OFFICERS; 5.04 SAWHA Honorariums

Point: change

CURRENT WORDING:

5.04 SAWHA Honorariums

All of the Officers and non-executive positions shall be paid an annual Honorarium, which shall be approved by the Membership (quorum required) and shall be recorded in the Operating Rules. If an officer fails to complete their duties, the board has the right to decide on fair compensation.

PROPOSED WORDING:

5.04 SAWHA Remuneration

All of the Officers and non-executive positions shall be paid an annual remuneration, which shall be approved by the Membership (quorum required) and shall be recorded in the Operating Rules. If an officer fails to complete their duties, the board has the right to decide on fair compensation.

RATIONALE:

To follow the Societies Act



2009 ANNUAL GENERAL MEETING NOTICE OF MOTION #2008-18:

1. Special Resolution

Motion - The existing bylaws are repealed and replaced with the attached bylaws, which shall include the amendments approved above.

- Motion to Approve –
- Seconded by –



OBJECTIVES AND BYLAWS

February 24, 2009

OBJECTIVES

Article One: Name	3
Article Two: Affiliation	3
Article Three: Objectives	3

BY-LAWS

I Interpretation	4
II Membership	5
2.01 SAWHA Governing Body	
2.02 Regular Memberships	
2.03 Associate Memberships	
2.04 Membership Rights for Applications	
2.05 Executive Voting	
2.06 Member Resignations	
2.07 Member Expulsion	
2.08 Member Reinstatement	
III Dues	6
IV Meetings of Members and Voting	6
4.01 Annual General Meeting (AGM)	
4.02 Order of Business	
4.03 Executive Meetings	
4.04 League Meetings	
4.05 Notice	
4.06 Quorum	
4.07 Right to Vote	
V Officers	9
5.01 Officers	
5.02 Duties of the Officers	
5.03 Committees	
5.04 Honorariums	
5.05 Member Resignations	
5.06 Removals	
5.07 Vacancies	
VI Powers of the Executives	16
VII Auditing	17
VII Dissolution	17

OBJECTIVES

ARTICLE I: NAME

The Organization shall be called the Southern Alberta Women's Hockey Association and may be referred to as SAWHA

ARTICLE II: AFFILIATION

SAWHA shall abide by the rules as set down by Hockey Alberta in accordance with its affiliation with the Canadian Hockey Association.

ARTICLE III: OBJECTIVES

The objectives of SAWHA are:

1. To enjoy the game of hockey and to keep the game at a fun yet competitive level.
2. To ensure all interested females, 18 years of age and older, have an equal opportunity to participate and wherever possible, provide competition at the individual players' level of skill.
3. To promote, encourage and increase the growth and awareness in female hockey in Alberta.
4. To encourage and foster personal development and leadership qualities of individuals through their participation in female amateur hockey.

BYLAWS

BY-LAW I: INTERPRETATION

- 1.01** Words importing the use of any gender include all genders.
- 1.02** Definitions: unless the subject matter or context requires a different interpretation, the following words and phrases shall, in these Bylaws, have the following meanings:
1. "AGM" means Annual General Meeting.
 2. "Bylaws" mean the Bylaws of SAWHA as amended from time to time;
 3. "CHA" means the Canadian Hockey Association;
 4. "Discipline" means correction, chastisement, punishment, and penalty and, without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;
 5. "HA" shall mean Hockey Alberta;
 6. "Hockey Team" means a group of persons comprised of not less than twelve (12) female players, with at least one (1) certified Coach, all of whom are registered with Hockey Alberta;
 7. "Member" shall mean a Member team, defined as an Amateur Hockey Team that satisfies the requirements of Hockey Alberta and SAWHA
 8. "Operating Rules" shall mean SAWHA's Operating Rules as amended from time to time
 9. "SAWHA" shall mean the Southern Alberta Women's Hockey Association. It means an association registered as a body corporate in the Province of Alberta, which has adopted the Bylaws and Operating Rules that are consistent with the Bylaws and Regulations of Hockey Alberta and are filed with such. The Bylaws and Operating Rules of SAWHA may be more restrictive, but not less restrictive, than those of Hockey Alberta;
 10. "Southern Alberta Women's Hockey League" shall mean the women's hockey league operating in Calgary and the outlying area, the radius of which is approved at the Annual General Meeting.
 11. "Special Resolution" shall mean a resolution passed by a majority of not less than two-thirds (2/3) of such Members entitled to vote as are present in person at a meeting of Members of which notice specifying the intention to propose a resolution as a special resolution has duly been given;
 12. "Suspension" means a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that a suspension must specify a length of time or number of games, or type of hockey game or any combination thereof;

BY-LAW II: MEMBERSHIP

2.01 SAWHA – Governing Body

SAWHA is the governing body for all teams participating in the Southern Alberta Women's Hockey League. The organization shall be in good standing with the HA and the CHA.

2.04 Regular Memberships

Regular Membership shall be open to the following:

- Any female Hockey Team within a set radius of Calgary that satisfies the requirements of HA and SAWHA.
- The set radius will be determined at the Annual General Meeting;
- Teams from outside the set radius shall apply in writing each and every year according to the procedures provided herein.
- Membership may be acquired by an application in writing to the SAWHA President expressing compliance with and adherence to the Objectives, Bylaws and Operating Rules of SAWHA. Accompanying each application, due August 1 of the playing season, shall be the following:
 - a) A complete list of the names, mailing and e-mail addresses, phone and fax numbers of the applicant's officers, which shall consist of at least a coach and team manager
 - b) Annual membership fee deposit, as specified in the Operating Rules, not refundable if the team withdraws prior to the start of the upcoming playing season.
 - c) A letter or copy of the ice rental contract confirming a regular ice slot for the upcoming season, with a proper allotment of ice slots as specified in the operating rules. The times and location(s) of these ice times must be within the approved times and locations as specified in the Operating Rules

2.05 Associate Memberships

Associate Memberships shall be open to any interested individual by applying to SAWHA and submitting the annually set fee. The Associate Membership has no voting privileges.

2.06 Membership Right for Applications

The Membership shall have sole and absolute right to accept or refuse an application for Membership in SAWHA. Determining factors will be 2.02.

2.07 Executive Voting

After the fall organizational meeting, the Executive shall have the sole discretion of the acceptance of applications.

2.08 Member Resignation

Any Member may resign from membership in SAWHA by submitting its' resignation to the President of SAWHA. Upon such resignation becoming effective, such Member shall forfeit its rights and privileges in SAWHA. At that time the performance bond, less monies owing to SAWHA shall be returned to the said member.

2.09 Member Expulsion

Any violation of the Objectives, Bylaws or Operating Rules of SAWHA or decisions of the Executive by any member of SAWHA shall render such member liable to suspension by

special resolution vote. Any such suspension would be in affect until the next AGM or Special meeting of SAWHA.

Thirty (30) days prior notice in writing of the intention to place a special resolution before the meeting must be given to the member involved and to all other members.

2.10 Member Reinstatement

Any suspended Member may submit a written request for reinstatement to the League Executive ten (10) days prior to the next scheduled AGM or Special meeting. Reinstatement will only be granted by an acceptance of two thirds (2/3) of those members present and entitled to vote.

BY-LAW III: DUES

3.0.1 The annual fee for membership in the League shall be approved by the General Membership at the AGM. Such fees once approved shall become effective for the ensuing season. No team shall be entitled to enter competition or be represented at the AGM of the League unless all unpaid fees from the previous season have been paid.

BY-LAW IV: MEETINGS OF MEMBERS AND VOTING

4.09 Annual General Meeting (AGM)

- a) The AGM of SAWHA shall be held at a time and place designated by the Executive within sixty (60) days of the conclusion of the season.
- b) Any proposed amendments to the Bylaws must be submitted in writing to the President of the League no **less** than thirty (30) days prior to the AGM.
- c) Any notice of motions to the Bylaws must be submitted in writing to all team representatives no less than fourteen (14) days prior to the AGM (April 2008).
- d) Provisions of the Bylaws may be amended by a two-thirds (2/3) Majority vote of the league.
- e) The Bylaws may only be amended at the SAWHA AGM.

4.10 AGM Order of Business

- a) Call to order;
- b) Roll call of member delegates;
- c) Determination of a Quorum;
- d) Approval of Agenda;
- e) Introduction of Special Guests;
- f) Approval of minutes of last League Meeting;
- g) Approval of minutes of last AGM;
- h) Business arising from the minutes;
- i) Executives Reports;
- j) Reports of councils and committees;

- k) Unfinished Business;
- l) Elections;
- m) New Business;
- n) Adjournment

4.11 Executive Meetings

- a) There shall be a joint meeting of the Incoming and Outgoing Executive following the AGM.
- b) To pass any motion (except where stated differently in the Bylaws), the motion requires a simple majority of Executive members voting.
- c) Any member of the Executive may call an Executive or special meeting to discuss problems of importance.
- d) Executive meetings shall be called as the Executive deems necessary during the year with a minimum of three (3) meetings a year.
- e) Upon request, chairmen of Special and Standing Committees shall attend Executive meetings but have no vote.

4.12 League Meetings

- i) League meetings will be scheduled bi-monthly throughout the season or as deemed necessary by the Executive with a minimum of three (3) meetings a year.
- j) A quorum is required to approve any changes to matters requiring a vote.
- k) An Agenda will be handed out at each meeting the chairperson will be responsible for keeping that schedule in order. Issues not resolved at the League meeting will be carried over to the next meeting.
- l) Agenda of the League Meeting will include:
 - Call to order;
 - Roll call of member delegates;
 - Determination of a Quorum;
 - Approval of Agenda;
 - Introduction of special Guests;
 - Approval of minutes of last League Meeting;
 - Business arising from the minutes;
 - Executive Reports;
 - Reports of councils and committees;
 - Unfinished Business;
 - New Business;
 - Adjournment

4.13 Notice

Notice of the time and place of all meetings of Members (other than specified in 4.01) and the general nature to be transacted shall be communicated to each Member on seven (7) days prior notice. The notice of the meeting shall be deemed to be good and effective if sent to the last known email address of the Member seven (7) days prior to the meeting.

4.14 Quorum

A quorum for the transaction of business at the AGM shall be two-thirds (2/3) of the membership with each member team receiving two (2) votes

4.15 Right to Vote at Member's Meetings

At each meeting of the Members (AGM or League Meeting), the following have the right to vote:

- Each Member shall have two (2) votes
- Each elected Member of the SAWHA Executive shall have one (1) vote

4.07.1 Qualifications

In order for a Member to qualify for voting privileges at meetings of the Members, the Member must:

- a) Have been registered in SAWHA the playing season immediately preceding the said meeting and involved in active competition;
- b) Be in good standing with SAWHA;
- c) Be present in person at the meeting

4.07.2 Voting

At all meetings of the Members of SAWHA, every question shall be decided by a majority of the votes of the Members present in person. Every question shall be determined in the first instance by a show of hands unless a poll is demanded by a Member. The poll shall be taken in such manner as the President shall direct and the result shall be deemed the decision of SAWHA in a meeting of Members. A declaration by the President that a resolution has been carried or not carried and an entry to that effecting the minutes of SAWHA shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution. The President shall abstain from voting, unless there is an equality of votes at any meeting of the Members. The President, at this time shall be entitled to a casting vote.

BY-LAW V: OFFICERS

5.05 Officers

The Elected Officers of SAWHA shall form the Executive, and shall consist of the following:

- a) President
- b) Director – Competition & Development
- c) Director – Marketing & Promotions
- d) Director – Scheduling & Ref Liaison
- e) Director – Discipline & Game Reports
- f) Director – Finance
- g) Director – Registration & Administration

5.05.1 Election of Officers

- a) All Officers of the Executive shall be elected by the Members at the AGM.
- b) Term of Executive office will be two (2) years
- c) Not More than four members on the Executive Board can resign their post in a given year.

- d) The President-elect must have served on the SAWHA board in past years

5.06 Duties of the Executive

The Executive shall be responsible for:

- a) The calling and conducting of meetings;
- b) Maintaining and distributing an accurate recording of the proceedings of all meetings of SAWHA or its executive;
- c) Maintaining a central registry of authorized players, coaches and game reports;
- d) Carrying out day-to-day business of SAWHA;
- e) Proposing long range plans and programs for consideration and approval;
- f) Appointing Chairmen of special and standing committees

5.06.1 President

The President is the principle leader of SAWHA and has overall responsibility for the general management and supervision of the affairs of SAWHA.

- a) Call all meetings of the Executive, Council and Annual General Meetings and act as Chairman for all the said meetings
- b) Represent the association at local, regional and provincial levels
- c) Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- d) Give direction to all officers, committee chairperson and employees and see to it that the associations policies appropriate to their areas of responsibility are being carried out
- e) Be responsible for determining appropriate effective structures and processes within the organization for the continued well - being of the Association.
- f) Assign such duties, as from time to time, become necessary and which are essential to the conduct of the affairs of the Association.
- g) Along with the signature of any other Executive officer, has the authority to sign and issue checks of SAWHA.
- h) Along with the Director – Scheduling & Ref Liaison, supports other groups associated with SAWHA such as Girls Hockey Calgary (Southern Alberta's Minor/Junior Female Hockey Division), CZRC (Central Zone Referee Committee), etc.
- i) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute)

5.06.2 Director – Competition & Development

- a) Carry out the duties assigned to them by the President
- b) Perform the duties of the President during her absence
- c) If the President is unable to fulfill their duties or resigns, the Director – Competition & Development will assume responsibilities of the President until the AGM.
- d) Ensure strict adherence to the League Regulations and to the playing rules of SAWHA
- e) Attend all meetings of the SAWHA Executive
- f) Update the Constitution and Bylaws; and Operating Rules as required and prepare all changes to be presented and voted on by membership at the AGM.
- g) Work with the Director – Finance to ensure the policies of the constitution and by-laws of SAWHA are followed.
- h) Work with the other Directors to assess ways to better the league through:
 - 1. League Development

- a. Rule changes
- b. Special Events
- c. Coaching development/courses
- d. Masters/Open division development
- e. Tier structures
- f. Play-offs
- 2. Player Development
 - a. Tournaments
 - b. Skills Clinics
 - c. All-Star Games
- i) Look for ways to promote and expand our league.
- j) Work with other Directors on a rotation basis, to share the duties of responding to discussion board questions as well as being the primary on carrying the league cell phone.
- k) Along with the signature of either the President or Director – Finance, have the authority to sign and issue checks of SAWHA.
- l) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute)

5.06.3 Director – Marketing & Promotions

- a) Carry out the duties assigned to them by the President
- b) Perform the duties of the President during the absence of the President and Director – Competition & Development.
- c) Work on and develop Revenue Generating programs for the league and its members.
- d) Attend all meetings of the SAWHA Executive
- e) Chair the Provincials Committee and have overall responsibility for the hosting of any Provincial Championships awarded to SAWHA.
- f) Be responsible for submitting the appropriate bids to host provincials.
- g) Ensure strict adherence to the League Regulations and to the playing rules of SAWHA
- h) Chair and Coordinate any Charity events brought to the league.
- i) Chair and Coordinate the Casino event and have overall responsibility for the operation of any Casino event awarded to SAWHA.
- j) Work with other Directors on a rotation basis, to share the duties of responding to discussion board questions as well as being the secondary on carrying the league cell phone.
- k) Along with the signature of either the President or Director – Finance, have the authority to sign and issue checks of SAWHA.

5.06.4 Director – Scheduling & Ref Liaison

- a) Give sufficient notification to teams regarding ice time submission.
- b) Ensure that ice times are received from teams far enough in advance as to allow time for the schedule to be completed on time.
- c) Attends all meetings of the SAWHA Executive
- d) Work with the Director – Discipline & Game Reports and the Director – Competition & Development to complete the league schedule at least ONE week prior to the determined start of play and within the following guidelines:
 - i. First Half Schedule completed by September 15
 - ii. Second Half Schedule completed by December 15
 - iii. Provincial Play down Schedule completed no later than January 1
 - iv. March/Playoff Schedule completed by February 15
- e) Send schedules out to all team reps

- f) Send schedules and notice of changes to ref assignor and follow-up to ensure that referees have been assigned appropriately to all games.
- g) Send notice of schedule changes to the affected teams as well as the President and the Director - Finance.
- h) Work with Appeals Committee to resolve protests regarding scheduling
- i) Ensure the web schedule is the most up to date master copy of the schedule.
- j) Work with Ref assignor and Ref Coordinator to build a strong foundation with CZRC and continue to strengthen that relationship going forward.
- k) Make CZRC aware of any schedule and rule changes from year to year.
- l) Along with the President, supports other groups associated with SAWHA such as Girls Hockey Calgary (Southern Alberta's Minor/Junior Female Hockey Division), CZRC (Central Zone Referee Committee), etc.
- m) Attend meetings with CZRC and/or Girls Hockey Calgary if and when possible.
- n) Along with the signature of either the President or Director – Finance, have the authority to sign and issue checks of SAWHA.

5.06.5 Director – Discipline & Game Reports

- a) Chair the Discipline Committee, administer and enforce all disciplinary action as detailed in the constitution and by-laws of SAWHA.
- b) Review game sheet incidents and ask for assistance from the Discipline Committee on anything 3 games and over.
- c) Inform the President on all major penalties and misconducts.
- d) Send out Discipline notifications to Team reps as well as President and Discipline Committee.
- e) Follow-up by reviewing game sheets to ensure suspensions were served
- f) Deal with Hockey Alberta where necessary in determining proper disciplinary action.
- g) Responsible for the day-to-day operation and decorum of each respective tier
- h) Ensure strict adherence to the League Regulations and to the playing rules of SAWHA.
- i) Attends all meetings of the SAWHA Executive
- j) Work with the Director – Scheduling, Re-Scheduling & Ref Liaison to complete a Divisional schedule prior to the determined start of play.
- k) Be part of the SAWHA Discipline Committee (except when his/her team is involved in the dispute)
- l) Review the results online versus the Game Sheets and ensure that teams are entering their results online in a timely manner.
- m) Along with the signature of either the President or Director – Finance, have the authority to sign and issue checks of SAWHA.

5.06.6 Director – Finance

- a) Maintain a bank account in trust for the League, into which all League funds shall be deposited;
- b) Prepare a SAWHA Budget which shall be approved by the Executive and the Membership at the first League Meeting
- c) Prepare periodic Financial Statements for league meetings, Annual Financial Statements and an Analysis of the Differences between the Annual Financial Statements to the Budget
- d) Arrange to have the Annual SAWHA Financial Statements and the Analysis of the Differences between the Financial Statements to the Budget reviewed by the Executive and presented to the League at the AGM.
- e) Submits copies of the Annual Financial Statements to the Secretary for the records of SAWHA

- f) Attend all meetings of the Members and the Executive, and prepare and be the custodian of all:
 - i. Records and legal documents of SAWHA
- g) File the annual return, changes in the Executive of the Association, amendments in the bylaws and other incorporating documents with the Corporate Registry and with Hockey Alberta;
- h) Establish policies and procedures which are in compliance with Alberta Gaming rules for depositing and utilizing Casino earnings;
- i) Prepare and file the Bi-Annual Regular Casino Financial Report
- j) Attends all meetings of the SAWHA Executive
- k) Keep the Association's books up-to-date
- l) Keep a proper record of all payments and monies received
- m) Prepare all SAWHA invoices and ensure their timely collection
- n) Pay by check all accounts owed by SAWHA
- o) Along with the signature of any other Executive officer, has the authority to sign and issue checks of SAWHA.
- p) Work with the Director – Competition & Development to ensure the policies of the constitution and by-laws of SAWHA are followed.
- q) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute)

5.06.7 Director – Registration & Administration

- a) Attend all meetings of the Members and the Executive, and prepare and be the custodian of all:
 - i. Minutes of Meetings of the Members;
- b) Keep and maintain a register of all Hockey Teams, Players, Coaches and other Team Officials in SAWHA
- c) Resolve disputes regarding releases
- d) Work with the Directors to resolve disputes regarding the by-laws and the rules and regulations of SAWHA
- e) Resolve disputes regarding Executive Members
- f) With Associations - process transfer applications, obtain Association sanction for SAWHA events, and communicate information between Associations and the SAWHA members, such as event deadlines.
- g) Be responsible for activities and initiatives (e.g. workshops) that contribute to a better understanding of the objectives and policies of the Association, primarily amongst the membership.
- h) Coordinate the posting of the minutes to the web site
- i) Prepare the agenda for all meetings of the Members and Executive in consultation with the Executive
- j) Make arrangements including venue, date, times and hospitality for association meetings and send adequate notice of the meetings
- k) Read, reply and file correspondence promptly
- l) Respond to general duties as directed by the President.
- m) Along with the signature of either the President or Director – Finance, have the authority to sign and issue checks of SAWHA.
- n) Be part of the SAWHA Discipline Committee (except when their team is involved in the dispute)
- o) Respond to requests from new players or new teams inquiring about our league (April 2008)
- p) he/she shall have charge of the Seal of SAWHA which whenever used shall be authenticated by the signature of the Secretary and the President, or in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed

by the Board. The Secretary shall have charge of all the correspondence of the SAWHA and be under the direction of the President and the Board. (Feb 2009)

5.06.8 Director – Facilities & League Development (April 2008)

- a) To provide leadership and direction for the overall management and development of SAWHA programs at Fairview Arena.
- b) To support the sustainable development of women's hockey in Southern Alberta
- c) To respond to Fairview related concerns of the SAWHA user groups on a daily basis.
- d) To assist in the planning, coordination and development of women's hockey tournaments and special events throughout the year.
- e) Work closely with the SAWHA Director of Operations and Arena Staff on administrative matters and to ensure the facility is utilized to full capacity.
- f) To assist in SAWHA strategic planning.
- g) To attend SAWHA league meetings.

5.06.9 Director – Operations (April 2008)

- a) To train the in-coming Treasurer and provide mentorship as required.
- b) To assist the Scheduler in preparation of the SAWHA schedule(s) and required changes.
- c) To act as back up for both the Treasurer and the Scheduler.
- d) To be a liaison with Fairview Women's Hockey Arena Society to ensure the Fairview Arena ice is utilized to full capacity.
- e) To act as a resource on matters of an operational nature.
- f) To assist in SAWHA strategic planning.
- g) To attend SAWHA league meetings.

5.07 SAWHA Committees

SAWHA has two committees to resolve any disputes involving league matter.

1. The Discipline Committee shall consist of:
 - a. Director - Discipline & Game Reports,
 - b. Director – Scheduling & Ref Liaison
 - c. Director - Registration & Administration.
 - d. President (only if needed for special circumstances)

The function of the Discipline Committee is to assist in dealings with suspensions of a "Serious Nature";

- "Serious Nature" shall constitute a suspension involving more than three (3) games and/or as a result of infractions involving Match Penalties.

2. The Appeals Committee shall consist of:
 - a. President
 - b. Director – Competition & Development
 - c. Director – Finance
 - d. Alternatively, any other member of the board in one of the previous three's absence.

The Appeal Process is listed in more detail in the Rules and Regulations document. The function of the Appeals Committee is to assist in disputes arising from League business. League business can include but is not limited to any of the following:

- Fines

- Player Releases
- Relegation and Promotion
- Scheduling
- Suspensions or Disciplinary action

5.08 SAWHA Honorariums

All of the Officers and non-executive positions shall be paid an annual Honorarium, which shall be approved by the Membership (quorum required) and shall be recorded in the Operating Rules. If an officer fails to complete their duties, the board has the right to decide on fair compensation.

5.09 Member Resignations

An Officer of the Executive may resign from office upon giving notice thereof in writing to SAWHA and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive, whichever may be the earlier date.

5.10 Removal

- a) The Executive may, by a two thirds (2/3/) vote, remove or suspend an Officer who, in the opinion of the Executive has been or is being remiss or neglectful of duty or conduct. Such neglect includes non-attendance at meetings, or any violation of the Objectives, Bylaws and/or Operating Rules of SAWHA, HA or the CHA.
- b) The Members may, by resolution passed by a majority of the votes cast at a Special Meeting of the Members duly called for that purpose, remove any Member of the Executive before the expiration of their term of office and may, by a majority of votes cast at the meeting, elect any person in their stead for the remainder of the term of the Executive Member so removed.

5.11 Vacancies

- a) Where a vacancy occurs in the Executive, or in the event that the Members fail to elect all required Officers at the AGM, and a quorum of Executive exists, the Executive then in office may appoint a person to fill the vacancy for the remainder of the term.
- b) The vacancy may also be filled at a Special Meeting, provided it is stated in the notice of such meeting. Any person is eligible for office, excluding those not in good standing with SAWHA.

BY-LAW VI: POWERS OF THE EXECUTIVE

6.01 For the purpose of carrying out the objectives of SAWHA, the Executive shall manage the affairs of SAWHA, and shall implement all of the resolutions, exercise all of the powers and do all such acts and things as may be exercised by SAWHA and are not by these Bylaws expressly directed or required to be done at a meeting of the Members or otherwise.

The powers and duties of the Executive include, without the generality of the foregoing, the following:

- a) Supervision of the collection of fees and funds of SAWHA
- b) Establishing and defining the Bylaws and Operating Rules of SAWHA, finally, absolutely and exclusively to the exclusion of any interference from any other body, subject always to the Constitution, Bylaws and Regulations of HA and of the CHA;
- c) Interpreting and enforcing the Bylaws and Operating Rules of SAWHA, HA and CHA for the betterment of hockey in the Province of Alberta
- d) Recommending and drafting changes to the Bylaws, for the approval of the Members at the AGM;
- e) Recommending and drafting changes to the Operating Rules, for the approval of the Members at any SAWHA Meeting;
- f) Imposing and enforcing appropriate penalties upon the Members, Officials or other persons for violations or breaches of the Bylaws and Operating Rules of SAWHA, and/or the Bylaws and Regulations of the HA the CHA, or for any violation or breach of a decision or ruling of the League
- g) Appointing those officers, who are not elected pursuant to the Bylaws, and from time to time, define the duties of the Officers of SAWHA;
- h) At the first meeting of the season, to classify new Members in its sole discretion, in all Categories of the Divisions;
- i) Approving or disapproving in its sole discretion, applications for membership;
- j) Serving the best interests of the majority of the Members of SAWHA.
- k) Borrowing powers - for the purpose of carrying out its objects, SAWHA may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of SAWHA, and in no case shall debentures be issued without the sanction of a special resolution of the members of SAWHA

BY-LAW VII: AUDITING

7.01 Audit of SAWHA accounts and financial statements

The Books, accounts and records of the Secretary and Treasurer will be audited at least once each year by a dully qualified accountant or by two members of SAWHA elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such Auditor at the AGM. The fiscal year of SAWHA in each year shall be May 1- April 30th

7.02 The books and records of the society may be inspected by any member of the society at the AGM or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

BY-LAW VIII: DISSOLUTION

- 8.01** Upon Dissolution of the society, any assets remaining after paying debts and liabilities will be:
- i) disbursed to eligible charitable or religious groups or purposes: or
 - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board