



Battlefords AAA Sharks

Female Midget AAA Hockey | SFMAAAHL
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Battlefords Midget Female AAA Sharks Constitution and Bylaws

Article 1: Name and Jurisdictions

- 1.01 The name of the team shall be known as Battlefords Midget Female AAA Sharks (referred to as the AAA Sharks).
- 1.02 The team shall operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA) with its own Board of Directors and shall abide by all the regulations, bylaws and rules of the Saskatchewan Female Midget AAA Hockey League (SFMAAAHL), the Saskatchewan Hockey Association (SHA), Hockey Canada (HC) and the Battlefords Minor Hockey Association (BMHA).

Article 2: Aims and Objectives

- 2.01 To promote fair play and sportsmanship and to develop the technical hockey skills of team members through the provision of a safe and competitive environment. A desire to win fairly, is the primary aim.
- 2.02 To foster, promote and encourage self-esteem, friendship, team attitude, self-discipline and respect for oneself and others, with an emphasis on education, good character and citizenship. Through teamwork we strive to be the best we can.
- 2.03 To sponsor and promote such athletic, social and other activities, which will contribute to the overall aims and objectives and financial vitality of the team.
- 2.04 To promote and encourage team members to attain their goals for competitive hockey within the Saskatchewan Female Midget AAA Hockey League.
- 2.05 To promote and foster good relations with the community of the Battlefords which represents and with the Battlefords Minor Hockey Association under which jurisdiction it operates.

Article 3: Membership

- 3.01 The team is comprised of players selected by the coaching staff following rules as outlined by the SFMAAAHL and SHA.

- 3.02 The registration fee of a player registered with the AAA Sharks shall include BMHA membership fees of parents and/or guardians.
- 3.03 Any adult living within the Battlefords Minor Hockey center, as defined by SHA regulations and SFMAAAHL regulations and who pays the prescribed membership fee to BMHA, established annually, may participate fully in the affairs of the AAA Sharks organization.
- 3.04 Membership will be for the current hockey season only.

Article 4: Officers

A. Nominations

- 4.01 A nominating committee of three members, at least one of whom shall be the immediate Past Chairperson, shall be appointed by the Board of Directors. This Committee shall make every effort to present five names to the Annual General Meeting (AGM), for the elected position of Chairperson, Secretary, Treasurer and two Directors at Large, listed under Elections (Section B, 4.04) with the exception of the Parent Directors and BMHA Director.
- 4.02 At the AGM, any member in good standing may nominate another member or members to fill each of the positions, except for the parent and BMHA positions.

B. Elections

- 4.03 The AAA Board of Directors shall have a minimum of nine members, two of which will be from the BMHA Executive and two will be parents of team members.
- 4.04 Director positions will be for two year terms, the Chairperson and Treasurer and one Director at Large to be elected in even years and the Secretary and one Director at Large be elected in odd years in order to maintain some degree of continuity and experience. The parent positions will be for one year terms.
- a) Chairperson (two-year term)
 - b) Secretary (two-year term)
 - c) Treasurer (two-year term)
 - d) Directors at Large (two-year term)
 - e) Two BMHA Representatives
 - f) Two team parent board members (one-year term)
- 4.05 The election of Board Members whose term has expired shall take place at the spring Annual General Meeting.

- 4.06 The Parent Directors will be elected by the team parents and the fall pre-season meeting. The BMHA Directors will be selected by the BMHA Board of Directors as soon as possible after the BMHA AGM in the spring.
- 4.07 If any of the seven elected members is unable to fulfill his term of office, the Female AAA Sharks Board of Directors shall appoint someone to fill the position until the next election.
- 4.08 If there are no nominations if any of the seven elected positions, the Board of Directors shall appoint someone to fill the position or positions.

Article 5: Duties and Powers of the Midget Female AAA Sharks Board of Directors

- 5.01 To direct the AAA Sharks hockey club in accordance with the Female AAA Sharks Constitution and the Management Agreement between the AAA Sharks and BMHA.
- 5.02 Approve the annual budget at the fall regular meeting and conduct the business of the AAA Sharks in its entirety, authorize all expenditures and have control of all personnel associated with the AAA Sharks.
- 5.03 Appoint an independent auditor to examine the team's financial books each year.
- 5.04 To ensure all personnel of the AAA Sharks exercise fair play and sportsmanship and take any action deemed necessary to promote the aims and objectives of the team.
- 5.05 To advertise, interview and select the AAA Sharks Head Coach, Assistant Coach(es) and Manager on the basis of its approved screening process (see Appendix A). The Head Coach and Manager positions may not be combined.
- 5.06 To establish committees as required, to facilitate the operation of the team ie. Billets, advertising, etc. (See Appendix B)
- 5.07 To discuss all actions including suspensions, etc. regarding coaches, managers, other team officials or players and take whatever action is deemed necessary for the betterment of the AAA Sharks organization.
- 5.08 A Director ceases to hold office when he/she gives written notice of resignation of the AAA Sharks Board of Directors or is deemed to have acted in bad faith or acted in an unfair or dishonorable manner with respect to AAA Sharks or misses three consecutive regular Board Meetings without just cause.
- 5.09 As per BMHA Bylaw Eight (J.4), AAA Sharks Board of Directors will be included as members of BMHA. They will be listed on BMHA's SHA (Association) Registration document, designated as AAA Board Members categorized as other executive.

- 5.10 Appoint from the Board of Directors a Governor and an alternative Governor who will represent the AAA Sharks at all meetings of the SFMAAAHL as required.

Article 6: Conflict of Interest

- 6.01 A conflict of interest in any situation in which the AAA Sharks Board of Directors or a AAA Sharks employee attempts to promote a private or personal interest, either for herself/himself or some other person(s) which results or appears to result in:
- a. Interference with the objective exercise of his/her responsibilities with the Board or the team
 - b. Gaining an advantage by virtue of his/her position on the AAA Sharks Board of Directors or the team
- 6.02 Due to the nature of a volunteer's or an employee's responsibilities, it may be necessary in some cases to restrict the activities of the individuals serving as volunteers or employees to ensure a conflict of interest does not or does not appear to exist.
- a. Members of the Board of Directors shall not be allowed to serve as team employees
- 6.03 If an employee or volunteer perceives that a conflict of interest exists or has the potential to develop he/she must inform the Chairperson of the AAA Board, who in consultation with the President of BMHA will decide if a conflict of interest situation actually exists.
- 6.04 Any AAA Sharks employee or Board of Director must immediately remove themselves from any discussions, voting or decision making where the subject impacts on the AAA Sharks private or commercial interests until the Chairperson of the AAA Board of Directors and the BMHA President have ruled on the matter.

Article 7: Executive

A. Membership

- 7.01 The executive of the Board of Directors shall consist of the Chairperson, Secretary and Treasurer.

B. Duties

- 7.02 The Chairperson
- a. To call and preside at all Board of Director's Meetings, Executive Meetings and any Special Meetings as required.

- b. To prepare and present an agenda for each meeting for the Secretary to circulate prior to the meeting date.
- c. May represent any or all of the AAA Sharks Board of Directors on any occasion subject to the provision that he/she is responsible to the Board for his/her actions.
- d. To ensure that all reporting to the SHA, the SFMAAAHL and the BMHA has been completed as required.
- e. Be familiar with all the programs, policies, bylaws and agreements of the team and provide interpretation of the same as required.
- f. Shall appoint members to committee (if required), who shall be responsible for their operation.
- g. Be responsible for the supervision of the activities of the Coach and Manager.

7.03 Secretary (Vice-Chairperson)

- a. To record minutes of all meetings held by the AAA Sharks Board of Directors or the Executive and keep all records and reports of the AAA Sharks in an orderly fashion and forward approved copies of meeting minutes to BMHA.
- b. In the absence or illness of the Chairperson or at the request of the Chairperson, have all of powers and perform all the duties of the Chairperson.
- c. To send notice to all members of the Board of all meetings accompanied by an agenda, when directed by the Chairperson and to provide in advance of the meeting to all members, copies of the minutes of the last meeting.
- d. To submit a copy of the Management Agreement between the AAA Sharks and the BMHA, signed by the AAA Sharks Chairperson to the President of the BMHA.
- e. Act as correspondent for all AAA Sharks Board of Directors business.
- f. Be responsible for all promotions associated with AAA Sharks, unless designated otherwise.
- g. Keep records of all changes of the AAA Sharks Constitution and Bylaws.
- h. Advertise the date, time and place of the Annual General Meeting in the local newspaper for two consecutive weeks prior to the meeting.

7.04 The Treasurer

- a. Closely monitor the financial affairs of the AAA Sharks Hockey Club.
- b. Prepare with the assistance of the Chairperson and Secretary and any other appropriate person an annual budget prior to the preseason meeting in the fall.
- c. Working with the team Manager, collect or arrange for the collection of all fees and dues.
- d. Record and deposit all AAA Sharks revenues.
- e. Keep accurate accounts of all AAA Sharks expenditures.
- f. Prepare and deliver a financial report for each regular meeting of the AAA Sharks Board of Directors and a final report to the AGM. The financial reports will provide comparative information for the previous year and for the current budget. The financial reports must also be sent to the BMHA for their approval.

- g. Ensure the AAA Sharks account books are audited annually, according to the instructions from the Board of Directors.

Article 8: Meetings

- 8.01 The Chairperson shall call a minimum of six meetings in the fiscal year including:
 - a. Fall meeting for Budget Approval (prior to fall camp)
 - b. First season meeting (Approx. October 15)
 - c. Second season meeting (Approx. December 15)
 - d. Third season meeting (Approx. January 15)
 - e. Fourth season meeting (Approx. March 15)
 - f. AGM and post season evaluation (Approx. May 15)
- 8.02 At all meetings of the AAA Board of Directors, a quorum shall consist of a simple majority of all members of the Board.
- 8.03 Each member of the Board of Directors shall be entitled to one vote. The Chairperson shall not vote except to cast a deciding vote. There shall be proxy votes.
- 8.04 Minutes shall be kept of all meetings and shall be approved at the next meeting. All approved minutes will be forwarded to the BMHA for their records.
- 8.05 The May meeting (AGM) will be open to the public and any other interested parties. The AAA Sharks Secretary will advertise the AGM meeting date, time and location on the AAA Sharks website and in the local newspaper for two consecutive weeks prior to the AGM. Only current member of the BMHA will be entitled to vote.

Article 9: Financial

- 9.01 The fiscal year shall be from June 1 to May 31.
- 9.02 The Chairperson and one of either the Treasurer or Manager shall have signing authority on all AAA Sharks accounts.
- 9.03 Copies of the approved budget and all financial reports will be sent to the BMHA for their records and approval.
- 9.04 The AAA Sharks hockey club may not borrow money without the approval of the AAA Board of Directors and BMHA.
- 9.05 Honorariums will be set by the AAA Sharks Board of Directors as required and must be approved by BMHA.

Article 10: The Head Coach

- 10.01 The AAA Sharks Board of Directors will advertise, interview and select their Head Coach on an annual basis. The Selection Committee's choice for Assistant Coach will be presented to the Board of Directors for final approval (see Appendix A).
- 10.02 The Head Coach must be available to report upon request at any meeting of the AAA Sharks Board of Directors.
- 10.03 The Head Coach with assistance from the Assistant Coach(es) will select his/her team of players as he/she sees fit.
- 10.04 The positions of Head Coach and Manager may not be combined.
- 10.05 The Head Coach will conduct his duties and responsibilities in accordance with his job description listed in Appendix C.

Article 11: The Manager

- 11.01 The Manager is responsible for the day to day financial affairs of the team, ensuring that all receipts of expenditures get passed on to the Treasurer for entry into the accounting records.
- 11.02 The Manager will work closely with the Treasurer during the collection of fees from players/parents and game day receipts.
- 11.03 Ensure all players and AAA Sharks officials and properly registered with the SHA.
- 11.04 The Manager is responsible for maintaining accurate records of all assets of the teams and will make available such records for the AAA Sharks Board of Directors upon request.
- 11.05 The Manager must be available to report upon request at any meeting of the AAA Sharks Board of Directors.
- 11.06 The Manager will conduct his/her duties and responsibilities in accordance with his/her job description listed in Appendix D.

Article 12: Assets

- 12.01 All assets, fixed or otherwise and equipment belongs to the Battlefords Female AAA Sharks operating under the direction of the AAA Sharks Board of Directors.

12.02 The AAA Sharks hockey club is responsible to regularly purchase and/or repair equipment as necessary, subject to the approval of the AAA Sharks Board of Directors.

12.03 All assets, fixed or otherwise may not be disposed of in any manner without prior approval from the AAA Sharks Board of Directors.

12.04 In the event of the liquidation and dissolution of the Battlefords Midget Female AAA Sharks Hockey Team, all remaining property/assets shall be distributed to the BMHA.

Article 13: Camps

13.01 The AAA Sharks hockey team may hold a spring evaluation camp and a fall camp subject to the approval of the AAA Sharks Board of Directors.

Article 14: Abuse, Harassment and Hazing

14.01 Abuse, harassment or hazing (any forms of initiation) is prohibited. Any person engaging in such activities will be subject to disciplinary action by the AAA Sharks Board of Directors.

Article 15: Amendments to the Constitution and Bylaws

15.01 Amendments to this document must be made at the AAA Sharks AGM. Prior notice of motion must be filed at least two weeks prior to the AGM with the AAA Sharks Secretary.

15.02 At the AGM, a 2/3 majority of members present will be required to carry the amendment. Amendments must be ratified by 2/3 of the members of BMHA Board of Directors at their next regular meeting.