



SAWHA

Southern Alberta Women's Hockey Association

BYLAWS

September 25, 2012

BY-LAWS

- I. Interpretation 3
- II. Membership 3
 - 2.01 SAWHA Governing Body 4
 - 2.02 Regular Memberships 4
 - 2.03 Associate Memberships 5
 - 2.04 Membership Rights for Applications 5
 - 2.05 Executive Voting 5
 - 2.06 Member Resignations 5
 - 2.07 Member Expulsion 5
 - 2.08 Member Reinstatement 5
- III. Dues 5
- IV. Meetings of Members and Voting 6
 - 4.01 Annual General Meeting (AGM) 6
 - 4.02 Order of Business 6
 - 4.03 Executive Meetings 6
 - 4.04 General Meetings 7
 - 4.05 Special Meetings 7
 - 4.06 Notice 7
 - 4.07 Quorum 7
 - 4.08 Right to Vote 7
- V. Officers 8
 - 5.01 Officers 8
 - 5.02 Duties of the Officers 8
 - 5.03 Committees 14
 - 5.04 Remuneration 15
 - 5.05 Member Resignations 15
 - 5.06 Removals 15
 - 5.07 Vacancies 15
- VI. Powers of the Executives 16
- VII. Auditing 16
- VIII. Dissolution 17

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" as defined by HA in the current Bylaws & Regulations found on-line at www.hockeyalberta.ca;
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" or "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 that a minimum of 75% (3/4) of the members must vote in favor of this Special Resolution;
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;
13. "FWHAS" means the Fairview Women's Hockey Arena Society.
14. "CZRC" means the Central Zone Referee Committee.

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.

2.02 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 that apply in writing according to the procedures provided herein.

Membership may be acquired by an expression of interest in writing to the SAWHA President by June 1 of the playing season expressing the following:

- a) Compliance with and adherence to the Objectives, Bylaws and Operating Rules of SAWHA.
- b) Acknowledgement that it is required to provide volunteers for Casinos and other League events such as Provincials, General meeting attendance, etc.
- c) 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
- d) Annual membership fee deposit, as specified in the Operating Rules, refundable if the team withdraws prior to August 15 of the playing season.

Membership may be acquired by an application in writing to the SAWHA President due August 1 of the playing season, which shall include the following:

- a) The Expression of Interest Listed above.
- b) 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.
- c) A roster with players' names, how long they have played and at what level (this will be used to help determine what tier they should participate in, that they have enough players to form a Team, and to determine if some of their players are coming from SAWHA other teams).

2.03 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.

2.04 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.

2.05 Executive Voting

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

2.06 Member Resignation

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

2.07 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 effect 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.

2.08 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

4.01 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 minimum of 75% (3/4) of the members must vote in favor of this Special Resolution
- e) Bylaws can only be changed by a Special Resolution of the members

4.02 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 General 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

4.03 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.

4.04 General Meetings

- a) 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.
- 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 General Meeting will be carried over to the next meeting.
- d) 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

4.05 Special Meetings

A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third (1/3) of the members in good standing, setting forth the reasons for calling such meeting.

4.06 Notice

Notice of the time and place of all meetings of Members (other than specified in 4.01) and the agenda 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 each Member seven (7) days prior to the meeting.

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

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

4.08.1 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 for 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.

4.08.2 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 cast a vote.

BY-LAW V: OFFICERS

5.01 Officers

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

- a) President
- b) Vice President
- c) Director – Competition & Development
- d) Director – Events & Promotions
- e) Director – Scheduling & Officiating
- f) Director – Discipline & Game Reports
- g) Director – Finance
- h) Director – Registration & Administration
- i) Director- Communications & Advertising
- j) Immediate Past President

5.01.1 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) No 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.

- e) The Director - Fairview Facility will be appointed by the FWHAS Executive for a two year term, with a voice but no vote.

5.02 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.

5.02.1 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, General Meetings and Annual General Meetings and act as Chairman for all the said meetings (April 2011 AGM);
- b) Represent SAWHA 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 SAWHA policies appropriate to their areas of responsibility are being carried out;
- e) Be responsible for determining appropriate effective structures and processes within SAWHA for the continued well - being of SAWHA;
- f) Assign such duties, as from time to time, become necessary and which are essential to the conduct of the affairs of SAWHA;
- g) Along with the signature of any other Executive officer, has the authority to sign and issue cheques of SAWHA;
- h) Along with the Vice President, support other groups associated with SAWHA such as Girls Hockey Calgary (Southern Alberta's Minor/Junior Female Hockey Division), CZRC, etc;
- i) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute);
- j) Resolve disputes regarding Executive Members;
- k) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required. (April 2011 AGM)
- l) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.2 Director – Competition & Development

- a) Carry out the duties assigned to them by the President;
- b) Attend all Executive, General and Annual General Meetings (April 2011 AGM)
- c) 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
- d) Look for ways to promote and expand our League;
- e) Work on and develop Revenue Generating programs for the League and its members;
- f) Along with the signature of either the President or Director – Finance, have the authority to sign and issue cheques of SAWHA;
- g) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute);
- h) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011 AGM)
- i) Provide four SAWHA Newsletter updates per season. (April 2011 AGM).

5.02.3 Director – Events & Promotions (April 2011 AGM)

- a) Carry out the duties assigned to them by the President;
- b) Perform the duties of the President during the absence of Vice President;
- c) Attend all Executive, General and Annual General Meetings; (April 2011 AGM)
- d) Chair the Provincials Committee and have overall responsibility for the hosting of any Provincial Championships awarded to SAWHA;
- e) Be responsible for submitting the appropriate bids to host provincials;
- f) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011 AGM)
- g) Chair and Coordinate any Charity events brought to the League;
- h) Chair and Coordinate the Casino event and have overall responsibility for the operation of any Casino event awarded to SAWHA;
- i) Chair and Coordinate the Social event and have overall responsibility for the operation of any Social event awarded to SAWHA;
- j) Chair and Coordinate the Special Events Committee to be designated each year consisting of no less than three (3) to four (4) volunteers from the League for the purpose of helping the Director – Events & Promotions with the operation of any SAWHA hosted event;
- k) Along with the signature of either the President or Director – Finance, have the authority to sign and issue cheques of SAWHA;
- l) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.4 Director – Scheduling & Officiating

- a) Give sufficient notification to members, regarding ice time submission;
- b) Ensure that ice times are received from members far enough in advance as to allow time for the schedule to be completed on time;
- c) Attend all Executive, General and Annual General Meetings; (April 2011 AGM)
- d) Work with each Tier Scheduler and prepare the League schedules according to these guidelines:
 - i. September to January 31 completed by September 15 (April 2011 AGM)
 - ii. February and March completed by December 15 (April 2011 AGM)
 - iii. Provincial Play down Schedule completed no later than January 1
 - iv. March/Playoff Schedule completed by February 15
- e) Post schedule on the SAWHA website (www.sawha.com) and ensure the web schedule is the most up to date master copy of the schedule;
- f) Send schedules and notice of changes to the Official Assignor and follow-up to ensure that officials have been assigned appropriately to all games.
- g) Send notice of schedule changes to the affected teams and the Director of Finance;
- h) Work with the Appeals Committee to resolve protests regarding scheduling;
- i) Ensure strict adherence to the By-laws and Operating rules of SAWHA and propose changes where required; (April 2011 AGM)
- j) Work with CZRC Assignor and CZRC Coordinator to build a strong foundation with CZRC (and any other rural Referee committees) and continue to strengthen that relationship going forward;
- k) Make CZRC aware of any schedule and rule changes from year to year;
- l) Attend meetings with CZRC and/or Girls Hockey Calgary if and when possible;
- m) Chair and Coordinate the Tier Schedulers to be designated each year consisting of no less than one (1) volunteer from each Tier from the League for the purpose of helping the Director – Scheduling & Officiating with the completion of the master SAWHA schedule;
- n) Along with the signature of either the President or Director – Finance, have the authority to sign and issue cheques of SAWHA;
- o) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.5 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 any disciplinary action resulting in a 3 game suspension and over.
- c) Inform the President on all major penalties and misconducts;
- d) Send out Discipline notifications to Team representatives as well as the 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) Be responsible for the day-to-day operation and decorum of each respective tier;
- h) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011 AGM)
- i) Attend all Executive, General and Annual General Meetings; (April 2011 AGM)

- j) Be part of the SAWHA Discipline Committee (except when his/her team is involved in the dispute);
- k) Review the results online versus the Game Sheets and ensure that Teams are entering their results online in a timely manner;
- l) Along with the signature of either the President or Director – Finance, have the authority to sign and issue cheques of SAWHA;
- m) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.6 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 General Meeting;
- c) Prepare periodic Financial Statements for General 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 Executive, General and Annual General Meetings; (April 2011 AGM)
- g) Establish policies and procedures which are in compliance with Alberta Gaming rules for depositing and utilizing Casino earnings;
- h) Prepare and file the Bi-Annual Regular Casino Financial Report;
- i) Keep SAWHA's books up-to-date;
- j) Keep a proper record of all payments and monies received;
- k) Prepare all SAWHA invoices and ensure their timely collection;
- l) Pay by cheque all accounts owed by SAWHA;
- m) Along with the signature of any other Executive officer, has the authority to sign and issue cheques of SAWHA;
- n) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011 AGM)
- o) Be part of the SAWHA Appeals Committee (except when his/her team is involved in the dispute);
- p) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.7 Director – Registration & Administration

- a) Attend all Executive, General and Annual General Meetings, and prepare and be the custodian of all: (April 2011 AGM)
 - i. Minutes of Meetings of the Members
 - ii. All records and legal documents (April 2011 AGM)
- b) Keep and maintain a register of all Member Teams, Players, Coaches and other Team Officials in SAWHA;
- c) Resolve disputes regarding player releases;
- d) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011)

- e) Work with the Directors to resolve disputes regarding the by-laws and the rules and regulations of SAWHA;
- f) Process HA transfer applications, obtain HA sanction for SAWHA events, and communicate information between HA 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 SAWHA, 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 cheques 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 Director - Registration & Administration 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 Director - Registration & Administration, his/her duties shall be discharged by such officer as may be appointed by the ~~Board~~ Executive. The Director - Registration & Administration shall have charge of all the correspondence of the SAWHA and be under the direction of the President and the Board; (Feb 2009)
- q) By April 30th file with Alberta Registries - SAWHA's Society Annual Return with the Financial Statements (approved and signed by 2 Executive members) from last year, an up to date list of the Executive and all amendments in the Bylaws and other incorporating documents; (April 2011 AGM)
- r) By April 30th, and any time during the year when appropriate, file any approved amendments to the SAWHA Bylaws and changes in the Executive with Hockey Alberta; (April 2011 AGM)
- s) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.8 Director –Fairview Facility &-(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 Arena related concerns of the SAWHA members 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 President and Fairview 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 General Meetings.

5.02.10 Director – Communications and Advertising (April 2011 AGM)

- a) Co-ordinate the publication of the SAWHA Newsletter and all internal communications except league meetings;
- b) Update the critical dates on the SAWHA website;
- c) Co-ordinate external communications utilizing the SAWHA website, press releases, advertising opportunities, marketing material and social networking;
- d) Respond to individual, Team, and general requests for information;
- e) Identify opportunities to earn advertising and sponsorship dollars;
- f) Attend all Executive, General and Annual General Meetings;
- g) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required; (April 2011)
- h) Provide 4 SAWHA Newsletter updates per season. (April 2011 AGM)

5.02.11 Vice President (April 2012 AGM)

- a) Assist the President in general operations pertaining to the League;
- b) Perform the duties of the President during their absence;
- c) If the President is unable to fulfill their duties or resigns, the Vice President will assume responsibilities of the President until the AGM;
- d) Along with the President, support other groups associated with SAWHA such as Girls Hockey Calgary (Southern Alberta's Minor/Junior Female Hockey Division), CZRC, etc;
- e) Give direction to all officers, committee chairperson and employees and see to it that SAWHA policies appropriate to their areas of responsibility are being carried out;
- f) Assist the Director – Marketing & Promotions and Director – Communications & Advertising as required;
- g) Attend all Executive, General and Annual General Meetings;
- h) Ensure strict adherence to the By-laws and Operating rules of SAWHA, and propose changes when required. (April 2011 AGM)
- i) Provide four SAWHA Newsletter updates per season. (April 2011 AGM)

5.03 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 dealing 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

5.04 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.

5.05 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.

5.06 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 Officer 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 Officer so removed.

5.07 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 Director – Registration & Administration and Director – Finance 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 General 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

The books and records of SAWHA may be inspected by any Member of ~~the society~~ SAWHA 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~~ Executive shall at all times have access to such books and records.

BY-LAW VIII: DISSOLUTION

- 8.01** Upon Dissolution of SAWHA, any assets remaining after paying debts and liabilities will be:
- a) Disbursed to eligible charitable or religious groups or purposes: or;
 - b) 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.