



## Appendix 4, Bylaws: Guide/Template

One of the requirements to be a Member in good standing with Hockey Alberta is for an organization to draft, approve and publish a set of Bylaws that govern the operation of the organization. This template provides an outline that can be used for an organization when developing its Bylaws.

### TABLE OF CONTENTS

Definitions and Interpretation
Objectives
Hockey Alberta
Association
Non-Profit Organization
Membership
Associate Membership
Honorary Members
Retirement or Expulsion of Members
Rights of Members
Powers of Members
Membership Fees
Boundaries
Registered Office
Meetings
General Meeting
Quorum
Annual General Meetings
Proceedings at General Meetings
Special General Meeting
Notices
Amendments to Bylaws, Constitution and Regulations
Bylaws
Constitution
Regulations
Directors
Duties and Responsibilities
Powers of Directors
Board Meeting
Proceedings of Directors
Indemnity and Protection of Directors
Officers
The Seal
Books of the Association
Accounts
Audit
Disciplinary Matters
Grievances
General

## **DEFINITIONS AND INTERPRETATION**

In the interpretation of these Bylaws, except where excluded by the context:

**"Act"** means the Societies Act of Alberta, R.S.A. 1980, c S-18 as amended from time to time;

**"Annual General Meeting"** means the General Meeting held annually in accordance with the provisions of the Act;

**"Association"** shall mean "MHA Name";

**"Bylaws"** means the bylaws of the Association, as amended from time to time;

**"CHA"** means the Canadian Hockey Association who represents the governing body of amateur hockey in Canada and is a member of the International Ice Hockey Federation;

**"Chairman"** means the President, or in his absence, the Vice-President, shall chair every General Meeting;

**"Constitution"** means the constitution of the Association as amended from time to time;

**"Director(s)"** means a person that has been elected or appointed as a director of the Association;

**"Discipline Committee"** means a committee formed by the Board of Directors to rule on Disciplinary Matters consisting of a minimum of three (3) Directors or duly appointed Members who are not in a conflict of interest in relation to the Disciplinary Matters considered;

**"General Meeting"** means a meeting of the Members;

**"Hockey Alberta"** means the Alberta Amateur Hockey Association and represents the supreme authority concerning Amateur hockey in the Province of Alberta, subject only to the right of appeal to the CHA;

**"Honorary Member"** means a person that has been appointed a Member pursuant to By-Law 5.2;

**"Initiation Program"** means the Canadian Hockey Association Initiation Program Curriculum of Initiation hockey (under the age of seven (7) years old);

**"Member"** means a person or legal entity that has been admitted as a member of the Association;

**"Ordinary Resolution"** means a resolution passed at a General Meeting or Director's meeting by a vote of not less than 50% of those persons present in person plus one (1);

**"President"** shall mean the President of the Association;

**"Register of Members"** means the register of all persons that are Members of the Association from time to time containing the address and occupation of each Member, so far as can be ascertained;

**"Regulations"** means those regulations of the Association for the administration and advancement of hockey;

**"Secretary"** means the Secretary of the Association;

**"Special General Meeting"** means all General Meetings other than Annual General Meetings shall be called Special General Meetings. The Directors may, whenever they think fit, convene a Special General Meeting. Ten (10) Members by notice in writing to the President may direct the Directors to convene a Special General Meeting;

**"Special Resolution"** shall have the meaning as defined in the Act and shall further constitute a resolution passed, at a general meeting of which is not less than ten (10) days' notice specifying the intention to propose the resolution has been duly given; and by the vote of not less than 75% of those Members of the Association who are present and entitled to vote at such meeting; a resolution proposed and passed as a Special Resolution at the general meeting of which less than ten (10) days' notice has been given, if all the Members of the Association entitled to attend and vote at such meeting so agree, or a resolution consented to in writing by all of the Members of the Association who would have been entitled at a general meeting to vote on the resolution in person.

The headings herein are given for convenience only, and shall not affect the interpretation of these Bylaws.

These Bylaws shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible.

In all the Bylaws, the singular shall include the plural and the plural the singular, the word "person" shall include corporations, societies and partnerships and the masculine shall include the feminine. Wherever reference is made to the Societies Act or a section thereof, such reference shall be extend and apply to any amendment to that Act or section, as the cast may be.

## **OBJECTIVES**

### **Hockey Alberta**

All Members shall commit to obey and abide by the Constitution, objectives, Bylaws and Regulations of the Hockey Canada and Hockey Alberta and any amendments thereto and shall agree to be bound by said Bylaws, Regulations and Rules of the Hockey Canada and Hockey Alberta and that the Bylaws, Regulations and Rules are to be interpreted by the Board of Hockey Alberta;

All Members agree that Hockey Alberta be the sole and final interpreter of the Bylaws, Regulations and Rules, and the application of the same, subject only to the rights of appeal as provided for by the bylaws of the CHA.

### **Association**

All Members shall commit to obey and abide by the Constitution, objectives, Bylaws and Regulations of the Association and any amendments thereto and shall agree to be bound by said Bylaws, Regulations and Rules of the Association and that the Bylaws, Regulations and Rules are to be interpreted by the Board;

All Members agree that the Association shall be the sole and final interpreter of the Bylaws, Regulations and Rules of the Association, and the application of the same, subject only to the rights of appeal as provided for by the bylaws of the Association.

### **Non-Profit Organization**

The Association is constituted as and shall be operated exclusively as a non-profit organization, no part of the income of which is payable to, or is otherwise available for, the personal benefit of any past or present member.

## **MEMBERSHIP**

### **Association Membership**

All the subscribers to the Application for Incorporation of the Association shall, upon registration of the said Application, be Members of the Association and shall be entered in the Registrar of Members accordingly. Additional Members of the Association to a maximum at any time of Fifty (50) may be admitted to Membership in the Association upon such terms and conditions as may be prescribed from time to time by the Directors.

### **Honorary Members**

The Directors may from time to time appoint Honorary Members of the Association;

(a) An Honorary Member shall be a Member for a term of one year and may be re-appointed from year to year by the Directors; and

(b) An Honorary Member is not entitled to vote at, but is entitled to notice of, meetings of the Members.

### **Retirement or Expulsion of Members**

(a) Any Member who shall desire to retire shall signify such desire in writing to the Secretary and thereupon his/her name shall be removed from the Registrar of Members and he/she shall be deemed to have retired.

(b) The Directors, by two-thirds (2/3) majority vote, may expel any person as a Member.

### **Rights of Members**

(a) All Members shall be entitled to such information and advice with record to the affairs of the Association as the Association or any of its officers may be able to supply;

(b) No right or privilege of any Members shall be in any way transferable or transmissible, but all such rights and privileges shall cease upon the Member ceasing to be such, whether by death, retirement or otherwise; and

(c) All Members in good standing and present in person shall have one (1) vote at General Meetings.

### **Powers of Members**

The Members may by Special Resolution rescind, alter, add to or vary the Bylaws.

Membership Fees

Membership fees, dues, and player registration fees shall be determined by the Board of Directors, from time to time, but in any event prior to of each year.

**BOUNDARIES**

The Boundaries of the Association are established as:

"North Boundary" - \_\_\_\_\_

"South Boundary" - \_\_\_\_\_

"East Boundary" - \_\_\_\_\_

"West Boundary" - \_\_\_\_\_

Boundaries may only be altered, amended or added to by Special Resolution of the Members of the Association and in alliance and by mutual consent with neighboring associations and based on the boundary principles as approved by Hockey Alberta. No rescission or alteration of or addition to the Boundaries shall take effect until it has been approved by Hockey Alberta.

**REGISTERED OFFICE**

The Registered Office of the Association may be established or changed from time to time by Ordinary Resolution of the Directors.

**GENERAL MEETINGS**

General Meetings

At least ten (10) days before every General Meeting, notice thereof specifying the place, the day and the hour of the meeting and, in the case of special business, the general nature of such business, shall be given to the Members in the manner hereinafter mentioned. The accidental omission to give such notice to or the non-receipt of such notice by any Member shall not invalidate the proceedings at any General Meeting.

If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

If neither the Chairman nor the Vice-Chairman be present at the time of holding a General Meeting, or if they be not present within half an hour from the time appointed for the meeting, the Members present shall choose one of their number to be Chairman of such meeting.

The Chairman may, with the consent of the meeting, adjourn any General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.

At every General Meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a poll be demanded by at least two (2) Members personally present. A declaration by the Chairman that a resolution has been carried or carried by a particular majority, or lost, shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favour or against any such resolution. If a poll be demanded in the manner above mentioned, it shall be taken at such time and place and in such manner as the Chairman may direct, and the result of such poll shall be deemed to be the resolution of the General Meeting at which the poll was demanded. A demand for a poll may be withdrawn.

Every Member shall have one vote and all votes shall be given personally. In the case of an equality of votes at any General Meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote. In case of any dispute as to the admission or rejection of any vote, the Chairman shall determine the same, and such determination made in good faith shall be final and conclusive. All Members present at meetings shall be entitled to vote unless the Member has a conflict of interest.

#### Quorum

At any General Meeting a quorum shall consist of one-half of the Members present in person.

#### Annual General Meetings

The first Annual General Meeting shall be held within such period as the Directors shall determine in accord with the most convenient date for closing the Association's financial year, but in any event shall be held within the period of sixteen (16) months from the date on which the Association is entitled to operate, and subject to the provisions of the applicable statutes and these Bylaws.

At the first Annual General Meeting, all of the Directors however appointed or elected shall retire from office. A retiring Director shall retain office until the dissolution of the meeting at which his successor is elected. A retiring Director shall be eligible for re-election.

Subsequent Annual General Meetings of the Society shall be held once in each calendar year and not more than sixteen (16) months after the holding of the last Annual General Meeting. The Annual General Meeting shall be held in Alberta at such time and place as the Directors shall appoint.

The Association shall in addition to any other items of business, conduct the following business;

- Directors shall lay before the Association a balance sheet and an income and expenditure statement and the auditor's report made up and submitted in accordance with the provisions of the Societies Act.
- present the report of the Directors;
- elect a new Board of Directors;
- the Association at the Annual General Meeting shall appoint the auditor or auditors to hold office until the next Annual General Meeting;
- where appointed, fix the remuneration for the auditors.

#### Proceedings of General Meetings

The order of business to be transacted at an Annual General Meeting shall be as follows;

- Call to order by Chairman;
- Calling of the Roll;
- Proof of Notice of Meeting;
- Reading and Approval of unapproved minutes;
- Reports of Officers;
- President's Report
- Financial Report;
- Reports of Committees;
- Election of Directors;
- Unfinished Business;
- New Business; and
- Adjournment.

#### Special General Meeting

Shall have that meaning as defined in Bylaw 1, Definitions and Interpretation

### Notices

Any notices or documents may be served by the Association upon any Member either personally or by sending it through the post in a pre-paid envelope or wrapper to such Member at his registered address.

Any notice, if served by post, shall be deemed to be served on the second day following that upon which the letter, envelope or wrapper containing the same is posted, in the absence of proof of earlier receipt, and if provided such service it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and posted and that the postage was pre-paid.

## **AMENDMENTS TO BYLAWS, CONSTITUTION AND REGULATIONS**

### Bylaws

These Bylaws shall be construed with reference to the provisions of the Societies Act, of the Province of Alberta and terms used in these Bylaws shall be taken as having the same respective meanings as they have when used in that Act. Notwithstanding anything else herein contained, these Bylaws shall be read subject to the restrictions upon their scope and effect contained in the Societies Act and other applicable statutes and rules of law and equity, and any provisions herein repugnant to such restrictions shall, wherever possible, be severed from these Bylaws, in order that the rest may stand.

The Bylaws of the Association shall not be altered, amended or added to except by Special Resolution of the Members of the Association and no rescission or alteration of or addition to the Bylaws takes effect until it has been registered by the Registrar, as defined in the Societies Act.

### Constitution

The Constitution of the Association shall not be altered, amended or added to except by Special Resolution of the Members of the Association.

### Regulations

The Regulations of the Association may be altered, amended or added to at any regularly scheduled Board Meeting or at Special General Meetings as required by the Association from time to time.

## **DIRECTORS**

### Duties and Responsibilities

Directors shall be elected by the Members at the Annual General Meeting for a term of one (1) year. The number of Directors may be prescribed or changed from time to time by Ordinary Resolution, whether previous notice thereof has been given or not, but notwithstanding anything contained in these Bylaws, the number of Directors shall never be less than or more than \_\_\_\_\_.

A Director shall be a Member of the Association. A Director shall not receive remuneration for so acting.

The Directors shall have power to appoint any other person to be a Director to fill a vacancy occurring other than one transpiring as the result of the expiration of a Directors' term of office, but so that the total number of Directors shall not at any time exceed the number prescribed by the Bylaws as may be amended from time to time; any Directors so appointed shall only hold office until the next following Annual General Meeting and then shall be eligible for re-election. The continuing Directors may act notwithstanding any vacancy in their body.

A nomination committee consisting of Past President, President and Vice-President shall be formed to consider names and possible candidates for office and to prepare a list to be voted on at the Annual General Meeting. The list of positions for nominations for the Executive is Past President-ex officio, President, Vice-President, Secretary and Treasurer.

The Members, at a Special General Meeting, may by Special Resolution remove any Director before the expiration of his/her term of office, and may by Ordinary Resolution appoint another person in his/her stead. The person so appointed shall hold office during such time only as the Director in whose place s/he is appointed would have held the same if he had not been removed.

At the General Meeting at which any Directors retire in manner aforesaid, the Members shall fill the vacated offices by electing new Directors.

A Director may retire from his office upon giving one month's notice in writing of his intention so to do and such resignation shall take effect upon the expiration of such notice; PROVIDED that the Directors may accept such resignation prior to the expiration of such notice and in such event the resignation shall take effect upon such acceptance by the Directors.

The continuing Directors may act, notwithstanding any vacancy in their body, so long as there remains a quorum of the Board of Directors qualified to act.

The office of a Director shall be vacated:

- if he is found to be a lunatic or become of unsound mind;
- if by notice in writing he resigns his office;
- if he be convicted of an indictable offence;
- if he is removed from office by the Members in a Special General Meeting specially called for the purpose;
- if he becomes bankrupt or makes an authorized assignment or suspends payment, or compounds with his creditors.

#### Powers of Directors

The Directors shall control and manage all the affairs and property of the Association and may exercise all such powers of the Association and do on behalf of the Association all such acts as may be exercised and done by the Association, and as are not by these presents required to be exercised or done by the Association in General Meeting. Notwithstanding the foregoing provisions of these Bylaws, the Association in General Meeting may by Ordinary Resolution:

- do anything which the Directors may do;
- ratify anything which purports to have been done as an act of the Directors;
- govern or restrict the manner in which the Directors are to exercise their powers, so long as this is not done retroactively.
- None of the powers granted by this Bylaw shall be read as being limited or restricted by any special power given by any other Bylaw.

The Directors may exercise all or any of the powers of the Association to borrow or raise money from whatever person and in whatever manner they see fit. The Directors shall have the power to sell, dispose of, mortgage or charge the entire undertaking and property of the Association or any part thereof, for such consideration as they may think fit.

The Directors may engage all such agents and servants as they consider necessary and shall regulate their duties and fix their salaries.

#### Board Meetings

The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they shall think fit. For the transaction of business, a meeting of \_\_\_\_\_ (\_\_\_\_\_) Directors or more shall constitute a quorum. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.

A meeting of the Directors for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under these Bylaws for the time being vested in or exercisable by the Directors.

Meetings of the Directors shall be summoned by the Secretary at the request of the Chairman, and failing him, at the request of the Vice-chairman, or any two Directors. A meeting of the Directors may be held at any time the Directors may deem necessary and expedient, and may be summoned on twenty-four (24) hours' notice verbally or in writing and by means of telephone or telecopier (fax) or any other means of communication.

Meetings of the Directors shall be held in Alberta, or with the consent of a majority of the Directors, at any other place.

All acts done by any meeting of the Directors or by any persons acting as Directors shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.

A resolution signed by all of the Directors as such shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and constituted, and shall be entered in the Minute Book of the Association accordingly, and shall be held to relate back to any date therein stated to be the date thereof.

#### Indemnity and Protection of Directors

Each and every Director shall be deemed to have assumed office on the express condition that every Director, his heirs, executors, administrators and estate and effects respectively shall at all times be indemnified and saved harmless out of the funds of the Association against all costs, charges and expenses whatsoever, which such Director sustains or incurs in any action or proceeding which is brought or prosecuted against him in respect of any act or matter done or permitted by him in the execution of the duties of his office and also costs, charges and expenses which he may sustain or incur in relation to the affairs of the Association except such costs, charges and expenses as are occasioned by his own fraud, dishonesty, willful neglect or default.

No Director of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director, officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Directors for or on behalf of the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or corporation with whom any monies, securities or effects shall be lodge or deposited or for any loss occasioned by an oversight or error in judgment on his part or for any other loss, damage or misfortune which may happen in the exercise or his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Directors may rely upon the accuracy of any statement or report prepared by the Association's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

All resolutions and proceedings of all General Meetings and all meetings of the Directors; and any such Minutes as aforesaid if purporting to be signed by the Chairman of the meeting at which such appointments were made or such Directors were present, or such resolutions were passed or proceedings had, as the case may be, or by the Chairman of the next succeeding General Meeting or meeting of the Directors, as the cast may be shall be sufficient evidence without any further proof of the facts therein stated.

#### Officers

The Officers of the Association shall consist of a President, a Past President, a Vice-President, a Secretary, a Registrar, a Treasurer, and such other Officers as the Directors may from time to time elect. Every Officer shall be elected by the Directors and shall hold office during the period of his tenure of office as a Director or such shorter period as the Directors may determine. Every Officer shall have powers as the Directors shall determine.



### Honorary President

The Directors may from time to time appoint an Honorary President of the Association with such powers and duties as the Directors shall determine. The duration of the appointment shall be for such period as the Directors may determine and may be terminated by the Directors at an ordinary meeting upon majority vote.

An Honorary President need not be a Member of the Association.

An Officer shall not receive remuneration for so acting.

### THE SEAL

The Association shall have a corporate seal of such design as may be approved by the Directors. The Directors shall provide for the safe custody of the seal, which shall be used by the authority of the Directors, who may make such regulations with regard to the affixing thereof as they may deem necessary. In default of such regulations, the seal may be validly used only if its use is authenticated by the signature of two (2) or more Directors of the Association.

### BOOKS OF THE ASSOCIATION

The Directors shall cause Minutes to be made in books provide for that purpose of:

- all appointments of officers made by the Directors;
- the names of the Directors present at every meeting of the Directors; and
- the Secretary shall keep or cause to be kept a book or books wherein shall be recorded:
  - (a) a copy of the Bylaws and of any amendments thereto;
  - (b) the Register of Members;
- the names, addresses and occupations of all persons who are or have been Directors, with the several dates at which each became or ceased to be such Director.

The books, accounts, and records of the Association shall be open to inspection by any Members at all reasonable times upon receipt by the Association of a written request.

### ACCOUNTS

The Directors shall cause true accounts to be kept of:

- all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditures take place;
- all sales and purchases of goods by the Association; and
- the assets and liabilities of the Association

A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Association in General Meeting, together with a copy of the auditors' report, shall not be less than ten (10) days before the date of the meeting be sent to every Member of the Association, PROVIDED THAT this Bylaw shall not require a copy of any document to be sent to any person of whose address the Association is not aware.

### AUDIT

Once at least in every year the accounts of the Association shall be examined and the correctness of the income and expenditure statement and balance sheet ascertained by one or more auditors.

Within 30 days of the holding of the Annual General Meeting, the Association shall file within the Alberta Registrar of Corporations, a statement in the form of a balance sheet containing general particulars of its liabilities and assets, and a statement of its income and expenditures, if audited, signed by the auditor or auditors of the Association, or, if there is no auditor or auditors, signed by two Directors.

Unless otherwise determined by the Board of Directors, the fiscal year of the Association shall terminate on the \_\_\_\_\_ day of \_\_\_\_\_ each year.

### **DISCIPLINARY MATTERS**

A Member may be disciplined for a transgression of the Rules.

The Board of Directors may, for each Disciplinary matter, appoint a Discipline Committee as defined in Bylaw 1, to consider transgression(s), implement sanctions or measures, if found necessary, and prepare a written decision, in any event. The written decision shall include the alleged Rule transgressed, the evidence considered and the decision made by the Discipline Committee.

Unless mandatory discipline sanctions are prescribed in the Rules, all disciplinary sanctions shall be at the sole discretion of the Discipline Committee.

Where mandatory disciplinary sanction is prescribed by the Rules, the Discipline Committee shall enforce and implement such mandatory disciplinary sanctions.

Where mandatory disciplinary sanction is not prescribed by the Rules, an interested Member with direct knowledge of the subject transgression may make a written submission to the Discipline Committee. Any resulting disciplinary sanction shall be implemented by the Discipline Committee at their sole discretion.

All members, shall cooperate with the Discipline Committee in any disciplinary investigations.

The Discipline Committee shall exercise reasonable discretion (where discretion is vested in it by the Rules) in relation to each transgression and shall take such disciplinary sanctions or measures as are required in the circumstances, including the sanctions of suspension or expulsion of a Member.

Any decision of the Discipline Committee shall be a decision of the Association for the purposes of the Appeal to the Hockey Alberta Appeals Officer.

Any member who is subject to a decision of the Discipline Committee, may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

Any disciplinary sanctions taken by an entity outside the Association arising from inter-league play shall be enforced, where possible, by the Association and any appeals shall be in accordance with that entity's constitution, bylaws, rules and regulations.

### **GRIEVANCES**

Any member who has been affected by any action or omission of the Association or any Member acting on behalf of the Association, other than Disciplinary Matters, may file a written grievance with the Board of Directors within fourteen (14) days of the Member's reasonable knowledge of the act or omission.

The Board of Directors shall consider the written grievance and render a written decision about the grievance within fourteen (14) days of receipt of the written grievance. The written decision shall include a copy of the written grievance, what evidence was considered, and the ultimate decision.

All determinations under this Bylaw made by the Board of Directors shall be determined in accordance with the Rules. The Board of Directors shall use reasonable discretion in relation to considering each grievance.

Any decision of the Board of Directors under this Bylaw shall be a decision of the Association for the purposes of Appeal to the Hockey Alberta Appeals Officer.

Any member who is subject to a decision under this Bylaw of the Board of Directors, may appeal that decision, within the time prescribed by the Bylaws and Regulations of Hockey Alberta, to the Hockey Alberta Appeals Officer.

**GENERAL**

The Association adopts the Hockey Canada "Initiation Program" and that the pre-novice hockey (under the age of 7 years old) be called "Initiation".

All on ice personnel in the divisions of novice and below, successfully complete the "Initiation Program Instructors" course as required by the CHA.

We the undersigned, hereby declare that we desire to form a society under the Societies Act, R.S.A. 2000, c.s-14. and that:

1. The name of the society is: \_\_\_\_\_

2. The objects of the society are:

- (a) To provide a minor hockey program in and about the of Alberta;
- (b) To foster good sportsmanship in the sport of hockey;
- (c) To establish, organize and maintain a development program for the sport of hockey, athletes, coaches, officials and others involved in minor hockey;
- (d) To be a member of the Alberta Amateur Hockey Association and abide by the Bylaws, Rules and Regulations of the Alberta Amateur Hockey Association.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20

**NAME (SIGNATURE) PLEASE PRINT NAME BELOW SIGNATURE COMPLETE ADDRESS**

_____	_____
_____	_____
_____	_____
_____	_____

**NAME (WITNESS) COMPLETE ADDRESS**

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