



INFORMATION BULLETIN

Bulletin No: 18/10

Date: March 5, 2019

To: Hockey Alberta Members

SUBJECT: Members sought for Ad Hoc Membership Definition Committee

At a recent meeting, Hockey Alberta's Board of Directors approved the creation of an Ad Hoc Committee to review Hockey Alberta's membership definition. Terms of Reference are included with this Bulletin.

Hockey Alberta is looking for individuals who currently or very recently worked in board level roles of Hockey Alberta member organizations to participate within this committee. The Board believes it is important to have committee members representing a variety of different members of Hockey Alberta.

Expressions of interest to be part of this committee are being accepted via online form linked below:

[**MEMBERSHIP DEFINITION AD HOC COMMITTEE FORM >**](#)

Deadline to submit an expression of interest is Friday, March 22. Individuals selected to serve on this committee will be contacted directly.

If there are questions, please contact myself at tengen@hockeyalberta.ca or Rob Litwinski, CEO, at rlitwinski@hockeyalberta.ca. If desired, a phone call can be scheduled to discuss the details surrounding this opportunity.

Thank you

Terry Engen
Chair, Board of Directors
Hockey Alberta



TERMS OF REFERENCE
MEMBERSHIP DEFINITION REVIEW COMMITTEE
Ad Hoc Committee of the Board of Directors

BACKGROUND

Hockey Alberta has not reviewed its definition of Membership, as stated in the Hockey Alberta Bylaws, in more than 20 years. The last thorough review of the Bylaws was approved by the Membership at the 2012 Annual General Meeting, and the definition of Membership within Hockey Alberta was not changed.

Since this time, the sport has evolved, and changes have occurred within the structure of hockey in Alberta. While not holding formal Membership, Hockey Alberta has added the following types of programming into its model:

- Sport Schools and their teams
- Pond Hockey Associations, some of which operated in the same communities as an existing Minor Hockey Association
- Sledge Hockey
- Alternate Season Hockey

Hockey Alberta does not recognize leagues as members or associate members but understands that some organizations do.

Senior and Junior Hockey have remained similar in composition since their inception.

Hockey Alberta's Board of Directors and management has started this dialogue and discussion and agree the proper way to review the definition of Membership is to build an Ad Hoc Committee. The Committee will include representation from current Membership, the Board, and management to undertake the review.

Hockey Alberta's current definition of those eligible to be a member is below:

2.1 Regular Membership

(a) Subject to the conditions precedent set out herein and compliance with these Bylaws and the Rules and Regulations, regular membership in Hockey Alberta is open to the following:

- (i) An Amateur Hockey Team of Junior, Senior or Female Division that is not within or part of a Minor Hockey Association (hereinafter referred to as a "Member Team") that satisfies the requirements of the Board from time to time for regular membership and whose chief place of operations is located in Alberta; and
- (ii) any Minor Hockey Association whose chief place of operations is located in Alberta, provided that Hockey Alberta will only recognize one Minor Hockey Association for each city, town, village or hamlet.

1.7 Definitions

1.7 (z) "Minor Hockey Association" means an association, registered as a body corporate in the Province of Alberta which has adopted bylaws and regulations that are consistent with the Bylaws and Regulations of Hockey Alberta and are approved by the Board and operates a program in Minor Hockey with one or more Hockey Teams in the following Divisions:

- I. Initiation
- II. Novice
- III. Atom
- IV. Pee Wee
- V. Bantam
- VI. Midget



TERMS OF REFERENCE

MEMBERSHIP DEFINITION REVIEW COMMITTEE

Ad Hoc Committee of the Board of Directors

PURPOSE OF COMMITTEE

The Membership Definition Review Committee is appointed by Hockey Alberta's Board of Directors to review Hockey Alberta's current definition of Membership and review other relevant examples of membership used in other Alberta Provincial Sport Organizations (PSOs), Member Branches of Hockey Canada and other Non-Profit Societies as deemed relevant by the committee. A key part of the review will be consultation with Members and stakeholders of Hockey Alberta.

After the review is completed the committee will be required to offer a report to the Board. As part of that report, the committee will identify any recommendations for change.

The Committee will:

- (a) Review and discuss the existing Bylaw of Hockey Alberta;
- (b) Review other PSO, Member Branch and other Non-Profit Society bylaws on membership deemed relevant by the committee;
- (c) Prepare and present a report to the Board;
- (d) If determined by the committee, prepare recommendations on changes to Hockey Alberta Bylaws surrounding membership definition (to be presented to membership at a future Annual General Meeting).

ACCOUNTABILITY

The Committee shall report to the Board at the Board meeting following each committee meeting and provide a progress report. The Committee shall file a report no later than September 1, 2019.

COMPOSITION OF COMMITTEE

The committee shall consist of:

- Not more than seven (7) voting members, one of whom shall be the Chair of the committee. Voting members include
 - Up to five (5) Hockey Alberta local member representatives who have served on their organization executive currently or within the last two years. Representation to include expertise from members of Hockey Alberta with a variety of scope and size, and include associations and club teams; and
 - Two (2) members of the Hockey Alberta Board of Directors.
- Hockey Alberta CEO (non-voting);
- Hockey Alberta staff resource as required (non-voting).

PLEASE NOTE:

1. The Board of Directors shall appoint all members of the committee including the Chair.
2. All members of the committee shall act as members of the committee, and not as representatives of their current or former organizations.
3. Any member of the committee may be removed or replaced at any time. This shall take place by recommendation of the Chair of the committee to the Board of Directors.

The Terms of Reference shall be circulated to the Membership once approved by the Board of Directors. Interest in this committee from members shall be solicited by Hockey Alberta.



TERMS OF REFERENCE
MEMBERSHIP DEFINITION REVIEW COMMITTEE
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RESOURCES

The committee has the authority to:

- Communicate directly with management or members of the Board not on the committee when the committee deems appropriate, including requesting management or non-committee Board members or guests to attend meetings or portions thereof;
- Call in-person meetings and/or conference calls as the committee deems are required;
- Invite guests to speak to the committee for information, and pay for the costs associated with those invitations; and/or
- Seek external resource with experience and expertise in non-profit governance to speak with, consult or present to the committee.

MEETINGS

The Committee shall meet as required using in-person meetings, conference calls, or video conference calls. The meeting requirements will be set out at the first meeting of the committee and then verified with the Board of Directors.