

OOKS HOCKEY ALUMNI ASSOCIATION BYLAWS

October 17, 2015



**BY-LAWS OF THE OOKS HOCKEY
ALUMNI ASSOCIATION**

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ARTICLE 1: OBJECTIVES

- 1.1 The Ooks Hockey Alumni Association (OHAA) was formed in 1999 with the primary objective to foster men's OOKS Alumni participation and membership from all teams dating back to 1964. Other objectives include but are not restricted to:
- Fundraise for the NAIT Hockey Program
 - Endorse and support local official charities
 - Promote and support amateur hockey in the City of Edmonton
- 1.2 The OHAA will conduct its operation chiefly in Edmonton, Alberta.

ARTICLE 2: DEFINITIONS

- 2.1 OOKS Hockey Alumni Association shall herein after be called OHAA.
- 2.2 Executive of OHAA shall herein after be called Executive.
- 2.3 Board of Directors of OHAA shall herein after be called Board.
- 2.4 Board meeting shall refer to a meeting of Board of Directors.
- 2.5 An Executive Meeting refers to a meeting of the President, Vice President, Past President, Secretary, Treasurer and any other guests appropriate to the agenda.
- 2.6 Special resolution shall herein after be a term used for: a resolution carried by a majority of not less than two thirds or 66% of the voting members present at an Annual General Meeting (AGM). Written notice specifying the wording of the resolution must be mailed/e-mailed to all Members at least 21 days prior to the meeting.
- 2.7 All edits to By-laws shall be in Plain Language Format.

ARTICLE 3: MEMBERSHIP

- 3.1 Any former OOKS Hockey Player, Trainer, Manager or Coach automatically becomes a member of the Alumni. Membership is open to any Alumni or general public who apply to the Secretary, pay their member fees and are committed to furthering the objectives of the OHAA. All applications for membership will be reviewed by the Executive prior to granting membership.
- 3.2 Active Member: pays full member dues (set each year at AGM) and is entitled to full member privileges. Full membership privileges include: voting at General Meetings, Alumni skate, access to the NAIT athletic facilities, and submitting their name for election as either an Officer or Director of the Board.
- 3.3 Associate Member: pays associate member dues (set each year at AGM) and is entitled to associate member privileges. Associate membership privileges include: voting at General Meetings and submitting their name for election as either an Officer or Director of the Board.
- 3.4 Honorary Member is any member nominated to the Board by any active member. The Board will take their recommendation to the AGM for ratification.
- 3.5 The Board will determine annual membership dues to be voted on at the next AGM.
- 3.6 It shall be each Members duty and obligation to promote OHAA objectives and goals.
- 3.7 Any Member may withdraw their membership at any time upon written notice of withdrawal to a Board Member.
- 3.8 Any Active member in arrears for fees for any year shall automatically lose all privileges or powers until reinstated.
- 3.9 The process for expelling a member requires a meeting of the Board to discuss the violation. Any member expelled must receive 75% of the votes cast at that time. Any person expelled while holding office shall not be allowed to complete his/her term of office. The recommendation of the Board will be brought forward to the AGM for ratification. Any person expelled may appeal the ruling by submitting their appeal in writing prior to the AGM so it may be considered prior to the vote at the AGM. The decision on this matter at the AGM is by a vote of 51% of those voting members in attendance.

ARTICLE 4: BOARD OF DIRECTORS

- 4.1 The Board will be made up of Officers and Directors.
- 4.2 Officers of The Board include the President, Vice President, Past President, Secretary and Treasurer.
- 4.3 Directors of the Board include the Directors of Events, Membership, Communications, Casino, and Fundraising.
- 4.4 The Board shall consist of a minimum of three (3) Officers and at least one (1) Director. This minimum board shall constitute a quorum in order to conduct a duly constituted meeting.
- 4.4 The Board may strike committees as it deems necessary.
- 4.5 Board Members shall abide by the rules set forth in the OHAA “Code of Conduct”.

ARTICLE 5: DUTIES OF OFFICERS AND DIRECTORS

OHAA PRESIDENT

- 5.1 Shall be the Chief Executive Officer of the Association and preside over all meetings to ensure all activities are carried out in accordance with OHAA By-laws.
- 5.2 Shall coordinate with the Director of Communications to facilitate communication with all members and encourage members to fulfill their obligations as volunteers to the OHAA.
- 5.3 Present an Annual Report at AGM.
- 5.4 Act as a spokesperson for OHAA where deemed appropriate and may delegate this authority to any other member of the Board.

OHAA VICE PRESIDENT

- 5.5 Performs President's duties when President is unavailable, and performs other tasks as OHAA may require from time to time.
- 5.6 Acts as Executive liaison on all Sub-Committees.

OHAA SECRETARY

- 5.7 Maintains an up to date list including names, addresses (e-mail) and telephone numbers of all current Executive and Officers.
- 5.8 Gives notice of meetings to Members and Guests.
- 5.9 Records all meeting minutes and provides copies to the Board. Also, retains all official records of the OHAA as required by law.
- 5.10 Provides minutes for Membership review.
- 5.11 Has charge of Seal.
- 5.12 Has custody of all papers that are not specifically entrusted to another Officer. If the Secretary is absent, his/her duties shall be discharged by such other Officer as may be appointed by OHAA's President.

OHAA TREASURER

- 5.13 Collects annual fees levied by OHAA.
- 5.14 Receives and deposits all proceeds promptly to OHAA'S appropriate bank account.
- 5.15 Maintains conventional accounting records of all financial transactions and makes these records available for review at reasonable times and places by any Member who requests them.
- 5.16 Presents a Financial Statement (Balance Sheet and Income Statement) at each Board Meeting.
- 5.17 Presents an audited report at AGM.
- 5.18 Is responsible for preparing any financial materials used in fundraising activities.
- 5.19 Any two Members at Large, (volunteering at AGM) will perform OHAA's audit.

OHAA DIRECTORS AT LARGE

- 5.20 Perform OHAA tasks as may be deemed necessary from time to time.
- 5.21 Ensure that OHAA's objectives are being met.

ARTICLE 6: ELECTION OF OFFICERS AND DIRECTORS

- 6.1 All Officers and Directors, excluding the President, shall have voting rights at Board meetings.
- 6.2 A member may be elected as an Officer in any combination of positions for a maximum of three (3) consecutive terms after which that member may not serve on the Board for one (1) year.
- 6.3 A member may be elected as a Director for a maximum of two (2) consecutive terms, after which that member may not serve on the Board as a Director for one (1) year. In that year the member may stand for election as an Officer.
- 6.4 The term of office for all positions will be two (2) years.
- 6.5 Where a vacancy occurs on the Board, the Board may appoint a member to fill the position until the next AGM.
- 6.6 All voting shall be done by a show of hands and counted by two appointed Members.
- 6.7 Nominees receiving the most votes shall be elected. Meeting Chairperson shall not vote except to break a tie.

ARTICLE 7: MEETING PROCEDURES

- 7.1 The Board of Directors shall meet at the call of the Chair and no less than twice every year.
- 7.2 General Meetings and Special Meetings are called by the President with Members notified by the Director of Communications using the most efficient method available at least 21 days prior to such meeting dates.
- 7.3 Any member who was not notified of the meeting in error will not have an opportunity to impact outcomes of the meeting.
- 7.4 Quorum for any General Meeting and Special Meeting shall be two (2) Executives, two (2) Board Members and two (2) paid Members in good standing.
- 7.5 Quorum for any Board Meeting shall be any three (3) Executive plus at least one (1) other Board member.
- 7.6 Any member unable to attend a meeting may provide a voting proxy to another attending member in good standing. Such a proxy shall be in writing, with any limitations or restrictions on actions duly noted. The Secretary will request proof of such a proxy. Any member may have only one proxy vote and this proxy vote will count as part of the quorum.
- 7.7 Notice of any Special Meeting must be communicated using the most efficient method available 21 days prior.
- 7.8 At any meeting, in the absence of the President, Past President and Vice President, the Chair shall be taken by the Secretary and in his/her absence the Treasurer.
- 7.9 At any meeting, a motion shall be carried if 50% plus 1 of those entitled vote.
- 7.10 If a vote count is requested by any Member, it shall be taken in any manner the Chairperson directs and recorded in the minutes.
- 7.11 All meetings shall be conducted using Rules of Order of the day.
- 7.12 AGM shall mean a yearly meeting of all Members held within 90 days of OHAA's fiscal year end.

ARTICLE 8: FINANCES

- 8.1 The fiscal year end shall be August 31st.
- 8.2 All fundraising activities shall be for the benefit of the NAIT Hockey Program, minor hockey leagues, community and amateur hockey players and local charities.
- 8.3 No Member or Director/ Officer shall receive remuneration for his services.
- 8.4 The OHAA'S ability to borrow money or to acquire real property or an interest in real property shall be pursuant to Alberta Societies Act.
- 8.5 All financial records shall be subject to an annual audit.
- 8.6 Signing authority shall be delegated to OHAA'S current President, Vice President, Past President, Secretary and Treasurer.
- 8.7 All cheques require two authorized signatures.

ARTICLE 9: THE SEAL

- 9.1 Seal shall be kept in the custody of the Secretary.
- 9.2 Seal shall be affixed as required with a signature from both the Secretary and President.

ARTICLE 10: AMENDMENTS TO THE BY-LAWS

- 10.1 These By-Laws may be rescinded, altered, or added to by Special Resolution at any General Meeting.

ARTICLE 11: DISSOLUTION OF THE OHAA

- 11.1 On the voluntary dissolution of the OHAA, the Board of Directors shall appoint from among the existing Directors, three (3) individuals to be Liquidator of OHAA's assets and liabilities.
- 11.2 The Liquidator shall promptly undertake all actions necessary to distribute all remaining assets to charitable organizations, to be decided by the Board of Directors, without delay and with sufficient care and caution to ensure all matters are resolved.
- 11.3 All OHAA books, records and financial materials shall be transferred into the care and safe-keeping of the Treasurer for a time required by law.
- 11.4 The Liquidator shall, by reference to the Societies Act of Alberta, arrange and undertake all required matters needed to surrender the certificate of incorporation and ensure that OHAA is formally dissolved.

We, the undersigned, declare these preceding Articles and pages to be the By-Laws of the OOKS HOCKEY ALUMNI ASSOCIATION.

Dated this _____ day of _____ 20 _____.

NAME (Signature)	ADDRESS	OCCUPATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME (Witness)	ADDRESS	OCCUPATION
_____	_____	_____