

100 MILE & DISTRICT MINOR HOCKEY ASSOCIATION

BY-LAWS

(As Amended by Special Resolution D ted April 7, 2007 and filed with the Registrar of Companies on May 16, 2007)

PREVIOUSLY IN CONTSTITUTION.

1. The Association shall be affiliated with the British Columbia Amateur Hockey Association or its successor or equivalent.
2. Upon the winding up and dissolution of the Association, after all debts and liabilities of the Association have been paid or provisions for payment thereof have been made, all of the remaining assets and income of the Association shall be paid, transferred and delivered to an organization or organizations with similar objectives or purposes and which qualifies or qualify for similar tax benefits and exemptions as the Association.
3. Paragraphs 3, 4 and this paragraph of the Constitution are unalterable in accordance with the Society Act.
4. The boundaries of the 100 Mile & District Minor Hockey Association shall be north from the point where the Cariboo Regional District's southern boundary intersect the 122 meridian, east along the Cariboo Regional District's southern boundary to a point directly south of where Highway 97 intersects the 52 N. Lat., north to 52 N. Lat., eastward to 121 W. Long., north to the height of land between the Canim Lake Horsefly River / Moffed Creek drainage areas to the head of Spanish Creek and the Cariboo Regional District boundary. The boundary continues south along the Cariboo Regional District boundary to Lac des Roches and continues south to 51 15' N. Lat., west to 122 W. Long., and north to the Cariboo Regional District boundary.
THIS PROVISION IS ALTERABLE.
5. Without in any way altering the provisions of paragraph 4 of the Constitution, it is an unalterable provision of the Constitution that the members of the Society shall not have any interest in the property assets of the Society ceasing to exist and upon dissolution of the Society and after payment of all debts and liabilities, the remaining and residual property of the Society shall go, be paid and made over to a registered and recognized charitable organization in Canada, it being understood that this provision of hte Constitution shall be interpreted in all cases so as to be consistent with the provisions of paragraph 4 of the Constitution.

BY-LAW 1: MEMBERSHIP.

1. The following shall be members of the Association:
 - a. any parent of guardian of any player;
 - b. any person over the age of 19 who is actively involved in the general work of the Association.
2. Every member shall uphold the Constitution and comply with these By-Laws, rules and regulations.

3. Application for membership is accepted on payment of membership fees which are due and payable before the Annual General Meeting begins each year. Only paid members will be allowed to vote.
4. Persons unable to attend the Annual General Meeting shall be allowed to become members up until October 31st of that year.
5. A person shall forfeit their voting rights if they are absent, without just cause, from three (3) consecutive General Meetings.
6. A person shall also cease to be a member in good standing of the Association:
 - a. by delivering his resignation in writing to the Secretary of the Association, or
 - b. by failure to comply with these By-Laws, or
 - c. if membership dues have not been paid, or
 - d. on his/her death, or
 - e. on being expelled.
7. A member may, at the discretion of the Executive, cease to be a member in good standing of the 100 Mile & District Minor Hockey Association upon notification from the Executive for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commit a breach of the Constitution or By-Laws of the Association.
8. As an honour, the highest that may be bestowed by the Association, any member who has served this Association for a least ten years and rendered outstanding and meritorious service in accordance with Article 2 of this Constitution may be elected an Honourary Life Member at any regular Executive Meeting of the current season, and confirmed at the Annual General Meeting. Life Members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of other members.

Nominations of Life Membership must be submitted in writing to the Executive, signed by a member in good standing, detailing the service for which the honour is bestowed.

BY-LAW 2: PLAYER REGISTRATION FEES.

1. Each player registered with the Association shall be assessed an annual registration fee, set by the Executive, prior to the current season's registration period. This fee will include an assessment by the British Columbia Amateur Hockey Association for the membership and Hockey Canada Insurance fee.
2. The Executive shall have the discretionary power to waive player registration fees in exceptional circumstances.

BY LAW 3: MEETINGS.

1. The Annual General Meeting of the Association shall be held on or before June 15th. Notice of the Annual General Meeting shall be advertised in the local newspaper(s) at least fourteen (14) days prior to the date of the meeting.

2. General Meeting of the Association shall be held at the call of the President with notice of such General Meeting to be advertised at least fourteen (14) days prior to the date of the meeting.
3. Executive Meetings shall be held monthly at the call of the President.
4. Executive Meetings are open to the general public, who may participate if recognized by the Chair. Voting shall be done by Executive Members only.
5. A quorum for Executive Meetings shall consist of five (5) members of the Executive and a quorum at the Annual General Meeting or a General Meeting shall consist of fifteen (15) members of the Association.
6. Executive Committee Meetings shall be at the call of the President.
7. The order of business at the Annual General Meeting shall be:
 - a. Reading of the minutes of the last Annual Meeting and action therein;
 - b. Reception of credentials;
 - c. Correspondence;
 - d. Treasurer's Report;
 - e. Report of Committees and Special Awards;
 - f. Unfinished business;
 - g. Election of Officers;
 - h. Appointment of Advisory Committee;
 - i. New business;
 - j. Adjournment.
8. The President shall be Chairperson of all Executive Meetings: but if at any time the President is not Present within fifteen (15) minutes after the time appointed for holding the meeting, the Vice-President shall act as Chairperson. If neither is present the Second Vice-President will become the Chairperson. If none of these person are present the directors present may choose one of their members to be Chairperson.
9. Except where otherwise provided by the Association or these By-Laws, all matters of procedure at any meeting of the Association shall be decided in accordance with Robert's Rules of Order, Newly Revised.

BY-LAW 4: VOTING.

1. At the Annual General Meeting and all General Meetings of the Association every paid member present is entitled to one vote. Proxy votes shall not be permitted.
2. The President shall also have a casting vote in the event of a tie.
3. At all meetings of the Association, voting shall be by show of hands unless the meeting decides on a ballot.
4. Decisions shall be by majority of votes cast, except as otherwise provided in the By-Laws.

BY-LAW 5: THE OFFICERS, DUTIES AND POWERS.

1. The Officers of the Association shall be; the Immediate Past President, the President, First (1) Vice-President, Second (2) Vice-President, Secretary, Treasurer, and Three (3)

Directors at large, One (1) Director of Female Hockey, and the President of the Parents Auxiliary.

2. The Officers will be elected or appointed at the Annual General Meeting for a term not exceeding one year.
3. Nominees for President must have a minimum of one (1) year experience on the Executive of 100 Mile & District Minor Hockey Association.
4.
 - a. Nominations for the various officers of the Association may be made by a nominating committee appointed at the last General Meeting prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual Meeting. In the event there are insufficient nominations to fill all the Executive Officer positions, the President of the Association may appoint a maximum of three people to fill the vacant positions.
 - b. In the event no person accepts appointment or nomination to an executive position, the Executive shall have the power to hire an employee to fill that position or to engage a person to fill the position on a contract basis; provided that they do so before the second General Meeting next following the Annual General Meeting. When an employee is hired or a person engaged on a contract basis as aforesaid, their appointment will be for the current season only and the position must be made available for appointment or nomination the following year.
5. No Officer may be expelled or suspended without first being notified in writing by the Executive of the accusations against them, and have been given the opportunity to be heard by the Executive at a meeting held for that purpose, at least seven (7) days after notification of the accusations.
6.
 - a. The Executive shall have the power to borrow or raise or secure the payment of money in such a manner as a majority of the Executive see fit, providing it is within the budget.
 - b. Debentures cannot be issued without a special resolution, presented to a General Meeting, with fourteen (14) days prior notice.

PRESIDENT.

1. The President shall preside at all of the Executive, General, Annual and Advisory Committee Meetings.
2. The President is the Chief Executive Officer of the Association and shall supervise the other Officers in the Executive of the duties.
3. It shall be the duty of the President, immediately after the close of each Annual General Meeting, to:
 - a. set the date of the first Executive and General Meetings;
 - b. appoint a Finance Committee;
 - c. appoint a Discipline Committee.

4. The President shall have the power to suspend any team, team official, player, or referee for inappropriate conduct on or off the ice, abusive language to any of the Officials, or for failure to comply with the 100 Mile & District Minor Hockey Association Constitution, By-Laws and Regulations pending review of the incident by the Discipline Committee.
5. The President's term shall not exceed three (3) consecutive years.

FIRST VICE-PRESIDENT.

1. The Vice-President shall, in the absence of the President, have all the power and shall perform all the duties of the President.
2. The First Vice-President shall be the chairperson of the Disciplinary Committee.

SECOND VICE-PRESIDENT

1. The Second Vice-President shall act in the absence of both the President and the First Vice-President.

SECRETARY

1. The Secretary's duties shall be to record the minutes of all meetings of the Association whether Executive, General or Annual.
2. Within 10 days of the Executive, General and Annual Meetings, the Secretary shall post the minutes of the meeting(s) on the arena bulletin board belonging to the Association.
3. The Secretary shall be responsible for all correspondence and any other related duties as required.

TREASURER

1. The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.
2. The Treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual General Meeting.
3. The Treasurer shall require of each committee and team a financial statement before May first (1).
4. The Treasurer shall be one of three (3) signing persons on any Bank Account set up by committees or teams.

DIRECTORS

1. The Directors shall perform such duties as deemed necessary by the President or the Executive.
2. Director shall chair and/or participate on one or more committees.
3. Directors shall be reimbursed for minor hockey related expenses incurred but will not be paid for their position. Such expenses must have approval from the Treasurer.

DIRECTOR OF FEMALE HOCKEY

1. The Director for Female Hockey will promote and direct the activities of female hockey throughout the Association.
2. The Director for Female Hockey shall be responsible for supervision, co-ordination and general conduct of all female hockey within the Association.
3. The Director for Female Hockey shall be the liaison between female players and the Executive of the Association.

BY-LAW: COMMITTEES - DUTIES AND POWERS

1. The standing committees of the Association shall be:
 - a. Executive Committee;
 - b. Finance Committee;
 - c. Discipline Committee;
 - d. Appeals Committee;

EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the officers of the Association: Equipment Manager, Referee-in-Chief, Head Coach, Risk Management Co-Ordinator, Sponsorship Co-ordinator, Tournament Co-Ordinator, P.R. Co-Ordinator, Rep Team Co-Ordinator, Divisional Directors and Chairperson of any special committee. The Executive Committee is to be appointed by the President following the Annual General Meeting.
2. The duties of the Executive Committee shall be:
 - a. to fill vacancies that occur on the Executive;
 - b. by a two-third majority vote to forthwith remove from office any member of the Executive Committee who, by being remiss or neglectful of duty or by conduct tending to impair their usefulness, as a member of the Executive Committee;
 - c. to suspend and/or take such disciplinary action that may be deemed necessary against any team, team official, player, referee or Association member refusing to accept or obey the ruling of the Executive;
 - d. to ensure that any expenditures have prior approval of the Executive;
 - e. to assist and advise the Executive on important issues.
3. The duties of the Administrator shall be:
 - a. the registering of all members of the Association;
 - b. player registration and the registration of these players with the British Columbia Amateur Hockey Association and Hockey Canada Registry;
 - c. completing and holding of all Hockey Canada Registry Cards;
 - d. to notify Divisional Directors and/or Rep Team Co-Ordinators of players covered by Hockey Canada Insurance.
4. The duties of the Equipment Manager shall be:

- a. the distribution, maintenance, and collection of equipment owned by the Association;
 - b. the purchasing of all new equipment, after Executive approval.
5. The duties of the Administrator shall be:
 - a. the provision of score sheets or ipads for all House League games;
 - b. seeing that House League standings are given to local media for regular release.
6. The duties of the Head Coach (Development Co-Ordinator) shall be:
 - a. to maintain an effective line of communication between the Association and the B.C.A.H.A. Hockey Development staff;
 - b. To co-ordinate clinics held in 100 Mile House and to advise coaches of clinics being held elsewhere;
 - c. to assist coaches with ice utilization and in developing skills programs for their divisions and/or teams;
 - d. to act as a resource person within the Association for individuals interested in acquiring information that will lead to improving skill development for the players;
 - e. to appoint or dismiss team coaches and team officials as recommended by Divisional Managers and the Rep Team Co-Ordinator.
7. The duties of the Referee-in-Chief shall be:
 - a. to maintain an effective line of communication between the referees, the Association, and the Hockey Canada Officiating Program;
 - b. to co-ordinate training programs for all referees;
 - c. to aid time-keepers with advise and necessary training programs;
 - d. to ask manager for approval of schedule.
8. The duties of the Referee Assignor shall be:
 - a. to assist the Referee-in-Chief in carrying out his/her duties;
 - b. to assign the referees for all house league, rep team, and exhibition games.
9. The duties of the Rep Team Co-Ordinator shall be:
 - a. to act as the Association's representative to the North Central District Minor Hockey Association (NCDMHA) or Okanagan Mainline Amateur Hockey Association (OMAHA);
 - b. to oversee the complete operation of rep teams;
 - c. to approve all rep, scheduled, exhibition and tournament games;
 - d. to act as the liaison between the Association and higher category teams in 100 Mile House;
 - e. the signing of player and team officials to Hockey Canada player's certificates;
 - f. to provide the registrar with a list of each team's players and officials along with their telephone numbers and information for Hockey Canada cards;
 - g. to inform the Equipment Manager of equipment requirements;
 - h. to recommend to the Head Coach the appointment and the dismissal of team officials;
 - i. to work in co-operation with the Divisional Directors and the Ice Manager for approval of schedule changes;
 - j. with the intent of moving a player from house league to rep team or vice versa, the Divisional Director and the Registrar must be notified.

10. The duties of the Administrator shall be:
 - a. to obtain ice time, the scheduling, re-scheduling, exchange and cancellation of ice time;
 - b. to approve ice time for the North Central District Minor Hockey Association (NCDMHA) or Okanagan Mainline Amateur Hockey Association (OMAHA) games through the Rep Team Co-Ordinator or Divisional Directors prior to scheduling the game(s).
11. The duties of the Divisional Director shall be:
 - a. to oversee the house league teams in his/her division;
 - b. to recommend to the Head Coach the appointment and the dismissal of Team Officials;
 - c. to inform the Equipment Manager of equipment requirements;
 - d. to approve all out of town exhibition games for house teams in his/her division;
 - e. to co-ordinate the allocation of players, the switching of players, and the dismissal of players from teams within his/her division;
 - f. to provide the Administrator with a list of each team's officials and players along with their telephone numbers;
 - g. to ask the Ice Manager for approval of scheduling changes;
 - h. to notify coaches of players covered by Hockey Canada Insurance.
12. The duties of the Tournament Co-ordinator shall be:
 - a. to co-ordinate the hosting of tournaments during the season;
 - b. to ensure that ice time, referees, scorekeepers, publicity and any medals have been arranged for;
 - c. to ensure, along with the Divisional Directors, and the registration of players, the assigning of teams and the billeting of out-of-town players;
 - d. to arrange any other details as needed;
 - e. to ask the Ice Manager for approval of schedule changes.

FINANCE COMMITTEE

1. The Finance Committee shall consist of the Treasurer of the Association who shall be Chairperson, and two members appointed by the President immediately following the Annual General Meeting.
2. The duties of the Finance Committee shall be to review the finances and the expenditures of the Association and recommend to the Executive any course of action which they may deem advisable and to collect sponsorship monies prior to October (31st) thirty first of each year.
3. The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the first General Meeting.
4. The Finance Committee shall have a Fund Raising sub-committee.
5. The Finance Committee shall audit and report to the Treasurer of the Association, by May (15th) fifteenth, the financial statements of the Rep Teams.

DISCIPLINE COMMITTEE

1. The Discipline Committee shall consist of the Vice-President, who shall be the Chairperson, and of three (3) or more members appointed by the President at the first Advisory Committee meeting.
2. The duties of the Discipline Committee shall be:
 - a. to review decisions of the President made under By-Law 5 Section 4.
 - b. to review all misconduct penalties (ten minutes, game, gross, match and/or any other offenses as stated in the policy book), assessed players and team officials of the Association and to suspend and/or take disciplinary action that may be deemed necessary against such individuals.

BY-LAW 7: APPEAL PROCEDURE

APPEALS COMMITTEE

1. Any team, player, team official or referee may appeal any decision of the Discipline Committee.
2. Any Appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars of the case and shall be delivered to the Secretary of the Association within seven (7) days of receiving the written appeal.
3. The Appeal shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal.

EXECUTIVE COMMITTEE

1. Any team, team official, player or referee may appeal the decision of the Appeal Committee to the Executive Committee of the Association.
2. Any team, team official, player, referee or Association Member may appeal the decision of the Executive to the Executive Committee of the Association.
3. Any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Appeal Committee or Executive.
4. The appeal will be heard at the next Executive Meeting.

BY-LAW 8: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. Resolution(s) to amend or alter the Constitution of By-Laws can only be made at the Annual General Meeting, and must be posted and published sixty (60) days before the meeting.
2. Amendments to the Constitution and By-Laws shall require a majority of not less than seventy-five (75) percent of the members voting.