

NORTH CENTRAL DISTRICT MINOR HOCKEY ASSOCIATION

By-Laws effective: May , 2019

1. The name of this society shall be the "North Central District Minor Hockey Association", hereinafter referred to as the "Association". (alterable)
2. The purposes of the Association are:
 - a) to foster, improve and encourage amateur hockey, sportsmanship and good citizenship within the boundaries of the North Central District as defined by BC Hockey. This clause is alterable.
 - b) to assist with the formation of leagues and organizes league competition within the Association.
 - c) to establish, maintain and assist in the general care, supervision and direction of all minor associations and leagues who are members of this Association; and assists all others interested in amateur hockey.
 - d) to provide guidance and formulate an effective hockey program and maintains a uniform set of playing rules as laid down by Hockey Canada, and amendments covered by BC Hockey, or covered by the Association.

PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

"Act" means the *Societies Act* of British Columbia as amended from time to time;

"Board", "Officers" "Executive" or "Directors" means the directors of the Society;

"Bylaws" means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations as the case may be, prevail.

1.4 Words importing the singular include the plural and vice versa and words importing a male person include a female person and a corporation.

PART 2 – MEMBERS

Application for membership

2.1 Membership shall be open to any minor hockey association or any minor hockey team affiliated with Hockey Canada and/ or BC Hockey within the boundaries agreed upon at the annual general meeting and as established by BC Hockey.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 Members shall be subject to payment of a membership fee to be set at the annual general meeting. This is to be paid on an annual basis, to the treasurer of the Association prior to the start of league play.

Member not in good standing

2.4 A member is not in good standing if the member minor hockey association has failed to pay its current annual membership fee by September 30th of the current season, or any other subscription or debt due and owing by the member to the Society; and it is not in good standing so long as the debt remains unpaid. All accounts receivable must be paid within thirty (30) days except annual dues;

b) a member who has violated the Constitution, By-Laws or Regulations of the Society, and;

c) a member who is under suspension. A member is not in good standing so long as one or more of the above conditions is in effect.

Member not in good standing may not vote

2.5 A voting member who is not in good standing,

(a) may not vote at a general meeting, and

(b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership

2.6 Any member minor hockey association shall cease to be a member of the Association:

a) upon dissolution of the member minor hockey association;

b) by resignation in writing delivered to the secretary of the Association or delivering it to the address of the Association;

c) upon having been a member not in good standing for twelve (12) consecutive months.

PART 3 – MEETINGS OF MEMBERS

Time and place of General Meetings

- 3.1** General meetings of the Association shall be held twice per year or may be called at any time by the president or by a simple majority vote of the members.
- a) Notice of a general meeting shall be given to every member shown on the register of members no less than two (2) weeks prior to the meeting;
 - b) Each member association is responsible for sending at least (1) one delegate to represent their association at each General and Annual General Meeting;
 - c) Member associations will be fined, by the president, the sum of \$200 (two hundred) dollars for each missing delegate from any Annual or General Meeting. There may be extenuating circumstances which arise that preclude the attendance of member association delegates. These situations must be discussed and approved by the president prior to the meeting in order to avoid fines.

Time and place of Annual General Meeting

- 3.2** The annual general meeting of the Association shall be held by May 31st of each year at a time and place selected by the Association president;
- a) Each member shall be entitled to one (1) vote. A proxy vote may be assigned in writing only to another member of the same minor hockey association;
 - b) A representative from each member minor hockey association shall be notified in writing by this Association's secretary of the date and place of the meeting, no less than two (2) weeks prior to the meeting;
 - c) changes to the Constitution and By-laws shall only be made at the annual general meeting and notice of changes shall be given in writing to each member association two (2) weeks prior to the meeting date.

Ordinary business at a General or Annual General meeting

3.3 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) appointment of directors;
- (e) business arising out of a report of the directors not requiring the passing of a special resolution.

Chair of general or annual general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- a) the president;
- b) the vice-president, if the president is unable to preside as the chair, or;

- c) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 A quorum at all Association meetings shall consist of fifty-one (51%) percent of the members present, but never less than three (3) members.

Lack of quorum at commencement of meeting

3.7 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.8 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.9 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.10 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.11 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Attendance and Voting at Meetings

3.12 Each member association is responsible for sending at least (1) one delegate to represent their association at each General and Annual General Meeting.

- a) Each member minor hockey association shall have one vote to be cast by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a member for all purposes with respect to a meeting of the Association;
- b) Each of the Association's past president, president, vice-president, secretary, treasurer, risk management director, registrar, and director-at-large shall have one vote at a General Meeting.
- c) in the absence of any member at any general meeting of the society such member may, by proxy in writing, appoint such other member or person who is present at the meeting to vote in the place of such absent member.
- d) No person shall act as a proxy vote for more than five active members.
- e) The proxy shall be delivered to the secretary of the society before or at the time for holding the meeting at which the person named in the proxy proposes to vote, and in default the instrument of proxy shall not be treated as valid.
- f) Sample Proxy Vote as attached
- g) At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members.
- h) The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

League/Team Declarations

3.13 Any minor hockey association or any minor hockey team may make application to the Association to participate in the league for a period of one year (August 1 - July as follows:

- a) Written application must be received by the Association Secretary a minimum of 7 days prior to the general or annual general meeting;
- b) that the written application states the home association and the league and/or association the team has previously participated;
- c) that the application must identify any players or team officials who were subject to a suspension by BC Hockey, in a league registered with BC Hockey, or in their local association, wherein the suspension was greater than three (3) games or ten (10) days;
- d) that the application must be accompanied by a letter, from the home association and applicable District President, both which must confirm the reasons stated in the written application are true and confirming that all members of the team or association who have made application are in good standing and follow all risk management policies;
- e) and that the Association executive officers will meet upon receiving a written application to join the league and such application will be accepted by a simple majority vote. The approval is valid for the current season only.

PART 4 – DIRECTORS

Number of Directors

4.1 The Society must have no fewer than 3 and no more than 7 directors.

Election or appointment of directors

4.2 The directors are to be elected for a two year term at the annual general meeting, and elections shall alternate every year: one year, the positions of president, secretary, and director-at-large and at the following annual meeting, the positions of vice-president, treasurer, and director-at-large.

- a) Any person nominated for any executive officer position, other than past president, must accept the nomination in person at the annual general meeting of the Association or has submitted to the Association president, in writing, and prior to the start of the annual general meeting, their acceptance of the nomination.
- b) 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.
- c) In the event there are not sufficient nominations or volunteers to fill the vacant executive officer positions, the association executive elect, at the start of the annual general meeting, will hold an executive meeting and by a simple majority vote of these said officers, determine if the Association will continue.
- d) The members may by special resolution remove an officer or director before the expiration of his term of office and may elect a successor to complete the term of office.

PART 5 – BOARD POSITIONS

Election or appointment to Board positions

5.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer;
- (e) Director-at-large (2)
- (f) Past president

Role of President

5.2 The president is the Chair of the Board and is responsible for supervising the other directors in the execution of their duties;

- (a) preside at all meetings of the Association directors and of the Association;
- (b) be a signing officer for the association;
- (c) call all general and annual general meetings;
- (d) exercise the powers of the executive in the case of an emergency;
- (e) have the power to suspend teams, players or officials subject to ratification at the next following meeting of the standing disciplinary committee. When such action is taken, the president must immediately notify the president of the association in which the person or persons suspended has been registered for that season;
- (f) in the case of an equality of votes, the president shall not have a casting or second vote, in addition to the vote to which they may be entitled as a member, and the proposed resolution shall not pass;
- (g) sit in on all other committees as an ex-official voting member;
- (h) will hold meetings of the Association executive officers as required which may be held via conference telephone call, internet, or in person.
- (i) Will attend the BC Hockey Annual Congress in June annually;
- (j) Will represent the Association on the Minor Committee or other BC Hockey committee as set out by BC Hockey.

Role of Vice-president

5.3 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act and will then exercise all the powers of the president;

- (a) shall act as chairperson of the disciplinary committee;
- (b) receive a clear copy of all league game sheets and a clear copy of any tournament or exhibition game sheet where a member association team participated in a contest. The vice-president will review each game sheet to ensure all suspensions were served in accordance with the Constitution and By-laws of Hockey Canada, BC Hockey, and the Association;
- (c) will immediately identify to the president any player, coach, manager, trainer, stick boy, referee, linesman or off-ice official who during a contest or over several

- contests is not controlling their actions or the actions of their players. Such persons will be dealt with in accordance with By-law 7 herewith
- (d) will call the Annual General Meeting by the end of Spring Break, of that calendar year, if the president has failed to do so, will attend the BC Hockey Annual Congress in June to accompany the President.
 - (e) Will represent the association on any committee as requested by the president.

Role of Secretary

5.4 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act;
- (f) in the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

Role of Treasurer

5.5 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- a) keep accurate record of all moneys received and dispersed by the Association and all other financial records necessary to comply with the Society Act, and receive all moneys paid to the Association, and be responsible for the deposit of same into whatever bank the executive may order;
- b) present to the President at the completion of each year, a financial report including receipts, bills and cancelled cheques;
- c) present a report of the year's financial transactions at each general meeting;
- d) be one of the signing officers of the Association together with one of two other officers of the Association;
- e) be the legal holder of all trophies and cups in the trust of the league, and to ensure that the trophies of the Association are returned to the treasurer by December 1st of the playing season;

Role of Director(s) at Large

5.6 The director(s) at large will undertake special projects as directed by the president

- a) at least one director at large will undertake the association league scheduling and will act as the League Operations Task Group Member as set out by BC Hockey

Role of Past President

5.7 the past president will act in an advisory capacity to the board and may be appointed to committees as requested by the president.

PART 6 – REMUNERATION OF DIRECTORS

Remuneration of directors

6.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

- a) Directors may be provided reimbursement for travel expenses incurred on approved Association business.
- b) The President of the association shall receive an honorarium payable of Four Hundred (\$400.00) dollars twice per season. The BC Hockey Annual Congress registration and accommodations will be paid by the association for all association members approved by the board to attend.

PART 7 – DISCIPLINE AND APPEALS

Discipline Committee

7.1 The Discipline committee shall consist of the Vice President and 2 other persons as identified to the president at a general meeting and cannot be executive officers of a member association; but can be an officer of the Association;

- a) the president shall not serve on the Discipline Committee;
- b) Where the chairperson has a conflict of interest, a hearing comprised of the other members of the discipline committee must be held.

Objectives and Jurisdiction

7.2 The objective of the discipline committee is to administer discipline to any player, team official, league official, off-ice or on-ice, as follows:

- a) for actions contrary to these by-laws;
- b) for behavior or actions which place or could place another person, player or team official at risk;
- c) for conduct by actions or words which contravene the Fair Play Code of Ethics or makes a travesty of the game of hockey;
- d) to attempt to establish consistency between member associations in dealing with said penalties
- e) to enforce the Fair Play Codes of Conduct as adopted by BC Hockey and Hockey Canada;

- f) the jurisdiction of the discipline committee includes all league games, tournaments, exhibition games, and/or practices where any team, player, team official, on-ice or off-ice official registered within the North Central District Minor Hockey Association participates. This shall also include the members of this Association as well as the Executives of the minor associations which are members of this Association
- g) signed complaints against members of the Association shall be reported in writing to the president or vice president.

Administration of Discipline

7.3 The discipline committee may suspend, exonerate, censure, expel or ask for the resignation of the subject of the complaint and as follows;

- a) any member may be suspended immediately pending an investigation by the Discipline Committee;
- b) any member that is being disciplined or expelled, must be given notice of the proposed expulsion and a reasonable opportunity to make representations to the society respecting the proposed discipline;
- c) The subject of the complaint shall receive written notice from the vice president of the association within twenty-four (24) hours regarding the decision.

Appeals Procedures

7.4 The duties of the appeals committee shall be to hear appeals from the decisions made by the disciplinary committee as made under By-Law 7 and that the appeals committee may uphold, modify (which means they may increase or decrease or alter), or rescind any decision made by the discipline committee;

- a) The appeals committee shall consist of 3 persons not directly involved with the Association other than to sit for the purposes of hearing any appeals made to the association by member associations or parties subject to disciplinary action by the association;
- b) Any appeal to the appeal committee by the aggrieved party, will be in writing outlining all particulars pertaining to the case and will be delivered to the secretary, president, or vice-president of the Association within seven (7) days of being notified of the decision of the discipline committee;
- c) The appeal must be accompanied by a fee of one hundred (\$100.00) dollars; this amount will be forfeited to the Association if the decision of the discipline committee is not rescinded by the appeal committee;
- d) The appeal shall be dealt with by the appeal committee within seven (7) days of the secretary, president or vice-president receiving the written appeal and that the decision of the appeal committee is final, and that the Association will make notification in writing of its final decision to the aggrieved party, president of the aggrieved party's association and to the Executive Director of BC Hockey.

PART 8 – AMENDMENTS TO CONSTITUTION AND/OR BY-LAWS

- 8.1** The Constitution and By-laws of the association shall not be altered or added to except by Special Resolution at an Annual General Meeting or Special General Meeting of the association. A Special Resolution may be passed by a resolution consented to in writing by all voting members.
- a) Proposed Special Resolutions such as additions, repeals or alterations of the Constitution and any of the By-laws, must be received by the association no later than Twenty-one (21) days prior to the Annual General Meeting or the Special General Meeting;
 - b) Notice of any proposed Special Resolution must be signed by the proposed mover and seconder and a minimum of 2 members of the association and shall be delivered by hand or via email to the address of the association at least Twenty-one (21) days prior to the Annual General Meeting or the Special General Meeting;
 - c) The majority required to pass a Special Resolution shall be Seventy-five (75) percent of the votes cast by members in good standing present at the Annual General Meeting or the Special General Meeting.

PART 9 – FINANCING, BANKING AND BORROWING

- 9.1** The finances of the Association shall be under the control of the board as follows:
- a) The current operating account shall be maintained in a Canadian Chartered Bank or Financial Institution as approved by the board. All current operating receipts shall be deposited in this account from which normal operating expenses shall be paid by cheque.
 - b) The treasurer shall present a financial report to the board at each Annual General Meeting or General Meeting of the association;
 - c) In order to carry out the purposes of the association, the officers may, on behalf of and in the name of the association, raise or secure the payment or repayment of money in the manner they decide, and, in particular; but without limiting the foregoing, by the issue of debentures;
 - d) No debentures shall be issued without sanction of a Special Resolution;
 - e) The members may, by Special Resolution, restrict the borrowing powers of the officers; but a restriction imposed expires at the end of the next general meeting.
 - f) Upon winding up or dissolution of the association, the assets which remain after payment of all debts and liabilities shall be distributed to such charitable organization or organizations having a similar charitable purpose as described in the Act.

Signing authority

- 9.2** A contract or other record to be signed by the Society must be signed on behalf of the Society by;
- a) the president, together with the treasurer or secretary or designate as appointed by the president at any general meeting; any 2 may sign.

Sample Proxy Vote ~ North Central District Minor Hockey Association

3.12 (f)

I, _____ of the _____ Minor Hockey Association, in the province of British Columbia, hereby appoint _____ of the _____ Minor Hockey Association, as my proxy vote for me on my behalf at the (Annual or Special as the case may be) general Meeting of the society to be held on the ____ day of _____, 20__, and at any adjournment thereof.

Signed at _____ this ____ day of _____, 20__.

Printed Name: _____

Signature: _____