



T.K. SPARKS

100 MILE & DISTRICT MINOR HOCKEY ASSOCIATION

BYLAWS

BYLAW 1: MEMBERSHIP

1. The following shall be members of the Association:
 - a. any parent or 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 Bylaws and Policies.
3. Membership is confirmed upon 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. The annual membership fees shall be determined by the Finance Committee.
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 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 the Association's Constitution, Bylaws and Policies, or
 - c. If membership dues have not been paid, or
 - d. If past registration fees or any other debt is due and owing to the Association, or
 - e. On their death, or
 - f. On being expelled or suspended.
6. A member may, at the discretion of the the Officers of the Association, cease to be a member in good standing of the 100 Mile & District Minor Hockey Association upon notification from the Officers of the Association 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 Bylaws of the Association.
7. As an honour, the highest that may be bestowed by the Association, any member who has served this Association for at least ten (10) years and rendered outstanding and meritorious service in accordance with Article 2 of the Constitution may be elected an Honourary Life Member at any regular Board Meeting of the current season, and confirmed at the Annual General Meeting. Honourary Life Members shall have the privilege of acting in an advisory capacity to the Officers of the Association and shall be accorded all rights and privileges of other members. Nominations of Honourary Life Membership must be submitted in writing to the Officers of the Association, signed by a member in good standing, detailing the service for which the honour is bestowed.

BYLAW 2: PLAYER REGISTRATION FEES

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

BYLAW 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. Board Meetings shall be held monthly at the call of the President.
4. Board Meetings are open to the general public, who may participate if recognized by the Chair. Voting shall be done by Officers of the Association only.
5. A quorum for Board Meetings shall consist of five (5) members of the Officers of the Association and a quorum at the Annual General Meeting or a General Meeting shall consist of fifteen (15) members of the Association.
6. Board 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 General 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. New business
 - i. Adjournment
8. The President shall be Chairperson of all Board 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 persons are present, the directors present may choose one of their members to be Chairperson.
9. Except where otherwise provided by the Association or these Bylaws, all matters of procedure at any meeting of the Association shall be decided in accordance with Robert's Rules of Order, Newly Revised.

BYLAW 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 a majority of votes cast, except as otherwise provided in the Bylaws.
5. The President may, at any time, take an email or telephone poll or vote of the Officers of the Association on any urgent matter.

BYLAW 5: THE OFFICERS, DUTIES AND POWERS

1. The Officers of the Association shall be; the President, First Vice President, Second Vice President, Secretary, Treasurer, three (3) Directors at Large; one (1) Director of Female Hockey and the Immediate Past President.
2. The Officers will be elected or appointed at the Annual General Meeting for a term not exceeding one (1) year.
3. Nominees for President must have a minimum of one (1) year experience as an Officer of the Association 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 General Meeting. In the event there are insufficient nominations to fill all the Officers of the Association positions, the President of the Association may appoint a maximum of three (3) people to fill the vacant positions.
 - b. In the event no person accepts appointment or nomination of an Officer of the Association position, the Officers of the Association 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 Board Meeting 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.
 - c. No current or former Officer of the Association shall be considered for employment with the Association until one (1) year has passed since the completion of that individual's most recent term as an Officer of the Association. No current or former employees or consultants to the Association will be eligible as a nominee for an Officer of the Association position until one (1) year has passed since the termination of that individual's employment or consulting engagement with the Association.
5. No Officer may be expelled or suspended without first being notified in writing by the Officers of the Association of the accusations against them, and have been given the opportunity to be heard by the Officers of the Association at a meeting held for that purpose, at least seven (7) days after notification of the accusations.
6.
 - a. The Officers of the Association shall have the power to borrow or raise or secure the payment of money in such a manner as a majority of the Officers of the Association 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 Board, General, and Annual General Meetings.
2. The President is the Chief Executive Officer of the Association and shall supervise the other Officers of the Association in the execution of their duties.
3. It shall be the duty of the President to:
 - a. Set the date of the first Board Meeting immediately after the Annual General Meeting;

- b. Appoint a Finance Committee within 30 days after the Annual General Meeting;
- c. Appoint a Discipline Committee by August 1st.
- 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, Bylaws and Policies 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.
- 2. The Second Vice President shall be the Chairperson of the Appeals Committee.

SECRETARY

- 1. The Secretary's duties shall be to record the minutes of all meetings of the Association whether Board, General or Annual General Meetings.
- 2. Within ten (10) days of the Board, General and Annual General Meetings, the Secretary shall provide the minutes of the meeting(s) to the Officers of the Association for review. Once the meeting minutes are approved by the Officers of the Association, the Secretary shall ensure they are posted on the website belonging to the Association within five (5) days of approval.
- 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 Board Meeting and 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 1st.
- 4. The Treasurer shall be one of three (3) signing persons on any Bank Account set up by committees or teams.

DIRECTORS AT LARGE

- 1. The Directors shall perform such duties as deemed necessary by the President or the Officers of the Association.
- 2. Directors 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 of Female Hockey will promote and direct the activities of female hockey throughout the Association.
2. The Director of Female Hockey shall be responsible for supervision, coordination and general conduct of all female hockey within the Association.
3. The Director of Female Hockey shall be the liaison between female players and the Officers of the Association.

BYLAW 6: 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 and: Registrar, Equipment Manager, Referee-in-Chief, Coach Coordinator, Risk Management Coordinator, Sponsorship Coordinator, Tournament Coordinator, Communications and Website Coordinator, Rep Team Coordinator, Ice Scheduler, Division Managers, Volunteer/Manager Coordinator 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 within the Officers of the Association;
 - 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 Officers of the Association;
 - d. To ensure that any expenditures have prior approval of the Officers of the Association;
 - e. To assist and advise the Officers of the Association on important issues.
3. The duties of the Registrar shall be:
 - a. The registering of all members of the Association;
 - b. Player registration and the registration of these players with BC Hockey and Hockey Canada Registry;
 - c. Completing and holding of all Hockey Canada Registry Cards;
 - d. To notify Division Managers and/or Rep Team Coordinator 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 approval by the Officers of the Association.
5. The duties of the Coach Coordinator shall be:
 - a. To maintain an effective line of communication between the Association and the BC Hockey coaching delivery group;
 - b. To coordinate 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 recommend to the Officers of the Association the appointment or dismissal of team coaches as recommended by Division Managers and the Rep Team Coordinator.
 6. The duties of Risk Management Coordinator shall be:
 - a. To have knowledge of Hockey Canada and BC Hockey risk management guidelines;
 - b. To complete regular safety checks on our facility and communicate any risk issues to facility staff and Officers of the Association;
 - c. To distribute all pertinent BC Hockey safety bulletins to the Association.
 7. The duties of the Sponsorship Coordinator shall be:
 - a. To follow up on leads of interested sponsors and contact individuals and businesses to obtain sponsorship money for teams and general sponsorship funds for the Association;
 - b. To ensure appropriate recognition of sponsors as per the Association's policy;
 - c. To collect and identify for the Treasurer all sponsorship revenue.
 8. 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 coordinate training programs for all referees;
 - c. To aid Time Keepers with advise and necessary training programs;
 - d. To assign the referees for all house league, rep team, and exhibition games.
 9. The duties of the Rep Team Coordinator 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 players and coaches to Hockey Canada player's certificates;
 - f. To inform the Equipment Manager of equipment requirements;
 - g. To recommend to the Coach Coordinator the appointment and the dismissal of coaches;
 - h. To work in cooperation with the Division Managers and the Ice Manager for approval of schedule changes;
 - i. With the intent of moving a player from house league to rep team or vice versa, the Division Manager and the Registrar must be notified.
 10. The duties of the Ice Scheduler 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 Coordinator or Division Managers prior to scheduling the game(s).
11. The duties of the Division Manager shall be:
- a. To oversee the house league teams in their division;
 - b. To recommend to the Coach Coordinator the appointment and the dismissal of coaches;
 - c. To inform the Equipment Manager of equipment requirements;
 - d. To approve all out-of-town exhibition games for house teams in their division;
 - e. To coordinate the allocation of players, the switching of players, and the dismissal of players from teams within their division;
 - f. To ask the Ice Scheduler for approval of scheduling changes;
 - g. To notify coaches of players covered by Hockey Canada insurance.
12. The duties of the Tournament Coordinator shall be:
- a. To coordinate 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 Division Managers, 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 Scheduler for approval of schedule changes.
13. The duties of the Communications and Website Coordinator shall be:
- a. Assist with writing Association-wide communications or media releases as advised by the Officers of the Association;
 - b. Assume a lead role in maintaining the Association website;
 - c. Administrate Association social media accounts.
14. The duties of the Volunteer/Manager Coordinator shall be:
- a. To be the main point of contact for Team Managers, Hockey Canada Safety Person(s), and other non-coach volunteer roles, and act as a liaison between them and the Officers of the Association with respect to them and/or their concerns;
 - b. To act as a resource within the Association to ensure they are properly trained and orientated in their role(s).

FINANCE COMMITTEE

1. The Finance Committee shall consist of the Treasurer of the Association who shall be Chairperson, and two or more members appointed by the President.
2. The duties of the Finance Committee shall be to review the finances and the expenditures of the Association and recommend to the Officers of the Association any course of action which they may deem advisable.
3. The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the Officers of the Association and presented at the Annual General Meeting.
4. The Finance Committee shall collect sponsorship monies and registration fees prior to October 31st of each year.

DISCIPLINE COMMITTEE

1. The Discipline Committee shall consist of the First Vice President, who shall be the Chairperson, and three (3) or more members appointed by the President.
2. The duties of the Discipline Committee shall be:
 - a. To review decisions of the President made under Bylaw 5, #4 in President section.
 - b. To exonerate, censure, suspend, expel or ask for the resignation of the subject of the complaint. Any member being disciplined or expelled must be given notice of the proposed expulsion, and a reasonable opportunity to make representations to the Association respecting the proposed discipline. The subject of the complaint shall receive written notice regarding the decision from the Discipline Committee Chairperson.

APPEALS COMMITTEE

1. The Appeals Committee shall consist of the Second Vice President, who shall be the Chairperson, and three (3) or more members that are independent of the Officers of the Association.
2. The duties of the Appeals Committee shall be to review any rulings by the Discipline Committee where the subject of the complaint or the complainant requests an appeal.

BYLAW 7: APPEALS PROCEDURE

1. The subject of the complaint or the complainant may appeal any decision of the Discipline Committee to the Appeals 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 being notified of the decision of the Discipline Committee.
3. The appeal shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal.
4. The subject of the complaint or complainant may appeal any decision of the Appeals Committee to the Executive Committee.
5. Any appeal to the Executive 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 being notified of the decision of the Appeals Committee.
6. The appeal will be dealt with by the Executive Committee at the next Board Meeting.

BYLAW 8: AMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. Resolution(s) to amend or alter the Constitution and Bylaws can only be made at the Annual General Meeting, and must be posted and published thirty (30) days before the meeting.
2. Amendments to the Constitution and Bylaws shall require a majority of not less than sixty-six (66) percent of the members voting.

ARTICLES PREVIOUSLY IN CONSTITUTION

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. Members of the Association shall not have any interest in the property assets of the Association ceasing to exist, and upon dissolution of the Association and after payment of all debts and liabilities, the remaining and residual property of the Association shall go, be paid and made over to a registered and recognized charitable organization in Canada.
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 the Constitution shall be interpreted in all cases so as to be consistent with the provisions of paragraph 4 of the Constitution.