

## **BY-LAWS**

**DEFINITIONS:** The Comox Valley Minor Hockey Association for the purposes of these By-Laws shall be known hereinafter referred to as “The Society”.

### **BY-LAW ONE**

#### **MEMBERSHIP**

1. The following shall be Members of the Association:
  - a. A Parent or Guardian of a Player registered in the current hockey season with the Society; and
  - b. Any person over the age of 19 who is actively involved in the general work of the Society.
2. Every Member shall uphold the Constitution and comply with these By-Laws, rules and regulations.
3. The Annual Membership fee for the upcoming year (September 1 through August 31) shall be determined at each Annual General Meeting of the Association. That fee shall be payable to the Society no later than one month prior to the date of the Annual General Meeting.
4. Membership shall expire on August 31, following the date of admittance. Thereafter Membership will expire on August 31 of each year.
5. A person shall cease to be a Member of the Society:
6. By delivering his/her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
7. On his/her death, or in the case of a Corporation, upon dissolution; or
8. On being expelled; or
9. On becoming a Member not in good standing
10. A Member may, at the discretion of the Officers, cease to be a Member of the Comox Valley Minor Hockey Association upon notification from the Officers for conduct deemed improper, unbecoming or likely to endanger the interest or reputation of the Society, or who willfully commits a breach of the Constitution or By-Laws of the Association.
11. As an honor, the highest that may be bestowed by the Association, any Member who has served this Association for at least ten years and/or rendered outstanding and merit service in accordance with Article 2 of this Constitution may be elected an Honorary 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 Officers and shall be accorded all rights and privileges of other Members.

12. Nominations for Life Membership, signed by a Member who has failed to pay his/her current Annual Membership fee or any other subscription or debt due to the Association and he/she is not in good standing so long as the debt remains unpaid.

## **BY-LAW TWO**

### **PLAYER REGISTRATION FEE**

1. Each Player registered with the Association, shall be assessed an Annual Registration fee, set by the Officers prior to the current season's registration period. This fee will include any assessments by the British Columbia Amateur Hockey Association for Membership and/or Mutual Aid registration.
2. The Executive Committee shall have the discretionary power to waive Player registration fees in exceptional circumstances.

## **BY-LAW THREE**

### **MEETINGS**

1. The Annual General Meeting of the Association shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding Annual General Meeting and not later than May 31, in each calendar year. Notice of the Annual General Meeting shall be sent to members in writing with the last notice to take place at least 14 days prior to the date of the Annual General Meeting.
2. General Meetings of the Associations shall be held during the hockey season at the call of the President.
3. Executive Committee meetings shall be held monthly and at the call of the President. The Hockey Operations Meetings shall be held monthly to precede the Executive Committee Meeting and at the call of the First Vice-President.
4. A quorum for Executive Meetings shall consist of five (5) Officers and a quorum at an Annual General Meeting or General Meeting shall consist of fifteen (15) Members of the Association.

## **BY-LAW FOUR**

### **VOTING**

1. At the Annual General Meeting and at all General Meetings of the Association, every Member present is entitled to one vote. Proxy votes shall not be permitted.
2. Election of directors
  - a. At each annual general meeting in a year ending in an odd number, the voting members entitled to vote for the election of directors must elect or acclaim the President, Assistant to 2nd Vice President, Assistant to 1st Vice President, Secretary and one Director at Large and the term of office of these directors shall be until the next annual general meeting in a year ending in an even number.

- b. At each annual general meeting in a year ending in an even number, the voting members entitled to vote for the election of directors must elect or acclaim the 1st Vice President, 2nd Vice President, Treasurer, one Director at Large, and the term of office of these directors shall be until the next annual general meeting in a year ending in an odd number.
- c. 3. Voting for election of Officers shall be by ballot.
- d. 4. The President shall have a casting vote in the event of a tie.
- e. 5. At all Meetings of the Association, voting shall be decided by a show of hands, with the exception of selection of Officers, unless the Meeting decides on a ballot.
- f. 6. Decision shall be by majority of votes cast, except as otherwise provided in the By-Laws.
- g. 7. People holding a joint position, shall be entitled to only one vote, but are able to voice their concerns/opinions.

## **BY-LAW FIVE**

### **OFFICERS, DUTIES, AND POWERS**

- 1. The Officers of the Society shall be the Immediate Past President, President, First Vice-President, Second Vice-President, Secretary, Treasurer and four Directors.
- 2. The Officers, with the exception of the Immediate Past President, shall be elected annually at the Annual Meeting of the Society for a term of one year.
- 3. Nominations for the various offices of the Society shall be made by the Nominating Committee to be composed of the First Vice-President and two other Members appointed by the President. Nominations may also be made from the floor of the Annual General Meeting.

### **PRESIDENT**

- 1. The President shall preside at all Meetings of the Executive Committee, General and Annual Meetings. He/she shall perform the duties usual to the office of President, including the ordering and the calling of the Meetings of the Society or its Committee.
- 2. It shall be the duty of the President, immediately after the close of each Annual General Meeting to set the date of the first Meeting of Officers. At the first Meeting, the President shall appoint a Finance Committee, Discipline Committee and assign the Directors' duties. All appointments will be brought to the Executive for ratification.
- 3. The President shall have the power to suspend any Member, Team, Player, Team Official, or Referee for ungentlemanly conduct on or off the ice, abusive language to any of the Officials, or for failure to comply with Comox Valley Minor Hockey Association Constitution, By-Laws and Regulations pending review of the incident by the Discipline Committee.
- 4. The President shall attend the Vancouver Island Amateur Hockey Association Meetings.

## **FIRST VICE-PRESIDENT**

1. The First Vice-President shall, in the absence of the President, have all the power and perform all the duties of the President.
2. The First Vice-President shall be the Coordinator of all House and Rep Team activities and shall convene Hockey Operational Meetings preceding the Executive Committee Meeting with a Committee consisting of Divisional Managers, Ice Coordinator, Referee-in-Chief, Coaching Coordinator and Rep Director.
3. The First Vice-President shall be Chairperson of a Committee consisting of the Rep Director and Coaching Coordinator to select the Rep Team Coaches.
4. The First Vice-President shall be the Chairperson of the Nominating Committee.

## **SECOND VICE-PRESIDENT**

1. The Second Vice-President shall, in the absence of the President and the First Vice-President, have all the power and perform all the duties of the President.
2. The Second Vice-President shall be responsible for liaison between the Society and Sponsors and the Community, the Awards Committee including trophies, Minor Hockey Day, promotional marketing (Rep and House), fund-raising and public relations.
3. The Second Vice-President shall be responsible for BCAHA and CAHA events such as hosting of Provincial play-downs, Winter Games playoffs, etc., and all Comox Valley Minor Hockey Association tournaments.
4. The Second Vice-President shall be the Chairperson of the Ways and Means Committee which shall be a Committee consisting of a representative from each Division to represent House and Rep Players.

## **SECRETARY**

1. The Secretary's duties shall be to record the minutes of all Meetings of the Association, whether Executive, General or Annual.
2. The Secretary shall be responsible for all correspondence and any other related duties as required.
3. The Secretary shall issue notices of Meetings of the Society and Directors.
4. The Secretary shall have custody of all records and documents of the Society except those required to be kept by the Treasurer.
5. The Secretary shall maintain the Register of Members in accordance with the provisions of the Society Act, R.S.B.C. 1979.

## **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 an audited report at the Annual General Meeting.
3. The Treasurer shall be the Chairperson of the Finance Committee.

## **DIRECTORS**

1. The Directors shall perform such duties and Chair such Committees as directed by the President with the exception of one Director who shall be the Ice Coordinator, one Director who shall be appointed to assist the Second Vice-President and one Director who shall assist the First Vice-President.
2. The Director who is appointed to assist the First Vice-President shall be the Co-Chairperson of Hockey Operations. He/she shall assist the First Vice-President in the performance of all duties assigned to the First Vice-President.
3. The Director who is appointed to assist the Second Vice-President shall be the Chairperson of the Public Relations Committee and shall assist the Second Vice-President in the performance of all duties assigned to the Second Vice-President.
4. Two (2) "At Large" Directors shall perform duties as requested by the Table of Officers.

## **BY-LAW SIX**

### **COMMITTEES**

1. The Standing Committees of the Association shall be:
  - a. Executive Committee
  - b. Hockey Operations Committee
  - c. Public Relations Committee
  - d. Finance Committee
  - e. Discipline Committee
  - f. Appeals Committee
  - g. Ways and Means Committee

### **EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the Elected Officers of the Association, Registrar, Coaching Coordinator, Referee-in-Chief and Bingo Coordinator to be appointed by the President at the first regular Executive Meeting and ratified by the Elected Officers.
2. The duties of the Executive Committee shall be:
  - a. To fill vacancies that occur among the elected Officers;
  - b. To borrow or raise or secure the payment of money in such a manner as a majority of the Executive Committee see fit providing it is within the budget;
  - c. To suspend and/or take such disciplinary action that may be deemed necessary against any Team, Player, Team Official or Referee refusing to accept or obey the ruling of the Officers; and
  - d. To forthwith remove from office by a two-thirds vote, any Member of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair his/her usefulness as a Member of the Executive Committee.

## **THE REGISTRAR**

The Registrar shall:

- a. In liaison with the Public Relations Committee Chairman, conduct the annual registration and maintain a permanent, accurate and orderly record of all Players;
- b. Be responsible for Players' registrations with the Mutual Aid Fund and British Columbia Amateur Hockey Association as required;
- c. Be responsible for the return of Players' Birth Certificates;
- d. Originate and process applications for Mutual Aid and follow-up claims, and keep accurate records of all claims;
- e. Refer all registrations after registration closes on the date set by the Officers in the Society Policy to the President for decision; and
- f. Attend to signing of Players and Team Officials to Hockey Canada Players' Certificates.

## **COACHING COORDINATOR**

The Coaching Coordinator shall:

- a. Coordinate development of ice programs;
- b. Liaise with Executive Committee on behalf of the Coaches in the Association;
- c. Responsible for the selection of Coaches for various Divisions with the Association;
- d. Present list for selection of Coaches to Executive Committee for approval;
- e. Liaise with BCAHA District Coaching Coordinator regarding coaching clinics;
- f. Recommend Coaches to Executive Committee for attendance at higher level clinics;
- g. Meet with Association Coaches to discuss problems and solutions;
- h. Perform evaluations on Coaches during games and practices; and
- i. Assist with evaluation of Players for Team selection.

## **REFEREE-IN-CHIEF**

The Referee-in-Chief shall:

- a. Maintain an effective line of communication among the Referees, the Association, the National Referees Certification Program and the local Referees' Association.
- b. Coordinate training programs for all Referees;
- c. Appoint the Referees for all House League, Rep Team and exhibition games, and his/her appointment shall be final; and
- d. Aid Time-Keepers with advice and necessary training programs.

## **TOURNAMENT COORDINATOR**

The Tournament Coordinator shall:

- a. Establish contact with local Ice Allocator to confirm dates of C.V.M.H.A. Tournaments/Jamborees and submit throughout to BC Hockey prior to Provincial A.G.M. – so that info can be distributed through BC Hockey sanctioned Tournament/Jamboree list;
- b. Establish contact with BC Hockey in letter form;
- c. Establish contacts in letter form with other Tournament Coordinators within the Province and North Western United States;
- d. Keep record of contacts and dates of Tournaments/Jamborees;
- e. To ensure all Tournaments and Jamborees out of town are sanctioned that our local Teams are attending;
- f. To ensure Divisional Managers have our local Tournaments/Jamborees sanctioned and ensure BC Hockey is informed;
- g. To find out of town Tournaments/Jamborees for all eligible Teams to go to and inform appropriate Division Managers so they can select a team to go;
- h. To pass all out of town Tournament info to Divisional Managers;
- i. To send out invitations for each C.V.M.H.A. Tournament/Jamboree to all Tournament Coordinators and/or contacts;
- j. To receive all registrations and Team rosters back from the outside Associations and pass to Divisional Managers for selection to their Tournament/Jamboree. \*(May make recommendations as to what Teams Division Managers should select for their Tournaments/Jamboree;
- k. Once Division Managers make selection for what Teams they are inviting to local Tournament/Jamboree a final list must be given to Tournament Coordinator;
- l. To assist and guide Divisional Managers with ideas for their Tournament/Jamboree. Not to run their Tournament/Jamboree;
- m. To submit phone bill to Executive for reimbursement;
- n. To attend all Executive and Hockey Ops Meetings throughout the year.

## **HOCKEY OPERATIONS COMMITTEE**

Who shall consist of the First Vice-President, Statistician, Equipment Manager, Ice Co-Ordinator, Divisional Managers, Rep Director and Referee-in-Chief. The Members of the Hockey Operations Committee shall attend meetings as called by the First Vice President.

## **STATISTICIAN**

The Statistician shall:

- a. Provide score sheets for all House games;
- b. Keep accurate records of scoring, goal-tending and penalty statistics and league standings;
- c. Ensure that league standings are given to the Public Relations Committee Chairperson regularly for release; and
- d. Attend Public Relations Committee Meetings.

## **EQUIPMENT MANAGER**

The Equipment Manager shall:

- a. Be responsible for the authorized purchase, maintenance and repair, inventory control of equipment and accessories;
- b. Be responsible for crests for uniforms;
- c. Ensure that equipment on loan to individuals is returned promptly in a clean and repaired condition;
- d. Ensure that the Association's equipment is not used by anyone other than those under jurisdiction or sanction of the Society; and
- e. Submit a written inventory and valuation of equipment at the Annual General Meeting.

## **DIVISIONAL MANAGERS**

The Divisional Manager shall:

- a. Oversee the House League teams in his/her division;
- b. Not allow a Player to participate in an Association function until he or she is registered;
- c. Consult with the Coaching Coordinator in the appointment and dismissal of Team Officials and will be responsible to assist for the recruiting of Team Officials;
- d. Inform the Equipment Manager of equipment requirements;
- e. Approve all out of town exhibition games for House Teams in his/her division as directed by Association Policy;
- f. Provide the Registrar with a list of each Team's Officials and Players along with their contact information;
- g. Ensure that injuries are reported to him/her and the Registrar immediately;
- h. Keep the Statistician informed of Players' names, sweater numbers and current Team assignments;
- i. Ensure the return of all Association equipment to the Equipment Manager;
- j. Liaise with the Ice Coordinator for spare ice availability; and
- k. To coordinate the allocation of Players, the switching of Player, and the dismissal of Players from Teams within his/her division.

## **REP DIRECTOR**

The Rep Director shall:

- a. Perform all the duties of the Divisional Manger for the Rep Teams;
- b. Assist the Registrar in the signing of the Players and Team Officials to Hockey Canada Player's Certificates;
- c. In committee with the First Vice-President and Coaching Coordinator, select the Coaches for the Rep Teams; and
- d. To act as the liaison between the Association and higher category Teams in town.



## **PUBLIC RELATIONS COMMITTEE**

1. The Public Relations Committee shall consist of the Director appointed to the Second Vice-President to act as Chairperson, the Statistician and one representative to represent House and Rep Players from each division.
2. The duties of the Public Relations Committee shall be to:
  - a. Keep in close touch with Division Representative and the Statistician;
  - b. Have Division Representatives submit feature stories that would interest the media through the Committee;
  - c. Maintain bulletin boards in arenas;
  - d. Establish a sponsorship booklet for use at all tournaments by all divisions as programs; and
  - e. Accurately inform all Members of the aims and objectives of the Executive Committee in a bulletin format.

## **THE FINANCE COMMITTEE**

1. The Finance Committee shall consist of the Treasurer, who shall be the Chairperson and the Bingo Chairperson and one other person (preferably with financial background) appointed by the President at the first Executive Meeting. The appointees shall not be Officers.
2. The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee 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 Executive Committee.
4. Annually an audit is to be conducted on the general account held by the Society.

## **THE DISCIPLINE COMMITTEE**

1. The Discipline Committee shall consist of the President, as Chairperson, the First Vice-President, the Referee-in-Chief, Coaching Coordinator and one Member appointed by the President.
2. The duties of the Discipline Committee shall be to:
  - a. Review the decisions of the President made under By-Law 5;
  - b. Review all misconduct penalties assessed Players and Team Officials of BC Hockey and to suspend and/or take further disciplinary action that may be deemed necessary against such individuals;
  - c. Notification to be done in writing, outlining the disciplinary action and appeals procedure. The letter to be double registered so as to be able to confirm the receipt of the letter.

## **THE APPEALS COMMITTEE**

1. The Appeals Committee shall consist of the Immediate Past President who shall be Chairperson and the balance of Officers of the Association.
2. The duties of the Appeals Committee shall be to hear appeals from decisions made by the Discipline Committee as made under By-Law Six.
3. The Appeals Committee may re-admit any Member, Team, Player, Team Official, or Referee or uphold, or modify any decision made by the Discipline Committee under By-Law Six.

## **THE WAYS AND MEANS COMMITTEE**

1. The Ways and Means Committee shall consist of the Second Vice-President, who shall be Chairperson and one representative to represent House and Rep Players from each division.
2. The duties of the Ways and Means Committee shall be to:
  - a. Receive, coordinate and approve submissions from all Teams; fund-raising proposals for any purpose. The Division Representatives shall submit fundraising proposals for any purpose to the Second Vice-President who shall approve or deny such proposal, shall receive financial statements and report to the Officers; and
  - b. Recommend to the Officers Association fund-raising events, organize such events as directed and submit financial statements to the Chairperson who will report to the Officers.

## **BY-LAW SEVEN**

### **APPEAL PROCEDURE**

1. Any Member, Team, Player, Team Official or Referee may appeal any decision of the Discipline Committee.
2. Any appeal to the Appeal Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case. It shall be sent/delivered, with 7 days of being notified of the decision of the Discipline Committee, to the Society's Secretary and to the attention of the Discipline Committee Chairperson.
3. The appeal shall be dealt with by the Appeals Committee within 7 days of receiving the written appeal.

## **BY-LAW EIGHT**

### **SEAL**

1. The Officers may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
2. The common seal shall be affixed only when authorized by a resolution of the Officers and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the President and Secretary or President and Treasurer.
3. The custodian of the common seal shall be R.W. Pouss, Esq., Barrister and Solicitor, of Courtenay, British Columbia.

## **BY-LAW NINE**

### **BORROWING**

1. In order to carry out the purpose of the Society the Officers may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
2. No debentures shall be issued without the sanction of a special resolution.
3. The Members may by special resolution restrict the borrowing powers of the Directors, but a restriction so imposed expires at the next General Meeting.

## **BY-LAW TEN**

### **RISK MANAGEMENT**

1. In order to reduce risk liability, at all times Risk Management should be practiced.
2. Risk Management is the process of identifying potential risk or exposure situations and deciding what can be done about them in terms of controlling the exposure by minimizing, reducing or eliminating risk.
3. Members of the Society shall at times develop good Risk Management policies and procedures in order to reduce the risk of liability.
4. The publication "BC Hockey Risk Management Manual" is available through BC Hockey.

## **BY-LAW ELEVEN**

### **ANNUAL REPORTS/SUBMISSIONS**

1. An Annual Report must be filed with the Registrar of Companies within 30 days after each Annual General Meeting. The attached form (FORM 11 Section 68) shall be used. A signed copy of the financial statement, presented to the Annual General Meeting, must accompany this form.
2. The Annual Report shall be sent by double registered mail.
3. The President and Secretary, from the prior season, shall ensure that this has been completed so as to avoid the Dissolution of the Society.

## **BY-LAW TWELVE**

### **AMENDMENTS**

1. Resolution to amend or alter the Constitution or By-Laws can only be made at the Annual General Meeting.
2. Amendments to the Constitution and By-Laws shall require a majority of not less than seventy five percent (75%) of the Members voting.

## **BY-LAW THIRTEEN**

### **DISSOLVEMENT**

In the event of the Society being dissolved, all funds shall be disbursed to the Charity, or Charities, of the current Executive's preference.