



## Windermere Valley Minor Hockey Association

P.O. Box 2848, Invermere, B.C. V0A 1K0

# Constitution

### Article 1

This organization shall be known as the Windermere Valley Minor Hockey Association.

### Article 2

The purposes of the Association are:

- a. To promote and encourage participation in the game of hockey.
- b. To organize and administer teams or competition in league and championship games.
- c. To teach and encourage sportsmanship and emphasize fair play at all times.
- d. To teach respect for all players, officials and spectators at all times.

### Article 3

This Association shall be affiliated with BC Hockey and Hockey Canada.

### Article 4

The operations of the Association are to be chiefly carried out in the Eddie Mountain Recreation Centre, Invermere, B.C.

# Bylaws

## **Bylaw I – 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 By-laws, rules and regulations.
3. The Annual Membership Fee shall be determined at each Annual General Meeting of the Association.
4. Membership shall expire on June 30 following the date of admittance. Thereafter, membership will expire on June 30 of each year.
5. A person shall also cease to be a member of the Association:
  - a) by delivering his resignation in writing to the secretary of the Association, or: b) on his death, or
  - c) on being expelled.
6. A member may, at the discretion of the Executive, cease to be a member of the Windermere Valley Minor Hockey Association (WVMHA) 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 commits a breach of the Constitution of By-laws 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 years and rendered outstanding and meritorious 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 Executive and shall be accorded all rights and privileges of other members.
8. Nominations for Life Membership must be submitted in writing to the Executive, signed by a member in good standing, detailing the service to the WVMHA.

## **Bylaw II – Meetings**

9. Annual meeting of the Association shall be held after the completion of the current year's hockey season no later than June 1 of said year. Such a date to be set by the Directors and in the event of their failure to act, the President (or Co-Presidents).
10. Notice of the time and place of every Annual General meeting of the members shall be published in a newspaper circulating locally at least twice, the last of which notices shall appear not less than seven days before the date of the general meeting.
11. **Special Meetings:** The President may call a Special meeting of the Association at any time, either himself/herself or upon written request of not less than seven members of the Association in good standing. This request shall be acted upon within 15 days upon receipt of the same.
12. **General Meetings:** Any meeting other than the Annual General Meeting or a Special meeting shall be a Regular meeting. Said meeting may be called by the President at any time and is open to all general membership in good standing.
13. **Quorum:**
  - a. At Annual, Special and General Meetings of the Association – 8 members shall constitute quorum.
  - b. Directors meetings shall be 6.
14. **Procedure at meetings:** Procedures not covered in these Bylaws shall be governed by "Roberts Rules of Order" current edition and shall apply at all meetings.
15. At all Annual and Special Meetings of the Association each member in good standing shall have one vote.
16. The Secretary shall have the membership roll available at all Annual and Special Meetings to confirm any member's right to vote.
17. Every question except on the election of officers shall be decided in the first instance by a show of hands unless a poll be demanded by any member.
18. The President shall only vote in the event of a tie. If Co-Presidents head the society, then the chairperson of the meeting will hold the deciding vote.
19. No proxy votes shall be allowed.
20. All votes shall be decided in favour of a simple majority at Special and General meetings.

## Bylaw III – Officers and Directors

21. The Officers of the Society, to be known as the "Executive", shall consist of a President (or Co-Presidents), , Vice-President, Secretary, Treasurer, Registrar and such other Officers as the Board of Directors may determine from time to time. One person may hold more than one office except for the office of President and Vice-President. Whereas a position may be vacant, the duties of that position may fall to the President or Co-President.
  - a) At the elections held at the Annual General Meeting, Co-Presidents can be nominated provided that a majority of the members in attendance agree by a show of hands. Each Co-President is entitled to one vote on society matters.
22. The Board of Directors shall consist of the Officers of the Society and six (6) other members to be elected by ballot from among the members in good standing at the Annual General Meeting of the Society.
23. All Directors and Executive members shall be elected for one (1) year terms.
24. A majority of the Board of Directors shall constitute a meeting of the Board.
25. A Director may resign his office at any time, and shall cease to be a Director if he/she is no longer a member of the Society or if he/she is removed from office by a resolution passed by a majority of three-fourths of members entitled to vote as are present.
26. An Officer or Director shall vacate his/her position if the Officer or Director:
  - a. by notice in writing resigns his/her position;
  - b. is found to be a lunatic or becomes of unsound mind;
  - c. is absent from three (3) consecutive meetings of the Executive or Board of Directors, where appropriate, without the permission of the appropriate Chairman, and his/her seat is declared vacant by the Board of Directors.
27. At no time may members of the same household hold 2 voting positions in WVMHA. No family members may hold 2 or more voting board positions, signing authority on any one bank account or head coach and manager position on any one team.

## Bylaw IV – Officers – Duties and Powers

27. **PRESIDENT:** The President (or Co-Presidents) shall preside at all meetings of the Executive, Board of Directors and the Society at which he/she is present. He/she shall see that all By-laws, Rules and Regulations are enforced or observed, supervise all activities of the Society, and shall make a report thereon at the next Annual General Meeting of the Society. He/she shall be an ex-officio member of all committees.

The Co-President, in the absence or disability of the President, shall perform all the duties of the President.

28. **VICE PRESIDENT:** The Vice-President, in the absence or disability of both the President or Co-President, perform all the duties of the President. He/she shall assist the President in carrying out his/her activities in all ways

29. **SECRETARY:** The Secretary shall keep minutes of the proceedings at all meetings of the Society, the Executive and Board of Directors, and shall attend to all correspondence, insert meeting notices in local newspapers and distribute meeting minutes to the members of the society. He/she shall be the custodian of the Society's records, subject to the provisions of the Society Act. In the absence of the Secretary, the Executive may appoint an Acting Secretary who shall be empowered to perform all the duties of the Secretary.

30. **TREASURER:** The Treasurer shall be the custodian of the Society's financial records. He/she shall receive all moneys payable to the Society and shall forthwith deposit them to the credit of the Society's bank account. He/she shall submit a financial statement each meeting of the Society and to the Executive or Board of Directors upon request of the Executive or Board of Directors. He/she shall generally conduct the business of the Society as directed by the Executive, Board of Directors or the proper officer.

31. **REGISTRAR:** The registrar shall arrange for the printing of registration forms with current registration fees, distribute registration forms to previous season's players, advertise registration dates in news media and through radio and possibly TV, place registration forms in sports stores and other appropriate venues, assign Hockey ID numbers to players and coaches as received from BC Hockey, distribute player lists to Division Managers, arrange for "carding" of Rep teams – players and coaching staff and provide reports at monthly board meetings.

32. All money of the Society shall be deposited in the branch of one of the Chartered Banks or Credit Unions to be designated by the Executive. All payments made by or on behalf of the Society shall be made by cheque drawn on the Society's bank account signed by not less than two (2) officers of the Society to be designated by the Society from time to time.

33. The Executive shall have full power to carry on the affairs of the Society and shall have full discretion as to the payment of the funds of the Society but no money shall be expended except for such purposes as may be deemed necessary for the proper carrying on of the affairs of the Society, including but not restricting the generality of the foregoing, for the general operating expenses, repairs and expenses of a similar nature.
34. The books, records and financial statements of the Society may be inspected by any member in good standing upon consent of the Board of Directors, following the submission of a written application to the Secretary or the Treasurer.

## **Bylaw V – Board of Directors**

35. **REGULAR MEETINGS:** Meetings are to be held on the Thursday following the first (1st) Monday of each month or as advised by the President (or Co-Presidents).
36. **NOTICE OF MEETINGS:** Notice of Meetings is to be sent to Board Members.
37. **MINUTES OF MEETINGS:** Minutes of Meetings are to be kept by the Secretary and adopted at the following meeting.
38. **STRUCTURE:** President (or Co-Presidents), Vice-President, Secretary, Treasurer, , Coaching Coordinator, Equipment Manager, Ice Scheduler, Referee-in-Chief, Registrar and Directors at Large.
39. All members shall be entitled to attend all or any regular meeting with no voting privileges.
40. **ABSENTEEISM:**

A Board Member will be deemed to have resigned if absent from three consecutive meetings of the Board of Directors, without prior notice to the President or Secretary.

41. **DUTIES AND RESPONSIBILITIES:**

a) **COACHING COORDINATOR:**

- i) To maintain an effective line of communication between the Association and the BC Hockey Development staff.

- ii) To coordinate clinics held in Invermere and to advise coaches of clinics being held elsewhere. iii) To assist coaches with ice utilization and in developing skills programs for their divisions/teams.
- iv) To act as a resource person within the Association for individuals interested in acquiring information that will lead to improved skill development for the players.
- v) To assist the Division Directors in the evaluation and development of coaches.
- vi) To assist Division Directors in selecting coaches for their divisions. vii) Provide report at monthly board meeting. viii) To help with the dissemination of Policy information from the WVMHA, BC Hockey and Hockey Canada.

**b) EQUIPMENT MANAGER:**

- i) Acquire competitive quotes and subsequently purchase all necessary equipment including jerseys, socks, goal equipment, pucks, first aid kits and score sheets. This process is guided by the budget approved by the Board, safety for our players, and the value our sponsors give us.
- ii) Allow reasonable access to players and teams to receive, exchange and return necessary equipment.
- iii) Ensure proper sponsor bars are attached to jerseys. iv) Collect all equipment at year end, launder any jerseys returned unwashed, and have necessary repairs done to jerseys and other equipment.
- v) Dispose of or sell unnecessary surplus equipment as directed by the Board.
- vi) Provide report at monthly board meeting.

**c) ICE SCHEDULER:**

- i) To obtain ice time for the WVMHA. ii) To attend the East Kootenay League Scheduling meeting and coordinate the scheduling, re-scheduling, exchange and cancellation of ice time.
- iii) To approve ice time for WVMHA games in conjunction with Team Managers prior to the scheduling of the game.
- iv) To obtain ice time for tournaments or special events that WVMHA may have.
- v) To provide the Treasurer with a break down in ice for:
  - a. -recreation teams
  - b. -rep teams
  - c. -tournaments and/or special events.
- vi) To assist the Coaching Coordinator and Referee-in-Chief in obtaining ice time for clinics as required.

- vii) To give copies of the schedule to Division Managers for Distribution to the individual team coaches in their division.
- viii) Provide report at monthly board meeting.

**NB: The Ice Scheduler is the only person in WVMHA with the authority to book, allocate and/or cancel ice.**

**d) REFEREE-IN-CHIEF:**

- i) To maintain an effective line of communication between the officials, the Association and the Canadian Hockey Officials Program (CHOP).
- ii) To coordinate training programs for all officials.
- iii) To evaluate and assist all officials in the Association in order to improve their officiating skills.
- iv) To arrange assigning and paying of all officials in the Association.
- v) Provide report at monthly board meeting.

**42. POWERS OF THE DIRECTORS**

- a) Divisions of the various leagues shall be governed by Hockey Canada regulations.
- b) The teams of the leagues shall be drawn in whatever manner the Directors deem most advisable. The league schedule and playoffs shall be drawn up by the Directors.
- c) The coaches, referees and team officials shall be appointed by the Directors and shall be subject to dismissal by the Directors should they be found not competent or to be breaking any rules of the Association. Holding a team official position is a privilege and not a right. The Board of Directors maintains the right to refuse any applications made for the team official positions.
- d) Players on teams are to have an equal amount of time on the ice during house games and if it is established to the Directors that a coach does not carry out this regulation, he shall be subject to dismissal.
- e) Any players found to be conducting himself other than in a sportsman like manner during games, at or about the arena, shall be subject to discipline. The Directors shall determine the extent of disciplinary measure after consideration of the offence.
- f) Any coach absenting himself from two consecutive or more games, without appointing a substitute coach or notifying the head coach shall be subject to dismissal.
- g) The Board of Directors shall have the power to revoke the membership of any member of the Association.

- h) The Board of Directors shall appoint a Disciplinary Committee with the Vice President as chairman, to review and report to the Board of Directors for action on all situations requiring investigation.
  - a. The Board of Directors shall deal with all protests or complaints.
  - b. The Board of Directors shall deal with all applications for transfer.
  - c.

The Board of Directors shall appoint a Disciplinary Committee with an Executive Board member as Chairman, to review and report to the Board of Director

## **Bylaw VI – Funds**

- 43. The funds of the Association shall be raised by whatever means the Directors shall see fit and shall be dispersed at their discretion.
- 44. All money received on behalf of the Association shall be deposited by the Treasurer in an Invermere bank.
- 45. All disbursements shall be made by cheque signed by the Treasurer and countersigned by either the President or the Vice President (or other members of The Executive).
- 46. Proper accounts of the funds of the Association shall be kept and audited at least once a year. The balance sheet duly certified by the auditor shall be presented by the Treasurer at each Annual General Meeting.
- 47. Borrowing: in order to carry out the purposes of the society the directors may, on be half of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures. – a debenture such as loans or credit cards, must not be issued without the authorization of a special resolution. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next general meeting. – Directors shall not be liable for any debenture in WVMHA name. A GIC shall be held as security for all debts.

## **Bylaw VII – Seal**

47. The Seal of the Association shall be kept in the custody of the Treasurer and shall not be affixed to any instrument except by authority of the resolution of the Directors and in the presence of at least one Director and Treasurer.

## **Bylaw VIII – Minutes of Meetings**

48. In addition to all other duties prescribed by these Bylaws or by the Directors, the Secretary shall be responsible for keeping minutes of all Annual, Special and Director's meetings and the perspective minute books shall be signed after approval thereof by the President (or Chairman). The Secretary shall have custody of all the minute books.

49. All books and records of the Association shall be open to inspection of members at such times as shall be fixed by the Directors from time to time. In the event of a written request for inspection by a member, the books and records shall be made available for inspection within not more than twenty days of such request at a time and place determined by the Directors.

50. The Bylaws of the Association shall not be altered or added to except by an extraordinary resolution of the Association passed at an Annual General Meeting or a Special General Meeting. A three-quarters majority of the Members of the Association entitled to vote as are present in person shall be necessary to pass any extraordinary resolution proposed at the meetings of the Association. Notice specifying the intention to propose any resolution as an extraordinary resolution shall be included in the notice calling the meeting.

## **Bylaw X – Fiscal Year**

51. The fiscal year of the Association shall end on the 30<sup>th</sup> day of April each year.

## **Dissolution Clause**

52. In the event of the dissolution of the Windermere Valley Minor Hockey Association, any assets remaining after payment of all debts and liabilities shall be distributed to another non-profit conservation – recreation oriented society in Invermere, B.C. This clause being unalterable.