

A. CONSTITUTION

A1 The Name of this Society is the:

Juan de Fuca Minor Hockey Association

A2 The Purposes of this Society are:

- a) To promote interest, improvement, encouragement, sportsmanship and good citizenship amongst our young athletes and all citizens in general.
- b) To give all young hockey players equal opportunity to learn the game of hockey by providing proper coaching, managing and close supervision.
- c) To compete for championships and promote fellowship amongst the Members.
- d) To teach the meaning of fair competition and true sportsmanship.
- e) To endorse the concept of Equal Ice Time for all Playing Members; to promote team play, skill development and self-esteem.

A3 DISSOLUTION CLAUSE

Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses, which are properly incurred in winding up, shall be distributed to such charitable organizations or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

B. BY-LAWS

B1 ANNUAL GENERAL MEETINGS

Annual General Meetings of the Association will be held at the call of the President; the date to be set by the Executive Committee.

B2 NOTICE OF GENERAL MEETINGS

Written Notification is to be circulated not less than fourteen (14) days in advance of the Meeting. Distribution of the Notice shall be adequate to inform all Members.

B3 PROCEDURE FOR GENERAL AND EXECUTIVE MEETINGS

In order to "Carry" a Motion, it must be "Seconded" and receive a majority of the votes cast. In order to "Carry" a "Special Resolution", it must be "Seconded" and a minimum of 75 percent of the votes cast must be "For" the Resolution. Voting on Motions may be done by Secret Ballot and at the discretion of the Meeting. Procedural disputes not covered in the Constitution or by-laws shall be governed by the latest edition of "Robert's Rules of Order", and shall apply at all Meetings.

B4 SPECIAL GENERAL MEETINGS

May be called at any time during the year, at the discretion of the President, by a majority vote of the Executive Committee, or by application in writing by 10% of the Association Members. Such application shall state the Business for such Meeting.

B5 QUORUM

For all Executive Meetings shall be not less than 50% plus one (1) of the Elected Officers. Quorum for Annual General Meetings and Special General Meetings shall be all those members present with a minimum of twenty (20) Voting Members of the Association.

B6 THE ORDER OF BUSINESS AT ALL MEETINGS WILL BE AS FOLLOWS:

- a) Call Meeting to Order
- b) Establishing a Quorum
- c) Minutes read and approved
- d) Financial Statement
- e) Website/Newsletter
- f) Business Arising
- g) Correspondence
- h) Reports
- i) Unfinished Business
- j) Resolutions
- k) Election of Officers
- l) New Business
- m) Adjournment**

B7 QUALIFICATION FOR MEMBERSHIP

There are Four (4) levels of Membership in the Association, PLAYING MEMBER, VOTING MEMBER, NON-VOTING MEMBER, and LIFE MEMBER.

- a) To be eligible as a Playing Member, in good standing, that Member must have paid a Registration Fee in the current Playing Season and: be selected by the Executive Committee or reside in School District #62 in the area from the Parsons's Bridge West to the 4800 block of Kangaroo Road, North to the Regional Boundary. In the case of a Playing Member who resides in the Highland district, they shall play in the arena closest to their residence, as determined by the Canadian Amateur Hockey Association "Residency Rule."
- b) To be eligible as a Voting Member, in good standing, that Member must be a Parent or Guardian of at least one registered Member. Only one member per playing member(s) family may be a voting member at any given meeting. Playing member(s) family is defined as Mother, Father and all guardians. In the case of Senior Females who are not the parent or guardian of a playing member, the Senior Female playing member is to be considered a voting member.
- c) Persons desirous of Membership in the Association, who reside in the area described in subsection (a) above, may be nominated and/or elected as Directors or members of the Executive Committee within the Association. A person who has been elected as a Director or elected to the Executive Committee shall be considered a Voting Member.
- d) Coaches, Managers, Divisional Managers and such persons appointed to annual positions within the Association not meeting Membership requirements shall be deemed Non-Voting Members in good standing through the action of their appointment and acceptance by the Executive Committee.
- e) Life membership may be bestowed on any member of this association who has shown distinctive service to the association for a period of at least Five (5) years. Nominations for life membership must be made by a member of the executive and may be approved at the last regular executive meeting of the current season. Life members shall have full voting privileges at all general meetings

B8 MEMBERSHIPS

- a) All Memberships in this Association shall run from acceptance by the Executive Committee until April 15th of the following year.
- b) All Members shall agree to comply with the current Constitution and By-laws of this Association, South Vancouver Island Minor Hockey Association, British Columbia Amateur Hockey Association, and the Canadian Amateur Hockey Association, in addition to all current Playing Regulations and Rulings made by or on behalf of these Associations.
- c) No member shall, in his individual capacity, be liable for any debt or liability of this Association, nor shall he receive remuneration in any form for services performed.

- d) Any Member wishing to terminate their Membership in this Association may do so by submitting a written Notification of Resignation to the Executive Committee. Upon receipt, the Executive Committee may consider refunding a portion of that Member's Registration Fees on a pro-rated basis.

B9 SUSPENSION AND APPEALS

- a) Violation of the Constitution and By-laws or Playing Regulations of this Association, the South Vancouver Island Minor Hockey Association, the British Columbia Amateur Hockey Association, or the Canadian Amateur Hockey Association, may render any Member liable to Suspension. A Team Coach or Team Manager may suspend any Playing Member of their Team for part of, or any one game. The incident must be referred to the Divisional Manager, who will record the incident and ensure that both the Playing Member and the Parents or Guardian of that Playing Member are advised as to the reason for that suspension. For infractions of a more serious nature, the Divisional Manager shall refer the case to the Disciplinary Committee. The Vice-President-Operations shall inform both the Playing Member and that Playing Member's parents or Guardian of the decision of the Disciplinary Committee.
- b) A Member may, at the discretion and notification of the Executive Committee, be suspended from the Association, for conduct considered improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution, By-laws or Playing Regulations of the Association.
- c) The effected Member may Appeal the Suspension to the President of the Association, who shall appoint an Appeals Committee.
- d) Any Elected Officer may be removed from office by a majority vote of the Executive Committee. Any Elected Officer so removed retains the rights of appeal as detailed in B9 (iii) above.

B10 ELECTION OF OFFICERS

- a) At least one month prior to the Annual General Meeting, the President shall appoint a Nominating Committee of three (3) Members. It shall be the responsibility of this Committee to prepare and present a list of Nominees.
- b) Further nominations may be made from the floor. Nominees, if not present at the meeting, must have previously provided written assurance that they will stand for Office.
- c) The Nominating Committee Chairman shall appoint two (2) Scrutineers from the floor to conduct the Election of Officers.
- d) Election of Officers may be conducted by Secret Ballot.

B11 ELECTED OFFICERS

a) Elected Officers of this Association shall be:

Immediate Past President	Treasurer
President	Registrar
Vice President – Operations	Head Manager
Vice President – Administration	Directors at Large
Secretary	Assistant Treasurer

The number of Directors elected will be:

- Ten (10) directors for two (2) year term.
- Five (5) directors alternating every other year.

b) Other than Immediate Past President, all Officers shall be elected at each Annual General Meeting, or Special General Meeting called for that purpose.

c) The President may appoint any Director at Large to a temporary or permanent Committee, as required.

d) The following elected positions on the Executive will be a two-year position with two groups alternating as follows:

PRESIDENT	VP OPERATIONS
VP ADMINISTRATION	TREASURER
SECRETARY	REGISTRAR
ASSISTANT TREASURER	HEAD MANAGER

e) Failure To Attend

Any elected or nominated executive member who fails to attend two (2) consecutive meetings of the executive without just cause shall cease to be a member of the executive and be removed from this position.

Directors will remain a one-year position. An elected Officer holding a two-year term position may run for election to a new position midway through their term of office, provided that they resign from their current position on the Executive. If not elected to the new position, the member may be nominated from the floor to stand for re-election to their former position for the remainder of the two-year term.

B12 TABLE OFFICERS

a) Table Officers are as follows:

President
Vice President - Operations
Vice President - Administration
Secretary
Treasurer
Assistant Treasurer
Head Manager
Chief Referee
Registrar
Immediate Past President

B13 EXECUTIVE COMMITTEE

- a) The Executive Committee shall include all Table Officers and all elected Directors.
- b) The Executive Committee shall promote harmony, goodwill and true sportsmanship with its affiliated Associations and ensure the Constitution is enforced at all times.
- c) Executive Committee Meetings are to be held monthly or as deemed necessary by the President.

B14 SIGNING AUTHORITY

The Signing Authority for the Association shall be: any two (2) of the President, Vice President - Administration and Treasurer.

B15 REGISTRATION FEES

Registration fees for Playing Members shall be fixed annually by the Executive Committee.

B16 ICE COMMITTEE

- a) The Ice Committee shall be responsible for procuring ice from the Juan de Fuca Parks and Recreation, or other sources, as finances dictate.
- b) The Ice Committee shall draw a fair ice schedule, copies of which must be made available to the Executive Committee, Divisional Managers, Team Managers, Team Coaches, Head Coach, Chief Referee, and the Arena Ice Bookings Manager.
- c) The President shall be the Chairman of the Ice Committee.
- d) In addition to the President, there will be representation by one (1) person from the Representative Division, one (1) person from the Recreation Division, the Head Manager, and one (1) Divisional Manager by appointment by the President.

B17 DISCIPLINE COMMITTEE

a) The Discipline Committee shall be formed from the following Executive Committee:

Vice President - Operations
Vice President - Administration
Chief Referee
Head Manager

b) The Vice President - Operations shall be Chairman of the Discipline Committee.

c) Divisional Managers shall inform the Disciplinary Chairman whenever players intentionally or deliberately injure another player, use foul language or make threatening gestures or fight with an Officer or Members of other Associations, fans or on-lookers, and when willful destruction is committed to Association or Arena equipment. Other instances shall be reported at the discretion of the Divisional Managers.

B18 APPEALS COMMITTEE

Suspended Members may Appeal Suspension within 10 days of Receipt of Notification of Suspension by submitting a cheque for \$50.00 and written explanation for the Request for Appeal. A six Member Executive Officer Appeal Committee (excluding Discipline Committee) will be appointed by the President, and such Appeal reviewed by that Committee. If the Members Appeal is successful, the \$50.00 will be immediately returned to the Member.

B19 CONSTITUTION COMMITTEE

a) A Constitution Committee shall be formed as required and directed by the President.

b) The Constitution Committee shall be chaired by the Vice President-Administration, who shall be responsible to the Executive Committee, and shall ensure that:

- i. The Constitution and By-laws are upheld by all members.
- ii. The President and the Executive Committee are advised when the Constitution or By-laws have not been followed rendering decisions and motions made invalid.
- iii. All Resolutions are instituted; and that all Members are informed of such changes.
- iv. All Playing Regulations are instituted and that all Members are informed of such changes.

B20 SPONSORSHIP COMMITTEE

- a) A Sponsorship Committee shall be formed from the following Table Officers:
 - Treasurer
 - Vice President-Administration
 - Directors at Large (as required)
- b) Chairman of the Sponsorship Committee shall be appointed by the President.
- c) It shall be the duties of the Sponsorship Committee Chairman to ensure:
 - i. Appropriate Records of Sponsorship are kept, forwarding these Records and Monies to his Treasurer.
 - ii. Prepare a Committee Report for Table Officer Meetings.
 - iii. Through consultation with individual Team Managers and Coaches, that all Sponsors are kept informed of their Team's activities.
 - iv. Attempting to get all Sponsors to attend Minor Hockey activities.
 - v. Attempting to maintain close liaison with Sponsors to make them feel part of the organization.

B21 VOTING

For Annual General and Special General Meetings, all members present shall be entitled to one (1) vote.

- a) Non-Voting and Playing Members are not entitled to vote at any meeting.
- b) Proxy Votes are not permitted at any Meeting.
- c) The President shall vote only in case of a tie.
- d) All Motions shall be decided by majority vote.
- e) Resolutions to the constitution or By-laws require a 75 percent majority of votes cast to be considered effective.
- f) At Executive Committee Meetings, each Executive Committee Member shall have one vote.
- g) Any Member may attend any Meeting called by the Association.

B22 AMENDMENTS TO CONSTITUTION AND BY-LAWS

- a) Changes of Resolutions to this Constitution and By-laws shall be effected by Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose.
- b) To become effective, a 75 percent majority of the votes cast must be in favour of the Resolution.
- c) Notice of Resolutions shall be presented to Members at least fourteen days prior to the Annual General or Special General Meeting called for that purpose, in any one of the following manners:
 - i. By publishing in a local newspaper, fourteen (14) days prior to the Meeting, notice that Resolutions are proposed to the Constitution or By-laws.
 - ii. By posting on the Juan de Fuca Minor Hockey Bulletin Board in the Juan de Fuca Arena, fourteen (14) days prior to the Meeting, such proposed Resolutions and amendments.
 - iii. By delivered notice, to the address of each Playing Member, fourteen (14) days prior to the Meeting, notice of such Meeting and a brief overview of the proposed Resolutions.
 - iv. By posting on the Juan de Fuca Minor Hockey Association Website, fourteen (14) days prior to the Meeting, such proposed Resolutions and amendments.
- d) The Constitution and By-laws, as herein contained, shall supersede all previous Constitutions and By-laws of this Association.
- e) If the contents of this Constitution and By-laws are found to contravene current Constitutions and By-laws of the Canadian Amateur Hockey Association, the British Columbia Amateur Hockey Association, or the South Vancouver Island Minor Hockey Association, those documents shall be considered superior and enforced at all times.

B23 DIVISIONS

- a) Playing members of the Association shall be divided into Divisions as defined within current Canadian Amateur Hockey Association By-laws as follows:

Juvenile	-	18-20 years	Bantam Females	-	13 – 14
Midget	-	15-17 years	Midget Females	-	15-17 years
Bantam	-	13-14 years	Senior Females	-	18+ years
Pee Wee	-	11-12 years			

- b) Playing Members, below the age of PeeWee, shall be divided into the following Divisions:

Atom	-	9-10 years	Pee Wee Females	-	8-12 years
Novice	-	7-8 years			
Initiation	-	5-6 years			

- c) Divisions below the age of Pee Wee may be further sub-divided into Teams reflecting current Minor Hockey Development practices.
- d) Each Division shall be represented by at least one Divisional Manager.

B24 FINANCES

- a) The Finances of the Association shall be conducted through a chartered bank or credit union. Prior to Annual General Meeting, the Treasurer shall submit a detailed Financial Statement and have the Books available for inspection by any Member.
- b) If required, an accounting firm may help set up an accounting system and may audit the books prior to the end of the season. For financial purposes only, a season shall run from Annual General Meeting to the following Annual General Meeting.
- c) An Equipment Reserve Fund shall be maintained.
- d) The Equipment Manager shall be responsible through the Treasurer to the Executive Committee, for inventory control and accountability of all equipment.
- e) All monies expended are to be authorized by the Executive Committee and accounted for in accordance with good accounting practices.
- f) All monies advanced for any purpose will be accounted for within fourteen days after the reason for the advance is completed. All expenditures must be supported by receipts.
- g) Tournaments and other Special functions are to be accounted for as separate accounts.
- h) Application must be made to the Executive Committee prior to any Team embarking on a Team fund-raising event. At the completion of such event, a detailed financial statement must be submitted by the Team, to the Executive Committee, within fourteen (14) days.
- i) A separate bank account must be kept by each Team. All monies derived from fund-raising events must be deposited in this account. These monies are to be used for the operation of the Team. The Signing Authority for these accounts shall be the Team Manager and Team Coach and at least one other Voting Member of the Team.
- j) Prior to completion of Team Activities for any Playing Season, all outstanding monies owed by that Team must be paid in full.
- k) If requested by the Executive Committee, the Signing Authorities for individual Teams will present all financial records for that Team.
- l) All Requirements under the Societies Act must be met.

B25 CARDED TEAMS

- a) Upon commencement of League Play, all Carded Teams (CAHA "A" or SVIMHA "B") must have a minimum of fifteen players on their Roster, and may draw from Inter-City Teams for that purpose. Any such use of Inter-City Players must be done with prior permission of their Team Coach and Divisional Manager. Two (2) goalies for each team are recommended, where numbers allow.
- b) Players for carded teams will be selected on the basis of skill, team play, attitude and commitment.
- c) No team will be carded unless the Executive Committee feels sufficient talent exists within that Division, and the Assessment Evaluations and Enrollment support such Carding.
- d) All carded teams will be assessed extra for the additional ice requirements to compete at this level.

B26 DEFINITION OF AUTHORITY

- a) In addition to various Powers, Duties and Authorities herein conferred upon them, the Executive Committee shall have the following Power and Authority:
 - i. To deal with Protests and Complaints
 - ii. To Suspend Members for willful violation of Association Constitution and By-laws.
 - iii. To deal with Appeals from Suspended Members
 - iv. To deal with every application for Registration and Transfer.

B27 DUTIES OF OFFICERS AND DIRECTORS

A. Immediate Past President

- a) The Immediate Past President shall serve as an advisor to the President to maintain continuity from Playing Season to Playing Season.
- b) The Immediate Past President shall be a member of the Officers, Table Officers and Executive Committee.
- c) The Immediate Past President may be appointed by the President, to any Committee, as required.

B. President

- a) The President shall preside over all Meetings of the Association with the usual privileges of this office.
- b) The President shall be a Member of all Committees.
- c) The President shall be responsible for the proper administration of discipline of the Association.
- d) The President shall ensure that all Executive Committee Members are aware of their duties and are properly carrying them out.
- e) The President shall sign the Minutes of all Meetings and ensure that a file is kept by the Secretary.
- f) In addition to the President, there will be representation by one (1) person from the Representative Division, one (1) person from the Recreation Division, the Head Manager, and one (1) Divisional Manager by appointment by the President.

C. Vice President - Operations

- a) The Vice President-Operations shall perform the duties of the President in absence of the President.
- b) The Vice President-Operations shall assume the duties of the President for the remainder of the Playing Season, should the President resign or not be able to carry on for any reason.
- c) The Vice President-Operations shall serve on any Committee of the Association at the discretion of the President.
- d) The Vice President-Operations shall be the Chairman of the Discipline Committee.

D. Vice President - Administration

- a) The Vice President-Administration shall perform the duties of the Vice President-Operations in the absence of the Vice President-Operations.
- b) The Vice President-Administration shall perform the duties of the President in the absence of both the President and the Vice President-Operations.
- c) The Vice President-Administration shall perform the duties of the President for the remainder of the Playing Season, should the Vice President-Operations and the President resign or not be able to carry on for any reason.
- d) The Vice President-Administration shall serve on any Committee of the Association at the discretion of the President.

- e) The Vice President-Administration shall be the Chairman of the Constitution Committee and shall serve on the Sponsorship Committee.
- f) The Vice-President-Administration will act as a liaison to the B.C. Amateur Hockey Association.

E. Secretary

- a) The Secretary shall record the Minutes of all Meetings and have them signed by the President.
- b) The Secretary shall promptly and properly action all correspondence and maintain file copies readily available for the President.
- c) The Secretary shall maintain files of all documents and communications pertaining to the affairs of the Association.

F. Treasurer

- a) The Treasurer shall receive all funds, and shall deposit these funds in a bank designated by the Executive Committee.
- b) The Treasurer shall pay all accounts owing by cheque and record same, employing proper accounting practices.
- c) The Treasurer shall present an accurate monthly Financial Statement to the Executive Committee of Accounts Payable and Accounts Receivable.
- d) The Treasurer shall maintain a proper set of books to record all financial transactions. These books shall be kept accurately, up to date and readily available for audit, as required.
- e) The Treasurer shall present, at Annual General Meetings, a detailed Financial Statement of the current finances of the Association.
- f) The Treasurer shall serve on the Sponsorship Committee and the Bursary and Scholarship Fund Committee.
- g) The Treasurer shall direct the Assistant Treasurer to perform any of the treasurer's duties, as required.

G. Head Manager

- a) The Head Manager must take immediate and appropriate action on any problem presented by any of the Divisional Managers.
- b) The Head Manager shall serve on the Discipline Committee.

- c) The Head Manager will chair a Meeting of Divisional Managers as deemed necessary, to ensure that:
 - All Divisions are operating effectively.
 - All complaints have been considered and the necessary action taken.
 - All Team Managers are doing an efficient job.
 - All Exhibition Games are properly scheduled.
 - All Teams are receiving sufficient resources as required.

H. Chief Referee

- a) The Chief Referee shall be in charge of and responsible for all Referees, and shall act as liaison with the Referees Alliance, as required.
- b) The Chief Referee shall arrange for all Referee training seminars, as required.
- c) The Chief Referee shall serve on the Discipline Committee.
- d) The Chief Referee shall be responsible for assigning Referees for each League and Exhibition Game, as required.

I. Registrar

- a) The Registrar shall maintain a record of all Playing Members and issue a Certificate of Registration to Divisional Managers concerned.
- b) The Registrar shall be responsible for the Registration of Players, Team Coaches, Team Assistant Coaches, Team Managers and Members of the Executive Committee, as required, with the B.C. Mutual Aid Fund.
- c) The Registrar shall perform such other related duties as may be required.
- d) The Registrar shall be a member of the Bursary Fund Committee.

J. Directors at Large

- a) Directors At Large may act in any capacity as determined and appointed by the President.

K. Assistant Treasurer

- a) The Assistant Treasurer shall assist with the Treasurer's duties under the direction of the treasurer.
- b) The Assistant Treasurer shall chair the Scholarship and Bursary Committee.

B28 BORROWING

- a) The Table Officers, in order to carry out the business of the Association may, on behalf of and in the name of the Association, raise or secure payment or repayment of money in the manner they decide, subject to provisions of the current British Columbia Society Act.
- b) Members of the Association may, by Special Resolution, restrict the Borrowing Powers of the Association, but a restriction imposed expires at the next Annual General Meeting.

B29 PLAYER MOVEMENT

- a) No Player shall play outside of the current Playing Division, as defined by the Canadian Amateur Hockey Association, without 75% consent of the Executive Committee. All requests must be submitted in writing by Player & Parent.

B30 PROCEDURES MANUAL

- a) The Executive Committee will make a Procedures Manual for the operation and conduct of the Association. This Procedures Manual may be altered by a 75% majority of the Executive Committee and shall not be contrary to the applicable Regulations of the CAHA, the BCAHA or the SVIMHA. The Procedures Manual shall be circulated to all Members at the beginning of the Playing Season, or as it becomes effective.

B31 SCHOLARSHIP AND BURSARY FUND COMMITTEES

- a) The Scholarship and Bursary Fund Accounts are to be kept separate from the General Account Funds and may not be used for any purpose other than for Scholarship and Bursary Awards.
- b) The Executive shall not reduce the principle balance of the Scholarship Fund Account or the Bursary Fund Account, and may only award amounts equal to or less than the annual interest earned in these accounts. Award amounts shall be set annually at an Executive Committee Meeting held in May.
- c) Scholarship awards shall be granted annually and based on the criteria developed by the Scholarship Fund Committee.
- d) The Scholarship Fund Committee shall consist of the Treasurer, one Director, and one Member-At-Large who shall be appointed by the President.
- e) Bursary awards shall be granted annually and based on the criteria developed by the Bursary Fund Committee. The purpose of the Bursary award shall be to help defray costs of registration for players whose families are experiencing financial burdens.
- f) The Bursary Fund Committee shall consist of the President, the Treasurer and the Registrar.