

# **Alberni Valley Minor Hockey Association**



CAROL PREST

## **Constitution**

### Article 1

This association shall be known as the “Alberni Valley Minor Hockey Association” hereafter known as the Association.

### Article 2

The purposes of the Association are:

- a) To promote and encourage good citizenship among the players of the Association;
  - b) To establish, maintain, conduct, and promote among the players of the Association and others an active interest in amateur hockey.
  - c) To maintain a uniform set of playing rules as laid down by the Canadian Amateur Hockey Association and amendments covered by the British Columbia Amateur Hockey Association.
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# Alberni Valley Minor Hockey Association

## By-Laws

### By-Law 1: MEMBERSHIP

1. The following shall be members of the Association.
  - a) any parent or guardian of any player upon the player's registration with the Association.
  
  - b) any person over the age of 19 who is actively involved in the general work of the Association upon his/her acceptance by the Executive Committee
2. Every member shall uphold the Constitution and comply with these by-laws, rules, and regulations.
3. Membership shall expire at midnight July 19th following the date of admittance. Thereafter membership will expire at midnight July 19th of each year.
4. A person also cease to be a member of the Association:
  - a) by delivering his/her resignation in writing to the Secretary of the Association, or
  - b) on his/her death, or
  - c) on being expelled, oron having been a member not in good standing for 3 consecutive months
5. A member may cease to be a member of the Association, at the discretion of the Executive, upon notification from the Executive for:
  - a) Conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who wilfully commits a breach of the Constitution or By- Laws of the Association.
  
  - b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  
  - c) The person who is the subject of the proposed resolution for expulsion shall be given opportunity to be heard at the general meeting before the special resolution is put to a vote.
6. All members are in good standing except a member who has failed to pay his/her current annual membership fee or any other subscription or debt due and owing by him/her to the Association and he/she is not in good standing so long as the debt remains unpaid.

## 7. Honorary Membership

- a) As an honour, the highest that may be bestowed by the Association, any member who has served this Association for at least ten (10) consecutive years and rendered outstanding and meritorious service in accordance with Article 2 of the Constitution may be elected an Honorary Member at any regular Executive Meeting of the current season and confirmed at the Annual General Meeting.
- b) Nominations for Honorary members must be submitted in writing to the Executive, signed by a member in good standing detailing the service for which the honor is bestowed.
- c) Honorary 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.
- d) Honorary Members are exempt from the payment of annual membership fees.

## 8. Honorary Life Member

- a) To be eligible for Honorary Life Member, the individual must have served no less than 3 consecutive years as Honorary Member. Each individual nomination for Honorary Life Member shall be submitted and sponsored by no less than 5 elected officers of the association, and be received by the secretary no less than 3 weeks prior to the Annual General Meeting, where the nominations will be voted on.
- b) Honorary Life members will have the right to vote at any meeting of the Executive committee.
- c) Honorary Life Members will be exempt the payment of annual dues.

## **By-Law 2: PLAYER REGISTRATION FEES**

1. Each player registered with the Association shall be assessed an annual registration fee set by the Executive prior to the current season's registration period. This fee will include any assessments made by the BC Hockey 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 3: MEETINGS**

1. The Annual General Meeting of the Association shall be held once in a calendar year.
  - a) Notice of the Annual General Meeting shall be advertised in the local media at least fourteen (14) days prior to the date of the Annual General Meeting.
2. General Meetings of the Association shall be held during the hockey season at the call of the President. The membership shall be given fourteen (14) days written notice of such a meeting.
3. Management Committee Meetings shall be held monthly and at the call of the President. A quorum consisting of not less than **6 (six) of the 10 (ten) of members** of the Executive Committee must be in attendance for the Management Committee Meeting to take place.
4. Executive meetings shall be held at the call of the president or at the written request of two or more members of the Executive.

## **By-Law 4: VOTING**

1. At the Annual General Meeting and at all General Meetings of the Association every member is entitled to one vote. Proxy votes shall not be permitted.

a) The President shall have the deciding vote in case of a tie.

b) At all meetings of the Association, voting shall be by a show of hands, unless the meeting decides on a ballot.

c) Decision shall be by majority of votes cast, except as otherwise provided in the By-Laws.

d) Voting for the vacant officer positions shall be in the following order:

- President

- Vice President

- Treasurer

- Registrar

- Secretary

- Director at Large A

- Director at Large B

- Director at Large C

- Director at Large D

- Director at Large E

depending upon which positions are up for election.

## By-Law 5: OFFICERS, DUTIES AND POWERS

1. The officers of the Association shall be, the Past President, President, Vice-President, Secretary, Treasurer, Registrar, and **five** Director at Large.

2. The following officers shall be elected at the Annual General Meeting for the terms shown below:

a) President, Director at Large A, Treasurer, Registrar, **Director at Large C**, will be elected in odd numbered years for a 2 year term

b) Vice-President, Director at Large B, Secretary, **Director at Large D**, and **Director at Large E** will be elected in even numbered years for a 2 year term.

3. Terms of Office shall expire immediately preceding the elections at the annual general meeting.

4. Nominations for the various offices of the Association shall be made by a nominating committee appointed by the President at the last Executive Meeting prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual General Meeting.

5. All directors must meet qualifications of position they hold. An individual must be at least eighteen (18) years of age. In order to qualify, no director shall be an undischarged bankrupt &/or convicted of fraud related offences.

6. All directors of the association must:

a) Act honestly and in good faith and in the best interests of the society.

b) Exercise the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as a director, and

c) When representing the association on any board, association or committee, convey and vote in accordance with any stated position of the executive of the association.

d) It should be the intention of every director to uphold the responsibilities of their position by attending executive meetings, or in extreme cases make alternate arrangements. Any elected member of the executive having not attended three (3) consecutive meetings may be subject to removal by the Executive Committee. The member shall have an opportunity to meet with the committee of a whole to determine alternative solutions prior to such removal.

7. Past President

The Past President shall act in an advisory capacity to the Management Committee for up to two years.

8. President

The President shall preside at all meetings of the Executive and Management Committees, General and Annual General Meetings. He/she shall perform the duties usual to the office of the President.

It shall be the duty of the President immediately after the close of the Annual General Meeting to:

- a) Set the date of the first Executive Committee meeting
- b) Appoint a Finance Committee
- c) Appoint a Discipline Committee
- d) Appoint the Competitive Coach Selection Committee following the appointment of the Coaching Coordinator as set out in By-Law 6, Sec. 2

The President shall have the power to suspend any team, player, team official, or referee for inappropriate conduct, on or off the ice, abusive language to any officials, or for failure to comply with the Alberni Valley Minor Hockey Constitution, By-Laws and regulations, pending review by the Discipline Committee.

NOTE: The President shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

#### 9. Vice President

The Vice President shall, in the absence of the President, have all the powers and duties of the President.

Should the President vacate the position, the Vice President will have all the duties & Powers of the President until the next AGM when the position will be up for election.

NOTE: The Vice President shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

#### 10. Secretary

The Secretary shall record the minutes of all Executive, General and Annual General Meetings. The Secretary shall be responsible for all correspondence and any other related duties as required.

NOTE: The Secretary shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

#### 11. Treasurer

The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.

The Treasurer shall provide a financial report at each Executive Committee Meeting and a financial statement at the Annual General Meeting.

NOTE: The Treasurer shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

## 12. Registrar

The duties of the Registrar shall be:

- a) to register all members and players of the Association;
- b) to register all players with BC Hockey and the Mutual Aid Fund

NOTE: The Registrar shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

## 13. Director(s) at Large

The duties of the directors at Large shall be specified from time to time in the Association's Policies and Procedures Manual.

## 14. Executive Committee

The Executive Committee comprises of the **10 Elected Executive positions**. The duties of the executive shall include:

- a) To fill vacancies that occur on the Management Committee
- b) The Executive shall have the power to borrow or raise money or secure payment of money in such a manner as a majority of the Executive sees fit, providing it is within the budget adopted at the AGM.
- c) To suspend and/or take such disciplinary action that may be deemed necessary against any player, team, team official, referee or Association member refusing to accept or obey the ruling of the Executive.
- d) By two-thirds (2/3) vote to forthwith remove from office any member of the Management Committee who by being remiss or neglectful of duty or by conduct tends to impair his/her usefulness as member of the Management Committee.
- e) To appoint the coaches and team officials for the various teams in the Association.
- f) The association may, for cause, remove any member of the Executive before the end of his/her elected term by a special resolution of the association passed by a majority of not less than three- fourths (3/4) of the members entitled to vote as are present at a general meeting called for that purpose and with a quorum for such meeting being one hundred (100).



## By-Law 6: COMMITTEES, DUTIES AND POWERS

The standing committees of the Association shall be:

- 1) Management Committee
- 2) Competitive/Development Team Coach Selection Committee
- 3) Finance Committee
- 4) Discipline Committee
- 5) Appeals Committee

### 1. Management Committee:

The Management Committee shall oversee the operations and function of the association as prescribed by the Association's Policies and Procedures Manual.

The Management Committee shall consist of:

a) Officers of the Association as elected at the Annual General Meeting: President – Vice-President – Director at Large A – Director at Large B – **Director at Large C – Director at Large D- Director at Large E**– Secretary – Treasurer – Registrar – Past President and **Honorary Life Members** – plus

b) Coordinators as appointed by the Executive following the Annual General Meeting: Equipment Coordinator – **Ice Allocator** – Coaching Coordinator – Referee in Chief – Fund Raising/Sponsorship Coordinator – Public Relations Coordinator – Gaming & Licensing Coordinator – Initiation Program Coordinator – Risk Management Coordinator – Female Player Coordinator – Competitive/Development Team Coordinator – Recreational Team Coordinator. – plus –

c) Divisional Managers as appointed by the officers following the Annual General Meeting: From the Recreational teams: one person from each division, female teams being inclusive. Mites Division Manager – Novice Division Manager – Atom Division Manager – Peewee Division Manager – Bantam Division Manager – Midget Division Manager.

d) From the Competitive teams: one person from each division, female teams being inclusive. Atom Development Team Manager – Peewee Team Manager – Bantam Team Manager – Midget Team Manager. – plus

e) The past president (for the term outlined in Bylaw 5.7) **plus honorary lifetime members as per By-law 1.8(b)**

### 2. Competitive & Development Team Coach Selection Committee

a) The Competitive/Development Team Coach Selection Committee shall be appointed by the President at the 1st Management Committee meeting following the Annual General Meeting and shall consist of the Coaching Coordinator acting as Chair of the Committee along with three (3) other knowledgeable people selected jointly by the President and the Coaching Coordinator.

b) The Competitive/Development Team Coach Selection Committee shall be responsible for developing a recommended list of Head Coaches through the procedure set out in the "Guide to Coach Selection" as published by BC Hockey for submission to the Management Committee for their approval.

NOTE: The Coach Selection Committee shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

### 3. Finance Committee

a) The Finance Committee shall consist of the Treasurer of the association who shall be the Chairperson and two (2) members appointed by the President at the 1st Management Committee Meeting following the Annual General Meeting.

b) The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive any course of action which they deem advisable.

NOTE: The Finance Committee shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

### 4. Discipline Committee

The Discipline Committee shall consist of the Vice-President who shall be the chairperson, the Referee in Chief and three (3) members appointed by the President at the 1st Management Committee Meeting following the Annual General Meeting.

1. If a member of the Discipline Committee is directly involved with the team or individual who is under suspension must remove themselves from the committee for the duration of the matter.

2. The duties and procedures of the Discipline Committee shall be as follows:

a) The Committee shall review decisions of the President made under By-Law 5 Sec. 8

b) The President initiates a suspension as per By-Law 5.8. The suspension is indefinite pending a hearing by the Discipline Committee.

c) The President must submit, in writing, the reason for the suspension within 48 hours to the Discipline Committee and the person and/or team under suspension.

d) Within 48 hours following the receipt of the notice of suspension, the chair of the Discipline Committee must contact the person &/or team under suspension and set a hearing date.

e) At the hearing the Discipline Committee will review the circumstances leading to the suspension and the person &/or team under suspension will be allowed to present their side. The Discipline Committee will then make the decision on the length of the suspension and the provisions, if any, for the person &/or team to return to play. The length of the suspension would include the time served prior to the hearing.

NOTE: The Discipline Committee shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

## 5. Appeals Committee

a) The Appeals Committee shall consist of the elected Officers of the Association.

b) The duties of the Appeal Committee shall be to hear appeals from decisions made by the Discipline Committee as made under By-Law 7.

c) The Appeals Committee may re-admit any team, player, team official or referee or uphold, or modify any decision made by the Discipline Committee under By-Law 7.

NOTE: The Appeals Committee shall carry out other duties as may be specified from time to time in the Association's Policies and Procedures Manual.

## **By-Law 7: APPEAL PROCEDURE**

### Appeals Committee

1. Any team, player, team official or referee may appeal any decision of the Discipline Committee to the Appeals Committee.
2. The Appeal Committee will consist of the two Directors at Large and two members appointed by the President prior to the 1st Management Committee meeting. The President will appoint the Chair of the committee from the two Directors at Large.

The duties and procedures of the Appeals Committee shall be as follows:

- a) The Committee shall consider appeals of the decisions of the discipline committees
- b) If the suspended party wishes to appeal the suspension then they must submit within 48 hours, in writing, to the chair of the Appeals Committee a notice of appeal.
- c) The suspended party will continue to be under suspension until the appeal is heard.
- d) The chair of the Appeal Committee can take up to 14 days following the receipt of the notice of appeal to review the details of the suspension and call a hearing.
- e) At the hearing the Appeals Committee will hear the suspended party, along with the chair of the Discipline Committee.
- f) The decision of the Appeals Committee is final.

## **By-Law 8: SELECTION OF COMPETITIVE TEAM COACHES AND MANAGERS**

1. All persons interested in coaching a competitive/development team shall submit their names and qualifications in writing to the Rep Coach Selection Committee by June 15th. This Committee shall prepare their coach selection recommendations after the following the procedures set out in the "Guide to Coach Selection" published by BC Hockey.
2. Final selection of coaches will be ratified by the Executive as soon as possible after June 15th.
3. All applicants will be notified by the Coaching Coordinator whether they have been successful or not as soon as possible after the conclusion of the meeting.

## **By-Law 9: BORROWING**

1. In order to carry out the purposes of the Association, the Executive may, on behalf of and in the name of the Association raise or secure the payment or repayment of money in the manner they decide, and in particular but without limiting the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a special resolution.
3. The members may by special resolution restrict the borrowing powers of the Executive Committee, but a restriction imposed expires at the next Annual General Meeting.

## **By-Law 10: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

1. Resolutions to amend or alter the Constitution or By-Laws can be made only 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.
3. As an unalterable provision, this Association shall be affiliated with BC Hockey
  - a) That should the Association at anytime dissolve or cease to exist, all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation shall be distributed by the Association to such charitable organization or organizations in British Columbia having similar charitable purpose. This provision shall be unalterable.
  - b) This Association for all purposes shall be organized and operated exclusively as a public funded society.
  - c) No Director or Officer shall be remunerated for being or acting as a Director or Officer, but a Director or Officer may be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Society.
  - d) No part of the income of the Society shall be payable or otherwise available for the personal benefit of any member, Director or Officer.
  - e) If the contents of this Constitution and Bylaws are found to contravene current Constitutions and Bylaws of the Canadian Amateur Hockey Association, the British Columbia Amateur Hockey Association, or the Vancouver Island Amateur Hockey Association, those documents shall be considered superior and enforced at all times."

## **By-Law 11: OFFICIAL RULES OF ORDER**

The Official Rules of Order for the transaction of business at all meetings shall be Robert's Rules of Order. In those instances where Robert's Rules of Order conflict with the Association's bylaws, the Association's bylaw's shall take precedence.

THE END