

FORM 3

SOCIETY ACT

CONSTITUTION

1. The name of the society is:

SICAMOUS & DISTRICT MINOR HOCKEY ASSOCIATION

2. The purposes of the society are:

- (a) To foster, improve and encourage amateur hockey, sportsmanship and good citizenship in Sicamous and District, in the province of British Columbia.
- (b) To adopt and maintain a uniform set of playing rules as laid down by the Canadian Amateur Hockey Association; British Columbia Amateur Hockey Association and amendments covered by the Okanagan Mainline Minor Hockey Association.
- (c) Adopt and adhere to and promote Coach's Code, Parents Code, League Organizers Code, Athlete's Code, as outlined in the British Columbia Amateur Hockey Association Guide for Hockey and Administration.

BYLAWS

The by-laws of the society are those set out in Schedule 'B' attached.

Schedule B

BY-LAWS OF

SICAMOUS & DISTRICT MINOR HOCKEY ASSOCIATION

Part 1 – Interpretation

1.
 - (a) In these By-laws, unless the context otherwise requires,
 - (i) “directors” means the directors of the Society for the time being:
 - (ii) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it:
 - (iii) “registered address” of a member means his address as recorded in the register of members:
 - (b) The definitions in the Societies Act on the date these By-laws become effective apply to these By-Laws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 – Membership

3. 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.
4. A person may apply to the directors for membership in the Society and on the acceptance by the directors shall be a member.
 5. Every member shall uphold the constitution and comply with these By-laws.
 6. The amount of the first annual membership dues shall be determined by the directors and thereafter the annual membership dues shall be determined at the annual general meeting of the Society.
 7. Memberships shall expire on August 30 following the date of admittance. Thereafter, membership will expire on August 30 of each year.
 8. A person shall cease to be a member of the Society
 - (a) by delivering his resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society, or;
 - (b) on his death or in the case of a corporation on dissolution, or;
 - (c) on being expelled, or;
 - (d) on having been a member not in good standing for 12 consecutive months.
 9.
 - (a) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion.

- (c) The person that is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
10. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society and he is not in good standing so long as the debt remains unpaid.

Part 3 – Player Registration Fees

- (a) Each player registered with the Association shall be assessed and annual registration fee set, by the Executive, prior to the current seasons' registration period. This fee will include any assessments by the British Columbia Amateur Hockey Association for membership and/or Mutual Aid registration.
- (b) The Executive Committee shall have the discretionary power to waive player registration fees in exceptional circumstances.

Part 4 – Meetings of Members

11. The Annual General Meeting of the Association shall be held on or before September 30. Notice of the Annual General Meeting shall be given in writing to all members and advertised in the local media at least fourteen (14) days prior to the date of the Annual General Meeting.
12. A General Meeting of the Association will be held on or before May 15th of each year or at the call of the president.
13. Executive Committee meetings shall be held monthly and at the call of the president.

14. (a) Notice of a general meeting shall specify the place, the day and hour of the meeting, and, in case of special business, the general nature of that business.
- (b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice, by, any of the members entitled to receive notice does not invalidate proceedings at the meeting.

Part 5 – Proceedings at General Meetings

15. Special business is,

- (a) all business at an extraordinary general meeting except the adoption of rules of order, and;
- (b) all business that is transacted at an annual general meeting, except,
- (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required, and;
 - (vii) such other business as, under these By-laws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.

16. (a) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
 - (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - (c) A quorum is 20 members present or such greater number as the members may determine at a general meeting.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
 18. Subject to bylaw 19, the president of the Society, the vice president or in the absence of both, one of the directors present, shall preside as chairman of a general meeting.
 19. If at a general meeting,
 - (a) there is no president, vice president, or other director present within 15 minutes after the time appointed for holding the meeting, or;
 - (b) the president and all the other directors present are unwilling to act as chairman;

the members present shall choose one of their number to be chairman.

20. (a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (b) Where a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - (c) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
21. (a) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.
 - (b) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.
22. (a) A member in good standing, present at a meeting of members is entitled to one vote.
 - (b) Voting is by show of hands; except deemed by the President's.
 - (c) Voting by proxy is not permitted.

Part 6 – Directors and Officers

23. (a) The Officers of the Association shall be the President, Vice President, Secretary, Treasurer.

- (b) The number of directors shall be five or such greater number as may be determined from time to time at the annual general meeting.
24. Nominations for the various offices of the Association shall be made by a nominating committee, appointed at an Executive Meeting two months prior to the Annual General Meeting. Nominations may **not** be made floor of the Annual Meeting.
 25. An election may be by acclamation; otherwise it shall be by ballot.
 26. If no successor is elected the person previously elected or appointed continues to hold office.
 27. (a) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

(b) A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
 28. (a) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.

(b) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
 29. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
 30. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

Part 7 – Proceeding of Directors

31.
 - (a) The directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
 - (b) The directors from time to time may fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of the directors then in office.
 - (c) The president shall be chairman of all meetings of the directors; but if at any meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president shall act as chairman, but if neither is present the directors may choose one of their number to be chairman at that meeting.
 - (d) A director may at any time, and the secretary, on the request of a director, shall, convene a meeting of the directors.
32.
 - (a) The directors may delegate any, but not all, of their powers to committees consisting of such director or directors as they think fit.
 - (b) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act of thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
33. A committee shall elect a chairman of it's meetings; but if no chairman is elected, or if at any meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.

34. The members of a committee may meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment or election of a director or directors at any annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly-elected or appointed director or directors for the meeting to be duly constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may, at any time, withdraw the waiver, and until the waiver is withdrawn.
 - (a) no notice of meeting of directors shall be sent to that director, and;
 - (b) all meetings of the directors of the Society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
 - (c) all executive members are asked to attend meetings on a regular basis, if 2 consecutive meetings are missed, that person will be approached by the president, and asked to submit a letter explaining the reasons for missing the meetings, if a 3rd meeting is missed, that person will be requested to resign from his position on the executive.
37.
 - (a) Questions arising at any meeting of the directors and committee of directors shall be decided by a majority of votes.
 - (b) In case of an equality of votes the chairman does not have a second or casting vote.

38. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
39. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

Part 8 – Duties of Officers

40. (a) The officers will be elected at the Annual General Meeting for a term not exceeding one year.
 - (b) Nominations for the various offices of the Association shall be made by a nominating committee appointed at the last Executive Meeting prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual Meeting.
41. (a) The President shall preside at all meetings of the Executive Committee, General, and Annual Meetings. He shall perform the duties usual to the office of the President.
 - (b) It shall be the duty of the President. Immediately after the close of each Annual General Meeting to:
 - (i) set the date of the first Executive and general Meetings.
 - (ii) appoint a Finance Committee.
 - (iii) appoint a Discipline Committee.
 - (iv) appoint an Appeals Committee.
 - (v) appoint an Executive Committee to the following positions:
 - (a) Registrar

The duties of the Registrar shall be

- (i) the registering of all members of the Association.
- (ii) player registration and the registration of all these players with the British Columbia Amateur Hockey Association and the B.C.A.H.A. Mutual Aid Fund.

(b) Ice Ambassador

The duties of the Ice Ambassador shall be

- (i) to obtain ice time.
- (ii) the scheduling, re-scheduling, exchange, and cancellation of ice time.
- (iii) to approve ice time for B.C. Minor Hockey League Games or exhibition games through the Rep Team Coordinator or Divisional Director prior to scheduling the game.

(c) Referee-in-Chief

The duties of the Referee-in-Chief shall be

- (i) to maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.
- (ii) to coordinate training programs for all referees.
- (iii) to appoint the referees for all house league, rep team, and exhibition games, and his appointment shall be final.

(iv) to aid time-keepers with advice and necessary training programs.

(d) Head Coach

The duties of the Head Coach shall be

(i) to maintain an effective line of communication between the coaches, the Association, and the National Coaches Certification Program.

(ii) to recommend to the Executive Committee the appointment of team coaches and team officials.

(iii) to coordinate training programs for all coaches and team officials.

(e) Equipment Manager

The duties of the Equipment Manager shall be

(i) the distribution , maintenance, and collection of equipment owned by the Association.

(ii) the purchasing of all new equipment.

(f) Concession Committee Member

The duties of the Concession Committee Member shall be

(i) to oversee the operations of the Minor Hockey Concession.

(ii) to organize the Minor Hockey Banquet and other social activities.

(g) Divisional Directors

The duties of the Divisional Directors shall be

- (i) to organize and maintain appointed divisions and deal with complaints/questions.
- (ii) to oversee the house league teams in his division.
- (iii) to recommend to the head coach the appointment and dismissal of team officials.

(h) Tournament Director

The duties of the Tournament Director shall be

- (i) shall oversee all Minor Hockey Tournaments and develop guidelines for tournaments.
- (ii) shall be an advisor to the Division tournament organizers.

(c) The President shall have the power to suspend any 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 the Sicamous minor Hockey Association Constitution, Bylaws, and Regulations pending review of the incident by the Discipline Committee.

42. The Vice-President shall, in the absence of the President, have all the power and perform all the duties of the President.

43. The Secretary's duties shall be

(a) To record the minutes of all meetings of the Association, whether Executive, General or Annual.

- (b) Responsible for all correspondence and any other related duties as required.
 - (c) Issue notices of meetings of the Society and directors.
 - (d) Keep minutes of all meetings of the Society and directors.
 - (e) Have custody of all records and documents of the Society except those to be kept by the treasurer.
 - (f) Have custody of the common seal of the Society.
 - (g) Maintain the register of members.
 - (h) Records Members, Officials, and Directors resolutions.
44. (a) The treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.
- (b) The treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual Meeting.
45. (a) The offices of secretary and treasurer may be held by one person who shall be known as secretary-treasurer.
- (b) Where a secretary-treasurer holds office the total number of directors shall not be less than five or such greater number as may have been determined pursuant to Bylaw 20.
46. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
47. The directors shall perform such duties and chair such committees as directed by the President.

Part 9 – Seal

48. The directors may provide a common seal for the Society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
49. The common seal shall be affixed only when authorized by a resolution of the directors 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 secretary-treasurer.

Part 10 – Borrowing

50. In order to carry out the purposes of the Society the directors 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.
51. No debenture shall be issued without the sanction of a special resolution.
52. The members may by special resolution restrict the borrowing powers of the directors but a restriction so imposed expires at the next annual general meeting.

Part 11 – Auditor

53. This part applies only where the Society is required or has resolved to have an auditor.
54. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
55. At each annual general meeting the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.

56. An auditor may be removed by ordinary resolution.
57. An auditor shall be informed forthwith in writing of appointment or removal.
58. No director and no employee of the Society shall be auditor.
59. The auditor may attend general meetings.

Part 12 – Notices to Members

60. A notice may be given to a member in writing, either personally or by mail to him at his registered address.
61. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
62. (a) Notice of a general meeting shall be given to:
 - (i) every member shown on the register of members the day notice is given, and;
 - (ii) the auditor, if Part 11 applies.
- (b) No other person is entitled to receive notice of a general meeting.

Part 13 – Bylaws

63. On being admitted to a membership, a member is entitled to and the Society shall give him, without charge, a copy of the constitution and Bylaws of the Society.
64. These Bylaws shall not be altered or added to except by special resolution.