



## KERRY PARK MINOR HOCKEY ASSOCIATION

### Constitution and Bylaws

**Kerry Park Minor Hockey Association** - KPMHA is governed by Hockey Canada, BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA) and will at all times, abide by the Rules and Regulations of Minor Hockey set forth by these governing bodies.

**Society Act of British Columbia** – KPMHA is incorporated as a member-funded society under the Societies Act of the Province of British Columbia (Society# S-0065143) and as such exists primarily for the benefit of its members.

Updated as of April 28, 2016

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## CONSTITUTION

1. The name of the Society is the "Kerry Park Minor Hockey Association".
2. The purpose of the Association is to:
  - a) Foster and promote minor hockey throughout the Electoral Areas A, B, C, and D of the Cowichan Valley Regional District;
  - b) Coordinate the development of minor hockey; and,
  - c) Encourage fair play, sportsmanship, and compliance with the rules of the game in minor hockey.
3. This Association shall be affiliated with Hockey Canada, the British Columbia Amateur Hockey Association (BCAHA) and the Vancouver Island Amateur Hockey Association (VIAHA). This provision is **UNALTERABLE**.

# BYLAWS

## 1. Membership

- 1.1 Members of the Kerry Park Minor Hockey Association (KPMHA) are all parents and/or legal guardians of registered players, and all Executive members and rostered team officials. Any other citizen may also become a member upon payment of a \$50 annual fee. Membership is annual (defined as from the day following the previous year's Annual General Meeting (AGM) up to and including the AGM of the year registered) unless otherwise stated. Each member is entitled to one vote, regardless of the number of children registered or the number of volunteer positions occupied.

A Life Member may be appointed by the Executive, shall be accorded all rights and privileges of a member and may act in an advisory capacity. The Life Member shall be entitled to hold office and have one vote at the AGM.

- 1.2 The annual fees for membership shall be assessed by the Executive and collected by the Association.

- 1.3 Every member shall uphold the Constitution and comply with these Bylaws.

- 1.4 A person shall cease to be a member of the Association:

- a. by delivering their resignation in writing to the Secretary-Registrar, or by mailing or delivering it to the address of the Association;
- b. on their death;
- c. on being expelled;
- d. if they do not meet the criteria in Bylaw 1.1.

- 1.5 All members are in good standing except a member who has failed to pay their current annual membership fee and/or any other subscription and/or debt due and owing by them to the Association. Said member is not in good standing so long as the debt remains unpaid.

- 1.6 The Association has the right to refuse membership. Receipt of registration does not guarantee acceptance to membership and the KPMHA reserves the right to return registration fees to the registrant.

## 2. General Meetings

- 2.1 The AGM shall be held prior to June 1st each year on a day determined by the Executive.

- 2.2 Every notice of the AGM or a Special General Meeting shall state the nature of the business to be conducted at the meeting, and such notice shall be given to all members of the Association at least fourteen (14) days prior to such meeting.

- 2.3 The Executive of the Association or ten (10) per cent of the membership (defined as the number of players registered with the association) may call a Special Meeting of the Association for any purpose.
- 2.4 The Executive of the Association and all members in good standing shall be eligible to vote at Annual General and Special General Meetings.
- 2.5 Annual General and Special General Meetings of the Association shall be conducted according to Robert's Rules of Order.
- 2.6
- a. All resolutions (except special resolutions) shall be carried on a simple majority vote by a show of hands, unless otherwise called by the Chairman.
  - b. All Special Resolutions shall be carried with a 75 per cent majority vote.
- 2.7 A quorum for all Annual General and/or Special meetings shall be equal to ten (10) per cent of the number of players registered with the Association. No business other than the election of a Chairman shall take place without a quorum present at said meetings. If a quorum is not achieved at an Annual General or Special General Meeting, a subsequent meeting shall be called within twenty-two (22) days and all present at that time shall constitute a quorum.
- 2.8 A member in good standing, present at a General Meeting of members, is entitled to one vote. No proxy votes shall be allowed.

### 3. Executive

- 3.1 The Executive shall be comprised of the following voting positions, except where noted:
- a. President
  - b. Immediate Past President (Non-voting)
  - c. 1st Vice President (Operations)
  - d. 2nd Vice President (Ice Coordinator)
  - e. Secretary-Registrar (Non-voting, paid position)
  - f. Treasurer
  - g. Risk Manager
  - h. Head Coach/Development Coordinator
  - i. Tournament and Sponsorship Coordinator
  - j. Equipment Coordinator
  - k. Referee-In-Chief
  - l. Referee Coordinator
  - m. Competitive Coordinator
  - n. Division Coordinators:

- i. Initiation
- ii. Novice
- iii. Atom
- iv. Peewee
- v. Bantam
- vi. Midget
- vii. Female

- 3.2 Positions of the Executive, excluding those identified as “non-voting”, shall be filled each year by a vote held at the AGM.
- 3.3 Elected positions are to be held for a term of one-year, with the exception of the positions of President, 1st Vice President (Operations), 2nd Vice President (Ice Coordinator) and Treasurer which will be voted in for two-year terms on a rotating schedule. President and 2nd Vice President (Ice Coordinator) will be voted in one year for a two-year term and the following year the 1st Vice President (Operations) and Treasurer will be voted in for a two-year term.
- 3.4 If during the year, any member of the Executive resigns or is unable to perform their duties, the Executive shall fill such position by appointment.
- 3.5 By simple majority, the Executive may remove an Executive member before the expiration of their position if the Executive member is absent from two consecutive meetings. The Executive may elect or appoint a successor to complete the term of office.
- 3.6 The Executive, at its discretion, may create and fill other positions in addition to those noted in Bylaw 3.1. Such positions will be filled by appointment and will be non-voting.

#### 4. Executive Meetings

- 4.1 The Executive shall hold regular monthly meetings throughout the year.
- 4.2 The quorum for Executive meetings shall be fifty (50) per cent of the voting Executive members.
- 4.3 Each member of the Executive, other than the President, shall be entitled to cast one vote at all meetings. In the case of a tie, the President shall cast the deciding vote.
- 4.4 Executive meetings shall be conducted according to the Robert’s Rules of Order.
- 4.5 All decisions shall be made on the basis of simple majority and shall be binding.

## 5. Duties of the Executive

- 5.1 President: Shall supervise the other Directors in the execution of their duties. The President shall call the Executive together for meetings for the purpose of guiding and assisting in the affairs of the Association. The President shall preside at all meetings of the Association and shall be deemed the Chairman of said meetings. The President shall have the right to attend any and all meetings of regular or special committee of the Association and is authorized to appoint a Director of the Association to act in his/her absence.
- 5.2 Immediate Past President (non-voting): Shall attend Executive meetings for the purpose of easing the transition of the incoming Executive and for guiding and assisting in the affairs of the Association.
- 5.3 1st Vice President (Operations): Is responsible to the President. In the absence of the President, the 1st Vice president shall have and exercise all the powers of the President.

The 1st Vice President will be responsible for chairing the Discipline Committee.

- 5.4 2nd Vice President (Ice Coordinator): Shall have and exercise all the powers of the President in the absence of the President and the 1st Vice President. The 2nd Vice President is responsible for ice coordination for all divisions of the Association. Ice allocations will be divided between the competitive and recreation leagues of all divisions.
- 5.5 Secretary-Registrar (non-voting): Shall record the minutes of all meetings and perform all necessary secretarial duties. The Secretary-Registrar shall be responsible for all correspondence relating to the Association, and shall be responsible for the maintenance of the Constitution, Bylaws and Regulations of the Association. The Secretary-Registrar is also responsible for the proper coordination of registration information to the governing bodies, and to maintain a proper set of books to record the financial transactions of the Association, for presentation to the Treasurer.

This position will be paid and non-voting. The position of Secretary-Registrar will be a yearly position that is voted upon annually at the discretion of the Executive after the AGM. If necessary, the President is responsible for appointing a committee for the purposes of interviewing candidates and making a recommendation to the Executive. By a majority vote, the Executive Committee will approve the person to fill this position and determine a reasonable per diem to be paid, based on the existing registration fees and Association budget. Throughout the season, the position of the Secretary-Registrar will be reviewed at the discretion of the Executive if there have been significant concerns raised by members with respect to inadequate job performance.

- 5.6 Treasurer: Shall be responsible for delivering a financial report at each Executive meeting which would include a year-end forecast of revenues and expenses against budget. The Treasurer is also responsible to develop a budget for Executive Committee approval in February of each year, and to present the Association's fiscal year-end financial statements at the AGM.
- 5.7 Risk Manager: Shall become knowledgeable in the BC Hockey Risk Management Program and promote effective risk management to identify major risks and make recommendations to reduce or manage those risks.
- 5.8 Head Coach/Development Coordinator: Shall establish, organize and develop a system at all levels within the Association to promote further development of players and coaches through training programs and clinics in conjunction with BCAHA and VIAHA. The position also ensures the selection of properly qualified and capable coaches for all teams.
- 5.9 Tournament and Sponsorship Coordinator: Is responsible to establish a tournament schedule, assign division responsibilities by October 31. The position is also responsible to ensure that the tournament is BCAHA sanctioned, that tournament rules of VIAHA are followed and that each KPMHA tournament has a Tournament Director representing the hosting division.

The Tournament and Sponsorship Coordinator will represent the KPMHA in the community and may chair a committee when deemed appropriate.

- 5.10 Equipment Coordinator: Is responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association within the approved budget. The position is responsible to ensure pucks, pylons and any practice equipment required is ready for the start of the season and to liaison with the Treasurer and the Secretary-Registrar for collection of jersey deposits, key deposits and their disbursement upon return of jerseys and keys.
- 5.11 Referee-In-Chief: As outlined in the VIAHA Handbook, shall:
- Encourage the development of local officials;
  - Arrange and attend a Hockey Canada Officiating Program ("HCOP") carding clinic, to include providing sufficient ice time when necessary;
  - Attend an evaluation seminar;
  - Evaluate local officials;
  - Attend RIC meetings called by the BCAHA Referee's Committee Member as

- required; and,
- Perform any other duties necessary in order to improve the level of officiating within the Association.

5.12 Referee Coordinator: Assign officials as required by the VIAHA. The Referee Coordinator works closely with and accepts requests for officials from team managers, following VIAHA, BC Hockey, and KPMHA guidelines. The Referee Coordinator may also be required to assign officials for tournaments being hosted by KPMHA teams. Additionally, the Referee Coordinator will liaise with other associations Referee Coordinators to assist or for assistance with scheduling officials.

5.13 Competitive Coordinator: For the Association's competitive teams as defined in Bylaw 8.1, is responsible to liaise with the VIAHA League Commissioners, to prepare reports and attend regular Executive meetings and any other meetings called in maintaining day to day hockey operations, to oversee the equitable distribution of ice within the competitive teams, to enforce fair ice time rules, to mediate any player-coach, parent-coach, coach-association minor problems brought forward by Team Managers, and to inform the Registrar of all team rosters and any player changes throughout the year. During Evaluations this coordinator shall administer and compile individual player evaluations for those players who have indicated that they would like to try out for KPMHA competitive teams. During competitive playoffs this coordinator must ensure that for each playoff home games, a game supervisor is assigned and that this is communicated to VIAHA.

5.14 Divisional Coordinators: For the Association's recreational teams as defined in Bylaw 8.2, are responsible to liaison with the VIAHA League Commissioners, to prepare reports and attend regular Executive meetings and any other meetings called in maintaining day to day hockey operations, to oversee the equitable distribution of ice within their division, enforce fair ice time rules, to mediate any player-coach, parent-coach, coach-association minor problems brought forward by Team Managers, and to inform the Secretary-Registrar of all team rosters and any player changes throughout the year. At the beginning of the season, the Divisional Coordinator shall administer and compile individual player reviews to allow for equitable team distribution within their recreational division.

Divisional Coordinators include Initiation, Novice, Atom, Peewee, Bantam, Midget and Female.

## 6. Sub-Committees and Other Duties

6.1 The Executive may establish sub-committees at its discretion. All recommendations or decisions of any committee shall be approved by the Executive.

## 7. Discipline and Appeals

7.1 The President shall have the power to suspend or take other disciplinary action against a member of the Association found to have displayed un-sportsmanship conduct, behaved in a manner which could bring harm to others or discredit to the Association or the game of hockey on or off the ice and/or failed to comply with the Constitution, Bylaws and/or Regulations of the Association, VIAHA, BCAHA and/or Hockey Canada. The President may refer the matter to the Discipline Committee to investigate.

### 7.2 The Discipline Committee:

7.2.1 The Discipline Committee shall be chaired by the 1st Vice President Operations. The Discipline Committee will be the 1<sup>st</sup> Vice President and two other members. This committee shall be formed at the 1st Executive meeting subsequent to the AGM. In the event there is a vacancy the President may appoint an interim member.

7.2.2 The Discipline Committee shall have the power to suspend any Member of the Association for the conduct considered improper, unbecoming or likely to endanger the interest and/or reputation of the Association. Furthermore, they shall have the power to suspend any member who willfully commits a breach of the Constitution, Bylaws, or Regulations of the Association.

7.2.3 The Discipline Committee shall ensure that all facts relating to the incident(s) in question are heard, and that all interested or affected parties are allowed to present their case.

7.2.4 The Discipline Committee shall relay the results of inquiries to all parties concerned, which shall include the President, within forty-eight (48) hours of the incident or as soon as reasonable.

7.2.5 The Discipline Committee shall present the case of their findings to the Executive at the following Executive Meeting.

7.2.6 The Executive has full authority to discipline, dismiss or expel any member of the Association found to have conducted themselves in a manner(s) as described in Bylaw 7.1. The offending person will be notified in writing of the action to be taken.

### 7.3 Appeal Procedure:

7.3.1 An Appeals Committee will comprise of all KPMHA Executive who are not part of the Discipline Committee.

7.3.2 Any team, player, official or member may appeal any decision made by the Discipline Committee in writing to the Appeals Committee, in writing, outlining details pertaining to the case. This written appeal must be delivered to the Secretary-Registrar within seven (7) days of the original decision and include a cheque made payable to the Association for \$100.00 to be held as a deposit to cover costs of the appeal. If the aggrieved party is successful in their appeal, the deposit will be refunded, less the cost of the room rental. If the aggrieved party is unsuccessful, the deposit will not be refunded. Aggrieved parties that wish to appeal the decision of the KPMHA Appeal Committee shall contact VIAHA.

7.3.3 The Association applies and adheres to the harassment and abuse bylaws of the BCAHA and Hockey Canada.

7.3.4 All appeals must be decided upon at the next Executive meeting.

7.3.5 All avenues of the Association and VIAHA level must be utilized prior to the BCAHA being contacted. Appeals of the decisions made by the Executive will be in accordance with VIAHA and BCAHA policy.

## 8. Definitions

8.1 Competitive Hockey: Shall comprise all teams that will represent the Association by either carding or fostering teams for purposes of playing in the BC Hockey inter-district playoffs, or carding or fostering teams for the purpose of playing in an organized league in the BC Hockey Island District. In accordance with BCAHA/Hockey Canada rules, Atom D will not be recognized as a competitive team, but will remain under the competitive banner within the KPMHA.

8.2 Recreational Hockey: Shall comprise all teams other than those determined to be competitive hockey teams.

## 9. Finances

9.1 The finances of the Association are ultimately the responsibility of the Executive.

9.2 The Association may raise funds and disburse them in whatever manner the Executive shall see fit.

9.3 Financial statements to the Executive must be provided as a matter of record on a monthly basis

9.4 The Secretary-Registrar shall deposit all monies received on behalf of the Association in any Chartered Bank, Credit Union or Trust Company in the Cowichan Valley Regional

District that is a member of the Canadian Deposit Insurance Corporation.

- 9.5 Authorized signing officers of the Association shall be any four (4) Directors of the Executive as determined by a simple majority vote of the Executive.
- 9.6 All disbursements shall be made by cheque. All cheques must be signed by any two (2) of the four (4) authorized signing officers of the Association.
- 9.7 Proper accounts of the funds of the Association shall be maintained and the financial statements of the Association shall receive a certified report on an annual basis from a professional accounting firm.
- 9.8 In order to carry out the purposes of the Association, the Directors 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. No debenture shall be issued without the sanction of a Special Resolution.
- 9.9 The members may, by Special Resolution, restrict the borrowing powers of the Directors; however, any imposed restrictions of said Special Resolution will expire on the day of the next AGM.
- 9.10 The Association may maintain a benevolent fund. Said funds will be used for assistance of players who would otherwise not be able to play minor hockey due to financial constraints. Such monies are to be disbursed at the discretion of the Executive as determined by way of a simple majority vote.
- 9.11 The Association will ensure any gaming funds are handled according to Provincial Gaming Policy, including having a separate bank account for gaming funds.

## 10. The Seal

- 10.1 The Seal of the Association shall be kept in the custody of the Secretary-Registrar and shall not be affixed to any instrument except by authority of a Resolution of the Executive in the presence of at least two (2) members of the Executive.

## 11. Alteration of the Constitution and Bylaws

- 11.1 The Constitution and Bylaws of the Association may be amended at any Annual General or Special General Meeting by a Special Resolution adopted by at least a seventy-five (75) per cent majority vote of the members present at the meeting.

## 12. Regulations

- 12.1 The Executive may make Regulations for the operation and conduct of the Association. These Regulations shall not be contrary to the applicable regulations of Hockey Canada.