



HOCKEY NWT

CONSTITUTION

04 April 2017

ARTICLE 1: NAME

The name of the Society shall be Hockey NWT; hereinafter referred to as “the Association.”

ARTICLE 2: AFFILIATION

The Association is a member of Hockey North which is a Branch of Hockey Canada.

ARTICLE 3: JURISDICTION

The Association shall be the governing body for amateur hockey throughout the Northwest Territories subject to the bylaws, policies and regulations of Hockey North and Hockey Canada. The Northwest Territories shall be considered a zone of Hockey North.

ARTICLE 4: OPERATIONS

The operations of the Association shall chiefly be carried on in the community where the President resides but all regions of the Northwest Territories shall be entitled to appropriate representation and participation.

ARTICLE 5: OBJECTS

The objects of the Association are to promote, develop and regulate the sport of amateur hockey by:

- (a) encouraging the active participation of Northwest Territories residents;
 - (b) providing technical development for players, team officials and on-ice officials;
 - (c) reinforcing uniform playing rules and proper standards of member conduct;
 - (d) administering Hockey North and Hockey Canada policies and regulations, as appropriate;
 - (e) overseeing the participation of Northwest Territories players and teams in advanced competitions;
 - (f) facilitating the development of effective regional and community hockey organizations;
- and



(g) representing member interests to relevant Northwest Territories organizations, to Hockey North and at other hockey fora.

ARTICLE 6: AMENDMENTS

This Constitution may be amended subject to the procedures described in the bylaws.

ARTICLE 7: DISSOLUTION

The Association may be dissolved only through an Extraordinary Resolution.

Upon dissolution of the Association, any funds or assets remaining after paying all debts shall be distributed to an organization of similar purpose and intent as determined by the Association.



BYLAWS

ARTICLE 1: GENERAL

1.1 Purpose

These bylaws relate to the general conduct of the affairs of the Association, an association incorporated under the Northwest Territories Societies Act (RSNWT 1988 c.S-11).

1.2 Interpretation of Bylaws

Except as provided in the Act, the Executive Committee shall have sole authority to interpret any provision of these by-laws which is ambiguous or unclear.

ARTICLE 2: DEFINITIONS AND INTERPRETATIONS

“Act” refers to the Northwest Territories Societies Act (RSNWT 1988 c.S-11).

“Appeal” refers to the review of a disciplinary or other administrative decision by the Association or by a community association or league.

"Association" refers to Hockey NWT.

“Community Association” refers to an organization established to advance organized hockey within a community.

“Extraordinary Resolution” means a resolution in writing passed by a majority of not less than three-quarters of the eligible Members in attendance at an Annual or Special General Meeting for which proper notice has been given.

“He” and “she” are used interchangeably and may refer to the other gender as appropriate.

“Beau-Del Region” shall include the communities of Aklavik, Inuvik, Fort McPherson, Paulatuk, Sachs Harbour, Tsiigehtchic, Tuktoyaktuk and Ulukhaktok.

“Dehcho Region” shall include the communities of Fort Liard, Fort Providence, Fort Simpson, Jean-Marie River, Kakisa, Nahanni Butte, Trout Lake and Wrigley.

“Majority” means half plus one of the eligible voting Members in attendance at a meeting.

"Member" refers to a properly registered community association, league, team, coach, player or on-ice official as defined by these bylaws.

“Municipality” refers to a community that has the powers of local government recognized by the Government of the Northwest Territories.

“Protest” refers to the review of the conduct or outcome of a game.



“Sahtu Region” shall include the communities of Colville Lake, Deline, Fort Good Hope, Norman Wells, and Tulita.

“South Slave Region” shall include the communities of Enterprise, Fort Resolution, Fort Smith, Hay River and Hay River Reserve.

“Team Official” refers to a coach, assistant coach, manager, trainer or team doctor.

“North Slave Region” includes the communities of Behchoko, Dettah, Gameti, Lutselk’e, N’dilo, Wha-Ti and Wekweti.

“Written notice” shall mean a notice that is hand-delivered or provided by mail, courier, fax or e-mail to the relevant recipient or placed in a newspaper in general circulation in the Northwest Territories.

“Yellowknife Region” shall include the City of Yellowknife.

ARTICLE 3: MEMBERSHIP

3.1 Eligibility

Membership is available to any person or organization that:

- a) has an interest in the game of hockey;
- b) is committed to the objects of the Association; and
- c) agrees to abide by Association policies, procedures and regulations.

3.2 Categories

The Association has three categories of membership:

- a) Non-voting Member includes any player, team official, on-ice official, or elected member of a community association or league that is in good standing with the Association.
- b) Voting Member includes:
 - i) Any municipality, in good standing with the Association that does not have a community association. A person shall be designated to represent the interests of the municipality.
 - ii) Any community association or league that is in good standing with the Association.



- c) Honorary Member includes any person who, in recognition of an outstanding contribution to the Association, has been designated as a permanent member of the Association, as approved by the Executive Committee.

3.3 Application for Membership

3.3.1 Non-voting Member

A non-voting member shall not be admitted as a member unless he has:

- a) made an application, with appropriate documentation, to the appropriate community association, league or team;
- b) paid registration fees as determined by the community association, league or team; and
- c) been approved as a member by the Association.

3.3.2 Voting Member

A voting member shall not be admitted as a member unless it has:

- a) made an application, with appropriate documentation, to the Association;
- b) paid registration fees as determined by the Association; and
- c) been approved as a member by the Association.

3.4 Good Standing

A member shall be deemed to be in good standing when:

- a) registration fees have been paid as prescribed by the Association;
- b) not in violation of any Association bylaws, policies or regulations; and
- c) no disciplinary investigation or action of the Association is pending.

3.5 Rights

A member in good standing is entitled to:

- a) participate in Association programs in accordance with Association policies, procedures and regulations; and
- b) participate in Association decisions consistent with member status.

3.6 Responsibilities

A member is responsible for:



- a) supporting the objects of the Association; and
- b) adhering to Association bylaws, policies, procedures and regulations.

3.7 Resignation

A member may resign from the Association by giving written notice to the Association, except as set forth below.

A member may not resign from the Association when subject to a disciplinary investigation or action by the Association.

3.8 Discipline and Appeal

A Member that fails to meet their responsibilities to their community association, league or team or to the Association may be subject to discipline, suspension or expulsion from the Association.

A Member that is subject to discipline, suspension or expulsion from the Association may appeal the decision in accordance with Association policies and procedures.

Any recourse to legal action before the rights of appeal; as set out in the Association bylaws, policies and regulations; have been exhausted shall result in the automatic suspension from the Association.

Any Member that has pursued legal action before exhausting all Association avenues of appeal shall be liable for all legal costs and disbursements incurred by the Association should the courts rule in favour of the Association.

All member community associations, leagues and teams shall honour any disciplinary action taken by the Association with respect to another community association, league or team.

3.9 Registration Fees

Annual registration fees shall be determined only at an Annual General Meeting or a Special General Meeting.

3.10 Fees in Arrears

A Member's playing or voting privileges may be suspended for failing to pay registration fees by the prescribed date.

A Member may be expelled from the Association if registration fees remain unpaid for thirty (30) days past the prescribed date.



3.11 Liable for Dues

Notwithstanding expulsion from the Association, a former member remains liable for any membership dues and liabilities owing prior to the expulsion.

ARTICLE 4: MEETINGS OF THE MEMBERS

The Association shall conduct its business according to the following:

4.1 Annual General Meeting

a) Location and Date

The Association shall hold an Annual General Meeting, each year, at a location and on a date to be set by the Executive Committee. The date must be within sixty (60) days after the date on which the fiscal year of the Association ends.

b) Agenda

The agenda for the Annual General Meeting shall include:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Adoption of Minutes from previous Meeting
- 4) Director and Committee Reports
- 5) Approval of Financial Statements
- 6) Appointment of Chartered Accountant
- 7) Election of Directors
- 8) New Business
- 9) Adjournment

c) Notice

Notice of the Annual General Meeting, including the agenda, shall be provided to all Voting Members at least twenty-one (21) days prior to the date of the meeting. Notice shall include an advertisement in a newspaper in general circulation in the Northwest Territories.

d) New Business

Any Voting Member that wishes to place new business on the agenda must so notify the President at least fifteen (15) days prior to the date of the meeting. Notice must include a statement of the business to be discussed.

e) Chair

The meeting shall be chaired by the President or another Director as determined by the Executive Committee.



f) Quorum

A quorum at the Annual General Meeting shall be a minimum of six (6) eligible voting members.

g) Voting

Votes shall be cast only by Voting Members in good standing and there shall be only one vote per member. Votes may not be cast by proxy.

h) Determination of Votes

Votes shall be determined by a show of hands unless a recorded ballot is requested by a majority of the voting members.

i) Telecommunications

Members may participate by teleconference.

j) Majority of Votes

Unless it is a matter requiring an Extraordinary Resolution, a Majority vote of the eligible members present shall decide each issue. A tie vote shall fail.

k) Extraordinary Resolution

Matters required to be determined by an Extraordinary Resolution shall be passed by a majority of not less than three-quarters of the eligible members in attendance.

l) Rules of Order

All meetings of the Association shall be conducted according to Robert's Rules of Order except when superseded by the Act or this bylaw, in which case the Act or bylaw shall take precedence.

4.2 Special General Meeting

a) Location

The Association shall hold a Special General Meeting, at a location to be determined by the Executive Committee, in accordance with these bylaws.

b) Calling of Meeting

A Special General Meeting of the Members may be called at any time:

- 1) at the discretion of the President;
- 2) by a Majority vote of the Executive Committee; or



3) by an application in writing by six (6) Voting Members to be received by the President. The written request shall include a description of the issue(s) to be considered. The meeting shall be held within twenty-one (21) days of receipt of the written request.

c) Notice

Written notice of the Special General Meeting, including the agenda, shall be provided to all Voting Members at least fifteen (15) days prior to the date of the meeting and such notice shall contain the date, time, place and purpose of the meeting. Notice shall include an advertisement in a newspaper in general circulation in the Northwest Territories.

d) Chair

The meeting shall be chaired by the President or another Director as determined by the Executive Committee.

e) Quorum

A quorum at a Special General Meeting shall be a minimum of six (6) eligible voting members.

f) Voting

Votes shall be cast only by Voting Members in good standing and there shall be only one vote per member. Votes may not be cast by proxy.

g) Determination of Votes

Votes shall be determined by a show of hands unless a recorded ballot is requested by a majority of the voting Members.

h) Telecommunications

Members may participate by teleconference.

i) Majority of Votes

Unless it is a matter requiring an Extraordinary Resolution, a Majority vote of the eligible members present shall decide each issue. A tie vote shall fail.

j) Extraordinary Resolution

Matters required to be determined by an Extraordinary Resolution shall be passed by a majority of not less than three-quarters of the eligible Members in attendance.

k) Rules of Order



All meetings of the Association shall be conducted according to Robert's Rules of Order except when superseded by the Act or this Bylaw, in which case the Act or Bylaw shall take precedence.

ARTICLE 5: DIRECTORS OF THE ASSOCIATION

5.1 Responsibilities

The Executive Committee is responsible for:

- a) establishing and addressing the Association objects;
- b) establishing strategic and policy direction for the Association;
- c) ensuring the financial health of the Association;
- d) ensuring that the Association has adequate human resources;
- e) overseeing Association programs and operations; and
- f) ensuring effective relations with the membership and relevant organizations and communities.

5.2 Powers

Except as otherwise provided in the Act or these bylaws, the Executive Committee has the powers of the Association and may delegate any of its powers, duties and functions in the discharge of its responsibilities.

5.3 Composition

The Executive Committee shall consist of up to twelve (13) Directors comprised of:

- a) President;
- b) Two Territorial Directors;
- c) Director representing each Region;
- d) Treasurer;
- e) Secretary;
- f) Referee-in-Chief; and
- g) Past President

5.5 Positions



The general duties of each Executive Committee member are as follows:

- a) the President shall be responsible for the overall supervision of the affairs and operations of the Association, including the Executive Committee.
- b) the Territorial Directors shall be responsible for assisting the Regional Directors as required and addressing specific program responsibilities as may be assigned from time to time.
- c) the Director of each region shall:
 - 1) represent the interests of the communities and community associations within their region;
 - 2) be responsible for the delivery of Association initiatives and programs within their respective regions; and
 - 3) address specific program responsibilities as may be assigned from time to time.
- c) the Treasurer shall be responsible for maintaining full and accurate accounts of all receipts and disbursements of the Association.
- d) the Secretary shall be responsible for maintaining the official correspondence and records of the Association.
- e) the Referee-in-Chief shall be responsible for the overall supervision and certification of on-ice officials and the assignment of officials to games sponsored by the Association.
- f) the Past President shall act as an advisor to the President and help maintain administrative and policy continuity from year to year.

All Directors shall contribute to the effective functioning of the Executive Committee by assuming specific responsibilities as may be assigned from time to time.

5.5 Vice President

The Directors shall appoint from amongst themselves, the position of Vice President to act in the absence or incapacity of the President.

5.6 Appointments

When, for any reason, a vacancy occurs on the Executive Committee, except for the immediate Past President, the remaining directors may appoint a qualified person to fill the vacancy until the next Annual General Meeting.

5.7 Eligibility

Any person may be nominated for election to the Executive Committee, who is:



- a) a member in good standing of the Association;
- b) a resident of the Northwest Territories;
- c) not an employee or paid contractor of the Association; and
- d) at least nineteen (19) years old.

A candidate seeking the position of President must have occupied an elected or appointed position within the Association or an affiliated association for at least one of the past three years.

5.8 Resignation

A Director may resign from the Executive Committee at any time by presenting her written notice of resignation to the President. This resignation shall become effective on the date which the request is approved by the Executive Committee.

5.9 Vacate Office

A Director shall be deemed to have vacated her position when she:

- a) ceases to be a member in good standing of the Association,
- b) ceases to reside within the Northwest Territories; and
- c) without reasonable excuse, fails to attend three consecutive meetings of the Executive Committee.

5.10 Removal

A Director may be removed by Extraordinary Resolution of the members present at an Annual General Meeting or Special General Meeting provided that the Director has been given notice of and the opportunity to be present at such a meeting.

5.11 Conflict of Interest

Directors shall exercise their responsibilities in a manner which avoids actual or perceived conflict of interest.

ARTICLE 6: ELECTIONS

6.1 Election of Directors

The election of Directors shall take place at the Annual General Meeting by those Members present and eligible to vote.



6.2 Nominations

A person may be nominated for election, at the Annual General Meeting by:

- a) a Nominating Committee or
- b) a member from the floor.

The nomination may be made in person or in writing and must be seconded by a member present at the meeting. In either case, the nominee must consent to the nomination. If the nominee is not present, the nominee must provide written notice of acceptance of the nomination.

6.3 Order of Elections

Directors shall be elected in the following order:

- a) President
- b) Territorial Directors
- c) Director, Beau-Del Region
- d) Director, Sahtu Region
- e) Director, Yellowknife Region
- f) Director, Dehcho Region
- g) Director, North Slave Region
- h) Director, South Slave Region
- i) Treasurer
- j) Secretary
- k) Referee-in-Chief

6.4 Voting

Votes shall be cast only by Members in good standing and there shall be only one vote per Member. Votes may not be cast by proxy.

6.5 Determination of Votes

Voting shall be by recorded ballot, unless otherwise determined by the eligible Members present.

6.6 Majority of Votes

A Majority vote shall decide each issue. A tie vote shall fail.

6.7 Term

Approximately half of the Directors shall be elected each year; for a two-year term.



The Chairperson, one Territorial Director, the Directors of the Sahtu, Yellowknife and South Slave regions and the Treasurer shall be elected in years ending with an even number.

The remaining Directors shall be elected in alternate years.

ARTICLE 7: DIRECTORS OF HOCKEY NORTH

7.1 President

The President shall, ex officio, be a Vice President of the Executive Committee of Hockey North. The President can appoint a HNWT Board member to represent her.

7.2 Directors

The Executive Committee shall appoint directors to the Executive Committee as per Hockey North by-laws.

The Directors shall serve for the duration of their term with the Association unless otherwise decided by the Executive Committee.

7.3 Reappointment

Association representatives may be reappointed to the Executive Committee of Hockey North.

ARTICLE 8: EXECUTIVE COMMITTEE MEETINGS

8.1 Call of Meetings

Meetings shall occur at the call of the President or at the request of a Majority of the Directors.

8.2 Number of Meetings

The Executive Committee shall hold meetings at least every two months and may hold additional meetings as determined from time to time.

8.3 Notice

Before each meeting of the Executive Committee, the President shall provide each Director with sufficient notice of the meeting together with the agenda of the business to be transacted at the meeting.

8.4 Quorum

A Majority of the Directors entitled to vote shall be quorum for a meeting of the Executive Committee.



8.5. Telecommunications

The Executive Committee may conduct regular meetings by teleconference and vote on specific issues by teleconference or e-mail.

8.6 Chair

If the President is absent from a meeting, the Executive Committee shall appoint, from among its members, a Director to preside over the meeting.

8.7 Voting

Voting at Executive Committee meetings shall be as follows:

- a) all Directors shall have a vote. The President shall vote only to break a tie vote.
- b) except where there exists a conflict of interest, no Director shall abstain from voting.
- c) questions shall be decided by a majority vote.
- d) in the event of a tie vote, the President must cast the deciding vote.
- e) voting shall be done by a show of hands unless a majority of the Directors approve a secret ballot.

8.8 Minutes of Meetings

Minutes of Annual General, Special General, Executive Committee and Standing Committee meetings shall be held with the Secretary and may be examined by the Members upon request.

8.9 Standing Committees

The Executive Committee may establish Standing Committees, as required, to assist the Directors in the delivery of their responsibilities.

8.10 Ad hoc Committees

The Executive Committee may establish ad-hoc committees, from time to time, to address specific tasks.

8.11 Terms of Reference

The Executive Committee shall establish terms of reference and operating procedures for all committees.

8.12 Vacancy



When a vacancy occurs on any committee, the Executive Committee may appoint a qualified person to fill the vacancy for the remainder of the committee's term.

8.13 Removal

Appointments to committees are made at the pleasure of the Executive Committee who may remove committee members at their discretion.

8.14 No Remuneration

All Directors and members of committees shall serve without remuneration except for reimbursement of expenses in accordance with Association policies and procedures.

8.15 President Ex-officio

The President shall be an ex-officio, non-voting member of all committees of the Association.

8.16 Shall Indemnify

The Association shall indemnify and hold harmless out of the funds of the Association each Director from and against any and all claims, demands, actions, or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director unless resulting from acts of fraud, dishonesty or bad faith.

8.17 Insurance

The Association shall purchase and maintain insurance for the benefit of its Directors as the Executive Committee may determine.

ARTICLE 9: COMMITTEES

9.1 Standing Committees

The duties of each standing committee are as follows:

- a) the Technical Development Committee is responsible for technical development of players, team officials and on-ice officials consistent with Association policies and procedures.)
- b) the Discipline Committee is responsible for addressing alleged breaches of the Association bylaws, policies, procedures and regulations; and reviewing appeals to disciplinary action undertaken by community associations, leagues or teams.
- c) the High Performance Committee is responsible for the selection of players and coaches and operations of Northwest Territories teams established for advanced competition.



- e) the Sponsorship and Fundraising Committee is responsible for the overall management of sponsorship and fundraising activities by the Association.
- f) the Policy Committee is responsible for the development of policies and procedures relating to Association programs and activities.

Each Standing Committee shall be led by a designated Director with the assistance of at least one other Director. Additional persons may be appointed to the Committee as required.

9.2 Ad hoc Committees

Ad hoc committees may be established, from time to time, to address specific issues on behalf of the Executive Committee. Each ad hoc Committee shall be led by an appointed Director with the assistance of at least one other Director. Additional persons may be appointed to the Committee as deemed appropriate.

ARTICLE 10: DISCIPLINE AND GRIEVANCE

The Association shall establish policies and procedures relating to the discipline, the appeal of a disciplinary decision or the grievance of a Member.

Directors shall be subject to discipline as described in this bylaw and policies established by the Executive Committee, from time to time.

ARTICLE 11: POLICIES, PROCEDURES AND REGULATIONS

Association policies, procedures and regulations shall be in accordance with this bylaw and the bylaws and policies of Hockey North.

All matters not specifically addressed by Association policies, procedures and regulations shall be governed by the bylaws, policies and regulations of Hockey North and Hockey Canada.

Policy decisions made by the Executive Committee may be appealed to Hockey North.

ARTICLE 12: ADMINISTRATIVE FEES

The Association may charge a fee for undertaking various administrative tasks on behalf of its members. The fees may be established or amended only at an Annual General Meeting or a Special General Meeting.

ARTICLE 13: AMENDMENT TO BYLAWS

13.1 Extraordinary Resolution

These bylaws may only be amended, revised, repealed or added to by an Extraordinary Resolution of the Members at a Special General Meeting or Annual General Meeting.



13.2 Notice

Proposed amendments to the bylaws shall be submitted, in writing, to the Secretary at least twenty-one (21) days prior to the Meeting at which the proposed amendment shall be considered.

There shall be fifteen (15) days written notice of the Meeting which shall include details of the proposed change to the bylaws.

13.3 Registration

The amended bylaws shall take effect only after acceptance by the Registrar of Societies of the Northwest Territories.

ARTICLE 14: GENERAL FUNCTIONS

14.1 Seal

The Association shall have a Seal such to be placed in the presence of at least two of the Directors of the Association or by such person or persons as the Executive Committee shall approve by resolution.

14.2 Fiscal Year

The fiscal year of the Association shall be 01 April to 31 March unless otherwise determined by the Executive Committee from time to time.

14.3 Notice

In this bylaw, the number of days specified for giving notice shall mean total days, irrespective of weekends or holidays.

14.4 Error of Notice

The accidental omission to give notice of a meeting of the Executive Committee or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance shall not invalidate any action taken at the meeting.

14.5 Bank

All monies received by or on behalf of the Association shall be deposited in the Association's bank account in trust for the Association, which shall be with one of the chartered banks of Canada located within the City of Yellowknife in the Northwest Territories.



14.6 Financial Signing Authority

Up to three persons, including at least two members of the Executive Committee may have financial signing authority for the Association. The Executive Committee members must include the Treasurer. Financial signing authority shall be authorized by resolution of the Executive Committee. All financial instruments must include the signatures of two authorized persons.

14.7 Execution of Agreements

All written agreements entered into in the name of the Association shall be signed by two Directors or other persons authorized to do so by resolution of the Executive Committee.

14.8 Borrowing

The Association may borrow funds upon such terms and conditions as the Membership may determine at an Annual General Meeting or Special General Meeting.

14.9 Books and Records

The Association shall ensure that all books and records required to be kept by the Act, these bylaws or any other statute or law are regularly and properly kept.

The Association will from time to time specify a time and place at which Members may view the books and records of the Association.

14.10 Certified Professional Accountant

A CPA may be appointed, at the Annual General Meeting, for the ensuing year.

The financial records of the Association shall be kept by the Treasurer and shall be compiled, reviewed or audited by the CPA prior to the subsequent Annual General Meeting, as determined by the executive committee from time to time.

14.11 Financial Statements

At each Annual General Meeting, an annual statement containing:

- a) the assets and liabilities of the Society in the form of a balance sheet; and
- b) the income statement of the Society since the date of incorporation or date of the previous financial statement and signed by the auditor, or by two Directors if there is no auditor, shall be presented for the inspection of the members.