

CONSTITUTION
WHITEHORSE MINOR HOCKEY ASSOCIATION
MARCH 2017

ARTICLE 1

NAME

The Society "Whitehorse Minor Hockey Association" hereinafter shall be called "the Association".

ARTICLE 2

OBJECTIVES

The objectives of Whitehorse Minor Hockey Association are:

To contribute to the mental and physical development of young people through the sport of hockey by offering training programs that will:

- Develop and understanding of the fundamentals of the game of hockey;
- Develop and improve individual and game skills;
- Develop respect for teammates and a sense of team spirit;
- Develop competitive spirit in which every player strives to do his or her best'
- Develop a sense of pride in his or her achievements and in the achievements of his or her teammates; and
- Have fun.

To promote and support equal access to hockey programs and services for all youth regardless of income, gender, sexual orientation, ethnic origin, racial origin or religion;

To assist Members in their pursuit of excellence by providing effective programs and services throughout available resources'

To monitor and review services, benefits and programs available to Members in order to meet their ever changing needs;

To emphasize and encourage the involvement of those volunteers who put the interest of the game ahead of their personal interests'

To elevate the awareness of the responsibilities of the hockey public in ensuring the game is played in a positive environment;

To present a common voice on behalf of Members in any discussions that could affect them at the National and International level.

ARTICLE 3

REGISTERED OFFICE/OPERATION

The operations of the Society shall be chiefly earned in the City of Whitehorse where the registered office shall be located.

ARTICLE 4

AFFILIATION

The Society shall abide by all rules and regulations set forth by the Yukon Amateur Hockey Association (YAHA), BC Hockey (BCH) and Hockey Canada (HC). Affiliation with the above organizations shall promote harmony, goodwill and sportsmanship among Whitehorse Minor Hockey Association (WMHA) and other minor hockey associations in Yukon.

ARTICLE 5

GOVERNING ACTS/REGULATIONS

The following acts/regulations shall govern WMHA:

1. Societies Act, Yukon
2. Societies Regulations, Yukon
3. YAHA
4. BCH
5. HC
6. Any policies and procedures adopted by the executive of WMHA

ARTICLE 6

NOT FOR PROFIT

As per an unalterable provision of this Constitution and the Societies Act of Yukon the purpose of this Society shall be not for profit.

BY-LAWS

DEFINITIONS

- a) "Director" means a director or office of the Society.
- b) "Society" means a Society incorporated or continued under the Societies Act of Yukon. The name of the Society used in these By-Laws shall be known as WMHA.
- c) "Special Resolution" means a resolution passed by the vote of not less
 - I. than 75% of the members voting at a general meeting of which not less than 10 days' notice of the resolution has been given or
 - II. a resolution agreed to in writing by all members who would have been entitled to vote at a general meeting.
- d) "Team Officials" means a coach, assistant coach, safety trainer, and/or team manager.

BY-LAW 1

MEMBERS

VOTING MEMBERS

- 1.1 A voting Member is:
 - 1.1.1 A parent or guardian of a playing member not of juvenile age in good standing with the Society or:
 - 1.1.2 An Executive Committee Member as identified by By-Law 9.1 or other such person appointed or elected to position in the Society in accordance with the Societies By-Laws.

REVOCAION OF MEMBERSHIP

- 1.2 A person shall cease to be a Member in good standing of the Society upon:
 - August 31 of each year unless otherwise stated within these By-Laws;
 - Written notice by registered mail or hand delivery to the Association's Executive Committee;
 - The death of the Member;
 - Being expelled or suspended as per By-Law 9.2.9 and By-Law 9.2.10 at the discretion of the Executive Committee upon notification for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Society; or
 - Breach of the Constitution or By-Laws of the Society.

- 1.3 A Member being considered for expulsion shall be entitled to speak at and/or be represented at a meeting which the expulsion is being considered.
- 1.4 The interest of the Member is non-transferable.

BY-LAW 2 MEETINGS

ANNUAL GENERAL MEETING (AGM)

- 2.1 The AGM of the Association shall be held each year with forty-five (45) days of the Associations year end. Notice of the AGM shall be advertised in the local media at least ten (10) days prior to the date of the AGM
- 2.2 A Special General Meeting may be called at any time during the year at the discretion of the President, by a majority vote of the Executive Committee or by application in writing by ten (10) Association Members. This application shall state the business of such a meeting.
- 2.3 Notice of a Special General Meeting shall be issued not less than ten (10) days in advance of the meeting and distribution of the notice in local media shall be adequate to inform Members.

EXECUTIVE COMMITTEE MEETINGS

- 2.4 It is recommended that Executive Committee Meetings shall be held at minimum four (4) times annually.
 - Pre-season (September)
 - Early-season (October)
 - Mid-season (early December)
 - Late-season (February)
- 2.4.1 Notice period for an Executive Committee Meeting will be a minimum of forty-eight (48) hours.
- 2.4.2 A quorum of six (6) is required with a minimum of three (3) being Executive Officers.

ANNUAL GENERAL MEETINGS

- 2.5 A quorum of ten (10) voting members is required for an AGM.

SPECIAL GENERAL MEETINGS

2.6 A quorum of ten (10) voting member is required for Special General Meetings.

BY-LAW 4

VOTING

MEMBERS

4.1 Any Association Member may attend a meeting of the Association but shall not have a vote unless provided for elsewhere as indicated in By-Law2.

4.2 Voting by Members at any meeting noted within these By-Laws where the Membership has voting privileges shall be as follows:

4.2.1 A parent or guardian acting as the voting member as defined in By-Law 1.1.2. One (1) family equals one (1) vote.

4.2.2 Proxy votes are not permitted.

OFFICERS/DIRECTORS

4.3 Any Officer/Director of the Association with the exception of the Chairperson may vote at any meeting of the Association.

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

4.3.2 Each Officer/Director shall have only one (1) vote on any given issue.

4.3.3 Proxy votes are not permitted.

4.3.4 The Chairperson of a meeting of the Association shall only vote in the case of a tie.

BY-LAW 5

DUES

REGISTRATION FEES

5.1 Each player registered with the Society may be assessed an annual registration fee set out by the Executive Committee prior to the seasons registration period. The fee will include any assessments by YAHA and BCA for membership and/or mutual aid registration.

BY-LAW 6

OFFICERS/DIRECTORS

OFFICERS

6.1 The Members of the Society shall elect annually (with the exception of the Past Present who shall be the previous President) by a majority vote of the voting Members present at the Annual General Meeting the following Officers to the Society to be referred to as the Executive Officers:

- President
- Vice-President Operations
- Secretary
- Treasurer
- Discipline/Safety Officer

DIRECTORS

6.2 The Members of the Society shall elect annually by a majority vote of the voting Members present at the Annual General Meeting the following Director positions to the Board of Directors:

- Coaching Coordinator
- Female Development Coordinator
- Referee in Chief (must be a certified official)
- Communication Director
- Equipment Director
- Business Affairs Director
- Director at Large

6.2.1 Any Member in good standing over the age of 19 is eligible to be elected as an Officer or Director of the Association.

6.2.2 Officer and Director terms shall be for a period of one (1) year unless stated otherwise within these By-Laws.

6.2.3 Officers and/or Directors shall cease to hold office upon the election of their successor. If no successor is elected the person previously elected may continue to hold office.

6.2.4 If for any reason an elected office is vacant or become vacant the Officers of the Association shall appoint a Member to fill the vacancy. An Office or Director appointed shall hold office until the conclusion of the Annual General Meeting.

6.2.5 The Members may by Special Resolution remove an Officer or Director before the expiration of their term of office and shall elect a successor to complete the term of office.

6.2.6 The Office or Director who is subject of a Special Resolution for expulsion has the option to be heard at the special meeting before the resolution is put to a vote.

6.2.7 An Officer or Director who has been removed retains membership rights as set out in By-Law 1.

6.2.8 Where there is a change in the Officers or Directors, the Association shall within 30 days of the change, file with the Registrar and YAHA stating the names and addresses of all Association's current Officers and Directors.

ELECTION PROCEDURES

6.3 The Outgoing Executive Committee may appoint a Nominating Committee of three (3) voting Members. It shall be the responsibility of the nominating Committee to prepare and present a list containing a least one (1) nominee for each Officer and Director position.

6.3.1 The election of Officers and Directors shall be conducted by secret ballot.

6.3.2 The Nominating Committee Chairperson or in his or her absence, the President shall appoint two (2) scrutinizers from the floor to conduct the election of Officers and Directors. Duties include circulating the ballots to voting Members, collection and counting returns, and inform the Nominating Committee Chairperson or President of the results.

6.3.3 Voting Members may nominate additional candidates from the floor of the Annual General Meeting. The nominee if not present at the meeting must have previously provided written assurance they will stand for Office.

PAST PRESIDENT

- 6.4 The Past President shall be the individual who held the position the President immediately prior to the incumbent President and shall remain a non-voting member of the Association for a period of one (1) year.

PRESIDENT

- 7.1 The duties and powers of the President shall be:
- 7.1.1 The President shall preside at all meetings of the Executive Officers, Executive Committee, and Special or Annual General Meetings of the Society and perform the duties usual to the office of the President.
 - 7.1.2 To be used the Chief Executive Office of the Association and supervise the other Officers, Directors and/or staff in the execution of their duties.
 - 7.1.3 To set the date of the first Executive Committee meeting.
 - 7.1.4 In consultation with the Executive to appoint Chairpersons at the first executive meeting or as soon as possible thereafter to those committees who Chairperson has not been predetermined by the By-Laws.
 - 7.1.5 At the discretion of the President, meetings of the Association or its Committees may be ordered.
 - 7.1.6 Vote in the event of a tie.
 - 7.1.7 Pending review of the incident (s) by the Discipline/Safety Director or delegated individual or committee, to suspend any team, player, team official, executive committee member or referee for inappropriate conduct on or off the ice, abusive language to any of the officials or adhere to the expectations of, but not limited to and including, the failure to comply with the Association constitution, by-laws, regulations or policies of the Association.
 - 7.1.8 The President shall have the power to delegate those duties assigned to the President.
 - 7.1.9 The President shall exercise, in addition to those powers conferred upon the President by the Constitution, all duties and powers of the Executive Committee when it is **impossible to obtain a vote of the Executive Committee in the case of an emergency** defined as a sudden state of danger requiring immediate action and submitted to ratification of the Executive Committee.
 - 7.1.10 To suspend and/or take such disciplinary action not dealt with by the Discipline/Safety Director that may be needed necessary against any

team, player, team official, referee or association member refusing to accept or obey the ruling of the Executive Committee.

7.1.11 Annual review of the of WMHA constitution.

PAST PRESIDENT

7.2 The duties of the Past President shall be:

7.2.1 To encourage the facilitation of a smooth transition between Presidents.

7.2.2 To act as a consultant to the President.

7.2.3 To participate in the Executive Committee meetings in an advisory capacity of the Board and at the pleasure of the President.

VICE PRESIDENT

7.3 The duties of the Vice-President(s) shall be:

7.3.1 To perform duties as assigned by the President.

7.3.2 To have all the power and perform all the duties of the President in the absence of the President as assigned by the President.

SECRETARY

7.4 The duties of the Secretary shall be:

7.4.1 To record all minutes of the Executive Officers, Executive Committee, and General Special or Annual General meetings of the Association.

7.4.2 To safe keep all minutes, correspondence and records of the Association.

7.4.3 To provide the Standing Committee Members with a copy of the most recent Constitution, By-Laws, Societies Act/Regulations and Policies and Procedures manual upon election and/or appointment.

7.4.4 To provide a copy of the most recent Constitution, By-Laws, Policies and Procedures manual to any Member in good standing requesting a copy.

7.4.5 To ensure licensing application criteria for fundraising is completed and submitted to Corporate Affairs.

TREASURER

7.5 The duties of the Treasurer shall be:

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

7.5.2 The Treasurer shall provide financial reporting at each Executive Committee meeting and a complete set annual financial statements at the Annual General Meeting of the Members for the most recently completed year.

DISCIPLINE/SAFETY OFFICER

7.6 The duties of the Discipline/Safety officer shall be:

7.6.1 Receive complaints with respect to WHMA activities and determine whether or not any issues raised warrant an investigation or action. If further action is necessary, conduce said action.

7.6.2 Summarize the results of the action investigation, and provide recommendations to the President.

7.6.3 Keep records of the role in the context of precedents.

7.6.4 Collaborates with the referees and officials.

7.6.5 Fulfills the safety functions as described by Hockey Canada.

7.6.6 Facilitate communication with players, coaches, parents and others regarding safety, injury prevention and player's health status

DIRECTORS

7.7.1 The elected Directors duties shall be:

7.7.1 Directors shall be elected to perform the duties of Coaches Liaison, Referee in Chief, Communication Director, Equipment Director, Sponsorship Director and Discipline/Safety Director.

7.7.2 To perform other duties as assigned by the President and Executive Officers.

7.7.3 There will be a minimum of two (2) directors with no maximum.

BY-LAW 8

STANDING COMMITTEES

- 8.1 The Standing Committee of the Association shall be the Executive Committee only.

BY-LAW 9

REPRESENTATIVES/DUTIES OF STANDING COMMITTEE

- 9.1 The Executive Committee shall consist of:
- 9.1.1 Elected Officers of the Association identified in By-Law 6.1 consisting of the President, Vice-President(s), Secretary, and Treasurer.
 - 9.1.2 Past President as identified in By-Law 6.4
 - 9.1.3 Directors identified in By-Law 6.2
- 9.2 Duties of the Executive Committee shall be:
- 9.2.1 To ensure the efficient administration of the Association as outlined in the Constitution and By-Laws.
 - 9.2.2 To fill vacancies that occur on the Executive Committee.
 - 9.2.3 To appoint team officials consisting of Coaches, Assistant Coaches, Managers, and Safety Trainers for all WMHA House and Development teams.
 - 9.2.4 Approve all House League and Development team travel.
 - 9.2.5 Approve hosting of tournaments and events of WMHA.
 - 9.2.6 To set registration fees and withhold Membership subject to the receipt of the registration fees.

BY-LAW 10

APPEALS

- 10.1 Any team, team official or referee may appeal any decision of the Discipline/Safety Director to the Executive Committee of the Association.
- 10.2 Any appeal to the Executive Committee by the aggrieved party shall in writing outline all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified in writing of the decision of the Discipline/Safety Director.

- 10.3 An Executive Committee Member cannot serve on the appeal in a case where they appeared on the original Committee making the decision being reviewed.

BY-LAW 11

FINANCES

- 11.1 Signing authority for the Association shall be exercised by any two (2) of the Executive Committee.
- 11.2 The Association fiscal year end is April 30.
- 11.3 Except by Special Resolution of the Membership the Association shall not borrow money.
- 11.4 An Executive Committee Member of the Association shall not receive remuneration but shall be reimbursed for approved expenses incurred on behalf of the Association.
- 11.5 The financial statements of the Association must be reviewed and signed by a Professional Accountant prior to being presented at the Annual General meeting. The requirement for review may be waived by:
- 11.5.1 The passing of a Special Resolution at the previous Annual General Meeting worded as “the Members waive the appointment of a Provisional Accountant to review the financial statements for one (1) fiscal year, being the fiscal year ending (month.date,.year); and
 - 11.5.2 The written request to and approval of the Registrar of Societies Yukon stating the reason for the waiver of the audit of the Association.
- 11.6 Any Member in good standing shall have the right to examine the books and records of the Association upon receipt of 45 days written notice to the President of the Association. Such examination is to be done at a time and place which is mutually agreeable with the Secretary and Treasurer of the Association, and the Member(s) requesting the inspection.

BY-LAW 12

RULES OF ORDER

- 12.1 Roberts Rules of Order of the official rules of order covering all meetings of the Association, except where they are at difference with the Constitution and By-Laws in which case the Constitution and By-Laws shall have precedent.

BY LAW 13

CONSTITUTION AND BY-LAW AMENDMENTS

- 13.1 Changes or amendments to this Constitution and By-Laws shall be effected by a Special Resolution at the Annual General Meeting, or at a Special General Meeting of the Members called for that purpose, upon approval of a 75% majority vote of the Members present and eligible to vote as indicated in By-Law 4.
- 13.2 The changed or amended Constitution and By-Laws shall not be effective until such time as they are filed with and approved by the Registrar of Societies Yukon.
- 13.3 Notice of a motion of change or amend the Constitution of By-Laws shall be made in writing at least 21 days prior to the Annual General Meeting or Special Meeting called for that purpose, and the Secretary shall publish a notice in the local media and/or WMHA website advertising the Membership that changes or amendments are being proposed, and the specific locations at which copies of the proposed changes or amendments may be obtained.

BY-LAW 14

DISSOLUTION

- 14.1 In the event of dissolution of the Society, all assets remaining after all debts have been paid or provisions for payment have been made shall be distributed to YAHA.

BY-LAW 15

DISPUTES

- 15.1 Any disputes concerning the interpretation or application of the By-Laws, and any dispute concerning the rights of a Member or the powers of a Director of Officer, shall be submitted to and decided by arbitration under the Arbitration Act of the Yukon.