


CAROL PREST

BYLAWS

A.

1. Name and Territory – This organization shall be known as the “Campbell River Minor Hockey Association” and shall be comprised of the area bounded to the south- along the Oyster River with a portion to the southwest extending into Strathcona Park; to the north – just north of Sayward, including Kelsey Bay; to the northeast/east – including Blind Channel, Phillips Arm, Stuart Island, Read Island (Surge Narrows), Quadra Island and Cortes Island.
2. Affiliation – This Association shall abide by all rules and regulations as set forth by the British Columbia Amateur Hockey Association and work closely with other minor hockey organizations in the Vancouver Island area to promote harmony, goodwill and true sportsmanship among organizations.
3. Objects:
 - (a) To promote interest, improvement, encouragement, sportsmanship and good citizenship among our young athletes and all citizens in general.
 - (b) To give all young hockey players equal opportunity to learn the game of hockey by proper coaching, managing and close supervision.
 - (c) To compete for champion ships and promote fellowship among members.
 - (d) To teach the meaning of fair competition and true sportsmanship.
4. Resolved that should the Campbell River Minor Hockey Association, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be transferred to the Minister of Finance or to another eligible charitable organization with British Columbia.
5. This Constitution and its By-laws are laid down to provide the basis for covering the Campbell River Minor Hockey Association.
6. This Society shall be affiliated with the British Columbia Amateur Hockey Association and the Canadian Amateur Hockey Association. **This provision was previously unalterable.**

7. The operations of the Society are to be chiefly carried on in the Municipal District of Campbell River, British Columbia. **This provision was previously unalterable.**

- B.
 1. **ANNUAL GENERAL MEETINGS** of the Association will be held at the call of the President, the date prior to April 15 each year at a time and place to be fixed by the Executive Committee. An ad will be placed in the newspaper indicating that the changes can be viewed on CRMHA's website.

 2. **NOTICE OF GENERAL MEETINGS** are to be promulgated not less than fourteen (14) days in advance of the meeting and distribution of the notice by way of advertising in local newspapers shall be adequate to inform all residents.

 3. Procedural disputes not covered in the Constitution or its By-laws shall be governed by **"Roberts Rules of Order"** latest edition, and shall apply at all meetings.

 4. **SPECIAL GENERAL MEETINGS** shall 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 twenty-five (25) members.

 5. **QUORUM** shall be sixty (60) percent for all meetings except for General and Special meetings. For the purpose of establishing a quorum for General or Special Meetings, a quorum shall be all those members who are in attendance with a minimum of twenty-five (25) members.

 6. **THE ORDER OF BUSINESS AT MEETINGS WILL BE AS FOLLOWS:**
 - (A) Call the meeting to order
 - (B) Establish a Quorum
 - (C) Minutes read and approved
 - (D) Financial statements
 - (E) Business arising
 - (F) Correspondence
 - (G) Reports
 - (H) Old Business
 - (I) Resolutions
 - (J) New business
 - (K) Adjournment

7. ***Voting***

At the Annual General and any Special General Meeting, all members present shall be entitled to one (1) vote.

- Proxy votes are not allowed.
- The President shall only vote in the event of a tie
- All motions shall be decided by a majority vote except that in amendments to the By-laws, a two-thirds majority of the votes cast shall be required.

At Executive Committee meetings, each Executive member shall have only one (1) vote. Playing members shall not have a vote.

8. ***QUALIFICATION FOR MEMBERSHIP TO ASSOCIATION***

1. The following shall be members of the Association:
 - (a) Any parent or guardian of any player in good standing.
 - (b) Any person over the age of 19 who is actively involved in the general work of the Association.
2. Every member shall uphold the Constitution and comply with these Bylaws, Policies and Procedures.
3. A person shall cease to be a member of the Association:
 - (a) By delivering his resignation in writing to the secretary of the Association, or by
 - (b) Their death, or
 - (c) On being expelled, or
 - (d) By residing outside of School District #72 whether they be a member and/or a player in good standing.
4. A member may, at the discretion of the Executive, cease to be a member of the Campbell River Minor Hockey Association upon notification from the Executive for the conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution or Bylaws of the Association.
5. Life Membership: Persons who have contributed outstanding service to Minor Hockey in the Campbell River Minor Hockey Association area and who are appointed to such life memberships by a majority vote at any Annual General Meeting.
6. Wall of Honor "Inductees to the Wall of Honor shall be nominated by a committee of the Executive. These nominees must be ratified by a majority vote at the AGM. Criteria for Wall of Honor: drafted by NHL Team, played in professional league, league directly affiliated with NHL team, graduated from university hockey program.

9. **LIABILITY**

No member of the Campbell River Minor Hockey Association shall, in his individual capacity, be liable for any debt or liability of this Association.

10. **PLAYING MEMBER**

All boys and girls who have paid registration fees in the current year as per current Canadian Amateur Hockey Association and British Columbia Amateur Association rules and regulations.

11. **SUSPENSION OF MEMBERS**

Any violation of the Constitution and Bylaws or playing regulations laid down by the Campbell River Minor Hockey Association may render any member liable to suspension. Any Coach or manager may suspend any player at their discretion for part of or one game. The Divisional Manager will record the incident and ensure that both the player and his parents are advised as soon as possible of the reason for the suspension. For infractions of a serious nature, the Divisional Manager shall refer the case to the President, who in turn shall refer the case to the Disciplinary Committee to deal with the offense. The President shall inform both the player and his parents of the decision of the Committee, which will be final.

12. **ELECTION OF OFFICERS**

At least one month prior to the Annual General Meeting, the Executive Committee shall appoint a Nominating Committee of three (3) members. It shall be the responsibility of this Committee to prepare and present a list of nominees, one for each office, for the election of officers.

Further nominations may be made from the floor. The nominees, if not present at the meeting, must have previously provided written assurance that they will stand for office.

The Nominating Committee Chairperson shall appoint two (2) scrutineers from the floor to conduct the election of officers. The election of officers shall be conducted by secret ballot. The nominees shall be given three minutes to introduce themselves.

Newly elected officers will assume their offices April 30, until then they may attend Executive meetings as observers.

13. **OFFICERS**

The Officers of this Association shall be:

- (a) Immediate Past President
- (b) President
- (c) First Vice President
- (d) Second Vice President
- (e) Secretary
- (f) Treasurer
- (g) min of seven (7) to a maximum of eleven (11) Directors

The President, First Vice President, Second Vice President, Secretary, Treasurer and minimum of seven (7) to a maximum of eleven (11) directors shall be elected at each Annual Meeting. The President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected for a term of Two (2) years. The minimum of seven (7) to maximum of eleven (11) Directors shall be elected for a one (1) year term.

The President on an “ad hoc” basis as required may appoint other committee Chairmen of the Association, from time to time.

The holder of an office may run again for subsequent terms of office.

14. **SIGNING AUTHORITIES**

The Treasurer, Registrar and President shall be the signing authority for the Association. The First Vice President shall have signing authority in the absence of the President.

15. **REGISTRATION FEES**

1. Each player registered with the Association shall be assessed an annual registration fee set by the Executive, prior to the current season’s registration period. This fee will include any assessments by BCAHA for membership and or/or mutual aid registration.
2. The Executive Committee shall have the discretionary power to waive player registration fees in exceptional circumstances.

16. **COMMITTEES**

The standing Committees of the Association shall be:

- (a) Executive Committee
- (b) Finance Committee

- (c) Discipline Committee
- (d) Appeals Committee

17. **EXECUTIVE COMMITTEE**

The Executive shall be responsible for the efficient administrative Operation, of the Campbell River Minor Hockey Association.

To promote harmony, goodwill and true sportsmanship with its affiliate Organizations and carry out the “objects” laid down in the Constitution and Policy and Procedures manual.

The Executive Committee shall consist of the elected Officers and Directors of the Association.

The duties of the Executive Committee shall be:

- (a) To fill vacancies that occur on the Executive,
- (b) By a two thirds vote to forthwith remove from office any member of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair their usefulness as a member of the Executive.
- (c) To appoint the Representative team Coaches and Managers.

The Executive shall consist of the elected officers and the Past President.

18. **THE OFFICERS' DUTIES AND POWERS**

- (A) **Immediate Past President** – shall serve as an advisor to the President to help maintain continuity from year to year. Shall be a member of the Executive.
- (B) **President**- shall preside at all meetings of the Association with the usual privileges of his office.

That when a President steps down from his position, the First Vice President becomes the President until the next AGM. At that time an election for that position will take place and that position will be filled for the remainder of the term of the original President.

Shall be an ex-officio member of all committees.

Shall ensure that all Executive personnel are made aware of their proper Executive duties and are properly carrying them out.

Shall have the power to suspend any member, team, playing member, team official or referee for ungentlemanly conduct on or off the ice, abusive language to any officials, or failure to comply with the Campbell River Minor Hockey Association Constitution, Bylaws and/or Policies and Procedures pending review of the incident by the Discipline Committee.

Shall be excluded from Coaching or managing any team in the Association during their term in office.

Shall be the duty of the President immediately after assuming office to:

- Set the date of the first Executive meeting within 30 days.
- Appoint a Finance Committee.
- Take the appropriate steps to see that the Discipline Committee is established.

- (c) **First-Vice President** – Shall perform the duties of the President in his/her absence.

In the event that the President shall resign or not be able to carry on for any reason, the Vice-President shall assume the duties of the President until the next AGM.

Shall serve on any Committee of the Association at the discretion of the President.

Shall be the Chairperson of the Discipline Committee.

- (d) **Second Vice-President** – Shall be responsible for Fundraising for the Association.

- (e) **Secretary** – Shall record the minutes of all Special, Annual and Executive Meetings and have them signed by the President.

Promptly and properly action all correspondence and maintain file copies readily available for the President.

Maintain files of all documents and communications pertaining to the affairs of the Association.

- (f) **Treasurer** – Shall receive, in the name of Campbell River Minor Hockey Association all funds, which shall be deposited in the bank, designated by the Executive Committee and pay all accounts promptly owing by the Association by cheque. Alternately, the Registrar/Administrator shall perform these duties.

Shall present an accurate monthly statement to the Executive Committee of accounts payable and accounts receivable.

Shall maintain a proper set of books to record all financial transactions of the Association. These shall be kept accurately, up to date and readily available for audit when necessary.

Shall present at the Annual General Meeting of the Association a detailed statement of the finances of the Association.

Shall perform such other related duties as required.

- (g) **Directors** – minimum of seven (7) to a maximum of eleven (11) shall be elected annually at the AGM for a period of one (1) year. All minimum of seven (7) to a maximum of eleven (11) Directors shall be members of the Executive Committee.

Directors are to act as coordinators for any Committee position that they may have assigned to them.

Assist the Executive Committee in carrying out their functions. The President may appoint any Director as Chairperson of any Committee that may be required.

19. **FINANCE COMMITTEE**

The finance Committee shall consist of the Treasurer of the Association who shall be Chairperson, and two members appointed by the President at the first Executive meeting.

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

The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the Executive Committee at the second Executive Meeting.

All monies expended are to be authorized by the Executive Committee and accounted for in accordance with good accounting practices.

All monies advanced for any purpose will be accounted for within fourteen (14) days after the specific tournament, travel, etc. is completed receipts must support all expenditures.

Tournaments and other special functions are to be accounted for as separate accounts.

All monies raised by individual teams shall be administered by the Treasurer and shall revert to the Association's general fund at the end of the season.

All teams including Representative Teams will not be advanced monies unless decided upon by the Executive Committee.

20. ***DISCIPLINARY COMMITTEE***

The Disciplinary Committee shall be comprised of the following officers and members:

- First Vice-President who shall be Chairperson
- Referee-in-Chief
- Coaching Coordinator
- Director one (1) to be appointed by the President.

The Disciplinary Committee shall sit whenever the Chairperson or the President deems a situation warrants it.

The Disciplinary Committee shall review all serious penalties and if they deem it necessary they shall have the power to suspend and/or take disciplinary action.

Members of the Disciplinary Committee who are personally involved in an incident must relinquish their seat on the Committee and an alternate Executive member takes their place.

21. ***APPEALS COMMITTEE***

The appeals Committee shall consist of three (3) Executive members appointed by the President. These Executive members may not be part of the Disciplinary Committee. Any Executive member directly involved in the appeal shall remove themselves from the appeal proceedings.

Appeal Procedure

Any member, player or official may appeal any suspension or decision of the President of the Society or his delegate of the Society. Any Appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case. The appeals shall be delivered to the Secretary of the Society within seven (7) days of being advised of the suspension or decision.

The following steps shall be taken in suspension or decision appeals:

- (a) The decision of the Disciplinary Committee will be forwarded to the player or his/her parents in writing preceded with a phone call from the President. An appeal must be made in writing to the Secretary not more than seven (7) days after the decision. The appeals Committee will hear the appeal not later than seven (7) days after the President advises the Chairperson of the appeal. The player and parents will have the right to present their case to the appeals Committee.
- (b) When an appeal hearing is granted, all pertinent information supplied by the Referee, Linesmen and other game officials or Executive members shall, upon request, be made available to the individual or his agent in writing prior to the meeting.
- (c) The Appeals Committee will give a report to the Executive as a whole regarding the decision rendered.

22. ***CONSTITUTION COMMITTEE***

A constitution Committee shall be formed as required and directed by the President. The Chairperson shall be appointed from the Executive Committee by the Executive Committee. The Executive

Committee may appoint members from the Executive Committee, and/or the membership at large.

23. ***AMENDMENTS TO THE BY-LAWS***

Resolutions to amend or alter the By-laws can only By-laws shall require a majority of not less than seventy-five (75%) percent of the members voting. These amendments must be published in the local newspaper thirty (30) days prior to the Annual General Meeting.