

*Juan de Fuca Minor Hockey Association - Constitution and Bylaws  
Society # S-20376*

*A. CONSTITUTION*

*A1*

The name of this Society is the:

*Juan de Fuca Minor Hockey Association*

*A2*

The Purpose of this Society are:

- a. To promote interest, improvement, encouragement, sportsmanship and good citizenship amongst our young athletes and all citizens in general.
- b. To give all young hockey players equal opportunity to learn the game of hockey by providing proper coaching, managing and close supervision.
- c. To compete for championships and promote fellowship amongst the Members.
- d. To teach the meaning of fair competition and true sportsmanship.
- e. To endorse the concept of Equal Ice Time for all playing members; to promote team play, skill development and self-esteem.

*B. BYLAWS*

*B1 DISSOLUTION CLAUSE*

Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses, which are properly incurring when winding up, shall be distributed to such charitable organizations in British Columbia having similar charitable purpose. The provisions shall be unalterable.

*B2 ANNUAL GENERAL MEETINGS*

Annual General Meetings (AGM) of the Association will be held at the call of the President; the date to be set by the Executive Committee. The AGM shall be chaired by either Vice President of the Association when they are not up for nomination.

*B3 NOTICE OF GENERAL MEETINGS*

Written Notification is to be circulated not less than thirty (30) days in advance of the Meeting. Distribution of the Notice shall be adequate to inform all Members.

*B4 PROCEDURE FOR GENERAL AND EXECUTIVE MEETINGS*

In order to "Carry" a Motion, it must be "Seconded" and receive a majority of the votes cast. In order to "Carry" a "Special Resolution", it must be "Seconded" and a minimum of sixty-six (66) percent of the votes cast must be "For" the Resolution. Voting on Motions may be done by Secret Ballot and at the discretion of the Meeting. Procedural disputes not covered in the Constitution or by-laws shall be governed by the latest edition of "Robert's Rules of Order" and shall apply at all Meetings.

#### *B4 SPECIAL GENERAL MEETINGS*

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 10% of the Association Members. Such application shall state the Business for such Meeting.

#### *B5 QUORUM*

For all Executive Meetings shall not be less than 50% plus one (1) of the Elected Officers. Quorums for Annual General Meetings and Special General Meetings shall be all those members present with a minimum of twenty (20) Voting Members of the Association.

#### *B6 THE ORDER OF BUSINESS AT ALL MEETINGS WILL BE AS FOLLOWS:*

- f. Call Meeting to Order
- g. Establishing a Quorum
- h. Minutes read and approved
- i. Financial Statement
- j. Website/Newsletter
- k. Business Arising
- l. Correspondence
- m. Reports
- n. Unfinished Business
- o. Resolutions
- p. Election of Officers
- q. New Business
- r. Adjournment

#### *B7 QUALIFICATION FOR MEMBERSHIP*

There are **Four** (4) levels of Membership in the Association: PLAYING MEMBER, VOTING MEMBER, NON-VOTING MEMBER, and LIFE MEMBER.

- s. To be eligible as a Playing Member, in good standing, that Member must have paid a Registration Fee in the current playing season.
- t. To be eligible as a Voting Member in good standing, that Member must be a Parent or Guardian of at least one registered Member. Only one member per playing member(s) family may be a voting member at any given meeting. Playing member(s) family is defined as Mother, Father, and all guardians.
- u. Persons desirous of Membership in the Association, who reside in the Juan de Fuca Minor Hockey Association catchment area, may be nominated and/or elected as Directors or members of the Executive Committee within the Association. A person who has been elected as a Director or elected to the Executive Committee shall be considered a Voting Member.
- v. Coaches, Managers, Divisional Managers, and such persons appointed to annual positions within the Association not meeting Membership requirements shall be deemed Non-Voting Members in good standing through the action of their appointment and acceptance by the Executive Committee.

- w. Life membership may be bestowed on any member of this association who has shown distinctive service to the association for a period of at least five (5) years. Nominations for life membership must be made by a member of the executive and may be approved at the last regular executive meeting before the Annual General Meeting. Life members shall have full voting privileges at all general meetings.

### *B8 MEMBERSHIPS*

- x. All Memberships in this Association shall run from acceptance by the Executive Committee until April 15th of the following year.
- y. All Members shall agree to comply with the current Constitution and Bylaws of this Association, Vancouver Island Amateur Hockey Association, British Columbia Amateur Hockey Association, and the Canadian Amateur Hockey Association, in addition to all current Playing Regulations and Rulings made by or on behalf of these Associations.
- z. No member shall, in his individual capacity, be liable for any debt or liability of this Association.
- aa. Any Member wishing to terminate their Membership in this Association may do so by submitting a written Notification of Resignation to the Executive Committee. Upon receipt, the Executive Committee may consider refunding a portion of that Member's Registration Fees if compliant with current registration and withdrawal guidelines.

### *B9 SUSPENSIONS AND APPEALS*

- bb. Violation of the Constitution and Bylaws or Playing Regulations of this Association, the Vancouver Island Amateur Hockey Association, the British Columbia Amateur Hockey Association, or the Canadian Amateur Hockey Association, may render any Member liable to Suspension. A Team Coach or Team Manager may suspend any Playing Member of their Team for part of, or any one game. The incident must be referred to the Divisional Manager, who will record the incident and ensure that both the Playing Member and the Parents or Guardian of that Playing Member are advised as to the reason for that suspension. For infractions of a more serious nature, the Divisional Manager shall refer the case to the Disciplinary Committee. The Vice President- Operations shall inform both the Playing Member and the Playing Member's parents or Guardian of the decision of the Disciplinary Committee.
- cc. A Member may, at the discretion and notification of the Executive Committee, be suspended from the Association, for conduct considered improper, unbecoming, or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution, By-laws, or Playing Regulations of the Association.
- dd. The affected Member may Appeal the Suspension to the President of the Association, who shall appoint an Appeals Committee.
- ee. Any Elected Officer may be removed from office by a sixty-six (66) percent vote of the Executive Committee. Any Elected Officer so removed retains the rights of appeal as detailed in B9 (c) above.

### *B10 ELECTION OF OFFICERS*

- ff. At least one month (30 days) prior to the AGM, the VP Administration shall publicize the Annual General Meeting, communicating the Order of Business as well as Executive Board Vacancies and inviting nominations for those positions.

- gg. Nominations for new board members will not be accepted from the floor. Nominees, if not present at the meeting, must have previously provided written assurance to the VP Administration that they will stand for Office, this assurance must be submitted 1 week (7days) prior to the AGM. The assurance should include a brief bio that can be distributed to the members prior to the AGM for consideration.
- hh. If candidacy is not declared in advance of the AGM, the vacant positions will be filled at a later by-election so that the members will have time to consider the candidates that arise.
- ii. Any elected officer holding two-year term position may run for election to a new position midway through their term of office provided that they resign from their current position on the Executive. If they are not elected to the new position, the member may be nominated from the floor to stand for re-election to their former position or for any vacant position that they may be qualified to assume.
- jj. The Nominating Committee Chairman shall appoint two (2) Scrutineers from the floor to conduct the Election of Officers.
- kk. Election of Officers shall be conducted by Secret Ballot.
- ll. Any member in good standing may run for the position of Director. Only members in good standing who have served at least one term as a director may run for a Table Officer position except for Treasurer, who could fill the position based on the skill set including a background in accounting, bookkeeping or financial management.
- mm. Only members in good standing who have served at least one term in a Table Officer position may run for President.
- nn. If no one with the qualifications indicated in subsections (g) or (h) is willing to stand for a given Table Officer position, then other nominations will be accepted for that position. These nominees will be required to prepare a brief bio and will be voted on at a later by-election.

### *B11 ELECTED OFFICERS*

- oo. Elected Officers of this Association shall be:
  - Immediate Past President
  - President
  - Vice President - Operations
  - Vice President - Administration
  - Secretary
  - Treasurer
  - Registrar
  - Head Manager
  - Risk Manager
  - Gaming Director
  - Directors at Large
  - The number of Directors elected will be:
    - Twelve (12) directors for a two (2) year term
    - Six (6) directors alternating every other year

pp. Other than Immediate Past President, all Officers shall be elected at each AGM, or at a Special General Meeting called for that purpose.

qq. The President may appoint any Director at Large to a temporary or permanent Committee, as required.

rr. The following elected positions on the Executive will be a two-year position with two groups alternating as follows:

- President
- VP Administration
- Risk Manager
- Gaming Director
  
- VP Operations
- Treasurer
- Head Manager
- Registrar
- Secretary

ss. Failure to Attend

Any elected or nominated executive member who fails to attend two (2) consecutive meetings of the executive without cause may cease to be a member of the executive and be removed from this position.

tt. Any elected Officer holding a two-year term position may run for election to a new position midway through their term of office, provided that they resign from their current position on the Executive. If not elected to the new position, the member may be nominated from the floor to stand for re-election to their former position or to any vacant position they are qualified to fill.

### *B12 TABLE OFFICERS*

uu. Table Officers are as follows:

- President
- Vice President - Operations
- Vice President - Administration
- Treasurer
- Head Manager
- Immediate Past President

### *B13 EXECUTIVE COMMITTEE*

vv. The Executive Committee shall include all Table Officers and all elected Directors.

ww. The Executive Committee shall promote harmony, goodwill and true sportsmanship with its affiliated Associations and ensure the Constitution is always enforced.

xx. Executive Committee Meetings are to be held monthly or as deemed necessary by the President.

## *B14 CONFLICT OF INTEREST*

- yy. A conflict of interest refers to a situation when a Party involved in any part of the operations of JDFMHA, has competing personal obligations, personal interests, or financial interests that would make it difficult to fulfill his/her duties fairly or could impede the integrity of the Association, VIAHA, or BCAHA;
- zz. A Party that would be considered for this purpose could include Board Members, Bench Staff, Team Volunteers, Paid Consultants though more may be identified.
- aaa. The Vice President of Administration will identify any known conflicts at the beginning of each playing season (September) to the sitting Executive Board so that they can employ all necessary precautions and safeguards.
- bbb. Board Members have a responsibility to disclose any direct or indirect conflicts of interest to the board. If a member is in doubt as to whether a conflict exists or if a perceived conflict exists, it should be brought to the board.
- ccc. If a conflict of interest is identified, the Party with such conflict will remove themselves prior to discussions on any matters for which the conflict exists.
- ddd. If the Party is a Board member, that Board Member will not vote on, or attempt to influence other Members on matters that pertain to the identified conflict of interest.
- eee. Failure by Board Members to adhere to B 14 (d), (e), or (f) will be reviewed by the Board.
- fff. Concerns or complaints by Members of the Association in relation to conflict of interest must be received in writing.
- ggg. Where it is determined by 66% majority of the Board that a conflict of interest exists, actions such as reprimand, censure or removal from the Board may ensue. Such actions will be determined on a case-by-case basis taking into account the nature and severity of the infraction.

## *B15 SIGNING AUTHORITY*

The Signing Authority for the Association shall be: any two (2) of the President, Vice President Administration and Treasurer.

## *B16 REGISTRATION FEES*

Registration fees for Playing Members shall be fixed annually by the Executive Committee.

## *B17 VOTING*

- hhh. For Annual General and Special General Meetings, all members present shall be entitled to one (1) vote as defined in bylaw section B7(c).
- iii. Non-Voting and Playing Members are not entitled to vote at any meeting.
- jjj. Proxy Votes are not permitted at any Meeting.
- kkk. The President shall vote only in case of a tie.
- lll. All Motions shall be decided by majority vote.
- mmm. Resolutions to the Constitution or Bylaws require a sixty-six (66) percent majority of votes cast to be considered effective.
- nnn. At Executive Committee Meetings, each Executive Committee Member shall have one vote.
- ooo. Any Member may attend any Meeting called by the Association.

## *B18 AMENDMENTS TO CONSTITUTION AND BY-LAWS*

- ppp. Changes of Resolutions to this Constitution and Bylaws shall be effected by Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose.
- qqq. To become effective, a sixty-six (66) percent majority of the votes cast must be in favor of the Resolution.
- rrr. Notice of Resolutions shall be presented to Members at least fourteen days prior to the Annual General Meeting or Special General Meeting called for that purpose, in any of the following manners:
  - I. By publishing electronically fourteen (14) days prior to the Meeting, notice that Resolutions are proposed to the Constitution or Bylaws.
  - II. By posting on the Juan de Fuca Minor Hockey website, fourteen (14) days prior to the Meeting, such proposed Resolutions, and amendments.
- sss. The Constitution and Bylaws, as herein contained, shall supersede all previous Constitutions and Bylaws of this Association.
- ttt. If the contents of this Constitution and Bylaws are found to contravene current Constitutions and Bylaws of the Canadian Amateur Hockey Association, the British Columbia Amateur Hockey Association, or the Vancouver Island Amateur Hockey Association, those documents shall be considered superior and always enforced.

*Revised – February 2022*