

# **BYLAWS OF LUMBY AND DISTRICT MINOR AMATEUR HOCKEY ASSOCIATION**

## **PART 1 - DEFINITIONS AND INTERPRETATION**

### **Definitions**

1.1 In these Bylaws:

**“Act”** means the Societies Act of British Columbia as amended from time to time;

**“Association”** means the Lumby & District Minor Amateur Hockey Association;

**“Board”** means the board of directors of the Association as elected or appointed in accordance with these Bylaws;

**“Bylaws”** means these Bylaws as altered from time to time

1.2 The operations of the Association are to be chiefly carried on in the Village of Lumby and surrounding Electoral Areas “D” and “E”. This provision was previously unalterable.

### **Definitions in Act apply**

1.3 The definitions in the Act apply to these Bylaws.

### **Interpretation**

1.4 In these Bylaws, words in the singular form include the plural and vice versa and words importing a specific gender include the other gender and a corporation.

## **PART 2 - MEMBERS**

2.1 Terms under which a person may be admitted to the Society:

- a) any parent or guardian of any player, or
- b) any person over the age of 19 who is actively involved in the general work of the Association.
- c) any person without direct involvement or personal ties can become a member of Lumby & District Minor Amateur Hockey Association for a membership fee of \$25.00 which is due when making membership application.

2.2 Every member shall uphold the Constitution and comply with the Bylaws and Policies.

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- 2.3 The Annual Membership Fee shall be determined at each Annual General Meeting of the Association.
- 2.4 Membership shall expire on June 20, following the date of admittance. Thereafter, membership will expire on June 30 of each year.
- 2.5 A person shall also cease to be a member and a member in good standing of the Association:
  - a) by delivering their resignation in writing to the Secretary of the Association, or
  - b) on their death, or
  - c) on being expelled
- 2.6 A member may, at the discretion of the Executive, cease to be a member of the Lumby & District Minor Amateur Hockey Association upon notification from the Board for 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.
- 2.7 As an honor, the highest that may be bestowed by the Association, any member who has served this Association for at least 10 years and rendered outstanding and meritorious service, may be elected an Honorary Life Member at any regular Board Meeting of the current season and confirmed at the Annual General Meeting. Honorary Life Members shall have the privilege of acting in an advisory capacity to the Board and shall be accorded all rights and privileges of other members.
- 2.8 Nominations for Honorary Life Membership must be submitted in writing to the Board and signed by a member in good standing, detailing the service for which the honor is bestowed.

### **Player Registration Fees**

- 2.9 Each player registered with the Association shall be assessed an annual registration fee set, by the Board, prior to the current seasons' registration period. This fee will include any assessments by BC Hockey/British Columbia Amateur Hockey Association for membership and/or Hockey Canada Insurance.
- 2.10 The Executive Committee shall have the discretionary power to waive player registration fees in exceptional circumstances.

**PART 3 – GENERAL MEETINGS**

- 3.1 The Annual General Meeting of the Association shall be held on or before May 15. Notice of The Annual General Meeting shall be advertised in the local media at least fourteen (14) days prior to the date of the Annual General Meeting (New Societies Act).
- 3.2 General Meetings of the Association may be held every second month during the hockey season (September – March) and at the call of the President.
- 3.3 Board meetings shall be held monthly and at the call of the President.
- 3.4 A quorum for a General or Annual Meeting shall consist of fifteen (15) members of the Association.
- 3.5 If at any time during a general meeting there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated. When a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.
- 3.6 The order of business at the Annual General Meeting shall be:
- a) Call to Order
  - b) Reading of the minutes of the last Annual General Meeting and Action thereon
  - c) Treasurers Report
  - d) Correspondence
  - e) Reports of Committees
  - f) Unfinished Business
  - g) Election of the Board
  - h) Resolutions
  - i) New Business
  - j) Adjournment
- 3.7 At the Annual General Meeting and General Meetings of the Association, every member present is entitled to one vote. Proxy votes shall not be permitted.
- 3.8 The President shall have a casting vote in the event of a tie, being the only vote the President shall cast.

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- 3.9 At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot.
- 3.10 Decision shall be by majority of votes cast, except as otherwise provided in the Bylaws.
- 3.11 In the event that a member of the Executive tenders their resignation, a designate, as agreed upon by the Executive will temporarily fill that position until it can be ratified at a General Meeting.
- 3.12 Should the President tender their resignation, a Director appointed by the Board will immediately fill the position of President. This will be ratified at a General Meeting.

### **PART 4 - DIRECTORS**

- 4.1 The Board shall manage, or supervise the management of, the activities and affairs of the Society, and is accountable to the members which it serves.

#### **Composition and Eligibility**

- 4.2 The Board shall consist of 7 Directors, inclusive of the President (who will act as Chair of the Board), elected by its members.
- 4.3 Any person seeking election as a Director shall declare any conflict of interest in advance of seeking election.
- 4.4 Paid employees of the Society are not eligible for election as a Director.
- 4.5 In order to qualify to become or act as a Director, an individual must not be:
- Incapable of managing their own affairs.
  - Be an undischarged bankrupt
  - Be convicted of an offence in connection with the promotion, formation or management of a corporation for unincorporated entity or of an offence involving fraud (subject to exceptions under section 44 of the New Societies Act)
  - If a Director ceases to be qualified, the Director must resign promptly.

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- 4.6 The Directors of the Society shall be subscribers to this Constitution and these Bylaws.
- 4.7 The Directors shall be elected by the members of the Society at the Annual General Meeting.
- 4.8 At the first Annual General Meeting one (1) year after which these Bylaws came into force and after being approved by the members, the following Directors in waiting will be elected by the members:
- a) The President to serve for a two (2) year term from the time they take office;
  - b) Three Directors, each for a two (2) year term from the time they take office; and
  - c) Three Directors, each for a one (1) year term from the time they take office.
- 4.9 Any vacancy in the Board may be filled by appointment by the Board.
- 4.10 Members of the Board will be reimbursed for all expenses necessary and reasonably incurred while engaged in the affairs of the Society with the amounts set in the Okanagan Mainline Amateur Hockey Association Constitution, Bylaws and Regulations.
- 4.11 A Director of a Society may be removed from office by special resolution, despite any provision of the Bylaws.
- 4.12 All Directors or otherwise are voting members of the Board.

### **PART 5 - BOARD MEETINGS**

- 5.1 Board meetings shall be held once a month at the call of the President.
- 5.2 At all Board meetings, a quorum shall consist of the majority of the Board.
- 5.3 The President, at any time, may take a vote of the Board via e-mail with the motion and the results of the vote to be recorded in the minutes of the next Board meeting.
- 5.4 Any member or any individual may attend any Board meeting upon the invitation of the President.

### **PART 6 – BOARD POSITIONS**

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- 6.1 The President shall preside at all meetings of the Association with the usual privileges of their office. In the absence of the President, the Board shall designate a Director to serve as Acting Chair for that meeting, who for the purpose of that meeting only, will serve as Chair of the Board.
- 6.2 A Director shall serve a two (2) year term unless otherwise specified in the Bylaws. The term shall commence at the end of the Annual General Meeting at which the Director was elected, and terminate at the end of the Annual General Meeting occurring approximately two (2) years later.
- 6.3 Nominations for the positions of Director and President must be submitted in writing to the society 20 days prior to the annual general meeting. A listing of those nominated will be made available to the members 15 days prior to the Annual General Meeting. Nominations from the floor at the Annual General Meeting will not be permitted
- 6.4 The office of the President shall be filled by a person who has been a member of the Lumby & District Minor Amateur Hockey Association Board for a minimum of 12 consecutive months during 10 years prior to their election or appointment.

### **President (Chair of the Board)**

- 6.5 The President shall preside at all meetings of the Board, General, and Annual Meetings. They shall perform the duties usual to the office of Chair of the Board.
- 6.6 It shall be the duty of the President, immediately after the close of each Annual General Meeting to:
  - a) set the date of the first Board and General Meetings
  - b) appoint a Finance Committee
  - c) appoint a Discipline Committee
  - d) assign duties and/or committees to each Director on the requirements of the Association.
- 6.7 The President shall have the power to suspend any team, player, team official, or referee for unsportsmanlike conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Lumby & District Minor Amateur Hockey Association Constitution, Bylaws, and Policies for a minimum of one game. Any further discipline will be imposed by the Discipline Committee pending their review of the incident.

**Directors**

- 6.8 Shall perform such duties and committees as directed and/or assigned by the President.

**PART 7 - STANDING COMMITTEES**

- 7.1 The Standing Committees of the Association shall be:

- a) Finance Committee
- b) Discipline Committee

**Finance Committee**

- 7.2 The Finance Committee shall consist of the President of the Association and two other members appointed by the President at the first Board meeting.
- 7.3 The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Board any course of action which they may deem advisable.
- 7.4 The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the first General Meeting.

**Discipline Committee**

- 7.5 The Discipline Committee shall consist of one of the Directors appointed by the President who shall be Chair of that Committee. Four other individuals in total shall serve on this committee. One other Board member and 3 additional members appointed at the start of the season.

Any member serving on this committee must be a member in good standing with Lumby & District Minor Amateur Hockey Association, BC Hockey and Hockey Canada.

- 7.6 The duties of the Discipline Committee shall be:
- a) to review decisions made by the President

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- b) to review all misconduct penalties (ten minute, game, gross and match) assessed to players and team officials of Lumby & District Minor Amateur Hockey Association, and to suspend and/or take disciplinary action that may be deemed necessary against such individuals

7.7 All 5 members have a vote.

### **PART 8 – NON-VOTING MEMBER COMMITTEE**

- 8.1 The members of the Non-Voting Member Committee shall consist of the Secretary, Ice Ambassador, Referee In Chief, Risk Manager, Equipment Manager, Tournament Coordinator and Media Relations Coordinator, Special Events Coordinator, Initiation/Novice Evaluator, Rep Team Coordinator, and Evaluators to be appointed by the Board following the Annual General Meeting.
- 8.2 All members on this committee are not required to attend Executive meetings.
- 8.3 The Secretary shall have custody of the Seal. They shall be responsible for the keeping of the minutes and shall handle all general correspondence of the Association. They shall be responsible for the notification of the Board of all Board meetings.
- 8.4 The Referee In Chief shall be responsible for the recruitment of officials, arranging clinics, ongoing training and development opportunities, mentoring and regular evaluations of LMHA officials. They will assign officials for all LMHA games. They are responsible for reporting offences against officials to the Board and other such business concerning officiating.
- 8.5 The Coach Coordinator shall be responsible for coordinating all coaching activities, for communication between coaches and the Board and for ensuring that all coaches are aware of all pertinent clinics and obtain proper qualifications for coaching various levels of hockey. They shall distribute coach applications at the beginning of the season and set up a coach meeting prior to season to go over “Coach Code Of Conduct” and other information. The Coach Coordinator and the Board shall have the final say in coach selection.
- 8.6 The Equipment Manager shall be responsible for all equipment including purchase of, storing and keeping an inventory of all stock.
- 8.7 The Ice Ambassador shall be responsible for obtaining ice time, scheduling, re-scheduling exchange and cancellation of ice time.



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- 8.8 The Risk Manager shall be responsible for implementing, administering and evaluating the Association Risk Management Program.
- 8.9 The Registrar shall be responsible for the maintaining of a permanent record of all registration of players with the Hockey Canada Registry and the British Columbia Amateur Hockey Association.
- 8.10 The Female Hockey Coordinator shall be responsible for all female players and teams.
- 8.11 The duties of the Rep Team Coordinator shall be:
- a) to act as the Associations' representative to BC Hockey League.
  - b) to oversee the complete operation of the rep teams.
  - c) to act as the liaison between the Association and higher category in other associations
  - d) to provide the Registrar with a list of each team's players and officials along with their telephone numbers so they can be rostered as a carded team on the BC Hockey HCR program
  - e) to inform the Equipment Manager of equipment requirements
  - f) to recommend to the Coach Coordinator the appointments and dismissal of team officials.
- 8.12 The duties of the Tournament Coordinator are to work with the Ice Ambassador to establish tournament dates prior to each season based on teams and to be the liaison between incoming teams and the host team providing support as needed
- 8.13 The duties of the Media Relations Manager shall be:
- a) work with a representative from each team to communicate all team information in regards to games played and scores
  - b) based on information given, communicate to the local paper information regarding team activities within the Association
- 8.14 The duties of the Special Events Coordinator shall be:
- a) Work with each team in regards to events planned by teams and/or the Association
  - b) request the President to obtain Special Events Sanctions for all events within Lumby & District Minor Amateur Hockey Association

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- c) propose recommendations to the Executive to promote minor hockey programs in Lumby and area.
- 8.15 The Evaluator Team will consist of a minimum of three persons and should include the Coach Coordinator. These people will evaluate all players in the U7/U9 program. After the evaluation, they will decide which players will be in the respective divisions (U7, U9). The Evaluator Team will work with the Coach Coordinator to assign instructors to different groups within the U7/U9 Program (all coaches on these teams must be qualified/certified at the Coach Stream level) .
- 8.16 The Rep Evaluator will consist of a minimum of three persons and should include the Coach Coordinator. These people will evaluate all players in the U13, U15 and U18 divisions who are interested in trying out for a rep team. Evaluations will take place as necessary based on team declarations. All coaches assigned to the Rep teams must be qualified/certified at the Dev. 1 level.
- 8.17 The Appeals Committee will consist of a minimum of three individuals who are non-voting members who will hear appeals by players, Coaches or members on the decisions made by the President or the Members of the Board of Lumby and District Minor Amateur Hockey Association.

### **PART 9 – AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- 9.1 Amendments or alterations to the Bylaws may be made at the Annual or General Meetings. Any proposed amendments or alterations must be submitted to the Board in writing not less than twenty (20) days in advance of the Annual or General Meeting. The general membership is to be advised of the proposed amendment or alteration, not less than fourteen (14) days in advance of the Annual or General Meeting.
- 9.2 Any resolution or motion shall be deemed to pass, if a 75% majority vote of the members present in favor of such resolution or motion.

### **PART 10 - BORROWING**

- 10.1 The Association cannot exercise the right of borrowing power.

**PART 11 - REMUNERATION**

- 11.1 No voting members of the Board of Directors shall receive remuneration or other financial benefits for their service to the organization.

**PART 12 - DISSOLUTION**

- 12.1 Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations or organizations having a similar charitable purpose. This provision was previously unalterable.

**PART 13 – INDEMNITIES AND SECURITY**

- 13.1 Every Director or officer of the Society or other person who has undertaken or is about to undertake any liability on behalf of the Society and their heirs, executors and administrators will be, from time to time and at all times, indemnified and saved harmless out of funds of the society, from and against:
- a) All liability, costs, charges and expenses whatsoever which that Director, Officer or other person sustains or incurs in or from any action, suit or proceeding which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
  - b) All other liability, costs, charges and expenses which they sustain or incur in or about or in relation to the affairs of the society, except such liability, costs, charges and expenses as are occasioned by their own willful neglect or default.