

3. Procedure for General and Executive Meetings

Procedures for general and executive meetings required that in order to “Carry” a motion, the motion must be “seconded” and receive a majority of the votes cast, ~~in~~.

In order to ~~carry~~ “Carry” a “Special Resolution”, it must be “seconded” and a minimum of 75% of the votes cast must be “for” the resolution. Voting on motions may be done by secret ballot at the discretion of the Chairperson of the meeting.

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.

11. Officers

The officers of this Association will be:

~~a. Immediate Past President~~

~~b.a. President~~

~~c.b. 1st Vice President~~

~~d.c. 2nd Vice President~~

~~e.d. Secretary~~

~~f.e. Treasurer~~

~~g. Registrar appointed by the executive~~

~~h. Ice Ambassador appointed by the executive~~

~~i. Equipment Manager appointed by the executive~~

~~j. Coach Co-ordinator appointed by the executive~~

~~k. Referee in Chief appointed by the executive~~

~~l. Concession Co-ordinator appointed by the executive~~

~~m. Female Director appointed by the executive~~

~~n. Initiation Co-ordinator(s) appointed by the executive~~

~~o. Superleague Co-ordinator(s) appointed by the executive~~

~~p.f. Risk Manager appointed by the executive~~

~~q. Tournament Director appointed by the executive~~

and any other ~~appointed~~ elected positions as deemed necessary by the Executive Committee.

, including the Immediate Past President (by operation of their prior election to the position of President).

13. Duties of Officers

The Executive Committee

~~a. Immediate Past President~~

~~Shall serve as an advisor to the president to help maintain continuity from year to year. (This is a non-voting position.)~~

~~b.~~ President

Shall preside at all meetings of the Association with the usual privileges of this office.

~~eb.~~ Vice ~~President's~~ Presidents

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 for the remainder of the term. Shall serve on any committee of the Association at the discretion of the President.

~~dc.~~ Secretary

Shall record the minutes of all Special, Annual or executive meetings and have them signed by the President. Promptly and properly action to 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. The Secretary shall file any resolution, notice, list, return or other document required by the Society Act. Shall be responsible for the notification to the executive committee of all executive committee meetings.

~~ed.~~ Treasurer

To receive in the name of the Revelstoke Minor Hockey Association all funds which shall be deposited in a bank designated by the Executive Committee and pay all accounts promptly owing by the Association by cheque. To present an accurate monthly statement to the Executive Committee of accounts payable and accounts receivable. To 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. To present at the Annual General Meeting of the Association a detailed statement of the finances of the Association. To perform such other related duties as may be required.

e. Risk Manager

fResponsible for identifying, assessing and managing principal risks facing the Association. To maintain communication with the coach Co-ordinator and the Executive Committee. To communicate safety information to managers, coaches, Canadian Hockey Safety persons (CHSP), players and parents. Attend Risk Managements meetings on behalf of the Association.

The Executive Committee may determine that additional elected officers are necessary to carry out the following duties.

f. Immediate Past President

Shall serve as an advisor to the president to help maintain continuity from year to year. (This is a non-voting position.)

g. Registrar

Shall register all members of the Association. Shall be responsible for player registration and registration of Players, Coaches, Managers and anyone else necessary with BCAHA Mutual Aid Fund. Shall perform such other related duties as may be required.

gh. Ice Ambassador

Shall make arrangements for all exhibition, home and away games for all teams and work with, tournament directors to organize tournaments.

hi. Equipment Manager

Duties shall be the distribution, maintenance and collection of equipment owned by the Association. Purchasing of all new equipment. Current inventory of equipment.

ij. Coach Co-ordinator

To maintain an effective line of communication between coaches, the Association and the National Coaches Certification Program. To co-ordinate training programs for all coaches and team officials. To recommend to the Executive Committee the appointment of Team Coaches and Officials.

jk. Referee In Chief

To maintain an effective line of communication between the Referees, the Association and National Referees "Certification" Program. To co-ordinate training and evaluation programs for all Referees. To appoint Referees for all house, rep and exhibition games. To aid timekeepers with advice and necessary training programs.

kl. Concession Co-ordinator

To be responsible for the fulfillment of the concession contract. To operate a well run and organized concession for the time period as stated in the concession contract. To maintain a record of food and equipment inventories. To appoint members to help purchase and maintain inventory, schedule volunteers, provide floats and make deposits, clean and maintain the concession as required. To act as a liaison on behalf of the Association on concession lease agreements the Association may have entered into. To prepare a report for the monthly executive meeting and the Annual General Meeting. Perform such other related duties as may be required.

lm. Female Director

To maintain communication with the Coach Co-ordinator, Ice Ambassador and the Executive committee. To ensure the female team is registered in a female division. Attend meetings that pertain to the female division on behalf of the Association.

~~m~~n. Initiation Co-ordinator(s)

To maintain communication with the Coach Co-ordinator, Ice Ambassador and the Executive Committee. To ensure proper placement of all players according to their skill level. Attend Initiation program meetings on behalf of the Association.

~~n~~o. Superleague Co-ordinator(s)

To maintain communication with the Coach Co-ordinator, Ice Ambassador and the Executive committee. To ensure teams are registered in the Superleague program. Attend Superleague meetings on behalf of the Association.

~~e~~. Risk Manager

~~To maintain communication with the coach Co-ordinator and the Executive committee. To communicate safety information to managers, coaches, Canadian Hockey Safety persons (CHSP), players and parents. Attend Risk Managements meetings on behalf of the Association.~~

p. Tournament Director

To maintain communication with the Ice Ambassador and the Executive committee. To communicate tournament information to coaches and managers and help them apply to host tournaments. To ensure prompt sanctioning of tournaments when required. To help facilitate tournament organizers. To advertise upcoming Association tournaments to other associations.

16. Committees

a. Executive Committee

The Executive Committee shall be [comprised of positions a. through f of article 11 of these Bylaws](#) and is responsible for the efficient administrative operation of the Revelstoke Minor Hockey Association.

One of the Executive ~~Committees~~ [Committee's](#) main functions shall be to promote harmony, goodwill, and sportsmanship within the society and its affiliated organizations, while carrying out the "objects" as laid down in ~~this~~ [the](#) Constitution.

Executive Committee meetings are to be held monthly or more often during the playing season.

16. Committees

b. Disciplinary Committee

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

- i. ~~Chairman~~Chair as appointed by the Executive Committee
- ii. At least three members as appointed by the Executive Committee

Coaches or Managers shall inform the Disciplinary Chairman in writing whenever players intentionally or deliberately injure another player, use foul language ~~or~~, make threatening gestures, ~~or~~ fight with an official, officer ~~or~~, member of the Association, fan or on-looker, or when willful destruction is committed to Association or Arena equipment. Other instances of inappropriate behaviour shall be reported at the discretion of Divisional Manager.

~~Report in writing of coaches, managers, or other team officials and/or parent/guardian who disregards the rules of the game or Association and may as a result place the Revelstoke Minor Hockey Association in disrepute.~~

16. Committees

c. Appeals Committee

The Appeals Committee shall be comprised of the following officers and members [to hear appeals from disciplinary actions taken by:](#)

- i. ~~Chairman as~~Chair as appointed by the Executive Committee
- ii. At least 3 members as appointed by the Executive Committee

Both the ~~complainant~~Complainant and ~~respondent~~Respondent shall have the right to appeal the decision of the Disciplinary Committee. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Executive within 14 days of the complainant or respondent receiving the Disciplinary Committee's report.

The ~~appeals committee~~Appeals Committee shall follow the appeal policy procedure as set out in ~~the BCAHA Safety and Risk Management Manual and~~BC Hockey's Bylaws or, for exceptional cases, on policy voted on by the Executive Committee.

The decision of the Appeals Committee shall be final and binding. In extraordinary circumstances, and at its sole discretion, the Appeals Committee may abridge or extend the timelines in this policy.

19. Amendments to ~~By-Laws and Constitution~~ ~~and By-Laws~~

a. CHANGES OR AMENDMENTS TO ~~THIS~~THE CONSTITUTION AND THE BY-LAWS shall be effected by Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose upon a 75% majority of the members present and eligible to vote.

Notice Requirements

Changes or Amendments to By-Laws

b. Notice of Motion of the proposed changes or amendments to the ~~Constitution or~~By-Laws shall be made in writing to Executive at least twenty- one (21) days ~~previous to~~before the Annual General Meeting or Special General Meeting called for that purpose.

Changes or Amendments to Constitution

c. Notice of Motion of the proposed changes or amendments to the Constitution shall be made in writing to the Executive at least (45) days before the Annual General Meeting or Special General Meeting called for that purpose.

The Secretary shall give adequate notice of the purposed changes or amendments to the Constitution in the following manner:

- i. By publishing in the local newspaper thirty (30) days prior to the meeting the proposed changes and amendments.
- ii. By ~~hosting~~posting on the Revelstoke ~~minor~~Minor Hockey Bulletin Board prior to the meeting such proposed changes and amendments.
- c. The Constitution and By-Laws as herein contained shall supersede all previous Constitutions and By-Laws, and anything contrary to this Constitution and By-Laws shall be null and void.