

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

EXECUTIVE COMMITTEE

OPERATING PROCEDURES

25 July 2007

1.0 INTRODUCTION

The Association has established a number of committees which are intended to facilitate the effective and efficient delivery of its programs. The mandate of the Executive Committee and its Standing Committees as defined in the Association Bylaw (*pending*) and are presented in Appendix 1. These operating procedures are intended to:

- Elaborate on the direction provided by the Association bylaw;
- Establish the procedures which will guide the conduct of meetings; and
- Inform parties who wish to interact with the Executive Committee.

2.0 MANDATE

The Executive Committee is responsible for leading and overseeing the management of the affairs of the Association by:

- Establishing and reinforcing the Association vision, mission, and objectives;
- Providing strategic and policy direction;
- Ensuring the financial health of the Association;
- Ensuring that the Association has adequate human resources;
- Overseeing Association programs and operations; and
- Ensuring effective relations with the membership and the community.

3.0 MEMBERS

3.1 Operating Principles

The Executive Committee shall fulfill its mandate through the following operating principles:

- Listening to our Members

The Association exists to serve the collective needs and wishes of its members. Input will be sought from all members when developing Association policies. The Executive Committee will strive to meet the optimum needs of its members; recognizing that that it is not possible to meet the individual needs of all members.

- Working with our Partners

Effective partnerships - with sponsors, City administrators, arena staff, the Referees Association and other user groups - are fundamental to the effective delivery of our programs. We will respect our partners by striving to understand their perspectives and needs, sharing information with them, meeting our commitments to them and sharing our successes with them.

- Meeting our Commitments

Our effectiveness, as an organization, is established through the day-to-day decisions and activities of our executive, our administrative personnel and other volunteers. We must recognize the responsibilities which we assume and honor our commitments to our colleagues, our members and our partners.

- Communicating our Decisions

Communication is fundamental to meeting our commitments to our members and our partners. We will ensure that our operating policies, meeting results and day-to-day decisions are communicated in a timely and effective manner.

- Empowering our People

The Association is built on a foundation of enthusiastic and committed volunteers. Delegation is the key to organizational effectiveness. The Association will empower its volunteers by clearly defining their roles, delegating authority in accordance with these roles and acknowledging their contribution.

- Working Together

The Association is comprised of a small group of dedicated persons committed to the welfare of the children and youth who play hockey. We must focus our collective efforts on the success of the entire organization. Players first!

- Respect

We will work together in a manner which reflects the values we seek to instill in our children and youth.

2.3 Composition of the Board

The Committee consists of nine members including a President, Past President and seven additional Directors.

2.4 Term of Office (*pending amendment of the Bylaw*)

Each member is elected for a term of two years and may be reelected for additional terms. Four positions in addition to any position that has been vacated during the year shall be available for election each year.

The position of President shall be open for election every two years.

2.5 Attendance at Meetings

Members are expected to attend all committee meetings unless they have good cause not to do so. Members are expected to provide reasonable advanced notice to the President of their intent to be absent from a meeting.

2.6 Orientation of New Members

The Past President is responsible for orienting new members on their responsibilities as a member of the Executive Committee.

2.7 Removal from Office

A member may be removed from office at any time for cause ¹.

2.8 Vacancies and Replacement Members

A vacancy in the membership does not impair the right of the remainder to act. When there is a vacant position on the Committee, a replacement member may be appointed by the Executive Committee. The appointed member must stand for election at the next Annual General Meeting if she wishes to continue with the Committee.

2.9 Remuneration

Members of the Executive Committee are volunteers. As such, they are not compensated for their work with the Association.

2.10 Liability of Members

In discharging its duties and exercising its powers in good faith, the Executive Committee is not liable for any loss or damages that may occur.

3.0 MEETINGS

3.1 Call of Meetings

Meetings shall occur at the call of the President or at the request of a majority of the Directors.

3.2 Number of Meetings

Meetings shall be held at least once per month from September to April of each year and additional meetings may be held as determined from time to time. The Committee shall hold a sufficient number of meetings to ensure that it addresses its mandate in an efficient and effective manner.

3.3 Notice

Before each meeting, the President shall provide each Director with sufficient notice of the meeting together with the agenda of the business to be transacted at the meeting.

3.4 Establishing the Agenda

The meeting agenda is set by the Chair after reviewing briefing materials submitted in support of these items. Each item is reviewed to determine whether it requires further preparation, consultation or analysis before it can be addressed by the Executive Committee.

3.5 Written Submissions

Briefing materials and other documents submitted in support of an agenda item must be provided to the President at least five days prior to the meeting.

¹ “*For cause*” means for reasons which law and public policy recognize as sufficient for removal.

3.6 Request to Make Presentations

Any person or organization wishing to make a presentation to the Executive Committee must seek approval from the President to be placed on the agenda. The request should also indicate the nature of the presentation and an estimate of the time required.

3.4 Quorum

A *simple majority* of the Directors shall be quorum for a meeting of the Executive Committee.

3.5 Chair

If the President is absent from the meeting, the Executive Committee shall appoint, from among its members, a Director to preside over the meeting.

3.6 Rules of Order

All meetings of the Association shall be conducted according to Robert's Rules of Order except when superseded by the Association Bylaw, in which case the Bylaw shall take precedence.

3.7 Motions

Motions are required for all proposed Committee decisions. Each motion must be seconded and voted on before it becomes a formal decision of the Committee. All decisions must be duly recorded in the minutes of the meeting.

3.8 Financial Commitments

All financial commitments must be made in a manner consistent with Association policies and procedures.

3.9 Voting

Voting shall be as follows:

- a) all Directors, except the past president shall have a vote. The President shall vote only to break a tie vote.
- b) except where there exists a conflict of interest, no Director shall abstain from voting.
- c) questions shall be decided by a majority vote. In the event of a tie vote, the President must cast the deciding vote.
- d) voting shall be done by a show of hands unless a majority of the Directors approve a secret ballot.

3.10 Minutes of Meetings

The Director, Administration serves as secretary to the Executive Committee. The Director will ensure that:

- a) all members receive a complete package of briefing material for the meeting;
- b) resolutions, when required, are drafted for the review and approval of the Board;
- c) the proceedings of the meeting are properly recorded; and
- d) the proceedings of the meeting are circulated to the Committee members within three days of the meeting.

The minutes of all meetings shall, at a minimum, include:

- the date, time and location of the meeting;
- the names of members and observers present;
- the list of agenda items which were discussed;
- a succinct description of each item and a record of the relevant decision
- the record of decision shall include the name of the persons who moved and seconded the motion.

Minutes of all Association meetings shall be held with the Director, Administration and may be examined by Association members upon request.

3.11 Other Records

All other records of Association business including the proceedings of meetings, letter of agreements and other correspondence shall be held with the Director, Administration.

3.12 Notice of Decisions

Except in the case of confidential matters, all decisions made by the Committee during its meetings will be released to the members once the minutes have been approved. The minutes shall be placed on the Association website with five days of the meeting

3.13 Public Access

All Committee meetings are open to the public except in circumstances when the Board meets *in-camera* (in private). A notice of each meeting shall be placed on the Association website.

3.14 Meeting in Camera

All or part of a meeting may be conducted *in-camera* when the Committee considers that confidential or sensitive (intimate, financial, or personal) matters may be disclosed which might affect the interests of the Association or the person(s) affected.

Motions are required to begin and end an *in-camera* session.

3.15 Teleconferences

Committee members may participate by teleconference if the appropriate facilities are available.

4.0 OTHER COMMITTEES

4.1 Standing Committees

The Executive Committee shall establish Standing Committees, as required, to assist the Directors in the delivery of their responsibilities. The Standing Committees shall be subject to these operating procedures.

4.2 Ad hoc Committees

The Executive Committee may establish ad-hoc committees, from time to time, to address specific tasks. Ad hoc committees shall be subject to these operating procedures.

4.3 Director Responsibilities

A Director shall be assigned to chair each standing or ad hoc committee. A second Director shall be assigned to assist the chair in addition to any other persons who may be appointed.

4.4 Director Development

Each director will be expected to assume responsibility for a different standing committee during each year as a member of the Executive Committee. These rotating responsibilities are intended to increase their knowledge of the organization and enhance their personal development.

4.5 Vacancy

When a vacancy occurs on any committee, the Executive Committee may appoint a qualified individual to fill the vacancy for the remainder of the committee's term or the term of the position.

4.5 Removal

The Executive Committee may remove any member of any committee for just cause.

4.6 President Ex-officio

The President shall be an ex-officio (non-voting) member of all committees of the Executive Committee.

5.0 CONFLICT OF INTEREST

As the Association is reliant upon volunteers, parents of players often hold positions of authority within the organization. It is not possible to prescribe a remedy for every situation that could give rise to a real or perceived conflict. However, it is incumbent on all committees and Association officials to conduct their affairs in a manner which will sustain the confidence of the membership.

5.1 Guidelines to Prevent Conflict

All Association personnel shall:

- Maintain a clear focus on the roles and responsibilities of their elected or appointed position;
- Fulfill their assigned duties and responsibilities in a manner which considers the interests of the broadest number of members and the merits of each situation;
- Refrain from taking advantage of, or benefiting from, information obtained in the course of one's official duties that is not generally available to all members;
- Perform their duties and arrange their private affairs in a manner that will bear the closest member scrutiny;
- Refrain from using their position of office to assist private entities or persons where this would result in preferential treatment to any entity or person;
- Refrain from using Association property for anything other than Executive Committee approved activities; and
- Refrain from soliciting funds from any person or organization where such fundraising could place the member in a position of obligation incompatible with their Association duties.

5.2 Compliance

All Association personnel shall respect these guidelines by:

- Voluntarily declaring a potential conflict of interest in advance of the consideration of an issue or a decision;
- Withdrawing from activities or decisions that could place the member in a real, potential or apparent conflict of interest;
- Resolving the conflict, if it does arise, in favour of the broadest member interest; or
- Seeking independent advice, from the President or other members of the Executive Committee, with respect to the most appropriate course of action;

5.3 Committee Meetings

The review of the agenda, at the beginning of each meeting, shall include an opportunity for members to identify potential conflicts of interest.

6.0 CODE OF CONDUCT

All committee members are subject to and governed by the Association Code of Conduct.

7.0 GENERAL

7.1 Execution of Documents

The President and at least one other Director, appointed by resolution for that purpose, shall sign contracts, instruments and any other documents requiring the signature of the Executive Committee. All contracts, documents and instruments so signed shall be binding upon the Executive Committee without any further authorization.

7.2 Seal

The seal of the Association may be affixed to any contract, document, or instrument by an officer or such other person authorized by the Executive Committee to execute that contract, document or instrument.

7.3 Media Relations

Executive Committee meetings are open to the media except during *in-camera* sessions.

All information requests from the media shall be referred to the President who may refer the request to another member of the Committee or to an appropriate Association volunteer.

Generally, the President will be the spokesperson for the Association. Before dealing with a controversial matter, the President will seek the views of other Committee members.

7.4 Association Website

The Association website is maintained to provide members and public access to information on Association activities. All information posted on the Association website must be reviewed and approved by the

Executive Committee (policies, procedures, controversial subjects) or the Director, Administration (administrative matters) before being posted on the site.

Appendix 1. A Summary of the mandates of Association Committees.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for the overall direction and operations of the Association including:

- a) Establishing and reinforcing the Association mission, vision, objectives;
- b) Establishing strategic and policy direction for the Association;
- c) Ensuring the financial health of the Association;
- d) Ensuring that the Association has adequate human resources;
- e) Overseeing Association programs and operations;
- f) Ensuring effective relations with the membership and the community.

STANDING COMMITTEES

League Program Committee is responsible for the overall operations of the League Program consistent with Association policies and procedures.

Development Program Committee is responsible for the overall operations of the Development Program consistent with Association policies and procedures.

Development Team Committee is responsible for the overall operations of the Development Teams consistent with Association policies and procedures.

Administration Committee is responsible for the overall administration of Association programs including registration, scheduling, internal communications and maintenance of equipment and supplies.

Finance Committee is responsible for the overall management of Association finances including registration, sponsorship and fundraising revenue; control of expenditures and program planning.

Sponsorship and Fundraising Committee is responsible for the overall management of sponsorship and fundraising for the Association.

Special Events Committee is responsible for the organization and administration of special events including Association tournaments and the year-end awards ceremony.

Disciplinary Committee is responsible for undertaking disciplinary actions consistent with Association policies and procedures.

COMMITTEE OF THE WHOLE

The Committee of the Whole is responsible for considering overarching operational issues, which arise from time to time, and providing advice and recommendations to the Executive Committee.

AD HOC COMMITTEES

Ad hoc committees may be established, from time to time, to consider specific issues on behalf of the Executive Committee.