

SOUTH OKANAGAN MINOR HOCKEY ASSOCIATION



CONSTITUTION & BY-LAWS

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Table of Contents

Item **Page**

Section One – Constitution	
Article 1 – Name of Society	3
Article 2 – Purpose of Society	3
Article 3 – Location of Society	3
Article 4 – British Columbia Amateur Hockey Association	4
Article 5 - Dissolution	4
Section Two – By-Laws	
By-Law 1 - Interpretation	5
By-Law 2 - Membership	6
By-Law 3 - Player Registration Fees	7
By-Law 4 - Meetings	8
By-Law 5 - Voting	9
By-Law 6 – The Officer’s Duties and Powers	10
By-Law 7 - The Committee’s Duties and Powers	12
By-Law 8 – Appeal Procedure	16
By-Law 9 – Borrowing	16
By-Law 10 - Auditor	17
By-Law 11 - Insurance	18
By-Law 12 – Amendments to the Constitution and By-Laws	18

CONSTITUTION

ARTICLE 1

Name of the Society

This organization shall be known as the South Okanagan Minor Hockey Association, here in after called the “Association”.

ARTICLE 2

Purpose of the Society

The purposes of the Association are:

- (1) To promote and encourage good citizenship and sportsmanship among members of the Association.
- (2) To establish, maintain, conduct and promote among the members of the Association and others an active interest in amateur hockey.

ARTICLE 3

Location of the Society

The operations of the Association are to be chiefly carried out within our prescribed boundaries and in the Towns of Oliver and Osoyoos, British Columbia.

This provision is alterable.

ARTICLE 4

British Columbia Amateur Hockey Association

The South Okanagan Minor Hockey Association shall be affiliated with the British Columbia Amateur Hockey Association.

This provision is unalterable.

ARTICLE 5

Dissolution

In the event of dissolution of the Association, the funds and assets of the Association after the satisfaction of its debts and liabilities shall be given or transferred to such organization promoting the same purpose as this Association and may be determined by the members at the time of dissolution.

This provision is unalterable.

BY-LAWS

BY-LAW 1 *Interpretation*

- 100 In these By-Laws, unless the context otherwise requires:
- (a) “Directors” mean the Directors of the Association for the time being.
 - (b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it.
 - (c) “registered address” of a member means his address as recorded in the register of members.
- 101 Words importing the singular include the plural and visa versa; and words importing a male person include a female persona and a corporation.

BY-LAW 2 *Membership*

- 200 The following shall be members of the Association:
- (a) any parent or guardian of any player registered with the Association.
 - (b) any person over the age of 19 who is actively involved in the general work of the Association.
 - (c) membership shall be open to all irrespective of sex, age, creed or colour.
- 201 Every member shall uphold the Constitution and comply with these By-Laws, Rules and Regulations.

- 202 Membership shall expire on June 30th following the date of admittance. Thereafter, membership expires on June 30th of each year.
- 203 A person shall also cease to be a member of the Association:
(a) by delivering a resignation in writing to the Secretary of the Association or
(b) on his death or
(c) on being expelled.
- 204 A member may, at the discretion of the Executive, cease to be a member of the South Okanagan Minor Hockey Association upon notification from the Executive 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 By-Laws of the Association.
- 205 All members are in good standing except a member who has failed to pay his current fees or any other subscription or debt due and owing by him to the Association and he is not in good standing so long as the debt remains unpaid.
- 206 As an honour, the highest that may be bestowed by the Association, any member who has served the Association for at least ten years and rendered outstanding and meritorious service in accordance with Article 2 of this Constitution may be elected an Honorary Member at an Executive Meeting of the current season, and confirmed at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of other members.
- 207 Nominations for Life Membership must be submitted in writing to the Executive, signed by a member in good standing, detailing the service for which the honour is bestowed.

BY-LAW 3

Player Registration Fees

- 300 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 the British Columbia Amateur Hockey Association for membership and/or Mutual Aid registration.
- 301 The Executive Committee shall have the discretionary power to waive player registration fees in exceptional circumstances.

BY-LAW 4

Meetings

- 400 The Annual General Meeting of the Association shall be held on or before April 30th in each year. Notice of the Annual General Meeting or notice of any Special General Meeting shall be advertised in the local newspapers of the South Okanagan at least fourteen (14) days prior to the date of the Annual General Meeting or Special General Meeting.
- 401 Executive Committee meetings shall be held monthly and at the call of the President.

402 A quorum for Executive meetings shall consist of 60% of the members of the Executive and a quorum for an Annual General Meeting or General Meeting shall consist of fifteen (15) members of the Association.

403 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

404 The order of business at the Annual General Meeting shall be:

- (a) Reading of the minutes of the last Annual General Meeting and action thereon
- (b) Reception of credentials
- (c) Correspondence
- (d) Treasurer's report
- (e) Reports of Committees
- (f) Unfinished business
- (g) Election of Officers and Directors
- (h) Appointment of Auditor
- (i) New business
- (j) Adjournment

BY-LAW 5

Voting

- 500 At the Annual General Meeting and all General Meetings of the Association, every member present is entitled to one vote. Proxy votes shall not be permitted.
- 501 The President shall also have a casting vote in the event of a tie.
- 502 At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot. If a secret ballot is requested by any member a simple majority of those members present must support the request. The question shall be decided by a simple majority of those present.
- 503 Decision shall be by majority of votes cast, except as otherwise provided in the By-Laws.

BY-LAW 6

The Officer's Duties & Powers

- 600 All Officers of the Association shall be Directors.
- 601 The Officers of the Association shall be: the Immediate Past President, President, the two (2) Vice Presidents, Secretary, Treasurer and two (2) Directors as appointed by the Executive from the Directors elected.
- 602 Nominations for the various Officers of the Association shall be made by a nominating committee appointed by the Executive and headed by the Past President prior to the

Annual General Meeting. Nominations may also be made from the floor of the Annual General Meeting.

- 603 **PRESIDENT:** The President shall preside at all meetings of the Executive Committee, General and Annual Meetings, and shall perform the duties usual to the office of the President.

It shall be the duty of the President, immediately after the close of the Annual General Meeting to:

- (a) set the date of the first Executive and General Meetings
- (b) appoint a Finance Committee
- (c) appoint a Discipline Committee
- (d) appoint a Governance Committee

The President shall have the power to suspend any team, player, team official, referee or member for ungentlemanly conduct on or off the ice, abusive language to any officials or failure to comply with the South Okanagan Minor Hockey Association Constitution, By-Laws and Regulations pending review of the incident by the Discipline Committee.

- 604 **VICE PRESIDENTS:** There shall be two (2) Vice Presidents – one (1) representing the North area of the Association and one (1) representing the South area of the Association.

The First (1st) Vice President shall represent the area opposite to that of the President. The First (1st) Vice President shall, in the absence of the President, have all the power and perform all the duties of the President.

The Second (2nd) Vice President shall, in the absence of the First (1st) Vice President and the President, have all the power and perform all the duties of the President.

605 **SECRETARY:** The Secretary's duties shall be to record the minutes of all meetings of the Association, whether Executive, General or Annual.

The Secretary shall have custody of the monthly minutes and other books and records of the Association.

The Secretary shall be responsible for all correspondence and any other related duties required.

606 **TREASURER:** The Treasurer shall be responsible for maintaining a proper set of books to record financial transactions of the Association.

The Treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual General Meeting.

The Treasurer shall hold their position for a two year term.

607 **DIRECTORS:** The Directors shall perform such duties and chair such committees as directed by the President.

BY-LAW 7

The Committees Duties & Powers

700 The Standing Committees of the Association shall be:

- (a) Executive Committee
- (b) Finance Committee
- (c) Discipline Committee
- (d) Appeals Committee

701 All Standing Committees shall vote by a show of hands. Decisions will be by a simple majority of votes cast. In the

event of a tie the Chairman of such Standing Committee shall have a vote.

702 **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of sixteen (16) members in total. Ten (10) members are duly elected for a one (1) year term and the President, 1st Vice-President, 2nd Vice-President, Treasurer and Secretary are elected for a two (2) year term, at the Annual General Meeting. The Executive Committee shall consist of the eight (8) Officers of the Association (Past President, President, two (2) Vice Presidents, Secretary, Treasurer and two (2) Directors) plus eight (8) Directors. The President, 1st Vice-President, 2nd Vice-President, Treasurer and Secretary will be designated in reference only as “Major Executive” positions for clarity.

President and Treasurer will be elected at Annual General Meetings when the last digit of the year of the meeting is even. 1st Vice-President, 2nd Vice-President and Secretary will be elected at Annual General Meetings when the last digit of the year of the meeting is odd. If a position becomes vacant as a result of these elections, the vacant position must be elected at the same Meeting and the term of the position will become reduced accordingly.

Past-President will serve as an Executive Committee member for one year following their term as President.

703 **The duties of the Executive Committee shall be:**
(a) to fill vacancies that occurs on the Executive.
(b) that the Executive Committee shall have the power to borrow or raise or secure payment of money in such a manner as a majority of the Executive Committee see fit providing it is within the budget.
(c) to suspend and/or take such disciplinary action that may be deemed necessary against any team, player, team official, referee, or Association member refusing to accept or obey the ruling of the Executive.

(d) 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 conducts tending to impair his usefulness as a member of the Executive.

(e) to appoint the coaches and team officials for the various teams in the Association.

(f) to appoint a person or persons to fulfill the following positions: Registrar, Equipment Manager, Coach Coordinator, Referee in Chief, Ice Ambassador, Divisional Directors, Risk Manager and to appoint any other committees as deemed necessary.

704 **The duties of the Registrar shall be:**

(a) the registering of all members of the Association.

(b) player registration and the registration of all these players with the British Columbia Amateur Hockey Association and the BCAHA Mutual Aid Fund.

705 **The duties of the Equipment Manager shall be:**

(a) the distribution, maintenance and collection of equipment owned by the Association.

(b) the purchasing of all new equipment as approved by the Executive Board.

706 **The duties of the Coach Coordinator shall be:**

(a) to maintain an effective line of communication between the coaches, the Association and the National Coaches Certification Program.

(b) recommend to the Executive Committee the appointment of team coaches and team officials.

(c) to coordinate training programs for all coaches and team officials.

707 **The duties of the Referee in Chief shall be:**

(a) to maintain an effective line of communication between referees, the Association and the National Referees Certification Program.

(b) to coordinate training programs for all referees.

(c) to coordinate the appointment of referees for all House League, Rep team and Exhibition games and his appointment shall be final.

(d) to aid timekeepers with advice and necessary training programs.

708 **The duties of the Ice Ambassador shall be:**

(a) to obtain ice time.

(b) the scheduling, rescheduling, exchange and cancellation of ice time.

(c) to approve ice time for BC Minor Hockey league games or exhibition games through the Divisional Directors prior to scheduling the game.

709 **The duties of the Divisional Directors shall be:**

(a) to oversee all teams in his division(s).

(b) to recommend to the Coach Coordinator the appointment and dismissal of team officials.

(c) to inform the equipment manager of equipment requirements.

(d) to approve all out of town exhibition games for teams in his division(s).

(e) to coordinate the allocation of players, the switching of players and the dismissal of players from teams within his division(s).

(f) to provide the Registrar with a list of each team's officials and players along with their telephone numbers.

710 **The duties of the Risk Manager shall be:**

(a) to address safety concerns and make sure they are adhered to for personal liability of the Directors.

711 **FINANCE COMMITTEE:** The Finance Committee shall consist of the Treasurer of the Association who shall be the Chairman, **one (1) Officer of the Association** and two (2) Executive members appointed by the President at the first Executive meeting.

- 712 **The duties of the Finance Committee shall be:**
(a) to review the finances and expenditures of the Association and recommend to the Executive Committee any course of action which they may deem advisable.
(b) to prepare and circulate a provisional budget of the proposed operations for the upcoming year at the Annual General Meeting.
- 713 **DISCIPLINE COMMITTEE:** The Discipline Committee shall consist of the First (1st) Vice President of the Association who shall be Chairman and four (4) Executive members appointed by the President at the first Executive meeting. One of these shall be the Referee in Chief.
- 714 **The duties of the Discipline Committee shall be:**
(a) to review decisions of the President made under By-Law 6, Section 603.
(b) to review all misconduct penalties (ten minute, game, gross, match) and checking from behind penalties assessed players and team officials of the South Okanagan Minor Hockey Association and to suspend and/or take disciplinary action that may be deemed necessary against such individuals for incidents not ruled upon by the BCAHA for an evident pattern of disrespect for the rules.
- 715 **APPEALS COMMITTEE:** The Appeals Committee shall consist of the Officers of the Association.
- 716 **The duties of the Appeals Committee shall be:**
(a) to hear appeals from decisions made by the Discipline Committee as made under By-Law 7.
(b) the Appeals Committee may to re-admit any team, player, team official, referee or member or uphold or modify any decision made by the Discipline Committee under By-Law 7.

717 **GOVERNANCE COMMITTEE:** The Governance Committee shall consist of one (1) Vice-President of the Association who shall be Chairman and four (4) Executive members appointed by the President at the first Executive meeting.

718 The duties of the **Governance Committee** shall be: (a) to review structure and functioning of the Association and recommend changes or amendments to By-Laws or Policies through a formal Notice of Motion to be voted on by the membership at the Annual General Meeting, when necessary.

BY-LAW 8

Appeal Procedure

800 **Appeal Committee**

(a) any team, player, team official, referee or member may appeal any decision of the Discipline Committee.

(b) any appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Discipline Committee.

(c) the appeal shall be dealt with by the Appeals Committee within seven (7) days of receiving the written appeal.

801 **Executive Committee**

(a) any team, player, team official, referee or member may appeal the decision of the Appeals Committee to the Executive Committee of the Association.

(b) any appeal to the Executive Committee by the aggrieved party shall be in writing outlining all the particulars pertaining to the case and shall be delivered to

the Secretary of the Association within seven (7) days of being notified of the decision of the Appeals Committee.
(c) the appeal will be heard at the next Executive meeting.

BY-LAW 9

Borrowing

- 900 In order to carry out the purposes of the Association the Directors may, on behalf of and in the name of the Association raise or secure the payment or repayment of money in the manner they decide.
- 901 The members may, by special resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General Meeting.
- 902 SOMHA will hold a surplus of no less than \$25,000.00 in a term deposit.

BY-LAW 10

Auditor

- 1000 The first auditor shall be appointed by the Directors who shall also fill all vacancies occurring in the office of auditor.
- 1001 At each Annual General Meeting the Association shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next Annual General Meeting.
- 1002 An auditor may be removed by ordinary resolution.
- 1003 An auditor shall be promptly informed in writing of appointment or removal.

- 1004 No Director and no employee of the Association shall be an auditor.
- 1005 The auditor may attend general meetings.

BY-LAW 11

Insurance

- 1100 The Association may purchase and maintain insurance for the benefit of any or all Directors, Officers, employees or agents against personal liability incurred by any such person as a Director, Officer, employee or agent.

BY-LAW 12

Amendments to the Constitution and By-Laws

- 1200 Resolutions to amend or alter the Constitution or By-Laws can only be made at a Special or Annual General Meeting.

BY-LAW 13
Fiscal Year-End

- 1301 The Fiscal Year-End date for the Association shall be June 30.