

# **Constitution**

Kimberley Minor Hockey Association

Constitution and By-Laws

(Amended May 2016)

## **SECTION ONE**

### **CONSTITUTION**

#### **Article 1 Name**

The name of the organization is the "Kimberley Minor Hockey Association."

#### **Article 2 Purposes**

The purposes of the Association are to encourage and foster among players, coaches and citizens at large, both good sportsmanship and citizenship.

To maintain and encourage interest and activity in Minor Hockey.

To encourage and promote competition for the members.

To be responsible for all ice time where Kimberley Minor Hockey Association players are involved.

#### **Article 3**

As an unalterable provision of this Constitution this Society shall be affiliated with the British Columbia Amateur Hockey Association and shall operate in a manner consistent with British Columbia Amateur Hockey Association Constitution, By-Laws, Regulations and Rules.

## **SECTION TWO**

### **BY-LAWS**

Definition: The Kimberley Minor Hockey Association for the purposes of the By-Laws shall be known and hereinafter referred to as "The Society."

#### **By-Law 1 Operational Guidelines**

Kimberley Minor Hockey shall operate within the guidelines of the Kimberley Minor Hockey Policies and Procedures manual, providing such operation shall not be contrary to BC Hockey, the Societies Act, and the Kimberley Minor Hockey Constitution.

This manual shall be available to all members and shall be placed in a conspicuous location for membership to access

#### **By-Law 2**

It is an unalterable provision of the Constitution that the members of the Society shall not have any interest in the property or assets of the Society ceasing to exist and upon dissolution of the Society and after payment of all debts and liabilities, the remaining and residual property shall go, be paid and made over to a registered and recognized charitable organization in Canada.

#### **By-Law 3 Membership**

Membership shall be open to all life members, executive committee, other elected and appointed officials, players and player's parents/guardians as well as any person who is actively involved in the general work of the Society and subscribes to the Society, Constitution and By-Laws.

Membership shall be valid for the current playing season.

The playing season shall be considered beginning on September 1st and ending on August 31st of the following year.

A person shall cease to be a member of the Society:

- By delivering his resignation to the Secretary of the Society or by mailing or delivering it to the address of the Society.
- By ceasing to subscribe to the Society on an annual basis.
- On his/her death or in the case of a corporate dissolution.
- On being expelled.
- On having been a member not in good standing for 12 consecutive months.
- A member may be expelled by a special resolution of the members passed by a 75% majority at a general meeting.

The notice of special resolution shall be accompanied by a brief statement of the reason or reasons for the proposed resolution.

The person who is the subject of the proposed resolution shall be given the opportunity to be heard at the general meeting.

All members are in good standing except a member who has failed to pay his current debt due and owing by him/her to the Society and he/she is not in good standing so long as the debt remains unpaid.

#### **By-Law 4 Meetings**

The Annual General Meeting shall be held in the spring of each year.

General or Special Meetings may be called by the President or by the Board of Directors and said meeting shall be held within 21 days.

No subject shall be discussed or considered at any special meeting except that specified in the notice.

Monthly meeting shall be held to acquaint the members with business of the association, business of BC Hockey, rule changes, league commitments, and to facilitate information transfer from members to executive, and from executive to membership.

Following the monthly meeting a Director's Meeting shall be held to conduct the business of the association.

These meetings may cease for a designated off-season break

A quorum for a Directors' Meeting shall consist of the majority of the Board of Directors and only the directors are entitled to vote.

### **By-Law 5 Voting**

Voting privileges are extended to all members in "good standing."

At the Annual General Meeting and all General Meetings of the Society, every member present is entitled to one vote. No proxy votes will be permitted.

The president shall cast the deciding vote in the event of a tie.

At all meetings of the society, voting shall be done by a show of hands unless the meeting decides on a ballot.

Decision shall be by simple majority (51%) except as otherwise provided in the By-Laws and the Societies Act.

Only those persons holding memberships two weeks prior to any meeting of the Society, shall hold voting privileges at that meeting or hold office.

### **By-Law 6 Officer—Duties and Powers**

All directors shall be elected at the Annual General Meeting. The director holding the office of President shall be elected for a two year term. All other directors are per the Policy and Procedure manual.

The board of directors shall consist of the Immediate Past President, President, Vice President, Secretary, Treasurer, Registrar, 1 Director at Large, Volunteer Director, Equipment Director, Risk Management Director, Coaching Director, Fundraising Director, Ice Director, East Kootenay League Rep, Director of Female Hockey

### **Past President**

The Past President shall be a full voting member of the Executive, providing he/she is in "good standing" with the Society, and shall act in an advisory capacity at all meetings of the Executive. He/she may also accept appointments as required.

In the absence of a Past President, two Director at Large positions will be filled.

### **President**

The President shall preside at all meetings. He/she shall see that the general policy and objectives of the Society are carried out and generally supervise the business of the Society.

The President, within the jurisdiction of the Society, shall have the power to:

Interpret the Constitution and By-Laws as required.

- a.) Call all meetings as set forth in By-Law 4.
- b.) Exercise the powers of the Executive in case of emergency.
- c.) Suspend clubs (teams), players, or team officials, subject to ratification at the next Executive Meeting.
- d.) Sit on any committees as an advisor, if required.
- e.) Approve the tournament rules for all tournaments hosted by the Society, and his or her (or a designate that must be a director) signature must appear on the rules page of the tournament program.

### **Vice President**

The Vice President shall, in the absence of or at the request of the President, preside at meetings.

The Vice President shall carry out duties as requested by the President.

### **Secretary**

The Secretary shall keep an accurate record of the proceedings at all meetings, carry on correspondence and generally perform all duties usual to a secretary.

- a) He/she shall notify the board of directors of the time and place of the meetings.
- b) Shall post a notice at the rink of all general meetings, one-week prior.
- c) Shall publish notice of the Annual General Meeting at least two weeks prior.
- d) Shall file an annual report of Constitution and by-law changes to the Registrar of Companies within thirty (30) days after each Annual General Meeting.

### **Treasurer**

The Treasurer shall have custody of all funds, keep accurate records and provide an audited financial statement for the Annual Spring Meeting.

### **Director At Large**

The Director at Large shall attend Director's meetings, and shall support the board of directors as necessary. They shall help to formulate plans and policies. The director at large shall act as member or chairperson of committees appointed by the President.

### **Registrar**

The Registrar shall keep a record of all players; be responsible for the registration of all players, in both BC Hockey and the National Insurance Program. He/she shall be responsible for all claims to be certain they are properly completed and Association copy filed for reference. He/she shall be responsible for registration of Society members.

### **By-law 7 Program Coordinators—Duties**

#### **Ice Director**

Shall schedule and coordinate the allotment of ice provided to the Society by the City of Kimberley. She/He shall attend the East Kootenay League scheduling meeting to facilitate ice for league commitments. The Ice Coordinator will present teams ice usage

bills and shall be responsible for notifying the treasurer of monies owed by teams/individuals.

### **Referee-in-Chief**

The Referee-in-Chief shall encourage as many interested persons as possible to attend a Referee's School. He or she shall be responsible for the provision of referees for all Rep games by request of the President or Official in charge of games and teams.

### **Equipment Director**

The Equipment Director shall keep an accurate inventory of all equipment and provide such a report at the Annual General Meeting. Shall ensure that all equipment is kept secure. Is responsible for any equipment loaned out to any individual or other association that does not come under the jurisdiction of the Society. Is responsible for providing an estimated budget for the replacement, upkeep and repair of all equipment.

### **Coaching Director**

The Coaching Director is responsible for appointing the Coach Selection Committee, subject to ratification by the 75% majority of the Board of Directors. The Committee shall consist of no less than three persons excluding the Coaching Director, who shall act as chairman and cast a deciding vote in the event of a tie.

### **Fundraising Director**

As Per the Guidelines in the Current Policies Manual.

### **Risk Management Director**

As Per the Guidelines in the Current Policies Manual.

### **East Kootenay Representative**

As per the Guidelines in the Current Policies Manual.

### **Volunteer Director**

The Volunteer Director is responsible for creating the necessary committees to facilitate fundraising. This will include ensuring that the fundraising duties are carried out by the responsible parties. As well this position will carry a vote regarding the regular business of the association.

### **Director of Female Hockey**

As Per Guidelines in the Current Policies Manual

### **By-law 8 Finances**

The funds required by the Society shall be obtained by whatever means the Board of Directors deems necessary and at their discretion.

The signing officers for the Society shall be the President, Treasurer, and Registrar.

Commercial advertising will be allowed on players' sweaters, subject to the Society's approval.

All monies received shall go into general revenue of the Society and no team may raise money without approval of the Kimberley Minor Hockey Association's Board of Directors.

### **By-law 9 Registration and Fees**

The Society shall set the dates for registration of players when deemed appropriate by the directors under the advisement of the Registrar. The date will be set with sufficient time to register the maximum number of players for the upcoming season.

The registration form shall have space for the following minimum information; name, date of birth and age; physical defects (if any).

No player will be allowed on the ice until he is registered, he has paid full fees, as set by the Society's Board of Directors, and is wearing mandatory equipment as laid down in the Hockey Canada regulations.



Refunds of fees paid must be registered in writing and shall be considered by the Board of Directors.

Annual player fees shall be set by the Board of Directors each year prior to registration dates and reflect the estimated operating costs of the Society.

### **By-law 10 Hockey Canada National Insurance Program**

The only people who are covered by the National Insurance Program are those individuals registered as Hockey Canada Participants (players, officials, coaches, trainers, named volunteers and staff). A facility or individual may be added to the policy as “Additional Insured” for a specified event, and that event only. All due diligence by the association shall be paid to conform to the National Insurance Program.

### **By-law 11 Division Representatives**

He/she shall arrange team personnel in his/her division to obtain as even a balance as possible in the House League.

He/she shall arrange player transfers between House and Rep teams in consultation with Rep team and House team coaches.

### **By-law 12 Conduct of Players and Officials**

Kimberley Minor Hockey shall adopt the principles outlined in BC Hockey’s TEAM First Initiative.

Team officials shall be responsible for the conduct of all players, whether on or off the ice, and at all times when under the Society’s jurisdiction.

No Minor Hockey players shall smoke, drink, use banned substances, engage in illegal behavior or use abusive language while under the Society’s jurisdiction.

Decisions made by the executive of the Society, Hockey Canada or BC Hockey must be respected at all times by all players, members and team officials (including, but not limited to team managers, assistant managers, head coach, team coach, assistant team coach and team safety person (trainer)) their authority acknowledged

Players wishing to register a complaint against any Minor Hockey official shall do so in writing and the signed letter shall be dealt with by the Appeals Committee. An Appeals Committee will be appointed by the current Board of Directors as deemed necessary.

Abuse of City of Kimberley property or the Society's equipment will not be tolerated.

City of Kimberley employees shall be treated courteously and with respect for their authority in Arena matters.

Minor Hockey players shall not be allowed on the ice while any other groups are using the ice surface or while the Arena employees are cleaning the ice surface.

All officials and registered players shall be governed by Hockey Canada, BC Hockey and the East Kootenay Minor Hockey Association and the Kimberley Minor Hockey Association Rules and Regulations.

### **By-law 13 Coaches and Managers**

62a) All coaches, assistant coaches, managers, assistant managers, safety persons (trainers) must be aware that the team they represent is part of the Society and as such they are subject to the authority of the executive in all aspects of team management including, but not limited to fiscal property

It shall be the immediate duty of any coach or manager to ensure that adequate medical attention is given to any player when injured.

It shall be the responsibility of each Coach or Manager to be certain that an Injury Report form is properly filed in the event of a player injury

All coaches and managers shall be responsible for their team equipment, repairs and return of equipment and locker keys at the end of each season.

Coaches and Managers will be responsible for all transportation and billeting for the home and away games.

Coaches should give pre-game and pre-practice instruction before the team's allocated ice time to assure that maximum ice usage is achieved. Coaches may agree to use their allotted game times with a portion for instruction and the balance for the game. Full ice will be used at all times in the Atom, PeeWee and Bantam divisions.

All Coaches shall endeavor to give each player equal ice time whenever possible.

Rep team Coaches shall pick their team manager with approval to be given by the Board of Directors.

Rep team Coaches shall pick their players from ALL registered players in their division and every player must have an opportunity to try out for a Rep team. It is understood that Rep and House team Coaches may transfer players in an attempt to obtain the best possible team to represent the City of Kimberley and the Kimberley Minor Hockey Association.

### **By-law 14 Player Movement**

All player movement must be in accordance with CHA and BCAHA rules and the Society guidelines.

No move of more than one division will be allowed.

Parents or guardians that feel that their child should play in a higher division must apply in writing to the executive within 14 days following the first practice of the season. A decision will be made within two weeks. The applicant will practice in his or her age division while the application is under study.

A player movement committee will be appointed and will confer with the coaches of the two effected teams and will consult with an independent evaluator, considering the following,

- Safety issues
- Skill levels
- Team numbers
- Benefit to both leaving and receiving teams

The decision of the committee will be forwarded to the executive for final approval. If a player receives approval for movement this decision will expire at the end of the season and said player will register in his or her age division the following year. Any executive or committee member whose child applies to move teams will not vote on this issue. The decision is final and non-appealable. Voting will be by secret ballot.

The use of affiliate (uncarded) players by a carded team is prohibited in accordance with BC Hockey regulations unless otherwise ruled upon by the East Kootenay Minor Hockey Association with the approval of the BC Hockey.

The use of carded players on a house team is subject to the approval of the Board of Directors. Any House team using a carded player for any games scheduled with any team that is outside the jurisdiction of the Society shall be required to attain the approval of

that team's Coach prior to the start of the game(s)

The use of overage players is subject to the approval of the East Kootenay Minor Hockey Association membership. A list of overage players is to be given to the East Kootenay District Director at the commencement of each playing season for which the use of overage players is approved. The use of an overage player for any game should be so noted on the score sheet prior to the start of the game.

#### **By-law 15 Team Activity**

No team shall leave the Kimberley District to play a game or enter a tournament without the permission of the Society's President.

Any Kimberley Minor Hockey Association team playing out of the Zone or Province of British Columbia shall abide by all the rules laid down by Hockey Canada and BC Hockey and permission to travel must be obtained by the Society's President and the East Kootenay Minor Hockey Association President.

#### **By-law 16 Minor Hockey Week**

The Society shall take part in Minor Hockey Week and arrange special events.

#### **By-law 17 Play Sponsor**

The Society shall find a sponsor for any boy or girl wishing to play hockey but is unable to afford fees.

#### **By-law 18 Referee's Dues**

The Society shall pay the dues for all Level I and II referees attending a referee's clinic. The dues for Level III and above shall be paid only at the discretion of the Board of Directors.

#### **By-law 19 Changes to Bylaws**

The by-laws of the Association shall not be altered or added to except by a special

resolution.

### **By-law 20 Minutes of Meetings**

Minutes of all Annual, Special or Directors' Meetings shall be entered in the respective minute books by the Secretary and shall be signed after approval thereof by the members (only those present during said meeting) at the next succeeding meeting, by the President and Secretary.

### **By-law 21 Special Insurance**

The registration form for each player shall show a separate charge for a litigation surcharge. This amount will be adjusted each year to cover the actual cost of the insurance. These funds shall be used to purchase insurance to protect the executive of the Society from civil action, caused by any action, decision or interpretation of rules, regulations or bylaws from governing bodies, while the executive is conducting the business of operating the association within legal and moral guidelines