



**BYLAWS OF THE VANDERHOOF AND DISTRICTS
MINOR HOCKEY ASSOCIATION**

**Vanderhoof Minor Hockey Association
PO Box 42
Vanderhoof, BC
V0J 3A0**

April 11, 2018

Vanderhoof and Districts Minor Hockey Association
Bylaws

Table of Contents

Bylaw 1: Location	3
Bylaw 2: Affiliation	3
Bylaw 3: Membership	3
Bylaw 4: Annual General Meeting and Special Assemblies	4
Bylaw 5: The Board of Directors	4
Bylaw 6: Election of Officers	5
Bylaw 7: Duties of Elected Officers	5
The President shall	5
The Vice President shall	5
The Secretary shall	5
The Treasurer shall	6
The Registrar shall	6
Bylaw 8: Appeal Procedure	6
Bylaw 9: Rules of Order	7
Bylaw 10: Borrowing	7
Bylaw 11: Auditing	7
Bylaw 12: Seal of the Association	7
Bylaw 13: Manner of Amending Constitution and Bylaws	7

Bylaw 1: Location

- a. The operations of the Association are to be chiefly carried on in the District of Vanderhoof.

Bylaw 2: Affiliation

- b. As an unalterable provision of these bylaws, this Association shall be affiliated with BC Hockey.

Bylaw 3: Membership

- a. Full membership is open to any person who is a participant in minor hockey in the area of Vanderhoof, British Columbia and any parent of any participant aforesaid or any person prepared to make some contribution to the cause of minor hockey and are from of Vanderhoof, British Columbia upon his or her making application to the Board of Directors and upon the Board of directors approving same.
- b. Any person who, in the opinion of the Board of Directors, merits honorary or associate membership in the Association shall be eligible for admission as such.
- c. Only those members with full membership as provided for in clause a) above and who are the full age of nineteen (19) years shall have voting privileges.
- d. Members in clause b) above shall not exceed in numbers those members in clause a) above.
- e. No members of the Association shall, in his individual capacity, be liable for any debts or liabilities of the Association.
- f. Every member shall uphold the Constitution and comply with these by-laws, rules and regulations.
- g. The annual membership fee shall be included in the registration fee and shall be such sum affixed by resolution of the Board of Directors. The fee shall be payable at the date determined by the Board of Directors.
- h. Any member wishing to withdraw from membership in the Association may do so upon notice in writing to the Board of Directors.
- i. Membership shall expire each year at the Annual General Meeting.
- j. The Board of Directors may, at a duly called Board of Directors meeting, expel or suspend any member whose conduct is improper, as determined by the Executive and is likely to compromise the aims and objectives of the Association; and this status shall remain so until the Board of Directors may decide to place him back in good standing.
- k. Any voting member, upon serving reasonable notice, may inspect the records of the Association at the registered office of the Association.
- l. The records of the Appeals Committee may be of a personal nature and are therefore available only to the Board of Directors and the appellants.

Bylaw 4: Annual General Meeting and Special Assemblies

- a. An Annual General Meeting of the Association shall be held April of each calendar year at a time and place near or in the town of Vanderhoof to be determined by the Board of Directors and all members in good standing shall be entitled to attend and shall have full voting rights.
- b. Notice shall be given to all members at least fourteen (14) days prior to the date of the Annual General Meeting.
- c. Special assemblies may be called from time to time by the Executives for the purpose of transacting special business of the Association, but such special assemblies shall not be for the purpose of electing officers or amending the by-laws of the Association. Attendance and voting rights at such special assemblies are to be consistent with 2 a) above.
- d. Notice shall be given by the Executive to all members in good standing prior to a special assembly. Notice of a Special General Meeting shall be advertised through email or social, local media prior to the date of the Special General Meeting, and the purpose for holding such a meeting shall be stated in the notice aforesaid.
- e. A quorum for a duly called Annual General Meeting or special assembly shall be 10% of the full membership in good standing duly registered as attending such assembly.
- f. Voting by proxy shall not be permitted at any meeting of the Association.

Bylaw 5: The Board of Directors

The President, Vice President, Secretary, Registrar and Treasurer shall constitute the Executive and shall have the responsibility of carrying out the affairs of the Association on a day-to-day basis. Decisions taken by the Executive shall be reviewed by the remaining the Board of Directors at its next meeting.

- a. The Board of Directors shall consist of the Executives and the following; six (6) Divisional Managers, Transportation Manager, Way and Means, Equipment Manager, Risk Manager, Head Coach, Referee in Chief, Female Coordinator, Ice Coordinator, Webmaster and Statistician as elected at the Annual General Meeting, and the immediate Past President.
- b. The Executive shall be responsible for:
 - Overseeing the operations and decisions of the Executive, including the hiring and dismissal of any person(s) employed by the Association, if applicable.
 - The general policies/procedures of the Association.
- c. The Board of Directors shall perform such duties and chair such committees as directed by the President.
- d. The Board of Directors meetings shall be called by the Executive upon reasonable notice, and at such meetings a simple majority of the Board of Directors shall constitute a quorum.
- e. Decisions of the Executive require the support of a simple majority of the Board of Directors present and voting. In the event of a tied vote the President, or in his absence, the Vice President shall be entitled to cast a deciding vote.
- f. If any Executive and/or the Board of Directors shall resign his office, or without reasonable excuse absent himself from three (3) consecutive Executive meetings, or withdraw or be expelled from the Association or otherwise cease to be a member of the Association, the Board of Directors shall declare his office vacant and shall appoint a successor from the full members of the Association to hold office until the next Annual General Meeting.
- g. The Association may, for cause, remove any Executive and/ or the Board of Directors before the end of his elected term by a special resolution of the Association passed by a majority of not less than three-fourths (3/4th) of the members entitled to vote as are present at a meeting called for that purpose and with a quorum for such meeting being fifteen (15).

Vanderhoof and Districts Minor Hockey Association
Bylaws

- h. The Board of Directors shall serve without remuneration, and the Executives shall not receive directly or indirectly any profits from their position as Executives but may be paid expenses incurred by them in the performance of their duties.

Bylaw 6: Election of Officers

- a. At the Annual General Meeting the following officers shall be elected to the Executive by a simple majority of votes cast by secret ballot: President, Vice President, Secretary, Treasurer and Registrar. These officers shall hold office for a term of one (1) year and may be re-elected.
- b. The Association's outgoing President of the immediate preceding year shall automatically be a member of the Executive for (1) year after completed term.
- c. In addition to those persons mentioned in paragraph a) several officers shall be elected each year by a simple majority of votes cast by secret ballot or appointed if not elected at the AGM. These officers shall hold office for a term of one (1) year and may be re-elected. They will be known as the Board of Directors.
- d. Any member of the association nineteen (19) years of age and over who is present at the Annual General Meeting may stand for office.
- e. Nominations for the various offices of the Association shall be made from the floor of the Annual General Meeting or in writing from a member in good standing to the President where that member is unable to attend the Annual General Meeting due to health reasons or prior commitments.
- f. No officer may hold more than one position in a given year that is either voted or by appointment.

Bylaw 7: Duties of Elected Officers

The President shall

- a. Preside over all meetings of the Association, the Board of Directors, and the meeting of Executives and shall be the senior officer responsible for the general operation and administration of the association.
- b. Be a member of all committees and shall have a vote at all meetings of the Association, the Board of Directors and the Executive. That vote would be exercised only in the event of a tie.
- c. Hold office until replaced at an Annual General Meeting or the office becomes vacant through resignation, incapacity, or death.
- d. Attend and represent VMHA at Northwest District meetings and BC Hockey AGM.

The Vice President shall

- a. Perform all the duties of the President if the President is unable to act due to absence or other incapacity.
- b. Other duties assigned by the President or the Board of Directors.

The Secretary shall

- a. Attend all meetings of the Association, the Board of Directors and the Executive and shall assure that accurate records of the proceedings of all such meetings are kept.
- b. Make available, on request copies, of the minutes of all Board of Directors and Executive meetings to any member in good standing.
- c. Have custody of the books and minutes of the Association.
- d. Communicate with the membership as required.
- e. Ensure a current copy of the VHMA Constitution and Bylaws, Policies and Procedures Manual is available on the VMHA website, or has printed copies available.

Vanderhoof and Districts Minor Hockey Association
Bylaws

The Treasurer shall

- a. Receive all monies paid to the Association and be responsible for the proper accounting of such funds.
- b. Have prepared a financial statement each year for presentation to the membership at the Annual General Meeting.
- c. In conjunction with the Divisional Manager, set entry fees to cover the costs of ice time and on-ice officials.
- d. Provide Team Managers with statements of balance.
- e. Receive and send all mailings and ensure PO Box is regularly checked.

The Registrar shall

- a. Be responsible for the registration of all players for the records of the Society into different divisions operated by the Association.
- b. Receive and certify all documents submitted on behalf of the players and teams applying for registration in the VHMA and forward same to the BC Hockey Office.
- c. Look after the insurance or Mutual Aid requirements in relation to hockey players registered with VMHA and forward same to the BC Hockey office.
- d. Be responsible for all required registration of players with different leagues that players of the Association play in, including without limitation, the Northwest District Amateur Hockey Association, BC Hockey and Hockey Canada.
- e. Inform coaches, managers and safety persons of the epect system.
- f. Provide Divisional Managers with lists of all players, guardian names, addresses, and telephone numbers after the final registration date.

Bylaw 8: Appeal Procedure

- a. The Association shall have set up an Appeals Committee consisting of five (5) persons, always provided that:
 1. The committee consists of a mixture of males and females, and a minimum of three (3) will sit on each appeal.
 2. Two (2) Board of Directors members will sit on the committee along with three (3) independent observers of the Association selected at the time an appeal is received.
 3. Honorary members are eligible to serve on this committee.
 4. No coach or members of the Executive shall be eligible to be appointed to this committee.
- b. The Appeals Committee shall be charged with the responsibility of receiving and investigating written and signed appeals brought to it by any member of the Association and shall forthwith deliver its findings and recommendations in writing to the Board of Directors with respect to same.
- c. Any member may appeal a decision of the Board of Directors pertaining to an appealable circumstance to the Appeals Committee by notice in writing within seven (7) days of being notified of the decision by the Executive.
- d. Appealable circumstances are:
 1. Membership
 2. Disciplinary Action
 3. Player Classification
 4. Registration

Vanderhoof and Districts Minor Hockey Association
Bylaws

- e. An appeal by an aggrieved party shall be in writing to the President of the Association and shall:
 - 1. Outline the nature of the grievance
 - 2. Present particulars pertinent to the grievance and
 - 3. Identify the desired corrective action for the consideration of the committee.

Bylaw 9: Rules of Order

- a. Roberts Rules of Order shall be the official rules of order of the Association except where the Constitution and By-Laws of this association are inconsistent with those rules of order. In such instance the Constitution and By-Laws take precedence.
- b. The Constitution and By-Laws of Northwest District Hockey Association shall form part of the Constitution and By-Laws of the Vanderhoof and Districts Minor Hockey Association and where a conflict arises between the three, the Vanderhoof and Districts Minor Hockey Association Constitution and By-Laws shall take precedence.

Bylaw 10: Borrowing

The Association may borrow on its credit upon a resolution of the Board of Directors and may issue one or more debentures upon special resolution by the members approving same.

Bylaw 11: Auditing

The books, accounts, records, documents, and vouchers of the Association shall be audited upon request by a duly qualified accountant appointed by the Board of Directors. The fiscal year of the Association shall begin on April 1st of each calendar year and end of March 31st of the following year. A financial statement shall be prepared on an annual basis for presentation to the membership at the Annual General Meeting.

Bylaw 12: Seal of the Association

- a. The Board of Directors may adopt a seal which shall be the common seal of the Association.
- b. The common seal of the Association shall be under the control of the Executive and the responsibility for its custody and use shall be determined by the Executive.

Bylaw 13: Manner of Amending Constitution and Bylaws

The Constitution and By-Laws of the Association shall not be altered or added to except by a special resolution of the Association passed by a majority of not less than three-fourths (3/4th) of the members present at an Annual General Meeting.