

KITIMAT MINOR HOCKEY ASSOCIATION

CONSTITUTION

(Revised March 2023)

1. **NAME:**
The name of this Society shall be: "Kitimat Minor Hockey Association".
2. **PURPOSE:**
The purpose of this Society shall be:
 - (a) to promote and encourage good citizenship and sportsmanship among the members of the Society,
 - (b) to establish, maintain, conduct and promote an active interest in minor hockey.
3. The Society shall recognize and be governed by the Constitution and By-laws of Hockey Canada and the British Columbia Amateur Hockey Association in so far as they do not conflict with the aims and objectives, and the by-laws of the Kitimat Minor Hockey Association.
4. The Society shall be non-profit, non-sectarian and non-political in its aims.
5. Any profit or other gains received by the Society shall be used for the sole purpose of promoting the Society's objectives and goals.
6. In the event of winding up or dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts/liabilities shall be given or transferred to such organization promoting the same purpose as this Society, or any charity as may be determined by the members of the Society at the time of winding up or dissolution.
7. The provisions of clauses 3, 4, 5, 6 and 7 are unalterable in accordance with the Society Act.

KITIMAT MINOR HOCKEY ASSOCIATION

BY-LAWS

PART 1 - INTERPRETATION

1. In these By-Laws unless the context otherwise requires:
 - a) "Directors" means the Officers and Directors of the Society 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.
2. Words importing the singular include the plural and vice-versa, and words importing a male person include a female person.

PART 2 - MEMBERSHIP

1. There are no membership fees but being registered with Kitimat Minor hockey gives a membership in the Society.
2. The following will be given membership
 - a) ONE parent or guardian of a player.-
 - (a) any person over the age of nineteen who is registered with Kitimat Minor Hockey and active in the general work of the Society.
3. Every member shall uphold the Constitution and comply with these By-Laws.
4. A member shall be deemed to be in good standing, when registration is with Kitimat Minor Hockey is complete.
5. A member is not in good standing, when either Part 2, Section 4 are not completed.
6. Any member who has served this Society for at least ten years and rendered outstanding service in accordance with Part 2, Section 2 of these By-Laws, may be elected an Honorary Life Member at any Executive meeting. Honorary Life Members shall be accorded all rights and privileges of other members.
7. Nominations for Honorary Life Membership must be submitted in writing to the Executive Board signed by a member in good standing, detailing the service for which the honour is bestowed.
8. Membership shall run from June 1st - May 31st following year.
9. A person shall also cease to be a member:
 - (a) by delivering his resignation in writing to the Secretary of the Society;
 - (b) on his death;
 - (c) on having his/her membership revoked

10. The membership of any person or body whose conduct or attitude is considered to be detrimental to the best interest of the Society may be revoked at any time by a two-thirds majority vote of the Executive Board.
11. Members that have had their membership revoked by the Executive Board have the right to appeal through the Kitimat Minor Hockey Appeal procedure.
12. Voting privileges are granted after registration is completed by the Registrar.

PART 3 - MEETING OF MEMBERS

1. The Annual General Meeting of the Society shall be held during the month of April in each and every year, such date to be set by the Executive Board.
2. Every General Meeting other than the Annual General Meeting shall be an Extraordinary General Meeting.
3. For the months of May to April inclusive, the Society shall meet at a time and place in accordance with these By-Laws.
4. The Executive Board may, when they think fit, convene an Extraordinary General Meeting.
5. The accidental omission to give notice to, or the non-receipt of a notice by, any members entitled to receive notice does not invalidate proceedings at that meeting.
6. When ten percent of the members call for a Special General Meeting, that meeting must be held within twenty-one days of such notice being received in writing by the President. Only business for which the meeting was requested will be carried out.

PART 4 - PROCEEDINGS AT GENERAL MEETINGS

- 1) At any Annual General Meeting, the following shall be the Order of Business:

a) Roll Call	f) Amendments to Constitution/By-Laws, P & P
b) Adoption of Minutes as circulated	g) Election of Executive Officers
c) Annual Reports	h) Correspondence
d) Financial Report	i) New Business
e) Old Business	j) Adjournment
- 2) The quorum for an Annual General Meeting shall be 11 members including the Executive Officers then in office. The quorum for a General Meeting shall be 10 members including Executive Officers.
- 3) No business other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a time when a quorum is not present at an Annual General Meeting.
- 4) If at any time during an Annual General Meeting there ceases to be a quorum present, business then in progress, shall be suspended until there is a quorum present, or until the meeting is adjourned or terminated.
- 5) In case of an equality of votes the Chairman shall not have a second or deciding vote in

addition to the vote he is entitled to as a member and the proposed motion shall not pass.

- 6) Members in good standing shall have one vote at all Annual General meetings and all General Meetings to a maximum of ONE vote per family, regardless of how many children they have in KMHA.
- 7) Voting shall be by show of hands.
- 8) There shall be no voting by proxy.
- 9) At the Annual General Meeting the Executive Board shall place before the Society:
 - a) a statement of revenues and expenditures;
 - b) the Annual Reports of the Directors & Officers.
- 10) Copies of all Statements and Reports referred to in Part 4, Section 9 shall be made available to all members:
 - a) attending the Annual General Meeting;
 - b) on request after the Annual General Meeting.
- 11) All meetings of the Society and of its governing bodies and all other matters of practice and procedure not otherwise herein specified shall be governed by Roberts Rules of Order.
- 12) Agenda must be posted on the KMHA website and through the KMHA general e-mail, 7 days prior to the General Meeting and 14 days prior to the Annual General meeting.

PART 5 - DIRECTORS AND OFFICERS

- 1) The Executive Officers shall be nine (9) in number and consist of the following:

(a) President	(b) Past President
(c) First Vice President	(d) Second Vice President
(e) Secretary	(f) Treasurer
(g) First Director-at-Large	(h) Second Director-at-large
(i) Head Coach	(j) Registrar
(k) Risk Manager	
- 2) The Directors shall be 14 in number and be appointed by the Executive Officers as follows:

(a) Referee-in-chief	(b) Equipment Manager
(c) Ice Scheduler	(d) Divisional Managers (8)
- 3) The Standing Committees of the Society shall be:

(a) Finance Committee	(b) Discipline Committee
(c) Nominating Committee	(d) Ad Hoc Committees
- 4) The Executive Board shall consist of the Executive Officers listed in Part 5, Section 1 and the appointed Directors listed in Part 5, Section 2.
- 5) The Executive Board may exercise full powers to carry out the work of the Society subject to the provisions of:
 - a) all laws affecting the Society;
 - b) the By-Laws of the Society;
 - c) rules, that are not in contradiction with these By-Laws, which are made from time to

time by the Society in General Meetings.

- 6) One-half of the Executive Officers shall retire at the Annual General Meeting, when their successors shall be elected. President, Second Vice President, Secretary, and Second Director-at-large shall retire on odd years. First Vice President, Treasurer, First Director-at-large and Head Coach shall retire on even years.
- 7) Election of Officers may be by acclamation, otherwise it shall be by secret ballot.
- 8) Separate elections shall be held for each office.
- 9) If no successor is elected, this position must be filled before start upcoming season.
- 10) The Executive may, at any time, and from time to time, appoint a member as an Officer to fill a vacancy on the Executive Board.
- 11) An Officer so appointed shall hold office only until the conclusion of the next following Annual General Meeting of the Society but is eligible for re-election at that meeting.
- 12) The Past President's position shall be filled by the former President at the Annual General meeting when he ceases to be President or at the next following Annual General Meeting should he cease to be President mid-term.
- 13) The appointed Directors shall retire at the Annual General Meeting but may be re-appointed.
- 14) Any Director, who, by reason of their conduct, performance of their duties, or their attitude is deemed unsuitable for their position, shall, upon direction of the majority of the Executive Board of Kitimat Minor Hockey, be approached by 2 executive members and be notified of the inappropriateness of their conduct. If more than one such incident takes place, the individual may be asked to tender their resignation, or have their membership revoked. That vacancy will then be filled as provided for in part 5, Section 2 and 10 of these By-Laws.
- 15) The membership may, by special resolution, remove a Director before the expiration of his term, and may elect a successor to serve until the next Annual General meeting.
- 16) The Finance Committee shall consist of the Treasurer, who shall be Chairman, the 1st and 2nd Directors at Large, and Ice Scheduler and any other member appointed by the Chairman.
- 17) The Discipline Committee shall consist of the 1st Vice President or, if seat is vacant, an Executive Board member appointed by the President, who shall be Chairman and shall consist of the Chairman and four or more other persons who are Minor Hockey Association Members. Members will be appointed by the 1st Vice President and approved by the executive Board.
- 18) At least four weeks prior to the Annual elections the President will appoint a Nominating Committee.
- 19) Ad Hoc Committees shall be named by the Executive Board or President, as required, to carry out special assignments, duties or projects of the Society.
- 20) Minutes of all committee meetings shall be kept and forwarded to the Kitimat Minor Hockey Secretary. These minutes can be made available upon request to other attending parties.

PART 6 - ELIGIBILITY

- 1) No person shall be eligible for election as a holder of elected office within the Society unless he is a person in good standing within the Society.
- 2) Removal from office "could" be deemed automatic should an Executive Board Member have THREE CONSECUTIVE unexcused absences from meetings the Executive Board.

PART 7 - PROCEEDINGS OF EXECUTIVE BOARD

1. The Executive Board may meet together at the places they think fit and regulate their meetings and proceedings as they see fit.
2. The quorum for Board Meetings shall be a majority of the Board members.
3. The President shall chair all meetings, but if the President is not present, the First Vice-President shall act as Chairman. If neither are present, then the Board members present may appoint one of their number to act as Chairman.
4. The Secretary will convene a meeting of the Executive Board at the request of any Board member, at any time.
5. The Board members may delegate some, but not all of their powers to committees as they see fit.
6. Any committee formed shall report any business at the next meeting of the Executive Board.
7. The members of a committee may meet and adjourn as they think proper.
8. Questions arising at a meeting of the Directors shall be decided by a majority of votes.
9. In case of an equality of votes, the President shall not have a second or deciding vote.
10. A Motion, in writing signed or approved by e-mail, by all the Board members and placed with the minutes of the Board meeting, is as valid and effective as if regularly passed at an Executive Board meeting.

PART 8 - DUTIES OF OFFICERS, DIRECTORS AND COMMITTEES

1. The President shall:
 - a) be the Chief Executive Officer of the Society and shall supervise the other Officers in the performance of their duties;
 - b) preside at all meetings of the Society and of the Executive Board
 - c) exercise the powers of the Executive in case of emergency;
 - d) be one of two designated signing officers for B.C.A.H.A. for release of players, etc..
 - e) be one of the three signing officers of the Society.
 - f) be a Director of the Skeena Valley League
- 2) The First Vice-President shall carry out the duties of the President in his absence, as well as:
 - a) oversee the operation of Rep teams and B Teams;
 - b) approve all rep & B team schedules, exhibition and tournament games;
 - c) approve all rep team fundraising
 - d) act as a liaison between the Society and any higher category teams in town.
 - e) be a Director of the Skeena Valley League
- 3) The Second Vice-President shall carry out the duties of the President during the absence of the President and the First Vice-President as well as:
 - (a) Oversee the operation of all House teams;
 - (b) Liaison between Executive Board and Divisional Managers;
 - (c) Co-ordinate all aspects of Annual Awards
- 4) The Treasurer shall:
 - a) be responsible for financial records, including books of account, necessary to comply with the Society Act;
 - b) render financial statements to the Executive Board, Members and others when required;
 - c) act as Chairman of the Financial Committee;
 - d) be one of the three signing officers of the Society.
- 5) The Secretary shall:
 - a) Receive and communicate the correspondence of the Society;
 - b) issue notices of meetings of the Society and the Executive Board ,
 - c) have custody of all records of the Society except those required to be kept by the Treasurer of the Society;
 - d) keep minutes of all meetings of the Society and the Executive Board,
 - e) maintain a Register of all Members of the Society;
 - f) register members of the Society;
 - g) be responsible for making amendments to the Constitution and Policy & Procedure Manuals upon completion of the hockey season and prior to the start of the new season and submitting all proper forms for reporting as per the Societies Act;
 - h) be one of the three signing officers of the Society;
 - i) be one of the two designated signing officers for the B.C.A.H.A. for release of players etc..

- 6) The 1st Director-at-Large shall:
 - a.) be an advisor to the Executive Board on matters of the operation of the Society from the standing of the participants.
 - b.) be sponsorship Co-ordinator for the Society
- 7) The 2nd Director at Large shall:
 - a.) Co-ordinate all fundraising activities for the Society.
 - b.) Co-ordinate yearly team photos
- 8) The Past President shall attend all meetings following his term of office as President and shall lend his experience to the Executive and President to ensure the smooth transition of office.
- 9) The Head Coach shall:
 - a) maintain an effective line of communication between coaches, the Society and the Coaches Certification Program;
 - b) participate in the selection and appointment of team coaches;
 - c) coordinate training and evaluation programs for all team coaches.
 - d) Oversee the conduct of all coaches
- 10) The Referee-in-Chief shall:
 - (a) maintain an effective line of communication between officials, the Society and the National Referees Certification Program;
 - (b) coordinate training and evaluation programs for all officials;
 - (c) Supply volunteer timers/scorers with necessary training;
 - (d) Oversee the conduct of all officials.
- 11) The Equipment Manager shall:
 - (a) distribute, maintain, mark and collect the equipment owned by the Society;
 - (b) purchase all new equipment.
 - (c) Prepare an asset list & inventory by April 1st of every year for the Treasurer per the Society Act Regulations.
 - (d) Prepare and submit an equipment budget to Finance Committee by April 30th for the following season.
- 12) The Registrar shall:
 - (a) Accept registration and register all players on line with the BCAHA;
 - (b) register all players with the British Columbia Amateur Hockey Association Mutual Aid Fund.;
 - (c) shall send all player registration cards to B.C.A.H.A.
 - (d) Process all Mutual Aid Claims;
 - (e) Produce team lists for Distribution
- 13) The Divisional Mangers shall:
 - (a) oversee all teams playing in their division including reporting any serious issues that arise;
 - (b) work with the Head Coach for the selection and training of House team coaches;
 - (c) acquire, distribute and return equipment through the Equipment Manager;
 - (d) produce and distribute schedules for all ice times, including all out of town exhibition games and tournaments;
 - (e) coordinate all player movement in their division;
 - (f) provide the Registrar with a list of each teams officials (including personal information

- and players and update with any changes throughout the season;
 - (g) coordinate or appoint a Co-ordinator for the annual tournament for their division
 - (h) ensure fair and equal treatment of all players in his division;
 - (i) ensure that the aims and objectives of the Society are being met, the most notable being "equal ice time" for all house players;
 - (j) liaison with Ice Scheduler
- 14) The Ice Scheduler shall:
- (a) obtain ice time;
 - (b) schedule, reschedule, exchange and cancel ice time;
 - (c) allocate ice time for visiting teams through the First Vice-President for Rep. & B Teams and the Divisional Managers for house teams.
- 15) The Risk Manager shall:
- (a) be responsible for implementing, administering, and evaluating the association's risk management programs including Personal Information Checks, HCSP and Medical History Forms.
- 16) The duties of the Financial Committee shall be:
- (a) review the finances and expenditures of the Society and recommend to the Executive Board any course of action;
 - (b) prepare and circulate a budget of the proposed operations for the coming year, to be approved by the Membership at the September General Meeting.
 - (c) determine registration fees such that they cover actual costs for all players in KMHA as per tiered fee structure.
- 17) The duties of the Discipline Committee shall be:
- (a) to hear and determine suitable disciplinary action for all infractions which would normally result in suspension;
 - (b) to hear and determine disciplinary action for any other action or activity which is deemed to be detrimental to the aims and objectives of the Society Act the British Columbia Amateur Hockey Association.
- 18) The duties of the Appeals Committee shall be:
- a) the committee shall be made up of 3 people selected by the President, they may be non-executive members of the public and do not have to be Minor Hockey Association Members;
 - b) review decisions of the Discipline Committee in those instances where these decisions have been appealed;
 - c) conduct their affairs as per the "Appeals Procedure".
- 19) APPEALS PROCEDURE
- a) An appeal must be submitted in writing, outlining all particulars pertaining to the case, and accompanied by a \$50.00 fee (cash, money order, or certified cheque) payable to the Society and submitted to the Secretary or President of the Association within 7 days of the disciplinary committee decision. The Appeals Committee will then be formed;
 - b) All selections must be free of conflict of interest - i.e., relatives or parents with players on the team or in the Division in question will be removed by the President and alternate member will be appointed;
 - c) The Appeal Committee will only review a decision or hear an appeal under one of the

following conditions:

- i) New evidence not used in the original hearing can be presented which may have an effect on the decision.
 - ii) An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
 - iii) An appeal may be filed on the grounds that the decision of the original hearing was too severe.
 - iv) An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.
- d) The appeals committee will meet and render a decision within 7 days;
 - e) Whoever is filing the appeal should be asked to present his view of the incident to the appeals committee in the privacy of a meeting room. The committee may draw from all avenues to get the facts;
 - f) The committee will then hear all evidence which supports or rejects the appeal.
 - g) Supporters or rejecters will present their testimony individually, then leave. A statement, handwritten and signed is also acceptable;
 - h) The committee will come to a decision on only the evidence presented;
 - i) The chairman will communicate all actions taken by the appeals committee to those involved by telephone within 48 hours and will follow up in writing within 1 week;
 - j) The Society shall retain the \$50 if the appeal was dismissed. If the appeal is upheld or the discipline is reduced, the monies shall be returned to the appellant immediately;
 - k) All notes and/or minutes are to be kept in the files of the Society. They shall remain in confidence and may only be looked at by the President as it may help in future appeals; under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.
 - l) In the event the appellant is dissatisfied with the decision of the appeals committee. He shall have the right to appeal that ruling to the Elected Officers;
 - m) Such appeal must be submitted in writing within 4 days to the Secretary or President. The \$50.00 registration fee previously paid will remain with KMHA pending the outcome of the Elected meeting;
 - n) The Elected Officers shall retain the \$50.00 if the appeal was dismissed. If the appeal is upheld or the discipline is reduced, the monies shall be returned to the appellant.
 - o) The Elected Officers will meet within 7 days and the appellant, Discipline Committee chairman and appeals committee chairman will attend the meeting. The appellant will be invited to speak first;
 - p) The President will communicate all actions taken by Elected Officers to those involved by telephone within 48 hours and will follow up in writing within 1 week;
 - q) In the event the appellant is dissatisfied with the decision of the appeals committee & the Elected Officers they have the right to appeal such decision to the BCAHA appeal committee as per BCAHA by-laws.
 - r) In the event the appellant is dissatisfied with the decision of the BCAHA, they have the right to appeal such decision to the Hockey Canada "National Appeals Committee";
 - s) When an appeal is filed, there shall be no stay of any suspension imposed which is the subject of the appeal.

- 20) The duties of the Nominating Committee shall be:
- a) to encourage qualified individuals to run for office;
 - b) whenever possible locate at least two candidates for each office;
 - c) present a list of candidates at the Annual General Meeting at which time nominations from the floor will be accepted.
- 21) The duties of the Ad Hoc Committees shall be:
- a) to carry out special assignments, duties or projects of the Society.

PART 9 - BORROWING

- 1) The Society shall have no borrowing power.

PART 10 - FINANCES

1. No Board Member shall be remunerated for being or acting as a Board member, but a Board Member shall be reimbursed for all authorized expenses necessarily and reasonably incurred by him while engaged in the affairs of the society as per local guidelines to be reviewed & set at the Annual General meeting each April.
2. No amount in excess of \$2000.00 may be spent on the sole authority of the Executive Board.
3. The signing Officers of the Society shall be the President, Secretary, and the Treasurer any two of which may sign cheques and negotiable instruments. Documents signed by these Officers shall have full force and effect of the authorization of the Society.
4. The incoming Executive Board shall distribute to all those present at the September General Meeting of the Society, a proposed budget, for the Society, for the current fiscal year. The discussion and acceptance of this budget shall be the first item of business at the September General Meeting.
5. The Fiscal year of the Society shall commence on the first day of May in any year and shall conclude on the 30th day of April of the year next following.
6. The funds of the Society shall be held on deposit in a local branch of any Canadian Chartered Bank and shall be expendable or withdrawable only by means of cheques signed by the Officers specified in Part 10, Section 3.
7. The Executive Board shall be empowered to invest any excess funds of the Society in securities designated by the Trustees Act.

PART 11- NOTICES TO MEMBERS

1. Notice shall be give to a member by the KMHA general e-mail and will be posted on the KMHA website and KMHA newsletter.
2. Notice of a General Meeting shall be given to every member shown on the Register of Register of Members list.
3. Notice of General Meetings shall be given 7 days notice and the Annual General Meeting shall be given 14 days notice prior to each meeting.
4. Notice of General Meetings and the Annual General Meeting shall be give two weeks prior to each meeting.

PART 12- CONSTITUTION AND BY-LAWS

1. On being admitted to membership, each member is entitled to a copy of the Constitution and By-Laws of the society. The C&B is posted on the KMHA website or the Society will him a hard copy without charge.
2. Amendments or alterations to the Constitution or By-Laws may be made at any Annual General Meeting. Notice of such amendments must be forwarded to the President or Secretary in writing at least 30 days prior to the Annual General Meeting.
3. Inspection of the books and records of the Society, may be done by members in good standing at a place to be arranged by the Board member responsible. Members wishing to inspect the books and records of the Society must give 7 days notice in writing to the President. The books and records of the Society must be available for inspection within 14 days of such notice being received by the President.
4. Any amendments or changes of the Constitution or By-Laws of the Society made at the AGM of this society shall take effect on the date of acceptance by the Registrar of Companies as being in compliance with the Society Act.