

Victoria Racquet Club Minor Hockey Association

Constitution & By-Laws

What Are The Constitution & By-Laws?

The constitution contains the guiding principles and foundation on which the association was founded. All by-laws and policies must conform to the constitution.

The constitution is a legal agreement between the association and its members, and provides the legal authority for the association to exist as a registered society.

The by-laws provide the legal basis and requirements to which the association operates, and all policies enacted by the association and implemented by the association must follow the requirements set out in the association by-laws.

Changes to either the constitution or by-laws are only permitted at annual or special general meetings of the membership, where seventy-five percent of those in attendance vote to approve the changes.

Evolving Documents

The sport of hockey continues to evolve, locally, provincially, nationally and internationally. Each hockey season brings different challenges to the association, and shifting demographics, changing facilities and changes in higher level governance requires that the association continually meet these changes in the best interest of the association.

The association constitution and by-laws, as well as the policies enacted by the association must provide the flexibility required to meet these challenges and changes.

The constitution and by-laws within this document, as well as the policies of the association must continue to evolve, and therefore be considered a living document of the association.

Constitution

Article 1 – Organization

This organization shall be known as the Victoria Racquet Club Minor Hockey Association, hereinafter referred to as the 'Association'.

Article 2 – Objectives

The objectives of the Association are:

- a. To promote and encourage good citizenship and sportsmanship among the members of the Association;
- b. To establish, maintain, conduct and promote an active interest in amateur hockey among the members of the Association and others.

Association By-Laws

By-Law 1 – Location

The operations of the Association are to be chiefly carried on in the area known as 'Greater Victoria'.

By-Law 2 – British Columbia Amateur Hockey Association

As a previously unalterable provision of this Constitution this Association shall be affiliated with the British Columbia Amateur Hockey Association.

By-Law 3 - Dissolution Clause

As a previously unalterable provision of this Constitution, upon winding up or dissolution of this Association, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in winding up, shall be distributed to such charitable organization or organization(s) registered under the provisions of the Income Tax Act (Canada) as may be determined by members of the Association at the time of winding up or dissolution.

By-Law 4 – Membership

1. One Parent(s) or guardian(s) of each duly registered player who has met all payment requirements of the annual registration fee shall be a member of the Association.
2. Every member shall uphold the Constitution and comply with the By-Laws, Policies and Procedures of the Association as well as fulfill their membership obligations as outlined in the Annual Registration Application Package and/or as posted on the association website.
3. Membership shall expire on April 30th following the date of admittance. Thereafter, membership will expire on April 30th of each year.

4. A person shall also cease to be a Member of the Association:
 - a) by delivering his/her resignation in writing to the President of the Executive Committee of the Association, or
 - b) on his/her death, or
 - c) on being expelled by the Executive Committee in accordance with these by-laws and/or the Policies of the Association.

5. A member may, at the discretion of the Executive Committee, cease to be a member of the Association upon notification from the Executive Committee for:
 - a) conduct deemed improper, unbecoming or likely to endanger the interest or reputation of the Association, or
 - b) who commits a breach of the Constitution, By-Laws, or Policies of the Association.
 - c) who commits a breach of their membership obligations as outlined in the Annual Registration Application Package, including respective Codes of Conduct enacted by the Executive Committee.

By-Law 5 – Player Registration Fees

1. Each player registered with the Association shall be assessed an annual registration fee, by the Executive Committee, prior to the current season's registration period. This fee will include any and all expenses to effectively deliver the Association hockey program to the Members.

2. The Executive Committee shall have the discretionary power to establish payment options or to waive player registration fees in exceptional circumstances.

3. In addition to Player Registration Fees, a Special Assessment may be levied, as determined by the Executive Committee.

By-Law 6 – Meetings

1. The Annual General Meeting of the Association will be held on or before May 15th of each year. Notice of the Annual General Meeting, shall be announced on the association website, and emailed to members of the Association using those email addresses available, at least seven (7) days prior to the date of the Annual General Meeting. This notice will include minutes of the most recent Special General Meeting or Annual General Meeting.

2. A Special General Meeting of the Association shall be held at the call of the Associations' President. Notice of a Special General Meeting shall be announced on the association website, and emailed to members of the

Association using those email addresses available at least seven (7) days prior to the date of the Special General Meeting. This mailing will include minutes of the most recent Annual General Meeting or Special General Meeting.

3. A quorum for an Annual General Meeting or Special General Meeting shall consist of fifteen members of the Association.

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

- a) Adoption of minutes of the previous Annual General Meeting and action thereon;
- b) Reception of Credentials;
- c) Correspondence;
- d) Treasurer's Report;
- e) Reports of Committees;
- f) Division Reports;
- g) Unfinished Business;
- h) New Business
- i) Election of Officers;
- j) Adjournment.

5. Executive Committee Meetings shall be held monthly during the hockey season and at the call of the President.

6. A Quorum for an Executive Committee Meeting shall consist of a majority of the Executive Committee. For the purpose of a quorum, an Executive Committee member shall be permitted to attend the meeting via teleconference.

7. The President of the Association shall call a Special General Meeting in accordance with Part 2 herein if 10% or more of the voting members support (sign) a requisition to that effect. The requisition shall:

- a) state the purpose of the meeting;
- b) be signed by the members requesting the meeting

By-Law 7 – Voting

1. At the Annual General Meeting and Special General Meetings of the Association, every member present is entitled to one vote per duly registered player, to a maximum of two votes per family. Proxy votes shall not be permitted.

2. At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot;

3. Decisions shall be by majority of votes cast, except otherwise provided by By-Law 11.3;

4. The President shall vote in the event of a tie, and if the President is unable to vote, the meeting Chairperson shall vote in the event of a tie.

By-Law 8 – The Officers - Duties and Powers

1. The Executive Committee of the Association will consist of ten (10) Directors.

2. At each Annual General Meeting, the five (5) Director positions which terms expire in the current calendar year will be elected for a term not exceeding two (2) years.

3. As per Part 2 and Part 3 – Eligibility, 3.1(d) of the British Columbia Gaming Commission (BCGC) Terms and Conditions for Charitable Gaming and access to Gaming Revenue - no voting members of the Executive Committee (or Board of Directors) will received remuneration or other financial benefits for their services to the Victoria Racquet Club Minor Hockey Association, regardless of the service(s) performed.

4. Nominations for the Director's positions shall be made by a Nominating Committee, appointed at an Executive Committee meeting. Nominations may also be made from the floor of the Annual General Meeting.

5. The position of President shall be elected from the Directors of the Association at the first Executive Committee meeting held within fourteen (14) days of the AGM .

6. The positions of Vice President, Secretary, and Treasurer shall be selected from the remaining Directors.

7. Any director, other than the President, can hold more than one officer role.

8. All contracts entered on behalf of the Association must be signed by, at a minimum, the President and one (1) other director.

A. President

1. The President will call and preside at:

- a) All meetings of the Executive Committee;
- b) The Annual General Meeting and any Special General Meeting;

c) The first meeting of the newly elected Executive Committee to be held within fourteen (14) days of the Annual General Meeting.

2. The President will have the power and duties usual to the Office of President including the supervision of other Directors and Chair Persons in the execution of their duties.

3. The President shall have the power to suspend any team, player, team official, parent or referee for unacceptable conduct on or off the ice, abusive language to any of the Officials or failure to comply with the Association's Constitution, by-laws and/or Association Policies pending review of the incident by the Discipline Committee. (By-Law 9-C.3).

B. Vice – President:

1. The Associations' Vice President will be appointed by the Executive Committee and will assume the position and powers of the Associations' President in his/her absence.

C. Secretary

1. The Secretary's duties shall be to record the minutes of all meetings of the Association, whether Executive Committee, Annual General, or Special General meetings. A copy of minutes shall be posted at the primary facility/ office of the Association.

2. The Secretary shall be responsible for all correspondence and any other related duties as required or assigned by the Executive Committee.

3. If absent, another individual must be appointed to act as Secretary.

D. Treasurer

1. The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.

2. The Treasurer shall provide a complete financial report at each Annual General, Special General, and Executive Committee Meeting and financial statements at the Annual General Meeting.

3. The Treasurer may make arrangements for others to conduct their duties.

By-Law 9 – Committees –Duties and Powers

1. The Standing Committees of the Association will be:

- a) Executive Committee;
- b) Finance Committee;
- c) Discipline Committee.

2. The Executive Committee may appoint and create Ad Hoc Committees and Positions, for the Association, including but not limited to:

- a) Ways and Means Committee;
- b) Hired Staff Committee;
- c) Policy Review Committee;
- d) Development Committee;
- e) Facility Liaison Committee;
- f) Special Events Committee;
- g) Association Head Coach;
- h) Association Registrar;
- i) Association Concession Coordinator;
- j) Referee Coordinator;
- k) Website Administrator;
- l) Divisional Managers.

A. Executive Committee

1. The Executive Committee of the Association will consist of ten(10) Directors.

2. The Duties of the Executive Committee will be:

- a) To direct the day to day operations of the Association;
- b) To fill vacancies on the Executive Committee;
- c) To borrow, raise or secure the payment of money in such a manner as the majority of the Executive Committee see fit providing it is within the Associations budget and financial plan;
- d) To assign signing authority to the Associations bank account to two (2) Directors in addition to the President and Treasurer;
- e) 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 Committee;
- f) By a two thirds vote to forthwith remove from office any Director of the Executive Committee who by being remiss or neglectful of duty or by conduct tending to impair his/her usefulness as a member of the Executive Committee;
- g) To appoint the coaches and team officials for all teams in the Association;
- h) To appoint chairpersons and committee members to the Associations Standing and Ad Hoc Committees, and to appoint volunteer and paid staff positions;

- i) To adopt and enact Association Policies for the operations, management and procedures of the Association;
- j) To hear appeals of decisions delivered by the Disciplinary Committee as made under By-Law 9;

B. Finance Committee

1. The Finance Committee shall consist of the Treasurer of the Association who shall be Chairman and two Directors appointed by the Executive Committee.
2. The Duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee any course of action, which they may deem advisable.
3. The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the Annual General Meeting.

C. Discipline Committee

1. The Discipline Committee will consist of the three Directors of the Association who are appointed by the Executive Committee.
2. Where a Discipline Committee member is in a conflict of interest with the situation in question, the President of the Association will appoint a temporary replacement Director for the matter. When the matter in question has been concluded, the temporary replacement Director's term on the committee will conclude, and the Director who was in a conflict of interest will resume their position on the committee.
3. The duties of the Discipline Committee will be to:
 - a. review any decisions of the President made under By-Law 8-A.3 within seven (7) days of the action taken.
 - b. review any misconduct penalties (ten minute, game, gross and match) assessed coaches, players and/or team officials that the Executive Committee determines further investigation is required and to suspend and/or take disciplinary action that may be deemed necessary and/or appropriate against the offending member(s).
 - c. review any request for disciplinary action submitted to the Executive Committee in writing.
 - d. review breaches of the Association Constitution, association by-laws, or Association Policies by a member of the Association.

4. Any request for disciplinary action shall be presented in writing to the Secretary of the Executive Committee. The Discipline Committee must meet within seven (7) days of receipt of the written request

5. The Discipline Committee must respond in writing within seven (7) days of the date of the hearing with their decision and action, if applicable.

6. The Discipline Committee may, at their sole discretion, consult with non-committee individuals and professionals in preparation for, and during the review process.

D. Ad Hoc Committees/Positions

1. The Executive Committee may establish such positions and committees as they determine necessary or appropriate for the operations of the Association. Such position and committee shall have terms of reference set by the Executive Committee.

2. Appointment to such a position and committee shall include at least one member of the Executive Committee who shall be the liaison between the ad hoc committee and the Executive Committee. Other appointments may be made from the Association general membership.

3. The Executive Committee may appoint non-members to a specific committee should the Executive Committee feel an outside resource is important to the ad hoc committee's terms of reference.

4. Reports and/or recommendations of an ad hoc committee and/or position are to be presented to the Executive Committee for their consideration.

By-Law 10 – Discipline Decision Appeal Procedure

1. Any player, team, team official, member or referee may appeal any decision by the Discipline Committee to the Executive Committee.

2. Any appeal to the Executive Committee by the aggrieved party must 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.

3. The appeal shall be dealt with by the Executive Committee within seven (7) days of receiving the written notice of appeal.

4. The Executive Committee must respond in writing within seven (7) days of their meeting as to their decision and action, if applicable.

By-Law 11 – Association Policies

1. The Executive Committee of the Association shall, from time to time, adopt Policies to manage and regulate the operations and procedures of the Association as determined appropriate by the Executive Committee.
2. All Association Policies shall be in accordance with the Constitution and By-Laws of the Association, British Columbia Amateur Hockey Association and Hockey Canada.
3. An Association Policy shall be adopted and in force upon a vote of majority of the Executive Committee, in accordance with By-law 8 and 9 herein.
4. A newly adopted Policy for the Association shall be posted on the Association website within 24 hours of adoption, and for a duration of not less than seven (7) days.
5. All Association Policies shall be posted on the Association website and a copy made available to a Member within seven days (7) of receipt of written request to the Executive Committee.

By-Law 12 – Amendments to the Constitution and By-Laws

1. Resolutions to amend or alter the Constitution or By-Laws can only be made at a Special General or Annual General Meeting and must be distributed to the membership at least seven (7) days prior to the meeting.
2. Members of the Association are able to propose amendments to the Constitution and/or By-Laws if 10% or more of the voting members support (sign) a requisition and have that requisition with signatures distributed to the Association membership at seven (7) days prior to the meeting.
3. Amendments to the Constitution and/or By-Laws require a majority of not less than seventy five per cent (75%) of the members in attendance and voting.

END OF DOCUMENT

Adopted by the Membership Annual General Meeting May 15th, 2018
