

**2009**  
**CONSTITUTION AND BY-LAWS OF THE**  
**NANAIMO ISLANDERS FEMALE HOCKEY ASSOCIATION**

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**A. CONSTITUTION**

1. The name of the Society is **NANAIMO ISLANDERS FEMALE HOCKEY ASSOCIATION**.
2. The objectives of the Society are:
  - a. To encourage and foster an atmosphere of sportsmanship within the game of hockey.
  - b. To maintain and increase an interest in women's hockey.
  - c. To manage and operate women's hockey within Nanaimo.
  - d. To encourage and promote healthy competition and fair play for its members.
3. The operation of the Society is to be chiefly carried out within the Municipality of Nanaimo in the province of British Columbia.
4. The funds of the Society that are not required for immediate use may be kept on deposit in a bank. Any balance at the end of the year will be held over for the purpose of establishing women's hockey the following year.
5. Should the Society accumulate any profits, they shall not go to the members, but shall be distributed in the same manner as the assets would be distributed upon the winding up or dissolution of the Society. The remains after the satisfaction of all its assets and liabilities, and property whatsoever, are registered as such under the provisions of the income Tax Act.
6. Paragraphs 4, 5, and 6 of the Constitution are unalterable provisions in accordance with Section 17 of the Societies Act.

**B. BY-LAWS**

**MEMBERSHIP**

1. Membership shall consist of:
  - a) **Full Members:**  
Women who have registered and paid fees for the current year in the Association.
  - b) **Associate Members:**  
Associate membership shall be open to any adult, who is not registered to play in the Association but has paid an Association fee. An Associate member will have previously been a full member, have full voting rights and will be eligible to hold office within the Association.
  - c) Any violation of the Constitution, By-Laws or Rules of the Association or decisions of the Executive Committee by any member of this Association shall render such member liable to disciplinary action as may be deemed necessary with possible expulsion.
  - d) Associate Membership fee \$25.00 per season.

2. Annual membership fees shall be presented at the Annual General Meeting.

### **VOTING**

3. At the Annual Meeting, all members present shall have one vote.
4. Each member of the Board of Directors, excluding the President, shall be entitled to one vote at all meetings of the Association.
5. The President will only cast a vote in the event of a tie.
6. No person, other than the President, shall in case of a tie cast more than one vote notwithstanding the fact that she may hold more than one office on the Board of Directors of the Association.
7. No proxies shall be allowed at any meeting of the Association.
8. At all meetings of the Association, voting shall be by a show of hands or by ballot.
9. Decision shall be by a majority of votes cast.

### **MEETINGS**

10. The Annual General Meeting of the Society shall be held before the end of May each year, (April recommended) at such time and place as the Executive may determine and upon fourteen (14) days notice emailed, phoned or posted on the website notifying eligible voting members of the association.
11. The order of business at Annual General Meetings of the association shall be as follows:
  - a. Approval of the Agenda
  - b. Minutes of the preceding Annual General Meeting
  - c. Reports from Executive
  - d. Constitution and By-Laws
  - e. New Business
  - f. Elections of Executive and Directors
  - g. Adjournment
12. The Directors may call General Meetings of the Society at any time. In addition, twenty or more members may, at anytime by notice in writing specifying the purpose of the meeting (such notice to be signed by them and delivered to the Secretary) require the Directors to call a General Meeting of the Society and the Directors shall thereupon immediately call a General Meeting of the Society.
13. General Meetings of the Society may be called by phone, email or posted on the website, at least one week before the date of the meeting.
14. The accidental omission to give notice to, or the non-receipt of the notice of a meeting by any member shall not invalidate proceedings at the meeting.
15. The quorum at all General Meetings shall be 10% of members.
16. Robert's Rules of Order shall govern all matters of procedure not covered in this Constitution and By-Laws.

## **DIRECTORS**

17. The elected Officers of the Association shall be members of The Board of Directors consisting of
  - a. The President
  - b. Vice-President
  - c. Past president
  - d. Secretary
  - e. Treasurerand six directors to assume responsibility for the operation of the league.
  
18. In addition to the elected Officers of the Association the following Coordinators shall be appointed by the President within first week of the fall hockey season.
  - a. Referee Coordinator
  - b. Team Coordinator(s) & Representative(s)
  - c. Safety Coordinator
  - d. Jersey and Team Apparel Coordinator
  - e. Tournament Coordinator(s)
  - f. Webmaster
  
19. Directors shall be elected for a two-year term for President and one-year for every other director.
  
20. At each Annual General Meeting of the Society, the Directors who have completed their term shall retire. Retiring Directors shall be eligible for re-election.
  
21. Any vacancy on the Board of Directors may be filled by the remaining Directors for the remainder of the year and until the next Annual General Meeting.
  
22. a) The absence of any member from three (3) consecutive meetings without just cause shall constitute a vacancy. The secretary shall keep a role and inform the President of any Directors with poor attendance.  
  
b) A director shall be asked for her resignation for failure to abide by the Constitution and By-Laws.
  
23. The management and administration of the affairs of the Society shall be vested in the Directors. In addition to the powers and authorities given by these By-Laws or otherwise expressly conferred upon, the Directors may exercise all such powers of the Society and do all such acts and things on its behalf as are not by the Societies Act or by the By-Laws required to be exercised or done by the Society at a General Meeting, and the Directors shall have full power to make such rules and regulations provided they are not inconsistent with the Constitution By-Laws Of the Society.
  
24. The Directors shall meet at such times and places as they may determine, and may adjourn any meeting at pleasure. The quorum at all meetings of the Directors shall be 50% of the active Directors.
  
25. Directors shall not be paid for their services as Directors.
  
26. Any resolution of the Directors signed by all of the Directors shall have the same force and effort as if duly passed at an Annual General Meeting.

## **DUTIES and RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

**a) The President:**

- May delegate certain duties to the Vice President or to other members of the Executive Committee, but responsibility for the performance of these duties remains with the President.
- Maintain communication with Directors and Coordinators to address concerns.
- Initiate and co-chair Directors meetings.
- Shall be signatory with bank of business.

**b) The Vice President:**

- May be called upon at any time to assume temporarily the office of the President.
- Assist Directors and Coordinators with tasks associated in the duties of the organization.
- Shall be signatory with bank of business.

**c) The Secretary:**

- Attend all Executive meetings and shall record an accurate account of all business transactions.
- Create/copy agenda, schedules and records.
- Create/maintain master contact list for House League and Team(s) for blanket notices.
- Distribute notices, forms (general team paperwork).
- Shall be signatory with bank of business.

**d) The Treasurer:**

- Receives all monies and disburses them as designated in the By-Laws, or as authorized by the Association.
- Keep an official treasurer book in which all receipts and expenditures are recorded.
- Shall submit a report showing the receipts, disbursements and balance on hand at the Directors and regular Association meetings.
- Distribute receipts for cash payments and to sponsors.
- Be a signatory with the bank of business.
- Provide accounts and books to be examined by an Auditor at year end.
- Coordinate with Referee Coordinator to ensure checks are available for the referees at each home game.

**e) Registrar**

- Attend registration dates, compile information for input to BCAHA.
- Contact BCAHA if team registration issues arise.

**f) House League Coordinator**

- Organize registered players onto teams; secure a team leader and safety person for each team.
- Create and distribute a House League schedule to the members.
- Distribute team jerseys, pucks and locks for each team.
- Create practice schedule and/or arrange for a coach to run the practices.
- Develop a waitlist/sublist for players willing to attend extra games.
- Contact out of town teams.
- Monitor the operation of the House League. Maintain weekly contact with the teams and bring any concerns to the Directors meetings.
- Communicate changes/amendments to Team Representatives

**g) Team Scheduler(s)**

- Attend Nanaimo Users meetings.
- Coordinate with other Island teams to schedule home and away games.
- Develop and distribute a season game schedule (with support of the secretary).
- Communicate all relevant travel info: arena location, rendezvous times and carpooling.
- Devise a system to establish a roster for each game and communicate that to coaches and players.
- Arrange substitutes for Team roster and determine Team waitlist priority order based on attendance for games with more than 10 available players.
- Communicate changes and amendments to coaches and players.
- Notify teams for away games at least 2 days in advance if there are not enough players to field a team.
- Create and maintain waitlists for players willing to play extra games.
- Monitor attendance of Team players.

**h) Nominations Coordinator**

- Shall encourage and recruit members throughout the season to run for office and establish a full slate of candidates for election to the Board of Directors at the next AGM

**i) Fundraising Coordinator**

- Shall determine fundraising needs and work with a committee to establish specific events and disbursement of monies raised.
- Shall present a fundraising plan to the Board of Directors that requires a majority approval.
- Apply for a gaming license for fundraising events.
- Notify all registered players of the activity.
- Provide a financial statement showing costs and monies made.

**ACCOUNTS**

27. The Directors shall cause true accounts to be kept of all sums of money received and expended and the manner in respect of which the receipts and expenditures took place, true accounts of all assets and liabilities and all other transactions affecting the financial position of the Society.
28. The Directors shall lay before the members of the Society at each Annual General Meeting the financial statements showing income and expenditures of the Society during the preceding fiscal year.
29. The fiscal year of the Society shall terminate at such time as the Directors shall determine.
30. The accounts and books of the Society shall be examined by an Auditor at least once in every year. The Auditor shall certify the correctness or otherwise of the society's accounts. These accounts shall be presented to each Annual General Meeting of the Society.

**REIMBURSEMENT**

31. If a player gives notice that she is unable to continue to play hockey with this association because she is moving away from the area or she has a medical condition that restricts her from continuing to play hockey, she shall be granted a reimbursement. The amount of this reimbursement is prorated on the amount she paid for registration after deducting the player insurance fee and non-refundable jersey fee.

32. All players shall pay full registration fees at the time of registration.

#### **EXTRAORDINARY RESOLUTIONS FOR ALTERATIONS OF BY-LAWS**

33. The majority for passing an Extraordinary Resolution of the Society shall be two-thirds majority of those present at a duly constituted meeting called for the purpose of considering such Resolution.

34. These By-Laws may be altered or added to by an Extraordinary Resolution of the Society.

#### **RECORDS**

35. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts, books and records of the Society shall be opened to the inspection of members not being Directors. The minutes of the Society shall be prepared by and held in the custody of the Secretary.

#### **AFFILIATION**

36. The Association shall maintain good standing in affiliation with the British Columbia Amateur Hockey Association and shall observe all laws, rules and regulations by which such Associations are governed and shall have the option of representation at their Annual Meetings.

#### **SPONSORSHIP**

37. Sponsorship and fundraising shall be approved by the executive.

- a) Commercial advertising shall be allowed on players sweaters.
- b) Individual sponsorship monies raised by a player through her own efforts shall be credited to the player who raised the funds. Each amount raised by the individual player will be recorded and the player shall be eligible to receive up to a 50% credit of funds raised up to a maximum of 100% of fees for the current season.
- c) The plan and purpose of specific team fundraising must be presented to the Executive for approval.

#### **TEAM CLASSIFICATION**

38. The Directors shall rule how to classify or zone teams as they may deem to be in the best interest of the Association.

**Dated: May 12, 2009**  
**Applicants:**

**Witness(es):**

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2.	
3.	
4.	
5.	
6.	