

LUMBY AND DISTRICT MINOR AMATEUR HOCKEY ASSOCIATION CONSTITUTION – 1972

**REVISED MAY 2004
REVISED APRIL 2005
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REVISED APRIL 2016**

ARTICLE ONE

This organization shall be known as the Lumby and District Minor Amateur Hockey Association.

ARTICLE TWO

The purposes of the Association are:

- a) to promote and encourage good citizenship, and sportsmanship among members of the association.
- b) to establish, maintain, conduct, and promote among members of the association and others, an active interest in amateur hockey.
- c) formulate effective hockey programs within the association

ARTICLE THREE

The operations of the association are to be chiefly carried on in the city or town of Lumby and District or municipality. This provision is unalterable.

ARTICLE FOUR

As an unalterable provision of this constitution, this shall be affiliated with British Columbia Hockey/British Columbia Amateur Hockey Association.

ARTICLE FIVE

Dissolution Clause: Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to:

- such charitable organizations or organizations having a similar charitable purpose. This provision shall be unalterable.

BY – LAWS

BY-LAW ONE: MEMBERSHIP

1. The following shall be members of the Association:
 - a) any parent or guardian of any player, or
 - b) any person over the age of 19 who is actively involved in the general work of the Association.
 - c) any person without direct involvement or personal ties can become a member of Lumby & District Minor Hockey Association for a membership fee of \$25.00 which is due when making membership application.
2. Every member shall uphold the Constitution and comply with the By Laws and Policies.
3. The Annual Membership Fee shall be determined at each Annual General Meeting of the Association.
4. Membership shall expire on June 20, following the date of admittance. Thereafter, membership will expire on June 30 of each year.
5. A person shall also cease to be a member and a member in good standing of the Association:
 - a) by delivering his resignation in writing to the Secretary of the Association, or
 - b) on his/her death, or
 - c) on being expelled
6. A member may, at the discretion of the Executive, cease to be a member of the Lumby & District Minor Hockey Association upon notification from the Executive for conduct deemed to be improper, unbecoming, or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution or By-Laws of the Association.
7. As an honor, the highest that may be bestowed by the Association, any member who has served this Association for at least 10 years and rendered outstanding and meritorious service in accordance with Article 2 of this Constitution, may be elected an Honorary Life Member at any regular Executive Meeting of the current season and confirmed at the Annual General Meeting. Honorary Life Members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of other members.

8. Nominations for Honorary Life Membership must be submitted in writing to the Executive and signed by a member in good standing, detailing the service for which the honor is bestowed.

BY-LAW TWO: PLAYER REGISTRATION FEES

1. Each player registered with the Association shall be assessed an annual registration fee set, by the Executive, prior to the current seasons' registration period. This fee will include any assessments by BC Hockey/British Columbia Amateur Hockey Association for membership and/or Hockey Canada Insurance.
2. The Executive Committee shall have the discretionary power to waive player registration fees in exceptional circumstances.

BY LAW THREE: MEETINGS

1. The Annual General Meeting of the Association shall be held on or before May 15. Notice of The Annual General Meeting shall be advertised in the local media at least fourteen (14) days prior to the date of The Annual General Meeting (Sec. 39(5) Order).
2. General Meetings of the Association shall be held every second month during the hockey season (September – March) and at the call of the President.
3. Executive Committee meetings shall be held monthly and at the call of the President.
4. A quorum of Executive meetings shall consist of seven (7) members of the Executive and a quorum at an Annual General Meeting or General Meeting shall consist of fifteen (15) members of the Association.
5. The order of business at the Annual General Meeting shall be:
 - a) Reading of the minutes of the last Annual General Meeting and Action thereon.
 - b) Correspondence
 - c) Treasurer's Report
 - d) Reports of Committees/Divisional Reports
 - e) Resolutions
 - f) Unfinished business
 - g) Election of Officers
 - h) New Business
 - i) Adjournment

BY-LAW FOUR: VOTING

1. At the Annual General Meeting and General Meetings of the Association, every member present is entitled to one vote. Proxy votes shall not be permitted.
2. The President shall have a casting vote in the event of a tie, being the only vote the President shall cast.
3. At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot.
4. Decision shall be by majority of votes cast, except as otherwise provided in the By-Laws.
5. In the event that a member of the Executive tenders their resignation, a designate, as agreed upon by the Executive will temporarily fill that position until it can be ratified at a General Meeting.
6. Should the President tender his resignation, the First Vice President will immediately fill the position of President. This will be ratified at a General Meeting.

BY-LAW FIVE: THE OFFICERS, DUTIES, AND POWERS

1. The Officers of the Association shall be: the Immediate Past President, President, Four Directors at Large and the Secretary.
2. The Officers will be elected at the Annual General Meeting for a term not exceeding two years.
3. A nominating committee appointed at the last General Meeting prior to the Annual General Meeting shall make nominations for the various offices of the Association. Nominations may also be made from the floor at the Annual General Meeting. Any member nominated for an Executive position must be a member in good standing with Lumby Minor Hockey, BC Hockey and Hockey Canada.
4. It is recommended a voted position should be no more than a four year term.
5. The office of the President shall be filled by a person who has been a member of the Lumby Minor Hockey Executive Committee for a minimum of 12 consecutive months during 10 years prior to his or her election or appointment.

PRESIDENT

1. The President shall preside at all meetings of the Executive Committee, General, and Annual Meetings. He/She shall perform the duties usual to the office of President.
2. It shall be the duty of the President, immediately after the close of each Annual General Meeting to:
 - a) set the date of the first Executive and General Meetings
 - b) appoint a Finance Committee
 - c) appoint a Discipline Committee
 - d) assign duties and/or committees to each Director At Large based on the requirements of the Association.
3. The President shall have the power to suspend any team, player, team official, or referee for ungentlemanly conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Lumby and District Minor Hockey Association Constitution, By-Laws, and Policies for a minimum of one game. Any further discipline will be imposed by The Discipline Committee pending the review of the incident.

FIRST VICE PRESIDENT

1. The Vice-President shall, in the absence of the President, have all the power and perform all the duties of the President.
2. First Vice President will be the Chair of the Discipline Committee.

DIRECTORS AT LARGE

1. Shall perform such duties and committees as directed and/or assigned by the President

SECRETARY

1. The Secretary's duties shall be to record the minutes of all meetings of the Association, whether Executive, General, Coaches, or Annual.
2. The Secretary shall be responsible for all correspondence and any other related duties as required.

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 financial report at each General Meeting and a financial statement at the Annual Meeting.
3. The Treasurer shall provide a financial statement/report for Executive meetings.

PAST PRESIDENT

1. The Past President shall act in an advisory position.

BY-LAW SIX: COMMITTEES – DUTIES AND POWERS

1. The Standing Committees of the Association shall be:
 - a) Executive Committee
 - b) Finance Committee
 - c) Discipline Committee, and
 - d) Appeals Committee
 - e) Non Executive Appointed Committee

EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Officers of the Association, Treasurer (non-voting), Registrar, Head Coach, Referee-In-Chief, Ice Ambassador and Risk Manager. (Registrar, Head Coach, Referee-In-Chief, Ice Ambassador and Risk Manager are appointed positions who will attend Executive meetings on an invite basis)
2. The duties of the Executive Committee shall be:
 - a) to fill vacancies that occur on the Executive.
 - b) to have the power to raise or secure the payment of money in such a manner as a majority of the Executive Committee see fit providing it is within the budget.
 - c) to suspend, and/or take 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.

- d) by a two-thirds vote to forthwith remove from office any member 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.
- e) to review and approve the coaches and team officials for the various teams in the Association.

3. The duties of the Treasurer:

- a) The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.
- b) The Treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual Meeting
- c) The Treasurer shall provide a financial statement/report for Executive meetings.

4. The duties of the Registrar shall be:

- a) the registering of all members of the Association.
- b) player registration and the registration of all players, Coaches, bench officials and volunteers with the British Columbia Amateur Hockey Association/BC Hockey/Hockey Canada HCR program.
- c) advise any bench personnel of the requirements of their position in regards to Speak Out/Respect In Sport, HCSP and coaching credentials.

5. The duties of the Head Coach shall be:

- a) to maintain an effective line of communication between the coaches, the Association, and the National Coaches Certification Program.
- b) to recommend to the Executive Committee the appointment of team coaches and team officials.
- c) to co-ordinate training programs for all coaches and team officials.
- d) to attend all coaches meetings.
- e) to direct all player movement.

6. The duties of the Referee-In-Chief shall be:

- a) to maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.
- b) to co-ordinate training programs for all referees
- c) to appoint the referees for all league, rep team, and exhibition games, and his appointment shall be final.

- d) to aid time-keepers with advise and necessary training programs.
- e) to pay referees according to pay scale.
- f) to get cheques from Treasurer

7. The duties of the Ice Ambassador shall be:

- a) to obtain ice time.
- b) the scheduling, re-scheduling, exchange, and cancellation of ice time.
- c) to approve time for B.C. Minor Hockey League games or exhibition games through the Rep Team Co-ordinator and/or Director At Large prior to scheduling the game.
- d) to attend meetings for the purpose of establishing the O.M.A.H.A. schedule
- e) to assume the necessary responsibilities in lieu of a Tournament Director

8. The duties of the Risk Manager

- a) advise Executive of any risk factors involving players
- b) advise Executive of risk factors pertaining to building issues
- c) work with each team to ensure that everyone is aware of risk factors involved with players and teams.

FINANCE COMMITTEE

1. The Finance Committee shall consist of the President of the Association and two other members appointed by the President at the first Executive meeting.
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 first General Meeting.

DISCIPLINE COMMITTEE

1. The Discipline Committee shall consist of the First Vice President of the Association who shall be Chairman. Four other individuals in total shall serve on this committee. One other Executive Committee member and 3 additional members appointed at the start of the season. Any member serving on this committee must be a member in good standing with Lumby Minor Hockey, BC Hockey and Hockey Canada.

2. The duties of the Discipline Committee shall be:

- a) to review decisions of the President made under By-Law 5, heading President, #3
- b) to review all misconduct penalties (ten minute, game, gross and match) assess players and team officials of the B.C. Minor Hockey Association, and to suspend and/or take disciplinary action that may be deemed necessary against such individuals

3. All 5 members have a vote.

APPEALS COMMITTEE

1. The Appeal Committee shall consist of a Director At Large as appointed by the President who shall be the Chairperson. Four other individuals shall serve on this committee. One other Executive Committee member and 3 additional members appointed at the start of the season. Any member serving on this committee must be a member in good standing with Lumby Minor Hockey, BC Hockey and Hockey Canada.
2. The duties of the Appeal Committee shall be to hear appeals from Decisions made by the Discipline Committee as made under By-Law 6.
3. The Appeals Committee may re-admit any team, player, team official, or Referee and uphold or modify any decision made by the Discipline Committee under By-Law 6.
4. All members have a vote.

BY-LAW SEVEN: NON EXECUTIVE APPOINTED COMMITTEE

1. The members of the Non Executive Appointed Committee shall consist of the Equipment Manager, Rep Team Coordinator, Tournament Coordinator, Media Relations Coordinator, Special Events Coordinator, Initiation Evaluator and Rep Evaluators to be appointed by the Officers following the Annual General Meeting.
2. All members on this committee are not required to attend Executive meetings.
3. The duties of the Equipment Manager shall be:
 - a) the distribution, maintenance, and collection of equipment owned by the Association.
 - b) recommend to the purchase of all necessary equipment

4. The duties of the Rep Team Coordinator shall be:

- a) to act as the Associations' representative to BC Hockey League.
- b) to oversee the complete operation of the rep teams.
- c) to act as the liaison between the Association and higher category in other associations
- d) to provide the Registrar with a list of each team's players and officials along with their telephone numbers so they can be rostered as a carded team on the BC Hockey HCR program
- e) to inform the Equipment Manager of equipment requirements
- f) to recommend to the Head Coach the appointments and dismissal of team officials.

5. The duties of the Tournament Coordinator

- a) work with the Ice Ambassador to establish tournament dates prior to each season based on teams
- b) be the liason between incoming teams and the host team providing support as needed

6. The duties of the Media Relations Manager:

- a) work with a representative from each team to communicate all team information in regards to games played and scores
- b) based on information given, communicate to the local paper information regarding team activities within the Association

7. The duties of the Special Events Coordinator

- a) Work with each team in regards to events planned by teams and/or the Association
- b) request the President to obtain Special Events Sanctions for all events within Lumby Minor Hockey
- c) propose recommendations to the Executive to promote minor hockey programs in Lumby

8. The Initiation Evaluator will consist of a minimum of three persons and should include the Head Coach. These people will evaluate all players in the Initiation program. After the evaluation, they will decide which players will be in the A, B, C, and D groups (Novice/Pre Novice). The Initiation Evaluator will work with the Head Coach to assign instructors to different groups within the Initiation/Novice Program (all coaches on these teams must be qualified/certified at the Coach Stream level) .

9. The Rep Evaluator will consist of a minimum of three persons and should include the Head Coach. These people will evaluate all players in the Pee Wee, Bantam and Midget divisions who are interested in trying out for a rep team. Evaluations will take place as necessary based on team declarations. All coaches assigned to the Rep teams must be qualified/certified at the Dev. 1 level.

BY-LAW EIGHT: APPEAL PROCEDURE

APPEAL COMMITTEE

1. Any team, player, team official, or referee may appeal any decision of the Discipline Committee.
2. Any appeal to the Appeal Committee by the aggrieved party shall 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.

EXECUTIVE COMMITTEE

1. Any team, player, or referee may appeal the decision of the Appeal Committee to the Executive Committee of the Association.
2. Any appeal to the Executive Committee by the aggrieved party shall 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 will be heard at the next Executive meeting.

BY-LAW NINE: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. Resolutions to amend or alter the Constitution or By-Laws can be made at any General Meeting.
2. Amendments to the Constitution and By-Laws shall require a majority of not less than seventy-five percent (75%) of the members voting.

BY-LAW TEN: BORROWING

1. Under no circumstances will the Officers, Directors, members of the Association raise money by borrowing or any other method requiring repayment of said money.

BY-LAW ELEVEN: RENUMERATION

1. No voting members of the Executive or board of directors receive remuneration or other financial benefits for their service to the organization.