

## **BY-LAWS OF THE WEST KELOWNA MINOR HOCKEY ASSOCIATION**

### **BY-LAW 1 - INTERPRETATION**

100. In the By-Laws, unless the context otherwise requires,
- a) "Executive Counsel" means the Officers and Directors of the West Kelowna Minor Hockey Association 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) "Membership Fees" means annual player registration fees and any other fees imposed by the Association in accordance with the operation of West Kelowna Minor Hockey Association.
101. The definitions in the Society Act on the date these By-Laws become effective apply to these By-Laws.
102. Words importing the singular include the plural and vice-versa; and words importing a male person include a female person and a corporation.

### **BY-LAW 2 - MEMBERSHIP**

200. The following may be voting members of the Association:
- a) Any parent or guardian of any player;
  - b) Any person over the age of 18, who is actively involved in the general work of the Association.
201. All registered players, on paying the fees as set by the Executive Counsel, are members of the Association for the year registered, but are not voting members, unless over the age of 18.
202. Application for membership in the Association shall be open to any parent or guardian of players who are registered with the Association or anyone who is actively involved in the general work of the Association in a volunteer capacity. Application for membership shall normally be made at the time of player registration, but may be made at anytime prior to and at the date of the Annual General Meeting.
203. Every member shall uphold the Constitution and comply with these By-Laws, the rules and regulations of the Association and the policies detailed in the Association Job Descriptions and Policy Handbook.
204. The annual Membership fee shall be determined at a general meeting of the Executive Counsel.
205. Membership shall expire on May 31 following the date of admittance and, as such, membership will expire on May 31 of each year.
206. A person shall also cease to be a member of the Association:
- a) By delivering his or her resignation in writing to the secretary of the Association or by mail, fax or delivering it to the address of the Association.
  - b) On his death or in the case of a corporation on dissolution;
  - c) On being expelled; or

d) On having been a member not in good standing for twelve consecutive months, excluding Honorary Life Members.

207. Suspension or expulsion of a member:

- a) A member may be suspended or expelled for willful violation of the Constitution or By-Laws or for any other serious breach, as determined by the Executive Counsel, of the rules, regulations or policies of the Association.
- b) Where a member is suspended or expelled, the member shall forfeit all rights and privileges in the Association until such time as the member is reinstated as a member in good standing.
- c) A member may, at the discretion of the Executive Counsel, cease to be a member of the West Kelowna Minor Hockey Association upon notification from the Chairman of the Discipline Committee 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, the By-Laws, the rules, regulations and/or policies of the Association.

208. Loss of membership in good standing:

- a) Any member who is not current in their financial obligation to the Association is deemed to no longer be a member in good standing, so long as the financial obligation with the Association remains outstanding.
- b) A member who is under suspension the Association, OMAHA or BC HOCKEY, is not in good standing until the period of the suspension has been served.

209. Honorary Life Membership may be bestowed on any individual member of the Association for distinctive service to the Association. Nomination for Honorary Life Membership shall be submitted to the Executive Counsel by any member of the Association for approval and shall be voted upon at the Annual General Meeting. Honorary Life Members shall have full voting privileges at all General meetings. The number of Honorary Life Members shall be at the discretion of the West Kelowna Minor Hockey Association Executive Counsel at that time. A list of Honorary Life Members forms Appendix B.

### **BY-LAW 3 - MEETING OF MEMBERS**

300. A general meeting of the members of the Association shall be held at such time and place, in accordance with the Society Act, as the Executive Counsel decides.

301. Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting. The President shall have the authority to call a special meeting where required.

302. The Annual General Meeting for the Association shall be held within sixty days of the Associations fiscal year end.

303. Notice of a general meeting shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business.

304. The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.

305. The Annual General Meeting shall be advertised in local media at least three (3) weeks prior to the meeting.

306. The Executive Counsel shall, upon written requisition of 10% or more of the members of the Association (the "Requisition"), herein called the "Petitioners", forthwith convene a general meeting of the Association.

307. The Requisition shall:

- a) State the purpose of the general meeting;
- b) be signed by the Petitioners, and
- c) be delivered or sent by registered mail to the address of the Association, and may consist of several documents in like form each signed by one or more Petitioners.

308. The President or a member of the Executive Counsel acting in his stead shall convene a general meeting within twenty-one (21) days after the delivery of the Requisition.

309. Failure of the President to convene a general meeting within twenty-one (21) days after the delivery of the Requisition may result in the Petitioners, or a majority of them, convening a general meeting to be held within four (4) months after the date of the delivery of the Requisition.

310. A general meeting convened by the Petitioners, shall be convened in the same manner, as much as possible, as general meetings are convened by the Executive Counsel.

#### **BY-LAW 4 - PROCEEDINGS AT GENERAL MEETINGS**

400. Special business of the Association shall be considered to be:

- a) all business at an extra-ordinary general meeting except the rules of order, and
- b) all business transacted at an Annual General Meeting, except:
  - \* the rules of order,
  - \* the consideration of the financial statements,
  - \* the report of the directors,
  - \* other business as, under these By-Laws, ought to be transacted at an annual meeting, or business which is brought under consideration by the report of the Executive Counsel issued with the notice of convening the meeting.

401. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.

402. If during a general meeting there ceases to be a quorum present, business in progress shall be suspended until a quorum is again present or until the meeting is adjourned or terminated.

403. For the purpose of these By-Laws, a quorum consists of the greater of 25 voting members or that number of voting members equivalent to ten percent (10%) of the number of registered players, all members in good standing, present at any extra-ordinary General Meeting or at the Annual General Meeting.

404. In the event that sufficient voting members, in good standing, are not present at a general meeting within one-half hour from the time appointed for the meeting, or where the meeting is adjourned under section 401, it shall stand adjourned for two weeks and, unless otherwise posted, shall then be held at the same time and in the same location whether or not a quorum is present, but shall never be less than 25 persons.

405. The President of the Association shall preside as Chairman of all general meetings of the Association. In his absence, the first Vice-President shall preside, or in the absence of both, the second Vice-President shall preside.

406. Any meeting of the Association, Executive Counsel or of reporting committees may be adjourned to any time and from time to time such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place.

407. At any Annual General Meeting, the following shall be the order of business:

- a) Roll call
- b) Adoption of minutes as circulated
- c) Correspondence
- d) President's Report
- e) Treasurer's Financial Report
- f) Annual reports of the Executive Counsel
- g) Amendment to Constitution/By-Laws
- h) Election of Officers and Directors
- i) New business
- j) Adjournment

#### **BY-LAW 5 - VOTING**

500. At the Annual General Meeting, the election of members vying for positions on the Executive Counsel, a vote concerning removal of an Officer or Director, or any constitutional amendments shall be by secret ballot.

501. Other than as in section 500, at all meetings of members of the Association, voting shall be decided by a show of hands, unless a majority of those voting members present at the meeting decide on a secret ballot.

502. Voting by proxy is not permitted.

503. Each member of the Association that has voting rights and is in good standing during the year preceding the general meeting shall be entitled to vote. Life members shall have full voting privileges at all general meetings.

504. Meetings shall be conducted in accordance with the provisions of Roberts Rules except that where there is a conflict with the Constitutions/By-Laws of the Association, the latter shall take precedence.

505. In case of an equality of votes the Chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.

#### **BY-LAW 6 - OFFICERS AND DIRECTORS**

600. Subject to the provisions of the Association Act and the Constitution and By-Laws of the Association, the Officers and Directors shall be responsible for managing and/or supervising the management of the affairs of the Association and may exercise any and all powers of the Association.

601. Officers and Directors shall be subject to:

- a) all laws affecting the Association;
- b) these By-Laws, and;
- c) policies and rules, including those defined in the Association's Job Descriptions & Policy Handbook, not being inconsistent with these By-Laws, which are made from time to time by the Association in a general meeting.

602. No rule, made by the Association in a general meeting invalidates a prior act of the Officers and Directors that would have been valid if that rule had not been made.

603. The Officers and Directors of the Association shall consist of:

- a) President
- b) 1st Vice-President
- c) 2nd Vice-President
- d) Treasurer
- e) Director Hockey Divisions
- f) Director Hockey Operations & Programs
- g) Past President
- h) RIC – Referee in Chief

The position of Past President is to be filled by the most recent serving President that has remained in good standing with the Association and meets the Executive Counsel residency requirements in section 604. An organization chart for the Association, inclusive of the Executive Counsel, reporting committees and various coordinating, managerial and other functions as appointed by the Executive Counsel, forms Appendix A.

604. All of the Officers and Directors, with the exception of the Past President, are to be elected at the Annual General Meeting as follows:

- o President, 2nd Vice-President and Director Hockey Divisions are to be elected for a two (2) year term on odd numbered years;
- o 1st Vice-President, RIC, Treasurer and Director Hockey Operations & Programs are to be elected for a two (2) year term on even numbered years.

Members of the Executive Counsel must reside within the boundaries of the Central Okanagan at the time of their election. In the event a member is elected to the Executive Counsel, subsequently moves outside these boundaries and yet remains desirous to serve the Association, the remaining members of the Executive Counsel shall vote within thirty (30) days on whether the member can continue to serve and a simple majority shall prevail.

605. The Executive Counsel shall meet and appoint members to fill the various roles in the Association's organization as per the current need.

606. The appointed roles shall retire from office at each Annual General Meeting.

607. No member shall be appointed to more than one position in the Association, except in the case of necessity, in which case a second position may be held temporarily. All members of the Executive Counsel must within sixty-days of their appointment complete a criminal records background check. Certain other members in the Association fulfilling other functions in the

organization, as deemed by the Executive Counsel, may also be required to do so. Criminal record checks are considered current for a period of three years and then must be renewed.

608. The Executive Counsel may, at any time and from time to time, appoint a member as an Officer or Director to fill a vacancy in an elected position.

609. The member so appointed holds office only until the conclusion of the next following Annual General Meeting of the Association, but is eligible for election at the meeting.

610. An election may be by acclamation; otherwise it shall be by secret ballot.

611. The holder of office may run again for subsequent terms of office.

612. Subject to there having been a quorum, no act of proceeding is invalid only by reason of there being less than the prescribed number of members in office.

613. The members of the Association may, by special resolution, remove a member from office prior to the expiration of his term of office, and may also elect a successor to complete the term of office.

614. Nominations for the various offices of the Association shall be made by the Nominating Committee to be composed of the Past President, who shall be Chairman, and at least three (3) other members in good standing appointed by the Executive Counsel. Where the Past President is unavailable, the Executive Counsel will appoint a committee of at least three (3) members, one of which must be a current member of the Executive Counsel. Nominations from the membership may also be made:

- a) By forwarding to the Committee, a nomination either verbally, in writing; or
- b) By nomination from the floor at the Annual General Meeting.

In the latter case, if the nominee is not present, acceptance from the nominee must be received in writing. All such nominations of members in good standing and who qualify to act and who indicate a willingness to stand for election, shall be placed on the slate of the Nominating Committee. The person being nominated for Treasurer, any signing officer for the Association and any member made an authorized banking signatory must be bondable.

615. A nomination from the floor shall not be accepted for the office of President or 1st Vice-President for a person who has not served on the Executive Counsel for at least one of the previous five years prior to his nomination.

616. In the event that three (3) or more persons are nominated for any position with the Association, then the successful candidate shall be required to poll more than 50% of the total votes cast. If necessary, this will be established by elimination voting whereby the nominee receiving the least votes shall be successively dropped until a nominee has the required votes.

617. No member shall be eligible for election to the Executive Counsel unless he is a member in good standing with the Association.

618. Board Meeting Attendance Policy:

- a) Purpose: This policy is intended to support full contribution of all board executive members. All board executive members receive a copy of this official policy. The policy

is reviewed once a year and maintained in the Board Manual. Each Board member's attendance record shall be accounted for over a period of one year ("accounting period") and shall be counted from the beginning of said member's Board term, or from the end of the previous accounting period, whichever is more recent. The policy has been reviewed and authorized by the board (see date below) by a resolution passed on the \_\_\_\_\_ (date) meeting held at \_\_\_\_\_ (place).

- b) Definition of a Board Attendance Problem: A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings. 1. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting). 2. The member has three notified absences in a row. 3. The member misses one third of the total number of board meetings in a twelve-month period.
- c) Suggested Response to a Board-Attendance Problem: If a board-attendance problem exists regarding a member, the President will promptly contact the member to discuss the problem. The member's response will promptly be shared by the President with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted per this policy. The board will promptly initiate a process to begin recruiting a new board member.
- d) Termination Process: The President will call the member with the board-attendance problem and notify him or her of the board's decision to terminate the member's membership per the terms of the Board Attendance Policy. The President will request a letter of resignation from the member to be received within the next two weeks. The board will vote regarding acceptance of the member's resignation letter in the next board meeting.

Presidents Signature Indicating Board Authorization \_\_\_\_\_ Date \_\_\_\_\_  
Board Policy Passes \_\_\_\_\_ (date)

#### **BY-LAW 7 - PROCEEDINGS OF THE EXECUTIVE COUNSEL**

700. The Executive Counsel may meet at times and places as they see fit, for the dispatch of business and may adjourn and otherwise regulate their meetings and proceedings.

701. The Executive Counsel shall meet a minimum of monthly during each playing season, and as required during the off-season.

702. The business of the Association shall include the day to day operations, control of finances in relation to expenditures of the Association and general conduct of the business of the Association.

703. At all Executive Counsel meetings a quorum shall consist of four (4) Executive Counsel members.

704. The President shall preside as Chairman at meetings of Executive Counsel of the Association. In his absence the 1st Vice-President shall preside or in the absence of both the 2nd Vice-President shall preside. If none of these are present within thirty (30) minutes of the

scheduled commencement of the meeting, those present shall select one of their numbers to be chairman at that meeting.

705. The President may, at any time, take a mail, telephone or fax vote of Executive Council members on any urgent matter.

706. The President may call a meeting of Executive Council provided seven (7) days notice is given either in writing or orally.

707. Any three (3) Executive Council members may request a meeting at any time, and the Secretary, at the request of the Executive Council members shall convene a meeting of the Executive Council provided seven (7) days notice is given orally or in writing.

708. The Executive Council may delegate any but not all of their powers to committees as they deem appropriate.

709. Any committee so formed shall exercise the delegated powers, conforming to any rules that may from time to time be imposed on it by the Executive Council, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Executive Council to be held next after it has been done.

710. A designated member of the Executive Council and the applicable committee may meet and adjourn as they think proper.

711. Questions arising at any meetings of the Executive Council and in any delegated-to committees shall be decided by a majority of votes.

712. In case of an equality of votes the Chairman does not have a second or casting vote.

713. Any motion proposed at a meeting of Executive Council must be seconded and the Chairman of a meeting may move or propose a motion.

714. A motion, in writing, signed by all the Executive Council and placed with the minutes of the Association is as valid and effective as if regularly passed at a meeting of Executive Council.

715. A member of the Executive Council may be deemed to be in conflict of interest by a majority vote.

#### **BY-LAW 8 - DUTIES OF EXECUTIVE COUNSEL**

##### **800. President:**

Elected position to set WKMHA policy and ensure the policy is carried out throughout the programs offered.

##### **Responsibilities:**

- \_ To chair the WKMHA Executive meetings.
- \_ To chair the WKMHA Discipline Committee meetings in the absence of the 1st Vice.
- \_ Attend all WKMHA Executive meetings, or failing that, to provide a written report.
- \_ Represent WKMHA at all OMAHA meetings.
- \_ Attend BC Hockey Annual General Meeting each year.



- \_ Shall ensure quorum is present at each WKMHA Executive meeting in agreement with WKMHA Constitution.
- \_ Shall ensure that all aspects of the WKMHA Constitution are in force.
- \_ Supervise the other Officers and Directors in the execution of their duties
- \_ Serve as signing officer (with Treasurer) on all WKMHA accounts
- \_ assume Past President responsibilities when no Past President is in place or delegates individual duties to other Executive members to ensure coverage
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ run election at AGM when not up for election
- \_ term is 2 yrs, election in years ending with an odd number (e.g. 2005)

#### **801. 1<sup>st</sup> Vice President:**

Elected position to fulfill the President's function in his/her absence.

##### **Responsibilities:**

- \_ To chair the WKMHA Executive meetings in the President's absence.
- \_ To chair the WKMHA Discipline Committee meetings.
- \_ To chair the WKMHA Tournament Committee meetings.
- \_ To oversee the Risk Manager position if a position is held. If not, be responsible for the risk MGMT of WKMHA
- \_ To investigate and resolve any WKMHA issues regarding insurance and risk management.
- \_ To attend all WKMHA Executive meetings or provide a written report in lieu of attendance.
- \_ To run the elections at the AGM on years when the President's position is up.
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ Term is 2 yrs, election in years ending with an even number (e.g. 2006)

#### **802. 2nd Vice-President:**

Elected position responsible for all communications matters within and external to WKMHA.

##### **Responsibilities:**

- \_ To solicit sponsorships from corporate members of the community for all Teams and Tournaments.
- \_ To provide thank you letters to each corporate sponsor along with team pictures when available.
- \_ Review and coordinate all team fundraising activities to avoid duplication or conflict of activities within the community, and to ensure activities promote a positive image of WKMHA.
- \_ Responsible to monitor the content of the Web-site and advise Web-site Administrator if any changes are required.
- \_ Responsible for communications on behalf of WKMHA, which include bulletin boards, standings and trophy cases
- \_ Serve as signing officer in the absence of either President or Treasurer
- \_ To attend all WKMHA Executive meetings or provide written report in lieu of attendance
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ Term is 2 yrs, election in years ending with an odd number (e.g. 2005)

#### **803. Treasurer:**

Elected position responsible for maintaining financial control and reporting for WKMHA

##### **Responsibilities:**

- \_ Prepare annual budget (preliminary) each summer using projected registration figures provided by Registrar/Administrator.
- \_ Serve as signing officer (with President) on all WKMHA bank accounts.

- \_ Move funds between WKMHA operating and investment accounts so as to maximize returns while maintaining a low-risk approach consistent with an association of this type.
- \_ Provide updated budget following completion of final registration.
- \_ Prepare and present Unaudited Financial Statement at the WKMHA Annual General Meeting.
- \_ Work with Administrator to ensure WCB submissions are completed and submitted as necessary by law.
- \_ Work with Administrator to ensure that funds have been sent to BC Hockey as necessary for the Hockey Canada Insurance and BC Hockey fees each year.
- \_ Work with Administrator to apply for Direct Access grant and gaming licenses on behalf of WKMHA.
- \_ Attend WKMHA Executive meetings, or provide a written report informing Executive of current status of operations verses budget.
- \_ Term is 2 yrs, election in years ending with an even number (e.g. 2006)

#### **804. Director Hockey Divisions:**

Elected position responsible for communicating league policy to the Divisional Levels.

##### **Responsibilities:**

- \_ Nominate candidates for Tournament Committee, Division Managers for each Division and Rep, House and Initiation and Female coordinator to be approved by the Executive.
- \_ Ensure correct procedure is being followed for Rep Tryouts at all levels.
- \_ Communicate Executive Policy and expectation to the Rep Manager of each division.
- \_ Oversee all house evaluations, ensure teams are balanced
- \_ Work with administrator to secure and schedule team picture contractor, and establish a procedure for completing this in one/two evenings
- \_ Communicate on a regular basis with Rep Coordinator, House Coordinator, Initiation/Novice Coordinator and Female Coordinator (if in place) to ensure all issues are dealt with regarding the policy manual. Otherwise, communicate directly with House Division Mgrs.
- \_ Meet with the Tournament Committee (if committee is in place) & Chairperson to ensure all tournaments are set up and purchases are met according to the Elected Executive.
- \_ To attend all WKMHA Executive meetings or provide a written report in lieu of attendance.
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ Term is 2 yrs, election in years ending with an odd number (eg 2005)

#### **805. Director Hockey Operations & Programs:**

Elected position responsible for communicating league policy to the Divisional Levels.

##### **Responsibilities:**

- \_ During the pre-registration process, solicit Coaching Applications for the upcoming season.
- \_ Review the coaches assessments from the previous season, oversee Coach Mentor and Hockey Steering Committee to select the coaches for the upcoming season.
- \_ Work with the registrar to project registration for the next season and develop a plan for number of teams required in each division. Such a plan should consider adding or deleting teams as necessary and adding or deleting Rep teams as can be supported by enrollment at that Division.
- \_ Work with the Ice Ambassador and HSC to develop efficient and expedient usage of all ice for tryouts for all Rep teams, Atom Development and House teams.
- \_ Work with the Ice Ambassador to allocate ice times to each division to support the program as approved by the Executive
- \_ Coordinate all other "on ice" programs, specialized skill training, player evaluations, coach development and evaluations and concerns for the Executive.

- \_ Oversee the tryout process, ensuring adequate coaches are in place to provide safety and leadership to the players.
- \_ As players are established as playing at various levels, complete coaching selection process as quickly as possible to allow all other teams to begin play as soon as possible.
- \_ Adjudicate inter-divisional conflicts regarding player movement.
- \_ Organize annual Coach's Appreciation Event near the end of the season.
- \_ Work with administrator to ensure online coaches' evaluations are appropriate for the information required and ensure complete forms are achieved for review during the summer. Note that these forms are confidential to maintain their anonymity, but the comments included should be made available to any coaches to have feedback on their respective performance.
- \_ Identify and adhere to the Hockey Canada Guidelines.
- \_ To attend all WKMHA Executive meetings or provide a written report in lieu of attendance.
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ Term is 2 yrs, election in years ending with an even number (e.g. 2006)

#### **806. Past President:**

Elected position responsible for advising in Executive matters and reviewing WKMHA Policy and Constitution.

#### **Responsibilities:**

- \_ To create a nominating committee no later than February 28<sup>th</sup> each year to solicit candidates for positions being vacated in the upcoming AGM.
- \_ Act in an advisory capacity to the President and Elected Executive, but retains voting right in first term (2 yrs)
- \_ Responsible for organizing selection of award winners in all appropriate divisions and coordinating purchase of awards for all levels. Work with administrator on this.
- \_ Review WKMHA Job Descriptions and Policy Handbook annually and update as required for new policies, or changes to the organization.
- \_ As required attend to matters pertaining to revisions of the Constitution and Bylaws for WKMHA. Any such revisions to be brought firstly to Executive Counsel and subsequently to the Membership for ratification at an Annual General meeting.
- \_ Attend WKMHA Executive Meetings or provide a written report in lieu of attendance.
- \_ Term is for 2 years, after which the person becomes a non-voting member but remains on executive in an advisory capacity only. Executive meeting attendance after 2 yrs is voluntary or when asked by the president

#### **807. RIC (Referee in Chief):**

Elected position, responsible for training and scheduling Referee's for WKMHA.

#### **Responsibilities:**

- \_ Recruit, train, evaluate, and assign officials.
- \_ Work with the Administrator to review game assignments and prepare monthly and yearly records for individual officials if requested
- \_ Advise the Executive Council on programs to support the recruiting, evaluating, and training of officials.
- \_ Collect all game sheets from the bin in the Referee's room review and then deliver to the Administrator.
- \_ Referee in Chief shall be a member of the Discipline Committee.
- \_ Prepare and deliver report at WKMHA Annual General Meeting.
- \_ Work with administrator to request clinic date in September from OMAHA, and arrange for a meeting room and ice time on that date.

- \_ Assist administrator in placing information on WKMHA website with clinic information.
- \_ Provide officiating and suspension rules interpretations upon request.
- \_ When discipline or assignment problems arise, contact the 1st Vice President for assistance if required.
- \_ Know Match Penalty and Game Misconduct procedures in order to respond to requests from Coaches and members.
- \_ Post in the Ref Room, all information, bulletins, etc. as received from OMAHA and BC Hockey, in order that the officials are current with any and all changed, as they take place.
- \_ To attend all WKMHA Executive meetings or provide a written report in lieu of attendance.
- \_ Term is 2 yrs, election in years ending with an even number (e.g. 2006)

808. In addition to the specific duties as outlined, the Executive Counsel may assign such other duties to members as they decide.

### **BY-LAW 9 - DISCIPLINE AND APPEALS**

900. The Committee membership:

- a) The Disciplinary Committee membership could consist of the 1st Vice President, at least one of the Past President, Referee in Chief and/or Coach Mentor, and one to three Division Managers, excluding the representative Division, for a Committee minimum of three to a maximum of five members. Any member, deemed by the President in his/her discretion, to have any kind of conflict of interest will not qualify to serve on the Committee.
- b) The President shall not serve on the Disciplinary Committee, except in the absence of the 1st Vice President. If both the 1st Vice President and President are absent, the remaining Executive Counsel members can elect one of the remaining members to serve as chairperson for a discipline committee

901. Filing of complaints:

- a) Complaints against members of the Association shall be reported in writing to the President or 1st Vice President.
- b) The Executive Counsel may, by a simple majority, decide if a complaint against any member should be brought before the Executive Counsel, Hockey Steering Committee or Discipline Committee.
- c) The subject of the complaint shall be given reasonable notice and may attend.

902. Decision-making authority of the Committee:

- a) The Disciplinary Committee may exonerate, censure, suspend, expel or ask for the resignation of the subject of the complaint.
- b) The subject of the complaint shall receive written notice regarding the decision from the 1st Vice President.

903. The subject of the complaint or complainant may appeal a ruling by the Discipline Committee to an Appeals Committee. If the subject or complainant is a minor, they must be accompanied by at least 1 parent or guardian.

904. The Appeals Committee shall be comprised of members of the Executive Counsel not already having participated in the matter nor having a conflict of interest. In the case of conflict of interest, that person shall be excused. Conflict shall be considered as having direct interest regarding a team, player, coach or member.

905. Filing an Appeal:

- a) Any appeal to the Appeals Committee must be in writing outlining all particulars pertaining to the case, must indicate the specific purpose(s) for the appeal, must be accompanied by either a cash payment, certified cheque or money order for \$50.00 payable to the Association and be delivered to the Association's Secretary within seven (7) days from the date of the notice advising of the ruling.
- b) The appeal shall be dealt with by the Appeals Committee within seven (7) days. If the ruling is affirmed the \$50.00 is retained by the Association. In all other cases the \$50.00 will be returned.
- c) The Appeals Committee may dismiss, uphold or modify any ruling that is being appealed. Any ruling will remain in effect until the appeal is dealt with.

906. When an appeal is filed, there shall be no stay of suspension imposed which is the subject of appeal.

907. An appellant has the right to access all of the pertinent information on which the ruling was made.

908. The decision of the Appeals Committee is final and binding on all parties thereto referred. Any member who fails to exhaust the appeal procedures provided herein prior to resorting to external remedies, legal or otherwise, shall be subject to a suspension at the discretion of the majority of the Executive of the Association.

**BY-LAW 10 - AMENDMENTS-CONSTITUTION AND/OR BY-LAWS**

1000. The Constitution and/or By-Laws of the Association shall not be altered or added to except by special resolution at the Annual General Meeting of the Association.

1001. Proposed amendments to the Constitution and/or By-Laws must be received by the Association no later than March 1st each year.

1002. Notice of proposed amendments to either the Constitution and/or By-Laws shall be made available to every member in good standing, either by mail or advertised in local newspaper or via electronic distribution, three weeks prior to the Annual General Meeting.

1003. The majority required to pass a special resolution shall be 75% of the members in good standing present at the Annual General Meeting.

**BY-LAW 11 - FINANCE AND BANKING**

1100. The finances of the Association shall be under the control of the Executive Counsel.

1101. A current operating account shall be maintained in a deposits insured financial institution as approved by the Executive Counsel. All current operating receipts received shall be deposited in this account from which normal operating expenses shall be paid by cheque.

1102. The Treasurer shall present a financial report to the Executive Counsel's monthly meeting, for approval.

1103. Notwithstanding anything here and before contained, the Treasurer shall not make any expenditure in excess of an amount set annually by the Executive Counsel.

1104. The Treasurer, with the approval of the Officers, shall maintain savings and trust accounts as may be required by the Association.

1105. The Executive Counsel shall ensure all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals relating to savings and trust accounts.

1106. The Treasurer, with the approval of the Executive Counsel shall be empowered to invest any excess funds of the Association in securities designated by the Trustees Act.

1107. The Executive Counsel shall, at their discretion, have the power to borrow monies with or without security subject to the Societies Act.

1108. The members of the Association may, by Special Resolution, restrict the borrowing powers of the Executive Counsel but a restriction so imposed expires at the next Annual General Meeting.

1109. The fiscal year of the Association shall be from April 1 to March 31.

1110. At the Annual General Meeting of the Association, members in good standing shall be provided with a balance sheet, statement of income and statement of surplus for the period.

#### **BY-LAW 12 - SECURITY**

1200. The Association may require any Executive Counsel member to give such security as may from time to time be deemed sufficient by the Association to the faithful discharge of his duties subject to the Society Act.

#### **BY-LAW 13 - BOOKS OF ACCOUNT**

1300. The books of account, records and minutes of the Association shall be retained and open for inspection by the members during such times as the Executive Counsel shall designate.

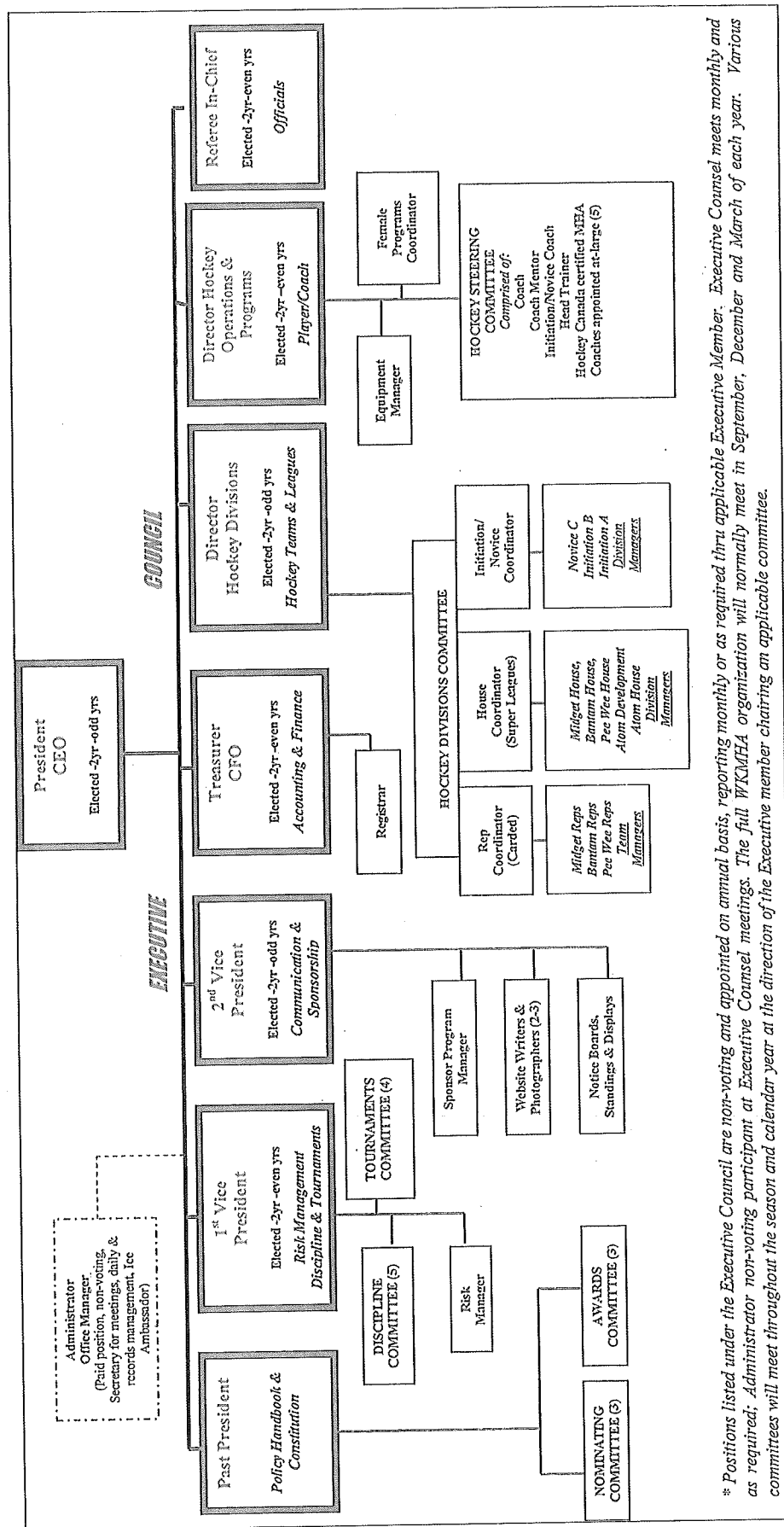
#### **BY-LAW 14 - PROVISIONS FROM THE SOCIETY'S PRE-TRANSITION CONSTITUTION**

1400. This Association shall be affiliated with the Okanagan Mainline Amateur Hockey Association ("OMAHA"), the British Columbia Amateur Hockey Association ("BC HOCKEY"), and shall observe all laws, rules and regulations by which these Associations are governed.

1401. The operations of the Association shall be chiefly carried on within the boundaries of the West Kelowna Minor Hockey Association, as registered by the BC Hockey and the Okanagan Mainline Amateur Hockey Association.

1402. Upon winding up or dissolution of the Association, 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 organization or organizations having a similar charitable purpose.  
**This provision was previously unalterable.**

**APPENDIX A  
WEST KELOWNA MINOR HOCKEY ASSOCIATION  
ORGANIZATION STRUCTURE (Revised July 2013)**



\* Positions listed under the Executive Council are non-voting and appointed on annual basis, reporting monthly or as required thru applicable Executive Member. Executive Counsel meets monthly and as required. Administrator non-voting participant at Executive Counsel meetings. The full WKMHA organization will normally meet in September, December and March of each year. Various committees will meet throughout the season and calendar year at the direction of the Executive member chairing an applicable committee.

## **APPENDIX B - HONOURARY LIFE MEMBERS**

*Art Fisher  
John Michie  
Sharon Brown  
Glen Naka*

## **APPENDIX C - PAST PRESIDENTS**

<i>1975-77</i>	<i>Ernie Foden</i>
<i>1977-78</i>	<i>Mal Schofield</i>
<i>1978-81</i>	<i>John Michie</i>
<i>1981-82</i>	<i>Daryl Lafoy</i>
<i>1982-83</i>	<i>Shirley Albrich</i>
<i>1983-85</i>	<i>Vic Ward</i>
<i>1985-87</i>	<i>Gavan Anderson</i>
<i>1987-90</i>	<i>Stu Dale</i>
<i>1990-93</i>	<i>Sharon Brown</i>
<i>1993-95</i>	<i>Doug Drummond</i>
<i>1995-99</i>	<i>John Michie</i>
<i>1999-01</i>	<i>Gord Milsom</i>
<i>2001-03</i>	<i>Shane Eagland</i>
<i>2003-05</i>	<i>Chuck Abney</i>
<i>2005-07</i>	<i>Sharon Wizinsky</i>

## **APPENDIX D – ASSOCIATION AWARDS**

***LENORE HEWLETT AWARD*** – This award is named after Lenore Hewlett, who ran the concession for many years along side Bonnie Michie. She was at the concession when WKMHA was formed. This award is presented for service and dedication to West Kelowna Minor Hockey, to be decided by the past two recipients and the President.

***IAN SNOW MEMORIAL TROPHY*** – This award is in memory of Ian Snow. Ian was a goalie, goalie coach, teacher and a member of WKMHA executive. He passed away of cancer. This award is given to the goalie who best exhibits skill and sportsmanship in the Pee wee or Bantam Rep Divisions.

***CHAD OCHITWA TROPHY*** – This award is in memory of Chard Ochitwa, who passed away in a car accident on his way to a hockey game. This award is given to the best defenseman in the Pee wee Rep. Division.

***SIMRAN SAHOTA MEMORIAL TROPHY***- This award is in memory of Simran Sahota. Simran was a member of WKMHA for 12 years, playing hockey, coaching and officiating. He loved to help others, and played hockey to “have fun”. The Simran Sahota Memorial Fund was also set up by Simran’s family, to support new players to WKMHA requiring financial assistance. This award is presented to the best all around defenseman at the Midget Rep Level.

***REFEREE ACHIEVEMENT AWARD*** – This award is in memory of Bill Wylie who passed away in a tragic car accident while returning home from officiating a Kootenay International Junior Hockey League game. Bill was the Referee in Chief for WKMHA from 1999-2002. Bill began his hockey career at the age of 5 then traded his stick in for a whistle in 1993. Bill was



passionate about his work, helped the younger officials and his ultimate goal was to officiate in the NHL. This award is presented to the official who has shown dedication to the game of hockey, support for fellow referees and true passion for his/her position as referee.

***MOST DEDICATED, MOST IMPROVED and MOST SPORTSMANLIKE AWARDS*** - presented to players within each of the Atom, Atom Development, Pee wee, Bantam, and Midget House Divisions and to each Rep Team

***COACH OF THE YEAR AWARDS (3)*** – presented to a Coach within the Initiation, House & Rep programs