

B.C. Peace Predators Female Hockey Society



Constitution and Bylaws

August 2018

Table of Contents

Part 1 – Constitution

| | |
|--------------------|-------|
| Constitution | Pg. 3 |
|--------------------|-------|

Part 2 – Bylaws

| | |
|--|-------|
| Definitions | Pg. 3 |
| Definitions in Act Apply | Pg. 3 |
| Conflict with Act or Regulations | Pg. 3 |

Part 3 – Members

| | |
|--|-------|
| Application for Membership | Pg. 4 |
| Duties of Members | Pg. 4 |
| Amount of Membership Dues | Pg. 4 |
| Member not in Good Standing | Pg. 4 |
| Member not in Good Standing May Not Vote | Pg. 4 |
| Termination of Membership | Pg. 4 |

Part 4 – General Meetings of Members

| | |
|---|-------|
| Time and Place of General Meeting | Pg. 5 |
| Ordinary Business at General Meetings | Pg. 5 |
| Notice of Special Business | Pg. 5 |
| Chair of General Meeting | Pg. 5 |
| Alternate Chair of General Meeting | Pg. 6 |
| Quorum Required | Pg. 6 |
| Quorum for General Meetings | Pg. 6 |
| Lack of Quorum at Commencement of Meeting | Pg. 6 |
| If Quorum Ceases to be Present | Pg. 6 |
| Adjournment by Chair | Pg. 7 |
| Notice of Continuation of Adjourned General Meeting | Pg. 7 |
| Order of Business at General Meeting | Pg. 7 |
| Methods of Voting | Pg. 8 |
| Announcement of Results | Pg. 8 |
| Proxy Voting Not Permitted | Pg. 8 |
| Matters Decided at General Meeting | Pg. 8 |

Part 5 – Directors

| | |
|---|-------|
| Number of Directors on Board | Pg. 8 |
| Election or Appointment of Directors | Pg. 8 |
| Director May Fill Casual Vacancy on Board | Pg. 8 |
| Term of Appointment of Direct Filling Casual Vacancy..... | Pg. 9 |

Part 6 – Directors’ Meetings

| | |
|--|-------|
| Calling Directors’ Meeting | Pg. 9 |
| Notice of Directors’ Meeting | Pg. 9 |
| Proceeding Valid Despite Omission to Give Notice | Pg. 9 |
| Conduct of Director’s Meetings | Pg. 9 |
| Quorum of Directors | Pg. 9 |

Part 7 – Board Positions

Election or Appointment to Board Positions Pg. 9
Term of Office Pg. 10
Directors at Large Pg. 10
Role of President Pg. 10
Role of Vice – President Pg. 10
Absence of Secretary from Meeting Pg. 11
Role of Other Directors Pg. 11
Committees Pg. 11

Part 8 – Remuneration of Directors and Signing Authority

Remuneration of Directors Pg. 11
Signing Authority Pg. 12
Rules of Order Pg. 12
Dissolution Pg. 12

*“Hockey Players Have Fire in Their
Hearts and Ice in Their Veins”*

Part 1 – CONSTITUTION

1.1 The name of the Society is B.C. Peace Predators Female Hockey Society

1.2 The Objects of the Society are:

- a.** To promote and develop a stream of competitive female hockey for peewee, bantam and midget divisions in the North East Region of British Columbia so that players may attain their full potential.
- b.** To foster and promote the importance of teamwork and the responsibility of each player to contribute to the best of their ability with emphasis on self discipline, respect for oneself and others, good character and citizenship.
- c.** To promote the essential provision that all individuals must abide by the rules of the game and the regulations of the society, and the importance of fair play and sportsmanship.

Part 2 – BYLAWS

Definitions:

2.1 In these Bylaws:

- “**Act**” means the Societies Act of British Columbia as amended from time to time;
- “**Board**” means the directors of the Society;
- “**Bylaws**” means these Bylaws as altered from time to time;
- “**Season**” means the time frame when hockey is played. For our purposes, the season runs from April 1 of current year to March 31 of the following year;
- “**General Meeting**” means a meeting of the membership
- “**Director Meeting**” means a meeting of the board of directors

Definitions in Act Apply:

2.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or Regulations:

2.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the Regulations, as the case may be, prevail.

Part 3 – MEMBERS

Application for Membership:

3.1 A person may apply to the board for membership in the society, and the person becomes a member on the Board's acceptance of the application.

- a.** Upon registration of a player on a team, the parents and/or guardians of that player automatically become members of the Society, on payment of membership dues.

Duties of Members:

3.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of Membership Dues:

3.3 The amount of the annual membership dues per season shall be \$1.00 due at the Annual General Meeting.

Member not in Good Standing:

3.4 A member is not in good standing if the member fails to pay the member's annual membership dues or any other debt due and owing to the Society and will remain "Not in Good Standing" for so long as those debt remains unpaid.

- a.** A member may also lose the good standing with written notification of the Board if they are suspended by either the governing body of Hockey Canada, BC Hockey or the Peace River District Minor Hockey Association.

Member not in Good Standing May Not Vote:

3.5 A voting member who is not in good standing

- a.** May not vote at a general meeting, and
- b.** Is deemed not a be a voting member for the purpose of consenting to a

resolution of the voting members.

Termination of Membership if Member Not in Good Standing:

3.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Part 4 – General Meetings of Members

Time and Place of General Meeting:

4.1 A general meeting must be held at the time and place the Board determines.

a. General meeting shall be publicly announced a minimum of 7 days prior to meeting date. Annual General Meeting shall be publicly announced a minimum of 30 days prior to meeting date.

b. General meetings shall be held a minimum of 2 times a year, not including the Annual General Meeting.

Ordinary Business at General Meeting:

4.2 At a general meeting, the following business is ordinary business;

a. Adoption of rules of order:

b. Consideration of any financial statements of the Society presented to the meeting;

b. Consideration of the reports, if any, of the directors or auditor:

c. Election or appointment of directors;

d. Appointment of an auditor, if any;

e. Business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of Special Business:

4.3 A notice of general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of General Meeting:

4.4 The following individual is entitled to preside as the chair of a general meeting:

- a. The President of the Society
- b. If the President is unable to preside as chair then
 - i. The Vice President, will preside as chair or
 - ii. One of the directors present at the meeting, if both the President and Vice President are unable to preside as the chair, will preside as chair.

Alternate Chair of General Meeting:

4.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum Required:

4.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for General Meetings:

4.7 The quorum for the transaction of business at a general meeting shall be the majority of the Board members plus an equal number of ordinary voting members.

Lack of Quorum at Commencement of Meeting:

4.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- a. In the case of a meeting convened on the requisition of members, the meeting is terminated and
- b. In any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for the meeting.

If Quorum Ceases to be Present:

4.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournment by Chair:

4.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of Continuation of Adjourned General Meeting:

4.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of Business at General Meeting:

4.12 The order of business at a general meeting is as follows:

- a.** Elect an individual to chair the meeting, if necessary;
- b.** Determine that there is a quorum;
- c.** Approve the agenda;
- d.** Approve the minutes from the last general meeting as read or circulated;
- e.** Deal with unfinished business from the last general meeting;
- f.** If the meeting is an Annual General Meeting,
 - i.** Receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - ii.** Receive any other reports of directors' activities and decisions since the

previous Annual General Meeting,

- iii. Elect or appoint directors, and
- iv. Appoint an auditor, if any;
- g. Deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h. Terminate the meeting.

Methods of Voting:

4.13 At general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by secret ballot.

Announcement of Results:

4.14 The Chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy Voting Not Permitted:

4.15 Voting by proxy is not permitted

Matters Decided at General Meeting by Ordinary Resolution:

4.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 5 – Directors

Number of Directors on Board:

5.1 The Society must have no fewer than 3 and no more than 12 directors.

Election or Appointment of Directors:

5.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

- a. Each member in good standing shall have the privilege of nominating a representative for each elected office of the Society;
- b. Nominations may come from the floor only where the nominee is in attendance or his/her written consent is presented.

Director May Fill Casual Vacancy on Board:

5.3 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the Resignation, death or incapacity of a director during the director's term of office.

Term of Appointment of Direct Filling Casual Vacancy:

5.4 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Part 6 – Directors' Meetings

Calling Directors' Meeting:

6.1 A directors' meeting may be called by the president or by any 2 other directors.

Notice of Directors' Meeting:

6.2 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceeding Valid Despite Omission to Give Notice:

6.3 The Accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of Director's Meetings:

6.4 The directors may regulate their meeting and proceeding as they think fit.

Quorum of Directors:

6.5 The quorum for the transactions of business at a directors' meeting is a majority of the directors.

Part 7 – Board Positions

Election or Appointment to Board Positions:

7.1 Directors must be elected or appointed the following Board positions, and a director, other than the president, may hold more than one position:

- a.** President
- b.** Vice – President
- c.** Secretary
- d.** Treasurer
- e.** Peewee Director
- f.** Bantam Director
- g.** Midget Director
- h.** Fundraising Director
- i.** Risk Management Director

Term of Office:

7.2 The term of office for director will be 1 year.

Directors at Large:

7.3 Directors who are elected or appointed to positions on the Board in addition to the position described in these Bylaws are elected or appointed as directors at large

Role of President:

7.4 The President is the chair of the board and is responsible for supervision the other directors in the execution of their duties.

Role of Vice – President:

7.5 The Vice – President is the vice – chair of the Board and is responsible for carrying out the duties of the president is the president is unable to act.

Role of the Secretary:

7.6 The Secretary is responsible for doing, or making the necessary arrangements for, the following:

- a. Issuing notices of general meetings and directors' meetings;
- b. Taking minutes of general meetings and director's meetings;
- c. Keeping the records of the Society in accordance with the Act;
- d. Conducting the correspondence of the Board;
- e. Filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of Secretary from Meeting:

7.7 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of Treasurer:

7.8 The treasurer is responsible for doing, or making the necessary arrangement for, the following:

- a. Receiving and banking monies collected from the members or other sources;
- b. Keeping accounting records in respect of the Society's financial transactions;
- c. Preparing the Society's financial statements;
- d. Making the Society's filings respecting taxes, if applicable.

Role of Other Directors:

7.9 The role of the peewee director, bantam director, midget director, **risk management director and fundraising director** are as set out in the Society's policies.

Committees:

7.10 The Board shall have the power to create and appoint Standing committees as required. Such committees must be appointed annually. The membership of such committees shall not be restricted to members of the Board.

Part 8 – Remuneration of Directors and Signing Authority

Remuneration of Directors:

8.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity

Signing Authority:

8.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- a. By the president, together with one other director;
- b. If the president is unable to provide a signature, by the vice – president together with one other director;
- c. If the president and vice – president are both unable to provide signatures, by any 2 other directors, or
- d. In any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

Rules of Order:

9.1 The official rules of order for the transaction of business at all meeting shall be Roberts Rules of Order. In those instances where Roberts Rules of Order conflicts with the Bylaws of the Society, the Bylaws shall take precedence.

Dissolution:

10.1 Upon the dissolution of the Society, and after payment of all debts and liabilities, the remaining property of the Association shall be distributed or disposed of to a charitable or non-profit organization, the objects of which are beneficial to the community or communities.

