

LAKE COWICHAN AND DISTRICT MINOR HOCKEY ASSOCIATION

BY-LAWS

MEMBERSHIP

- Section 1: Adult membership shall be open to adults residing or owning property within the boundaries of School District #66, to include residents of Port Renfrew who have boys/girls in Minor Hockey.
- Section 2: Team-membership shall be open to groups of boys or girls fulfilling the requirements laid down by the executive. The team membership shall hold no vote or office.
- Section 3: Any member of the Association may be expelled by the executive. The member must first appeal to the executive in writing for re-instatement. The member then has the option to bring the case before the Annual or Semi-Annual Meeting.

OFFICERS AND EXECUTIVE

- Section 1: The active officers shall be the immediate Past President, President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and six (6) Directors. They shall be elected at the Annual Meeting, three (3) for a period of 2 years and the alternate one half three (3), to be elected the following year. Anyone running for President or Vice-President should have two or more years as an executive first.
- Section 2: The executive committee shall comprise of the elected officers together with such other members appointed by the executive.
- Section 3: The executive committee shall have the power to fill any office vacancy that may occur in its number between the Annual meetings.
- Section 4: Any executive committee member shall cease to hold office if:
- (a) He resigns his/her office by notice in writing;
 - (b) He is absent from three consecutive meetings of the executive committee without an excuse deemed valid by the officers and so recorded.

MANAGEMENT

Section 1: The executive committee shall have control of affairs of the Association between the Annual Meeting.

FINANCES

Section 1: The funds required by the Association shall be obtained by whatever means the executive committee shall see fit and shall be disbursed at their discretion.

Section 2: Fund raising by individual teams within the Association must be sanctioned by the executive.

Section 3: The Directors shall have the power to borrow or raise or secure the payment of money in such manner as the Association shall think fit, and without limiting the foregoing, the Association may issue debentures or debenture stock, perpetual or otherwise charged upon all or any of the Association's present future property, and to purchase, redeem or pay off any such security provided that debentures shall not be issued without the authority of an extraordinary resolution of the Association.

Section 4: The directors shall present before the members of the Association at the Annual General Meeting, a financial statement showing the income and expenditures assets and liabilities of the Association during the preceding fiscal year; the said financial statement shall be signed by two or more members of the directors or by the Association's auditor.

Section 5: (a) The seal of the Association shall be kept in the custody of the Secretary of the Association.

(b) The seal of the Association shall not be affixed to any document or instrument unless authorized by the directors and then only by, and in the presence of such persons as the directors may authorize and such officers as shall be authorized to affix the seal of the Association and shall sign every instrument to which the seal is affixed in their presence.

Section 6: The Directors shall see that the minutes of members' meetings and minutes of Directors' meetings, and all other necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute or law, are regularly and properly kept.

Section 7: The books and records of the Association shall be open to the inspection by members at all reasonable times at the Office of the Association.

DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Association with the usual privileges of his Office.

Section 2: The first Vice-President shall perform the duties of the President in his absence together with such other duties allocated to him by the President.

Section 3: The Secretary shall be responsible for keeping the minutes and shall handle all correspondence of the Association. He/she shall be responsible for the notification to the Executive Committee of all Executive meetings.

Section 4: The Treasurer shall keep proper books and prepare such financial statements as are required by law and by Directors of the Executive Committee.

MEETINGS

Section 1: The "ANNUAL MEETING" of Lake Cowichan and District Minor Hockey Association shall be in the months of March or April each year at the call of the Executive.

Section 2: Notice of ANNUAL GENERAL and Semi-Annual Meeting published in the paper two (2) weeks in advance of meeting.

Section 3: Special general meetings may be called by the resolution of the executive committee at any time. Any ten (10) members may call a special general meeting by presenting a signed request to the President, or his inability to act, the Vice-President who shall call a special general meeting within 15 days after receiving such a request.

Section 4: A quorum for the Executive Meeting shall be a majority of the Executive Committee.

Section 5: A quorum for the transaction of business at any Annual General or special meeting shall be 25 members as they appear on the membership rolls.

ORDER OF BUSINESS FOR ANNUAL MEETING

1. Roll Call
2. Credentials
3. Reading of minutes and action thereon
4. Correspondence
5. Accounts
6. Reports of Committees
7. Unfinished Business
8. Election of officers
9. New Business
10. Adjournment

VOTING

- Section 1: At the Annual Meeting, all adult members shall have one (1) vote - (See Article 1, Section 1.)
- Section 2: Each member of the Executive Committee excepting the President shall be entitled to one (1) vote at all meetings of the Association.
- Section 3: The President shall only cast his vote in the event of a tie.
- Section 4: No person shall cast more than one vote notwithstanding the fact that he may hold more than one office on the Executive of the Association.
- Section 5: No proxies shall be allowed at any meetings of the Association. —
- Section 6: At all meetings of the Association, voting shall be a show of hands unless the meeting decides upon a ballot.
- Section 7: Decisions shall be the majority of the votes cast.
- Section 8: Any members wishing to stand for office may do so by letter if unable to attend Annual Meeting.

AMENDMENTS

- Section 1: Amendments or alterations to the Constitution or By-Laws may only be made at the Annual Meeting by an extraordinary resolution of the Association and must be passed by two-thirds majority of voting members present at the meeting.
- Section 2: Proposed amendments to the By-Laws by members of the Association must be submitted in writing to the Executive by March 1st, in advance of the General Meeting. Such proposals must be made by the Executive seven (7) days in advance of such meeting.