

CONSTITUTION
WHITEHORSE MINOR HOCKEY ASSOCIATION
May 2002

ARTICLE 1
NAME

The Society "Whitehorse Minor Hockey Association" hereinafter shall be called "the Association".

ARTICLE 2
OBJECTIVES

The objectives of Whitehorse Minor Hockey Association are:

To contribute to the mental and physical development of young people through the sport of hockey by offering training programs that will:

- Develop an understanding of the fundamentals of the game of hockey;
- Develop and improve individual and game skills;
- Develop respect for Coaches, Officials, and parents;
- Develop respect for teammates and a sense of team spirit;
- Develop a competitive spirit in which every player strives to do his or her best;
- Develop a sense of pride in his or her achievements and in the achievements of his or her teammates; and
- Have fun.

To promote and support equal access to hockey programs and services for all youth regardless of income, gender, sexual orientation, ethnic origin, racial origin or religion;

To assist Members in their pursuit of excellence by providing effective programs and services through available resources;

To monitor and review services, benefits and programs available to Members in order to meet their ever changing needs;

To emphasize and encourage the involvement of those volunteers who put the interests of the game ahead of their personal interests;

To elevate the awareness of the responsibilities of the Hockey Public in ensuring the game is played in a positive environment;

To present a common voice on behalf of the Members in all discussions that could affect them at the National and International level.

ARTICLE 3 REGISTERED OFFICE/OPERATION

The operations of the Society shall be chiefly carried on in the City of Whitehorse where the registered office shall be located.

ARTICLE 4 AFFILIATION

The Society shall abide by all rules and regulations set forth by the Yukon Amateur Hockey Association (YAHA), British Columbia Amateur Hockey Association (BCAHA) and the Canadian Hockey Association. Affiliation with the above organizations shall promote harmony, goodwill and sportsmanship among Whitehorse Minor Hockey Association and other minor hockey associations in the Yukon Territory.

ARTICLE 5 GOVERNING ACTS/REGULATIONS

The following acts/regulations shall govern Whitehorse Minor Hockey Association:

- 1) Societies Act, Yukon Territory
- 2) Societies Regulations, Yukon Territory
- 3) Yukon Amateur Hockey Association (YAHA)
- 4) British Columbia Amateur Hockey Association (BCAHA)
- 5) Canadian Hockey Association (CHA)
- 6) Whitehorse Minor Hockey Association (WMHA) Policies and Procedures

ARTICLE 6 NOT FOR PROFIT

As per an unalterable provision of this Constitution and the Societies Act of the Yukon Territory the purpose of this Society shall be not for profit.

BY-LAWS

DEFINITIONS

- a) "Director" means a director or officer of the Society.
- b) "Society" means a Society incorporated or continued under the Societies Act of the Yukon Territory. The name of the Society used in these By-Laws shall be known as Whitehorse Minor Hockey Association (WMHA).
- c) "Special Resolution" means a resolution passed by the vote of not less
 - i) than 75% of the members voting at a general meeting of which not less than 21 days notice of the resolution has been given, or
 - ii) a resolution agreed to in writing by all the members who would have been entitled to vote at a general meeting.
- d) "Team Officials" means a coach, assistant coach, safety trainer, and/or team manager.

BY-LAW 1 MEMBERS

VOTING MEMBERS

- 1.1 A voting Member is:
 - 1.1.1 Any playing Member of the juvenile age of 19 years of age or older;
 - 1.1.2 A parent or guardian of a playing Member not of juvenile age in good standing with the Society or;
 - 1.1.3 An Executive Committee Member as identified in By-Law 9.1 or other such person appointed or elected to positions in the Society in accordance with the Societies By-Laws.

HONORARY LIFE MEMBERS

- 1.2 The Board of Directors may make recommendations to the Members with respect to the appointment of Honorary Life Member status.
- 1.3 Honorary Member status is an honor, the highest bestowed by the Society. Any Member who has served the Society for at least seven years and rendered outstanding and meritorious service in accordance with Article 2 of this Constitution may be elected an Honorary Life Member at any duly called meeting of the Executive Committee and confirmed by a majority vote of the Members at an Annual General Meeting.

- 1.4** Honorary Life Members shall have the privilege of acting in an advisory capacity to the Executive Committee.
- 1.5** Honorary Life Members shall not have the right to vote.
- 1.6** Nominations for Honorary Life Members must be submitted in writing to the Executive Committee, signed by a Member in good standing and detailing the service for which the honor is bestowed.

REVOCATION OF MEMBERSHIP

- 1.7** A person shall cease to be a Member in good standing of the Society upon:
- August 31st of each year unless other wise stated within these By-Laws.
 - written notice by registered mail or hand delivery to the Association's Executive Committee;
 - The death of the Member;
 - Being expelled or suspended as per By-Law 9.2.9 and By-Law 9.2.10 at the discretion of the Executive Committee upon notification for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Society; or
 - Breach of the Constitution or By-Laws of the Society.
- 1.8** A Member being considered for expulsion shall be entitled to speak at and/or be represented at a meeting which the expulsion is being considered.
- 1.9** The interest of a Member is non-transferable.

BY-LAW 2 MEETINGS

ANNUAL GENERAL MEETING (AGM)

- 2.1** The Annual General Meeting of the Association shall be held each year during the month of May. 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.

2.2 The order of business at the Annual General Meeting shall include:

- Call to Order
- Adoption of Agenda
- Adoption of Minutes
- Business arising from the Minutes
- Financial Statements (most recent completed fiscal year)
- Executive Reports
- Other Business
- Election of Officers
- Adjournment

SPECIAL GENERAL MEETINGS

2.3 A Special General Meeting may be called at any time during the year at the discretion of the President, by a majority vote of the Executive Committee or by application in writing by ten (10) Association Members. This application shall state the business for such a meeting.

2.4 Notice of a Special General Meeting shall be issued not less than twenty-one (21) days in advance of the meeting and distribution of the notice in local media shall be adequate to inform Members.

EXECUTIVE COMMITTEE MEETINGS

2.5 Executive Committee Meetings shall be held at least once per month at the call of the President.

BY-LAW 3 QUORUM

ANNUAL GENERAL MEETING

3.1 A quorum of ten (10) voting Members is required for Annual General Meetings.

SPECIAL GENERAL MEETING

3.2 A quorum of ten (10) voting Members is required for Special General Meetings.

STANDING COMMITTEE MEETINGS

3.3 A quorum shall consist of a simple majority of sitting "Standing Committee Members".

BY-LAW 4 VOTING

MEMBERS

- 4.1 Any Association Members may attend a meeting of the Association but shall not have a vote unless provided for elsewhere as indicated in By-Law 2.
- 4.2 Voting by Members at any meeting noted within these By-Laws where the Membership has voting privileges shall be as follows:
- 4.2.1 Each Voting Member of juvenile age or older as defined in By-Law 1.1.1 shall have only one (1) vote on any given issue.
 - 4.2.2 A parent or guardian acting as the voting Member as defined in By-Law 1.1.2 shall have only one vote on any given issue.
 - 4.2.3 Proxy votes are not permitted.

OFFICERS/DIRECTORS

- 4.3 Any Officer/Director of the Association with the exception of the Chairperson may vote at any meeting of the Association.
- 4.3.1 At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a secret ballot.
 - 4.3.2 Each Officer/Director shall have only one (1) vote on any given issue.
 - 4.3.3 Proxy votes are not permitted.
 - 4.3.4 The Chairperson of a meeting of the Association shall only vote in the case of a tie.

BY-LAW 5 DUES

REGISTRATION FEES

- 5.1 Each player registered with the Society shall be assessed an annual registration fee set by the Executive Committee prior to the seasons registration period. The fee will include any assessments by the Yukon Amateur Hockey Association (YAHA) and British Columbia Amateur Hockey Association (BCAHA) for Membership and/or mutual aid registration.

BY-LAW 6 OFFICERS/DIRECTORS

OFFICERS

6.1 The Members of the Society shall elect annually (with the exception of the Past President who shall be the previous President) by a majority vote of the voting Members present at the Annual General Meeting the following Officers to the Society to be referred to as the Executive Officers:

- President
- Vice-President
- Secretary
- Treasurer; and
- Past President (Not Elected - Previous President)

DIRECTORS

6.2 The Members of the Society shall elect annually by a majority vote of the voting Members present at the Annual General Meeting the following Director positions to the Board of Directors:

- Coaches Coordinator
- Development Coordinator
- House League & Girls Convenor Coordinator
- Registrar
- Referee in Chief (Must be a Certified Official)
- Referee Convenor
- Communications Director
- Equipment Manager

- 6.2.1** Any Member in good standing over the age of 19 is eligible to be elected as an Officer or Director of the Association.
- 6.2.2** Officer and Director terms shall be for a period of one year unless stated other wise within these By-Laws.
- 6.2.2** Officers and/or Directors shall cease to hold office upon the election of their successor. If no successor is elected, the person previously elected may continue to hold office.
- 6.2.3** If for any reason an elected office is vacant or becomes vacant, the Officers of the Association shall appoint a Member to fill the vacancy. An Officer or Director appointed shall hold office until the conclusion of the next Annual General Meeting.

- 6.2.4** The Members may by Special Resolution remove an Officer or Director before the expiration of their term of office and shall elect a successor to complete the term of office.
- 6.2.5** The Officer or Director who is subject of a Special Resolution for expulsion has the right to be heard at the special meeting before the resolution is put to a vote.
- 6.2.6** An Officer or Director who has been removed retains membership rights as set out in By-Law 1.
- 6.2.7** Where there is a change in the Officers or Directors, the Association shall within 30 days of the change, file with the Registrar of Societies and BCAHA stating the names and addresses of all the Association's current Officers and Directors.

ELECTION PROCEDURES

- 6.3** The outgoing Executive Committee may appoint a Nominating Committee of three (3) voting Members. It shall be the responsibility of the Nominating Committee to prepare and present a list containing at least one nominee for each Officer and Director position.
 - 6.3.1** The election of Officers and Directors shall be conducted by secret ballot.
 - 6.3.2** The Nominating Committee Chairperson or in his or her absence, the President shall appoint two (2) scrutineers from the floor to conduct the election of Officers and Directors. Duties include circulating the ballots to voting Members, collecting and counting returns, and informing the Nominating Committee Chairperson or President of the results.
 - 6.3.3** Voting Members may nominate additional candidates from the floor of the Annual General Meeting. The nominee if not present at the meeting must have previously provided written assurance that they will stand for Office.

PAST PRESIDENT

- 6.4** The Past President shall be the individual who held the position of the President immediately prior to the incumbent President and shall remain a non-voting Executive Officer of the Association for a period of one year.

BY-LAW 7
OFFICER'S DUTIES AND POWERS

PRESIDENT

- 7.1** The duties and powers of the President shall be:
- 7.1.1** The President shall preside at all meetings of the Executive Officers, Executive Committee, and Special or Annual General Meetings of the Society and perform the duties usual to the office of the President.
 - 7.1.2** To be the Chief Executive Officer of the Association and supervise the other Officers, Directors and/or staff in the execution of their duties.
 - 7.1.3** To set the date of the first Executive Committee meeting.
 - 7.1.4** To appoint a Finance Committee.
 - 7.1.5** In consultation with the Executive to appoint Chairpersons at the first executive meeting or as soon as possible there after to those committees whose Chairperson has not been pre-determined by the By-Laws.
 - 7.1.6** At the discretion of the President, meetings of the Association or its Committees may be ordered.
 - 7.1.7** Vote in the event of a tie.
 - 7.1.8** Pending review of the incident(s) by the Discipline Committee, to suspend any team, player, team official, executive committee member or referee for inappropriate conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Association Constitution, By-Laws, Regulations or Policies of the Association.
 - 7.1.9** The President shall have the power to delegate those duties assigned to the President.
 - 7.1.10** The President shall exercise, in addition to those powers conferred upon the President by the Constitution, all duties and powers of the Executive Committee when it is impossible to obtain a vote of the Executive Committee in the case of an emergency defined as a sudden state of danger requiring immediate action and subject to ratification of the Executive Committee.

PAST PRESIDENT

- 7.2** The duties of the Past President shall be:
- 7.2.1** To encourage the facilitation of a smooth transition between Presidents.

- 7.2.2 To act as a consultant to the President.
- 7.2.3 To chair the Discipline and Nominations Committee.
- 7.2.4 To participate in the Executive Committee meetings in an advisory capacity of the Board.

VICE-PRESIDENT

- 7.3 The duties of the Vice-President shall be:
 - 7.3.1 To perform duties as assigned by the President.
 - 7.3.2 To have all the power and perform all the duties of the President in the absence of the President.
 - 7.3.3 To be responsible for the co-ordination of the ice requirements of the Association including:
 - Negotiating with the City of Whitehorse to obtain ice time;
 - Provide the Finance Committee with a proposed budget of ice costs prior to the commencement of the hockey season;
 - Scheduling, re-scheduling, exchanging, and cancellation of ice time;
 - Reviewing invoices for ice time costs from the City of Whitehorse prior to payment.
 - Ensuring ice fees over and above the recreational house teams are appropriately billed to the individual teams and/or organizations.
 - 7.3.4 To Chair the Discipline Committee in the absence of a Past President.

SECRETARY

- 7.4 The duties of the Secretary shall be:
 - 7.4.1 To record all minutes of the Executive Officers, Executive Committee, and General, Special or Annual General meetings of the Association.
 - 7.4.2 To safe keep all minutes, correspondence and records of the Association.
 - 7.4.3 To provide the Standing Committee Members with a copy of the most recent Constitution, By-Laws, Societies Act/Regulations and Policies and Procedures manual upon election and/or appointment.
 - 7.4.4 To provide to a copy of the most recent Constitution, By-Laws, Policies and Procedures manual to any Member in good standing requesting a copy.
 - 7.4.5 To perform other related duties as required by the President.

TREASURER

7.5 The duties of the Treasurer shall be:

- 7.5.1** The Treasurer shall be the Chairperson of the Finance Committee.
- 7.5.2** The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.
- 7.5.3** The Treasurer shall provide a monthly financial report at each Executive Committee meeting and a complete set of annual financial statements at the Annual General Meeting of the Members for the most recently completed year.
- 7.5.4** To ensure each committee and/or team involved in fundraising submit a financial statement outlining revenue received and a complete record of the disbursement of the funds.
- 7.5.5** To ensure that all ice costs over and above recreational ice costs billed to the Association from the City of Whitehorse are invoiced and payment received from any teams and/or organizations is received prior to the end of the season.
- 7.5.6** To obtain refereeing time sheets from the Referee Convenor and make payment.
- 7.5.7** To invoice and ensure payment is received from the appropriate team and/or organization for refereeing costs over and above recreational house teams as indicated by the Referee Convenor.
- 7.5.8** To ensure a log of Bingo credits tabulated monthly is kept and process written requests for bingo credits from Team Managers for travel in a timely fashion.
- 7.5.9** To ensure licensing application criteria for fundraising is complete and submitted to Corporate Affairs.

DIRECTORS (8)

7.6 The elected Directors duties shall be:

- 7.6.1** Directors shall be elected to perform the duties of House League & Female Convenor Coordinator, Coaches Coordinator, Development Coordinator, Registrar, Referee in Chief, Referee Convenor, Communications Director, and Equipment Manager.
- 7.6.2** To perform other duties as assigned by the President.
- 7.6.3** To Chair committees as directed by the President.

HOUSE LEAGUE & FEMALE CONVENOR COORDINATOR

- 7.7** The duties of the House League & Female Convenor Coordinator shall be:
- 7.7.1** To Chair the House League Convenor Committee.
 - 7.7.2** To oversee the operation of the House League divisions and teams.
 - 7.7.3** To appoint, train and assist Divisional Convenors where needed.
 - 7.7.4** To assist the Coaching Coordinator in assessing the needs of coaching and coaches in the House League and ensure those/their needs are addressed and met.
 - 7.7.5** To represent the House League Committee on the Executive Committee.

DEVELOPMENT COORDINATOR

- 7.8** The duties of the Development Coordinator shall be:
- 7.8.1** To Chair the Development Committee.
 - 7.8.2** To oversee the operation of the Development teams and ensure Players and Team Officials have signed the Traveling Code of Conduct.
 - 7.8.3** To assist the Coaching Coordinator in assessing the needs of coaching and coaches in the Development and ensure those/their needs are addressed and met.
 - 7.8.4** To attend and act as the Association's representative at all Yukon Amateur Hockey Association (YAHA) meetings.
 - 7.8.5** To represent the Development Committee on the Executive Committee.

COACHES COORDINATOR

- 7.9** The duties of the Coaches Coordinator shall be:
- 7.9.1** To assess the needs of coaching, instruction, coaches and instructors in the Association and ensure those/their needs are addressed and met.
 - 7.9.2** To receive Coaching applications for the Association ensuring criminal checks are conducted and Coaches have signed the Coaches Code of Conduct.
 - 7.9.3** To provide the Executive Committee with a list of recommended House League and Development Team Coaches/Assistant Coaches and Managers for appointment by the Executive Committee.

- 7.9.4 To be a Member of the House League Committee.
- 7.9.5 To be a Member of the Development League Committee.
- 7.9.6 To be a Member of the Executive Committee.

REGISTRAR

- 7.10 The duties of the Registrar shall be:
 - 7.10.1 To coordinate and register all Members and/or Players of the Association and ensure the Players and/or Parents Codes of Conduct have been signed.
 - 7.10.2 To register all Players and volunteers of the Association with British Columbia Amateur Hockey Association (BCAHA) mutual aid fund.
 - 7.10.3 To co-ordinate and oversee the CHA carding and BCAHA listing of Players, Team Officials, and Management.
 - 7.10.4 To coordinate and process all accident injury reports to BCAHA/CHA mutual aid fund.

REFEREE IN CHIEF

- 7.11 The duties of the Referee in Chief shall be:
 - 7.11.1 To Chair the Referee Committee meetings.
 - 7.11.2 To assess the training and supervision needs of refereeing and referees and ensure those/their needs are met.
 - 7.11.3 To maintain an effective line of communication between the referees, the Association, and the National Referees Certification.
 - 7.11.4 To liaise with the Referee in Chief of the Yukon Amateur Hockey Association (YAHA) in the delivery of training programs for all referees.
 - 7.11.5 To co-ordinate training programs for all referees.
 - 7.11.6 To aid time-keepers with advice and necessary training programs.

REFEREE CONVENOR

- 7.12 The duties of the Referee Convenor shall be:
 - 7.12.1 To appoint all referees for house league, development teams, and exhibition games.
 - 7.12.2 To maintain records of referee appointments and ensure all officials sign WMHA Officiating Code of Conduct.
 - 7.12.3 To maintain records of referee time sheets and forward to the Treasurer for payment.

- 7.12.4 To record and provide invoicing information to the Treasurer for all refereeing costs of games over and above recreational house league games to the appropriate team and/or organization.

COMMUNICATIONS DIRECTOR

- 7.13 The duties of the Communications Director shall be:
 - 7.13.1 To act on all publicity requests authorized by the President.
 - 7.13.2 To maintain and update all WMHA bulletin boards in the arenas.
 - 7.13.3 To develop and distribute newsletters and bulletins as directed by the Executive Committee.

EQUIPMENT MANAGER

- 7.14 The duties of the Equipment Manager shall be:
 - 7.14.1 To distribute, maintain, dispose of, collect, and keep records of equipment owned by the Association.
 - 7.14.2 To provide the Finance Committee with an estimated budget required for the purchase of equipment prior to the beginning of the season.
 - 7.14.3 Upon approval of the Executive Committee to purchase all required equipment.
 - 7.14.4 To provide invoices and/or receipts to the Treasurer.

BY-LAW 8 STANDING COMMITTEES

- 8.1 The Standing Committees of the Association shall be:
 - 8.1.1 Executive Committee
 - 8.1.2 Finance Committee
 - 8.1.3 Discipline Committee
 - 8.1.4 House League Committee
 - 8.1.5 Development Committee
 - 8.1.6 Fundraising Committee

BY-LAW 9
REPRESENTATIVES/DUTIES OF STANDING COMMITTEES

EXECUTIVE COMMITTEE

- 9.1** The Executive Committee shall consist of:
- 9.1.1** Elected Officers of the Association identified in By-Law 6.1 consisting of the President, Vice-President, Secretary, and Treasurer.
 - 9.1.2** Past President as identified in By-Law 6.4.
 - 9.1.3** Eight (8) Directors as identified in By-Law 6.2 performing the duties of the House League & Female Convenor Coordinator, Development Coordinator, Coaches Coordinator, Registrar, Referee in Chief, Referee Convenor, Communications Director, and Equipment Manager.
- 9.2** Duties of the Executive Committee shall be:
- 9.2.1** To ensure the efficient administration of the Association as outlined in the Constitution and By-Laws.
 - 9.2.2** To fill vacancies that occur on the Executive Committee.
 - 9.2.3** To approve a capital and operating budget in each hockey year.
 - 9.2.4** To appoint team officials consisting of Coaches, Assistant Coaches, Managers, and Safety Trainers for all WMHA House and Development teams.
 - 9.2.5** Approve all House League and Development team travel.
 - 9.2.6** Approve hosting of tournaments by WMHA.
 - 9.2.7** To approve extra-ordinary expenditures over \$100.00.
 - 9.2.8** To set registration fees and withhold Membership subject to receipt of the registration fees.
 - 9.2.9** To suspend and/or take such disciplinary action not dealt with by the Discipline Committee 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 Committee.
 - 9.2.10** By a 75% vote to forthwith remove from office any Member of the Executive Committee who by being remiss or neglectful of duty or by conducts tending to impair his or her usefulness as a Member of the Executive Committee.
 - 9.2.11** To recommend to the Members the appointment of an Honorary Member.

FINANCE COMMITTEE

9.3 Finance Committee shall consist of:

9.3.1 The Treasurer of the Association identified in By-Law 6.1 who shall be Chairperson and two Members of the Executive Committee as identified in By-Law 9.1 appointed by the President as identified in By-Law 6.1 at the first Executive Committee meeting.

9.4 The duties of the Finance Committee shall be:

9.4.1 To review the finances and expenditures of the Association and recommend to the Executive Committee any course of action which they may deem advisable.

9.4.2 Prepare and circulate a budget of the proposed operations for the coming year to be approved by the Executive Committee.

9.4.3 To recommend to the Executive Committee to approve financial assistance to needy players.

9.4.4 To approve expenditures not covered in the budget in amounts under \$100.00.

DISCIPLINE COMMITTEE

9.5 The Discipline Committee shall consist of:

9.5.1 The Past President as identified in By-Law 6.4, or the Vice-President as identified in By-Law 6.1 when the Past President is no longer an Officer of the Association, who shall be the Chairperson, and two other individuals, one of whom shall be a Referee, selected by the Executive Committee from a pool of up to five individuals representative of Members, Public at Large, and/or Referees to be appointed annually by the Executive Committee.

9.6 The duties of the Discipline Committee shall be:

9.6.1 To review decisions of the President made under By-Law 7.1.8 (Suspension Decisions).

9.6.2 To review all misconduct penalties (ten minute, game, gross, and match) assessed players and team officials, and to suspend and/or take disciplinary action that may be deemed necessary against such individuals.

9.6.3 To suspend any Team, Player, Coach, Assistant Coach, Team Manager, Executive Committee Member or Referee

for inappropriate conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Association Constitution, By-Laws, Regulations, and/or Policies.

- 9.6.4 To administer appropriate consequences to Members or teams deemed to be in breach of the Codes of Conduct for Players, Parents, Referees, Coaches and Executive Members.
- 9.6.5 To advise the Executive Committee of issues arising from the administration of the Codes of Conduct.

HOUSE LEAGUE COMMITTEE

9.7 The House League Committee shall consist of:

- 9.7.1 The House League & Female Convenor Coordinator as Chair
- 9.7.2 The House League Divisional Convenors (Tykes, Novice, Atoms, Peewee, Bantam, Midget, and Girls)
- 9.7.3 The Coaching Coordinator
- 9.7.4 The Referee-in-Chief or a Referee appointed by the Referee-in-Chief as and when required.

9.8 The duties of the House League Committee shall be:

- 9.8.1 To meet a minimum of once per month during the House League season.
- 9.8.2 To be the first line of communication to deal with issues arising in the House League.
- 9.8.3 To put forward a Committee Member for possible appointment to the Discipline Committee by the Executive Committee.

DEVELOPMENT COMMITTEE

9.9 The Development Committee shall consist of:

- 9.9.1 The Development Coordinator as Chair
- 9.9.2 A Representative of the Development Managers
- 9.9.3 The Coaching Coordinator
- 9.9.4 Treasurer
- 9.9.5 The Referee-in-Chief or a Referee appointed by the Referee-in-Chief.
- 9.9.6 Members appointed by the Development Coordinator as needed.

9.10 The duties of the Development Committee shall be:

- 9.10.1** To meet a minimum of once per month during the Development season.
- 9.10.2** To be the first line of communication to deal with issues arising in the Development Program.
- 9.10.3** To put forward a Committee Member for possible appointment to the Discipline Committee by the Executive Committee.

FUNDRAISING COMMITTEE

9.11 The Fundraising Committee shall consist of:

- 9.11.1** A Fundraising Committee shall be appointed by the Executive Committee in June of each year made up of Members and/or representatives as set out in 9.11.2 below.
- 9.11.2** Each House League Division, Development Division and/or traveling team shall have a representative on the Fundraising Committee.

9.12.1 The duties of the fundraising Committee shall be:

- 9.12.1** To promote, coordinate, approve and plan Association fundraising activities to support general operations and team travel.
- 9.12.2** To obtain a copy of the traveling teams approved budget.
- 9.12.3** To recommend to the Finance and Executive Committees any disbursement of fundraising revenues including refunds of family cash contributions.
- 9.12.4** To keep records of all fundraising revenues, expenditures, disbursements to traveling teams and ensure a copy of all records are provided to the Treasurer.

BY-LAW 10 APPEALS

- 10.1** Any player, team, team official, or referee may appeal any decision of the Discipline Committee to the Executive Committee of the Association.
- 10.2** 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 in writing of the decision of the Discipline Committee.

- 10.3** An Executive Committee Member cannot serve on the Appeal Committee in a case where they appeared on the Committee making the decision being reviewed.

**BY-LAW 11
FINANCES**

- 11.1** Signing authority for the Association shall be exercised by any two of the Association Officers consisting of the President, Vice-President, Secretary or Treasurer identified in By-Law 6.1 and/or Directors identified in By-Law 6.2.
- 11.2** The Association shall not use a seal.
- 11.3** The Association fiscal year end is April 30.
- 11.4** Except by Special Resolution of the Membership, the Association shall not borrow money.
- 11.5** An Executive Committee Member of the Association shall not receive remuneration but shall be reimbursed for approved expenses incurred on behalf of the Association.
- 11.6** The Financial Statements of the Association must be reviewed and signed by a Professional Accountant prior to being presented at the Annual General Meeting. The requirement for a review may be waived by:
- 11.6.1** The passing of a Special Resolution at the previous Annual General Meeting worded as "The Members waive the appointment of a Professional Accountant to review the financial statements for one fiscal year, being the fiscal year ending (Month, Day, Year) and;
- 11.6.2** The written request to and approval of the Registrar of Societies Yukon stating the reason for the waiver of the audit of the Association.
- 11.7** Any Member in good standing shall have the right to examine the books and records of the Association upon receipt of fifteen (15) days written notice to the President of the Association. Such examination is to be done at a time and place which is mutually agreeable with the Secretary and Treasurer of the Association, and the Member(s) requesting the inspection.

**BY-LAW 12
RULES OF ORDER**

- 12.1** Roberts Rules of Order are the official rules of order covering all meetings of the Association, except where they are at difference with the Constitution and By-Laws in which case the Constitution and By-Laws shall have precedent.

**BY-LAW 13
CONSTITUTION AND BY-LAW AMENDMENTS**

- 13.1** Changes or amendments to this Constitution and By-Laws shall be effected by a Special Resolution at the Annual General Meeting, or at a Special General Meeting of the Members called for that purpose, upon approval of a 75% majority vote of the Members present and eligible to vote as indicated in By-Law 4.
- 13.2** The changed or amended Constitution and By-Laws shall not be effective until such time as they are filed with and approved by the Registrar of Societies Yukon.
- 13.3** Notice of a motion to change or amend the Constitution or By-Laws shall be made in writing at least twenty-one (21) days prior to the Annual General Meeting or Special General Meeting called for that purpose, and the Secretary shall publish a notice in the local media advising the Membership that changes or amendments are being proposed, and the specific location at which copies of the proposed changes or amendments may be obtained.

**BY-LAW 14
DISSOLUTION**

- 14.1** In the event of dissolution of the Society, all assets remaining after all debts have been paid or provisions for payment have been made shall be distributed to the Yukon Amateur Hockey Association.

**BY-LAW 15
DISPUTES**

- 15.1** Any disputes concerning the interpretation or application of the By-Laws, and any dispute concerning the rights of a Member or the powers of a Director or Officer, shall be submitted to and decided by arbitration under the Arbitration Act of the Yukon.