



Langley Minor Hockey Association Constitution, By-Laws, Rules and Regulations

PRIVACY STATEMENT

The Langley Minor Hockey Association (“LMHA”) recognizes the importance of protecting the privacy rights of participants and is committed to ensuring that personal information is used responsibly. Personal information is collected and retained only for the purposes of determining eligibility and administering LMHA programs.

SOCIETY ACT
LANGLEY MINOR HOCKEY ASSOCIATION
CONSTITUTION

1. The name of the Society is “THE LANGLEY MINOR HOCKEY ASSOCIATION”, hereinafter referred to as “The Association” and/or “LMHA”.

2. Purposes:

As a minor hockey association, we promote the enjoyment and satisfaction of playing the game of ice hockey for all participants and volunteers. We remain committed to the further development of skills, performance, teamwork, sportsmanship, character, and friendship. We strive to have all players participate equally on a competitive or recreational level. We use hockey to develop dignity and self esteem in our participants while promoting the values of honesty, integrity and respect, on and off the ice.

LMHA...Keeping the game of hockey
FUN, FAIR and REWARDING
Play the game you love and love the game you play

3. The operations of the Society are to be chiefly carried on in the Langley Municipal District in the Province of British Columbia.

4. The Association shall be affiliated with and be a member in good standing with all governing bodies of organized hockey within the province of British Columbia. The provisions of this paragraph are unalterable and are not subject to amendment or alteration by resolution or otherwise.

5. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organizations in British Columbia registered under the provision of the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution. This provision shall be unalterable.

**SOCIETY ACT
LANGLEY MINOR HOCKEY ASSOCIATION
BY-LAWS**

PART 1 - INTERPRETATION

1. 1. In these By-Laws, unless the content otherwise requires,
 - a. “Directors” means the members of the Executive Committee of the 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. “Registered address” of a member means the address of that member as recorded in the register of members;
 - d. The terms “the Association” and “the LMHA” are equivalent;
 - e. “PCAHA” refers to the Pacific Coast Amateur Hockey Association
 - f. “BC Hockey” or the “BCAHA” refers to the British Columbia Amateur Hockey Association
 - g. “HC” refers to Hockey Canada
2. The definitions in the Society Act on the date these By-Laws become effective apply to these By-Laws
2. Words importing the singular include the plural and vice-versa; and words importing a male person include a female person and a corporation.
3. In these By-Laws, wherever submission of a notice, declaration or other formal communication is required, such notice, declaration, or communication may be transmitted by electronic mail, unless another method of transmission is specified in the particular clause or section.
4. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

PART 2 – MEMBERSHIP

5. Eligibility
 - a) Membership fee shall be set from year to year by the Executive Committee.

- b) Players who are not members of another Minor Hockey Association and who were members of the Langley Minor Hockey Association for the preceding year will be given preference in registration
- c) Adult membership shall be open to residents of British Columbia over the age of eighteen years.
- d) Any persons qualifying under part 2 of these By-Laws, who have paid the current membership fee as prescribed in the Rules and Regulations.
- e) Coaches, Managers and rostered volunteers participating in the activities of the Association shall be granted a membership for that year whether or not such coach, manager or rostered volunteer has dependent child registered as a player in the Langley Minor Hockey Association. Paid coaches will be non-voting members of the Association.
- f) Two parents or guardians per family of children playing in that year may be members. Other adult membership, aside from that granted to coaches and managers shall be effective one month after payment of membership fee and approval by executive.
- g) Every member shall uphold the Constitution and comply with these By-Laws and any other rules or regulations of the Association.
- h) Members in good standing shall have the privileges of a voice and voting in all matters pertaining to the activities and welfare of the Association, excepting such matters of Administration as are delegated by these By-Laws.
- i) Membership shall cease where,
 - (i) the member is expelled; OR
 - (ii) the member has not been in good standing for 4 consecutive months
 - (iii) the member fails to comply with the regulations and directions issued by the Executive Committee
- j) A member may be suspended or expelled for willful violation of the Constitution or By-Laws or for any other serious breach of rules or regulations.
- k) Where a member is suspended or expelled, the member shall forfeit all rights and privileges in the Association until such time as the said member is reinstated as a member in good standing.
- l) All members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due or owing to the Association, and the member is not in good standing so long as the debt remains unpaid; or a member who is under suspension is not in good standing until the period of the suspension has been served.
- m) Life membership may be bestowed on any member of this Association for distinctive services in accordance with article 2 of the Constitution. Nominations for Life Membership must be submitted to the Executive along with a supporting resume at the last regular meeting of the Executive Committee of the current season. Such approvals and briefs shall be attached and become part of the minutes of the Annual General Meeting of the Association. Life Membership shall have voting privileges at all duly constituted General Meetings.

PART 3 – MEETINGS

6. ANNUAL

- a) The Annual General Meeting shall be held at least once every calendar year, and not more than 15 months after holding the last preceding Annual General Meeting. All members of the Association will be notified of the Annual General Meeting 14 days prior to the date. Notification will be sent via email and a notice will be posted on the Association's website.
- b) A quorum at any Annual General Meeting or Special General Meeting of the Association shall consist of 30 voting members or 5% of the voting members, whichever is less.
- c) If during a general meeting there ceases to be quorum present, business in progress shall be suspended until a quorum is again present or until the meeting is adjourned or terminated.
- d) In the event that sufficient members 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 the applicable By-Law the meeting shall stand adjourned for two weeks and shall then be held at the same time and in the same place whether or not a quorum is present.
- e) The President of the Association shall preside as chairperson of all general meetings of the Association. In the President's absence a Vice-President appointed by the President shall act as chairperson, or if the President has not appointed a Vice-President to act as chairperson the Vice-Presidents in attendance will preside over the meeting.

7. EXECUTIVE

The Executive meeting shall be held by the Executive at least twelve times during the year. The President or any three of the Executive members may call additional Executive meetings when the business of the Association so requires. A quorum for Executive meetings shall consist of a majority of the Executive. Unless a quorum is present at an Executive meeting, no business other than the adjournment or termination of the meeting shall be conducted. The Executive shall have the authority to fill any vacancy for the remainder of its term caused by death, dismissal or resignation of any member thereof.

8. COMMITTEES

The Executive may, at its discretion, appoint special committees from the membership to handle various affairs of the Association. The committee shall meet as required. If requested by the Executive the committees shall keep and maintain formal records of their meetings.

9. SPECIAL GENERAL

If at the discretion of the Executive there is cause to hold a Special General Meeting of the Association, in addition to an Annual General Meeting of the Association, all members of the Association will be notified of the Special General Meeting 14 days prior to the date; of the time, place and reason for the meeting.

PART 4 – VOTING

10. At all meetings of members of the Association, voting shall be decided by a show of hands unless the meeting decides on a ballot.
11. At the Annual General Meeting all members present shall have one vote on all resolutions.
12. No proxies allowed.
13. At the Executive meeting each Executive member with the exception of the Chairman, shall be entitled to one vote. In the event of a tie, the Chairman shall cast the deciding ballot.
14. The President may, at any time, take a mail, telephone, or e-mail vote of the Executive Committee on any urgent matter. The results of the vote shall be reported and noted in the minutes of the next regular Executive Committee meeting.

PART 5 – ELECTED OFFICERS/DIRECTORS

15. Subject to the provisions of the Society Act and the Constitution and By-Laws of the Association, the directors shall be responsible for managing and/or supervising the management of the affairs of the Association and may exercise any and all of the powers of the Association.
16.
 1. Executive Committee members shall be subject to:
 - a. all laws affecting the Association
 - b. these By-Laws, and
 - c. Rules and Regulations, Policies and Procedures enacted pursuant to these By- Laws.
 2. No member of the Executive Committee or any other person appointed by an Executive Committee member may grant any authorization, approval or exemption which is contrary to the Constitution, these By-Laws, or the Rules and Regulations. Any such authorization, approval or exemption granted, whether deliberate or through an oversight, shall be null and void and may not be used as a justification for not complying with the Constitution, By-Laws, or the Rules and Regulations.

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

18. Returning and elected DIRECTORS shall comprise the Executive of the Association

1. Composition:

- a) The DIRECTORS of the Association shall consist of not less than 12 persons. The maximum number of Directors shall be determined by the Executive at the last regularly scheduled Executive Meeting before the Annual General Meeting and shall be determined to effectively govern and administer the affairs of the Association.
- b) The Directors of the Association shall be elected by the members of the Association at the Annual General Meeting and shall serve a term of two years.
- c) The Directors of the Association shall be members in good standing of the Association.

2. Election:

- a) At the last regularly scheduled Executive meeting before the Annual General Meeting, the Executive Committee will prepare a slate of candidates for Director for nomination at the Annual General Meeting.
- b) At the Annual General Meeting, the President shall nominate the candidates for Director as determined in (a.). If those candidates accept nomination their names shall be added to the ballot.
- c) At the Annual General Meeting, the President will accept nominations for Director from the floor. If those candidates accept nomination then their names shall be added to the ballot.
- d) In the event the number of candidates does not exceed the maximum number of Directors that can be appointed, the Directors positions may be made by acclamation, otherwise it shall be by ballot.

3. Appointment of Officers

- a) The OFFICERS of the Association shall consist of
 - i. President – one year term
 - ii. Vice President of Operations – two year term
 - iii. Vice President of Administration – two year term
 - iv. Treasurer – two year term
 - v. Secretary – two year term
 - vi. Registrar – two year term
- b) The Executive shall appoint the Officers of the Association.
- c) Vice President of Operations and Treasurer will be appointed in odd years, Vice President of Administration, Secretary and Registrar will be appointed in even years.

- d) At the first regularly scheduled Executive meeting after the Annual General Meeting the Past President will accept nominations for President. In the event only one candidate is nominated the position of President may be appointed by acclamation, otherwise it shall be by ballot.
 - e) At the first regularly scheduled Executive Meeting in odd years the President will accept nominations for Vice President of Operations and Treasurer. In the event that only one candidate is nominated for each position then it may be appointed by acclamation, otherwise it shall be by ballot.
 - f) At the first regularly scheduled Executive Meeting in even years the President will accept nominations for Vice President of Administration, Secretary and Registrar. In the event that only one candidate is nominated for each position then it may be appointed by acclamation, otherwise it shall be by ballot.
 - g) If any position of Officer, as defined in section (a) above, is vacated for any reason prior to the end of the term of the appointment the President will accept nominations for appointment on an Interim basis. In the event that only one candidate is nominated for each vacated position then it may be appointed by acclamation, otherwise it shall be by ballot.
 - h) No act or proceeding is invalid only by reasons of there being less than the prescribed number of Officers/Directors or members of the Executive Committee in office.
19. 1. The Executive Committee may, at any time and from time to time, appoint a person as a director to fill a vacancy in an elected position.
2. The person so appointed holds office only until the conclusion of the next following Annual General Meeting of the Association, but is eligible for re-election at the meeting.
3. Where a holder of an appointed office resigns, or otherwise ceases to hold office, the Executive Committee shall appoint a person to take the place of the holder of that office.
20. The members of the Society may, by special resolution, remove an Executive Committee member from office prior to the expiration of his or her term of office, and may also elect a successor to complete the term of office.
21. No person shall be eligible for election as a holder of elected office within the Society unless he or she is a person in good standing with the Society.

PART 6 – DUTIES

22. 1. President:
- a) Shall preside at all meetings and act as the official representative of the Association
 - b) Is the Chief Executive Officer of the Association and shall supervise the other Offices and Directors in the execution of their duties

- c) Have the power to suspend any player, coach, manager, or team for unsportsmanlike conduct; for failure to comply with the Constitution, by-laws, and any other rules or regulations of PCAHA and BC Hockey.
- d) Assume the responsibilities as listed in the associations Job Description and Policy Handbook

2. Vice-President of Operations:

- a) Shall carry out the duties assigned to him by the President.
- b) In the event the President is absent or should resign or is unable to remain in office for any reason the Vice President of Operations shall assume his duties.
- c) Assume the responsibilities as listed in the associations Job Description and Policy Handbook.

3. Vice-President of Administration:

- a) Shall perform the duties of the President during the absence of either the President or the Vice President of Operations.
- b) Assume the responsibilities as listed in the associations Job Description and Policy Handbook.

4. Secretary:

Shall keep a complete record of all meetings of the Association and of all business and correspondence transacted there at. The Secretary shall ensure that all statements, lists, or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies. The Secretary shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor. The Secretary shall be responsible for notification of the Executive for all Executive Committee meetings.

5. Treasurer

Shall act as the Chief Financial Officer of the Association and be responsible for all monies handled by the Association. The Treasurer shall maintain a continuous record which at all times must be up-to-date. If requested to do so he or she shall prepare, or have prepared a statement in the form of a balance sheet for the Annual General meeting in accordance with the British Columbia Societies Act as of the current year. He or she shall hand over all books, papers, vouchers, and money to his or her successor.

6. Registrar

Shall maintain a permanent record of all players and members of the Association. He or she shall be responsible for the Annual registration of playing members.

23. Any member of the Executive who fails to attend three consecutive meetings of the Executive Committee without just cause shall cease to be a member of the Executive and be removed from this position.

24. A vacancy created in the Executive by a member resigning or being removed under the immediate preceding paragraph during a season, may be filled by appointment by the Executive.
25. Any protest or complaint against the Association's personnel such as Executive, Managers, Coaches or other officer of the Association shall be reported in writing to the President or one of the Vice Presidents within three days from which the matter or event protested or complained of arose.
26. The members may, at a Special General Meeting called for this sole purpose, remove a Director before the expiration of his or her office, and may elect a successor to serve to the next Annual General Meeting.

PART 7 – ELECTED OFFICERS

27. The Executive may appoint any officer for any period of time ending on the date of the next Annual General Meeting.
28. Duties of the appointed officers shall be set by regulations approved by the Executive.
29. Officers appointed by the Executive may be removed at the discretion of the Executive.

PART 8 – DUTIES OF THE EXECUTIVE COMMITTEE

30. The Executive Committee shall:
 - a) Act as an advisory committee to the President in conducting the affairs of the Association.
 - b) Fill vacancies that may occur on the Executive Committee
 - c) Rule on matters under dispute
 - d) Suspend any team, member, team official, or player refusing to accept or obey a ruling of the Executive
 - e) Forthwith remove from office, by a two-thirds vote, any member of the Executive Committee who is either neglectful or remiss in the performance of his or her responsibilities or whose conduct impairs his or her usefulness as a member of the Executive.
 - f) Where warranted, and with permission from the President, re-admit any team, member, team official, or player who is under suspension.
 - g) Suspend, expel, or fine, and/or take other disciplinary action, against any member, team, team official, off-ice official, on-ice official, or player, for unfair or unsportsmanlike conduct; for conduct which is injurious to hockey or brings dis-credit to the Association; for negligence in paying fees, for failure to comply with the Constitution, By-Laws and Rules and Regulations of the Association, for failure to comply with the Constitution, By-

Laws, Regulations, and Rules of Hockey Canada and BC Hockey; or for persistent infringement of the rules of the Association pertaining to the game of hockey.

- h) Review all proposed revisions or amendments to the By-Laws, Rules and Regulations of the Association.
- i) Settle all questions not provided for in these By-Laws or the Rules and Regulations of the Society or disputes that arise.
- j) All items in this section require a majority vote of the Executive members.

PART 9 – REMUNERATION

31. No Director or officer shall be remunerated for being or acting as a Director or officer but a Director or officer may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Association.

PART 10 – INDEMNIFICATION

32. Subject to the Societies Act, Langley Minor Hockey Association shall indemnify
- a) each Director and officer of the Langley Minor Hockey Association
 - b) each former Director and officer of the Langley Minor Hockey Association
 - c) each person who acts or who has acted at the request of the Langley Minor Hockey Association as a Director of a corporation of which the Langley Minor Hockey Association is or was a member or creditor; against all costs, charges and expenses including an amount paid to settle any action or satisfy any judgment reasonably incurred by the Director or officer or person for any civil, criminal or administrative action or proceeding to which the Director, or officer or person is made a party by reasons of being or having been a Director or officer of the Langley Minor Hockey Association or corporation, if the Director or officer of the Langley Minor Hockey Association or corporation acted honestly and in good faith with a view to the best interest of the Langley Minor Hockey Association and, in the case of criminal or administrative action or proceeding that is enforced by a monetary penalty, the Director or officer of the Langley Minor Hockey Association or corporate had reasonable grounds for believing that his or her conduct was lawful.

PART 11 – FINANCE

33. The finances of the Association shall be under the control of the Treasurer, who shall be responsible for maintaining proper accounting records.
34. A current operating account shall be maintained in any Canadian Chartered Bank, or Credit Union, as designated by the Executive.

35. All current operating receipts received shall be deposited in this account, out of which normal operating expenses shall be paid.
36. As requested the Treasurer shall present details of expenditures to the Executive.
37. The President, Vice Presidents, Secretary, Registrar and Treasurer shall be the signing officers for the Association. The President and the Treasurer are to be the chief signing officers and the Secretary shall sign in the absence of one of the aforementioned.
38. The Treasurer shall with the approval of the Executive committee maintain savings and trust accounts as may be required.
39. The Executive shall ensure that all conditions of deposit have been adhered to and shall approve all expenditures or withdrawals relating to savings and trust accounts.
40. The Treasurer with the approval of the Executive shall be empowered to invest any excess funds of the Association in securities designated by the Trustees Act.
41. The Executive shall have the power in its discretion to borrow monies with or without security as it deems advisable, upon majority vote of the Executive Committee. No debentures shall be issued without the sanction of a Special Resolution.
42. The books and records of the Association may be inspected by any member at each Annual General Meeting.
43. The fiscal year of the Association shall be from April 1st to March 31st.

PART 12 - AMENDMENTS CONSTITUTION AND/OR BY-LAWS

The Constitution and By-Laws may be amended on by a special resolution of the Society passed by a 75% majority of the members present and entitled to vote at a Special General or Annual General Meeting. Every member of the Association must be advised of the proposed amendment by means of a notice, advising the date, time, place and reason for the meeting.