
**Nanaimo
Islanders
Female
Hockey
Association**

By-Laws
April 2021

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BY-LAWS of the
NANAIMO ISLANDERS FEMALE HOCKEY ASSOCIATION

BY-LAWS

MEMBERSHIP

1. Membership shall consist of:

a) **Full Members:** Women that:

- (i) are 18 years of age or older, as of December 31st of the registration year;
- (ii) have graduated from High School;
- (iii) have registered with and signed all required documentation of the Association; and
- (iv) Have paid the Association's prescribed registration fees for the current year, and Full Members shall have full voting rights and will be eligible to hold office within the Association.

For the purposes of subsection 1.a) "women" includes trans individuals who identify as female (Male to Female) and who are currently receiving hormone treatments related to gender transition and who continue to receive such treatment for the duration of the hockey season.

b) **Associate Members:** Associate membership shall be open to those persons that:

- (i) are not and will not be for the current year Full Members of the Association;
- (ii) have paid the Association's prescribed registration fees for Associate Members for the current year; and
- (iii) have previously been a Full Member,

and Associate Members shall have full voting rights and will be eligible to hold office within the Association.

c) The Board of Directors shall have the right to discipline any Member of the Association for:

- (i) conduct deemed to be improper, unbecoming, likely to endanger the interests or reputation of the Association;
- (ii) the breach of the Constitution or By-Laws; or
- (iii) the breach of the Charter, any rules, policies or decisions of the Board of Directors of the Association,

and the disciplinary action could take the form of a suspension or the expulsion of the Member.

2. Annual membership fees for Full Members and Associate Members shall be presented at the Annual General Meeting.

VOTING

3. At the Annual General Meeting, only Members in good standing and present at the meeting shall be entitled to vote.
4. Members in good standing shall mean all Members that have paid in full all registration fees, fines or penalties and have not been expelled from the Association.
5. Each Member of the Association shall only have one vote.
6. No proxies shall be allowed at any meeting of the Association.
7. At all meetings of the Association, voting shall be by a show of hands unless a member in good standing requests voting by ballot.
8. Unless a Special Resolution is required, all decisions at a general meeting of the Members shall be by a majority of votes cast.

MEETINGS

Annual General Meeting

9. The Annual General Meeting of the Society shall be held before the end of May each year (April recommended), at such time and place as the Board of Directors may determine.
10. Unless all Members of the Association entitled to vote at the Annual General Meeting agree in writing to waive or reduce the period of notice to be provided, the Association shall give fourteen {14} days written notice of the Annual General Meeting to all Members via personal delivery, regular mail, e-mail or fax.
11. The accidental omission to give notice of any general meeting to, or the non- receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that annual general meeting.
12. The order of business at the Annual General Meeting of the Association shall be as follows:
 - a. Approval of the Agenda
 - b. Approval of the Minutes of the preceding Annual General Meeting
 - c. Reports from the Board of Directors
 - d. The Financial Statements of the Association
 - e. Motions to amend the Constitution and By-Laws
 - f. New Business
 - g. Election of the Board of Directors
 - h. Adjournment_

General Meetings

13. The Directors may call General Meetings of the Society at any time.
14. Twenty (20) or more Members of the Association, provided they are all in good standing, may by notice in writing specifying the purpose of the meeting (such notice to be signed by them and delivered to the Secretary) require the Directors to call a General Meeting of the Society and the Directors shall thereupon immediately call a General Meeting of the Society.
15. Unless all Members of the Association entitled to vote at a General Meeting agree in writing to waive or reduce the period of notice to be provided, the Association shall give seven (7) days written notice of the General Meeting to all Members via personal delivery, regular mail, e-mail or fax.
16. The accidental omission to give notice of any general meeting to, or the non- receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that general meeting.
17. The quorum at all General Meetings shall be 10% of all Members.

Robert's Rules of Order

18. Robert's Rules of Order shall govern all matters of procedure not otherwise covered in this Constitution and By-Laws.

DIRECTORS

19. It is the Association's goal that the Board of Directors reflect the make-up of the Association's membership and, as a result, the Board should be equitably and fairly comprised of Members participating in House League and Travel Teams.
20. The Board of Directors of the Association shall consist of the following elected positions:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Registrar; and
 - f. Five (5) additional directors-at -large to assume responsibility for the operation of the Association's league(s).

The Past President shall also serve as a member of the Board of Directors.

The Officers of the Association shall consist of:

- a. President
 - b. Vice-President
-

- c. Past President
- d. Secretary
- e. Treasurer
- f. Registrar

21. Travel team players are not eligible to occupy a house league director's seat.

Other persons to be appointed by the President

22. The President or designate will delegate the following duties and responsibilities, before the beginning of the hockey season, to any Director, Officer, or other member of the Association.
- a. Referee Coordinator
 - b. House League Coordinator
 - c. Team Representative(s)
 - d. Safety Coordinator
 - e. Equipment, Jersey, and Apparel Coordinator
 - f. Tournament Coordinator(s)
 - g. Webmaster
 - h. Disciplinary Coordinator
 - i. Scheduling Coordinator
 - j. Fundraising Coordinator
 - k. Privacy Officer
23. Except for the President, Treasurer, and Registrar, all other Directors shall be elected annually at the Annual General Meeting for a one year term. The President, Treasurer, and Registrar shall be elected for a two year term.
24. Except for the President, Treasurer, and Registrar, all other Directors may serve on the Board for a maximum of three (3) consecutive terms. The President may only serve two (2) consecutive terms. The Treasurer and Registrar may serve without limitations in regards to number of consecutive terms, if voted back in by the membership at the AGM.
25. At each Annual General Meeting of the Society, the Directors who have completed their term shall retire. Retiring Directors shall be eligible for re-election subject to the term limits described in these Bylaws.
26. Nominations for all director positions at the Annual General Meeting shall be accepted from the floor.
27. Any vacancy on the Board of Directors may be filled by the remaining Directors for the

remainder of the year and until the next Annual General Meeting.

28. The absence of any Director from three (3) consecutive meetings of Directors without just cause shall constitute a vacancy. The Secretary shall keep a roll and inform the President of any Directors with poor attendance.
29. The Board of Directors shall be entitled to ask a Director for their resignation where a Director fails to abide by the Constitution and By-Laws.
30. Subject to the provisions of the Society Act and the Constitution and Bylaws of this Association, the Directors shall be responsible for managing the affairs of the Association, and may exercise any and all of the powers of the Association. The Directors shall be entitled to make rules and regulations and to set policies provided the rules, regulations and policies do not contravene the Society Act or the Association's Constitution and Bylaws.
31. The Directors shall meet at such times and places as the President shall determine. The quorum at all meetings of the Directors shall be 50% of the Directors. Each Director shall be entitled to 1 vote at a meeting of the Directors, however, the President shall only have the right to vote in event of a tie. Where 1 person holds more than 1 position on the Board of Directors, that person shall only have 1 vote at meetings of the Directors.
32. At the request of any three Directors, the Secretary shall call a meeting of the Directors.
33. Directors shall not be paid for their services as Directors.
34. The duties and responsibilities of the Directors are as follows:

DUTIES and RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The President:

- May delegate certain duties to the Vice President or to other members of the Executive, but responsibility for the performance of these duties remains with the President.
- Maintain communication with Directors and Coordinators to address concerns.
- Initiate and co-chair Directors meetings.
- Shall be signatory with bank of business.
- Shall attend the annual Ice Users meeting with the City.
- Shall be responsible for applying for the Sports Grant.
- Shall be responsible for a mailbox key.

The Vice President:

- May be called upon at any time to assume temporarily the office of the President.
- Assist Directors and Coordinators with tasks associated in the duties of the organization.

- Shall be signatory with bank of business.

The Secretary:

- Attend all meetings of Directors and shall record an accurate account of all business transactions and agreements.
- Create/copy agenda, schedules, and records.
- Create/maintain master contact list for House League and Team(s) for blanket notices.
- Distribute notices, forms (general team paperwork).
- Collect nominations for electing officers for the Annual General Meeting.
- Shall be signatory with bank of business.
- File Annual General Meeting minutes and update Board of Directors with BC Registry Services at <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page>

The Treasurer:

- Receives all monies and disburses them as designated in the Bylaws, or as authorized by the Association.
- Keep an official treasurer book in which all receipts and expenditures are recorded.
- Shall submit a report showing the receipts, disbursements and balance on hand at the Directors and regular Association meetings.
- Distribute receipts for cash payments and to sponsors.
- Be a signatory with the bank of business.
- Provide accounts and books to be examined by an Accountant or Auditor at year end.
- Coordinate with Referee Coordinator to ensure checks are available at the end of every month.
- Coordinate with Registrar for refunds and fee collection.
- Shall be responsible for a mailbox key.

Registrar:

- Attend registration dates, accept registrations until team rosters are filled, compile and provide player information to BC Hockey or CARHA, the chosen insurance underwriter for that season.
- Be the primary contact with CARHA regarding registration and insurance issues.
- Liaise pertinent information (including medical and contact information) to Treasurer, House League Coordinator, Team Leaders and Reps and League Secretary.
- Compile wait and spare lists from registration and distribute information to the Team Reps, Secretary and House League Coordinator.

- Arrange insurance with CARHA, distribute insurance cards, and send the Treasurer the insurance roster for payment to CARHA.
- Send out accident claims forms as requested.
- Provide information to anyone inquiring about the league.
- Provide House League Coordinator and Team Leader with relevant player information for proper team placement.

35. The duties and responsibilities of those persons appointed by the President under Article 22 of these Bylaws are as follows:

House League Coordinator

- Organize registered players onto teams; secure a team leader and safety person for each team.
- Liaise with Registrar regarding player placement, injury and illness.
- Create and distribute a House League schedule to the members.
- Distribute team jerseys, pucks and locks for each team.
- Develop a waitlist of spare players willing to attend extra games.
- Devise a system to establish a roster for each game and communicate that to coaches and players.
- Create and distribute a spare list to Team Leaders to help them field 10 skaters plus a goalie.
- Communicate changes and amendments to coaches and players.
- Monitor the operation of the House League/teams. Maintain ongoing contact with the teams and bring any concerns to the Directors meetings.
- Communicate changes/amendments to Team Representatives

Team Representative

- Distribute to all team players, spares and coaches:
 - o Jerseys;
 - o Season's schedule;
 - o Communications from the Board;
- Set up a roster management system and communicate it to coaches and players.
- Schedule and organize practices or arrange with a coach
- Develop a waitlist of spare players.
- Verify schedules with out of town teams.
- Notify teams for away games at least 2 days in advance if there are not enough players to field a team.
- Share arena locations and carpooling information.
- Arrange substitutes for Team roster

- Liaise with Registrar regarding roster updates, injury and illness.

Team Scheduler(s)

- Attend Nanaimo Users meetings.
- Coordinate Schedule home and away games with other Vancouver Island women's recreational hockey teams
- Develop and distribute a season game schedule including all relevant travel info: arena location, rendezvous times and carpooling.
- Communicate schedule changes and updates to home and away teams, coaches and the Board;
- Report scheduling issues to the Board, including divisional changes and the addition or withdrawal of teams.
- Communicate changes and amendments to coaches and players.
- Notify teams for away games at least 2 days in advance if there are not enough players to field a team.

Fundraising Coordinator

- Determine league and teams' fundraising needs and work with a committee to establish specific events and fund disbursement.
- Shall present a fundraising plan to the Board of Directors that requires a majority approval.
- Apply for a gaming license for fundraising events.
- Notify all registered players of the activity.
- Provide a detailed financial statement to the Board, including costs and revenues

Referee Coordinator

- Maintain contact and be the liaison with the referees and their supervisor
- Communicate issues to and from the officials and the league

Safety Coordinator

- Ensure each team is equipped with a proper first aid kit
- Ensure each team has their insurance cards and access to the CARHA claim form
- Ensure players are aware of the importance of wearing proper hockey equipment, especially CSA approved helmets and neck guards. These are mandatory.

Equipment, Jersey & Apparel Coordinator

- Coordinate with the House League Coordinator and Team Representatives to distribute and collect jerseys
- Coordinate with the House League Coordinator and/or Team Leaders the use

- of the League's goalie gear.
- Coordinate to have NIFHA league or team apparel available to all members at least once per season
- Communicate with Treasurer regarding unreturned jerseys.

Tournament Coordinator(s)

- Collect tournament fees and coordinate travel arrangements and accommodations for out of town tournaments
- Communicate with Treasurer to obtain a cheque request form.
- Manage roster and maintain wait lists.
- ensure all fees are remitted to the treasurer 2 weeks prior to the start of the tournament
- Coordinate the HCHC tournament by soliciting women's recreational hockey teams on and off Vancouver Island, devising a balanced schedule and scheduling them into proper divisions;
- Communicate with the Board to coordinate on ice officials, time keepers, other volunteer needs and timing events

Webmaster

- Maintain the NIFHA website;
- Upload all relevant information and update schedule and venue changes.

Disciplinary Committee Chair

- Oversees all disciplinary matters in the Association including house league, intermediate and veteran teams.
- With the assistance of the Board of Directors, establishes a Committee of 3-4 Members which includes representation from each division (house, intermediate, veteran), and are non-board members.
- Records and maintains documentation of disciplinary action.
- Submits recommendation(s) to the Board of Directors on the issue of discipline.
- Reports to the Board of Directors on decisions of the Committee in respect to Appeals under Articles 48

Privacy Officer

- Responsible to maintain privacy policy including updated on website.
- Monitor the specific privacy email
- Incoming Privacy Officer must change the password to the privacy email.
- Ensure Board adheres to Privacy policy.

ACCOUNTS

36. The Directors shall cause true accounts to be kept of all:
 - (a) sums of money received and expended and the manner in respect of which the receipts and expenditures took place; and
 - (b) assets and liabilities and all other transactions affecting the financial position of the Society.
37. The Directors shall, at each Annual General Meeting of the Association, provide to the Members of the Association financial statements showing income and expenditures of

the Society during the preceding fiscal year. No Auditor will be appointed by the Society unless either the Board of Directors appoints an Auditor or there is a Special Resolution of the members appointing an Auditor.

38. The fiscal year of the Society shall terminate at such time as the Directors shall determine.

REGISTRATION FEES

39. All Members shall pay all registration fees at the time of registration unless the Board of Directors otherwise directs (for example, ½ at registration, ½ November 1st).

REIMBURSEMENT

40. If a Full Member gives notice that she is unable to continue to play hockey with this Association because she is moving away from the area or she has a medical condition that restricts her from continuing to play hockey, she shall be granted a reimbursement of her paid registration fee. The amount of this reimbursement is prorated based on the amount she paid for registration after deducting the player insurance fee. Notwithstanding any provision herein, whether a Full Member receives reimbursement shall be at the sole discretion of the Board of Directors.

SPECIAL RESOLUTIONS FOR ALTERATIONS OF BY-LAWS

41. The majority required to pass a Special Resolution of the Society shall be two-thirds of those present at a duly constituted meeting called for the purpose of considering such Resolution.
42. These By-Laws may be altered or modified by a Special Resolution of the Society.

RECORDS

43. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions the accounts, books and records of the Society shall be opened to the inspection of members not being Directors following the privacy policy guidelines. NIFHA collects personal information from prospective members, members, coaches, officials, managers, and volunteers for the purpose of conducting hockey programming. The minutes of the Society shall be prepared by and held in the custody of the Secretary.

AFFILIATION

44. The Association shall maintain good standing with any and all affiliations, including Hockey Canada, BC Hockey, Canadian Adult Recreational Hockey Association and any other affiliation relevant to the health of women's recreational hockey. The Association shall observe all laws, rules and regulations by which such Associations are governed and a representative of any of the aforesaid groups shall be entitled to attend the Association's Annual General Meeting.

SPONSORSHIP

45. All sponsorship and fundraising must be presented to the Board of Directors for approval

and subject to the approval of the Board of Directors:

- a. Commercial advertising shall be allowed on players sweaters.
- b. Individual sponsorship monies raised by a player through her own efforts shall be credited to the player who raised the funds. Each amount raised by the individual player will be recorded and the player shall be eligible to receive up to a 50% credit of funds raised up to a maximum of 100% of registration fees for the current season.

TEAM CLASSIFICATION

46. The Directors shall have sole authority to classify or zone teams in such manner as the Directors decide is in the best interests of the Association and Women's Recreational Hockey.

APPEAL PROCEDURE

47. Any Member of the Association that has been the subject of decision of the Board of Directors whereby discipline has been imposed on the Member by way of a suspension or where the Member has been expelled from the Association (the "Appellant") has, subject to the terms of these Bylaws, the right to Appeal the discipline to the Disciplinary Committee.
48. The Disciplinary Committee may uphold, modify, or reverse any decision made by the Board of Directors.
49. In order to be entitled to an Appeal before the Disciplinary Committee, the Appellant must forward to the Disciplinary Committee, within 7 days from the date the Member received notice from the Board of Directors that discipline has been imposed, a written Notice of Appeal which outlines all particulars pertaining to the Appellant's case and shall be accompanied by either a cash payment or a cheque for \$50.00 payable to the Association.
50. If the Appeal is dismissed in its entirety the fifty dollars (\$50.00) paid by the Appellant shall be forfeited to the Association. If any part of the Appeal is granted, the fifty dollars (\$50.00) shall be returned to the Appellant.
51. Where an Appeal proceeds the Board of Directors shall, at least 1 day in advance of the hearing of the Appeal, provide both the Disciplinary Committee and the Appellant with a written outline of the reasons why discipline was imposed on the Member.
52. When an Appeal is filed, there shall be no stay of any suspension or expulsion imposed which is the subject of the Appeal.
53. The Disciplinary Committee shall, upon receipt of the Notice of Appeal and the accompanying \$50.00, forthwith make arrangements for the hearing of the Appeal.
54. The Disciplinary Committee shall provide not less than 7 days' notice of the hearing date for the Appeal to both the Appellant and the Board of Directors.
55. Unless the Disciplinary Committee requires additional time due to special circumstances the Disciplinary Committee shall make a decision on the Appeal within 7 days of the Appeal hearing and the Disciplinary Committee shall notify both the Board of Directors

and the Appellant of its decision.

MISCELLANEOUS

- 56. The operation of the Society is to be chiefly carried out within the City of Nanaimo in the province of British Columbia.
- 57. The funds of the Society which are not required for immediate use may be kept on deposit in a bank. Any balance at the end of the year will be held over for the purpose of maintaining or operating women's hockey the following year. "PREVIOUSLY UNALTERABLE"
- 58. In the event that the Society accumulates any profits, the profits shall not be paid or distributed to the Members. "PREVIOUSLY UNALTERABLE"
- 59. Upon dissolution of the Society and after the payment of all debts and liabilities the remaining property of the Society shall be distributed or disposed of to charitable organizations or organizations the object of which are beneficial to the community of Nanaimo, as the Board of Directors of the Society may specify. "PREVIOUSLY UNALTERABLE"

NEW DIRECTORS CONFIRMATION

Dated this ____ of _____ 20__ , in the City of _____, BC.

Applicant	Signature	Witness	Signature