

**NORTH SHORE IN-LINE HOCKEY LEAGUE SOCIETY
CONSTITUTION**

1. Name:

1. The name of the Society shall be the "North Shore In-Line Hockey League Society" hereinafter called the "Society."

2. Purposes:

The purposes of the Society shall be:

1. To maintain membership within the "Canadian Hockey Association, In-Line Division, also known as the Canadian Hockey In-Line, or the Association."
2. To promote the participation of youths and adults in the sport of In-Line Hockey within the Lower Mainland of British Columbia in conjunction with the established rules of the "Association."
3. To establish and maintain the "North Shore In-Line Hockey League",
 - a. Youth Division
 - b. Adult Division, and
 - c. Any other Division that the Society may establish.
4. To establish a Schooling system to teach people the fine art of In-Line Skating or In-Line Hockey.

3. Policies:

1. The Society shall be non-commercial.
2. The Society may cooperate with other community groups to develop coordinated programs based on common interests.
3. This provision can be altered.

4. Location:

1. The operation of the Society is to be chiefly carried out in the City and District of North Vancouver and the District of West Vancouver, British Columbia.
2. This provision can be altered.

5. Status:

1.
 - a. The Society shall be a non-profit organization and carried on without purpose of gain for its members and any profits shall be used solely on promoting its objectives and purposes.
 - b. This provision cannot be altered.
2.
 - a. The Society shall seek and obtain charitable registration status from Revenue Canada and issue official donation receipts for tax purposes in accordance with the Income Tax Act.
 - b. This provision can be altered.

6. Dissolution:

1. If the Society desires to disband, all assets shall be liquidated and all debts paid.
2. Any surplus funds to be donated to a charity within the province of British Columbia, and registered pursuant to the provisions of the Canadian Income Tax Act.
3. This provision cannot be altered.

BY-LAWS

Part 1 Membership

1. The members of the Society shall be those persons who have contributed the required sum in membership dues to the society in respect of the membership years.
2. The Society shall consist of the following classes of membership:
 - a. Any parent, guardian or custodian of a registered player may become a voting member of the Society.
 - b. Annual membership may be offered to individuals at the discretion of the board.
 - c. Any registered player of the age of majority.
3. Every member shall uphold the constitution and comply with these bylaws.
4. Dues will be recommended by the executive board and must be approved by a resolution at an annual general meeting.
5. Dues are payable at the beginning of the fiscal year.
6. The fiscal year of the Society shall commence October 1st.
7. Loss of membership:
 - a. All members of the Society are in good standing.
 - b. A member shall cease to be a member of the Society upon:
 - (i) Mailing or delivering a written letter of resignation to the Secretary of the Society or by mailing or delivering it to the address of the society, or
 - (ii) Ceasing to meet the criteria within these bylaws, or
 - (iii) Non-payment of the required dues, or
 - (iv) The expulsion for cause by a majority vote of the executive committee, or
 - (v) The death of the member.

Part 2 Meeting of Members

1. The annual general meeting of the Society shall be held in November.
2.
 - a. All members of the Society shall be notified of a meeting, the starting time, date, place and agenda two weeks (14 days) prior to the meeting.
 - b. All notification of meetings will be made by mail to the last known address that the Society has of the member.
3.
 - a. A special meeting may be called at the request of the executive committee, or shall be called at the written request of 5% or more members.
 - b. The request shall be delivered to the office of the Secretary within 21 days and the date on which it is delivered shall be deemed to be the date on which the Board received it.
 - c. A request for a special meeting and notice thereof must contain the specific reason for such meeting and no other business may be dealt with hereto.
4. General meetings shall be held at times and places set by the Executive committee.
5. Voting:
 - a. Each registration shall be entitled to cast one vote.
 - b. Voting is by show of hands or by other means as determined by the chair of the meeting.
 - c. Voting by proxy is not permitted.

Part 3 Elections

1. Election of officers shall take place at the annual general meeting.
2. Nominations:
 - a. Three months before each annual meeting a nomination committee of at least three members shall be appointed.
 - b. The committee shall prepare a list of candidates who have confirmed their willingness to stand for election.
 - c. Nomination shall be called for and may be made from the floor providing the consent of the nominee has been obtained.
 - d. If only one candidate is standing for election to an office the candidate shall be elected by acclamation.
 - e. The elected executive members shall have power to appoint persons to the unfilled positions.
 - f. Only members in good standing shall be eligible or nominate, vote or stand for election to office.
 - g. Persons not eligible may not be nominated or elected even by unanimous consent.
3. Vacancies occurring in any office of the Society between annual meetings shall be filled by the executive officers.

Part 4 Proceedings at General Meetings:

1. The President of the Society or the Vice President in the absence of the president shall preside as chair of a General Meeting.
2. If at a General Meeting there is no President, Vice President, or another board member present, the members present shall choose one of their numbers to chair the meeting.
3.
 - a. A quorum for a general, special, or annual meeting shall be five percent (5%) of members in good standing.
 - b. A quorum shall never be less than Three (3) persons.
4. A quorum for an executive meeting shall be a majority of the board members.
5. A motion may be passed by a simple majority vote of attending members at an annual general meeting.
6. No business other than the election of a President and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when a quorum is not present.
7. If at any time during a general meeting there ceases to be quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
8. If within 30 minutes from the time appointed for a general meeting, a quorum is not present the meeting shall stand adjourned to not more than Fourteen (14) days.
9. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, then members present constitute a quorum.
10. Notice of a general meeting of the Society or a special meeting of the board shall state the business to be transacted and no other business than that stated in the notice shall be transacted.
11. Directors are authorized to approve the minutes of annual general meetings.

Part 5 Directors and Officers

1. The affairs of the Society shall be managed by a board of directors in which shall be vested the full control of the assets, liabilities, revenue and expenditures of the Society.
2. The Officers of the Society shall consist of the following: President, Vice-President, Secretary, Treasurer, League Manager(s) and Seven (7) Directors At Large.
3. Special Committees:
 - a. Special committees shall be created by the Society or by the Executive Committee as the need arises.
 - b. Reports shall be made as directed by the executive committee.
4. No remuneration shall be given to the officers and directors for services rendered to the Society, except for expenses incurred while in the position of officer or director.
5. No member of the board of directors shall have any direct or indirect financial interest in any purchase order or contract entered into issued on behalf of the Society unless such member shall absent himself from the meeting while the matter is being discussed and a note taken in any matter affecting such an interest in a contract.

Part 6 Proceedings of Directors

1. There shall be an executive committee, which shall be composed of the Officers of the Society. In these constitution and by-laws the term executive committee and Board of Directors are interchangeable.
2. Members of the Executive Committee shall be elected for a two (2) year term of office at each annual meeting of the Society.
3.
 - a. The executive committee shall carry out such commitments as may be assigned to it by the Society.
 - b. The executive committee may make suggestions and recommendations and may transact routine and emergent business.
4. Vacancies occurring in any office of the Society between annual meetings shall be filled by the executive committee for the un-expired portion of the term.
5. An elective director may be removed from office by:
 - a. A special resolution of the society passed by seventy-five Percent (75%) of the voting members present at a meeting of the society provided the notice of meeting specified that such a matter is to be placed before the members, or
 - b. The absence without reasonable cause of any executive member from three (3) consecutive meetings of the executive committee, or
 - c. If his attendance at all meetings on any one calendar year drops below seventy-five Percent (75%), his service in office may be deemed terminated unless cause satisfactory to the board is present in writing, and shall constitute a vacancy at the discretion of the officers.
6. The League Manager(s) shall:
 - a. Manage the
 - (i) Youth Division, and/or
 - (ii) Adult Division, and/or
 - (iii) Any other Division that the Society may establish.
 - b. Be a member ex-officio of the executive board and all committees except the nominations.
7. Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.

Part 7 Duties of Officers

1. The President shall:
 - a. Preside at all meetings of the Society and of the executive committee.
 - b. Perform all other duties pertaining to that office as assigned by the Society or the executive committee.
2. The Vice President shall:
 - a. Preside at meetings in the absence of the President
 - b. Carry out such duties as may be assigned by the Society or the executive committee.
3. The Secretary shall:
 - a. Keep full and accurate minutes of all meetings of the Society and the executive committee.
 - b. Prepare the notice of meetings for the annual general meetings and any other meetings.
 - c. Present a report of the year's proceedings to the annual general meeting of the Society.
 - d. Handle correspondence for the Society and maintain a Society Roster of Members.
 - e. Carry out such duties as may be assigned by the Society or the executive committee.
4. The Treasurer shall:
 - a. Administer the finances of the society, keep proper financial records and present a financial report at each annual general meeting and executive committee meeting.
 - b. Render financial statements as required by these bylaws.
 - c. Carry out such duties as may be assigned by the Society or the executive committee.
5. The League Manager(s) shall:
 - a. Assume all administrative duties as required for operating, managing and running the respective Division(s).
 - b. Submit reports as required by the executive committee, for the respective Division(s).
 - c. Carry out such duties as may be assigned by the Society or the executive committee, for the respective Division(s).

Part 8 Seal

1. The board may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
2. The common seal of the Society shall not affix to any deed instrument or document unless authorized by a resolution of the Board and then only by and in presence of the President and the Secretary who shall both attest by their signature that the seal has been so duly affixed.

Part 9 Borrowing

1. The Society may, as it thinks deemed necessary, raise, borrow or secure monies in such a manner and amount as shall be sanctioned by a resolution of the executive committee.
2. The Society may not borrow money or issue debentures without the sanction of a Special Resolution of the Society members.

Part 10 Financial Reviews

1. The executive committee may appoint a qualified non-executive member to review the books and financial statements of the Society.
2. The executive committee may call for a review of the financial records of the Society at any time during the year.
3. The fiscal year shall be from October 1st to September 30th of the following year.
4. By giving reasonable notice, any member may inspect the books and records of the Society at the Society's annual general meeting.

Part 11 Notices to Members

1. Notification to members of the Society's functions, events, or activities, except the notification of meetings, may be carried out by newsletter, mail, or notices given to each player of said member.
2. Notification of meetings shall be carried out as stated in "Part 2", Paragraph "2", subparagraph "a" of these bylaws.

Part 12 Problems and Complaints

1. If any member, player, team, or team official, of the Society, has a problem or complaint, they shall:
 - a. Discuss the situation with the person they believe is causing it (eg: Coach, Manager etc.). If they cannot resolve the situation at this stage, then that person will,
 - b. Discuss the problem with the League Manager(s). If the League Manager(s) cannot resolve the situation to the satisfaction of that person, then that person will,
 - c. Discuss the problem with the President.
2. The President:
 - a. Will take the necessary steps to come to a decision to resolve the situation.
 - b. May or may not discuss the situation with the Board of Directors.
 - c. Will inform the complainant by phone, in person, or by any other means, and follow up in writing, their decision, which will be final.
 - d. May or may not inform the complainant about an appeal process.
3. If the decision of the President does not satisfy the complaint, they,
 - a. May appeal to the Board of Directors in writing, for a one hundred dollar (\$100.00) refundable if successful appeal fee, which shall set out the grounds for the review.
 - b. Must deliver this written request to the Board within seven (7) days of the receipt of the written decision of the President.
4. Upon receipt of the request for a review, the Board of Directors, at the next executive meeting shall,
 - a. Take the necessary steps to come to a decision to resolve the situation.
 - b. Send to the complainant, in writing, the decision of the Board of Directors.

Part 13 Contracts and Agreements:

1. No member shall enter into contracts or agreements, either verbally or written, without the approval of the Board of Directors.
2. All contracts and Purchase orders that are approved by the Board of Directors, shall be signed by Two (2) of the following three (3) Board Members,
 - a. The Secretary, and/or
 - b. The President, and/or
 - c. Someone as approved by the Board of Directors.

Part 14 League Events

1. The Society, The Board of Directors, and/or a Sponsor, will not be responsible for any losses or costs incurred by any member of the League or Society, to attend any sanctioned League or Society event, tournament, or whatever, now or in the future.
2. For any League or Society event, tournament, or whatever, that requires any of the Rep or House Teams to travel outside the Greater Vancouver area,
 - a. The Society may pay for the Players room, travel or other expenditures, as determined by the Board of Directors.
 - b. Any parent (guardian or whomever) that wishes to travel to any event with their child will do so at their own expense. The Society will not be responsible for any of the parents' (guardians' or whomever's) travel, hotel or other expenses.

Part 15 Refunds:

When a member signs the registration forms and gives the Society their money, we do not require that the Society make any type or refund. The members have signed a legal and binding contract. Legally, the law does not require that the Society give refunds. Furthermore, the law does not require that the Society have any type of notice on its registration forms regarding refunds. The Society, however, does have the following registration refund policies:

1. If the Society cancels any event(s), the League will make a full 100% refund.
2. The Society will give a 100% refund until three days after the League has started its official season.
3. The Society will give a 50% refund for the next two days after the three days.
4. The Society will make no refunds after five days from the official start date of the season.
5. Any injured players that cannot continue playing will receive a refund on a prorated basis.
6. The Society will make any other refunds at the discretion of the Board of Directors.

Part 16 Financial

1. Any non-budgeted expenditures more than \$500.00, must have the approval of the Board of Directors
2. All personal expense claim refunds,
 - a. must have the approval of two members of the Board of Directors; namely,
 - (i) The Secretary and,
 - (ii) The Treasurer or the President, or,
 - (iii) Any member, as approved by the Board of Directors, who is acting as Pro Tem, or appointed as The Secretary, as The President or as the Treasurer.
 - b. will be refunded by cheque only.
 - c. will not be taken out of Petty Cash.
3. No member of the Board of Directors or of the Society shall change, alter, or adjust the dates or amounts on cheques that the Society has written.

Part 17 Returned Cheques

1. Any member whose cheque a Financial Institution has returned to the Society for insufficient funds, or otherwise, will be charged a \$25.00 service fee.

Part 18 Rules of Order

1. The rules contained in Robert's Rules of Order newly revised shall govern all matters of procedures not covered by these bylaws.

Part 19 By-Laws

1. Amendments:
These bylaws may be amended by:
 - a. First meeting the requirements as stated in Clause 7 of the constitution, and
 - b. By a special resolution passed by seventy-five Percent (75%) majority of such members entitled to vote as are present at any regular meeting of the Society provided the proposed amendments has been submitted,
 - (i) To all members in writing at least 14 days prior to the regular meeting of the Society at which it is to be voted upon, and
 - (ii) To the executive committee 30 days prior to the date of the meeting.
2. On being admitted to membership, each member is entitled to, and the Society shall give without charge, a copy of the constitution and bylaws of the Society.
3. These bylaws shall not be altered or added to except by special resolution.