

CONSTITUTION AND BYLAWS

of the

VANCOUVER ISLAND LADIES' FIELD HOCKEY ASSOCIATION

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CONSTITUTION

ARTICLE 1. NAME

The name of the Association shall be: Vancouver Island Ladies' Field Hockey Association herein called the Association.

ARTICLE 2. PURPOSE

The purpose of the Association is to promote, develop, maintain and coordinate all field hockey activities for ladies and girls within that portion of Vancouver Island represented by its membership.

ARTICLE 3. AFFILIATION

The Association shall be a Local Association member of Field Hockey BC and Field Hockey Canada.

ARTICLE 4. PROFITS

The Association is to operate without purpose of gain or profit to its members, and any profit or accretions to the Association should be used in promoting its purposes. This provision is unalterable.

ARTICLE 5. DISSOLUTION

On the winding up or dissolution of the Association, the assets of the Association shall not be distributed among the members, unless such recipient member or members are part of a non-profit organization. After all debts have been paid the assets remaining shall be paid, transferred or delivered, to on or more non-profit organization(s) whose purpose is to promote interest in or develop Canadian amateur athletic endeavours. The non-profit organization(s) shall be chose by resolution of the members of the Association, or failing such resolution, by resolution of the Executive of the Association. This provision is unalterable.

BYLAWS

PART 1 - INTERPRETATION

- 1.1 In these bylaws, unless the context otherwise requires,
- a) Executive - the elected body of the society 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 her address as recorded in the registrar of members;
 - d) Council - the Executive members and one representative from each recognized team;
 - e) Team - a group of 11 or more members, associated together, playing organized field hockey;
 - f) League - a minimum of four teams, of a similar age group, playing organized field hockey;
 - g) Master - a player in or over her 30th year of age;
 - h) Junior - a player under 18 years of age as of January 1st of the current playing season;
 - i) Playing season - is from September 1 to August 31.
- 1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
- 1.3 Words importing the singular include the plural and vice-versa; and words importing a female person include a male person and a corporation.

PART 2 - MEMBERSHIP

- 2.1 Membership of the Association shall consist of the following:
- a) Active Members shall be those female players who have paid their Association dues and are playing on a recognized team for the purposes of competing in a field hockey league.
 - b) Associate Members shall be those persons interested in the development of ladies' field hockey, not actively engaged in playing field hockey in the Association (umpires, coaches, managers, parents or other persons), who have been recognized by the Executive, and who have paid their Associate Members dues.
 - c) Honourary Members shall be those individuals upon whom the Executive has granted honorary membership.
- 2.2 Conditions of Membership
- a) Members shall actively promote the development of the game of field hockey and foster good sportsmanship.
 - b) Members shall abide by the constitution, and bylaws and rules and regulations of Field Hockey Canada, the Field Hockey BC and the Vancouver Island Ladies' Field Hockey Association.
 - c) Members shall notify the Association of any change of team officers or address within seven days of the effective date of such change.
 - d) Membership fees shall be payable by each class of membership in such amounts as may be determined from time to time by a majority vote of a general meeting of the Association.
 - e) Each team shall appoint a Team Representative. The Team Representative shall represent her team at the Council of the Association.
 - f) Each team shall appoint a minimum of two players as umpires or umpires in training within two (2) weeks of the start of the playing season.
- 2.3 Application for Membership
- a) Active Members

Applicants for Active Membership shall submit the appropriate registration form and registration fees to the Treasurer by September 30th. Upon acceptance by the Executive the applicant becomes a member.

- b) Active Junior Members
Any player under 14 years of age wishing to join the Association, must make special application and be accepted by the Executive.
- c) Associate Members
An applicant for Associate Membership shall submit the appropriate registration form and registration fee to the Director of Membership. Upon acceptance by the Executive the applicant becomes a member.
- d) Honourary Members
Honourary Members are those individuals who have shown exceptional leadership, sportsmanship, service and/or outstanding achievement to the Association. Honourary Membership is granted to an individual by the Executive and is announced at the Spring General Meeting and annual awards banquet.

2.4 Termination of Membership

- a) Cessation
An individual member or team shall cease to be a member of the Association:
 - i) on its dissolution;
 - ii) by delivering her resignation, in writing, to the Secretary of the Association;
 - iii) by being expelled;
 - iv) by not being in good standing, for a period of time prescribed by the Executive.
- b) Suspension
Any individual member or team unable, or failing to, maintain any conditions of membership shall be considered not in good standing and may be suspended by the Executive, until such time as the conditions are fulfilled.
- c) Expulsion
 - i) An individual member or teams may be expelled by a vote of the Executive, and ratified by a vote of the members at a Council Meeting.
 - ii) A notice for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - iii) An individual member or team who is the subject of the proposed expulsion shall be given an opportunity to be heard at a Council Meeting.
 - iv) An individual member or team who has been expelled may appeal their expulsion by requesting a Special General Meeting.

PART 3 - GENERAL MEETING

- 3.1 The members of the Association present at a General Meeting shall be the governing body of the Association.
- 3.2 There shall be two (2) regular General Meetings of the Association held each year, one in the Spring and one in the Fall.
- 3.3 Notice of Meeting
 - a) Fourteen (14) days written notice of each General Meeting shall be given by the secretary to all Members of the Association entitled to attend such meetings and shall specify the place, day and hour of the meeting, and, in the case of special business, the general nature of that business. Such notice shall include the Agenda which shall be as detailed as possible.
 - b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice does not invalidate proceedings at that meeting.

- 3.4 The Spring General Meeting shall be held within four (4) weeks of the close of the playing season of the Association. At the Spring General Meeting of the Association, the business of the meeting shall include:
- a) the minutes of the most recent General Meeting of the Association
 - b) the reports of the Executive
 - c) the financial statements
 - d) announcement of Honourary Members
 - e) announcement of awards
 - f) discussion of membership fees for the ensuing year (whenever possible)
 - g) discussion of the format of the following season's schedule
 - h) proposed amendments, if any, to the Constitution, Bylaws, and Rules and Regulations
 - i) election of the Executive
 - j) any other business
- 3.5 The Fall General Meeting shall be held within the first six (6) weeks of the playing season of the Association. At the Fall General Meeting of the Association, the business of the meeting shall include:
- a) the minutes of the most recent General Meeting of the Association
 - b) the financial statements
 - c) auditor's report
 - d) presentation of the budget for the following year
 - e) ratification of the membership fees
 - f) ratification of the format of the season's schedule
 - g) proposed amendments, if any, to the Constitution, Bylaws and Rules and Regulations
 - i) election of the Executive
- 3.6 Special General Meetings of the Association may be requested by the Executive, Council, or by 10% or more of the voting members of the society. Such requests shall:
- a) state the purpose of the Special General Meeting
 - b) be signed by the requisitionists, and
 - c) be delivered to the Secretary thirty (30) days in advance, so that 14 days notice can be given to the general membership prior to the date of the Special General Meeting.
- 3.7 Voting at General Meetings
- a) Voting privileges at General Meetings of the Association shall be one vote per Active and Associate Member.
 - b) A quorum for the transaction of business at General Meetings of the Association shall consist of 3 Executive members and 12 or more members present and eligible to vote.
 - c) The President shall cast a vote only in the event of a tie vote.
 - d) Voting by proxy shall not be permitted.

PART 4 - EXECUTIVE

- 4.1 The Executive of the Association shall be:
- a) President
 - b) First Vice-President
 - c) Second Vice-President
 - d) Secretary
 - e) Treasurer
 - f) Director of League Operations
 - g) Director of Memberships
 - i) Director of Communications
 - j) Director of Events

4.2 Election and Removal of Executive

a) Tenure

Members of the Executive shall hold office from the General Meeting at which they were elected, to the following Spring General Meeting.

b) Nominations

Only individuals nominated and seconded by a Member shall be eligible to hold office. Each individual duly nominated and seconded shall be permitted to speak to the nomination.

c) Elections

i) Separate elections shall be held for each position on the Executive.

ii) Elections shall be by secret ballot unless the position is filled by acclamation.

iii) Any Active member of a recognized team or any Associate Member of the Association shall be eligible for election.

iv) The elections shall be in this order:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Director of League Operations
- Director of Memberships
- Director of Communications
- Director of Events

d) Vacancies

i) The office of a member of the Executive shall be vacated if that Executive member:

- is absent from two consecutive meetings of the Executive without showing just cause for such absences; or
- submits a written notice of her desire to resign from her office in which case her office shall be vacated within 30 days of the date of receipt of such resignation.

ii) The Executive may appoint an individual as an Executive member to fill any vacancy created in accordance with 4.2 d i. An Executive member so appointed fills the vacancy until the next General Meeting of the Association. This appointee shall have no vote at Executive and Council meetings.

iii) Any vacancy on the Executive, however caused, shall be filled by an election at the next General Meeting and the person so elected shall serve the remainder of the unexpired term.

e) Removal

An Executive member may be removed from office by special resolution at a General Meeting.

4.3 Powers of the Executive

a) The Executive may exercise all such powers and do all such acts as the Association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in General Meeting, but subject nevertheless, to the provisions of:

i) all laws affecting the Association

ii) these bylaws and

iii) rules and regulations consistent with these bylaws.

b) For the purpose of affecting these bylaws, the Executive may make temporary rules and regulations consistent with these bylaws to govern specific cases not provided for in these bylaws.

c) No resolution passed by the Association in a General Meeting invalidates a prior act of the Executive that would have been valid if that rule or decision had not been made.

d) The Executive shall have the authority to establish committees as required to facilitate the purposes of the Association.

e) Remuneration of Executive

No Executive member shall be remunerated for being or acting as a member of the Executive but an Executive member shall be reimbursed for all expenses necessarily incurred by her while engaged in the affairs of the Association as approved by the Executive.

4.4 Proceedings of the Executive

- a) Executive meetings shall be held at the call of the President and notice of such meetings shall be given to all members of the Executive at least seven (7) days prior to the date of the meeting. A meeting may also be called upon written requests to the President or Secretary by not less than (3) members of the Executive.
- b) The Executive shall meet within fourteen days of the Spring General Meeting at which time they shall ensure satisfactory management of the Association's business.
- c) The President shall chair all meetings of the Executive. If at any meeting the President is not present within thirty (30) minutes of the time appointed for the meeting, the First Vice-President will chair the meeting. If the First Vice-President is also absent then the Executive may choose one of their members to chair the meeting.
- d) A quorum for the transaction of business at meetings of the Executive shall consist of not less than one half of the members of the Executive.
- e) Each member of the Executive shall have one vote. No proxy votes shall be accepted.
- f) The President shall have a vote only in the event of a tie.
- g) Questions arising at any meeting of the Executive shall be decided by a majority of the votes.

4.5 Duties of the Executive

- a) The President shall:
 - i) Chair all meetings of the Association.
 - ii) Chair all meetings of the Executive and Council.
 - iii) Be a signing officer of the Association.
 - iv) Represent the Association, or delegate others to represent the Association, on appropriate occasions.
 - v) Represent the Association on the Field Hockey Victoria Board.
 - vi) Act as Chair of the Discipline Committee.
- b) The First Vice-President shall:
 - i) Assume all responsibilities and perform all duties of the President during her absence or in the event of her resignation.
 - ii) Assist the President in the duties of her office.
 - iii) Carry overall responsibility for the playing side of the league's operations and support and provide advice to the Director of League Operations as required. In the event of the Director's absence or resignation the First Vice-President will assume the Director's role.
 - iv) Act as the chair of the Nominating Committee
 - v) Be responsible for the maintenance and revision of the Constitution.
- c) The Second Vice-President shall:
 - i) Assist the President in the duties of her office.
 - ii) Carry overall responsibility for the administrative side of the league's operations, and support and provide advice to the Treasurer and Director's of Membership, Events, and Communications. In the event of a Director's absence or resignation the Second Vice-President will assume the Director's role.
 - iii) Act as the chair of the Awards Committee.
- d) The Secretary shall:
 - i) Keep minutes of all meetings of the Association and issue minutes to members.
 - ii) Issue notices of meetings of the Association.
 - iii) Conduct the correspondence of the Association.
 - iv) Have custody of the records and documents of the Association, save those required to be kept by the Treasurer.
 - v) Be a signing officer of the Association.
- e) The Director of League Operations shall:
 - i) Oversee the activities of the League Operations Coordinators and ensure that tasks are completed in a timely fashion.
 - ii) Offer support and direction to her Committee members.

- iii) Ensure that the playing objectives of the Association are met in that all teams play games on a regular basis, teams are treated fairly in terms of the use of the fields, umpiring assignments and schedule, and all teams are informed of changes to the schedule and other pertinent information.
 - iv) Compile weekly results and standings.
 - v) Attend Executive and Council meetings to report on the activities of her committee.
 - vi) Have the following committee members reporting to her: Scheduling, Umpiring, and Facilities.
- f) The Director of Membership shall:
- i) Be responsible for all administrative matters concerned with players and ensure that related tasks are completed in a timely fashion.
 - ii) Offer direction and support to her committee members.
 - iii) Ensure that membership records are maintained in an orderly fashion.
 - iv) Work with the Director of Communications to ensure that the Association has a high profile and that new players are encouraged to join.
 - v) Attend Executive and Council meetings to report on the activities of her committee members.
 - vi) Have the following committee members reporting to her: Pool players, Registrar, Recruitment, Junior Liaison, and other committee members as necessary.
 - viii) Maintain a register of members.
- g) The Treasurer, shall:
- i) Be responsible for receiving and expending and having charge of all moneys of the Association.
 - ii) Be a signing officer of the Association.
 - iii) Render financial statements to the Executive, Association Members and others as required.
 - iv) Deposit all funds of the Association in a registered financial institution of Canada under such accounts as may be deemed necessary in the name of the Association.
 - v) Submit to the Spring General meeting a budget for the following fiscal year, recommend membership dues for the following year, and submit a financial report.
 - vi) Offer direction and support to her committee members.
 - vii) Maintain regular contact with the committee members.
 - viii) Coordinate fund raising efforts with the Field Hockey Victoria Fund Raising Committee.
 - ix) Attend Executive and Council meetings to report on the activities of her committee members.
 - x) Have the following committee members reporting to her: Bookkeepers, Fund Raising, Asset Management, and Stephanie Johnson/Doney Scholarship.
- h) The Director of Events shall:
- i) Oversee the activities of the Events committee members and ensure that events are staged professionally and efficiently.
 - ii) Offer support and direction to the committee members.
 - iii) Maintain regular contact with the committee members.
 - iv) Liaise with the Director of Communications to ensure that events are properly publicized.
 - v) Ensure that all events are used as fund raising opportunities.
 - vi) Liaise with the Field Hockey Victoria Special Events Committee.
 - vii) Attend Executive and Council meetings to report on the activities of her committee members.
 - viii) Have the following committee members reporting to her: Bunyan Tournament, Bridgman Cup, Masters Tournament, Finals Day, Social Events, Hosting Committees and other committee members as necessary.
- i) The Directors of Communications shall:
- i) Oversee the activities of the Communications Coordinators.
 - ii) Offer support and direction to her committee members.
 - iii) Maintain regular contact with her committee members.
 - iv) Be responsible for raising the profile of women's field hockey on Vancouver Island.
 - v) Ensure that members and the public are kept informed of upcoming events, the results of past events and other Association news.
 - vi) Liaise with Communications Committee of Field Hockey Victoria.

- vii) Attend Executive and Council meetings to report on the activities of her committee members.
- vii) Have the following committee members reporting to her: Newsletter, Press, Archives, FHBC and other Coordinators as necessary.

PART 5 - COMMITTEES

5.1 Delegation of Powers to Committees

- a) The Executive may delegate any, but not all, of their powers to Committees and shall at all times remain responsible for the actions of the committees.
- b) Committees shall consist of a member of the Executive, and such additional individuals appointed at the discretion of the Executive. The chair of a committee shall be appointed by the President from among the Executive.
- c) Committees shall conform to any rules or regulations that may from time to time be imposed on it by the Executive, and shall report on its activities to the Executive.
- d) Special committees shall be appointed by the Executive at any time it is necessary to refer an issue for special consideration. The committee shall exist only as long as may be necessary to discharge that function.

5.2 Proceedings of Committees

- a) Except as otherwise specified in these bylaws, committees may meet at such place and at such time appointed to hold the meeting, the members of the committee shall choose one of their members to chair the meeting.
- b) If, at any meeting of a committee, the chair is not present within thirty (30) minutes after the time appointed to hold the meeting, the members of the committee shall choose one of their members to chair the meeting.
- c) Questions arising at any meeting of a standing committee shall be decided by a majority of the votes.
- d) The chair of a meeting of a committee may move or propose a resolution and shall have a deliberative vote at meetings of a committee.
- e) The chair of a committee shall report to the Executive on the proceedings of that committee.
- f) A quorum for transaction of business at meetings of committees shall be a majority of members of the committee.

5.3 Standing Committees

- a) The following standing committees shall be ratified annually by the Executive:
 - i) Nominating Committee
 - ii) Discipline Committee
 - iii) Awards Committee
- b) Terms of reference
 - i) Nominating Committee
Chaired by the First Vice-President, this committee solicits and accepts formal nominations for elected positions on the Executive, to be presented to the members at the Spring General Meeting of the Association.
 - ii) Discipline Committee
Chaired by the President, and consisting of the Executive, this committee reviews circumstances regarding violations of the rules governing the game of field hockey, the constitution, bylaws, rules and regulations that are formally brought to the attention of the Executive and makes decisions on each cases.
 - iii) Awards Committee
Chaired by the Second Vice-President, this committee shall solicit nominations to determine the annual recipients of the Association's trophies, as well as consider nominees for honorary membership.

PART 6 - COUNCIL

- 6.1 **Membership**
Members of the Council shall consist of the Executive members and one team representative as appointed by a recognized team of the Association. The team representative shall be responsible for dissemination of all information from the Council to her team members, and shall assist the Executive with the execution of the affairs of the Association.
- 6.2 The Council shall be chaired by the President.
- 6.3 Council meetings shall be held at the call of the President and notice of such meetings shall be given to all members of the Council at least seven (7) days prior to the date of the meeting. A meeting may also be called upon written request to the President or Secretary but not less than six members of the Council.
- 6.4 A quorum for the transaction of business at Council meetings shall consist of not less than one-half (1/2) of the members of the Council.
- 6.5 The Council shall:
- a) Discuss and make recommendations to the Executive on matters pertaining to the administration of the league.
 - b) Deal with, from time to time, such items and topics as may be assigned to it by the General Meeting and/or the Executive.
 - c) Provide a vehicle for sharing problems and ideas among teams.
- 6.6 **Voting at Council Meetings.**
- a) Each member team and each Executive member shall have one vote.
 - b) Voting by proxy shall not be permitted.
 - c) The President shall cast a vote only in the event of a tie vote.
- 6.7 The agenda of the Council meetings shall include:
- a) Adoption of the agenda
 - b) Adoption of the previous minutes
 - c) Matters arising from the minutes
 - d) Executive reports
 - e) Committee reports
 - f) New business
 - g) Announcements
 - h) Adjournment

PART 7 - FINANCES

- 7.1 **Signing Officers**
The signing officers for the Association accounts shall be any two of the President, Treasurer and one other Executive member.
- 7.2 **Borrowing Power**
The Executive shall not, except by special resolution of a General Meeting of the Association, borrow funds on behalf of the Association.
- 7.3 **Audit**
The Executive shall appoint an auditor to examine the Association's books of accounts, vouchers, balance sheets and other financial documents, and report thereon to the Fall General Meeting. An auditor shall be a person from outside the Executive who is appointed to examine and verify the accounts and books of the Association.
- 7.4 The fiscal year for the Association shall be August 1st to the last day of July each year.

7.5 Special Accounts

Separate accounts shall be maintained for the following purposes:

a) Special Fund

The purpose of this fund is to cover expenses incurred by representative teams and activities.

Revenue is generated by a levy on each active member. The funds shall not be available for general revenues unless released in part or whole by Special Resolution.

b) Contingency Fund

The purpose of this fund is to cover extra-ordinary medical expenses not covered by B.C. Medical Plan in whole or in part. Applicants must apply to the Executive. Revenue is generated by interest earned. The funds shall not be available for general revenues unless released in part or whole by Special Resolution.

c) Field Fund

The purpose of this fund is to purchase fields. Revenue is generated by fund raising and donations. The funds shall not be available for general revenues unless released in part or whole by Special Resolution.

PART 8 - CONSTITUTION AND BYLAWS

8.1 Distribution of Constitution and Bylaws

On being admitted to membership, a member is entitled to, and the Association shall provide, without charge, a copy of the current Constitution and Bylaws.

8.2 Amendments to the Constitution and Bylaws

- a) The Constitution and Bylaws of the Association shall not be altered or added to, except by Special Resolution, as defined in the Society Act.
- b) Notice of Special Resolutions to amend the Constitution and/or Bylaws must be sent to the Secretary of the Association 30 days prior to the date of the General Meeting.
- c) Notice of Special Resolution to amend the Constitution and Bylaws must be provided to each member fourteen (14) days prior to the date of the General Meeting.
- d) A Special Resolution shall be a resolution passed at a general meeting by a majority of not less than seventy-five (75%) percent of the votes, of which not less than 14 days notice has been given, specifying the intention of the proposed resolution.
- e) Approved amendments shall be effective on the date of acceptance by the Registrar of Companies for British Columbia.

PART 9 - PARLIAMENTARY AUTHORITY

- 9.1 Any matters or procedures respecting meetings of the Association for which express provision has not been made shall be determined in accordance with the Society Act, and if no binding provision is found therein, the latest edition of Bourinot's "Rules of Order" will be followed.