

By-Laws

Part 1 - Interpretation

1. In these By-laws, unless the context otherwise requires,
 - a. "Directors" mean the Officers of the Society for the time being;
 - b. "Executive council" means Past President, the President, the Vice Presidents, the Secretary and the Treasurer of the Society.
 - c. "Executive Committee" means the Executive Council of the Society, and the Head Coach, the Divisional Managers, the Registrar, the Referee-in-chief, the Equipment Manager, the Ice Allocator, and such persons as the Executive Council may appoint pursuant to these By-laws.
 - d. "Society Act" means the "Society Act" of the Province of British Columbia from time to time in force and all amendments to it;
 - e. "Registered Address" of a member means the address of that member as recorded in the register of members;
 - f. The terms the "Society" and "Surrey Minor Hockey Association" are equivalent.
2. The definitions in the Society Act on the date these By-laws become effective apply to these By-laws.
3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 - Membership

1. The members of the Society are those persons who were members of the Society at the time of incorporation of the Society, (January 20, 1975) and those persons who subsequently have become members in accordance with these By-laws, and, in either case, have not ceased to be members.
2. A person may apply to the Executive Council or their designate and upon acceptance by the Executive Council or their designate the person becomes a member.
3. Every member shall uphold the Constitution and comply with these By-laws and any other rules or regulations of the Society as exist from time to time.
4. The Executive Council may determine the membership dues and registration fees if any.
5. A person shall cease to be a member of the Society:
 - a. by delivering the member's resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
 - b. on the member's death; or
 - c. on having been a member not in good standing for a period of 30 days.
6. Suspension of Members

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- a. A member may be suspended or expelled for wilful violation of the constitution or By-laws or for any other serious breach of rules or regulations of the Society.
 - b. Where a member is suspended or expelled, the member shall forfeit all rights and privileges in the Society until such time as the member is reinstated as a member in good standing.
 - c. A member may, at the discretion of the Executive Council, be suspended as a member of the Society upon notification from the Executive for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Society or who wilfully commits a breach of the Constitution or By-laws of the Society.
7. Expulsion of Members
- a. A member may be expelled by a special resolution of the members passed at a general meeting.
 - b. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - c. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
8. Members in Good Standing
- a. All members are in good standing except a member who has failed to pay the current annual membership dues or registration fees or any other subscription or debt due and owing to the Society, and the member is not in good standing so long as the debt remains unpaid.
 - b. A member who is under suspension is not in good standing until the period of the suspension has been served.
9. Honorary Life Membership
- a. Honorary Life Membership may be bestowed upon any current or past member of the Executive Council or Executive Committee for distinguished service to the Society and its members over a period of at least five (5) years.
 - b. Nominations for Honorary Life Membership may be made by any member of the Society. Such nomination shall be submitted in writing to the Registered Office of the Society at least four (4) weeks in advance of the annual general meeting.
 - c. Honorary Life Members shall have no membership rights, shall not have the right to vote, hold elected or volunteer positions.
10. Voting Members
- a. Voting membership shall be open to those adults residing within the boundaries of the City of Surrey.
 - b. Members qualifying under section 12(1) of the By-laws and who have paid the current dues or fees to the Society shall be voting members of the Society.
 - c. Registered coaches, managers and appointed or elected officials with this Society who do not qualify under Part 2 section 10 (a) & 10 (b) of the By-laws shall be voting members of this Association.

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11. Non-Voting Members

- a. Non-voting membership shall be given to those players having registration fees paid on their behalf.
- b. Non-voting members shall have voice but no vote at all general meetings of the Society.

Part 3 - Player Registration Fee

1. Each player registered with the Society shall be assessed an annual registration fee set by the Executive Council, prior to the current season's registration. This fee will include any assessments by BC Hockey for membership and/or Hockey Canada Insurance Program.
2. The Executive Council shall have the discretionary power to waive player registration fees in exceptional circumstances.

Part 4 - Meetings Of Members

1. General meetings of the Society shall be held at such time and place in accordance with the Society Act, as the Executive Council decides.
2. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
3. The Executive Council may, whenever they think fit, convene an extraordinary general meeting.
4. A general meeting for the purpose of, among other things, electing Officers of the Society, if necessary, shall be held in the month of February or March in each year (the "General Meeting") that elections are scheduled to be held.
5. The annual general meeting (the "AGM") of the Society shall be held on or before September 30th of each year.
6. Notice of Meetings
 - a. Notice of any general meeting shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business.
 - b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
7. The Society shall give not less than 14 days written notice of a general meeting of the Society to the members entitled to receive notice of a general meeting, but those members may waive or reduce the period for notice for a particular meeting by unanimous consent.
8. Notice shall be deemed to be given to all members of the Society entitled to receive notice of a general meeting by posting a notice of the meeting and proposed agenda on the web site of the Association and/or on at least one bulletin board at Newton Arena and North Surrey Recreation Centre in Surrey, British Columbia.
9. Requisition of a General Meeting

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- a. The Executive Council shall, upon written requisition of 10% or more of the members of the Society (the "Requisitionists") forthwith convene a general meeting of the Society.
- b. The requisition shall:
 - i. state the purpose of the general meeting;
 - ii. be signed by the Requisitionists; and
 - iii. be delivered or sent by registered mail to the address of the Society and may consist of several documents in like form each signed by one or more Requisitionists.
- c. The President or a member of the Executive Council acting in his or her stead, shall call a general meeting within 21 days after delivery of the requisition.
- d. Failure of the President to convene a general meeting within 21 days after delivery of the requisition may result in the Requisitionists, or a majority of them, convening a general meeting to be held within four (4) months after the date of delivery of the requisition.
- e. A general meeting convened by the Requisitionists shall be convened in the same manner as general meetings are convened by the Executive Council.

Part 5 - Proceedings At General Meetings

1. Special business of the Society is:
 - a. all business at an extraordinary general meeting except the adoption of rules of order; and
 - b. all business that is transacted at the AGM except:
 - i. the adoption of rules of order;
 - ii. the consideration of the financial statements;
 - iii. the report of the directors, if any;
 - iv. the election of directors;
 - v. the appointment of the auditor, if required; and
 - vi. such other business as, under these By-laws, ought be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
2. Quorums
 - a. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.
 - b. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - c. A quorum is thirty (30) voting members plus a simple majority of the Executive Council or such greater number of voting members as the members may determine at a general meeting.
 - d. Once quorum is established at a general meeting, quorum is deemed to exist notwithstanding that less than thirty (30) voting members, or less

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than a simple majority of the Executive Council are present, until such time as the chairperson of the meeting declares that there is no longer a quorum present.

3. In the event that sufficient voting members and members of the executive Council are not present at a general meeting within one-half hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum, provided there are at least twenty (20) voting members and a simple majority of the Executive Council present.
4. Subject to these By-laws the president of the Society, the first Vice-president, or, in the absence of both, one of the other members of the Executive Council present, shall preside as chairperson of a general meeting.
5. If at a general meeting:
 - a. there is no member of the Executive Council present within 15 minutes after the time appointed for holding the meeting; or
 - b. the President and all the other members of the Executive Council present are unwilling to act as chairperson, then the voting members present shall choose one of their number to be chairperson.
6. Adjournments
 - a. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - b. When a meeting is adjourned for 14 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
 - c. Except as provided in these By-laws, it is not necessary to give notice of adjournment or of the business to be transacted as an adjourned general meeting.
7. All resolutions proposed at a meeting shall be seconded, and the chairperson of a meeting may move or propose a resolution.
8. Voting
 - a. In case of an equality of votes, the chairperson shall have a casting or second vote in addition to the vote to which the chairperson is entitled as a member.
 - b. A voting member in good standing present at a meeting of members is entitled to one vote.
 - c. At all meetings of the Society, voting is by show of hands, unless the meeting decides on a ballot.
 - d. Voting by proxy is not permitted.
9. At any AGM, the following shall be the order of business:
 - a. roll call and identification of members;
 - b. adoption of minutes as circulated;
 - c. annual reports;
 - d. financial reports;
 - e. amendments to the Constitution/By-laws;

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- f. correspondence;
 - g. new business; and
 - h. adjournment.
10. Meetings shall be conducted in accordance with the provisions of Robert's Rules of Order except where there is a conflict with the Constitution/By-laws of the Society shall take precedence.

Part 6 - Executive Council and Officers

1. Subject to the provisions of the Society Act and the Constitution and By-laws of the Society, the Executive Council shall be responsible for managing and/or supervising the management of the affairs of the Society and may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these By-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to the provisions of:
 - a. all laws affecting the Society,
 - b. these By-laws, and
 - c. rules, not being inconsistent with these By-laws, which are made from time to time by the Society in a general meeting.
2. No rule made by the Society in general meeting invalidates a prior act of the Executive Council that would have been valid if that rule had not been made.
3. The Officers of the Society shall be:
 - a. the past president (non-voting);
 - b. the president;
 - c. the first vice-president;
 - d. the second vice-president;
 - e. the third vice-president;
 - f. the fourth vice-president;
 - g. the secretary; and
 - h. the treasurer.
4. The Officers of the Society shall form the Executive Council.
5. The Officers of the Society are the Directors of the Society for the purposes of the Society Act and the Constitution and By-laws of the Society.
6. The Officers shall hold office for a two (2) year term.
7. The Officers shall retire at the next AGM after their successors have been elected at the General Meeting.
8. Separate elections shall be held for each office to be filled.
9. The nominating committee, to consist of the past president, who shall be chairperson and two (2) other persons, appointed by the president, shall prepare a slate of candidates for submission to the General Meeting where Officers are elected.
10. Notice of the slate of candidates prepared by the nominating committee shall be posted on at least one bulletin board at Newton Arena and North Surrey Recreation Centre in Surrey, British Columbia at least thirty (30) days prior to the General Meeting.

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11. Members in good standing of the Society may nominate additional candidates for submission to the general meeting where Officers are elected by providing in writing to the chairperson of the nominating committee the names of any additional candidates for election as Officers of the Society. Such written notification shall contain a statement from the person nominated indicating that she/he is willing to allow her/his name to stand as a candidate for election as an Officer of the Society. These additional nominations shall be submitted to the chairperson of the nominating committee at least sixteen (16) days in advance of the date of the General Meeting where Officers are elected.
12. An election may be made by acclamation; otherwise it shall be by ballot.
13. If no successor is elected, the person previously elected or appointed continues to hold office.
14. The holder of an office may run again for subsequent terms of office.

Part 7 - Executive Committee

1. The Executive Committee of the Society shall consist of the following:
 - a. the Officers of the Society;
 - b. the following positions:
 - i. the Head Coach;
 - ii. the Divisional Managers;
 - iii. the Registrar;
 - iv. the Referee-in-chief;
 - v. the Equipment Manager;
 - vi. the Ice Allocator;
 - c. and such other persons as the Executive Council may decide.
2. The President in consultation with the Executive Council shall appoint the other members of the Executive Committee referred to in Part 7 section 1 (b) & (c) of the By-laws.

Part 8 - Vacancies on Executive Council and Executive Committee

1. The Executive Council may at any time appoint a member as an Officer to fill a vacancy in an elected position.
2. The Executive Council may at any time appoint a member to fill any other vacancies on the Executive Committee.
3. A member appointed by Part 8 section 1 shall serve the unexpired office term of the Officer or other member of the Executive Committee.
4. If an Officer or other member of the Executive Committee ceases to hold office, the remaining Executive Council shall appoint a replacement in accordance with these By-laws.
5. No act or proceeding of the Executive Council is invalid only by reason of there being less than the prescribed number of officers.

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6. The members may, by special resolution, remove an Officer before the expiration of that person's term and may also elect a successor to complete the term of office.

Part 9 - Eligibility to Serve as an Officer

1. 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 within the Society.
2. No person shall be eligible as a holder of elected or appointed office within the Society if he or she is coaching or managing any team in the Society, unless 75% of the Executive Council waives this requirement in writing.
3. In accordance with section 5 of the Constitution, no Officer shall be remunerated for being or acting as an Officer, but an Officer may be reimbursed for all expenses necessarily and reasonably incurred by that person while engaged in the affairs of the Society.
4. No person shall be eligible as a holder of elected or appointed office within the Society if his or her spouse / partner or other family member is on the Executive Council or Executive Committee as a treasurer or on a financial committee or similar position.

Part 10 - Proceedings of Executive Council and Committees

1. The Executive Council may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, and may hold meetings, in whole or in part, by telephone or telephone conference call.
2. The Executive Council may from time to time fix the quorum necessary for the transaction of business, and unless so fixed, the quorum shall be a simple majority of the Executive Council then in office. Executive Council members participating by telephone or telephone conference call shall be considered part of the quorum.
3. The President shall be chairperson of all meetings of the Executive Council and Executive Committee unless the Officers by unanimous vote otherwise decide.
4. An Officer may at any time, and the Secretary on the request of a simple majority of the Officers shall, convene a meeting of the Executive Council or Executive Committee.
5. Committee Powers
 - a. The Executive Council may delegate any, but not all, of their powers to committees consisting of such persons as they think fit, and may name the committees.
 - b. A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Executive Council, and shall report every act or thing done in exercise of those powers to the Executive Council.
6. Committee Chairperson
 - a. A chairperson of the committee may be appointed by the President.

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- b. Where the President decides not to appoint a chairperson, the committee members shall elect a chairperson of its meetings.
 - c. If the chairperson is not present within 30 minutes after the time appointed for the holding of a meeting, the members of the committee present shall choose one of their numbers to be the chairperson of the meeting.
7. Subject to directions of the Executive Council, the committee shall determine its own procedure.
8. The members of a committee may meet and adjourn as they think proper.
9. An Officer who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex, fax or cable, of any meeting of the Executive Council and may, at any time, withdraw the waiver, and until the waiver is withdrawn:
 - a. no notice of meetings of the Executive Council shall be sent to the officer; and
 - b. any and all meetings of the Executive Council of the Society, notice of which has not been given to the Officer, shall, if a quorum of the Executive Council is present, be valid and effective.
10. Voting at Executive Council Meetings
 - a. Questions arising at any meeting of the Executive Council shall be decided by a majority of votes.
 - b. In case of an equality of votes, the chairperson has a second or casting vote.
11. No resolution proposed at a meeting of the Executive Council or the Executive Committee need be seconded, and the chairperson of a meeting may move or propose a resolution.
12. A resolution in writing, signed by all the Officers and placed with the minutes of the Executive Council, is as valid and effective as if regularly passed at a meeting of the Executive Council.

Part 11 - Duties of Officers

1. President:
 - a. The President shall preside at all meetings of the Executive Council, the Executive Committee and the Society unless the Officers by unanimous vote otherwise decide.
 - b. The President is the chief executive officer of the Society and shall perform the duties usual to the office of President.
 - c. The President shall have the power to suspend any team, player, team official, or referee for conduct unbecoming a member of this Society on or off the ice, abusive language to any of the officials, or for failure to comply with the Society's Constitution, By-laws and regulations, pending review of the incident by the Executive Council.
2. Vice-presidents:
 - a. The first vice-president shall perform the duties of the president during the President's absence.

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- b. The second vice-president shall perform the duties of the president during the absence of the president and the first-vice President.
 - c. The vice-presidents shall carry out the duties assigned to them by the president.
3. Secretary:
- a. The secretary shall:
 - i. conduct the correspondence of the Society;
 - ii. issue notice of meetings of the Society, Executive Council and Executive Committee;
 - iii. keep minutes of all meetings of the Society, the Executive Council and Executive Committee;
 - iv. have custody of all records and documents of the Society except those required to be kept by the treasurer;
 - v. have custody of the common seal of the Society; and
 - vi. maintain the register of members.
4. Treasurer:
- a. The treasurer shall:
 - i. receive, in the name of the Society, all funds which shall then be deposited into a financial institution approved by the Executive Committee;
 - ii. pay all accounts, owed by the Society, by cheque. (The treasurer shall have the power to sign cheques which must be co-signed by either the President or one other Officer. The alternative co-signer shall be determined by the Executive Council);
 - iii. keep such financial records, including books of account, as are necessary to comply with the Society Act; and Gaming Commission
 - iv. render financial statements to the Executive Council, members and others when required; and
 - v. present at the AGM of the Society, a detailed statement of the finances as at March 31 each year and which have been reviewed by a recognized firm of chartered professional accountants.
5. Other Officers, if any, shall perform such duties as the members decide.
6. The Executive Council or members may add additional duties to any Executive Council or Officer or transfer duties among the Executive Council or Officers.
7. In the absence of the Secretary from a meeting, the Executive Council shall appoint another person to act as Secretary at the meeting.
8. An Officer shall:
- a. act honestly and in good faith and in the best interests of the Society, and
 - b. exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as an Officer of the Society.
9. An Officer who is directly or indirectly interested in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of that interest to each member of the Executive Council and shall otherwise comply with the requirements of the Society Act.
10. The Secretary shall enter in the register the names of every person admitted as a member of the Society, together with the following particulars of each:

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- a. the full name and residence address;
 - b. the date on which a person is admitted as a member; and
 - c. the date on which a person ceases to be a member.
11. The Executive Council shall prepare all reports, including financial reports, required by law to be prepared by the Society for the annual meeting.
 12. The Executive Council shall on behalf of the Society file all financial and other reports that have to be filed after the annual meeting as required by the Society Act and Income Tax Act or otherwise law.
 13. The Executive Council shall ensure the Society has at least one account with a chartered bank, credit union or trust company for the deposit of funds.
 14. The Executive Council, on behalf of the Society, shall keep proper accounting records in respect of all financial or other transactions and, without limiting the foregoing, shall keep records of:
 - a. all money received and disbursed by the Society and the Manner in respect of which the receipt and disbursement took place;
 - b. every asset and liability of the Society;
 - c. every other transaction affecting the financial position of the Society.

Part 12 - Duties of Members of the Executive Committee

1. The Officers shall carry out those duties and responsibilities as outlined in these by-laws.
2. The duties of the Head Coach shall be:
 - a. to maintain an effective line of communication between the coaches, the Society, the National Coaching Certification Program;
 - b. to recommend to the Executive Council the appointment of team coaches and team officials; and
 - c. to coordinate training program for all coaches and team officials.
3. The duties of the Divisional Managers shall be:
 - a. to oversee the teams in his/her division;
 - b. to recommend to the Head Coach the appointment and dismissal of team officials;
 - c. to inform the Equipment Manager of equipment requirements;
 - d. to approve all out of town exhibition games for house teams in his/her division;
 - e. to coordinate the allocation of players, the switching of players, and the dismissal of players from teams within his/her division; and
 - f. to provide the Registrar with all necessary telephone numbers.
4. The duties of the Registrar shall be:
 - a. the registering of all members of the Society; and
 - b. player registration and the registration of all these players with BC Hockey;
 - c. registration of team officials with BC Hockey.
5. The duties of the Referee-in-Chief shall be:
 - a. to maintain an effective line of communication between the referees, the Society, and the National Referees Certification Program;

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- b. to coordinate training programs for all referees;
 - c. to appoint the referees for all house league, rep team, and exhibition games and his/her appointment shall be final; and
 - d. to aid time keepers with advice and necessary training programs.
6. The duties of the Equipment Manager shall be:
- a. the distribution, maintenance, and collection of equipment owned by the Society; and
 - b. the purchasing of all new equipment.
7. The duties of the Ice Allocator shall be:
- a. to obtain ice time;
 - b. scheduling, re-scheduling, exchange and cancellation of ice time; and
 - c. to approve ice time for B.C. Minor Hockey League games or exhibition games through the appropriate Divisional Managers prior to scheduling the games.
8. In addition to the specific duties as outlined by these members of the Executive Committee, the Executive Council may assign such other duties to members of the Executive Committee as they decide.

Part 13 - Securities

1. The Society may require any member of the Executive Council or Executive Committee to give such security as may from time to time be deemed sufficient by the Society for the faithful discharge of his or her duties.

Part 14 - Books of Accounts

1. The books of account, records, and minutes of the Society shall be retained and open for inspection by the members during such time as the Executive Council shall designate.

Part 15 - Seal

1. The Executive Council may provide a common seal for the Society and they shall have the power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
2. The common seal shall be affixed only when authorized by a resolution of the directors and they only in the presence of the persons prescribed in the resolution or if no persons are prescribed in the presence of the President and Secretary.

Part 16 - Borrowing

1. In order to carry out the purposes of the Society, the Executive Council may, on behalf of and in the name of the Society, raise or secure the payment or

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- repayment of money in such manner as they decide, and in particular, but without limiting the generality of the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a special resolution.
 3. The members may by special resolution restrict the borrowing powers of the Executive Council, but a restriction so imposed expires at the next AGM.

Part 17 - Auditor

1. This part (17) applies only if the Society is required or has resolved to have an auditor.
2. At each AGM the Society shall appoint an auditor to hold office until he or she is re-elected or his or her successor is elected at the next AGM.
3. An auditor may be removed by ordinary resolution.
4. An auditor shall be informed forthwith in writing of appointment or removal.
5. No member of the Executive Council, Executive Committee and no employee of the Society shall be auditor.
6. The auditor may, but is not obliged to attend general meetings of the Society.

Part 18 - Notice to Members

1. A notice may be given to a member either pursuant to Part 4 section 8 of the By-laws or by mail at the member's registered address.
2. A notice sent by mail shall be deemed to have been given on the third day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
3. Notice of all general meetings shall be given:
 - a. in the manner as outlined in Part 4 section 8 of the By-Laws and shall be deemed to be given to every member shown in the registrar of members on the day notice is posted.
 - b. written notice of a general meeting shall be given to the auditor, if an auditor is required or the Society has resolved to have an auditor.
4. No other person is entitled to receive a notice of general meeting.

Part 19 - Proxy Voting

1. No proxy voting is allowed by the Society.

Part 20 - Constitution and By-Laws

1. After being admitted a member is entitled to a copy of the Constitution and By-Laws upon making written request and upon paying the sum of a nominal fee, as set by the Executive Committee, to the Secretary.
2. The Constitution and/or By-Laws of the Society shall not be altered or added to except by special resolution at the AGM of the Society.

Commented [VS1]: This was added in 2011 but was not in the AGM motions.

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3. Any amendments or changes in the Constitution or By-Laws of the Society made at the AGM of this Society shall take effect on the date of acceptance by the Registrar of Companies as being in compliance with the Society Act.
4. The unanimous vote of the meeting can waive notice of motion to amend the Constitution and By-Laws.

Part 21 - Playing Rules and Regulations

1. All rules and regulations (including playing rules and regulations) shall be approved by the members at the AGM before they take effect.
2. Proposed amendments to the playing rules and regulations must be received by the Secretary not later than 30 days prior to the AGM.
3. A copy of the proposed amendments to the playing rules and regulations shall be provided to the members in the same manner as required for notice of the AGM.
4. A simple majority vote of the members in good standing who are present and entitled to vote at the AGM shall be sufficient to pass any amendments to the playing rules and regulations.
5. The unanimous vote of the meeting can waive notice of motion to amend the playing rules and regulations.
6. Any amendments or changes to the playing rules and regulations of the Society made at the AGM shall take effect immediately.
7. The Executive Council, by unanimous vote, may amend the playing rules and regulations if, in their sole discretion, such amendments are necessary for the better operation of the Society. Such amendments shall take effect immediately and stay in effect until the next AGM of the Society.

Part 22 - Complaints and Appeals Procedure

1. Appeals to the Appeals Committee
 - a. The appeals committee of the society shall be appointed by the President and shall consist of a Chairman, the immediate past president and other members as required.
 - i. No member of the discipline committee may be a member of the appeals committee.
 - b. In the event that the immediate past president cannot serve as chairman then another member shall be selected.
 - i. The member appointed shall not be a member of the executive council.
 - c. The decisions of the appeals committee shall be by a majority vote of its members.
 - d. A member of the society who is dissatisfied with a ruling of the applicable director or executive member shall have the right to appeal the ruling to the Appeals committee of the society, except for the selection of coaches. Coaches are appointed positions and therefore not appealable.

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- e. An appeal shall be in writing, providing particulars of the decision of the Director or executive member and clearly identifying what is being appealed.
 - f. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 3 clear calendar days (including Sundays and Public holidays) following the decision of the applicable director or executive member.
 - g. The appeals Committee shall deal with the appeal within 10 clear calendar days (including Sundays and Public holidays) of its receipt, except with the specific consent of the appellant(s).
 - h. The Chairman shall communicate the decision of the Appeals Committee to the appellant by telephone within 48 hours, to be followed by written notification of the decision.
2. Appeals to the Executive Council
- a. A member of the society as referred to in Part 22 section 1 who is dissatisfied with the decision of the Appeals Committee shall have the right to appeal that ruling to the Executive Council of the Society.
 - b. An appeal shall be in writing, providing particulars of the decision of the Director or executive member and clearly identifying what is being appealed.
 - c. No member of the executive council shall sit as a member of the Executive Council hearing the appeal or participate in any discussion or decision made concerning this appeal if he/she was party to the original decision that precipitated the appeal.
 - d. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 3 clear calendar days (including Sundays and Public holidays) following the decision of the Appeals Committee.
 - e. The Executive Council shall deal with the appeal within 10 clear calendar days (including Sundays and Public holidays) of its receipt, except with the specific consent of the appellant(s).
 - f. The Secretary shall communicate the decision of the Executive Council to the appellant by telephone within 48 hours, to be followed by written notification of the decision.
3. Appeals to the Annual General Meeting of the Society
- a. Any decision of the Officers of the Society or the Executive Council and committee (including a decision on an appeal under Part 22 section 2) may only be appealed to the Annual General Meeting of the Society.
 - b. A member of the society as referred to in Part 22 section 2 (2) who is dissatisfied with a decision of the Officers or Executive Council or Executive Committee and who wishes to appeal to the Annual General Meeting shall file a written appeal, providing particulars. Prior to the commencement of the appeal hearing, a cheque in the amount of \$500.00

Commented [VS2]: Section 1 should be updated to "Section a"

Commented [VS3]: Section 2 (2) doesn't exist.

Current as of AGM 2015

- payable to the Society shall be delivered to the association Secretary. The \$500.00 shall be retained by the Society if the appeal is dismissed and the monies will be returned to the appellant if the appeal is upheld.
- c. An appeal under this section shall either be delivered by hand, sent by facsimile machine, or sent by post to the secretary of the society. In either case the appeal shall be personally delivered, bear a facsimile delivery date or bear a post mark within 7 clear calendar days (including Sundays and Public holidays) following the decision of the applicable director or executive member.
 - d. The Secretary shall communicate the decision of the membership to the appellant by telephone within 48 hours, to be followed by written notification.
 - e. A decision of the majority of the membership at an Annual General Meeting of the Society shall be the final recourse available to the appellant within the Society.
 - f. No member of the original Appeals Committee or an Executive Committee member who has already participated in any portion of this appeal shall participate in the decision on the appeal at the general meeting, other than the chairman of each committee to give evidence only as to the reasons for their decision.
4. Any member who fails to exhaust the appeal procedures provided herein prior to resorting to external legal remedies shall be subject to suspension at the discretion of a majority of the Executive Council of the Society.

Commented [VS4]: This section was broken into 3 sections in 2004. No motion.

Schedule A

Surrey Minor Hockey Association Logo

No Coach, player or parent may use the Surrey Minor Hockey Association Logo (crest) for any purpose without the written consent of the Executive Council.

Current as of AGM 2015



Schedule B

Surrey Minor Hockey Association Slogan

**"FAR BETTER TO BUILD A BOY THAN TO MEND A
MAN"**