

Surrey Female Hockey Association

Incorporated May 25, 1993
British Columbia Society Incorporation S-30569



Constitution and Bylaws

City of Surrey, British Columbia

Approved September 2017

Surrey Female Hockey Association

Contents

Constitution	5
Article I - <i>Name</i>	5
Article II – Purpose	5
Article III - Structure, Affiliation & Application	5
Article IV - Dissolution	5
BYLAWS	6
Article I - Definitions	6
Article II - Members	6
2.1 Players	6
2.2 Membership in the Association	6
(a) Active Membership:	6
(b) Honorary Members	7
2.3 Terms of Membership	7
2.4 Termination and/or Suspension of Membership	8
2.5 Voting Rights	8
(a) General Meetings – AGM or SGM	8
(b) Board Meetings	9
Article III - Board of Directors	9
3.1 Election of the Board of Directors	9
3.2 Composition of the Board of Directors	9
3.3 Exceptions to Board of Directors	9
3.4 The general duties and responsibilities of Board of Directors	9
(a) President	9
(b) Past President	10
(c) Vice-President	10
(d) Secretary	10
(e) Treasurer	10
(f) Registrar	11
(g) Coaching Coordinator	11

Surrey Female Hockey Association

(h) Division Director	11
(i) Referee-in-Chief	12
(j) Public Relations and Risk Manager	12
(l) Ice Allocator	12
(m) Director of Hockey Development	12
(k) Divisional Coordinators (Associate Board Member)	12
(l) Equipment Manager (Associate Board Member)	13
(m) Tournament Director (Associate Board Member)	13
3.5 Voting	13
3.06 Eligibility for Board Positions	13
3.08 Past Acts	14
3.09 Nomination Process	14
(a) President	14
(b) Chair of the Nominations Committee	14
(c) Timeline for Nominations	14
(d) Nominations for vacant positions	14
3.10 Election Process	14
3.11 Conflict of Interest	15
Article IV – Order of Business	16
4.1 Agenda -	16
Article V - Board Meetings	16
5.1 Frequency of Board Meetings	16
5.2 In-Camera	16
5.3 Observers of Board Meetings	17
5.4 Quorum	17
5.5 Notification of Board Meetings	17
5.6 Recording of the Minutes	17
5.7 Review of Approved Minutes	17
5.8 Other Circumstances	17
Article VI - Annual General Meeting	17

Surrey Female Hockey Association

6.1 Notification of AGM	17
6.2 Agenda of the AGM	17
6.3 Chair of the AGM	18
6.4 Quorum	18
6.5 Special Meeting	18
6.6 Minutes	18
Article VII - Rules and Policies	18
7.1 Rules and Policies	18
7.2 Code of Conduct Policies	18
Article VIII – Member Conduct, Review and Appeals	19
8.1 The purpose of the Conduct, Review, and Appeals (CRA) Committee	19
8.2 Guidelines for Members of the CRA Committee	19
8.3 Complaints	19
8.5 Governance of the CRA Committee	19
8.6 Timeline and Notification of a decision from the Review Committee	19
8.7 Appealing the ruling of the CRA Committee	19
8.8 Composition of the Appeals Committee	20
Article IX - Finances	20
9.1 Fiscal Year	20
9.2 Control of Finances	20
9.3 Operating Account	20
9.4 Reports – Financial Reports	20
9.5 Borrowing Money	21
9.6 Signing Authority	21
Article X - Constitutional and Bylaw Amendments	21
10.1 Amendments	21
10.2 Proposal of Amendments	21

Surrey Female Hockey Association

Constitution

Article I - Name

1.1 The name of this Association shall be "Surrey Female Hockey Association".

Article II - Purpose

2.1 It shall be the purpose of the Association to provide opportunities for girls of all ages and abilities to participate in Canada's national sport of ice hockey. It shall further be the purpose of the Association to work toward gender equity initiatives in the leadership areas of administration, coaching and officiating and break down systematic barriers to the development of female ice hockey throughout British Columbia.

Article III - Structure, Affiliation & Application

3.1 The Association is a community-based, non-profit organization in the City of Surrey and City of White Rock, British Columbia. It is an Association operating within the boundaries of the Pacific Coast Amateur Hockey Association (P.C.A.H.A.). The Association will operate within the PCAHA structure and may include teams in the Tyke, Novice, Atom, Peewee, Bantam, Midget and Juvenile divisions under recreational and representative levels. The Association will endeavor to operate "in-house" skills clinics and beginner age "Initiation" programs.

3.2 The Constitution and Bylaws are intended to be consistent with Part 1 of the Society Act. Where there is conflict, the Society Act will take precedence.

3.3 If the Constitution and Bylaws and the Society Act are silent on a given issue or procedure, reference will be made to the "Roberts' Rules of Order". If clarification or interpretation is required the Board of Directors, by majority vote, will make that determination.

3.4 The Association shall be affiliated with Hockey Canada, the British Columbia Amateur Hockey Association, and the Pacific Coast Amateur Hockey Association, and shall operate in a manner consistent with the Hockey Canada, BC Hockey and P.C.A.H.A. By-Laws, Regulations and Rules.

Article IV - Dissolution

4.1 Upon winding up or dissolution of the Association, the assets which remain after payment of all costs, charges and expenses which are properly incurred in winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

Surrey Female Hockey Association

BYLAWS

Article I - Definitions

- (a) "BC Hockey" means British Columbia Hockey Association
- (b) "P.C.A.H.A" means Pacific Coast Amateur Hockey Association
- (c) "Hockey Canada" means Hockey Canada, the governing body for ice hockey in Canada
- (d) "General meeting" may mean an Annual General Meeting or a Special General Meeting
- (e) "AGM" means Annual General Meeting
- (f) "SGM" means Special General Meeting
- (g) "Directors", "Board", "Board of Directors" or "Board Member" means the Board of Directors of the Surrey Female Hockey Association
- (h) "Association" means Surrey Female Hockey Association
- (i) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it
- (j) "Special Resolution" means a resolution passed in a general meeting by a majority of not less than three-quarters (75%) of the votes of those members in attendance
- (k) "Ordinary Resolution" means a resolution passed in a general meeting by the members of the Association, in attendance, by a simple majority (50% plus one)
- (l) "Registered Address" of a member means his/her address as recorded in the register of members;
- (m) "Past President" means only the most recent Past President
- (n) "In Camera" means a meeting or part of a meeting that is open only to Directors
- (o) "Honorary Member" means Past President or past Board Member with five or more years of service
- (p) "Associate Board Member" means an individual that has a specific volunteer role within Surrey Female Hockey Association and may participate in Board Meetings but has no voting privileges

Article II - Members

2.1 Players are female ice hockey players of any age participating within the Pacific Coast Amateur Hockey Association structure, where the majority of players reside in the City of Surrey and City of White Rock and no less than 70% of players members must be under 18 years of age.

2.2 Membership in the Association shall be:

(a) Active Membership:

- (i) All players under the age of nineteen (19) shall be members, but will not have voting rights, or

Surrey Female Hockey Association

(ii) Players nineteen (19) years of age or older, who are members of a hockey team operated under the auspices of the Association, or

(iii) The parents or legal guardians of any player, under the age of nineteen (19), who is a member of an Association hockey team, or

(iv) Those individuals, who do not have daughters registered on an Association team, however by taking an active role either at the individual team level, or within the Association have been “Proclaimed” as members by the Board. Membership in the Association under paragraphs (i), (ii) and (iii) shall continue as members until the next Annual General Meeting provided that they remain in good standing with the Association. Membership under paragraph (iv) shall also continue until the next Annual General Meeting provided that the Proclaimed Member maintains an official and active role in the Association.

(b) Honorary Members are those individuals who have served as President of the Association for at least one full term, or have served on the Board for at least three (3) years. A person may be both an Active and Honorary Member.

2.3 Terms of Membership

(a) A Member shall uphold the Constitution, Bylaws and other rules, policies or regulations of the Association.

(b) Application for membership shall be made to the Association, together with payment of the application fee in place at the time.

(c) Application for membership may be declined by the Registrar and President for a number of reasons, including but not limited to:

- (i) Not being in good standing or being in arrears, and/or
- (ii) Violation of the Code of Conduct, and/or
- (iii) Not acting in the best interests of the Association.

(d) A member may be defined as not being in good standing if any of, but not limited to, the following apply:

- (i) Member is in financial arrears as outlined in Article 2.4
- (ii) Ruling by the Code of Conduct Committee or Appeals Committee involving the Association’s Code of Conduct Policy
- (iii) Breaches of the Conflict of Interest policy for Board Members
- (iv) Willful or deliberate violation of the Constitution and Bylaws

Surrey Female Hockey Association

- (e) Applications for membership are not automatic and may be rejected by the Board.
- (f) All members of the Association shall be volunteers and will not receive wages or remuneration.
- (g) Except as herein provided, every member of the Association shall be entitled to hold office.
- (h) The membership fees shall be set from year- to-year by the Executive.

2.4 Termination and/or Suspension of Membership

- (a) By providing in writing cancellation of their registration, or in the case of Proclaimed Members their resignation of an active role within a team or the Association, or
- (b) The membership of any Member shall be automatically terminated if such Member fails to pay any outstanding fee within sixty (60) days after it is due, unless a temporary accommodation is made by the Registrar and Treasurer and approved by the President. Such termination shall not prejudice the Member's right to apply for readmission, or
- (c) A Member may be suspended or expelled for willful violation of the Constitution, Bylaws, policies or for any other serious breach of rules and regulations of the Association, or
- (d) A Member may cease to be a Member of the Association upon notification from the Code of Conduct Committee, as outlined in Article VII, or
- (e) The Board may, by a resolution passed by a three-quarters (75%) majority, may suspend any existing membership for just cause until a committee is convened to reinstate or terminate membership.
 - (i) a committee consisting of the President, 3 board members and 3 non board members will have the matter(s) placed before them and give opportunity to the member to speak to such matters prior to a vote. The President will vote in the event of a tie. The timeline will not exceed 14 days.

2.5 Voting Rights

(a) General Meetings – AGM or SGM

- (i) All members under the age of nineteen (19) years of age are not entitled to a vote
- (ii) For each registrant under the age of nineteen (19) years of age one vote is available to a parent or guardian of the player. This is based on the principle of one player one vote.
- (iii) Registered players, nineteen (19) years of age or older, are entitled to one vote.
- (iv) Proclaimed Members and Honorary Members, as defined in Clause 2.2 (a(iv)) and 2.2 (b), are entitled to one vote.

Surrey Female Hockey Association

(b) Board Meetings

- (i) All Directors, except for the President, are entitled to one vote.
- (ii) The President will only cast a vote in the event of a tie.
- (iii) Associate Board Members, Active Members and Honorary Members or other Association Members are not entitled to a vote.
- (iv) Directors holding two or more Board positions are entitled to only one vote.
- (v) Where both parents/guardians of a registered player in the Association hold a Board position, each is entitled to one vote.
- (vi) Proxy votes by Board Members for Board meetings will not be entertained.

Article III - Board of Directors

3.1 Election of the Board of Directors

The entire Board of Directors is elected annually to a one-year term at the Annual General Meeting by all voting Members of the Association.

3.2 Composition of the Board of Directors

(a) The Board will comprise the following Twelve (12) positions: President, Past President, Vice-President, Secretary, Treasurer, Registrar, Coach Coordinator, Division Director, Referee-In-Chief, Public Relations & Risk Manager, Ice Allocator, and Director of Player Development. The Board must comprise of at least five (5) Members.

(b) Associate Board Members - Divisional Coordinators, Equipment Manager, and Tournament Director will be appointed by the Board of Directors no later than October 1st of the current playing year.

3.3 Exceptions to Board of Directors

The President cannot concurrently hold the position of Treasurer.

3.4 The general duties and responsibilities of Board of Directors

Board Directors as noted in Article 3.2 see below specific duties and responsibilities will be reviewed and updated by the Board. Detailed description of Board positions, including necessary qualifications, if applicable, and expectations will be clearly defined in Surrey Female Hockey Association Policy and posted on the website.

(a) President

- (i) Responsible for the co-ordination, supervision and completion of all activities of the Association in accordance with the policies of the Association.

Surrey Female Hockey Association

- (ii) Prepare the agenda, call, preside and chair all meetings of the Association and to perform all such functions as usually pertain to this office.
- (iii) Represent the Association at P.C.A.H.A. and BC Hockey meetings.
- (iv) Shall not be a Head Coach of a team.
- (v) Shall be a signing officer of the Association.

(b) Past President

- (i) Will assist and provide advice to the President in his/her duties.
- (ii) Perform such duties as delegated by the Board.
- (iii) Chair of the Nomination Committee
- (iv) Shall serve a single one year term following the election of a new President.

(c) Vice-President

- (i) Act in the absence of the President and shall have all the powers and perform all of the duties of the President.
- (ii) Perform such duties as delegated by the Board
- (ii) Signing officer of the Association

(d) Secretary

- (i) Record, preserve and custody of the Minutes of all meetings.
- (ii) Responsible for all correspondence on behalf of the Association.
- (iii) Take care of social aspects of the Association with regards to cards and flowers
- (iv) Maintain custody of all records and documents of the Association and submit the appropriate filings for the Registrar of Companies pursuant to the requirements of the Society Act.
- (v) Signing officer of the Association
- (vi) Perform such duties as delegated by the Board

(e) Treasurer

- (i) Chair of Finance Committee - prepare an Annual Operating Budget
- (ii) Pay all accounts on approval of the Board.
- (iii) Maintain full and accurate financial records, including books of account, as are necessary to comply with the Society Act, receive all monies due to the Association and shall be responsible for their safekeeping.
- (iv) Maintain appropriate records of all bills approved by the membership at regular meetings.
- (v) Submit filings to the Registrar of Companies pursuant to the requirements of funds.

Surrey Female Hockey Association

(vi) Prepare an annual report detailing the financial situation of the Association and ensure that any other financial reports, which the Board of Directors requires are prepared and presented.

(vii) Signing officer of the Association.

(viii) Perform such duties as delegated by the Board

(f) Registrar

(i) Responsible for the proper registration and insurance of all team officials and players.

(ii) Interact as required with P.C.A.H.A. with respect to player registration.

(iii) Responsible for proper "Carding" of teams within BC Hockey

(iv) Ensure that proper paperwork is completed for players transferring in or out of the Association.

(v) Perform such duties as delegated by the Board

(g) Coaching Coordinator

(i) Responsible for reviewing all applications and selecting team Coaches. Such selections must be ratified by the Board.

(ii) Monitor all teams to ensure that Association coaching standards and objectives are being met.

(iii) Be aware of and inform coaches of BC Hockey coaching clinic dates

(iv) Be aware of coaching certification deadlines and relay this to relevant team members.

(v) Ensures that all Coaches and Assistant Coaches hold or acquire the appropriate accreditation.

(vi) Provide direction as it pertains to clinics, tools, etc.

(vii) Provide assistance to team coaches as required or requested.

(viii) Coordinate with Risk Manager to ensure all safety and harassment policies are adhered to.

(ix) Perform such duties as delegated by the Board

(h) Division Director

(i) Provide support, awareness and direction for Divisional Coordinators and Team Managers.

(ii) Monitor all teams to ensure that Association standards and objectives are being met. Provide direction as it pertains to clinics, tools, etc.

(iii) Ensure that the Team Managers are selected within two weeks of the teams being finalized. " Arrange Team Managers meeting periodically, but no less than an initial meeting in September and every two months thereafter.

(iv) Place significant focus on the social aspect, ensuring that the players are having fun.

(v) Perform such duties as delegated by the Board

Surrey Female Hockey Association

(i) Referee-in-Chief

- (i) Responsible for the administration/refereeing of all Association games.
- (ii) Coordinate closely with the Ice Scheduler, Team Mangers, P.C.A.H.A. and Referee Scheduler, as applicable.
- (iii) Coordinate/organize Referee Clinics for Association members intended to certify referees.
- (iv) Provide effective and proactive training, feedback and mentoring of Association referees with the focus to develop
- (v) Perform such duties as delegated by the Board

(j) Public Relations and Risk Manager

- (i) Responsible for all aspects of safety, harassment and player well-being.
- (ii) Ensure each team is supplied with a First Aid kit (in coordination with Equipment Manager).
- (iii) In concert with Team Managers, ensure that all players complete a medical form.
- (iv) Receive and keep records of Annual Criminal Record checks
- (v) Chair the Code of Conduct Committee.
- (vi) Be aware of Respect in Sport Clinic, CATT and HCSP Clinic dates and relay this information to relevant team members. Ensure all bench staff have RISC, CATT and at least one has HCSP certification before deadline dates
- (vii) Liaison between the between the Association and media.
- (viii) Perform such duties as delegated by the Board

(l) Ice Allocator

- (i) Responsible for scheduling and procuring the ice needs of the Association
- (ii) Perform such duties as delegated by the Board

(m) Director of Hockey Development

- (i) Responsible for skills development of players Association-wide
- (ii) Assists in Coaching selections
- (iii) Assists in team composition
- (iv) Coordinate Try-out schedules, evaluators, etc
- (v) Perform such duties as delegated by the Board

(k) Divisional Coordinators (Associate Board Member)

- (i) Divisional Coordinator positions maybe filled with the divisions to be determined by the board on an annual basis.
- (ii) Liaise between Manager Director and the Board of Directors
- (iii) Liaise with team level managers, coaches and players.
- (iv) Perform such duties as delegated by the Board

Surrey Female Hockey Association

(l) Equipment Manager (Associate Board Member)

- (i) Maintain an accurate inventory of SFHA property.
- (ii) Order jerseys, socks, emergency kits, etc., as required.
- (iii) Perform such duties as delegated by the Board

(m) Tournament Director (Associate Board Member)

- (i) Coordinate all aspects of the SuperHeart Tournament including but not limited to registrations, schedules, administration, tournament program, advertisers and sponsors.
- (ii) Establish a Tournament Committee.
- (iii) Prepare a budget that will be presented to and approved by the Board of Directors.
- (iv) A final financial detailed statement will be provided to the Treasurer, President and the Board by no later than April Board Meeting.
- (v) signing authority for Tournament purposes only

3.5 Voting

(a) All Directors, except for the President and Associate Board Members, are entitled to one vote. The President will only cast a vote in the event of a tie.

(b) The Association will encourage Associate Board members are entitled to fully participate at Board Meetings except in a voting capacity.

3.06 Eligibility for Board Positions

(a) Proclaimed and Honorary Members, in good standing with the Association, may hold a Board position or may volunteer in an "Associate Board Member" capacity.

(b) Members who have resigned from the Board during the previous season, without having fulfilled their one year commitment, may only have their nomination accepted if three-quarters (75%) of the membership approves such a nomination.

(c) The President, Vice-President and Registrar must be residents of the City of Surrey or White Rock.

(d) Notwithstanding provision 3.06(c), a maximum of two (2) Board Members may reside outside the City of Surrey and White Rock.

(e) Any member seeking election to the Board cannot concurrently be a Board Member of another ice sport related association, except on the governing bodies of P.C.A.H.A. and BC Hockey unless authorized by the remainder of the Board by a majority vote.

Surrey Female Hockey Association

3.08 Past Acts

No rule made by the Association in a General Meeting invalidates a prior act of the Directors that would have been valid if that rule had not been made.

3.09 Nomination Process

(a) President

Nominations for President may only be accepted for Members who have served as Board Members on at least one of the previous two years.

(b) Chair of the Nominations Committee

Upon notice of the AGM, interested Members must provide to the President or designate appointed by Board of Directors, or a Nomination Committee chaired by the Past-President, if such is established, written notification of their intent to seek a position on the Board. Unless otherwise desired by the nominee, the name will remain confidential until the close of nominations.

(c) Timeline for Nominations

Nominations will close seven (7) days prior to the AGM unless otherwise approved by the President or the Nomination Committee.

(d) Nominations for vacant positions

For those positions which nominations have not been received, may be accepted at the AGM Election Process. All nominees must either be present or send a letter of consent in order to be nominated from the floor at the AGM.

3.10 Election Process

(a) All Board Directors shall be democratically elected at the Association's Annual General Meeting and shall assume office immediately following the AGM.

(b) Voting Members are defined under Bylaw Article 2.5

(c) There is no provision for Proxy or Pre-recorded voting.

(d). In the event that only one nomination is received for a given position, the election will be by a show of hands. In the case of multiple nominations for a given position, a secret ballot will be undertaken with two scrutineers agreed upon at the beginning of the AGM; being responsible for the tabulation and announcement of votes.

(e) Any Board vacancy after the AGM may be filled and approved by a simple majority vote of the Board.

(f) The Chair of the meeting shall only vote in the event of a tie.

Surrey Female Hockey Association

3.11 Conflict of Interest

Refers to a situation when someone, such as a Board Member, has competing personal obligations or personal or financial interests that would make it difficult to fulfill his/her duties fairly. It is recognized that the only truly effective safeguard against conflicts of interest situations is the integrity of the Board Member.

(a) Conflict of interest includes situations that may, amongst others, arise from:

- (i) Where Board Member's private affairs or financial interests are in conflict with their Board responsibilities and obligations or result in a perception that a conflict exists.
- (ii) Which could impair or appear to impair the Board Member's abilities to act in the Association's best interest.
- (iii) Where the Board Member's actions would compromise or undermine trust which the membership places in the individual.
- (iv) Favoring outside interests, such as another association, to the detriment of our Association.
- (v) Use for personal gain or other unauthorized use of privileged information acquired in connection with the Member's activities

(b) Every Director shall adhere to the following code of conduct principles:

- (i) Act honestly and in good faith and in the best interests of the whole Association
- (ii) Exercise the care, diligence and the skill of a reasonable prudent person
- (iii) Not communicate confidential information to anyone not entitled to receive this information.
- (iv) Never act out of self-interest. Members must not solely look from the perspective of the team they are associated with.
- (v) Avoid situations that could cause any person to believe that he or she may have brought bias or partiality to a question before the Board.

(c) Board Members have a responsibility to disclose any direct or indirect conflicts of interest. Board members must avoid even the perception of a conflict of interest. If a member is in doubt as to whether or not a conflict exists or could exist, he or she shall seek advice from the Board or of a person designated by the Board forthwith.

(d) Board Members shall declare any real or potential conflict of interest regarding a Board agenda item and shall remove themselves from the room prior to discussion of the matter. He/she shall neither vote on the item nor attempt to influence the voting of other Board Members in any question in respect to the matter.

Surrey Female Hockey Association

(e) Failure by Board Members to adhere to the principles and procedures outlined in Bylaw Articles 3.11 (a)(b)(c)(d) will be reviewed by the Board, with the exclusion of the individual in question, on a case by case basis. Concerns or complaints by the Association's membership regarding a Board Member must be undertaken in writing.

(i) Where it is determined by a majority of the Board that a conflict of interest exists, action such as a reprimand, censure, or removal from the Board may ensue. This is determined on a case by case basis and would take into account the nature and severity of the infraction.

Article IV – Order of Business

4.1 Agenda - At all meetings of the Association the following shall be the "order of business."

1. Call to order by the chair.
2. Reading and adoption of the minutes.
3. Reading of correspondence.
4. President's report.
5. Reports of Committees and/or Division Coordinators.
6. Unfinished business.
7. Elections.
8. New Business.
9. Good of the Order.
10. Adjournment

Article V - Board Meetings

5.1 Frequency of Board Meetings

Board Meetings are typically held at least once a month at a time and place prescribed by the President. Such meetings are typically open to all Members. However, a portion of the meeting or even the entire meeting may be held "in camera" if deemed appropriate by a majority of the Board.

5.2 In-Camera

A meeting, or part of a meeting, of the Board of Directors may be held "in camera" where intimate financial or matters of a personal nature of any person may be disclosed at the meeting. The desirability of avoiding open discussion of such discussion thereof outweighs the desirability of adhering to the principle that the meeting be open to all Members. The proceedings at an "in camera" meeting must be kept in strict confidence and do not form part of the regular minutes. Normally only Board Members may attend "in camera" sessions. However, other individuals may be invited at the discretion of the Board.

Surrey Female Hockey Association

5.3 Observers of Board Meetings

Members are invited to attend Board Meetings to raise and discuss specific issues provided that such items are placed on the agenda in advance. It is inappropriate for general Members to attend and fully participate in other unrelated agenda items.

5.4 Quorum

A quorum shall consist of five (5) Board Members excluding the President.

5.5 Notification of Board Meetings

(a) All Board Members will be notified of all Board Meetings, including those called in short order.

(b) Notice of Board Meetings to the membership, indicating the time and place shall be posted on the Association website at least seven (7) days in advance of the meeting, except for special or emergency meetings that may be called in short order.

(c) The accidental omission to give notice or any irregularity in the notice for any regular or special Board Meeting or the non-receipt by any Member shall not invalidate any resolution passed or any proceedings taken at any meeting of Members.

5.6 Recording of the Minutes

The Minutes of the Board Meeting are prepared and held by the Association's Secretary.

5.7 Review of Approved Minutes

Approved Minutes are available to all Members upon request to the Secretary.

5.8 Other Circumstances

The President may, at any time, take a mail, telephone, fax, or email poll or vote of the Directors on any urgent matter. The results would be binding.

Article VI - Annual General Meeting

6.1 Notification of AGM

(a) The Association shall hold an Annual General Meeting of its Members, on a date and location to be approved by the Board by resolution in April.

(b) Notice of such meeting, including the time and location, shall be posted on the Association website and sent by email at least thirty(30) days in advance.

6.2 Agenda of the AGM

The Annual General Meeting agenda will include, but not be limited to:

(a) Annual Reports by the various Directors for the previous year

(b) A Financial Statement of the Association

(c) Presentation and approval of the Financial Budget for the subsequent year

(d) Election of the entire slate of the Board of Directors, including the President

Surrey Female Hockey Association

6.3 Chair of the AGM

The meeting will be chaired by the President, and if absent the Vice-President, Past President or another Board Member designated by the President.

6.4 Quorum

(a) A quorum for the Annual General Meeting or a Special General Meeting shall require a minimum five percent (5%) of the membership or fifteen (15) members in good standing, whichever is greater.

(b) Unless a quorum is present at a General Meeting (AGM or SGM), no business other than the adjournment and termination of the meeting shall be conducted.

(c) In the event that sufficient Members, in good standing, are not present at a General Meeting within one half hour from the appointed time for the meeting, it shall stand adjourned for two weeks and shall then be advertised on the Association website, emailed to members and posted within the Surrey Sport and Leisure Ice Center Board.

6.5 Special Meeting

A Special Meeting may be called if necessary to deal with issues of an extraordinary nature. The membership will be given at least thirty (30) days advance notice, unless the nature of the meeting is of an urgent or emergency nature and such notice is deemed by the Board not to be practical.

A Board resolution is required to announce such a Special General Meeting.

6.6 Minutes

The Minutes of the Annual or Special Meeting are prepared and held by the Association's Secretary.

Article VII - Rules and Policies

7.1 Rules and Policies

All Rules and Policies as enacted and approved by the Board, from time to time, will be posted on the website.

7.2 Code of Conduct Policies

The Association will ensure that it has Code of Conduct policies and they are communicated to the Members.

Surrey Female Hockey Association

Article VIII – Member Conduct, Review and Appeals

8.1 The purpose of the Conduct, Review, and Appeals (CRA) Committee

- (a) The Association will establish, as required, a CRA Committee that shall consist of three members: Past President /Vice President (Chair), Board Member, An Association member who is not a Board Member and is independent of the issue.
- (b) The President shall not serve on the Code of CRA Committee.
- (c) The duties of the CRA Committee shall be to hear appeals by members and players of the Association and matters of a disciplinary nature.

8.2 Guidelines for Members of the CRA Committee

All Members of the CRA Committee shall fully abide by the Conflict of Interest provisions in Bylaw Article 3.11.

8.3 Complaints

The Review Committee shall only investigate and/or respond to complaints that are submitted in writing to the President.

- (a) Any member or player of the Association may appeal to the CRA Committee any suspension or decision of the President of the Association or designate and/or any decision made by the Executive Committee, a Team or Team Official.

(i) A member or player wishing to appeal to the Review Committee shall deliver to the President written notice within 48 hours of the decision.

(ii) Matters of a disciplinary nature shall be referred to the Review Committee within five (5) days of official notification.

8.5 Governance of the CRA Committee

The Review Committee may exonerate, censure, suspend, expel or ask for the resignation of the subject of the complaint.

8.6 Timeline and Notification of a decision from the Review Committee

The Chair of CRA Committee shall apprise in writing the decision of the Review Committee to the parties involved within ten (10) days of the complaint; and subsequently the Board Committee once timelines for appeals has lapsed.

8.7 Appealing the ruling of the CRA Committee

The subject of the complaint or complainant may appeal a ruling by the CRA Committee, provided that: The Code of Conduct hearing was held with the full involvement of the Complainant and a decision in writing was presented to the Complainant with a copy to the President.

- (a) Any appeal to the “*Appeals Committee*” (see 8.8) must be made in writing within five (5) days of the Review Committee decision and must be accompanied by a \$100.00 fee payable to the Association should the applicant meet the requirements of 7.7(b).

Surrey Female Hockey Association

- (b) The Appeals Committee will only review a decision or hear an appeal under one of the following conditions:
 - (i) New evidence not used in the Appeal Committee hearing can be presented, which may have an effect on the decision.
 - (ii) An appeal may be filed on the grounds of irregularities in the proceedings of the Appeal Committee hearing that may have caused an unjust decision.
 - (iii) An appeal may be filed on the grounds that there is proof to establish that the decision was reached in an unjust manner. Note: This appeal shall not simply be a rehearing of the evidence presented at the Appeal Committee level. If, following the review of written submissions, the Appeals Committee through the SFHA President finds that appeal does not fall within these allowed grounds it may dismiss the appeal without convening a hearing.
- (c) If the ruling of the *Review Committee* is affirmed by the *Appeals Committee* the Appeals Fee will be retained by the Association. In all other cases the Appeals Fee will be refunded.
- (d) Every effort will be made to hear the appeal within ten (10) days of receipt of the letter.
- (e) The ruling of the Appeals Committee is final.

8.8 Composition of the Appeals Committee

The Appeals Committee shall be chaired by the President and shall consist of two other Association Members, appointed by the President, and who have had no other prior involvement with the complaint or issue.

(a) The Appeals Committee must adhere to the Conflict of Interest provisions as outlined in Bylaw Article 3.11.

Article IX - Finances

9.1 Fiscal Year

The fiscal year of the Association shall be from February 1 to January 31 of the following year.

9.2 Control of Finances

The finances of the Association shall be under the control of the Board of Directors.

9.3 Operating Account

A current operating account shall be maintained in a Canadian Chartered Bank or financial institution as approved by the Board.

9.4 Reports – Financial Reports

(a) The Treasurer shall endeavor to present a financial report at all Board Meetings

(b) At the Annual General Meeting of the Association, Members in good standing shall be provided with a balance sheet, income statement and an annual budget for the upcoming fiscal year.

Surrey Female Hockey Association

(c) The books of account, records and minutes of the Association shall be retained by the Association and shall be open for inspection upon request by the Members during such time as the Board of Directors shall designate.

9.5 Borrowing Money

The Board of Directors shall not have the power to borrow monies. A special resolution approved at an AGM or SGM is required and even then would be subject to provisions of the Society Act.

9.6 Signing Authority

Directors with signing authority for the Association shall be the President, Treasurer, Vice-President and Secretary, Registrar and such Directors as may be authorized by the Board.

(a) All cheques written and funds released by the Association will require the signatures of two Directors with signing authority. The two signatories cannot be related.

Article X - Constitutional and Bylaw Amendments

10.1 Amendments

Any amendments to any provisions or any additions to the Constitution and/or Bylaws require the following:

- (a) Special resolution at an AGM or Special General Meeting,
- (b) Passed by three-quarters (75%) of the voting members present, and
- (c) Approved by the Registrar of the Society Act of British Columbia

10.2 Proposal of Amendments

Proposed amendments to the Constitution and/or By-Laws must be received by the Secretary of the Association no later than fourteen (14) days prior to the Annual General Meeting or the Special General Meeting.