



**COWICHAN VALLEY MINOR HOCKEY
ASSOCIATION
CONSTITUTION AND BY-LAWS**

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Contents

CONSTITUTION AMENDEMENTS.....	2
BY-LAWS.....	3
Part One – Interpretation	3
Part Two – Membership	3
Part Three – Governance	5
Part Four – Executive Committee Duties	6
Part Five – Sub-Committees and Other Duties	8
Part Six – Executive Committee Meetings	9
Part Seven – General Meetings	10
Part Eight – Mediation, Complaints, Investigations	11
Part Nine – Harassment Policy.....	12
Part Ten – Discipline	13
Part Eleven – Appeals	14
Part Twelve – Registration of Players	15
Part Thirteen – Finances	16
Part Fourteen – Books and Records	17
Part Fifteen – Seal.....	17

CONSTITUTION AMENDEMENTS
OF
COWICHAN VALLEY MINOR HOCKEY ASSOCIATION

1. The Name of the Society is the "Cowichan Valley Minor Hockey Association".
2. The Purposes of the Society shall be:

To provide the highest quality amateur hockey programs for our children at their appropriate level of play, by encouraging fun, sportsmanship, good citizenship, physical development and a love of the game that lasts a lifetime.

3. The Society shall be affiliated with the, British Columbia Amateur Hockey Association and Hockey Canada and this provision is UNALTERABLE.
4. The Society shall be affiliated with Vancouver Island Amateur Hockey Association and this provision is UNALTERABLE.
5. The Society shall operate within electoral areas E, G of the CVRD, the City of Duncan, Municipality of North Cowichan, the Town of Ladysmith, electoral area H to the even numbered houses of Takala Road, all of Thetis Island, and all of Saltspring Island. This provision is ALTERABLE by Special Resolution.
6. To the extent possible, this Constitution shall embody the Constitutions of any pre-existing Minor Hockey Associations within the area defined in provision four (4) above. This provision is ALTERABLE.
7. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having similar charitable purpose. This provision shall be UNALTERABLE.

BY-LAWS
OF
COWICHAN VALLEY MINOR HOCKEY ASSOCIATION

Part One – Interpretation

1. In these bylaws, unless the context otherwise requires:
 - a) The Society is the "Cowichan Valley Minor Hockey Association"
 - b) Directors are the Officers of the Society for the time being.
 - c) Executive Committee is the Officers of the Society and such persons or positions the Officers may appoint pursuant to these Bylaws.
 - d) Society Act is the "Society Act" of the Province of British Columbia.
 - e) The terms "Society", "Cowichan Valley Minor Hockey Association" and "CVMHA" are equivalent.
2. Registered address of a member is the address where the member resides, within the boundaries of the CVMHA.
3. Words importing the singular include the plural and vice versa, words importing a male person include a female person and a corporation.
4. The definitions in the Society Act apply to these Bylaws on the date they become effective.
5. General Meeting refers to the Annual General meeting or a Special General Meeting of the Society.
6. Regular or Monthly meeting refers to the usual meetings of the Executive Committee or sub-committees
7. Special Resolution refers to a resolution passed at a General Meeting by a majority of not less than seventy-five (75%) percent of the votes of those members of the Society, who, being entitled to do so, vote in person.
8. Notice of Special Resolution is to be advertised fourteen (14) days in advance to members, specifying the intention of the Special Resolution, or as provided in the "Society Act ".

Part Two – Membership

1. The membership of the Society shall be comprised of "Ordinary Members" and "Life Members"
2. The following persons shall be "Ordinary Members":
 - a) Parents and/or legal guardians of all minor aged registered players who have paid the required registration/membership fees. Parents and/or legal guardian shall be limited to one (1) parent/legal guardian per child registered, and understood that a member with more than one (1) child registered shall have no greater rights than a member with one (1) child so registered, or
 - b) All Executive members, coaches, managers, trainers and referees whether elected, appointed or paid positions, or

- c) Persons over the age of nineteen (19), whom have shown an interest in Minor Hockey by way of volunteering or otherwise furthering the purposes; may apply to the Executive Committee for membership privileges upon payment of a fee decided individually by the Executive Committee.
3. Upon registration with the Society every member agrees to comply with Constitution, Bylaws, Rules and Policies established from time to time and adopted by the Society.
4. The annual fees for membership / player registration shall be assessed by the Executive Committee and is due and payable at registration. This fee includes any assessments by the British Columbia Amateur Hockey Association, Hockey Canada and any other governing body or league. The membership/ player registration fee will include all costs relating to the administration of the Society and shall be determined yearly by the Executive Committee or any sub-committee established by such.
5. All members are in good standing except a member who has failed or refused to pay their membership fees, debts owing to the Society or who has been suspended for breaching these bylaws and any other rules or policies adopted by the Society or it's governing bodies.
6. A person shall cease to be a member of the Society under any of the following conditions:
 - a) upon delivering their resignation in writing by mail or in person to the Secretary of the Society;
 - b) on their death;
 - c) on having been a member not in good standing for a period of 30 days;
 - d) on expulsion, for conduct deemed improper or for willfully committing a breach of the Constitution, Bylaws, Rules or Policies of the Society, or conduct deemed to endanger the reputation or interests of the Society;
 - e) on May 31st of any year, unless re-registered and membership/registration fees have been paid, or the person is a "life member" as described in Part 2 (10).
7. A member may be expelled by a motion of the Executive Committee when in receipt of a recommendation by the Discipline Committee to expel the member, provided the member subject to expulsion is given the opportunity to be heard at a meeting of the Executive Committee prior to the member's expulsion motion being voted upon.
8. Membership privileges will be suspended for failure to register properly or pay membership or any other dues, fees or subscriptions owing on the date required. Members may be expelled if dues remain unpaid for thirty (30) days. Notwithstanding expulsion from membership, a former member remains liable for any dues or fees owing prior to the expulsion and in addition to suspension or expulsion a member may be subject to discipline in accordance with the Society's policies and procedures relating to discipline of members.
9. The Society has the right to refuse membership. Receipt of registration fees does not guarantee acceptance to membership; CVMHA reserves the right to return registration fees to the registrant.
10. Life Members:
 - a) The Executive Committee may bestow the honor of Life Member on any person who has rendered distinctive service to the Society for a period of at least ten (10) years.
 - b) Nominations for Life Membership must be submitted to the Executive Committee at least thirty (30) days prior to the Annual General Meeting, detailing the service for which the honor is bestowed.
 - c) Nominations for Life Member status will be decided by the Executive Committee and announced at the Annual General Meeting of the Society.

- d) Life Members shall be accorded all rights and privileges of Ordinary Members, may act in an advisory capacity or shall be entitled to hold office and to one vote per Life Member at all General Meetings of the Society.

Part Three – Governance

1. Subject to the *Society Act* and these Bylaws, the Executive Committee shall be responsible to manage the affairs of the Society and may exercise all such powers and do all such acts as the Society may do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be done by the Society in general meetings, but subject to:
 - a) all laws affecting the Society;
 - b) these Bylaws; and
 - c) rules or policy, not being inconsistent with these bylaws which are made from time to time by the Society in a general meeting.
2. Conflict of Interest: A Director, Officer, or Committee member who has an interest, personal or otherwise in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of such interest to the Executive Committee or Committee established, as the case may be. If the Executive Committee deems a conflict of interest to exist, he shall refrain from voting or speaking in debate on such contract or transaction, shall refrain from influencing the decision on such contract or transaction, and shall otherwise comply with all requirements of the Society Act regarding conflict of interest.
3. The Executive Committee of the Society may establish such sub-committees, as it deems necessary for managing the affairs of the Society
4. Any sub-committees established by the Executive Committee shall be active advisors to the Executive Committee. In such they shall: investigate, research, plan and provide recommendations to the Executive Committee. The Executive Committee may accept, reject or modify the recommendations. Any sub-committee's powers shall not exceed the powers of the Executive Committee, unless specified.
5. The Executive Committee shall not be remunerated for being or acting as an officer. Executive Committee members shall be reimbursed for any or all reasonable expenses incurred by that person while engaged in the affairs of the Society.
6. The Executive Committee shall consist of the following elected positions, which shall be the Officers of the Society. These positions and/or their duties may change from time to time by simple majority vote by the Executive Committee. Full descriptions of duties and qualifications for the Executive Committee members will be in the Policy Manual of the Society.
 - President
 - 1st Vice President – Mediator – Complaints / Investigations
 - 2nd Vice President – Development- Head Coaching
 - Treasurer
 - Referee-in-Chief
 - Equipment Coordinator
 - Risk Manager
 - Recreational Coordinator Initiation / Novice
 - Recreational Coordinator Atom / Peewee
 - Recreational Coordinator Bantam / Midget
 - Female Coordinator
 - Competitive Coordinator
 - Past President (non-elected)

7. Separate elections shall be held for each position to be filled at the Annual General Meeting. The Executive Committee, by simple majority vote, may appoint a member for any position at any time to fill a vacancy on the Executive Committee.
8. Executive Committee members shall serve one (1) year until the conclusion of the Annual General Meeting of the Society, unless re-elected for another term.
9. Executive Committee members must attend all meetings. If more than two (2) meetings are missed without notice or being excused, the Executive Committee may replace the absent member, with a motion to that effect, passed by a simple majority of the Executive Committee.
10. An Executive Committee member shall cease to hold office:
 - a. by resigning their position in writing;
 - b. by ceasing to reside within Society boundaries; or
 - c. failing to perform duties of their position.
11. No person may run for the position of President of the Society unless that person has served at least two (2) year on the Executive Committee in some capacity, or the Executive Committee votes in favor of allowing such for extenuating circumstances.

Part Four – Executive Committee Duties

1. The President is responsible to chair Executive Committee meetings, and other sub-committees as defined in Part Five of these bylaws. The President represents the Society at island and provincial hockey association meetings, so must have strong hockey knowledge and administrative skills. The Cowichan Valley Minor Hockey President may not be affiliated in any way to any CVMHA team.
2. The 1st Vice President is responsible for mediation, complaints, investigations, and criminal record checks and represents the President in his absence. The 1st Vice President shall investigate all written and verbal complaints with regards to the Society's Minor Hockey Programs in accordance with established policies of the Society. If required, this position may form a committee to assist in any situation he deems necessary. The 1st Vice President shall prepare written reports on all cases and report to the Executive Committee monthly, ensuring all laws of natural justice apply. Any reports that require a decision by the discipline committee shall be forwarded to such following the procedures outlined in Part ten- Discipline Bylaws.
3. The 2nd Vice President - Development and Coaching chairs the Coaching Committee with the Recreational and Competitive Coordinators, to ensure all coaches and managers are following the recommended programs established by the Executive Committee. The Coaching Committee shall establish manuals for each coach which include all pertinent information required, shall ensure all coaches are qualified to coach, This position works closely with the Coordinator's for Competitive and Recreational and the Ice Coordinator to ensure proper development of players and coaching officials. The 2nd Vice President shall establish recommended development programs for approval by the Executive Committee.
4. The Treasurer is responsible for the management of all Society funds, and shall work closely with the paid bookkeeper and Registrar/Administrator in the coordination of registration and the collection of all fees payable to the Society. The Treasurer must have an accounting background (preferably a recognized designation) and ensure proper controls over funds and safeguarding of assets is in place. The Treasurer shall chair the Finance Budget Committee with the President and 2nd Vice President.

5. The Referee-in-Chief coordinates referees and is responsible for the development, recruitment, evaluation and assignment of all referees. The Referee in Chief reports monthly at meetings of the executive committee.
6. The Equipment Coordinator works with Divisional Directors and team managers to ensure the procurement, disbursement, collection and general upkeep and security of all the Society's hockey equipment and jerseys. Maintains accurate inventory files, recommends purchases to the Executive Committee as required with costs included, keeps accurate records of sales of used equipment or other Association marketable items. Responsible for all equipment ordering such as pucks, game sheets, pinnies, socks etc., their distribution with assistance from the Executive Committee, and maintaining safety standards as established by Canadian Standards Association (CSA) and BCAHA, as applicable.
7. The Risk Manager is responsible for Risk Management at all locations where members are present. Working with the recommended program of the Society's governing bodies, shall establish methods or procedures to ensure all members are aware of Risk Management responsibilities. Working with the Recreational and Competitive Coordinators to ensure all pertinent information is distributed to Divisional Liaisons and Team Managers. Reports monthly to the Executive Committee on all new procedures and guidelines established by the governing bodies of the Society.
8. The Recreational Coordinator - Level I Initiation and Novice works closely with Divisional Liaisons*, in Initiation, Novice, Juvenile and all Female levels at each arena to coordinate Recreational information, rules, policies and procedures. Oversees recreational play in each arena, establishing policy recommendations for approval of Executive Committee. Attends League meetings if required. Works closely with 2nd Vice President to assign coaches and managers for each divisional team. Coordinates division teams by working with coaches to oversee and organize the placement of players. Works with the ice coordinator to fairly assign ice to divisional teams. Acts as a Liaison between the executive committee and team managers, and mediates small team problems as required.
9. The Recreational Coordinator - Level II Atom and Peewee works closely with Divisional Liaisons*, in Atom, Peewee, Bantam and Midget at each arena to coordinate recreational information, rules, policies and procedures. Communicates with competitive coordinator for player movement from recreational to competitive or vice versa. Oversees recreational play in each arena, establishing policy recommendations for approval of executive committee. Attends league meetings if required. Works closely with 2nd Vice President to assign coaches and managers for each divisional team. Coordinates division teams by working with coaches to oversee and organize the placement of players. Works with ice coordinator to fairly assign ice to divisional teams. Acts as a liaison between the executive committee and team managers, and mediates small team problems as required.
10. The Recreational Coordinator –Level III Bantam and Midget works closely with Divisional Liaisons*, in Atom, Peewee, Bantam and Midget at each arena to coordinate recreational information, rules, policies and procedures. Communicates with competitive coordinator for player movement from recreational to competitive or vice versa. Oversees recreational play in each arena, establishing policy recommendations for approval of executive committee. Attends league meetings if required. Works closely with 2nd Vice President to assign coaches and managers for each divisional team. Coordinates division teams by working with coaches to oversee and organize the placement of players. Works with ice coordinator to fairly assign ice to divisional teams. Acts as a liaison between the executive committee and team managers, and mediates small team problems as required.
11. The Female Coordinator – works closely with Divisional Liaisons*, in all Female teams in each division at each arena to coordinate recreation information, rules, policies and procedures. Communicates with competitive coordinator for player movement from

recreational to competitive or vice versa. Oversees recreational play in each arena, establishing policy recommendations for approval of executive committee. Attends league meeting if required. Works closely with 2nd Vice President to assign coaches and managers for each divisional team. Coordinates division teams by working with coaches to oversees and organize the placement of players. Works with ice coordinator to fairly assign ice to divisional teams. Acts as a liaison between the executive committee and team mangers, and mediates small team problems as required.

12. The Competitive Coordinator works closely with all Competitive team officials to coordinate the Competitive Program information, rules, policies and procedures. Communicates with Recreational Coordinator for player movement from Competitive to Recreational or vice versa, and oversees competitive play in each arena, establishing policy recommendations for approval of Executive Committee. Attends League meetings as required.
13. The Past President provides advice and consultative assistance to the committee, has full voting privileges, and chairs the Nomination Committee.

Not Officers of the Society:

14. The Registrar/ Administrator/ Ice coordinator is a paid, non-voting, non-elected position of the Society with duties to include but not limited to: the registration of all players, coaches, officials, and executive members with the recommended programs required by the Society's governing bodies; the maintenance of all records, books, gaming requirements, Constitution & Bylaws, official correspondence of the Society with our governing bodies, and the Society website. Works with the recreational and competitive coordinators and treasurer as required coordinating all home tournaments. The Ice Coordinator is responsible to negotiate, allocate and obtain all ice required for the Society's programs, under the direction of the Executive Committee. This position is also responsible to ensure ice schedules are posted on the CVMHA website. This position is responsible for sponsors, fundraising, and tournaments for the Society.
This position shall record all meeting minutes and records.
This position is responsible to oversee all aspects for sponsors, fundraising, and tournaments for the Society. The registrar/administrator shall ensure that CVMHA comply with Provincial gaming rules, the *Society Act*, and these Bylaws and shall present fundraising options to the Executive Committee for their approval. Supplies all schedules, works with coordinators, makes sure all ice requirements are met. Is responsible for all missed ice. Will keep an accurate record of all hours if ice and will report to executive committee monthly. Will ensure that all ice is supplied fairly. Keeps track of his/her hours and report to the Executive Committee monthly.

Part Five – Sub-Committees and Other Duties

1. The Executive Committee may establish sub committees to conduct the affairs of the Society. The Executive Committee shall establish terms of reference and operating procedures for committees, and may delegate any of its powers, duties and functions to any committee. The Executive Committee may appoint any individual to any committee and may remove any member of any committee. When a vacancy occurs on any committee, the Executive Committee may appoint a qualified individual to fill the vacancy for the remainder of the committee's term. All recommendations or decisions of any committee established shall be approved by the Executive Committee of the Society, unless otherwise established by a motion.
2. The Nomination Committee shall be chaired by the Past President of the Society, and shall request additional committee members as required, to seek qualified candidates for

positions to be filled on the Executive Committee at the Annual General Meeting of the Society.

3. The Discipline Committee shall be chaired by the President of the Society, with two (2) additional appointed Executive Committee members for a total of three Discipline Committee Members. The Discipline Committee is responsible to review the reports of the 1st Vice President, any disciplinary actions taken by the President of the Society if necessary, and recommend any disciplinary actions that may be deemed necessary, for members that do not abide by the Bylaws, Policies and Rules adopted by the Society. See Part Eight-Mediation, Complaints, Investigations and Part Nine- Discipline Bylaws.
4. The Appeals Committee Chair shall be appointed by the President of the Society, from the Executive Committee Members. Based on the qualifications required for the Appeals Committee, and any conflict of interest that may arise. The President may choose a different Appeal Committee Chair for each appeal heard. The Appeals Committee Chair shall appoint two additional committee members from the Executive Committee for a total of three. The Appeals Committee shall review a decision of the Discipline Committee if required. See Part Ten- Appeals Bylaws.
5. The Finance Committee shall be chaired by the Treasurer, and include the President and 2nd Vice President of the Society. The Finance Committee is responsible to prepare the annual budget and financial statements for Executive Committee approval. The Committee is also responsible to establish financial policies and controls for the Society.
6. The Bookkeeper is a paid, non-voting, non-elected position of the Society who works under the direction of the Finance Committee, records and deposits Society transactions, and provides monthly financial statements and analysis to the treasurer, for reporting to the Executive Committee.

Part Six – Executive Committee Meetings

1. The Executive Committee shall conduct monthly meetings, or if required call a meeting at any time they see fit, in order to conduct the affairs of the Society.
2. The quorum required for Executive Committee meetings shall be a simple majority of the Committee.
3. The business conducted and questions arising shall be decided by the majority of votes. In the case of an equal vote, the President has the deciding vote.
4. The Chairman of any sub-committee formed by the Executive Committee must report in writing at every meeting of the Executive Committee.
5. Subject to the direction of the Executive Committee, the sub- committees shall determine their own procedure, meeting and adjourning as they see fit, but must complete their duties as required and recommend their proposal, action or progress to the Executive Committee for approval prior to implementation.
6. Meetings convened by the Executive Committee or it's sub-committees shall be conducted in accordance with Robert's Rules of Order, except where there is a conflict with the Constitution /Bylaws, which shall take precedence. Any motions shall be decided by simple majority, and binding on all members of such committee.

7. The President of the Society shall chair all meetings of the Executive Committee, unless unable or absent. The 1st Vice President or 2nd Vice President shall perform the duties of the President, in his absence, in the above order.
8. The members may, by Special Resolution remove an Executive Committee member before the expiration of their term, and elect a successor to complete the term of office.

Part Seven – General Meetings

1. The Annual General Meeting (A.G.M.) of the Society shall be held before May 30th each year.
2. Notice of a General Meeting shall state the business to be conducted, shall specify the location, the day and hour of the meeting.
3. Members shall be given notice of a General Meeting, fourteen (14) days in advance, by newsletter, website, e-mail or newspaper advertisements.
4. The accidental omission of notice of the General Meeting, or the non-receipt of notice by any members entitled to receive notice, does not invalidate the proceedings of the meeting.
5. Except for Part Seven (1), a General Meeting of the Society shall be convened upon:
 - Simple majority vote of the Executive Committee of the Society, or
 - Written requisition of 10% or more of the members of the Society. The requisition must:
 - i. state the purpose of the General Meeting
 - ii. be signed by all requisitionists, and
 - iii. be delivered or sent by registered mail to the address of the Society.
 - The President or Executive Committee member acting on his behalf shall call a General Meeting within 21 days of receipt of notice by the requisitionists.
6. A General Meeting of the Society shall be conducted according to Robert's Rules of Order, the Modern Edition established for Societies, boards, businesses and other organizations, except when they conflict with the Constitution/Bylaws of the Society which will take precedence.
7. The quorum for a General Meeting shall be thirty (30) members, including a simple majority of the Executive Committee.
8. All resolutions or motions proposed shall be seconded, and the Chairman may move or propose a resolution.
9. Any motion or resolution proposed at the Annual General Meeting, without notice to members that invalidates a prior act of the Directors of the Society, shall be invalid.
10. All motions or resolutions shall be carried by a simple majority vote by a show of hands or voting cards. The Chairman may direct the membership to vote by ballot, by a majority vote of members present, if certain motions warrant such action.
11. The Constitution and Bylaws of the Society may be amended by a Special Resolution, with fourteen (14) days notice to members, and a 75% majority vote of the members present at a General Meeting, convened by the Executive Committee.

12. At the Annual General Meeting, the Executive Committee must present financial statements reviewed by an independent professional accountant, which shall include a statement of income, expense and surplus/deficit and a balance sheet for the year ended March 31.
13. The Order of Business at the Annual General Meeting shall be:
 - a) Call to Order
 - b) Reading of the Minutes
 - c) Presentation of Financial Statements
 - d) Special Resolutions
 - e) Committee's/ Directors Reports
 - f) New Business
 - g) Election of Officers
 - h) Adjournment
14. The voting procedures for Annual General Meetings shall be:
 - a. No proxy, absentee or mail votes permitted.
 - b. The Administrator and tellers appointed by the President shall check membership credentials before members receive their voting cards.
 - c. Only members in good standing shall be issued voting cards.
 - d. The number of voting members present shall be announced by the President.
 - e. The Election of Officers shall be by ballot. No position on the CVMHA will be filled by acclimation; to be elected into a position the successful candidate must receive a simple majority of the votes cast.
 - f. Special Resolutions will be voted on by ballot.
 - g. Each member is entitled to one vote.
 - h. Ballots shall be received individually or separately for each vote.
 - i. The tellers shall collect all ballots in a container, tally the votes cast with the registration of members list, and when complete report the results to Chairman of the Election, who will announce the number of votes necessary for election, and the successful candidate.
 - j. If two or more candidates for election, the candidate with the least votes on the 1st ballot shall be eliminated. Voting continues until each candidate with the least votes is eliminated.
 - k. All ballots shall be turned over to the Recording Secretary, until adjournment, to ensure the membership does not require a recount, which they may entertain by a majority vote of members registered and present.

Part Eight – Mediation, Complaints, Investigations

1. Complaints by members concerning other members must fall under the jurisdiction of the Society. The 1st Vice President is chair of the Mediation/Complaints Investigation, and as such will first decide if the complaint falls under the jurisdiction of the Society.
2. The complaint should be resolved fairly by mediation between the parties, where possible, depending on the nature and seriousness of the complaint, this is always the first procedure to be followed to eliminate the time and cost to the Society(s) members and volunteers. Personal issues between members do not fall under the jurisdiction of the Society.
3. If mediation cannot resolve the complaint, the 1st Vice President will initiate an investigation or hearing to seek relevant information from the party(s) to the complaint, depending on the severity of the complaint.

4. The 1st Vice President may seek all pertinent information from each party by interviewing the party(s) and their witnesses either individually or by a committee hearing. This is the time that all information must be disclosed to each party to the complaint. The respondent to the complaint must have the opportunity to respond to the complaint, preferably in writing outlining their actions, prior to the completion of the investigation. This enables the Discipline /Decision committee to evaluate both sides of the complaint before making a decision.
5. The Society must follow Procedural fairness when a complaint is received. The issues of disclosure, confidentiality and neutrality will be explained initially to the Complainant:
 1. Disclosure-person being complained about is entitled to know the factual details of the complaint, before a decision is made.
 2. Confidentiality- the complainant / respondent must understand that the Society cannot promise complete confidentiality, only that it will be handled discreetly, professionally as possible and in confidence to the party(s) involved.
 3. Neutrality- the Society representative must remain neutral and Cannot take sides on the issue.
6. Members must take great care in making complaints against other members, and understand the complaint must be disclosed to the other party. If any member knows of a serious offence by another member that does not fall under the jurisdiction of the Society, reporting it to the appropriate government agency is the responsibility of the individual not the Society. i.e.: abuse.
7. Members making complaints verbally will be asked to put their complaint in writing, for documentation purposes. The Complainant can express their complaint in any format, handwritten, printed or typed, and in any manner they manage keeping in mind to relate to facts, rule or policy infractions, not personal opinions, as this information is disclosed to the Respondent (the party you are complaining about).
8. Once the complaint is received the 1st Vice President and or his committee will follow the procedures outlined above and when complete forward a written report to the Discipline Committee for decision or information for files.
9. The initial complaint will be handled as promptly and efficiently as reasonable, taking into account all of the circumstances.
9. 10. The principles of natural justice shall apply and both the Complainant and the Respondent shall be heard, following these principles:
 1. Fair, non biased, no conflict of interest
 2. Respondent informed of all details of complaint.
 3. Respondent has the right to representation.
 4. Written decision will be provided to all party(s).
 5. Relevant information shall be disclosed.
 6. Respondent has the right to appeal, if sufficient grounds for the appeal are found by the Appeals Committee.

Part Nine – Harassment Policy

1. 1. Harassment Policy- any member who believes he is being harassed by another member should

immediately inform the individual that the behavior is not welcome.

2. The definition of harassment is conduct that is insulting, intimidating, humiliating, offensive or physically harmful. The British Columbia Amateur Hockey Association, which governs the Society, has a complete policy on harassment, which the Society adheres to by our membership in such.
3. The 1st Vice President is the contact for any complaints involving harassment, and will follow the procedures outlined in this document: Part Eight of the Bylaws concerning complaints, and the BCAHA harassment policy.
4. Any member found to be making a frivolous, malicious, false or clearly unfounded complaint of harassment shall be subject to Discipline.
5. If a member reports another member to the authorities for abuse or neglect, pursuant to the provisions in the Provincial Act, they shall advise the Executive Committee of the Society that a report has been made. The Society shall take no further action until such time as the child protection authorities and or police have concluded their investigation. The matter shall be turned over to the Discipline Committee upon notification of authorities. The findings of authorities can be used as evidence by the Discipline Committee.

Part Ten – Discipline

1. The President of the Society shall have the power to suspend any player, team official or member found to have; breached the playing rules, displayed any conduct unbecoming a member, unsportsmanlike conduct or behavior which could bring harm to others or discredit the Society and the game of hockey both on and off the ice, or who fails to comply with the Constitution, Bylaws, Policies, Rules or Regulations adopted by the Society or its governing bodies. In cases where in the opinion of the President, a suspension of more than 3 games or 10 days is warranted, the member will be suspended indefinitely pending an investigation by the 1st Vice President and Committee if required.
2. The President will chair the Discipline Committee with two (2) additional appointed Executive Committee members for a total of three (3). The Discipline Committee is responsible to review any actions taken by the President, and review and decide any disciplinary action deemed necessary by the reports of the 1st Vice President or his Complaint Investigation Committee.
3. The Discipline Committee will only decide issues that fall under the Society's jurisdiction, that pertain to Minor Hockey members and programs, the Constitution, Bylaws, Rules, Regulations and Policies. Personal disputes that arise between members do not fall under the jurisdiction of the Society unless they relate to harassment between members. Cases of abuse must be reported to the appropriate government agency for swift resolution.
4. The decisions of the Discipline Committee will be in writing to the parties involved, and shall clearly state the:
 1. Issue to be decided
 2. Background information
 3. Statement of facts
 4. Authorities considered- precedent decisions etc.
 5. The Decision
 6. Reasons for the Decision

5. A decision of the Discipline Committee will take effect immediately upon notification in writing to the parties to the decision. This may be by fax, registered mail or via courier. The decision is considered in effect upon the party(s) at the time of receipt of the Decision.
6. The Society (CVMHA) is a non-profit, self-governing private tribunal and as such takes their authority from the governing documents of the Society and forms a contract between the Society and its members. In this regard, Discipline Committee Decisions will and must follow the rules of Procedural fairness:
 1. Authority to make decision.
 2. Person affected by the decision has had an opportunity to be heard. see Mediation- Complaints- Investigations- Part Eight.
 3. Decision makers are fully informed of both sides and can decide without bias.
7. The party(s) to the decision may appeal the decision of the Discipline Committee based on the following criteria:
 1. Change of Evidence- new information.
 2. Proceeding Irregularities
 3. The Decision was too severe.
 4. Decision reached in an unjust manner.
8. In every case the Discipline Committee will strive to keep matters relating to the case confidential between the party(s) involved. Disclosure of all pertinent information is required for procedural fairness, and therefore complete confidentiality cannot always be assured. Decisions involving expulsion for serious offenses outside the jurisdiction of the Society will be disclosed if required by law.
9. Depending on the severity of the actions of members, the Discipline Committee may consider the following disciplinary sanctions:
 1. Verbal or written apology.
 2. Letter of reprimand.
 3. Referral to counseling
 4. Removal of Membership privileges.
 5. Temporary suspension of membership privileges.
 6. Expulsion.

Part Eleven – Appeals

1. The Chairman of the Appeals Committee shall be appointed by the President and approved by the Executive Committee for each Appeal heard, based on qualifications and experience and Procedural Fairness in regards to Conflict of Interest.
2. The Chairman of the Appeals Committee shall then recommend two (2) additional committee members for a total of three (3), for Executive Committee approval.
3. The Appeals Committee shall review a decision of the Discipline Committee under the above noted conditions in Part Nine-Bylaw seven (7) only.
4. The Complainant or Respondent who is dissatisfied with a decision of the Discipline Committee may initiate an Appeal on these conditions within seven (7) days of receipt of the written notice of the decision by the Discipline Committee.

5. The Notice of Appeal must be in writing and include grounds for the Appeal and the facts supporting the grounds for appeal, supported by a certified cheque or money order in the amount of \$200.00 dollars. If the Appeal is dismissed or the decision modified, the deposit is forfeited to the Society. If the Appeal is upheld the \$200.00 dollar deposit is returned to the Appellant.
6. When the Appeal is filed there shall be no stay of suspension imposed, of which is the subject of the appeal.
7. The Complainant or Respondent filing the appeal has the right to access all pertinent information on which the ruling was made.
8. The decision of the Appeals Committee shall be in writing to the aggrieved party within ten days of the initial filing of the Notice of Appeal.
9. Any member that has received a ruling from the Appeals Committee has the right to further appeal to the Executive Committee within seven (7) days of the Appeal decision, by submitting a further \$200.00 deposit. If any member of the Executive Committee is in conflict of interest they will be excused from that meeting. The Appellant shall be heard by the Executive Committee at the next regular meeting. If the appeal is dismissed or modified the \$200.00 dollar deposit will be forfeited to the Society. If the Appeal Committee decision is upheld by the Executive Committee, the \$200.00 dollar deposit shall be returned to the Appellant.
10. 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 the majority of the Executive Committee of the Society.
11. The timelines established in Part Eight, Nine and Ten may be abridged or extended in certain circumstances, at the sole discretion of the Executive Committee.
12. Any individual wishing to appeal a suspension/ decision of the Society CVMHA, may appeal to their governing District, then to B.C.A.H.A.-(British Columbia Amateur Hockey Association), following their Bylaws, as outlined in the B.C.A.H.A. handbook.

Part Twelve – Registration of Players

1. A parent or legal guardian of a child wishing to play Recreational or Competitive hockey with the Society for the next playing season, must at the date and time established by the Executive Committee on an annual basis:
 - a. Complete and sign the player application/ registration forms required by the Executive Committee.
 - b. Provide proof of the child's age and residency consistent with these Bylaws and Hockey Canada, B.C.A.H.A., and any other such Association of which the Society is a member or affiliated with.
 - c. Make payment of the player registration fee or any other fees the Society may establish from time to time for new registrations, renewals, or late registration fees.
 - d. Pay any unpaid fees or subscriptions owing from previous years membership in full by certified cheque or money order, prior to accepting new membership.
 - e. Pay all registration payments by cheque or money order payable to CVMHA. Cheques must denote the player's name if different than the one printed on the application.

2. The Executive Committee will establish an application /registration payment schedule for members, which may include post-dated cheques, but all fees will be paid in full at the time of application / registration.
3. Notwithstanding the provisions above, the Society has authority and power to refuse an application/ registration for playing privileges where:
 1. The available ice time or other resources of the Society requires limiting the number of persons accepted.
 2. The parent or legal guardian of the person has been expelled or is suspended as a member of the Society.
 3. The person is not eligible as a player in the Society due to a Bylaw, Rule, regulation or directive of the governing bodies of the Society.
4. Registration times and dates shall be advertised at least 14 (fourteen) days in advance.

Part Thirteen – Finances

1. All money received on behalf of the Society must be deposited in a Chartered bank, Credit Union or Trust Company within the boundaries of the Society, that is a member of the Canadian Deposit Insurance Corporation.
2. All disbursements shall be made by cheque, and shall be signed by any two of four authorized signatories, which must include the Treasurer and President, and must not involve people from the same household or family.
3. The Treasurer of the Society shall present monthly financial statements and analysis to the Executive Committee, which includes all income, expenditures, assets and liabilities of the Society.
4. The Society will hire an independent accounting firm to perform a "review" of the Society's year-end financial statements.
5. The Treasurer of the Society shall be responsible for the control, safeguarding and reporting of the finances of the Society in accordance with these Bylaws and the *Society Act*.
6. No funds will be raised or secured for repayment, without the sanction of a Special Resolution. The Executive Committee is empowered to raise, secure or repay funds at their discretion in order to carry out the purposes of the Special Resolution.
7. All teams will strictly follow the provisions in the Policy Manual of the Society, with regard to Finances.
8. Any monies procured or secured by any team or member must, by law be deposited promptly with the Society.
9. Any registration increase of 30% or more of the present annual registration fees must be voted upon by a special resolution and proxy voting will be permitted and no member shall carry no more than 10 votes to any meeting.

Part Fourteen – Books and Records

1. The books and records of the Society shall be open to the inspection of members at such times as will be fixed by the Executive Committee, from time to time.
2. In the event of a written request for inspection by a member, the books and records will be made available for inspection within two (2) weeks of the written request, at a time and place determined by the Executive Committee.

Part Fifteen – Seal

The Society may provide a common seal. The common seal of the Society shall be affixed only when authorized by a resolution of the Executive Committee and then 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 and any one Vice President.