



BY-LAWS
of the
ST. VITAL MINOR HOCKEY ASSOCIATION

Amended on May 26, 2021

BY-LAW 1.

NAME

This organization shall be known as the St. Vital Minor Hockey Association.

BY-LAW 2.

DEFINITIONS:

1. "Association" means the St. Vital Minor Hockey Association. (SVMHA)
2. "St. Vital Minor Hockey Association" means the geographical boundaries of the member community centers, as defined by GCWCC
3. "HW" shall mean Hockey Winnipeg
4. "HMB" shall mean Hockey Manitoba
5. "CHA" shall mean Canadian Hockey Association
6. "GCWCC" shall mean the Greater Council of Winnipeg Community Centres
7. "Arena" shall mean the St. Vital Centennial Arena
8. The use of the masculine pronoun shall be read as to include the feminine
9. Reference to minor hockey, leagues, categories, or divisions shall be those as defined by HW.
10. "Members in good standing" are member community centers, affiliated.
11. members and persons within St. Vital Minor Hockey Association who owe no
12. financial obligations to SVMHA at the date of the Annual General Meeting.

BY-LAW 3.

OBJECTIVES:

1. Encourage and foster minor hockey in the SVMHA boundaries.
2. It shall be the aim of SVMHA to provide a wholesome hockey experience, not only for the children participating, but also for the coaches, managers and league officials. Our main interest shall always be in the player and not in hockey ability.
3. Encourage sportsmanship, fair play, good citizenship, friendly competition, and full participation for all team members shall always be our goal.
4. Collect fees and register minor hockey players within the SVMHA boundaries.
5. To form and enter teams with HW for competition in both regular and post season play.
6. Create and maintain a safe environment in which our members may work, play and compete.

BY-LAW 4.

COMPOSITION OF THE ASSOCIATION

The association shall consist of:

1. The SVMHA Board;
2. Dakota Community Centre;
3. Glenwood Community Centre;
4. Greendell Community Centre;
5. Norberry / Glenlee Community Centre;
6. Windsor Community Centre; and
7. Affiliated members.

BY-LAW 4.1

AFFILIATED MEMBERS

The St. Vital Victorias AA Hockey Club shall be considered an affiliated member and shall be accorded the privileges conferred to the community centers.

BY-LAW 4.2

EXECUTIVE AND BOARD MEMBERSHIP

The Board of the association shall consist of the Executive, Board Members and General Members.

The Executive shall consist of the Executive Officers.

Executive Officers shall consist of the following:

President

Immediate Past President

Vice President Operations

Vice President Evaluations/Development

Vice President Direct Entry Hockey Vice President Female Hockey

Vice President West League

Vice President – St Vital Victorias AA

Vice President Parent Relations

Registrar

The Board Members shall consist of the following:

Director- Equipment

Director – Officials

Director - Publicity

SVMHA Member – at – Large Evaluations/Development

SVMHA Member – at – Large Direct Entry

SVMHA Member – at – Large Female Hockey

SVMHA Member – at – Large West League

SVMHA Member – at – Large AA

Hockey Director – Dakota

Hockey Director – Glenwood

Hockey Director – Greendell

Hockey Director – Windsor

Hockey Director – Norberry / Glenlee

Five Members - at - Large (one from each community centre)

General Members shall consist of the following:

Executive Director

Referee – in – Chief

Timekeeper Assignor

Referee Assignor

U7 Convenor

U9 Convenor

BY-LAW 5.

REPRESENTATION AND VOTING AT THE ANNUAL, SPECIAL BOARD, AND BOARD MEETINGS.

- a. The Board of the Association shall consist of the Executive Officers and Board Members of the Association as set forth in By-Law 4.
- b. Each Executive Officer, except for the President, and each Board Member shall be entitled to vote at all Annual, Special, Board, and Board Meetings.

- c. All members of the Association as set forth in By-Law 6 shall be entitled to attend all Annual, Special, Board and Board Meetings.
- d. The General Members, as appointments or staff, are not entitled to a vote.
- e. Vote by Proxy shall be permitted at the Annual Meeting only provided the official proxy has been duly executed and presented.
- f. The President shall be entitled to cast the deciding vote in event of a tie vote at all Annual, Special, Board or Executive Meetings of the Association.

BY-LAW 6.

ELECTION OF EXECUTIVE OFFICERS

- a. Except for the Past President, the Executive Officers shall be elected at the Annual Meeting.
- b. To be eligible for the office of President, the applicant must be a Member of the Association, and have held an Executive position in the past.
- c. The Executive Officers may reside outside the boundaries of the Association if approved by the Board.
- d. Any eligible person seeking office but unable to attend the Annual Meeting, shall be eligible for nomination, provided a letter of intent is filed with the Association.
- e. Any office not filled by election at the Annual Meeting, and any vacancy occurring afterwards shall be filled by appointment by the Board, requiring a simple majority vote.
- f. No person shall hold more than two Executive positions.

BY-LAW 7

DUTIES AND RESPONSIBILITY OF OFFICERS, BOARD AND GENERAL MEMBERS

President

The President shall:

- a. Sign as a signing officer of the Association;
- b. Preside at all meetings;
- c. Exercise the power of the executive in case of emergency situations;
- d. Set dates and locations for Annual Meetings and Board Meetings;
- e. Convene Special Meetings and Executive Meetings as required;

- f. Form a nominating committee 28 days prior to the Annual Meeting;
- g. Act as the Association representative to the HW, BRANCH and CHA;
- h. Sit on all committees as an ex-officio non-voting member;
- i. Vote at Annual Meetings, Board Meetings and Special Meetings only in event of a tied vote;
- j. Suspend (in consultation with any 2 members of the Executive) teams, team officials, players, officials, and spectators, and shall report such suspensions to the Association as well as HW; and
- k. Attend all Annual, Special, Board and Executive Meetings.

Past President

The Past President shall:

- a. Assist the Executive and Board in rendering decisions;
- b. Be responsible for preparing the Association annual operating budget with the Vice President Operations and President;
- c. Be responsible for calculating all fees required for hockey programs with the Vice President Operations, President and Registrar and Executive Director.
- d. Assist the President in forming a nominating committee;
- e. Chair elections at the AGM; and
- f. Exercise a vote as an Executive member.

Vice President Operations

Vice President Operations shall:

- a. Be a signing officer for hockey programs and arena operations;
- b. Oversee all funds related to hockey programs and arena operations with a combination of two signing officers. (The President and the Executive Director);
- c. Assist Executive Director with paying bills;
- d. Ensure all players have submitted proper registration payment;
- e. Be responsible for preparing the Association annual operating budget in conjunction with The Past President, and Executive Director.
- f. be responsible for calculating all fees required for hockey programs, in conjunction with The Past President and Executive Director

- g. submit the up-to-date financial report at each monthly SVMHA meeting as prepared by the Executive Director.
- h. Prepare and submit a report at the Annual Meeting;
- i. Attend all Annual, Board, Special and Executive Meetings of the Association; and
- j. Chair Standing Finance/Arena/ Budget Committee
- k. exercise a vote as a member of the Executive.

Vice President Evaluations/Development

Vice President Evaluation/Development shall:

- a. Oversee all aspects of the House program, development, and evaluations in the Association.
- b. Chair the standing committee on Evaluations/Development.
- c. Sit or send designate on Finance/Arena/ Budget Committee
- d. Facilitate development programs within the SVMHA for age-appropriate players.
- e. Liaison with The Executive Director to schedule all programming (Development and House)
- f. With the Assistance of the Executive Director Coordinate ongoing clinics and programs to aid in the development of SVMHA coaches.
- g. With the Assistance of the Executive Director and the Member – at – Large for Evaluation/Development Coordinate the conduct of yearly Evaluations.
- h. With the Assistance of the U9 and U7 Convenors Coordinate the planning and activities of the house program.
- i. Develop a long-term player development model and manage the board's relationship with development provider.
- j. Prepare and submit a program budget for Development, Evaluations, and House.
- k. prepare and submit a year-end report at the Annual Meeting.
- l. attend all Annual, Executive, Special and Board Meetings of the Association; and
- m. exercise a vote as member of the Executive.

Vice President Direct Entry Hockey

Vice President Direct Entry shall:

- a. oversee all aspects of Direct Entry Hockey in the Association;
- b. oversee all aspects of Evaluations for Direct Entry Hockey;
- c. oversee all aspects of Direct Entry Hockey Playoffs hosted within the SVMHA;
- d. represent the Association at all HW "A" Council meetings;
- e. appoint committees as necessary for the operation of Direct Entry Hockey in the Association;
- f. chair committees formed in (e);
- g. Sit, or send designate on Standing committees of Development, and Evaluations.
- h. Sit, or send designate on Standing Committee of Registration/Coach Selection/Team Formation.
- i. prepare and submit a yearend report at the Annual Meeting;
- j. attend all Annual, Board, Special and Executive Meetings of the Association; and
- k. exercise a vote as member of the Executive.

Vice President Female Hockey

Vice President Female Hockey shall:

- a. oversee all aspects of Female Hockey that are governed by HW Female Council, in the Association;
- b. oversee all aspects of Evaluations for Female Hockey;
- c. oversee all aspects of Female Hockey Playoffs hosted within the SVMHA;
- d. represent the Association at all HW Female Council Meetings;
- e. appoint committees as necessary for the operation of Female Hockey in the Association;
- f. chair committees formed in (e);
- g. Sit, or send designate on Standing committees of Development, and Evaluations
- h. Sit, or send designate on Standing Committee of Registration/Coach Selection/Team Formation
- i. prepare and submit a year-end report at the Annual Meeting;
- j. attend all Annual, Board, Special and Executive Meetings of the Association and;
- k. exercise a vote as member of the Executive.

Vice President West League Hockey

Vice President West League Hockey shall;

- a. oversee all aspects of West league Hockey in the Association;
- b. oversee all aspects of Evaluations for West League Hockey;
- c. oversee all aspects of West League Hockey Playoffs hosted within the SVMHA;
- d. represent the Association at all Winnipeg West League meetings;
- e. appoint committees as necessary for the operation of West League Hockey in the Association;
- f. chair committees formed in (e);
- g. Sit, or send designate on Standing committees of Development, and Evaluations
- h. Sit, or send designate on Standing Committee of Registration/Coach Selection/Team Formation
- i. prepare and submit a yearend report at the Annual Meeting;
- j. attend all Annual, Board, Special and executive meetings of the Association; and
- k. Exercise a vote as member of the Executive.

Vice President of AA Victorias

The Vice President of AA Hockey shall:

- a. oversee all aspects of the St. Vital Victoria's AA Hockey Club;
- b. represent the Association at all HW AA Council meetings.
- c. Consult with the Executive of SVMHA on all matters pertaining to age advancement, the number of AA teams and any variants being sought at AA Council and Female Council.
- d. appoint committees necessary for the operation of St. Vital AA Hockey.
- e. chair committees formed in (d);
- f. prepare and submit a year-end report at the Annual Meeting.
- g. submit an annual financial statement to the Association;
- h. attend all Annual, Board, Special and Executive Meetings of the Association; and
- i. exercise a vote as a member of the Executive.

Vice President of Parent Relations

The Vice President of Parent Relations shall:

- a. prepare and maintain parent, coach and player code of conduct documentation.
- b. prepare and maintain complaint procedure policy.
- c. monitor and maintain Child Abuse Registry Applications with the assistance of the Executive Director.
- d. assist in distributing documentation to appropriate parties;
- e. attend team meetings and promote proper behaviors;
- f. Refer potential disciplinary matters to the President for consideration at the Executive level.
- g. sit in on disciplinary hearings;
- h. prepare and submit a yearend report at the Annual meeting;
- i. attend all Executive, Annual and Board Meetings of the association; and
- j. Exercise a vote as a member of the Board.

Registrar

The Registrar shall:

- a. Set dates for general hockey registration to be presented no later than the Annual Meeting;
- b. Keep a record of all Association registrations and shall have a complete accounting of players by age, team category and community center to be presented at the Annual Meeting;
- c. submit all team rosters to HW (via the HCR.); update the Hockey Canada Registry (HCR) with the new fees.
- d. Provide registration reports to Evolution Committee as requested.
- e. Process transfer requests with HW.
- f. Continue to process late registration and forward the members to age Vice Presidents for placement.
- g. Keep a record of all Association registrations and shall have a complete accounting of players by age, team category and community center to be presented at the Annual Meeting;
- h. register all Association teams in accordance with HW regulations;
- i. Make copies of all team rosters for Association use;
- j. Act as chair on committee to review and consider requests for transfers and age advancements;

- k. Chair the Standing Committee of Registration/Coach Selection/Team Formation
- l. Sit, or send designate on Standing Committee of Finance/Arena/Budget
- m. Provide if required for team formation meetings, a complete accounting of player registrations, by age and gender;
- n. check team rosters against registrations for deficiencies and report to the Association;
- o. Direct the Executive Director to process all refunds of Fees.
- p. Direct the Executive Director to Provide the Community Centers with Club fees collected on their behalf.
- q. Prepare and submit a year-end report at the Annual Meeting;
- r. attend all Annual, Board and Executive Meetings of the Association; and
- s. exercise a vote as a member of the Executive.

BY LAW 7.1

DUTIES AND POWERS OF BOARD MEMBERS

Director of Equipment

The director of equipment shall:

- a. prepare and submit an equipment requirements document to be included in the hockey budget, along with a cost sheet;
- b. publish a team equipment policy and maintain that it is up to date;
- c. order, organize and distribute all equipment to teams as required;
- d. order, organize and distribute all equipment and Pinnies required for Evaluations
- e. maintain accurate inventory on all equipment;
- f. collect equipment at the conclusion of the season;
- g. prepare and submit a yearend report at the Annual meeting;
- h. attend all Annual, Special and Board Meetings of the association; and
- i. exercise a vote as a member of the Board.

Director of Officials

The Director of Officials shall:

- a. have and exercise all the powers of the President in respect to the administrative duties of the Referee-in-Chief, Referee Assignor, and Timekeeper Assignor;
- b. oversee and supervise the Referee-in-Chief, Referee Assignor, Timekeeper Assignor;
- c. co-ordinate Officials clinics and any additional training;
- d. be responsible for supervising and monitoring game officials;
- e. appoint committees as necessary to fulfill Association duties;
- f. chair any committees formed in (d);
- g. suspend, after consultation with the Vice-President of Officials for HW, any official who fails to meet the standards required of their position;
- h. act as Association representative to HW, HMB and CHA for any matters relating to officials;
- i. ensure that all officials receive payment for their duties in a timely fashion;
- j. ensure the Referee-in-chief, Timekeeper-in-Chief, Referee Assignor, and Timekeeper Assignor submit their respective reports;
- k. prepare and submit a yearend report, including the reports in (j), at the Annual Meeting;
- l. attend all Annual, Board and Special meetings and of the Association; and
- m. exercise a vote as a member of the Board.

Director of Public Relations

The Director of Public Relations shall:

- a. Maintain All Social Media Platforms used by the association.
- b. Assist in Maintaining the Association Webpage, with Executive Director
- c. Solicit content for Social Media and Web page from Membership.
- d. Assist in the planning of any special events.
- e. prepare and submit a yearend report at the Annual meeting;
- f. attend all Annual, Special and Board Meetings of the association; and
- g. exercise a vote as a member of the Board.

SVMHA MEMBERS AT LARGE

SVMHA Member – at – Large Evaluation/Development shall:

- a. Assist the VP of Evaluations and Development in the planning and implementation of the evaluation and development programing.
- b. aid the Association during special events.
- c. Represent the VP of Evaluations/Development on Committees when needed
- d. aid the Association during playoffs.
- e. attend all Annual, Special and Board Meetings of the association; and
- f. exercise a vote as a member of the Board.

SVMHA Member – at – Large Direct Entry shall:

- a. Assist the VP of Direct Entry with evaluations, and team formation.
- b. Represent the VP of Direct Entry on Committees when needed.
- c. aid the Association during special events.
- d. aid the Association during playoffs.
- e. attend all Annual, Special and Board Meetings of the association; and
- f. exercise a vote as a member of the Board.

SVMHA Member – at – Large Female Hockey shall:

- a. Assist the VP of Female Hockey with evaluations and team formation.
- b. Represent the VP of female Hockey on Committees when needed.
- c. Aid the Association during special events.
- d. Aid the Association during playoffs.
- e. Attend all Annual, Special and Board Meetings of the association; and
- f. Exercise a vote as a member of the Board.

SVMHA Member – at – Large AA shall:

- a. Assist the VP of AA
- b. Represent the VP of AA on committees when needed.
- c. aid the Association during special events.
- d. aid the Association during tryouts and playoffs.
- e. attend all Annual, Special and Board Meetings of the association; and
- f. exercise a vote as a member of the Board.

SVMHA Member – at – Large West League shall:

- g. Assist the VP of West League
- h. Represent the VP of West League on committees when needed.
- i. aid the Association during special events.
- j. aid the Association during tryouts and playoffs.
- k. attend all Annual, Special and Board Meetings of the association; and
- l. exercise a vote as a member of the Board.

Community Centre Hockey Directors

Community Centre Hockey Directors shall:

- a. Shall be appointed by their Community Centre.
- b. Attend all Board, Annual, and Special meetings of the Board.
- c. Serve on the Rules Committee
- d. If requested assist the U7 and U9 House Convenors in team formation.
- e. Ensure House League teams assigned to their Community Centre, have the needed equipment and uniforms.
- f. Assist the Hockey program with the assignment of Outdoor ice where applicable.
- g. Attend all annual, Board and special meetings of the association.
- h. Represent SVMHA at Hockey Winnipeg Annual Meetings or provide their Community Centre's Proxy votes.
- i. exercise a vote as members of the Board.

Community Centre Members - at – Large

Community Centre Members – at – Large shall:

- a. Shall be appointed by their community Centres.
- b. aid the Association during special events.
- c. aid the Association during evaluations and playoffs.
- d. provide general, short term, assistance to the Association.
- e. attend all Annual, Special and Board Meetings of the association; and
- f. exercise a vote as a member of the Board.

BY-LAW 7.3

DUTIES AND POWERS OF GENERAL MEMBERS

Executive Director

The Executive Director shall:

- a. Report Directly to the President
- b. Oversee Board business
 - i. maintain the website of the Association;
 - ii. post all Association documents as required;
 - iii. maintain TeamSnap Platform for association
 - iv. Facilitate committee meetings and Board decisions.
 - v. Provide follow-up on board requests.
 - vi. Sit on all committees as an ex-officio non-voting member.
 - vii. issue notices and minutes of all meetings;
 - viii. record attendance at all Annual, Executive, Board, Special and committees Meetings;
 - ix. record minutes of all Annual, Executive, Board, Special and committee meetings;
 - x. record and track all action items at each meeting;
 - xi. maintain Minutes both in hard copy and PC format;
 - xii. keep an up-to-date record of all Members and/or their representatives;
- c. Work with the Vice President Operations to Manage day to day association business, including administering all funds for hockey program and arena;
 - i. deposit all funds relating to the arena and hockey program in a chartered bank;
 - ii. Maintain accurate QuickBooks Chart of Accounts,
 - iii. Establish and maintain online direct payment to staff, referees, timekeepers, and frequent suppliers.
 - iv. Complete and submit required government returns.
 - a. Corporation papers
 - b. GST return
 - c. Pay role deduction return.
 - d. T4 submissions
 - e. Other forms as required by law.
 - v. be responsible for preparing a report to aid in forming the annual budget for

arena and Hockey Program;

- d. Oversee on behalf of the Board the operations of the St Vital Arena
 - i. Serve as Administrative Manager of the Arena
 - ii. Research and apply for grants and funding opportunities to be brought to the attention of the Board for both Hockey Operations and the Arena
 - iii. Supervise arena part time canteen staff, and provide administrative support to the Arena Operations Manager
 - iv. Book all non-association customers of ice (learn to skate, Junior Vics etc.)
 - v. maintain an accurate accounting of all Arena ice used and submit monthly report to the City of Winnipeg.
 - vi. Maintain Arena Schedule
 - vii. ensure arena insurance is adequate;
 - viii. ensure arena maintenance is up-to-date;
 - ix. Canteen operation;
 - x. Hire snow removal contractors as needed;
 - xi. off season maintenance and repairs;
 - xii. maintain records of equipment repairs and deficiencies;
 - xiii. ensure equipment is maintained on a regular and ongoing basis;
 - xiv. prepare and submit year-end report at the Annual Meeting;
 - xv. be responsible for payroll calculations of all employees of the Arena;
- e. Coordinate Annual Uniform and Apparel sales program.
 - i. Plan number draft for new players in (August)
 - ii. Plan Fitting Dates for Uniform and Apparel (September)
 - iii. Coordinate release of On-line Apparel Catalogs
 - iv. Confirm order of Jerseys.
 - v.
 - vi. Act as Main point of Contact for delivery or Quality issues
- f. Allocate AA and A League and program Practice Ice for Association use;
 - i. submit required ice to HW for all league game scheduling;
 - ii. prepare and submit playoff draws for HW as required;
 - iii. submit necessary ice for all team evaluations, including AA hockey;
 - iv. schedule and administer the association practice ice draft;
 - v. maintain and update ice draft policy as required;
 - vi. schedule ice as necessary for officials, coaches, and players development clinics

- vii. post excess St Vital Arena ice for sale, either by yearly contract or single hourly rental;
- g. prepare accounts for review by a Certified General Accountant at the fiscal year end;
- h. submit report for monthly meeting;
- i. Assist the Director of Parent Relations with the administration of the Child Abuse Registry application process.
- j. prepare and submit a yearend report at the Annual Meeting;
- k. Assist Registrar when requested and maintain working knowledge of HCR program.
 - i. Process all refund of Fees as requested by Registrar.

Referee Assignor

The Referee Assignor shall:

- a. assign on-ice officials for all league, playoff, exhibition and tournament games played within the Association;
- b. ensure that on-ice officials are assigned categories that are appropriate for their skill level;
- c. maintain records of assignments;
- d. maintain records of on-ice officials who have missed scheduled assignments and reasons for their absence;
- e. Submit monthly pay report to the Executive Director.
- f. ensure, in consultation with the Director of Officials, that on-ice officials have received proper payment;
- g. prepare and submit monthly reports to the Director of Officials; and
- h. prepare and submit a yearend report to the Director of Officials.

Timekeeper Assignor

The Timekeeper Assignor shall;

- a. assign timekeepers for all league, playoff, exhibition, and tournament games played within the Association;
- b. ensure that assignments are appropriate for the skill level of the timekeeper;
- c. maintain records of assignments;
- d. maintain records of timekeepers who have missed scheduled assignments and

reasons for their absence.

- e. Submit monthly pay report to the Executive Director.
- f. ensure, in consultation with the Director of Officials, that timekeepers have received proper payment;
- g. prepare and submit monthly reports to the Director of Officials; and
- h. prepare and submit a yearend report to the Director of Officials.

Referee-in-Chief

The Referee-in-Chief shall:

- a. act as liaison to the Director of Officials;
- b. monitor the development of on-ice officials;
- c. provide feedback to on-ice officials regarding their development and assessments;
- d. respond, in consultation with the Director of Officials, to written complaints of on- ice officials;
- e. recommend on-ice officials for advancement or promotion;
- f. assist the Director of Officials as required;
- g. prepare and submit a monthly report to the Director of Officials; and
- h. prepare and submit a yearend report to the Director of Officials.

U6 Convenor

The Six and Under Hockey Director shall:

- a. report directly to the Vice President Development;
- b. Consult with the Director of Scheduling, to ensure all ice required for the Six and Under hockey program is booked;
- c. Oversee team formation of Six and Under teams;
- d. review, in consultation with the Vice President Development, rules and regulations for Six and Under Hockey and suggest changes where required;
- e. Sit, or send designate on Standing committee of Development
- f. organize the Pot Pourri Tournament;
- g. prepare and submit a monthly report to the Vice President Development; and
- h. prepare and submit a yearend report to the Vice President Development.

U8 Convenor

The Seven and Eight Hockey Convenor shall:

- a. report directly to the Vice President Development;
- b. Consult with the Director of Scheduling, to ensure all ice required for the Seven and Eight hockey program is booked;
- c. administer, in consultation with the Vice President Development all aspects of the Seven and Eight Hockey program;
- d. Oversee team formation;
- e. review, in consultation with the Vice President Development, rules and regulations pertaining to the Seven and Eight Hockey program, and suggest changes where required;
- f. Sit, or send designate on standing committee of Development.
- g. supervise league playoffs;
- h. present awards at league playoffs
- i. prepare and submit a monthly report to the Vice President Development; and
- j. prepare and submit a yearend report to the Vice President Development.

BY-LAW 8

MEETINGS 8.1

1. The Annual Meeting of the association shall be held at the call of the President and at a date not later than May 31st of each year.
2. Board Meetings of the association shall be held each month from September to April inclusive, at the call of the President.
3. A quorum for transaction of business at an Annual, Special or Regular SVMHA meeting shall consist of one half of the elected Board plus one.
4. Special Meetings of the Association may be held at the call of the President, whenever warranted.
5. All Board and Annual Meetings are open to Association residents.
6. The location of all meetings shall be determined by the President, with seven days notification to all Members provided.
7. All meetings shall be conducted under the "Robert's Rules of Order".

MEETINGS BY OTHER ELECTRONIC MEANS. 8.2

1. SVMHA meetings may occur using electronic video screen communication, or other communications equipment so long as all the following apply:
2. each board member participating in the meeting has access to the specific means of communications to be used and can communicate with all the other board members concurrently.
3. each board member is provided with the link to the program being used and the call in phone number for the meeting to allow participation in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Board of Directors; and
4. each Board Member has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.
5. Should the meeting be recorded, all members participating must be informed and give consent.

BY-LAW 9

ORDER OF BUSINESS

9 .1 The following order of business shall be observed at all meetings except the AGM:

1. Call to order
2. Roll Call
3. Approval of Agenda and Acceptance of Submitted Reports
4. Approval of previous meeting minutes
5. Business arising from the minutes.
6. Reports of Officers and Executive Director
 - 6.1. President's report
 - 6.2. Immediate Past President
 - 6.3. VP Operations
 - 6.4. VP Evaluations/Development
 - 6.5. VP West League
 - 6.6. VP Direct Entry
 - 6.7. VP Female Hockey
 - 6.8. VP AA
 - 6.9. VP Public Relations
 - 6.10. Registrar
 - 6.11. Executive Director
7. Committee Reports

8. New Business
9. Announcements
10. Next meeting.
11. Adjournment

9.2 The following order of business shall be observed at Annual General Meetings

1. Call to order
2. Confirmation of Attendance and Quorum (Sign In)
3. Approval of Agenda and Acceptance of Submitted Reports
4. Approval of previous meeting minutes
5. Business arising from the minutes.
6. Reports of Officers and Executive Director
 - 6.1. President's report
 - 6.2. Immediate Past President
 - 6.3. VP Operations
 - 6.4. VP Evaluations/Development
 - 6.5. VP West League
 - 6.6. VP Direct Entry
 - 6.7. VP Female Hockey
 - 6.8. VP AA
 - 6.9. VP Public Relations
 - 6.10. Registrar
 - 6.11. Executive Director
7. Board Members Reports
 - 7.1. Director Equipment
 - 7.2. Director Officials
 - 7.3. Director Publicity
 - 7.4. Hockey Director - Dakota
 - 7.5. Hockey Director - Glenwood
 - 7.6. Hockey Director - Greendell
 - 7.7. Hockey Director - NGCC
 - 7.8. Hockey Director - Windsor
 - 7.9. Referee and Chief
8. New Business
9. Constitution and Bylaw changes
10. Election of Executive Officers and Board Members
11. Appointment of General Members
12. Adjournment

BY-LAW 10

APPOINTMENT OF GENERAL MEMBERS

- a. Nominations for appointment may be forwarded to the Association prior to the Annual Meeting or at the Annual Meeting.
- b. The General Members shall be appointed following the election of the Executive Officers at the Annual Meeting.
- c. Ratification is by simple majority vote.

BY-LAW 11

TERM OF OFFICE

Executive Officers

The President, VP Female Hockey, VP Direct Entry, VP Evaluations/Development will be elected for a two (2) year term on all even calendar years.

The Registrar, VP AA, VP Operations, VP West League will be elected on all odd calendar years for a two (2) year term.

All Executive Officers may hold their position for a maximum of four (4) years. Should there be no nominations for the position upon the fourth year in term; the incumbent may remain in that position until such a nomination is brought forth at an Annual Meeting.

The position of an Executive Officer shall be vacated upon the occurrence of one the following events:

- death of the Officer;
- resignation in writing to the Association;
- removal by resolution as described in By-Law 12

Board Members

Shall be elected or appointed by the respective Community Centers annually at the Annual Meeting

General Members

Other than the Executive Director who is an employee of the Association all others will be appointed by the Board on an Annual Basis.

BY-LAW 12

STANDING AND AD HOC COMMITTEES

There shall be the following standing committees; the minimum membership of the committees is listed. However, any member of the board may request to sit on any committee by making a request to the executive through the President.

(1) Rules Committee

Mandate:

Review Hockey Winnipeg rules and draft any suggested amendment to current Hockey Winnipeg Rules or Bylaws to be brought forward to the board for consideration and then forwarded to Hockey Winnipeg. Committee must submit motions to the board in time for the Annual meeting.

- President Chair
- Community Centre Hockey Directors
- Director of Officials
- Referee In Chief

(2) Registration/Coach Selection/Team Formation Committee

Mandate:

Manage the registration /team formation process including the selection of coaches.

Committee to meet when required during registration and team formation period, make report to the board at January meeting to make recommendations for next year's process

- Registrar (Chair)
- Vice President of Parent relations
- VP Direct Entry
- VP West League
- VP Female Hockey
- Up to three Board Members
-

(3) Budget/Finance/Arena Committee

Mandate:

Create Budget for Hockey Operations and Arena in April. Set registration fees for following year. Committee to meet monthly and report to board regarding the financial status of the association. Committee to oversee operations of the Arena, and to bring forward to the board any issues.

- VP Operations Chair
- Past President (for Budget process)
- Up to 3 Other board members

(4) Evaluation/Development Committee

Mandate:

To plan and conduct Evaluations and to plan the development program for the following year, including the scheduling of all IP and block training sessions.

Committee to report to board at November meeting regarding a review of Evaluation process and make recommendations for following year, including funding requirements.

Committee to report to Board at April Meeting regarding a review of the Development program and to make recommendations for the following year including funding requirements.

- VP Evaluations/Development Chair
- VP Direct Entry
- VP West League
- VP Female Hockey
- Member At Large Evaluations/Development
- U7 Convenor
- U9 Convenor

b) Governance Committee

Committee to review SVMHA Policies, By-Laws and Constitution, and make recommendations to the annual meeting in the form of motions to make amendments.

- President Chair
- Up to five other Board Members

The Board may appoint AD HOC Committees from time to time to deal with specific projects or issues. The terms of reference and membership of these committees will be set by the Executive.

The Executive shall be the Discipline Committee of the Association and may call on any member of the association to assist in hearing a complaint.

BY-LAW 13

REMOVAL FROM OFFICE

An Executive Officer, Board Member or General Member may be removed from their elected or appointed position by a two-thirds majority vote of the remaining Executive upon the occurrence of any one of the following events:

- a. failure by the Executive Officer, Board Member or General Member to attend any three Executive meetings of Association without a reasonable excuse deemed as such by the Executive (such as sickness, out of town vacation, family emergency, etc.).
- b. failure by the Executive Officer, Board Member or General Member to disclose a conflict of interest;
- c. Where the remaining Executive are of the opinion that the Executive Officer, Board Member or General Member has not acted in the best interests of the Association.

BY-LAW 14

CONFLICT OF INTEREST

On any occasion in which a Member of the Association, or a spouse or dependent of an Member of the Association, has a personal, material or other substantial interest in any contract or transaction to which the Association is a party, it is hereby deemed that the Member has a conflict of interest and shall disclose such interest immediately to the Association. The Member shall refrain from speaking to or voting on the matter.

BY-LAW 15

HONOURARIUMS

- a. Honorariums are established by the Executive based on the requirements of each Officer, and Board position and reviewed periodically in conjunction with those fees paid by the other Area Associations in the City of Winnipeg. The amount paid is not reflective of a salaried position but rather a stipend that reflects the hours and nature of the work involved and to ensure out of pocket expenses are covered. Any change to the structure of the honorariums that will increase the overall amount paid out should be referred to the executive as part of its annual operating budget.

It is recognized that the honorarium is intended to cover out-of-pocket expenses and provide stipend for their time and effort. Board members not attending 75% of the monthly and special meetings (without being excused by the President), will forfeit their entitlement to said stipend.

Half of each stipend shall be paid in two equal payments, on Dec 15th and the other Feb 15th.

BY-LAW 16

AUDITORS

- a. The Board shall determine the name of the Auditor or other Accountants to review the Association's Financial Statements.
- b. The financial statements of the Association shall be reviewed by a Chartered Professional Accountant.
- c. The reviewed or audited financial statements shall be presented to the Finance Committee when completed.

BY-LAW 17

FISCAL YEAR END

The fiscal year end for all Association business shall be June 31.

BY-LAW 18

POWER OF EXECUTIVE

During its term of office, the Executive shall have the power to administer the affairs of the Association, conduct its business, and authorize all associated expenditures.

Without limiting the foregoing, that power shall include:

- a. the filling of vacancies which may occur within the Board of Directors;
- b. the passing of Rules, Regulations and Policies required for governance;
- c. the appointment of committees as required to carry on the business of the Association;
- d. the nomination and ratification of appointments for Executive Officers, Board Members and General Members
- e. determines and set registration fees for hockey programs;
- f. determines team registration and entries;
- g. the ability to suspend and discipline any member, player, coach, official or other for conduct unbecoming and detrimental to the Association or hockey in general;
- h. the purchase, construction, lease, or rent of any facilities or equipment deemed necessary to conduct the affairs of the Association;
- i. the disposition of all matters which are not specifically provided for.

BY LAW 19

AMENDMENTS TO THE BY-LAWS AND CONSTITUTION

This Constitution and By-Laws may be amended at the Annual Meeting or a Special Meeting of the Association.

Proposed amendments must be submitted in typewritten form, with a rationale for the amendment, to the Executive Director of a minimum of 14 days in advance of the Annual Meeting or Special Meeting. The Executive Director shall then distribute the proposed amendments to the Board within three days.

Amendments to the constitution may themselves be amended by motion at the same meeting, requiring a two-thirds majority of votes cast.

Amendments to the Constitution require a minimum two-thirds majority of the votes cast

BY-LAW 20

RULES AND REGULATIONS

- a. Rules and Regulations passed by the Board may be amended at an Annual, Board, or Special Meeting.
- b. Proposed amendments must be submitted in typewritten form, with rational, to the Association Executive Director a minimum of 14 days prior to the meeting. The Executive Director shall then distribute the proposed amendments to the Board within three days.
- c. Amendments to the Rules and Regulations may themselves be amended by motion at the same meeting, requiring a two thirds majority of the votes cast.
- d. Amendments to the Rules and Regulations require a minimum two thirds majority of the votes cast.

BY LAW 21

POLICIES

- a. Policies passed by the Board, may be amended at an Annual meeting, Board, or Special Meeting.

- b. Proposed amendments must be submitted in typewritten form, with rational, to the Association Executive Director a minimum of fourteen days prior to the meeting. The Executive Director shall then distribute the proposed amendments to the Board within three days.
- c. Amendments to the Policies may themselves be amended by motion at the same meeting, requiring a two thirds majority of the votes cast.
- d. Amendments to the Policies require a minimum two thirds majority of the votes cast.

BY-LAW 22

CONFLICTS

Should there be a conflict between the Association's By-Laws, Rules, Regulations, or Policies and those of HW, HMB, or CHA, the later shall prevail.