



## ELK VALLEY MINOR HOCKEY ASSOCIATION CONSTITUTION AND BYLAWS

### **Constitution**

*Article 1:* The name of the society is the “Elk Valley Minor Hockey Association”, hereinafter referred to as i.e. Association.

*Article 2:* The purposes of the Association are:

- a) To promote and encourage good citizenship and sportsmanship among the members of the association.
- b) To develop an effective hockey program which maximizes the number of players participating.
- c) To develop, implement and maintain policies regarding the general care, supervision and direction of the Members of this Association.
- d) To implement, maintain and enforce a uniform set of playing rules, as laid down by, but not limited to the Hockey Canada the BC Hockey, the East Kootenay Minor Hockey Association (EKMHA), and the Elk Valley Minor Hockey Association (EVMHA).

*Article 3:* As an unalterable provision of the Constitution, this society shall be affiliated with Hockey Canada and the BC Hockey and shall operate in a manner consistent with both of the aforementioned Associations’ Constitutions, Bylaws, Regulations and Rules.

*Article 4:* This Society shall be affiliated with the East Kootenay Minor Hockey Association (EKMHA) and shall operate in a manner consistent with the aforementioned Constitutions, Bylaws, Regulations and Rules. This provision is alterable.

*Article 5:* The Society shall operate within the electoral areas of the Elk Valley. (DESCRIPTION AS WITH EKMHA) This provision is alterable.

*Article 6:* Upon dissolution of the Society and after all payment of all debts and liabilities the remaining property of the Society shall be distributed or disposed of to Charitable organizations or organizations whose objectives are beneficial to the Communities of Elkford and Sparwood, as the Board of Directors of the Society may specify. This provision is unalterable.

## **Bylaws of the Elk Valley Minor Hockey Association**

### **By-Law One- Interpretation**

1. In these bylaws, unless the context otherwise requires:
  - a) “Executives are equivalent, interchangeable and refer to” the board of directors of the society.
  - b) “Director” means a person elected or appointed to serve on the board of directors pursuant to these bylaws.
  - c) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it.
  - d) EKMHA means East Kootenay Minor Hockey Association; EVMHA means Elk Valley Minor Hockey Association.
  - e) The terms “the society”, “the Association” and “EVMHA” are equivalent;
  - f) The term “rep” refers to a team, which has been selected by qualified evaluators to represent the EVMHA at a higher level of competition, i.e. Provincial Championships.
  - g) “Registered address” of a member means the Member’s address as defined by Hockey Canada Regulations (i.e. C.3).
  - h) Membership means all people as defined in Bylaw 2.
  - i) Term of membership means fiscal year end or end of board term.
  - j) “Special Resolution” means:
    - A resolution 75 % of the members voting.
      - i. Of which the notice that the bylaws provide, and not being less than 14 days notice passed in a general meeting by the majority of not less than, specifying the intention to propose the resolution as a special resolution has been given, or
  - k) “Ordinary resolution” means
    - i. A resolution passed in a general meeting by the Members of the Association by a simple majority (i.e. 50 % + 1) of the votes cast in person.
    - ii. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person.
3. In these bylaws, whenever submission of a notice, declaration or other formal communication is required, such notice, declaration or communication may be transmitted by facsimile machine or e-mail.

### **Bylaw Two- Membership**

1. The following persons are members of the Society:
  - a) All parents (both mother & father), and legal guardians of registered players of minor hockey age only, who have paid the required membership/registration fees. This shall include parents and legal guardians who become coaches, managers, trainers, referees and executive members. Each family will be entitled to one vote, whether paid or appointed positions are held.

- b) Those persons who have been awarded a Life Membership in the Society. (By way of a majority vote at an Annual General Meeting in recognition of such person's contribution of outstanding service to the EVMHA).
  - c) Any person, other than a coach, manager, trainer, referee or executive member with an interest in Minor Hockey within the boundaries of the society can become a member upon payment of \$25.00 per year to the Association.
2. The annual fees for membership/player registration shall be assessed and determined by the Directors of the Society annually and is due and payable at Registration. The fee will include any assessments by BC Hockey, Hockey Canada and any other local governing body or league. The membership/player Registration fees will also include the cost of administering the Society.

All Membership/player registration fees are payable by September 1<sup>st</sup>, members can make payments with installments, to be completed by October 15<sup>th</sup> (i.e. postdated cheques of that season).

3. Upon registration with the Society, every member agrees to comply with upholding the Constitution. These Bylaws and any other policies or procedures adopted by the Society for the benefit of EVMHA.
4. All members are in good standing except a member who has failed or refused to pay their membership, debt or any other subscriptions fees owing by them to the Society.
5. A person shall cease to be a member of the Society:
- a) Upon delivering their resignation in writing to the Secretary, or mailing it to the address of the Society.
  - b) On their death.
  - c) On withdrawal from the Society (see BC Hockey handbook for branch withdrawal);
  - d) Upon expiry of his/her term of membership.
  - e) On expulsion, for conduct deemed improper or for willfully committing a breach of the Constitution and Bylaws of the Society, or its adopted policies. Dependant on the severity of the conduct of breach, the Society will issue a warning, suspend or expel a member indefinitely.
6. The Society has the right to refuse membership.
- a) The Board of Directors shall have the power by a vote of 75% of those present to expel or suspend, for a period not in excess of 30 days, any member whose conduct shall have been determined by the Board of Directors to be improper, unbecoming or likely to endanger the interest or reputation of the association or willfully commits a breach of the Constitution, Bylaws, Regulations. Policies, Procedures or decisions made by the board of Directors of the Association.
  - b) No member shall be expelled or suspended for a period in excess of thirty (30) days without being notified of the charge or complaint against him/her and without having been given the opportunity to be heard by the Board of Directors at a meeting specifically called for the purpose; and said Member and the Board of Directors shall be given not less than seven (7) days notice of the date at which this meeting shall be held: and if the Member does not attend pursuant to that notice without having given reasonable cause the Board of Directors shall proceed with the meeting and the Member shall be subject to the ruling made thereat.

- i. Where a Member is expelled; the Member shall forfeit all rights and privileges of membership in the Association.
- ii. Where a member is suspended, the Member shall forfeit all rights and privileges of membership in the Association during the period of such suspension.

#### *Bylaw Three- Player Registration*

1. To be eligible for program registration, the parent or legal guardian of the candidate player must reside within the boundaries of the Association as defined by BC Hockey, subject always to the residential qualifications of the Hockey Canada Regulations.
2. Players from neighboring Associations may register, providing the player has nowhere else to play and or receives a release to play with their neighboring Association. This process must be completed annually.
3. Each player registered with the Association shall be assessed an annual registration fee set, prior to the next season's registration period. The fee will include any assessments by Hockey Canada and BC Hockey for membership, Mutual Aid registration and any assessments levied by the EVMHA. At the discretion of the Board of Directors, an additional fee may be set in lieu of participation in fund-raising activities.
4. The Board of Directors shall have the discretionary power to waive player registration fees in exceptional circumstances.

#### *Bylaw Four- Annual General Meetings*

1. The Annual General Meeting of the Society shall be held each year in the months of April or May. Notice of the Annual General Meeting shall state the business to be conducted, and the time and date. Such notice shall be given to all members of the Society, by advertisements in the local newspaper(s), email, website or written notice, 14 days in advance of the date. The accidental omission of notice of a meeting, or the non-receipt of notice by any members entitled to receive notice, does not invalidate the proceedings of the meeting.
2. The Executive of the Society or ten (10) percent of the membership may call a Special Meeting of the Society.
3. Voting by proxy will be permitted at any meeting. general or otherwise of the Society, if the proxy is registered with the chair and co-chair prior to the meeting. Any one person may not carry more than 3 votes (their vote plus 2 proxy votes).
4. Executive members will be entitled to one vote. All non-executive members will be entitled to one vote per family. Families who also hold executive positions, will get one family vote and the number of executive vote in which they hold.
5. Any member not in good standing with the Society shall not be entitled to vote at any Annual General Meeting of the Society.
6. The quorum required for the Annual General Meeting or Special Meetings shall be fifteen (15) voting members. The only business that can be conducted without a quorum shall be the appointment of a temporary chairperson who will preside until another meeting can be called.
7. The Constitution and Bylaws of the Society can only be changed and or amended by a Special Resolution; which requires fourteen (14) days notice to the membership and a 75% a majority vote of those in attendance.
8. The President shall also have a casting vote in the event of a tie.

### Bylaw Five- Director's Executive Committee and Meetings

The Executive shall include, but is not limited to the following positions:

- a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) Registrar
  - f) Referee in Chief
  - g) Referee Coordinator
  - h) Coach Development Coordinator
  - i) Equipment Manager
  - j) Risk Manager
  - k) Fund Raising Coordinator
  - l) Special Events Coordinator
  - m) Half Ice/Cross Ice Coordinator
  - n) East Kootenay Representative
  - o) Public Relations
  - p) Ice Coordinator
  - q) Player Development Coordinator
  - r) Female Development Coordinator
  - s) Director 1
  - t) Director 2
  - u) Director 3
- When possible, but not mandatory, the President and Vice President shall be from alternate communities.
  - If a position is being filled due to a member resigning, that position will be held for the remainder of the previous season.
    1. If one or more of these above noted positions are not filled at the Annual General Meeting, the Society Board may appoint a director to them.
    2. The Society must ensure that they operate within the established policies set out in the Constitution and Bylaws, the Policy Manual and the rules established by any and all governing bodies.
    3. The Society will purchase insurance annually to protect all Executive members of any potential legal suits.
    4. Executive meetings will be held monthly of the Society. For at least 10 of the 12 months of the year. Meeting dates will be set by the board, alternating between Sparwood and Elkford, with a 50%+1 vote (simple majority vote).
    5. The new Executive elected will hold a term commencing from the Annual General Meeting for 2 years. Positions will be alternated holding 2-year terms that will be opposite in order to maintain continuity of the Society.
    6. The quorum for the Executive Committee meeting shall be 50%+1 of the voting members.
    7. Each Executive Committee member shall be entitled to one vote at all meetings. The President shall also have the casting vote in the event of a tie. Should a member hold two (2) positions on the Executive Committee, he/she will be entitled to one vote only.
    8. All Executive Committee decisions shall be carried by a 50 % ±1 (simple majority) and are binding.
    9. Each Executive Committee member shall be reimbursed for any approved expenses incurred by them in conducting affairs of the Society with proof of receipts.
    10. An Executive Committee member shall cease to hold office if:
      - a) Following receipt of the member's written resignation
      - b) If the member fails to have three (3) consecutive unexcused Executive Committee meetings

- c) If the member fails to perform duties as outlined.
11. The President or any two (2) members of the Executive Committee, within forty-eight (48) hours notice, may call an emergency meeting of the Executive Committee, for any purpose deemed necessary.

Bylaw Six- The Societies Executive Committee Powers and Duties

1. The President shall:

- a) Preside at all meetings of the Executive
- b) Manage and supervise the affairs and operations of the Association
- c) Supervise the officers of the Society
- d) Be one of the four (4) signing authorities,
- e) Be an ex-officio of all committees
- f) Sign all resolutions, member certifications/documents and minutes of the meeting along with the Vice President or any other officer appointed by the Executive
- g) Have the power to suspend or take other disciplinary action against any team, player, team official coach or member for unsportsmanlike conduct, behaviour which can bring harm to others, bring discredit to the Society or the game of hockey both on and off the ice; failure to comply with the Constitution, Bylaws, Policies and Procedures of the EVMHA, EKMHA, BC Hockey and/or Hockey Canada for three (3) games or ten (10) days. In cases where the President's opinion of a suspension of more than ten (10) days is warranted, the President shall impose an indefinite suspension pending a full investigation and refer the matter to the Discipline Committee.
- h) Have the duty to set the date of the first Board of Directors meeting and have the duty to appoint a Discipline Committee, an Appeals Committee and any other committees deemed necessary to maintain or improve the operation of the Association.
- i) Obtain a criminal record check and respect in sport certificate.

2. The Vice President shall:

- a) Be responsible to fill in for EVMHA President when absent or in the event of his/her inability to act, have and exercise all President duties and shall in the absence of the President be ex-officio of all committees.
- b) Be responsible in completing tasks as directed by EVHMA President.
- c) Be one of the four (4) signing authorities.
- d) Be the liaison of the community in which they reside.
- e) Be responsible for other related duties as assigned.
- f) Obtain a criminal record check and respect in sport certificate.
- g) Be a member of the disciplinary committee.

3. The Recording Secretary shall:

- a) Be responsible for performing all duties common to the position of secretary, including but not limited to the following: correspondence, mail and minutes.
- b) Be one of the four (4) signing authorities.

- c) Be responsible for recording all minutes of the Discipline and Appeals Committee but will not be a voting member of the committees.

4. The Treasurer shall:

- a) Be responsible for recording and maintaining of the financial records and reports of the Society and its accountants.
- b) Be responsible for maintenance of files, the Constitution and Bylaws, Policy Manual. Societies Registration.
- c) Be one of the four (4) signing authorities.
- d) Work closely with the Registrar in the collection of all registration fees from members.
- e) Be responsible for coordinating gaming revenue collection and distribution to the appropriate teams.
- f) Be responsible for ensuring the applications for BC Hockey Tournament sanctions are in place for the beginning of each season.

5. The Registrar shall:

- a) Work closely with designated registration person from the opposite community in which they live, to ensure the registrations are completed, fees are collected, and forms are entered in a timely fashion into the registration program.
- b) Be responsible for the recording and maintenance of registration files.
- c) Work with BC Hockey on all matters concerning Mutual Aid and Hockey Canada carding issues.
- d) Work closely with the Coach Development Coordinator ensuring that all Coaches/Manager Trainers etc. data has been imputed in the registration program.
- e) Work with the EVMHA referee coordinator and FMHA assigner to develop and challenge on-ice officials with assignments,
- f) Co-administrator for EVMHA/FMHA joint assigner account for on-ice officials' weekly assignments, with the two assigners
- g) develop and present, in group setting, annual timekeeping PowerPoint presentation to parents
- h) with the referee coordinator, divide the official of the year, as well as official of the month. present each award to the official
- i) email all EVMHA officials any communications from BC Hockey, such as WHL development series monthly emails
- j) recruit new officials and retain current officials for each season
- k) in conjunction with the EKRCM, reward EVMHA on-ice officials with provincial assignments
- l) resolve disputes and/or convene the discipline committee as the chair in cases of parents or players violating code of conduct policies.
- m) discipline of on-ice officials when required.

6. Referee in Chief shall:

- a) Coordinate dates for the referee zone clinics with EK Rules committee member (EKRCM), Ensuring certified instructors and resources are found. Book facilities and ice time required.
- b) Provide encouragement and coaching to on-ice officials through formal and informal evaluations. Coaching officials between periods and after games.
- c) Develop and promote on-ice officials to increasing game levels based on their ability.
- d) Suggest names of emerging officials for above minor clinics and assignments, including KIJHL.

- e) Work with the EVMHA referee coordinator and FMHA assignr to develop and challenge on-ice officials with assignments
- f) Co-administrator for EVMHA/FMHA joint assignr account for on-ice officials' weekly assignments, with the two assigners
- g) Develop and present, in group setting, annual timekeeping PowerPoint presentation to parents
- h) With the referee coordinator, divide the official of the year, as well as official of the month. present each award to the official
- i) Email all EVMHA officials any communications from BC Hockey, such as WHL development series monthly emails
- j) Recruit new officials and retain current officials for each season
- k) In conjunction with the EKRCM, reward EVMHA on-ice officials with provincial assignments
- l) Resolve disputes and/or convene the discipline committee as the chair in cases of parents or players violating code of conduct policies.
- m) Discipline of on-ice officials when required

7. The Referee Coordinator shall:

- a) Set up game schedule for required on-ice officials. these are provided by team managers, both in the elk valley and out of the area.
- b) Provide encouragement and coaching to on-ice officials through formal and informal evaluations. if qualified to do so.
- c) Develop and promote on-ice officials to increase game level based on their ability. suggest names of emerging officials for above minor clinics and assignments to the referee-in-chief, including KIJHL.
- d) Work with the referee-in-chief and FMHA assignr to develop and challenge on-ice officials with assignments.
- e) Co-administer for EVMHA/FMHA joint assignr for on-ice officials weekly assignment.
- f) with the referee-in-chief, decide the official of the year, as well as official of the month.
- g) Coordinate with the treasurer, payment to all EVMHA officials, for any travel made throughout the month.
- h) Recruit new officials and retain current officials for each season. annual review of game fees paid to EVMHA on-ice officials and recommend increases.
- i) Track and log any listing of EVMHA owned referee equipment.

8. The Coach Development Coordinator shall:

- a) Coordinate the development of a system at all levels within the Society to promote the development of players, team officials and parents through training programs and clinics in conjunction with BC Hockey and;
- b) Ensure all coaches have the proper training for the levels in which they coach including Annual Criminal Record Checks on each team official; maintaining proper registration of such team officials with the Registrar of the Society;
- c) Ensure all coaches receive all information from our governing bodies and must establish a system of dispersing that information in a timely fashion;
- d) Maintain a resource library in both Sparwood and Elkford Public Libraries;
- e) Be chairperson of the Appeals Committee.



9. The Equipment Manager shall:

- a) Ensure all of the Societies equipment is in good repair and an inventory of such;
- b) Purchase equipment for the Society as needed within the budgeted amounts for the season.

10. The Risk Manager shall:

- a) Ensure an Emergency Action Plan is in place for the Societies teams and members.
- b) Ensure that each team has qualified Canadian Hockey Safety Program Trainers (CHSP).;
- c) Ensure that the Society adheres to and has implemented a Harassment Policy.
- d) Maintain an up to date Executive Duties handbook.
- e) Works closely with the Coach Development Coordinator to ensure all members needing Speak Out have the training or bringing the program for such members to receive;
- f) To teach or designate an instructor for the BCAIIA Team First program. ensuring all team officials, parents, team members, officials etc. have taken and signed the proper forms, and maintain a file of such.;
- g) Ensure all of the procedures as set out by the EVMIIA governing bodies have been completed.

11. The Fundraising Coordinator shall:

- a) Ensure all teams/organizers are following the gaming rules as well as the fund raising rules of the Society:
- b) Ensure the proper licensing as set out by the Gaming Commission of BC has been obtained and is properly distributed to the members who will be operating any gaming events.
- c) Coordinate the main fund-raisers of the Society, delegating to appropriate members who would then assist with the hind-raiser.

12. Special Events Coordinator shall

- a) Coordinate the special events of the Society, such as but not limited to: Minor Hockey Week, Year End Banquet, Trophies, Pictures and Scholarship Program

13. Half Ice/Cross Ice Coordinator shall:

- a) Ensure that the EVMHA is represented at the High Country Minor Hockey League as needed.
- b) Ensure that all teams involved with the High Country have all the information disbursed to them in a timely fashion and that all rules are being followed.

14. The East Kootenay Representative shall:

- a) Ensure the EVMJ-IA is represented at the EFIA monthly meetings and all information is brought back to the EVMHA in a timely fashion.
- b) Ensure all appropriate members know of any changes, rulings etc as soon as possible so as to ensure that the EVMHA is adhering to all of the EKMHA rules.

15. The Public Relations Coordinator shall:

- a) Ensure that the EVMHA has appropriate advertising for both arenas and all teams.
- b) Ensure articles are in the press, media and webpage are with accuracy as to the facts of the topic.
- c) Ensure a large monthly calendar is online for teams to put all games on.
- d) Ensure reminders for monthly meetings have been posted online.
- e) Advertise online and/or by press for the Society for any Special Meetings, Annual General Meetings etc.
- f) Keep the EVMHA website and Facebook page current and relevant with Society information.

16. The Ice Coordinator shall:

- a) Ensure all ice requirements for all age levels are met.;
- b) Follow all of the Policies and Procedures of each Arenas governing district policies.;
- c) Ensure a fair and balanced use of ice for all teams according to age group and the needs of each age group.;
- d) Try to maintain a “no waste” policy of ice.;
- e) Maintain accuracy of ice usage within the budgeted amounts.
- f)

17. Player Development Coordinator shall:

- a) Provide access to resources for skating and puck skill development, proper and safe use of off ice/on ice athletic development equipment.
- b) Access to strength and conditioning programs. All in coordination with the current Canadian LTAD Model (Long Term Athletic Development).

18. Female Development Coordinator shall:

- a) Organize delivery of Female Hockey Model.
- b) Create annual female goals.
- c) Running the Facebook page Elk Valley Wild Girls Hockey.
- d) Promotion of anything “girls” hockey and inform parents of things available for girls in hockey.

19. The Directors (3) shall:

- a) Be assigned duties as required by the Executive Committee
- b) NOTE: Directors positions will be filled with assistant positions of Executive Positions from the opposite community as needed. The President can assign these positions as needed.

All positions have an in depth job description completed by the Risk Manager for Executive Duties. These responsibilities are over and above the responsibilities of the above, changed as needed in order to complete the Societies business.

*Bylaw Seven- Standing Executive Committee: Finance*

1. The Standing Finance Committee shall consist of: the President (who shall Chair); the Vice President and the Treasurer.
2. The Standing Finance Committee shall be responsible for the preparation and circulation of a proposed budget for the coming year to be approved by the membership at the Annual General Meeting.
3. All disbursements will be made by cheque, signed by two (2) of the four (4) authorized

- signing officers of the Society. If two officers have a personal relationship or reside at the same address, then only one shall have signing authority.
4. All assets secured will remain with the Society and will be dispersed as necessary if the Society has dissolved. Assets would be sold, debts would be paid and monies would be dispersed as set out in the constitution.
  5. The Directors of the Society shall present to the membership an annual financial statement. The statement shall include all income and expenditures, assets and liabilities of the Society's.
  6. The Society shall not exercise borrowing powers.

*Bylaw Eight- Standing Executive Committees: Discipline*

1. The Standing Discipline Committee shall:
  - a) Be chaired by the Referee Coordinator of the Society and the President as the alternate.;
  - b) Include the President, Vice President and two (2) other members of the Executive; a quorum will be at least three (3) members of the Standing Discipline Committee.;
  - c) Be responsible to review, suspend or take other disciplinary actions that may be deemed necessary, if members do not abide by these bylaws, and the Policies and rules adopted by the Society or rules and bylaws adopted by any governing body of this Society. Included but not limited of complaints and Harassment and Abuse.
  - d) Any complaints, written or verbal, shall be investigated by the Society's Discipline Chair with the goal of resolving the situation fairly and preventing future occurrences, including determining and enforcing proper discipline if required.
  - e) The Society's Discipline Committee may conduct a hearing, if necessary, to obtain relevant facts and information. The hearing shall be held within ten (10) day's of the complaint if the complaint cannot be resolved. Both the Complainant and the Respondent shall be interviewed and the principles of natural justice shall apply:
    - i. Fair hearing, non-biased, no conflict of interest.
    - ii. Respondent must be informed of all details of complaint.
    - iii. Respondent has the right to representation.
    - iv. Relevant information must be available to all parties.
    - v. Respondent has right to legal counsel,
    - vi. The complainant and the respondent will have the right to a written decision: have the right to appeal and will be provided with the appeal process in writing.

*Bylaw Nine- Standing Executive Committees: Appeals*

1. The Standing Appeals Committee shall:
  - a) Be chaired by the Coach Development Coordinator and the Vice President shall be the alternate. (note: the President of the Society already has the right to suspend any persons).
  - b) Consist of four (4) members of the Society or four (4) persons from the community at large and are to be appointed by the Society President (area surrounded by the Association): quorum will consist of the chair and two (2) other members of the Appeal Committee.
  - c) Review a decision of the Discipline Committee under one of the following conditions:
    - i. Change to the new evidence, not used at the hearing, and which might affect the decision has become available.;

- ii. Evidence that due process was not followed;
- iii. The decision of the hearing was too severe.

Procedure:

2. A complainant or respondent who is dissatisfied with the decision of the Standing Discipline Committee may initiate an appeal based on the above criteria within seven (7) days of written notice of the decision of the Standing Discipline Committee. The Notice of Appeal must be in writing and include the grounds for appeal the facts in support of the grounds for appeal and \$100.00 cash or certified cheque payable to the EVMHA. If the Appeal is upheld, the deposit is forfeited to the Society. If the decision of the discipline committee is overturned or modified, the deposit is returned.
3. Once the Standing Appeals Committee has made a decision it will notify the party of its decision. If sufficient grounds are not found for the appeal, the committee will dismiss the appeal and notify the parties in writing of the decision. Any penalty or sanction imposed by the discipline committee will remain in effect pending the result of the appeals committee.
4. If sufficient grounds for appeal are found, a hearing shall be delivered in writing to the complainant and the respondent within seven (7) days of the Appeal hearing.
5. When an appeal is filed with the Society there shall be no stay of any suspensions or disciplinary action imposed, which is subject of the appeal.
6. Members who wish to appeal the decision of the Standing Appeals Committee of this Society may:
  - a) Appeal to the East Kootenay Minor Hockey Association (EKMHA).
  - b) Appeal to British Columbia Amateur Hockey Association (BCAHA)
  - c) Appeal to Canadian Hockey Association (CHA).

#### *Bylaw Ten- Books and Records*

1. All books and records of the Society shall be open to the inspection of members at such time as shall 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 shall be made available for inspection within not more than twenty (20) days of such request, at a time and place determined by the Executive Committee.