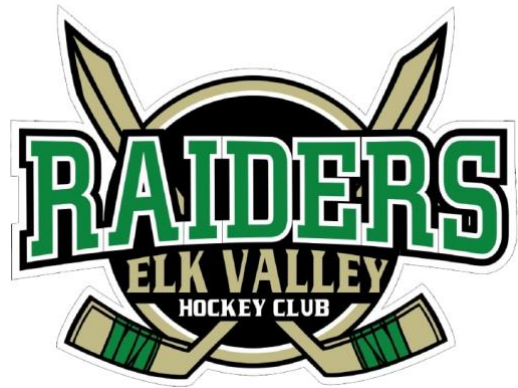


# *ELK VALLEY MINOR HOCKEY ASSOCIATION*

Constitution and Bylaws



Elk Valley Minor Hockey Association | PO Box 756, Sparwood, B.C, V0B 2G0

*Last updated May 2025*

**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 optimizes 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, Hockey Canada, BC Hockey, 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 (Defined by the EKMHA). This provision is alterable.

*Article 6:* Upon dissolution of the Society, and after the payment of all debts and liabilities, the remaining property of the Society shall be distributed to charitable organizations or organizations whose objectives benefit the communities of Elkford and Sparwood, as determined by the Board of Directors. 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 society's board of directors.
  - 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, Association and EVMHA are equivalent;
  - f. The term “rep” refers to a team that 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.
  - 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:
    - i) A resolution that requires approval by a two-thirds majority vote of the eligible voting members present at the meeting. If a Special Resolution is passed, it becomes effective immediately unless otherwise stated in the motion.
    - ii) Notice of a Special Resolution must be provided to all eligible voting members at least fourteen (14) days before the meeting at which it will be voted on. The notice shall include all relevant information pertaining to the agenda item.
    - iii) Notice shall be distributed via email, the EVMHA website, or other official communication channels.
    - iv) The quorum required for special resolutions shall be fifteen (15) voting members.
    - v) The Constitution and Bylaws of the Society can only be changed and or amended by a Special Resolution.
  - 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 e-mail.

### Bylaw Two- Membership

1. The following persons are members of the Society:
- a. All parents (both mother and father), and legal guardians of registered minor hockey players, who have paid the required membership/registration fees, shall be members of the Society. This includes parents and legal guardians who serve as coaches, managers, trainers, referees and executive members. Each executive member is entitled to one vote. All non-executive members are entitled to one vote per family. Families who hold executive positions are entitled to one family vote plus one vote for each executive position held, up to a maximum of 2 votes per family.

- 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 other person interested in minor hockey within the Society's boundaries may become a member upon application for board approval and payment of a \$25.00 annual fee.
- 2. The annual membership/player registration fees shall be assessed and determined by the Directors annually. The fee will cover any assessments by BC Hockey, Hockey Canada and other local governing bodies or leagues. The membership/player registration fees will also include the cost of administering the Society. All membership/player registration fees must be paid by September 1<sup>st</sup> unless otherwise approved by the board.
- 3. Upon registration with the Society, every member agrees to comply with upholding the Constitution and Bylaws and any other policies or procedures adopted by the Society for the benefit of EVMHA.
- 4. A member is considered in good standing unless:
  - a. They have failed or refused to pay their membership fees, debt, or other subscriptions owing to the Society.
  - b. They are currently under investigation for any disciplinary measures by the organization.
  - c. They have been suspended or expelled as a result of disciplinary action.
- 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, as defined by BC Hockey's withdrawal procedures (refer to the BC Hockey Handbook).
  - d. Upon expiry of their 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. Depending on the severity of the conduct of the 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 more than thirty (30) days without being notified of the charge or complaint against them. The member shall be given the opportunity to be heard by the Board at a meeting specifically called for this purpose. Both the member and the Board shall receive at least seven (7) days notice of the meeting

date. If the member does not attend without reasonable cause, the Board may proceed with the meeting and make a ruling.

- 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 neighbouring Associations may qualify to play with our Association, provided they have nowhere else to play and they receive a release to play with their neighbouring 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.
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 (AGM) of the Society shall be held each year in the month of May. Notice of the meeting, including the business to be conducted, time, and date, shall be provided to all members at least fourteen (14) days in advance through advertisements in local newspapers, email, the website, or written notice. The accidental omission of notice of a meeting or the non-receipt of notice by any member entitled to receive it shall not invalidate the meeting proceedings.
2. The quorum required for the AGM shall be fifteen (15) voting members. In the absence of a quorum, the only business that may be conducted is the appointment of a temporary chairperson, who will preside until another meeting can be called.
3. Voting Procedures
  - a. Voting shall be conducted based on a majority rule (50% +1 of votes cast).
  - b. Voting by proxy will be permitted at the AGM. The proxy must be registered with the chair or co-chair prior to the meeting. No person may carry more than three (3) votes: their vote plus two (2) proxy votes.
  - c. Each executive member is entitled to one vote. All non-executive members are entitled to one vote per family. Families who hold executive positions are entitled to one family vote, up to a maximum of two votes per family.
  - d. In the event of a tie, the President shall cast the deciding vote. If the President is absent or has a conflict of interest, the Vice President shall cast the deciding vote.
  - e. Any member not in good standing with the Society shall not be entitled to vote at any AGM of the Society.

Bylaw Five- Director's Executive Committee

1. 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. Bench Staff Coordinator
  - h. Equipment Manager
  - i. Risk Manager
  - j. Fundraising Coordinator
  - k. Half Ice Coordinator
  - l. Special Events and Public Relations Coordinator
  - m. Ice Coordinator
  - n. Player Development Coordinator
  - o. Female Development Coordinator
  - p. Director 1
  - q. Director 2
2. When possible, but not mandatory, the President and Vice President shall be from alternate communities.
3. All executive members must have a current criminal record check and a Respect in Sport certificate.
4. If a position is being filled due to a member resigning, that position will be held for the remainder of the previous season.
5. If one or more of the above-noted positions are not filled at the Annual General Meeting, the Society Board may appoint a director to them.
6. 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.
7. The Society will purchase insurance annually to protect all Executive members from any potential legal suits.
8. The new Executive elected will hold a term commencing from the Annual General Meeting for two (2) years. Positions will be alternated, holding 2-year terms that are opposite in order to maintain the continuity of the Society.
  - a. The following positions shall be open for nominations in all even years: President, Secretary, Ice Coordinator, Half-Ice Coordinator, Special Events and Public Relations Coordinator, Fundraising Coordinator, and Director 2.
  - b. The following positions shall be open for nominations in all odd-numbered years: Vice President, Treasurer, Registrar, Bench Staff Coordinator, Player Development Coordinator, Female Development Coordinator, Equipment Manager, Risk Manager, and Director 1.
9. Each Executive Committee member shall be reimbursed for any approved expenses incurred in conducting the Society's affairs, 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.

*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. The President shall not have a regular vote on matters brought before the Board of Directors. However, in the event of a tie, the President shall cast the deciding vote to break the tie.
  - h. 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.
  - i. 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.
  - j. Be responsible for updating and maintaining the Constitution and Bylaws, the EVMHA Policy Handbook and the EVMHA Team Manager Manual.
  - k. Act as the East Kootenay representative and attend EKMHA monthly meetings.
    - i. Ensure all information is brought back to the EVMHA in a timely fashion.
    - ii. Ensure all appropriate members know of any changes or rulings as soon as possible so as to ensure that the EVMHA is adhering to all of the EKMHA rules.
2. The Vice President shall:
  - a. Be responsible for filling in for the EVMHA President when he/she is 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 for completing tasks as directed by the EVHMA President.
  - c. Be the liaison of the community in which they reside.

- d. Be responsible for other related duties as assigned.
  - e. Be a member of the Discipline Committee.
3. The Recording Secretary shall:
- a. Be responsible for performing all duties common to the position of secretary, including but not limited to meeting minutes and scheduling meeting rooms.
  - b. 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 the maintenance of financial files, gaming reporting, Societies Registration, reporting and director updates.
  - 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, deposits, and preparing and submitting the annual Gaming Account Report to the BC Gaming Branch.
  - f. 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.
  - g. Be responsible for maintaining the active subscription to registration software and EVMHA domain host.
5. The Registrar shall:
- a. Be responsible for player registration. This includes:
    - i. Developing an online player registration form using the subscribed platform (e.g. TeamSnap).
    - ii. Managing and monitoring registration.
  - b. Build divisions and team rosters on the subscribed platform.
  - c. Manage the Association's Hockey Canada Registry (HCR) platform including but not limited to adding new members, filling team rosters, completing transfers, ensuring member profiles are up to date (e.g. Address changes), updating executive members.
  - d. Collaborate with the Bench Staff Coordinator to build team rosters and ensure standards are met.
  - e. Work closely with the District Registrar (e.g. Submitting transfers, over/underage players).
  - f. Work with registrars of associations where there are shared teams to ensure registration requirements are met.
  - g. Complete any Registrar training and/or information sessions recommended by BC Hockey.



6. Referee in Chief shall:

- a. Coordinate dates for the referee zone clinics with an EK Rules committee member (EKRCM). Ensure certified instructors and resources are found. Book facilities and ice time as required.
- b. Provide encouragement and coaching to on-ice officials through formal and informal evaluations. Coaching officials between periods and after games if qualified to do so.
- c. Develop and promote on-ice officials to increasing game levels based on their ability.
- d. Suggest names of emerging officials for minor clinics and assignments, including KIJHL.
- e. Work with the EVMHA referee coordinator and FMHA in ASSIGNR to develop and challenge on-ice officials with assignments.
- f. Act as co-administrator for the EVMHA/FMHA joint ASSIGNR account for on-ice officials' weekly assignments.
- g. Work with the referee coordinator to determine the Official of the Year and the Official of the Month. Present award(s) to the official(s).
- h. Email all EVMHA officials any communications from BC Hockey, such as WHL development series monthly emails.
- i. In conjunction with the EKRCM, reward EVMHA on-ice officials with provincial assignments.
- j. Resolve disputes and/or convene the discipline committee as the chair in cases of parents or players violating code of conduct policies.
- k. Discipline of on-ice officials when required.
- l. Work with the Referee Coordinator to recruit new officials and retain current officials for each season.
- m. Track and log any listing of EVMHA owned referee equipment.
- n. Recruit new officials and retain current officials for each season.
- o. Complete an annual review of game fees paid to EVMHA on-ice officials and recommend increases when necessary.

7. The Bench Staff Coordinator shall:

- a. Coordinate the development of a system at all levels within the Society to promote the development of team officials and parents through training programs and clinics in conjunction with BC Hockey.
- b. Ensure all bench staff have the proper certification and training, including current criminal record checks.
- c. Maintain proper registration of bench staff with the Registrar of the Society.
- d. Ensure all coaches receive all information from our governing bodies and establish a system of dispersing that information in a timely fashion.
- e. Be the chairperson of the Appeals Committee.
- f. Be the chairperson of the Bench Staff Selection Committee.

8. The Equipment Manager shall:
  - a. Ensure all of the Society's equipment is in good repair and keep an inventory of such;
  - b. Purchase equipment for the Society as needed within the budgeted amounts for the season.
  - c. Disperse and collect team jerseys each season.
9. The Risk Manager shall:
  - a. Ensure an Emergency Action Plan is in place for the Society's teams and members.
  - b. Perform bi-annual arena safety inspections.
    - i. Report findings to the executive.
    - ii. Follow up with any concerns until the issues have been addressed or resolved.
  - c. Maintain an updated executive duties handbook.
    - i. This should include any responsibilities that are over and above those listed in the bylaws, changes as needed to complete the Society's business.
  - d. Ensure that the Society adheres to and has implemented a Harassment Policy, Dressing Room Policy, and Social Media Policy.
  - e. Work closely with the Bench Staff Coordinator to ensure all members have the required certifications for their positions.
  - f. Ensure all of the procedures set out by the EVMHA governing bodies have been completed.
10. The Fundraising Coordinator shall:
  - a. Ensure all teams/organizers are following the gaming rules as well as the fundraising 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 fundraisers of the Society, delegating to appropriate members who would then assist with the fundraiser.
  - d. Be responsible for updating and maintaining the EVMHA Home Tournament Manual.
11. Half Ice Coordinator shall:
  - a. Work with the U7 and U9 managers to create and organize exhibition games against neighbouring associations.
  - b. Ensure that Initiation, U7, and U9 managers are familiar with the half-ice and cross-ice rules set by the EKMHA. This includes but is not limited to, travel permits, rules for gameplay, etc.
  - c. Organize awards for the Initiation, U7, and U9 divisions (e.g., Supersport awards, year-end awards).
  - d. Work with the Special Events and Public Relations Coordinator to prepare for and attend community events to advertise and promote EVMHA programs.

12. The Special Events and Public Relations Coordinator shall:

- a. Ensure that the EVMHA has appropriate advertising for both arenas and all teams.
- b. Work with the Half Ice Coordinator to prepare for and attend community events to advertise and promote EVMHA programs.
- c. Ensure that articles in the press, media, and webpages are accurate as to the facts of the topic.
- d. Ensure an extensive monthly calendar is online for teams to put all games on.
- e. Ensure that reminders for monthly meetings have been posted online.
- f. Advertise online and/or by press for the Society for any Special Meetings, Annual General Meetings, etc.
- g. Keep the EVMHA website and social media platforms current and relevant with Society information.
- h. Coordinate the Society's special events, such as Minor Hockey Week, the year-end banquet, trophies, pictures, volunteer of the month, and the scholarship program.

13. 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 arena's governing district.
- 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. Use the East Kootenay tournament formats to create the tournament schedules for any East Kootenay tiering and banner competitions hosted by the EVMHA.

14. Player Development Coordinator shall:

- a. Provide access to resources for skating and puck skill development.
- b. Provide access to resources to ensure proper and safe use of off-ice and on-ice athletic development equipment.
- c. Provide access to qualified off-ice programming in coordination with the current Canadian LTAD Model (Long-Term Athletic Development).
- d. Organize and manage player evaluations and tryouts. This includes:
  - i. Scheduling tryouts, securing evaluators, collecting player feedback and communicating evaluation results.
  - ii. Working with FMHA for combined teams.
  - iii. Working with the Bench Staff Coordinator to ensure everyone involved with evaluations or tryouts has the proper certifications.
  - iv. Working with coaches and evaluators to ensure a fair and transparent selection process.

15. Female Development Coordinator shall:

- a. Organize delivery of the Female Hockey Model.
- b. Chair the Female Sub Committee.
- c. Create annual female goals.

- d. Run the Facebook page Elk Valley Wild Girls Hockey.
- e. Promote anything “girls” hockey and inform parents of things available for girls in hockey.
- f. Work with the treasurer to maintain and provide a budget for the female program for all targeted funds from BC Hockey grants and registration for female targeted events.

16. The Directors (2) shall:

- a. Be assigned duties as required by the Executive Committee. Directors will fill vacant executive positions as required or may act as assistants in other executive positions. The President can assign these positions as needed.

Bylaw Seven- Executive Meetings

- 1. Frequency
  - a. Executive meetings will be held monthly of the Society, for at least ten (10) of the twelve (12) months of the year.
  - b. Meetings can be online or in person, alternating between Sparwood and Elkford.
- 2. Quorum Requirements
  - a. The quorum for executive meetings shall consist of 50% +1 of the total voting board members.
- 3. Voting Procedures
  - a. Voting shall be conducted on a majority rule basis 50% +1 of votes cast in person.
  - b. Each Executive Committee member shall be entitled to one vote at all meetings. Should a member hold two (2) positions on the Executive Committee, they will be entitled to one (1) vote only.
  - c. In the event of a tie, the President shall cast the deciding vote. If the President is absent or has a conflict of interest, the Vice President shall cast the deciding vote.

Bylaw Eight- Special Meetings

- 1. The President, any two (2) members of the Executive Committee, or ten (10) percent of the membership, may call a Special Meeting of the Executive Committee for any purpose deemed necessary.
- 2. Special Meetings require a minimum of forty-eight (48) hours’ notice.
- 3. The quorum for a special meeting is 15 voting members.
- 4. Voting shall be conducted on a majority rule basis (50% +1 of votes cast).
- 5. In the event of a tie, the President shall cast the deciding vote. If the President is absent or has a conflict of interest, the Vice President shall cast the deciding vote.

Bylaw Nine- Standing Executive Committee: Finance

- 1. The Standing Finance Committee, hereby referred to as the SFC, shall consist of the President (who shall Chair), the Treasurer, and two other executive members who are awarded signing authority by a majority vote of the executive membership.

2. The other members of the SFC shall be responsible for supporting the treasurer in 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 or electronic transfer, signed by the two (2) authorized signing officers of the Society. If two officers have a personal relationship or reside at the same address, 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 Ten- 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 to 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) days 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 Eleven- Standing Executive Committees: Appeals

1. The Standing Appeals Committee shall:
  - a. Be chaired by the Bench Staff 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). The 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. New evidence that was not presented at the hearing has become available, which may impact the decision.
    - ii. Evidence that due process was not followed.
    - iii. The decision of the hearing was too severe.
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 BC Hockey.
  - c. Appeal to Hockey Canada.

### Bylaw Twelve- 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.