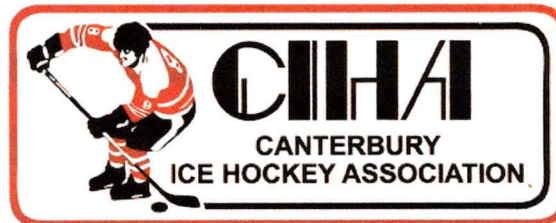


# Constitution of the Canterbury Ice Hockey Association Incorporated



Updated 13<sup>th</sup> March 2021

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Thomas Fontaine, President

  
Jill Boul, Secretary



Alison Reid, Vice President



Phillipa Scotter, Treasurer

## 1. NAME

- 1.1. The name of the Society is the Canterbury Ice Hockey Association Incorporated (in these Rules referred to as "CIHA").
- 1.2. At the discretion of the Committee, a sponsor's name may be shown as "sponsored by" for publicity and sponsor identity.

## 2. DEFINITIONS

In these Rules, unless the context requires otherwise, the following words and phrases have the following meanings:

**Act** means the Incorporated Societies Act 1908 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

**Annual General Meeting** means a meeting of the Members of CIHA held each year which, among other things, will receive and consider reports on CIHA's activities and finances.

**CIHA** means Canterbury Ice Hockey Association Incorporated.

**Clear Days** means complete days, excluding the first and last named days (for instance, excluding the date a Notice of meeting is posted or sent to Members and the date of the meeting).

**Committee** means the Executive Officers elected or otherwise appointed to govern CIHA.

**Executive Officer** means an Officer of the Committee with voting rights on the Committee.

**General Meeting** means either an Annual General Meeting or a Special General Meeting of the CIHA.

**In good standing** means having paid a CIHA membership fee, with no overdue fees owed to CIHA, and not subject to any form of sanction, suspension, or disciplinary censure.

**Member** means a person properly admitted to CIHA who is in good standing.

**Non-Executive Officer** means an Officer appointed to a position by the Committee who does not have voting rights on the Committee.

**Notice** includes any notice given by post, courier, or email; and the failure for any reason of any Member to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

**Officer** means a Member who acts in an official capacity on behalf of CIHA and is an Executive Officer or Non-Executive Officer.

**Rules** means this constitution and all rules including appendices, bylaws, and subsequent amendments.

**Simple majority** means more than half the votes cast.

**Special General Meeting** means a meeting of the Members, other than an Annual General Meeting, called for a specific purpose or purposes.

## 3. PURPOSES

- 3.1. CIHA is established as a charitable entity for charitable purposes (including any purposes ancillary to those charitable purposes), namely:

- 3.1.1. To initiate, organise, conduct, promote, and foster the sport of ice hockey and make it accessible to all ages and skill levels in the Canterbury region, as recognised by the New Zealand Ice Hockey Federation Incorporated (hereafter referred to as the “NZIHF”).
  - 3.1.2. To initiate, organise, conduct, and promote programs designed to develop the skills of its players, coaches, and officials.
  - 3.1.3. To foster and encourage positive sporting behaviour and fair play.
  - 3.1.4. To make bylaws for the control of the sport and its administration in the Canterbury region.
  - 3.1.5. To be a member of the NZIHF.
- 3.2. Any income, benefit, or advantage shall be used to advance the charitable purposes of CIHA.

#### **4. MEMBERSHIP**

- 4.1. CIHA shall consist of Members of the following categories:
  - 4.1.1. Junior Member: a player who is under 21 years of age as at midnight 31 December of the current year of registration.
  - 4.1.2. Senior Member: a player who is 21 years of age or older as at midnight 31 December of the current year of registration.
  - 4.1.3. Associate Member: a non-player whose registration has been accepted by the Committee.
  - 4.1.4. Honorary Life Member: person elected in recognition of some outstanding service rendered to the CIHA. Such election shall be at an Annual General Meeting at which the nominee must receive a seventy five (75) percent majority of eligible votes cast.
- 4.2. The Committee shall have the power to limit any class or type of membership and to open waiting lists of persons for all classes or types of membership.
- 4.3. Every applicant for membership must consent to becoming a Member and/or will be deemed to have given consent by virtue of registration in a CIHA program, and shall provide CIHA with Member name and contact details and promptly advise CIHA of any changes to those details.
- 4.4. Any Notice of motion or report may be distributed to Members via any email address that Members have provided to CIHA.
- 4.5. Membership does not confer on any Member any right, title, or interest (legal or equitable) in the property of CIHA.
- 4.6. All Members shall:
  - 4.6.1. Pay all applicable membership fees and subscriptions by the due dates.
  - 4.6.2. Act in accordance with the Purposes, in good faith, and in the best interests of CIHA.
  - 4.6.3. Behave in accordance with the Rules, as well as in accordance with generally accepted standards of responsibility, positive sporting behaviour, and fair play. No person shall behave in any way that shall adversely affect the reputation of CIHA or its Members.
  - 4.6.4. Refrain from making any public statement on behalf of CIHA regarding policy, or any other business directly connected with the running and administration of CIHA, without the prior consent of the Committee.
- 4.7. The CIHA reserves the right to refuse to grant membership to any person as a member who has previously brought the game of ice hockey or any other sport into disrepute, or who has demonstrated behaviour or an attitude that runs counter to the Purposes of CIHA.

#### **5. CESSATION OF MEMBERSHIP**

- 5.1. A person shall cease to be a Member upon:
  - 5.1.1. Delivering a letter of resignation to the Secretary.
  - 5.1.2. Dissolution of CIHA.
  - 5.1.3. Expulsion as a result of the process described in 12.6.
  - 5.1.4. Death.

5.2. A person ceasing to be a Member for any reason other than Death shall remain liable for payment of any outstanding fees and charges and for the return of any CIHA property in his or her possession within fourteen (14) Clear Days of membership cessation.

## **6. FEES**

- 6.1. CIHA shall charge membership fees, to be determined by the Committee for the beneficial purposes of CIHA and set no later than sixty (60) Clear Days after the Annual General Meeting, for the category of memberships as defined in 4.1.1, 4.1.2, and 4.1.3.
- 6.2. Honorary Life Members shall not be charged any membership fee.
- 6.3. Any fee charged by the NZIHF shall be charged to the Member for payment by the due date as set by the NZIHF or the CIHA as their agent.
- 6.4. Practice and playing fees shall be determined by the CIHA Committee as required and may include ice time costs, coaching, officiating allowance, and any levy as shall be deemed beneficial to the Purposes of CIHA. These fees shall be due as determined by the CIHA Committee.
- 6.5. Members who do not pay their membership and/or practice and/or playing fees shall not be allowed on the ice for practices and shall not be eligible to enter, or continue to play in, any competitions organised by or under the aegis of the CIHA unless payment is made. The CIHA may instruct a third party to collect any outstanding fees from such Members and charge reasonable fees for debt recovery as determined by the CIHA Committee.
- 6.6. CIHA shall have the power to waive all or part of any Member's fees should special circumstances arise which, in the opinion of the Committee, would warrant such action.

## **7. MEETINGS**

- 7.1. Annual General Meeting
  - 7.1.1. The Annual General Meeting shall be held in the month of November for the purposes of:
    - 7.1.1.1. Receiving of reports of the season's activities.
    - 7.1.1.2. Receiving and adoption of the CIHA accounts.
    - 7.1.1.3. Election of the Executive Officers of the Committee.
    - 7.1.1.4. Appointment of an Auditor who shall be a qualified chartered accountant.
    - 7.1.1.5. Any motions to be considered.
    - 7.1.1.6. General business.
    - 7.1.1.7. Consideration of other business of which at least twenty-eight (28) Clear Days' Notice has been given to the Secretary of the CIHA prior to the meeting date.
- 7.2. Special General Meeting
  - 7.2.1. Special General Meetings shall be called by the Secretary within seven (7) Clear Days upon the written request of:
    - 7.2.1.1. The President; or
    - 7.2.1.2. A majority of the Committee; or
    - 7.2.1.3. Twenty (20) Members in good standing.
  - 7.2.2. A Special General Meeting shall only consider the business listed in the notice convening that meeting. No other correspondence or general business will be discussed thereat.
- 7.3. Annual and Special General Meetings
  - 7.3.1. The Committee shall give all Members at least twenty one (21) Clear Days' Notice of any General Meeting and of the business to be conducted at that General Meeting.
  - 7.3.2. General Meetings may be held at one or more venues using any real-time audio, audio and visual, or electronic communication that gives each Member a reasonable opportunity to participate.

- 7.3.3. If after half an hour of the time appointed for a General Meeting a quorum is not present, the meeting, if convened upon request of Members, shall be dissolved; in any other case it shall stand adjourned to a time and place determined by the Chair with at least three (3) Clear Days' Notice given to Members; and if at such an adjourned meeting a quorum is not present, those present in person or by proxy shall be deemed to constitute a sufficient quorum. Any decisions made when a quorum is not present are not valid, with the exception of an adjourned meeting discussed in this clause.
- 7.3.4. The Chair of the General Meeting may direct that any person not entitled to be present at the Meeting, obstructing the business of the Meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the Chair be removed from the Meeting.
- 7.4. Committee Meetings
  - 7.4.1. The Committee shall meet as required to consider all business relating to the CIHA, but should meet no less than monthly, on average, throughout the year.
- 7.5. Subcommittee Meetings
  - 7.5.1. Subcommittee shall meet as required to consider all business relating to the subcommittee.

## **8. QUORUM**

- 8.1. The quorum for meetings shall be as follows:
  - 8.1.1. General Meeting: twenty (20) Members entitled to vote.
  - 8.1.2. Committee Meeting: five (5) Executive Officers, with each Executive Officer counting as one (1) regardless of how many Officer positions they hold.
  - 8.1.3. Subcommittee Meeting: two (2) Subcommittee members.

## **9. VOTING**

- 9.1. Voting entitlements:
  - 9.1.1. General Meetings:
    - 9.1.1.1. Junior Member: a Junior Member aged 18 or older at the date of the General Meeting shall be entitled to exercise one (1) vote; one (1) parent or guardian of a Junior Member aged under 18 at the date of the General Meeting shall be entitled to exercise one (1) vote on behalf of one (1) Junior Member.
    - 9.1.1.2. Senior Member: shall be entitled to exercise one (1) vote.
    - 9.1.1.3. Associate Member: shall be entitled to exercise one (1) vote.
    - 9.1.1.4. Honorary Life Member: shall be entitled to exercise one (1) vote.
  - 9.1.2. Committee Meeting: each Executive Officer present in person or via telecommunication shall be entitled to one (1) vote.
  - 9.1.3. Subcommittee Meeting: each duly-appointed or elected member of a Subcommittee present in person or via telecommunication shall be entitled to one (1) vote.
  - 9.1.4. A parent or guardian of a Junior Member may cast a vote at a General Meeting on behalf of the Junior Member in accordance with 9.1.1.1 or for themselves, if eligible, but not both.
  - 9.1.5. If a Member aged 18 or over is unable to attend a General Meeting, then the Member may designate, through a written and signed statement delivered to the Secretary prior to commencement of the meeting, another Member to serve as their representative who shall be entitled to vote on behalf of the Member as a general proxy. A Member may serve as a representative for only one Member. Proxy votes are not allowed for Committee and Subcommittee meetings.
  - 9.1.6. No individual shall be entitled to more than one (1) vote. However, an individual may exercise a vote, if so entitled, and also exercise a proxy vote on behalf of another Member in accordance with 9.1.5.

- 9.2. Voting shall be by show of hands, or voice, or if requested by the majority of Members, by secret ballot.
- 9.3. Voting for the election of Executive Officers at the Annual General Meeting shall be by secret ballot unless all Officer positions have less than two (2) nominees.
- 9.4. A simple majority, except for matters covered under these Rules, is required to pass a motion or confirm an election.
- 9.5. In cases of equality of votes cast, the Chair shall have the casting vote.
- 9.6. The Committee shall appoint at least two scrutineers who are not on the Committee to count any votes at General Meetings.
- 9.7. All ballots shall be destroyed within 72 hours after the declaration of an outcome.

## **10. ELECTION OF EXECUTIVE OFFICERS**

- 10.1. At the Annual General Meeting, the Committee shall be formed and be comprised of the following Executive Officers elected by those present and entitled to vote:
  - President (must be a Member since the previous Annual General Meeting)
  - Vice President
  - Treasurer
  - Secretary
  - Director of Administration
  - Director of Marketing & Communication
  - Director of Player & Coach Development
  - League Directors
- 10.2. Nominations for Executive Officers of the Committee shall be:
  - 10.2.1. Open to all Members in good standing with CIHA.
  - 10.2.2. Accepted in writing and any other means that might be determined by the Committee.
  - 10.2.3. Received by the Secretary no later than ten (10) Clear Days before the Annual General Meeting.
  - 10.2.4. Announced to Members with no less than five (5) Clear Days' Notice before the Annual General Meeting.
  - 10.2.5. Not accepted from the floor at an Annual General Meeting unless there are insufficient nominations to fill a position.
- 10.3. A Member may hold two (2), but not more, positions on the Committee, provided at least one (1) of those positions is as a League Director.
- 10.4. An individual shall not be qualified to serve as an Executive Officer if the individual:
  - 10.4.1. Is not a current Member in good standing; or
  - 10.4.2. Is an undischarged bankrupt; or
  - 10.4.3. Is under the age of 16 years; or
  - 10.4.4. Has been convicted of a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961) and has been sentenced for that crime within the last 7 years; or
  - 10.4.5. Is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993; or
  - 10.4.6. Is disqualified from being an officer of a charitable entity under section 31(4) of the Charities Act 2005; or
  - 10.4.7. Is subject to a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.

## **11. APPOINTMENT OF NON-EXECUTIVE OFFICERS**

11.1. The Committee shall appoint Members as Non-Executive Officers to positions that shall be determined by the Committee from time to time and may include:

- General Manager
- Head Coach
- Funding Coordinator
- Health & Safety Coordinator
- Registrar
- Statistician
- Scheduler
- Equipment Manager
- Tournament Manager
- NZIHF Delegates

11.2. A Member may be appointed to more than one position.

11.3. Any Executive Officer may also serve in one or more Non-Executive Officer positions.

## **12. SUBCOMMITTEES**

12.1. The Committee may form and dissolve CIHA Subcommittees.

12.2. Subcommittee members shall be appointed by the Committee.

12.3. Each Subcommittee shall have a minimum of three (3) and a maximum of seven (7) Members. A Subcommittee Chair shall be chosen from this number and be directly responsible to an Officer designated by the Committee.

12.4. There shall be a standing Payment Review Subcommittee, responsible for reviewing CIHA expenditures. No payment shall be issued without approval of the Payment Review Subcommittee.

12.5. There shall be a standing Disciplinary Subcommittee, responsible for disciplinary matters relating to Member rule or conduct violations.

12.6. If the CIHA Committee deems a serious breach of conduct may have occurred that could warrant expelling a Member and/or removing an Executive Officer from the Committee, the Committee shall form an ad hoc Special Disciplinary Committee (SDC) responsible for dealing with such cases according to the following process:

12.6.1. If the Secretary is the subject of the suspected breach, the Committee shall appoint an acting Secretary for the purposes of the SDC.

12.6.2. The Committee may lodge a written complaint with the Secretary about the conduct of a Member within fourteen (14) days of any alleged misconduct. The Committee may extend this time if it thinks such is appropriate.

12.6.3. The Committee shall appoint the SDC consisting of five (5) Members, entitled to vote, and deemed to be fair minded. Members of the Committee shall not be members of the SDC. The SDC shall meet as and when required, with a quorum of three (3).

12.6.4. Upon receipt of the complaint, the Secretary shall call a meeting of the SDC, and shall notify the Member complained against in writing. Such notice shall contain the time and place of the hearing of the SDC, details of the behaviour complained of, and an invitation to the Member complained against to be present at the meeting, or alternatively, to make submissions in writing, as well as advising the Member of the right to be represented. A copy of the notification shall also be sent to the Member(s) who lodged the complaint, with an invitation for them to attend the meeting.

12.6.5. The SDC shall have the following powers:

12.6.5.1. To hear any evidence or submissions that it considers relevant; and

- 12.6.5.2. To decide if any complaint of misconduct is upheld; and
- 12.6.5.3. If any complaint is upheld, to impose upon any Member, one or more of the following penalties of censure, suspension, removal from executive office, or expulsion from CIHA.
- 12.6.6. The SDC shall regulate its own procedure and act in accordance with the principles of natural justice. In particular:
  - 12.6.6.1. The accused must be notified in writing of the accusation against him or her, as per 12.6.4.
  - 12.6.6.2. No Member shall be appointed to the SDC for a matter in which he or she was involved or in relation to which he or she could reasonably be presumed to be biased.
  - 12.6.6.3. The accused has the right to be heard; the right to be present at the hearing; the right to call witnesses; and the right to representation and/or a support person.
- 12.6.7. A Member who is subject to a penalty imposed by the SDC may, within fourteen (14) days of the provision of the decision of the SDC of the penalty, appeal to the Committee. The Committee shall hear the Member's appeal, and the Committee's decision shall be final. The Committee shall regulate its own procedure and act in accordance with the principles of natural justice. A Member may further lodge an appeal to the NZIHF, in accordance with NZIHF policies and procedures.
- 12.6.8. Any Member invited to appear before either the SDC or before the Committee on appeal may be represented by a legal or any other representative.

**13. TERM OF AND REMOVAL FROM OFFICE**

- 13.1. Executive Officer appointments shall expire at the conclusion of the next Annual General Meeting; Non-Executive Officer appointments shall remain unless otherwise reappointed by the Committee.
- 13.2. A CIHA Auditor shall not hold an Officer position.
- 13.3. Any Officer shall be removed from office if they cease to be a Member due to reasons in 5.1.
- 13.4. An Executive Officer who becomes a CIHA paid employee or contractor may continue to serve in their role, but as a Non-Executive Officer without voting rights on the Committee.

**14. VACANCIES**

- 14.1. A vacancy on the Committee may occur due to lack of nomination, resignation, removal, or if an Officer ceases to be a Member.
- 14.2. A vacancy shall not prevent the Committee from carrying out the business of CIHA.
- 14.3. A vacancy on the Committee may be filled by an appointment of a replacement with the consent of a seventy five (75) percent majority of the Committee, providing there is a quorum.
- 14.4. Should vacancy cause the Committee to fall below a quorum in total membership, then a Special General Meeting shall be called immediately to elect sufficient numbers to maintain a quorum.
- 14.5. From the time the Committee falls below quorum strength until the time a quorum is restored, no decision on matters relating to the funds, bylaws, or non-urgent matters will be made.

**15. CHARGES AND POWERS OF THE COMMITTEE**

- 15.1. The Committee shall:
  - 15.1.1. Have full control and management of the affairs of CIHA and enforce the Rules.
  - 15.1.2. Appoint or delegate by resolution any of the powers of the Committee to any Non-Executive Officer or Subcommittee.
  - 15.1.3. Be responsible for the control and investment of the funds and assets of CIHA, set remuneration or honorariums for its Officers, employees, and contractors, consistent with



the Purposes, and approve reimbursement of expenditures incurred and reasonable remuneration for services rendered.

15.1.3.1. No Member or person associated with a Member shall participate or materially influence any decision made by CIHA in respect of the payment to or on behalf of that Member or associated person of any income, benefit or advantage.

15.1.3.2. Any such income paid as per 15.1.3 shall be fair and reasonable and relative to that which would be paid in an arms-length transaction (open market value).

15.1.3.3. As per 12.4, a Payment Review Subcommittee shall have final authority over expenditures.

15.1.4. Be the final appeal authority in any dispute within CIHA jurisdiction including any appeal against the decisions of Disciplinary Subcommittees.

15.1.5. Have the power to suspend or expel members of CIHA, in accordance with the Rules.

15.2. The Committee may delegate to any of its Members, or any other person, any of the powers set out in the Rules upon such terms and conditions as it thinks fit. Notwithstanding the fact of any delegation, the Committee shall remain responsible for the exercise of the power by the delegate as if the power had been exercised by the Committee itself.

15.3. Any question relating to the interpretation of the Rules shall be decided by a simple majority of the Committee whose decision shall be final and binding, provided that such decision, upon a written request from a Member, or of the Committee's own determination, shall be referred to an agreed independent agency for advice.

## **16. FINANCIAL**

16.1. CIHA's financial year shall commence on 1 November of each year and end on 31 October (the latter date being CIHA's Balance Date).

16.2. All sums received on behalf of CIHA shall be transmitted to the Treasurer as soon as practicable, who will also as soon as practicable deposit into the CIHA bank accounts those amounts. All cash received is to be receipted.

16.3. All payments on behalf of CIHA shall be made out of the CIHA banking accounts and the Treasurer shall ensure that such bank accounts shall not be drawn on except in such a manner as the Committee may from time to time determine, although in all cases, a minimum of two (2) authorised signatories who are Executive Officers shall be required after approval of at least three (3) Officers serving on a standing Payment Review Subcommittee.

16.4. Subject to clause 16.5, the Committee shall have the power to borrow money upon such terms and conditions and give such security as it thinks fit provided however that if the amount borrowed exceeds \$15,000 the Committee shall not proceed before first consulting with and obtaining the approval of its Members at a General Meeting. The threshold levy of \$15,000 at the time of the commencement of this clause shall be adjusted each year following the adoption of this constitution in accordance with the movement (if any) of the Consumer Price Index.

16.5. The Committee shall not proceed in any of the following matters before first obtaining the approval of its Members at a General Meeting:

16.5.1. The acquisition or disposal of any real or leasehold property;

16.5.2. Any borrowing exceeding the threshold level for which Member approval is required as provided in clause 16.4.

## **17. COMMON SEAL**

17.1. The Common Seal of CIHA shall be kept by the Secretary and shall not be affixed to any document except by resolution of the Committee and in the presence of any two of the President, Vice President, Secretary, or Treasurer.

## **18. WINDING UP**

- 18.1. CIHA shall be wound up in accordance with the Act.
- 18.2. In the event of the winding up of CIHA, the property and assets of CIHA remaining after payment and discharge of all debts and liabilities of CIHA and the expense of winding up, shall be transferred to an organisation related to the sport of ice hockey as CIHA may determine at a General Meeting.

## **19. ALTERATIONS TO THE CONSTITUTION**

- 19.1. No change to the constitution shall be made to allow private pecuniary gain.
- 19.2. No change to the constitution shall be made to allow funds to be distributed amongst the Members should CIHA be wound up.
- 19.3. This Constitution shall not be altered, added to, or rescinded except with the consent of a seventy five (75) percent majority of Members present and entitled to vote at a General Meeting.
- 19.4. No motion to alter, add to, or rescind this Constitution shall be deemed in order unless the proposed alteration, addition, or deletion shall have been furnished to the Secretary in writing no later than twenty one (21) Clear Days prior to the General Meeting at which it is to be considered.
- 19.5. Amendments may be made from the floor to any proposed alteration, addition, or deletion. An amendment must be proposed and seconded before the original proposal is put to the vote. With the consent of a simple majority of those present and entitled to vote, the amendment will become the motion. Without the consent of a simple majority of those present and entitled to vote, the amendment will be lost and the original proposal will become the motion.

## **20. BYLAWS**

- 20.1. The Committee may create and amend bylaws to advanced CIHA's Purposes, providing they are consistent with the Rules.
- 20.2. Bylaws may be altered, added to, or rescinded by:
  - 20.2.1. A sixty six (66) percent majority vote of the Committee; or
  - 20.2.2. A simple majority vote by those present and entitled to vote at a General Meeting.
    - 20.2.2.1. No motion to alter, add to, or rescind the bylaws shall be deemed in order unless the proposed alteration, addition, or deletion shall have been furnished to the Secretary in writing no later than twenty one (21) Clear Days prior to the General Meeting at which it is to be considered.
    - 20.2.2.2. Amendments may be made from the floor to any proposed alteration, addition, or deletion. An amendment must be proposed and seconded before the original proposal is put to the vote. With the consent of a simple majority of those present and entitled to vote, the amendment will become the motion. Without the consent of a simple majority of those present and entitled to vote, the amendment will be lost and the original proposal will become the motion.

## **APPENDICES TO THE CIHA RULES**

### **APPENDIX A: DUTIES OF OFFICERS**

#### **All Officers shall:**

- Be Members in good standing.
- Act in good faith and in the best interests of CIHA and its Purposes.
- Perform duties relating to their position, as required by the Rules, for the betterment of CIHA.
- Ensure that in their areas of responsibility they have capable persons and Subcommittees who will report directly to them, if required.
- Be entitled to attend any meetings of Subcommittees covered by their responsibilities.
- Recuse themselves from any vote or decision in matters that, in the eyes of a fair-minded and fully-informed observer, would be considered to present a conflict of interest and impair the Officer's ability to make an impartial vote or decision.
- Upon vacancy of their position, pass over all CIHA records to the incoming Officer within seven (7) Clear Days of the appointment of the new Officer.
- Report to all Committee and General Meetings on their area of responsibility, if they are Executive Officers.

#### **President shall:**

- Chair General Meetings and Committee Meetings.
- Perform all the duties usually pertaining to the Office of the President including the general management and supervision of CIHA.
- Be entitled to attend and speak at all meetings of Subcommittees, but be without voting rights if not a duly appointed member of the Subcommittee.

#### **Vice President shall:**

- In the absence of the President, assume all the powers and duties of the President.
- Chair a standing Disciplinary Subcommittee.

#### **Treasurer shall:**

- In the absence of the President and the Vice President, assume all the powers and duties of the President and the Vice President.
- Keep books of accounts showing the true financial position of CIHA.
- Receive, receipt, and deposit all monies or valuables in the name of CIHA in such bank accounts as designated by the Committee.
- Issue invoices or statements of accounts to Members for all sums due to CIHA.
- Make all payments or reimbursements for amounts due to creditors that are approved by the Committee
- On the Balance Date, close and balance the books of account of CIHA for auditing and presentation at a General Meeting.
- Preside over any Subcommittee established for financial purposes.
- Procure auditing of the books on annual basis.
- Support funding applications.

**Secretary shall:**

- Keep a record of all minutes for General Meetings and Committee Meetings.
- Establish and maintain a Register of those present and entitled to vote prior to the commencement of each meeting at which the Secretary is responsible for the minutes.
- Hold an up-to-date copy of a Register of Members containing each Member's information as provided by the Director of Administration and prescribed by the Act.
- Send out all notices of meetings and minutes, conduct all related correspondence, and keep records of these documents.
- Supervise the nominations to any vacancy to any Officer or Subcommittee position.

**Director of Administration shall:**

- Be responsible for the supervision of registrations, statistics and ice-time scheduling.
- Be responsible for maintaining and making available all CIHA policies, rules, procedures, and forms.

**Director of Marketing & Communication shall:**

- Be responsible for driving new membership registrations, seeking sponsorship, creating public awareness through the media, sending newsletters and other such communications to Members, and maintaining the CIHA website.

**Director of Player & Coach Development shall:**

- Be responsible for oversight of ice hockey player and coaching development strategy.
- Facilitate the appointment and review of CIHA representative team coaches and managers.
- Serve as a member of the Disciplinary Subcommittee and Chair the Disciplinary Subcommittee in the absence of the Vice President.

**League Directors:**

- Leagues will be determined by the Committee from time to time.
- There will be a League Director of each league represented on the Committee.
- League Directors shall focus on the betterment of their league and be responsible for the promotion, recruitment, planning, execution, and supervision of activities within the league.
- A League Director shall serve as an ex-officio member of the League's management committee, if such exists, unless otherwise decided by that League's management committee.

# Canterbury Ice Hockey Association Bylaws

Updated 13<sup>th</sup> March 2021

**13.03.2021**

## **CODE OF CONDUCT**

Members shall abide by a CIHA Code of Conduct, which shall be made available to all Members via the CIHA web site and/or other means determined by the Committee to be accessible by all Members. The Code of Conduct shall be treated as a Bylaw and subject to the Bylaws section contained in the Rules.

**13.03.2021**

## **LEAGUE DEFINITIONS**

The following shall be the CIHA “Leagues” for purposes of the Rules, each of which shall have an elected or appointed League Director. As per the Rules, Leagues will be determined by the CIHA Committee from time to time, consistent with CIHA Purposes.

- Seniors’ League
- Learn To Play (all ages)
- Youth U9/U12 Leagues
- Youth U15/U18 Leagues
- Women’s League
- Masters’ League
- Women’s Representative Teams (e.g., Devilettes)
- Men’s Representative Teams (e.g., Red Devils, U21)

**13.03.2021**

## **CIHA INTERIM COMMITTEE**

There is an interim period between adoption of the Rules and the time a new Committee can be formed in accordance with the Rules. In this interim period, an Interim Committee (IC) shall be responsible for the management of CIHA as follows:

- The CIHA Committee at the time the Rules are adopted shall immediately become the IC.
- The IC shall be comprised of 11 Members who are representative delegates of leagues, in accordance with the CIHA Constitution (20<sup>th</sup> April 2011), as follows:
  - Seniors’ League: 4 delegates
  - Minors’ League: 3 delegates
  - Women’s, Masters’, Devilettes, Red Devils: 1 delegate each
- Casual vacancies on the IC shall be filled by the league represented by the outgoing Member.
- The IC members shall elect Executive Officers (shown in Rules 10.0) from amongst the IC members. An IC member may hold two (2), but not more, positions on the Committee, provided at least one (1) of those positions is as a League Director.

- Each IC member shall be entitled to one (1) vote on the IC, regardless of number of positions held.
- The IC may appoint a non-IC Member to serve as an interim Executive Officer, but such a Member shall be without voting rights on the IC.
- In all other ways, the Rules shall take effect.
- The IC shall permanently dissolve upon election of a new Committee in accordance with the Rules, and the “CIHA Interim Committee” section of the bylaws shall be removed from the Rules.