



**SINEAD O'CALLAGHAN**

# **BYLAWS OF TRI CITIES FEMALE ICE HOCKEY ASSOCIATION**

*Adopted by Special Resolution on May 13th, 2025  
In accordance with the Societies Act of British Columbia*

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## **PART 1 – DEFINITIONS AND INTERPRETATION**

### **1.1 Definitions**

In these Bylaws:

- a. "Act" means the *Societies Act* of British Columbia as amended from time to time.
- b. "Association" means Tri-Cities Female Ice Hockey Association.
- c. "Board" means the Board of Directors of the Association.
- d. "Bylaws" means the bylaws of the Society as filed in the office of the Registrar.
- e. "Code of Conduct" means the code of conduct for Members established by the Executive from time to time.
- f. "Director" means those persons who have become directors in accordance with these Bylaws and have not ceased to be directors.
- g. "Executive Resolution" means:
  - (i) a resolution passed at a duly constituted meeting of the Executive by a simple majority of the votes cast by those Directors who are present and entitled to vote at such meeting; or
  - (ii) a resolution that has been submitted to all Directors and consented to in writing by 75% of the Directors who would have been entitled to vote on the resolution in person at a meeting of the Executive, and a resolution so consented to is deemed to be a resolution passed at a meeting of the Executive.
- h. "Executive" means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society.

- i. "General Meeting" means any annual general meeting and any special or extraordinary general meetings of the Society.
- j. "Guardian" means guardian as that term is defined in the Family Law Act, S.B.C., ch. 25, as amended from time to time.
- k. "Members" means those Persons who are, or who subsequently become Members of the Society in accordance with these Bylaws and, in either case, have not ceased to be Members.
- l. "Ordinary Resolution" means:
  - (i) a resolution passed at a General Meeting by the Members by a simple majority of the votes cast in person, or
  - (ii) a resolution that has been submitted to the Members and consented to in writing by 2/3rd of the Members who would have been entitled to vote on the resolution in person at a General Meeting of the Society, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a General Meeting.
- m. "Parent" means a Person who is the natural parent, adoptive parent or legal guardian of a Player under age 19, or the married or common law spouse of such Person.
- n. "Player" means a Person who is duly registered in a hockey program of the Society.
- o. "President" means the Person currently appointed or elected to the office of president of the Society in accordance with these Bylaws.
- p. "Societies Act" means the Societies Act of British Columbia and regulations thereto from time to time in force and all amendments to it.
- q. "Special Resolution" means:
  - (i) a resolution passed at a General Meeting by a majority of not less than 2/3rd of the votes of those Members who, being entitled to do so, vote in person;
    - a. of which the notice that the Bylaws provide, and not being less than 14 days notice, specifying the intention to propose the resolution as a Special Resolution has been given.
    - b. if every Member entitled to attend and vote at the meeting agrees,
      - (i) at a meeting of which less than 14 days notice has been given, or

- (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a General Meeting of the Society, and a resolution so consented to is deemed to be a Special Resolution passed at a General Meeting of the Society.

## **1.2 Societies Act Definitions Apply**

Except as otherwise provided, the definitions in the Societies Act apply to these Bylaws and the Constitution.

## **1.3 Plural and Singular Forms**

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

## **1.4 Gender**

In these Bylaws, words in one gender include all genders.

## **1.5 Executive May Determine Ambiguity**

The Executive may determine or resolve any ambiguity or doubt in the interpretation of any provision of these Bylaws or any rule or regulation established by the Society, and the determination of the Executive shall be final.

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# **PART 2 – MEMBERSHIP**

**2.1** The members of the Society are those Persons who are Members in good standing on the date these Bylaws come into force and those persons who have subsequently become members in accordance with the bylaws of the Society and who have not ceased to be members.

**2.2** All members are obligated to:

- a. uphold the Constitution and adhere to these Bylaws and the Policies of the Association as may be adopted from the Executive from time to time;
- b. abide by the Code of Conduct; and
- c. further and not hinder the mission and purpose of the Association.

**2.3** All members in good standing are entitled to:

- a. receive notice and attend all General Meetings;
- b. propose Ordinary or Special Resolutions in accordance with the Act and/or these Bylaws;

- c. make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- d. exercise a vote on matters for determination at a General Meeting;
- e. nominate Members in Good Standing for election as a Director; and
- f. hold office as a Director or elected officer of the Society.

**2.4** The following persons may be Members if they are:

- a. a parent or legal guardian of a child whose application for registration and playing privileges has been accepted by the Executive provided that such membership shall be limited to a maximum of two parents/legal guardians per child, it being understood that a member having more than one child registered in the Society's hockey programs shall have no greater rights as a member in the Society than a member having only one child so registered; or
- b. a Person aged 19 or older whose application for registration and playing privileges is accepted by the Executive; or
- c. any person who does not otherwise qualify for membership who:
  - i. has made application by written notice to the Secretary to be admitted as a member under this provision; and
  - ii. during the twelve (12) month period preceding such application has performed any volunteer service in furtherance of the purposes of the Society; and
  - iii. whose application for membership has been accepted by the Executive and whose membership has not at any time ceased.

**2.5** A Member ceases to be a member:

- a. on June 30th in each year unless an application for playing privileges has been made to the Society for the next playing season in accordance with these Bylaws (and, in which in the case of an application for a child, the member has been identified as the parent or legal guardian of such child) and such application has been accepted by the Executive; or
- b. by delivering their resignation in writing to the Secretary; or
- c. where the member's child player, or in the case of an adult player, is no longer participating in the Society's hockey programs as a result of the child being released in accordance with the rules and regulations of Hockey Canada ("HC"), British Columbia Amateur Hockey Association ("BCAHA"), Pacific Coast Amateur Hockey Association ("PCAHA") and/or such other association of which the Society is a member or with which it is affiliated; or
- d. on being expelled.

**2.6** A Member may be expelled by resolution of the Executive where the Executive has received a recommendation from the Disciplinary Committee to expel the member, provided that the member who is the subject of the proposed expulsion resolution is

given an opportunity to be heard at the meeting of the Executive prior to the resolution to expel being voted upon.

- 2.7** The Executive shall have the power, by a vote of three quarters (3/4) of those present at a duly convened meeting, to suspend a member whose conduct shall have been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the Society, or who willfully commits a breach of the Constitution or Bylaws of the Society, provided that the member who is the subject of the proposed suspension shall have been given an opportunity to be heard at the meeting of the Executive prior to the resolution to suspend being voted upon.
- 2.8** All members are in good standing except a member who has been expelled, suspended, has a debt owing to the Society, or who is wrongfully in possession of Society property.
- 2.9** A member not in good standing forfeits all rights, privileges, claims and interests accorded a member of the Society.
- 2.10** A player whose parent or legal guardian is expelled shall forfeit all playing privileges and shall forthwith return to the Society their player jersey and any equipment owned by the Society.
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## **PART 3 – PLAYER ELIGIBILITY AND REGISTRATION**

- 3.1** A parent or legal guardian of a child or an adult wishing to play hockey in the Society's hockey programs for the next playing season must, at the date and time established by the Executive on an annual basis:
- a. complete and sign the player application in the form approved by the Executive and/or complete other registration process from time to time as deemed by the Executive;
  - b. make payment of the player registration fee or charge established by the Executive on an annual basis and any other fees or charges that the Executive may establish from time to time for new, renewal, or late registrations; and
  - c. make payment of any outstanding amounts due to the Society, and return all property of the Society.
- 3.2** Notwithstanding any of the provisions of Article 3.1. the Executive has the full power and discretionary authority not to accept an application for playing privileges, where:
- a. available ice time or other resources of the Society, or such other consideration that the Executive deems reasonable or appropriate in the circumstances, requires that the Society limit the number of persons accepted for playing privileges; or

- b. the adult player or the parent or legal guardian of the child player has been expelled or is suspended as a member of the Society; or
- c. the person is not eligible as a player in the Society's hockey programs because of a bylaw, rule, regulation or directive of HC, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated; or
- d. it is not satisfied that the person is a bona fide resident of Coquitlam, Port Coquitlam, or Port Moody based upon the criteria set forth in the rules and regulations of the CHA, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated and the Society is not otherwise bound to accept the application for playing privileges pursuant to a bylaw, rule, regulation, exemption, permission, directive or other authorization of the HC, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated; or
- e. the number of available player positions is limited and the child failed or refused to participate in the Society's hockey program at any time during the previous season for reasons other than a valid medical condition; or
- f. the number of available player positions is limited and prior to the application the child or adult applicant sought and received a release from the Society whether or not such release has been approved by PCAHA, BCAHA, CHA; or
- g. the number of available player positions is limited and a refund of the whole or part of the registration fee for the previous season was sought by the parent or legal guardian of the child or the adult applicant.

**3.3** Upon the Executive accepting the application for playing privileges the person named shall become a player in the Society.

**3.4** If the Executive rejects the application for playing privileges for reasons set forth in Article 3.2, d. the parents of the child applicant or the adult applicant shall be given an opportunity at the next regularly scheduled meeting of the Executive to show cause why the application should be accepted.

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## **PART 4 – DIRECTORS**

**4.1** The directors shall be solely responsible for managing and supervising the affairs of the Society, as set forth in the rules and regulations of the HC, BCAHA, PCAHA and/or such other association of which the Society is a member or with which it is affiliated including the establishment of:

- a. player try-out and selection policies and procedures;
- b. coach selection policies and procedures;
- c. ice time schedules and allocations;

- d. policies and procedures regarding the selection and team placement of players and coaches;
- e. policies and procedures regarding safety, including the proper equipment to be worn by players, provided that such policies and procedures are not inconsistent with those of the CHA, BCAHA, or the PCAHA or any other association of which the Society is a member or with which it is affiliated; and
- f. may exercise all the powers and do all the acts and things that the Society may exercise and do, subject to:
  - i. all laws affecting the Society;
  - ii. these bylaws;
  - iii. any rules, not being inconsistent with these bylaws, which are made from time to time by the Society in a general meeting, provided that no rule made by the Society in a general meeting invalidates a prior act of the directors that would have been valid if that rule had not been made.

**4.2** No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Society.

**4.3** Each director of the Society shall assume office on the express understanding and condition that the Society shall indemnify them and their heirs and personal representatives from time to time and at all times against all costs, charges, expenses, and damages whatsoever which such director sustains or incurs in or as a result of any civil, criminal, or administrative action, suit, or proceeding by reason of them being or having been a director, including an action brought against the Society, if they acted honestly and in good faith with a view to the best interests of the Society and in the case of a criminal or administrative action or proceeding, if they had reasonable grounds for believing their conduct was lawful, and the Executive shall have the power and authority to purchase and maintain such insurance coverage as may be reasonably necessary to assure to each director such indemnity.

**4.4** The Society shall have such number of directors as determined and fixed by the membership at the annual general meeting, consisting of the following officers:

- President;
- First Vice-President
- Second Vice-President
- Third Vice-President
- Treasurer
- Secretary

together with Coordinators having one or more of the following responsibilities and/or functions:

- Equipment Manager

- Goalie Coordinator
- 7 Division Coordinators
- Other Executive positions as the Directors may propose for election.

- 4.5** The Officers and Coordinators who are elected at a general meeting or who are appointed to fill a vacant office shall comprise the Directors of the Society and the Directors of the Society shall comprise the Executive.
- 4.6** Nominations for vacant offices and coordinator positions will be accepted by the Secretary who will post for member review. Nominations will be accepted up to 48 hours prior to the Annual General Meeting. In the event there are three (3) or more persons nominated for any officer or coordinator position, the successful candidate shall be required to poll at least 50% of the total votes cast, and if necessary, successive votes shall be held whereby the nominee receiving the least votes shall be dropped until a nominee shall have the required votes.
- 4.7** No person shall be eligible for election as an officer or coordinator unless he is a member of the Society in good standing.
- 4.8** The officers shall each be elected for a two (2) year term of office. The President, Second Vice-President, and Secretary shall be elected in odd numbered years and the First Vice-President, Third Vice-President, and Treasurer shall be elected in even numbered years. The coordinators shall be elected for a term of one (1) year. Any casual vacancy occurring on the Executive may be filled by the directors from the members of the Society who are in good standing, but any member so chosen shall retain office only until the conclusion of the next annual general meeting of the Society, but is eligible for election at the annual general meeting.
- 4.9** A director may be removed from their office prior to the expiration of their term by:
- a. special resolution from the members who may then elect another director to serve during the balance of the term; or
  - b. special resolution of the Executive passed by a minimum of 2/3rds of sitting Board Directors.
- 4.10** A director being removed from their office by a resolution of the Executive pursuant to Article 4.9 b. has the right to requisition a general meeting of the Society for the purpose of reviewing the removal of office, such meeting to be held at such place as the Executive shall determine, within 28 days of the member's compliance with Article 2.10.
- 4.11** The director shall be given the opportunity to be heard at the general meeting prior to the expulsion being voted upon.
- 4.12** If the Executive order removing the director is ratified by ordinary resolution of the membership at a duly convened general meeting, the monies paid by the member



pursuant to Article 2.9 b. shall be forfeited, and if the said order is not ratified, such monies shall be refunded to the member.

- 4.13** The directors may delegate any of their powers to committees consisting of such member or members of the Society as they think fit or as the President may appoint. Any committee so formed shall in the exercise of the power so delegated, conform to any terms of reference or regulations as may be imposed on them by the Executive. The chairman of each committee so appointed shall be required to attend Executive meetings upon request and to report plans which must be approved by the Executive.
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## **PART 5 – DUTIES OF DIRECTORS**

### **5.1 The President shall**

- a. preside at all general meetings of the Society and of the Executive;
- b. act as the official representative of the Society and attend all meetings as such;
- c. be the chief executive officer of the Society and supervise the other officers and coordinators in the execution of their duties;

### **5.2 The First Vice-President shall**

- a. perform the duties of the President in their absence;
- b. have such other duties as may be assigned by the President or the Executive from time to time.

### **5.3 The Second Vice-President shall**

- a. perform the duties of the First Vice-President in their absence;
- b. coordinate the selection of coaches;
- c. plan and supervise training programs for coaches and ensure that all are qualified at appropriate levels;
- d. act as a liaison between members and coaches in conjunction with the vice-presidents and/or division coordinators in resolving disputes;
- e. have such other duties as may be assigned by the President or the Executive from time to time.

### **5.4 The Third Vice-President shall**

- a. perform the duties of the First Vice President or Second Vice-President in their absence;
- b. deal with and report any activity or concerns relating to or regarding safety, harassment or disputes

- c. deal with and report any activity or concerns relating to or regarding liability coverage
- d. have such other duties as may be assigned by the President or the Executive from time to time.

**5.5 The Treasurer shall**

- a. be responsible for keeping financial records, including books of account as are necessary to comply with the Society Act;
- b. render financial statements to the Executive, members and others as required;
- c. ensure all monies to the credit of the Society are deposited in a chartered bank, credit union or trust company;
- d. apply for all grant applications on behalf of the Society.
- e. perform any other duties to be assigned.

**5.6 The Secretary shall**

- a. be responsible for giving notification of meetings of the Society and Executive;
- b. prepare and retain custody of minutes or proceedings of the annual general meetings, extraordinary general meetings, Executive meetings, and any other meetings of the Society;
- c. be responsible for all correspondence of the Society and any other related duties;
- d. file such reports, resolutions and other documents as may be required by the Society Act;
- e. shall perform any other duties to be assigned.

**5.7 The Equipment Manager shall**

- a. be responsible for the purchase, maintenance, and repair of all the Society hockey equipment excluding goalie equipment;
- b. issue Society equipment to each division and keep an accurate record of the assignment of such equipment;
- c. ensure that all equipment aside from goalie equipment is returned to the Society at the conclusion of each playing season.
- d. shall perform any other duties to be assigned.

**5.8 The Goalie Coordinator shall**

- a. be responsible for the purchase, maintenance, and repair of all the Society goalie equipment;
- b. issue Society goalie equipment to each goalie and keep an accurate record of the assignment of such equipment;
- c. ensure that all equipment is returned to the Society at the conclusion of each playing season.
- d. coordinate and liaison with goalie development providers as necessary

- e. create and manage goalie development opportunities for our Society
- f. shall perform any other duties to be assigned.

**5.9 The Division Coordinators shall**

- a. have general responsibility for the organization of teams, coordination and allocation of players among teams, and the scheduling of games;
- b. make recommendations to the Executive for coaches within their divisions;
- c. ensure that each coach and/or manager of teams within the division are aware of the by-laws, rules and regulations of the Society and to ensure that such by-laws, rules and regulations are enforced.
- d. attend any PCAHA meetings relating to their respective divisions as required;
- e. perform any other duties to be assigned.

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## **PART 6 – MEETINGS**

**6.1** The Annual General Meeting of the Society shall be held in compliance with the Societies Act regulations and before May 31st.

**6.2** General meetings of the Society shall be held at such time or times and at such place as the Executive shall determine.

**6.3** A quorum for all General meetings shall consist of at least 50 members, including the Executive. Unless a quorum is present at a general meeting, no business other than the adjournment or termination of the meeting shall be conducted.

**6.4** If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- a. in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- b. in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

**6.5** The order of business at a general meeting is as follows:

- a. elect an individual to chair the meeting, if necessary;
- b. determine that there is a quorum
- c. approve the agenda
- d. approve the minutes from the last general meeting

- e. deal with unfinished business from the last general meeting;
- f. if the meeting is an annual general meeting,
  - i. statements,
  - ii. previous annual general meeting,
  - iii. elect or appoint directors
- g. deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h. terminate the meeting

- 6.6** At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.
- 6.8** The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 6.9** A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.
- 6.10** Every member in good standing present is entitled to one vote.
- 6.11** Each member of the Society entitled to vote at a general meeting may appoint a proxy holder to attend and act at the meeting in the manner, to the extent and with the powers conferred by the proxy.
- 6.12** A proxy for a general meeting must be received in writing or through electronic delivery as specified in the notice calling the meeting, at least 2 business days before the day of the meeting.
- 6.13** A proxy is valid for only 1 meeting or adjournment thereof.
- 6.14** A proxy holder must be a member of the Society or a duly-appointed representative of a member.
- 6.15** Executive Committee meetings shall be held as required, with a recommendation of one (1) per month. The Executive Committee may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 6.16** A quorum of any Executive Committee meeting shall consist of a majority of the Executive holding office at the time of the meeting. A resolution of the Executive shall be passed by a simple majority of votes.

- 6.17** A director may participate in a meeting of the directors by telephone or other communications medium if all of the persons participating in the meeting, whether by telephone, by other communications medium or in person, are able to communicate with each other.
- 6.18** Voting at a directors meeting by mail or other means of communication, including electronic forms, e-mail or other electronic means, is permitted under these Bylaws in such form and manner as the directors may determine from time to time.
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## **PART 7 – BANKING AND FINANCES**

- 7.1** Accounts shall be kept in the name of the Society at a bank, credit union, or trust company selected by the Executive.
- 7.2** All Society cheques shall be signed by two signing officers who shall be any two of the President, 1st Vice President or Treasurer of the Society.
- 7.3** The fiscal year of the Society shall be Jun 1- May 31st.
- 7.4** The Society shall not borrow money unless first authorized by a special resolution.
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## **PART 8 – GENERAL**

- 8.1** The Society shall maintain affiliation with the BC Hockey and the PCAHA as the Executive deems it expedient or appropriate.
- 8.2** A member in good standing shall be entitled to propose a special resolution for consideration at a general meeting provided that the proposed special resolution has the approval of at least 15 members in good standing (as indicated by their signatures on the proposed special resolution) and provided further that the proposed special resolution must be received by the Secretary at least four weeks prior to the general meeting in which the proposed special resolution is to be voted upon.
- 8.3** A notice may be given to a member by personal delivery, or by email or by mailing to the address shown on the player application form, and if mailed shall be deemed to have been received on the second day following the mailing.
- 8.4** The Society shall be carried on without purpose of gain for its members and any profit or other accretions to the Society shall be used in promotion of its purposes. This clause shall not be altered.

- 8.5** Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to: a. such charitable organization or organizations registered under the provisions of the "Income Tax Act (Canada)" as may be determined by the members of the Society at the time of winding up or dissolution. This clause shall not be altered.

