

**Article 2 – Hockey North Bylaws**

**Bylaw 1 - Membership**

- 1.01 The Branch will have three (3) classes of membership:
- a. Members (Voting)
  - b. Associate Members (Non-voting)
  - c. Life Members (Non-voting)

**Members:**

- 1.02 The Members include the hockey Territorial Sport Organizations from Nunavut and Northwest Territories, herein referred to as “Zones”.
- 1.03 Each Member, as a condition precedent to membership shall adopt a Constitution, Bylaws, Regulations and Policies that do not contradict the Constitution, Bylaws, Regulations and Policies of the Branch.
- 1.04 The Branch may establish procedures and conditions for the acceptance of new members.
- 1.05 Membership in the Branch is not transferable.

**Associate Members:**

- 1.06 Associate Members include the registered participants of the Branch (Minor Hockey Associations, Leagues, and Teams).
- 1.07 Membership in the Branch, as an Associate Member, includes:
- a. acceptance of the authority of the Branch;
  - b. adherence to and observance of the Bylaws, Regulations, Playing Rules, Policies and related decisions of the Branch;
  - c. ensure the registration and administration of teams, leagues, and user groups are in accordance with the registration procedures established by the Branch.
- 1.08 Associate Member representatives do not have voting rights at any General Meeting, but may have voting privileges within a committee or work group to which they have been named.
- 1.09 Associate Members and are entitled to:
- a. participate in programming organized by the Branch;
  - b. exercise such other rights and privileges as the Board may, from time to time, decide.
- 1.10 Participation in Branch programming is voluntary.

**Life Members:**

- 1.11 Life Members are individuals acknowledged for their distinguished contributions to the Branch by appointment by the Board to the office of Life Member.
- 1.12 Active Life Members are entitled to:
- a. Attend the Annual General Meeting and any Special General Meetings:
    - Receive notices of the meetings.
    - Attend at the Branch's expense (if held in person).
    - Speak at the meetings.
    - Receive minutes of the meetings.
  - b. Act in an advisory capacity to the Board.
  - c. Exercise all of the privileges of Members (except where otherwise restricted by the Bylaws, Regulations and Policies of the Branch).
  - d. All other rights and privileges as the Board may, from time to time, decide.
- 1.13 Membership in the Society as a Life Member includes:
- a. Acceptance of the authority of the Branch.
  - b. Adherence to and observance of the Bylaws, Regulations, Playing Rules, Policies and related decisions of the Branch.
  - c. Complying fully with all other duties arising from the Bylaws, Regulations, Playing Rules and Policies of the Branch.
- 1.14 The number of Life Members of shall be limited to Four (4) active members.
- 1.15 An active Life Member may write to the Chair of the Board requesting they be declared inactive.
- 1.16 Life Members do not have voting rights at any Branch meeting, but may have voting privileges within a committee or work group to which they have been named.

**Partners:**

- 1.17 The Branch, through its Board, may grant Partner status to organizations that are significant stakeholders in the game of hockey in the North.
- 1.18 The current Partners of the Branch include:
- a. Aboriginal Sport Circle.
  - b. Sport North.
  - c. Sport Nunavut.
- 1.19 The Board, by way of Ordinary Resolution may grant Partner status to additional organizations at such times and on such terms as it deems appropriate.

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- 1.20 Partners are entitled to such rights and have such responsibilities as the Board may, from time to time, determine.
- 1.21 Partners shall have no voting rights, other than in the Committees or Work Groups on which they serve, and shall not be deemed Members of the Branch.
- 1.22 The Board may terminate any Partner's status by way of Ordinary Resolution.

### **Bylaw 2 – Termination, Suspension and Expulsion of Members**

- 2.01
  - a. Any recourse of legal action to the Courts of any jurisdiction by any associate member, before all the rights of appeal and all the rights and remedies of the Constitution and By-laws of the Association have been exhausted, shall be deemed to be a violation and breach of these Bylaws, and a violation and breach of the Board of Directors decisions, and shall result in the automatic indefinite suspension of such associate member from the Branch activities and games.
  - b. Any Zone, League, Local Association, Team, Manager, Coach, Player or Official who has sought court action before exhausting all proper procedures of appeal will be liable for all legal costs and disbursements incurred by the Branch.
  - c. Until full legal costs are paid, at the discretion of the President, the right of membership of the said party will be suspended.
  - d. Any Association, League, Team, Manager, Coach, Player or Official who, having exhausted the appeal procedures, and proceeds with court action will be liable for all legal costs and disbursements incurred by the Branch, should the courts rule in favour of the Branch, prior to reinstatement of said party's membership with the Branch.

### **Bylaw 3 - Financial**

- 3.01 The fiscal year of the Branch begins on April 1 and ends on March 31 the following year, unless otherwise determined by Special Resolution.
- 3.02 The Signing Officers of the Branch are the Executive Director, the Chair of the Board and an assigned Director.
- 3.03 The Board shall appoint an Auditor by Ordinary Resolution at each Annual General Meeting to audit the accounts of the Branch.
- 3.04 The Board of Directors shall appoint a Treasurer annually.
- 3.05 The Treasurer shall oversee the financial affairs of the branch.

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- 3.06 The Treasurer shall establish proper financial controls and implement the financial policies established by the Board of Directors. At each meeting of the Board of Directors of Hockey North, the Treasurer shall provide a monthly financial statement for the branch, showing the revenues and expenses to date.
- 3.07 All groups requiring funding from the branch shall submit a proposed budget to the Board of Directors no later than March 1st each year.
- 3.08 The treasurer shall be responsible for the preparation of the budget for the branch, which shall be presented to and approved by the Board of Directors at the annual meeting of Hockey North, for the upcoming fiscal year.
- 3.09 The Treasurer shall be authorized to make and carry out financial decisions which are within the approved annual budget. Financial requests, which are not provided for in the approved budget, shall go to the Board of Directors for a vote on the request.
- 3.10 All fundraising projects of the branch must be approved in advance by the Hockey North Board of Directors, and must clearly state the proposed use of all revenues generated. Within thirty (30) days of completion of a fundraising project, a detailed written report shall be forwarded to the Board of Directors of Hockey North, detailing the areas of impact throughout the Branch.
- 3.11 The Treasurer shall be responsible for the preparation of the annual financial statements each year, which shall be presented to the Board of Directors and to the annual meeting after being duly audited.
- 3.12 Each Zone of the branch shall pay to Hockey North such annual membership fee as is prescribed by the Board of Directors of HOCKEY NORTH, in consultation with the Executive Director, Treasurer and the Zones.
- 3.13 Each member of the branch shall pay to Hockey North such annual insurance fee as is prescribed by the Board of Directors of Hockey North, and as required by Hockey North's participation in the Hockey Canada's mandatory National Insurance Program.

### **Bylaw 4 – Borrowing Powers**

- 4.01 Hockey North may borrow funds upon such terms and conditions as the Membership may determine at an Annual General Meeting or Special General Meeting.

**Bylaw 5 - Board of Directors**

- 5.01 The Board of Directors of Hockey North shall consist of eleven persons:
1. President
  2. Chair Hockey NWT
  3. Chair Hockey Nunavut
  4. Zone Director NWT
  5. Zone Director Nunavut
  6. Zone Director NWT
  7. Zone Director Nunavut
  8. Zone Director NWT
  9. Zone Director Nunavut
  10. Past President
  11. Referee in Chief
- 5.02 Each member of the Board of Directors will have voting privileges for the purposes of any meeting (Board of Directors, Annual General or Special meeting):
- President - one vote; only in the event of a tie
  - Chair Hockey NWT - one vote
  - Chair Hockey Nunavut - one vote
  - Zone Directors - one vote each
  - Past President - one vote
  - Referee in Chief - one vote
- 5.03 The President shall be elected at the annual general meeting of Hockey North for a two-year term. This position will come from the Board and must be nominated from 2 current voting directors.
- 5.04 On election years, nominations for President must be received by the Executive Director or his designate as appointed by the Board four weeks (28 days) days prior to the Annual General Meeting.
- 5.05 Candidates for President are expected to come from the current Board but should there be no nominated candidate or the nominated candidate/candidates are not fully supported by the Board, candidates from outside the Board may be nominated by two current voting directors.
- 5.06 In the absence of acclamation, voting for President will be by secret ballots. Candidates will not vote for themselves.
- 5.07 Election for President will be as described for normal voting procedures, 4 votes for NU, 4 votes for NWT, RIC and Past President. Candidates will not vote for themselves.

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- 5.08 The immediate Past President and the President shall sit on the Board of Directors until they are replaced at the annual general meeting at the conclusion of their term or until they are otherwise replaced in accordance with these bylaws.
- 5.09 Should the position of Past President become vacant or should the former President be unable to serve, the position will remain vacant until a new Past President is available.
- 5.10 The Past President must be a resident of either the Northwest Territories or Nunavut. Should an individual leave the North during their term as Past President, the position shall become vacant and remain vacant until a new Past President is available.
- 5.11 The Chair of each Zone shall each sit on the Hockey North Board of Directors.
- 5.12 Each Zone will appoint three Directors to the Board of Directors (Zone Directors).
- 5.13 The Directors shall serve on the Branch Board of Directors for a term as defined by the Zone but shall be not less than 1 year.
- 5.14 The Zone representatives of the Hockey NWT and Zone representatives of Hockey Nunavut at the Annual General Meeting shall every second year nominate and elect the President of Hockey North. The position of President shall be open to anyone nominated by one of the Zones.
- 5.15 Quorum for any branch meeting (Board of Directors, Annual General or Special) shall be a simple majority (50% + 1) . Quorum must include at least one Chair or Director from each Zone.
- 5.16 The Directors shall nominate and elect the Referee in Chief of the Branch at the Annual General Meeting. The position of Referee in Chief shall be open to anyone nominated from Nunavut or Northwest Territories.
- 5.17 In the event of a vacancy occurring on the Board of Directors, the vacancy shall be filed by the affected Zone, or failing that, the remaining directors may appoint someone to fill the position until the next annual general meeting.
- 5.18 The Board of Directors shall appoint a Treasurer, Discipline Chair and Risk and Safety Manager. These positions report to the Board of Directors and shall attend all Board meetings but will not be eligible to vote.
- 5.19 The President shall appoint the branch representatives to attend Hockey Canada meetings.

**Bylaw 6 - Powers and Duties of Past President**

- 6.01 The Past President shall:
- a. Have all the rights and privileges of a member of the Board of Directors;
  - b. Advise the Board of Directors on matters of past practice;
  - c. Generally, assist and advise the Board of Directors.

**Bylaw 7 - Powers and Duties of the President**

- 7.01 The President shall:
- a. Preside at all meetings of the branch and its Board of Directors;
  - b. Perform the duties usual to the office of the President, and may call meetings of the branch;
  - c. In addition to the powers conferred upon the President by the constitution, bylaws and regulations of Hockey North, exercise, in the case of an emergency, all powers and duties of the Board of Directors when it is impractical for the President to obtain a vote of the Board of Directors;
  - d. Have the power to suspend summarily any player, coach, manager, person, team, member, official or individual for any breach or violation of any of the provisions of the constitution, bylaws, regulations or playing rules of Hockey Canada or Hockey North or of any decision or ruling of the Board of Directors, or for unsportsmanlike conduct on or off the ice, or for abusive language to any of the officials, provided the President is satisfied that such player, coach, manager, person, club, team, member or individual, as the case may be, has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with by the Board of Directors, who shall deal with the suspension within twenty days thereof. The President shall have the power to impose such suspension in respect to any matter or incident which may occur at any time whether having to do with a game of any kind (exhibition or regularly scheduled) or otherwise;
  - e. Have a vote only in the case of breaking a tie;
  - f. Prepare and present a report to the annual general meeting of Hockey North;
  - g. Act as spokesperson for the branch; and
  - h. In consultation with the Board of Directors, have the authority to strike ad hoc committees and to appoint committee members.

**Bylaw 8 - Powers and Duties of the Zone Chairs**

- 8.01 The Zone Chairs shall:
- a. In the absence or unavailability of the President, on a rotational basis, have all the authority and perform all the duties of the President;

- b. In consultation with the Board of Directors, carry out such duties as the President may, from time to time, delegate.

**Bylaw 9 - Powers and Duties of the Zone Directors**

- 9.01 The Zone Director shall:
- a. In the absence or unavailability of the President and of the Zone Chairs, have all the authority and perform all the duties of the President at the request of the President;
  - b. Act as liaison between the branch and Hockey Canada Councils to ensure that development and training programs and opportunities are available to the membership for the continued growth and development of hockey at all levels within the North; and
  - c. In consultation with the Board of Directors, carry out such duties and responsibilities as the President may, from time to time, delegate.

**Bylaw 10 – Powers and Duties of the Treasurer**

- 10.01 The Treasurer shall:
- a. Establish proper financial controls and implement the financial policies established by the Board of Directors;
  - b. Review all budgets proposals before presentation to the Board of Directors;
  - c. Be responsible for the preparation of the annual financial statements each year, which shall be presented to the Board of Directors and to the annual meeting after being duly audited;
  - d. Be responsible for the preparation and presentation to the Board of Directors and to the annual meeting of the budget for the upcoming fiscal year of Hockey North;
  - e. f) Make recommendations to the Board of Directors concerning fee structures;
  - f. In consultation with the Board of Directors, carry out such duties as the President may, from time to time, delegate.

**Bylaw 11 – Referee in Chief**

- 11.01 The Referee in Chief shall:
- a. Act as technical advisor to the Board of Directors;
  - b. Ensure that all officials are duly qualified for the level of hockey they are officiating;
  - c. Co-ordinate Referee clinics in each zone;
  - d. Assign on ice officials for Zone and Hockey North championships;



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- e. Make recommendations to the Board of Directors concerning officials for AWG, national competitions and any other competitions sanctioned by Hockey North;
- f. In consultation with the Board of Directors, carry out such duties as the President may, from time to time, delegate.

### **Bylaw 12 - Executive Director**

- 12.01 The Board of Directors of Hockey North may engage the services of an Executive Director for the branch and assign such other duties and delegate such powers to the Executive Director as it sees fit.
- 12.02 The Executive Director shall:
- a. Perform and administer the day-to-day operations of the branch;
  - b. Be an ex-officio member of Hockey North Board of Directors and may attend such meetings as required, but shall not have a vote;
  - c. Be in charge of registration for the branch, and shall process all registrations that comply with the constitution, bylaws and regulations of both Hockey North and Hockey Canada; and
  - d. Be the person responsible for the interpretation of rules and regulations.

### **Bylaw 13 - Auditor**

- 13.01 The Board of Directors shall annually appoint an auditor for the branch and the audited financial report shall be presented at the annual meeting.

### **Bylaw 14 - Meetings**

- 14.01 All meetings of the branch Board of Directors shall be at the call of the President, or in his/her absence at the call of the Chair designated by the President. Any Board of Director who does not participate in three (3) consecutive meetings without just cause shall be removed from the Board.
- 14.02 The Annual General meeting of Hockey North shall be held within six months of the financial year end (March 31) but preferably in June.
- 14.03 Special general meetings of the branch may be called at any time by the President. The President shall, however, call such a meeting upon receipt of a resolution passed by a Zone requesting the same and stating the purpose for such meeting.
- 14.04 The President shall call a special general meeting of Hockey North within 45 days of receiving a resolution from a Zone requesting such a meeting.

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- 14.05 Notice of time and place of the annual meeting and of the time, place and purpose of a special general meeting shall be distributed by email or phone at least seven days prior to the date of the meeting.
- 14.06 The quorum at any Board of Directors, Annual or Special general meeting of Hockey North shall be five votes. Quorum must include at least one Chair or Director from each Zone.
- 14.07 The order of business at the annual general meeting of Hockey North may be as follows:
- a. Call to order
  - b. Roll call – confirmation of quorum
  - c. Minutes of last annual meeting
  - d. Business arising from the minutes
  - e. President’s Report
  - f. Past President’s Report
  - g. Director’s Reports
  - h. Financial Report
  - i. Referee in Chief Report
  - j. Notices of motion / constitution or bylaw amendments
  - k. Elections
  - l. New Business
  - m. Adjournment
- 14.08 Robert’s Rules of Order shall prevail at all branch meetings.
- 14.09 The Executive Director of Hockey North will be responsible for the preparation and custody of all Hockey North board meetings.
- 14.10 Members may inspect the books and records of Hockey North at each annual general meeting.

### **Bylaw 15 - Voting**

- 15.01 The following persons, if present either in person, by phone or by video conference are entitled to vote at an annual or a special general meeting of the branch:
- a. Each of the Members of the Board of Directors of Hockey North
- 15.02 A status of good standing is a prerequisite for eligibility as a voting delegate.
- 15.03 The President shall only vote in the case of a tie.

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- 15.04 Voting shall be by voice (yea or nay) unless the President decides otherwise. However, elections shall always be by secret ballot when there is more than one candidate for the same position.

### **Bylaw 16 - Elections**

- 16.01 The position of President shall be decided by vote at every second annual general meeting of Hockey North unless the position becomes vacant in the middle of the term.
- 16.02 The candidate receiving the most votes shall be declared elected and take office accordingly.
- 16.03 The position of Referee in Chief shall be decided by vote at every annual general meeting of Hockey North.
- 16.04 The candidate receiving the most votes shall be declared elected and take office accordingly.
- 16.05 Nominations shall be received by the Executive Director or his designate as appointed by the Board four weeks (28 days) prior to the Annual General Meeting. In the event that no nominations are received, nominations may be allowed from the floor, provided the nominee has expressed a willingness to serve. Nominees not present must confirm, either verbally or in writing, their willingness to serve.
- 16.06 The Executive Director or his designate as appointed by the Board shall present the nominated candidates under the agenda item “elections”.
- 16.07 The Executive Director or his designate as appointed by the Board shall be in charge of the voting procedure.

### **Bylaw 17 - Awards**

- 17.01 The branch may present such awards as it sees fit to those it considers deserving of recognition for their exceptional achievement in or service to the sport of hockey.

### **Bylaw 18 - Fundraising**

- 18.01 All special branch fundraising projects must be approved by the Board of Directors prior to their commencement.

**Bylaw 19 - Officials**

- 19.01 All officials involved in any games under the jurisdiction of the branch shall be registered with Hockey North.
- 19.02 It shall be the responsibility of the Referee in Chief to ensure that officials are properly registered and are adhering to the minimum officiating requirements established under the jurisdiction of Hockey North.

**Bylaw 20 - Insurance - Risk Management Committee**

- 20.01 The President shall appoint a Risk and Safety Manager.
- 20.02 The Risk and Safety Manager need not be a member of the Board of Directors of Hockey North.
- 20.03 The Risk and Safety Manager shall be responsible for matters pertaining to insurance and risk management.
- 20.04 The Risk and Safety Manager shall have all the powers as are necessary to carry out its functions and as determined by the Board of Directors of Hockey North.

**Bylaw 21 – Expenses and Fees**

- 21.01 The Board of Directors of Hockey North shall establish a policy for reimbursement of expenses and for the payment of membership fees and registration fees, dues and assessments that will be reviewed each year at the Annual General Meeting.

**Bylaw 22 – Discipline and Ethics Committee**

- 22.01 A Discipline Hearing may be called to deal with violations of the Hockey Canada Constitution, Rules and Regulations, Playing Rules; Hockey North Constitution, Bylaws, Rules and Regulations; and/or the Constitutions, Bylaws, Rules and Regulations of Hockey North Zone members, Associations and Leagues.
- 22.02 The Discipline Committee may deal with any matter which it deems necessary for the benefit and welfare of hockey, and in particular, may deal with unsportsmanlike conduct, on or off the ice, in any arena where a hockey game is being played, or at any meeting or gathering in the interests of the game or interests of Hockey North.

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- 22.03 The President or designate will assign members to the Discipline Committee (Committee). The Committee shall not be less than three, and will include at least one Board of Directors.
- 22.04 All Committee members will be knowledgeable of Hockey North and Zone Constitutions, Bylaws, Rules and Regulations.
- 22.05 The Committee shall be Chaired by a member of the Board.
- 22.06 The Executive Director will be an ex-officio Committee member gathering all the pertinent information for the Committee. The Executive Director will not have a vote in the decision.
- 22.07 Whenever possible or practical, the Zone which is most affected or involved should first deal with the discipline matter being considered, and in the event that no Zone has dealt with the matter, the Executive Director may refer it to the appropriate Zone for consideration.
- 22.08 With firm adherence to due process, the Committee shall endeavour to avoid any appearance of conflict of interest.
- 22.09 The committee's decision will be communicated (email/verbal) by the Executive Director to all persons who had official standing at the hearing within 48 hours of the final decision and written notification provided within 5 business.

### **Bylaw 23 – Appeals Committee**

- 23.01 In the case of an Appeal, the President or designate shall appoint an Appeals Committee consisting of the Zone Chairs of Hockey North and at least two other persons. The Zone Chair of the Zone where the appeal originates from will not participate in the hearing. Whenever possible the remaining Zone Chair will act as Chairperson.
- 23.02 All Committee members will be knowledgeable of Hockey North and Zone Constitutions, Bylaws, Rules and Regulations.
- 23.03 A person who has been involved in the matter or decision being appealed is not eligible to sit on the appeal panel.
- 23.04 The Appeal Committee is structured to review and render decisions on appeals submitted by Hockey North members.
- 23.05 The Appeal Committee is not empowered to re-open a matter to view all of the original material presented with the intent of producing a new decision. The

Appeals Committee will only review a decision or hear an appeal under one or more of the following conditions:

- a. The severity of the punishment is being appealed
- b. New relevant evidence that was not available to those persons who made the decision that is being appealed.
- c. Grounds of irregularities

23.06 The Appeal Committee may make the following rulings on the appeal: Uphold the original decision

- a. Uphold the original decision.
- b. Uphold the decision and increase the severity of the penalty
- c. Uphold the decision and decrease the severity of the penalty
- d. Overturn the original decision
- e. Impose any other binding action the Committee finds appropriate

23.07 Anyone appealing to Hockey North must file a notice of appeal in writing with the Executive Director of Hockey North within twenty-four hours after the appellant has received notice of the decision being appealed. The notice of appeal must be accompanied by a certified cheque or money transfer payable to Hockey North in the amount of three hundred (\$300.00) dollars.

23.08 The notice of appeal shall contain a statement of the decision to be appealed and the grounds for the appeal.

23.09 The appellant shall be restricted to the grounds set out in the notice of appeal.

23.10 An appeal to Hockey North Appeals Committee shall have no validity and shall not be heard by the Committee unless the appellant has complied with the foregoing procedures.

23.11 If an appeal is fully successful, the appeal fee will be returned to the appellant, but if the appeal is rejected, the entire fee will be retained by Hockey North.

#### **Bylaw 24 – Termination & Removal of a Director**

24.01 The Board may remove a Director for failing to carry out duties as a director or for conduct that, in the sole opinion of the Board, reflects poorly on the Board or Hockey North. A Director who fails to attend Board meetings on two (2) consecutive occasions, without just cause, which shall be determined in the sole discretion of the Board will be considered to have failed to carry out duties as a director. The Board may, by resolution passed by majority of the votes cast at a General Meeting or Special Meeting duly called for the purpose, remove any Director before the expiration of their term.

- 24.02 A position on the Branch Board of Directors is terminated when:
- a. the Director's term of membership expires;
  - b. the Director is not in good standing for twelve (12) months;
  - c. the Director resigns;
  - d. the Director has deceased, or;
  - e. the Director is removed in accordance with the Bylaws.

**Bylaw 25 – Indemnity**

- 25.01 Every Director, Standing Committee participant, Program Committee participant, Work Group participant, employee or voluntary staff member of the Branch shall be indemnified by the Branch against such claims and for such conduct as may be specified within Hockey Canada's general liability and directors and officer's insurance policies, as amended from time to time.

**Bylaw 26 – Amendments**

- 26.01 The Bylaws may be rescinded, altered or added to by a Special Resolution or at the Annual General Meeting. The change or changes to the Bylaws that are approved by Special Resolution shall not take effect until they have been registered by the Registrar in accordance with the Societies Act of NWT.