

Society Act Constitution
British Columbia Secondary School Girls' Field Hockey Association
June 2005

1. The name of the Society is the British Columbia Secondary School Girls' Field Hockey Association.
2. The objects of the Society are:
 - a. To foster, promote, and encourage the development and organization of secondary school field hockey within the province of British Columbia.
 - b. To coordinate and standardize field hockey activity in schools throughout British Columbia.
 - c. To develop, review and maintain rules and regulations governing entry in the BCSSGFHA provincial tournaments.
 - d. To maintain a liaison with the BC Womens' Field Hockey Association.
 - e. To uphold and promote the recommendation established by BC School Sports.
3. The Society shall operate without purpose of gain or profit to its members and any profits or other accretions to the Society shall be used in promoting its objects and this provision shall be unalterable.
4. Upon the dissolution of the Society, the assets of the Society shall not be distributed among the members, unless such recipient member or members are charitable institutions in existence solely for charitable purposes. After all debts have been paid, or provision for their payment has been made, the assets remaining shall be transferred and delivered to one or more charitable institutions in existence solely for charitable purposes, which shall be chosen by resolution of the members of the Society, or failing such a resolution, by resolution of the directors of the Society. This provision shall be unalterable.

Society Act By-Laws
British Columbia Secondary School Girls' Field Hockey Association

Part 1 - Interpretation

- 1.1 In these by-laws unless the context otherwise requires,
- a. "Association" means the British Columbia Secondary School Girls' Field Hockey Association, the Society herein;
 - b. "Director" means the Directors of the Society for the time being;
 - c. "Federation" means the British Columbia Federation of the School Athletic Association, otherwise known as BC School Sports;
 - d. "Provincial Tournament" means the annual provincial championship of the members of the association;
 - e. "Society Act" means the Society Act of the province of British Columbia from time to time in force and all amendments to it;
 - f. "Registered Address" of the Member means his address as recorded in the register of the members
- 1.2 The definitions in the Society Act on the date these by-laws become effective apply to these by-laws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing the neuter include the masculine and the feminine gender and vice versa.

Part 2 – Membership

- 2.1 In these by-laws these shall be the following classes of membership
- a. Full member – All schools participating in league and zone tournaments leading up to the provincial tournament must be registered as full members of the association. Such member schools shall be designated according to their population as being AAA comprising those secondary schools in which the number of girls enrolled in grade 11 and 12 in the current school year is 251 or greater or AA being those secondary schools in which the number of girls so enrolled in the current school year is 250 or fewer. The category of each school is to be declared by the registrar by the 30th of September that school year but with any school having the option, regardless of enrollment, to declare itself the AAA category.
 - b. Associate member – Any junior secondary school or any school which does not participate in leagues or tournaments leading up to the provincial tournament may become an associate member of the association

- c. Ex-officio member – Any of the following may send a representative to a general meeting, but not to have a voting privilege
 - i. Ministry of Education
 - ii. BC Women’s Field Hockey Federation
 - iii. BC School Sports
 - iv. BC School Trustees Association

- 2.2 Every member shall uphold the constitution and comply with these by-laws and the rules and regulations of the Society that passed pursuant thereto.

- 2.3 The amount payable by the Association to the BC Womens’ Field Hockey Federation is pursuant to discussion at the annual general meeting. The membership dues are payable by the association to the BC Womens’ Field Hockey Federation upon receipt of an invoice.

- 2.4 The Association pays in full the membership dues of all members, whether full or associate.

- 2.5 A full member ceases to be a member of the Society only upon ceasing to be a secondary school or upon failure to register a field hockey team with BC School Sports for that school calendar year.

- 2.6 An associate member shall cease to be a member of the Society,
 - a. upon failure to register a competing team with BC School Sports

- 2.7 The directors shall have the power, by majority resolution of those present, to suspend any member of the Society where there is deemed to have been conduct which is considered improper, unbecoming, or likely to endanger the interest or the reputation of the Society, or where there has been willful breach of the constitution y-laws or rules and regulations of the Society, and such suspension may be on such terms and upon such conditions as the directors shall deem fit and shall remain in force until discontinued by a majority resolution of the directors r by a general meeting of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him without having first been given an opportunity to be heard by the directors at a meeting of said directors called for that purpose.

- 2.8
 - a. a member my be expelled by a special resolution of the members passed as the general meeting
 - b. the notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion
 - c. the person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Part 3 – Meeting of Members

- 3.1 General Meetings of the Society shall be held at such time and place, in accordance with the Society Act as the directors decide.
- 3.2 Every General meeting, other than the Annual general meeting, is an extraordinary general meeting.
- 3.3 The directors may, whenever they think fit convene an extraordinary general meeting.
- 3.4
 - a. The annual general meeting shall be held during the provincial tournament
 - b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.5 The first annual general meeting of the Society shall be held not more than fifteen months after the date of incorporation and thereafter an annual general meeting shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding general meeting.

Part 4 – Proceedings at general Meetings

- 4.1 Special business is
 - a. all business at an extraordinary general meeting except the adoption of rules of order, and
 - b. all business that is transacted at an annual general meeting, except,
 - i. the adoption of rules of order,
 - ii. the consideration of the financial statements,
 - iii. the report of the directors,
 - iv. the report of the auditor, if any,
 - v. the election of directors
 - vi. the appointment of the auditor, if required,
 - vii. such other business as, under these by-laws, ought to be transacted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 4.2
 - a. No Business, other than the election of the chairman and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when quorum is not present.
 - b. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

- c. A quorum is three members present or such greater number as the members may determine at a general meeting.
- 4.3 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- 4.4 Subject to by-law 4.5, the commissioner of the Society, or in the absence of the commissioner, one of the other directors present shall preside as chairman of a general meeting.
- 4.5 If at a general meeting
- a. there is no commissioner, or other director present within 15 minutes after the time appointed for holding the meeting, or
 - b. the commissioner and all other directors present are unwilling to act as chairman

the member present shall choose one of their number to be chairman.

- 4.6
- a. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
 - b. Where a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting
 - c. except as provided in this by-law, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting
- 4.7
- a. no resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution
 - b. in case of an equality of votes, the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a representative of a member and the proposed resolution shall not pass.
- 4.8
- a. a member in good standing represented as a meeting of members is entitled to one vote
 - b. in addition to the above, each director and each zone representative of the association shall be entitled to one vote
 - c. voting is by show of hands
 - d. voting by proxy is not permitted

- 4.9 A member school shall vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member and that representative shall be reckoned as a member for all purposes with respect to a meeting of the association.

Part 5 – Directors and Officers

- 5.1
- a. The directors may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these by-laws or by statute or otherwise lawfully directed or required to be exercised or done by the association in general meeting, by subject nevertheless to the provisions of
 - i. all laws affecting the association
 - ii. these by-laws, and
 - iii. rules, not being inconsistent with these by-laws, which are made from time to time by the association in general meeting;
 - b. The powers of the directors shall include the authority to make such rules and regulations as they deem necessary in their absolute discretion to facilitate the functioning of the Society and the promotion of its objects, subject only to approval by a majority of the membership present at the next subsequent general meeting, and such rules and regulations shall be binding on the members and on all participants in the programs of the association
 - c. 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.
- 5.2
- a. the commissioner, the treasurer, the secretary, and the member at large, together with one or more other persons shall be the directors of the society
 - b. the number of directors shall be three or such greater number as may be determined from time to time at a general meeting
 - c. at least one director shall be from an AA registered school, as defined in these by-laws and the regulations of the association
- 5.3
- a. the directors shall retire from office at each annual general meeting when their successors shall be elected
 - b. separate elections shall be held for each office with the exception of the secretary who shall be appointed by the commissioner
 - c. an election may be by acclamation, otherwise it shall be by ballot
 - d. if no successor is elected the person previously elected or appointed continues to hold office
 - e. a zone representative shall be declared by individual zones by the end of the preceding school year

- 5.4
- a. the directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors
 - b. a director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting
- 5.5
- a. if a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director
 - b. No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office
- 5.6 The members may by special resolution remove a director before the expiration of his term of office and may elect a successor to complete the term of office
- 5.7 No director shall be remunerated for being or acting as a director, by a director may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Society.

Part 6 – Proceedings of Directors

- 6.1
- a. the directors shall meet in each year prior to the annual general meeting and on such other occasions as considered by them necessary; they meet at such places or via conference call, or email, as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they see fit;
 - b. the directors may from time to time fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of the directors then in office
 - c. the commissioner shall be chairman of all meetings of the directors but if any meeting the commissioner is not present within 30 minutes after the time appointed for holding the meeting, the treasurer, or secretary shall act as chairman, but if neither is present the directors may choose one of their members to be chairman at that meeting.
 - d. A director may at any time, and the secretary, shall on a request of a director convene a meeting of the directors
- 6.2
- a. the directors may delegate any, but not all, of their powers to committees consisting of such director or directors as they see fit.
 - b. a committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held after it has been done

- 6.3 A committee shall elect a chairman of its meetings; but if no chairman is elected or if at any meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting
- 6.4 The members of a committee may meet and adjourn as they think proper
- 6.5 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly-elected or appointed director or directors for the meeting to be duly constituted, if a quorum of the directors is present.
- 6.6
- a. questions arising at any meeting of the directors and committee of directors shall be decided by a majority of votes
 - b. in case of an equality vote the chairman does not have a second or casting vote
- 6.7 no resolution proposed as a meeting of directors need seconded and the chairman of a meeting may move or propose a resolution
- 6.8 a resolution in writing, signed by all directors and place with the minutes of the directors is valid and effective as if regularly passed at a meeting of directors

Part 7 – Duties of Officers

- 7.1 The Commissioner shall:
- a. convene meetings of officers which shall include the commissioner, treasurer, members at large, and secretary
 - b. represent the association at Field Hockey BC meetings
 - c. maintain liaison with the tournament committee and mediate problems relating to the provincial tournament in cooperation with the tournament chair
- 7.2 The treasurer shall:
- b. collect and distribute all monies pertaining to the operation of the association as directed by the membership
 - c. submit an annual financial report to the annual general meeting
- 7.3 The members at large shall:
- a. assist the commissioner in her duties
 - b. provide information for the Spring Bulletin

- 7.4 The Secretary shall:
- a. conduct the correspondence of the association
 - b. issue notices of meetings to the Society and directors
 - c. keep minutes of all meetings of the Society and directors
 - d. have custody of all records and documents of the Society except those required to be kept by the treasurer
 - e. submit all necessary documents to the Ministry of Finance on an annual basis to maintain the association in current Society standing
- 7.5 The offices of the secretary and the treasurer may be held by one person who shall be known as the secretary / treasurer
- 7.6 In the absence of the secretary from a meeting the directors shall appoint another person to act as secretary at that meeting

Part 8 – Seal

- 8.1 The directors may provide a common seal for the Society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed
- 8.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the commissioner and secretary or commissioner and secretary/treasurer

Part 9 – Borrowing

- 9.1 the association shall have no power to borrow

Part 10- Notices to Members

- 10.1 A notice may be given to a member, either personally or by mail to him at his registered address
- 10.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
- 10.3 Notice of a general meeting shall be given to every member shown on the register of members on the day the notice is given

Part 11 – By-Laws

- 11.1 On being admitted to membership a member is entitled to and the Society shall give him, without charge, a copy of the constitution and by-laws and rules and regulations of the Society currently in force.
- 11.2 These by-laws shall not be altered or added to except by special resolution.