

CONSTITUTION/BYLAWS TEMPLATE

- The intention of this template is to help provide all associations with various strategies in helping to improve the operation of their organization. This template is just a guide...it is up to each association to determine what works best for their individual organization.
- The purpose of a Constitution is to define the principles and structure of an organization.
- The objective of Bylaws is to define the operating procedures of that association.

CONSTITUTION

ARTICLE 1

I.01 Name This organization shall be called _____.

ARTICLE 2

I.02 Definition This association shall be the governing body of hockey in _____ and shall govern within the framework of Hockey Saskatchewan.

ARTICLE 3

I.02 Objectives The objectives of this association shall be:

- a) To administer the operation of hockey in _____.
- b) To provide opportunities to develop life skills through hockey experiences.
- c) Etc...

BYLAWS

BYLAW 1 MEMBERSHIP

II.01 Membership to this association shall be available to any individual upon compliance with the Bylaws and Regulations of Hockey Saskatchewan.

II.02 Fees

- a) Establish registration fees while meeting those registration requirements of the Hockey Saskatchewan.
- b) Establish fees for participation.

- c) Advertise participation fees to the membership in advance.
- d) Establish registration dates.
- e) Loss of membership due to non-payment.
- f) Every member shall advise the association of their correct birthday, email address, telephone number and address to determine proper registration protocol has been followed.

BYLAW 2

MEETINGS

III.01 Hold regularly scheduled meetings of the Association's Board of Directors.

- a) Timing of meetings
- b) AGM/Board/Zone/Special
- c) Membership involvement
- d) Quorums at meetings
- e) Voting at meetings
- f) Election of Board of Directors

BYLAW 3

BOARD OF DIRECTORS

IV.01

- a) Directors and Officers – President, Vice President, Past President, Secretary, Treasurer, Registrar, Referee-in-Chief, Discipline, Directors-at-Large
- b) Duties of the Board
- c) Committees – shall be appointed annually to address; Management, Finance, Registration, Appeals, Constitution/Bylaws, Awards & Recognition
These are examples of Hockey Saskatchewan committees and each Association can create their own committees as they see fit

BYLAW 4

FINANCES

V.01

- a) Audit – if finances are large enough, one would be required. If not, an accountant should perform an assessment.
- b) Signing authority – Each association must specifically identify those officers or directors who have signing authority for the association. Most often it is the President, Vice-President, Secretary and Treasurer. Two of these should be “primary” signing officers, but in their absence, the other two can fulfill this responsibility.

BYLAW 5

AMENDMENTS

VI.01

- a) Constitution & Bylaws - Motions to amend or alter the Constitution and Bylaws can only be approved at the Annual General Meeting of the association in even years. These amendments shall require a majority of not less than 75% of the votes of the meeting, and if passed, shall take effect immediately.
- b) Rules/Regulations/Policies – The Board of Directors may amend or alter Rules, Regulations or Policies of the association in odd years for the betterment of hockey in the association. Once approved and adopted, these amendments will be sent to the association’s membership to make them aware.

BYLAW 6

WINDING UP

- VII.01** Subject to Division XVII of the Non-Profit Corporations Act, in the event of dissolution of the Association its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Saskatchewan as may be decided by the Association in a general meeting. If not registered as a Non-Profit Corporation, a plan should be in place to dissolve all property and assets should dissolution occur.