

**ST.BONIFACE FEMALE
HOCKEY COMMITTEE
BYLAWS**

Adopted by Female Committee on September 11, 2003

Last Amendment - September 11, 2003

BYLAWS - ST.BONIFACE FEMALE HOCKEY COMMITTEE

OFFICERS Page 1 of 5

RESPONSIBILITIES OF OFFICERS Page 1 of 5

POWERS AND DUTIES OF OFFICERS Page 1 of 5

 CHAIRPERSON Page 1 of 5

 VICE-CHAIRPERSON Page 1 of 5

 PAST-CHAIRPERSON Page 2 of 5

 SECRETARY Page 2 of 5

 TREASURER Page 2 of 5

 REGISTRAR Page 2 of 5

TERM OF OFFICERS Page 2 of 5

ELECTION OF OFFICERS Page 3 of 5

FEMALE HOCKEY COMMITTEE MEMBERS Page 3 of 5

TERM, SELECTION, AND RESPONSIBILITIES OF TEAM REPRESENTATIVES
..... Page 3 of 5

STANDING COMMITTEES Page 3 of 5

TERMS, MEMBERSHIP, AND RESPONSIBILITIES OF STANDING COMMITTEES
..... Page 4 of 5

 NOMINATION AND ELECTIONS COMMITTEE Page 4 of 5

 POLICIES AND PROCEDURES Page 4 of 5

 ANNUAL PRESEASON FEMALE HOCKEY 4X4 CAMP Page 4 of 5

 STARS CUP TOURNAMENT Page 5 of 5

BYLAWS - ST.BONIFACE FEMALE HOCKEY COMMITTEE

I. OFFICERS

- A. Chairperson
- B. Vice-chairperson
- C. Immediate Past-Chairperson
- D. Secretary
- E. Treasurer

II. RESPONSIBILITIES OF OFFICERS

- A. Organize female hockey in the area association in accordance with the current Female Hockey Committee Policies and Procedures
- B. Ensure the proper operation of the Female Hockey Committee in accordance with the current Female Hockey Committee Policies and Procedures
- C. Select all head coaches for female hockey teams registered in the association in accordance with the current Female Hockey Committee Policies and Procedures

III. POWERS AND DUTIES OF OFFICERS

A. CHAIRPERSON

- 1. Call meetings of the Female Hockey Committee
- 2. Preside at all meetings of the Female Hockey Committee
- 3. Be a joint signing officer for the Female Hockey Committee
- 4. Exercise the power of the Female Hockey Committee in the event of an emergency
- 5. Jointly with two other Officers of the Female Hockey Committee, suspend any player or personnel on a rostered female hockey team in its jurisdiction if needed

B. VICE-CHAIRPERSON

- 1. In the absence of the Chairperson and/or in the event of his/her inability to act, shall have the powers of the Chairperson
- 2. Be a signing officer for the Female Hockey Committee

C. PAST-CHAIRPERSON

1. Assist Female Hockey Committee with all aspects of its mandate

D. SECRETARY

1. Issue notices of meetings of the Female Hockey Committee to all committee members
2. Record the official minutes of all Female Hockey Committee meetings
3. Distribute the minutes of Female Hockey Committee meetings to members by e-mail or printed minutes at Female Hockey Committee meetings
4. Maintain and archive the records of the Female Hockey Committee

E. TREASURER

1. Receive all monies payable to the Female Hockey Committee
2. Deposit all monies payable to the Female Hockey Committee in the official committee bank or credit union account
3. Receive and record all accounts payable by the Female Hockey Committee and with the authorization of the Executive, pay all such accounts
4. Make all payments by cheque
5. Make the accounts available to the officers upon their request
6. Be a signing officer of the Female Hockey Committee
7. Liaise with the accounting representative of SBMHA concerning matters relating to female hockey

F. REGISTRAR

1. Ensure the proper registration of all female hockey teams and players in the association as required by Winnipeg Minor Hockey Association and Hockey Manitoba
2. Ensure that team rosters and monies are delivered to the registrar of SBMHA according to dates specified in the current WMHA Rules & Regulations manual

IV. TERM OF OFFICERS

- A. One year
- B. May 15 to May 15
- C. Maximum of three years

V. ELECTION OF OFFICERS

- A. By nomination and open vote at the End of Hockey Season meeting of the Female Hockey Committee

VI. FEMALE HOCKEY COMMITTEE MEMBERS

- A. All officers of the Female Hockey Committee
- B. One representative from each female hockey team under its jurisdiction

VII. TERM, SELECTION, AND RESPONSIBILITIES OF TEAM REPRESENTATIVES

- A. Volunteer representation by any parent, coach, or other team personnel of respective female hockey team
- B. Term will be the duration of the active hockey season
- C. Each female hockey team should choose a female hockey committee representative by October 31 of the active hockey season
- D. Team representative should attend all female hockey committee meetings
- E. Communicate all relevant information to respective team regarding the business and decisions of the Female Hockey Committee

VIII. VOTING RIGHTS AND PROTOCOL

- A. All eligible persons on the Female Hockey Committee shall have the right to one vote if present
- B. Votes shall normally be done by an open show of hands for and against
- C. Under certain circumstances, voting may be conducted by written, closed ballot
- D. Eligible voters include:
 - 1. All officers of the Female Hockey Committee except the Chairperson who shall have the right of vote only to break a voting tie
 - 2. A representative from each female hockey team in the association

IX. STANDING COMMITTEES

- A. Nominations and Elections
- B. Policies and Procedures
- C. Annual Preseason Female Hockey 4x4 Camp
- D. Stars Cup Tournament

X. TERMS, MEMBERSHIP, AND RESPONSIBILITIES OF STANDING COMMITTEES

A. NOMINATION AND ELECTIONS COMMITTEE

1. Consists of volunteer co-ordinator and any number of interested assistants
2. The co-ordinator and assistants can be any person at large interested in this position
3. The committee will:
 - a. Find eligible candidates for Officer positions on the Female Hockey Committee
 - b. Conduct elections of Officers at the End of Season Female Hockey Committee meeting

B. POLICIES AND PROCEDURES

1. Consists of volunteer co-ordinator and any number of interested assistants
2. The co-ordinator and assistants can be any persons at large interested in this position
3. The committee will:
 - a. Review this document annually and propose changes to the Female Hockey Committee
 - b. Update Policies and Procedures manual if changes are made by the Female Hockey Committee
 - c. Circulate in print or electronically the Policies and Procedures manual to any one at large interested in having a copy

C. ANNUAL PRESEASON FEMALE HOCKEY 4X4 CAMP

1. Consists of a volunteer Co-ordinator and any number of interested assistants
2. Co-ordinator of this committee and his/her assistants can be any persons at large interested in organizing the 4x4 camp
3. This committee will:
 - a. Secure an adequate number of arena ice hours required for the camp based on the number of divisions and participants
 - b. Accept registrations for the camp
 - c. Accept monies for the camp from participants
 - d. Create a complete account of 4x4 camp revenues and expenditures to be tabled with the Female Hockey Committee
 - e. Deposit camp registration fees in Female Hockey Committee account in a timely fashion or give receipts to Female Hockey Treasurer for deposit

D. STARS CUP TOURNAMENT

1. Consists of a volunteer Co-ordinator and a volunteer representative from each one of the female hockey teams registered in the association
 2. The co-ordinator and assistants can be any persons at large interested in this position
 3. The committee will:
 - a. Organize all aspects of the tournament including selection of tournament dates, number of divisions, ice contracts, scheduling, awards, handouts, creating and printing of a program, and volunteers
 - b. Team representatives will communicate tournament information to their respective teams
 - c. Collect and deposit tournament registration monies and other tournament revenues
 - d. Prepare a tournament budget for approval by the Female Hockey Committee
 - e. Create a complete account of tournament revenues and expenditures to be tabled with the Female Hockey Committee
-
-