**PEI FIELD HOCKEY ASSOCIATION**

**Constitution and Bylaws**

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**NAME**

1. The name of the organization shall be the Prince Edward Island Field Hockey Association. Hereinafter referred to as the P.E.I.F.H.A.

**AFFILIATION**

2. The P.E.I.F.H.A. shall be a member of the Field Hockey Canada. (FHC)

**REGISTERED LOCATION**

3. The registered office will be located at the home address of the President.

**PURPOSES**

4. The purpose of the P.E.I.F.H.A. shall be to promote and further best interests of field hockey throughout the province of Prince Edward lsland.

**OBJECTS**

5. The objects of the P.E.I.F.H.A. shall be the following:

a) To foster and develop the game of field hockey throughout the Province of Prince Edward Island;

b) To serve as the official regulating and operating body for field hockey in Prince Edward Island.;

c) To encourage participation in the sport of field hockey by residents of the Province of Prince Edward Island; and

d) To develop a higher level of play, of officiating and of coaching in the sport of field hockey.

**MEMBERSHIP**

6. Membership shall be open to any resident of the province of Prince Edward Island according to the following categories.

**Classification :**

**1**

a) **Senior**: Open to all those who participate in women’s or men’s field hockey play at the inter-provincial and/or national level.

b) **Junior:** Open to those under the age of 18 years as of January 1 of the current year, who participate in women’s or men’s field hockey play at the inter-provincial and/or national level.

c)  **CLUB:** Open to those who participate in field hockey play only at the club, interscholastic or inter-collegiate level within the province.

**UMPIRES:** Provincial Umpires who hold a Community or Provincial or National rating.

**COACHING:** Field Hockey coaches in the Province regardless of level.

**ASSOCIATED:** Shall be open to any person, male or female who wishes to be involved in the affairs of the P.E.I.F.H.A.

\*Retrospect of the membership categories, no member shall exercise more than one vote.

**EXECUTIVE**

7. The executive of the P.E.I.F.H. A. shall be compromised of the President, Vice-President, Secretary, and Treasurer.

**DUTIES OF THE OFFICERS**

8. The **President** shall:

a) Act as Chairperson at all general and executive meetings of the P.E.I.F.H.A.;

b) Exercise a general supervision and control over the officers and business of the P.E.I.F.H.A.;

c) Be an ex officio member of all committees of the P.E.I.F.H.A. of which she is not an official member;

d) Be a signing officer of the P.E.I.F.H.A.;

e) Draw up the agenda for all meetings of the P.E.I.F.H.A;

f) Be an official representative of the P.E.I.F.H.A. to FHC; and

g) Prepare an annual President's Report.

9. The **Vice-President** shall:

a) Assume all responsibilities and perform all duties of the President during her absence or in the event of her resignation;

b) Assist the President and other members of the executive and assume responsibility for such other matters as are delegated to her by the Executive;

c) Chair the Nominating Committee;

d) Be responsible for all P.E.I.F.H.A. equipment and uniforms and shall conduct and annual inventory; and

e) Shall be one of the three signing officer of P.E.I.F.H.A.

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10. The **Secretary** shall

a) Record or arrange to have recorded the minutes of all general meetings of the

P.E.I.F.H.A and all the executive meetings and distribute these;

b) Issue notice of the time place of all meetings of the executive and of the general meetings. Such notices shall be by mail at least seven (7) days prior to meetings of all members entitled to attend such meetings;

c) May be a signing officer of the P.E.I.F.H.A.;

d) Be responsible for maintaining an up-to-date list of members of the P.E.I.F.H.A. and their addresses; and

e) Submit a list of eligible members of the P.E.I.F.H.A. to the FHC.

11. The **Treasurer** shall

a) Deposit all monies with a chartered bank as designated by the Executive;

b) Keep an account of and be responsible for all monies received and disbursed and file all bills, receipts and vouchers;

c) Disburse funds in payment of bills as authorized by the Executive. All disbursements from bank accounts shall be signed by two (2) of three (3) signing officers, these being the President, Vice President, and Treasurer;

d) Prepare and present for approval at the Annual General meeting of the P.E.I.F.H.A. an operating budget for the following year; and

e) Prepare and annual financial statement which shall be approved at the Annual General Meeting.

**SPECIAL AND STANDING COMMITIEES**

12) a) Such committees may be struck when and for such purposes as are deemed

appropriate by the President.

b) Coaching and Umpiring committees may be authorized from time to time. The duties

and responsibilities of such committees shall be managed and guided as directed by the

Executive.

**MEETINGS**

13. The annual general meeting of the P.E.I.F.H.A. may be held each year on a date to be set by the Executive.

14. Special general meetings of the P.E.I.F.H.A. may be called by the Executive or upon the written request of one quarter (1/4) of the voting membership.

15. Fourteen (14) days written notice of each general meeting shall be given to all members of the P.E.I.F.H.A. entitled to attend such meetings.

*1*

16. Accidental omission to give notice to, or the non-receipt of the notice of a meeting by any voting member shall not invalidate the proceedings at any meeting.

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17. A quorum for the transaction of business at general meetings of the P.E.I.F.H.A. shall consist of not less than ten (10) members of the voting membership of the P.E.I.F.H.A. present or represented by proxy.

**EXECUTIVE MEETINGS**

18 Executive meetings may be held at any time upon the call of the President and there shall be at least four executive meetings per year.

**VOTING**

19. At all general meetings of the P.E.I.F.H.A. all members in good standing shall be entitled to one vote. \*Voting by proxy shall be permitted, provided the authorization for the proxy vote is presented in writing.

20. At Executive meetings each duly elected member of the Executive shall be entitled to one vote.

\*Proxy votes shall not be permitted at Executive meetings.

**ELECTION AND APPOINTMENTS**

21. Only individuals belonging to the P.E.I.F.H.A. as members shall be eligible to hold office or to be appointed to a P.E.I.F.H.A. committee. Junior members are not eligible to hold office, but may be appointed to a committee.

22. There shall be a nominating committee, chaired by the Vice-President. The Vice-President and two (2) other members of the P.E.I.F.H.A. shall be appointed to serve on this committee.

23. The Nominating Committee shall distribute a proposed slate of nominees for the positions that fall vacant at the Annual General Meeting. Such distribution shall occur in conjunction with the notice of the Annual General Meeting and shall contain relevant information relating to the nominees and assurances of acceptance of nomination.

24. New nominations shall be accepted from the floor at the Annual General Meeting.

25. All officers shall be selected shall require only a simple majority.

26. Any position which may become vacant during the year, the executive has the ability to appoint a member to the position until the next PEIFHA AGM.

27. All terms of office shall be for a two (2) year period.

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**FINANCES**

28. Membership fees shall be determined from year to year by the Executive. Membership year is from January 1st to December 31st.

29. The fiscal year of the P.E.I.F.H.A. shall be from January 1st to December 31st.

30. All accounts and statements may be subject to audit annually.

31. The signing officers of the P.E.I.F.H.A shall be the Treasurer, Vice- President and the President.

(\*Secretary may be if required)

**RULES OF ORDER**

32. Robert's Rules of Order shall govern at all meetings of the P.E.I.F.H.A.

**AMENDMENTS**

33. Bylaws of the P.E.I.F.H.A. may be amended by a two-thirds (2/3) majority vote of the members present or represented by proxy at any general meeting of the P.E.I.F.H.A.

34. Fourteen (14) days’ notice of any proposed amendments shall be given to the voting membership, prior to its presentation at a general meeting.

35. Amendments may be initiated by (1) a majority vote of the Executive, or (2) by any member of the P.E.I.F.H.A. provided that the proposed amendment shall be in writing and signed by eight (8) voting members and provided that it is submitted to the Secretary and least twenty (20) days prior to the general meeting.

Amended at 2015 AGM, held at Sport PEI Feb 25, 2016

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Prince Edward Island Field Hockey Association 2016-2018 Executive

President- Barb Carmichael

Vice-President – Ellen Dixon

Treasure- Lacey MacLauchlan

Secretary- Erica Ross