



PAN AMERICAN HOCKEY FEDERATION

BYE-LAWS TO THE STATUTES

October 2011

BYE LAWS OF THE
PAN AMERICAN HOCKEY FEDERATION

BYE-LAW TO STATUTE 4.2

- i) Correspondence with or by the PAHF must be in Spanish or English.
- ii) No correspondence of any kind will be deemed official and valid if in another language.
- iii) With the prior approval from the General Secretary and under special circumstances other languages may be used in non-official documents.
- iv) Notices and other communication required to be given in writing by or to the PAHF may be given by any one of the following means:
 - a) Prepaid mail;
 - b) Facsimile transmission; or
 - c) E-Mail or other form of electronic communication where receipt can be verified.

BYE-LAW TO STATUTE 6

The Board is empowered to recognize suspensions or disqualifications of clubs declared by the affiliated National Association to which they belong and, if so, to see that these decisions are applied by all the other affiliated National Associations.

BYE-LAW TO STATUTE 7.2

Application for Membership

- i) Application for membership must be made to the Hon. Secretary General and must be accompanied by the following for consideration of membership:
 - a) The constitution of the NA;
 - b) The names and addresses of its officers;

- c) The number of its individual members, a member being any person whatever sex or age who is affiliated to the NA;
 - d) An attestation, endorsement and confirmation by its NOC that the NA is the central authority responsible for all matters relating to Hockey in the country concerned. If a NOC has not yet been formed in the country, or if formed but not yet recognized by the IOC, the endorsement shall be given by the highest national authority in sport;
 - e) A declaration that they are opposed to any discrimination on the grounds of race, sex, politics, religion or creed;
 - f) A copy of its Anti-doping Regulations which must be compliant with the FIH Anti-Doping Regulations and the World Anti-Doping Code
 - g) A declaration that it has applied for membership to the FIH;
 - h) A financial document (audited annual accounts) indicating that the NA is solvent; and,
 - i) A written guarantee to adhere to and abide by the Statues, Bye Laws, Rules and Regulations including Article 19 regarding the jurisdiction of the PAHF.
- ii) NA's fulfilling the criteria for membership of the PAHF may be provisionally admitted by the Board of Directors and formally admitted by the first Congress following application for membership.
 - iii) Provisional members are entitled to all the benefits of membership and must fulfil all obligations of a member. Provisional members may attend and speak but not vote at any Congress.

BYE-LAW TO STATUES 7.7

i) Subscription

- a) Statutory subscriptions, fixed at each ordinary meeting of the Congress, must be paid before 31 March of the year concerned.
- b) The Board of Directors is empowered to charge 10% per annum to a defaulting National Association as from the first of January of the following year.

- c) Payment of subscriptions must be accompanied each year by a declaration signed by the President and Secretary of the NA stating the number of members as at 1 January of the current year and certifying that this information is exact. NA's which pay for more than 30,000 Members are exempted from this requirement.
- d) The Board of Directors has the right to propose to the Congress the striking off of any NA owing more than two annual subscriptions.
- e) Although the subscriptions are payable in US Dollars, the Hon. Treasurer may decide that they be paid in another currency and in such case may fix the rate of exchange.
- f) Any NA not having paid its subscription within the time limits is not entitled to take part in the work of the Congress and shall be considered as suspended.
- g) Until the settlement of their debt neither it nor any of its members shall be entitled to participate in any international match or competition whether as player, official or organizer.
- h) Any NA which has been struck off and which is readmitted to membership must pay all arrears up to the date of expulsion.

BYE-LAW TO STATUTE 8

i) Congress

- a) The Congress shall be composed of up to three delegates from each NA, one of whom shall be the Head of the delegation to be named at the opening of the meeting. The Head of the delegation must be a citizen of the country of the NA he or she represents. A delegate may speak either in Spanish or English.
- b) Members of the Board of Directors may attend Congress in their own right without power to vote,
- c) Non-accredited persons may attend Congress at the discretion of the President.
- d) An ordinary meeting of the Congress shall be held every two years at a place and on a date selected by the Officers not less than six months in advance.
- e) The business of an ordinary meeting of the Congress shall be:

- verification of credentials
 - President's Remarks
 - General Report of the Hon. General Secretary
 - Financial Report from the Hon. Treasurer including subscriptions
 - Auditor's Report
 - Reports from the respective Chairs of the Committees appointed by the Board of Directors
 - Consideration of applications for membership
 - Consideration of proposals of suspensions/expulsions/dissolutions
 - Proposals for alteration of the Statutes
 - Election of the President, the Hon. General Secretary and the Hon. Treasurer
 - Election of Vice-President
 - Election of Members of the Board of directors
 - Appointment of Auditor
 - Any other items of which proper notice has been given by the Board of Directors.
- f) The President shall preside over the meetings of the Congress but may request the meeting to appoint an alternate Chair in his or her place. If the President is absent, a Vice-President shall be asked by the Hon. Secretary General to take the Chair
- g) The quorum at a meeting of the Congress shall be one third of the total membership of the PAHF.
- h) NA's are entitled to one vote at the Congress.
- i) Voting at Congress shall be dealt with as follows:
- i) Alterations to the Statutes require a Special Majority.
 - ii) Election of Office Bearers and Vice President requires an Absolute Majority.
 - iii) Election of ordinary Members of the Board of Directors requires an Absolute Majority.
 - iv) Other decisions of Congress require a Simple Majority.
 - v) Any proposal receiving an equal number of votes shall be deemed to have failed.

- j) Elections at Congress shall be dealt with as follows:
 - i) President, Hon. Secretary General and Hon. Treasurer in this order.
 - ii) Ordinary Members of the Board of Directors
 - iii) Election procedures must ensure that, of the Board consisting of the President, Hon. General Secretary, Hon. Treasurer and nine (9) Ordinary Board Members, there is a minimum of five Directors of each gender. Of the Ordinary Members, three (3) shall reside respectively in North America, the Caribbean and Central America, and South America
 - iv) As per Statute 11, the three (3) Vice Presidents shall be elected by the Board of Directors from among the Ordinary Members

BYE-LAW TO STATUTE 9.5(A)

- a) **Qualification for Office Bearers and Ordinary Members of the Board of Directors**
 - i) Candidates for any position on the Board of Directors including the Office Bearers must be nominated by their own NA and must be a citizen of the country by whom they are nominated.
 - ii) Candidatures must reach the Hon. Secretary General not later than six weeks before the date fixed for the ordinary meeting of the Congress.

BYE-LAW TO ARTICLE 9.5 (B)

Filling of Casual Vacancies

- a) Should a vacancy arise through the resignation or death of a Vice-President or an ordinary member, the seat shall remain open until the next Congress.

- b) If the President dies, resigns or becomes permanently incapacitated, the Vice-President shall become the Acting President until an election is held at an extraordinary meeting of the Congress. The Acting President shall be named by the Hon. Secretary General following consultation with the Board of Directors
- c) If the Hon. Secretary General or the Hon. Treasurer relinquishes office, the President shall appoint the acting Office Bearer who shall hold office until the next ordinary meeting of the Congress.
- d) The Board of Directors has the right to end the mandate of any Board or Committee member who has been absent for two consecutive meetings without valid reason and in such case the seat shall remain vacant until the next Congress.

BYE-LAW TO STATUTE 9.5 (C)

a) Committees

- i) The Committees of the Board are as follows:
 - Competitions Committee
 - Umpiring Committee
 - Development and Coaching Committee
 - Medical Committee
 - Media and Communications Committee
 - Planning Committee
 - Appointments Committee
 - Sponsorship Committee
- ii) Nominations for members of Committees shall be sent to the Hon. Secretary General by their own NA. Such nominations shall be screened by the President, the General Secretary and the Chair of the respective Committee to ensure that the nominees are suitable for the Committees for which they have been nominated, before presentation to the Board.
- iii) Committee members shall be appointed by the Board at the meeting immediately following the ordinary meeting of the Congress and shall hold office for four years. Under exceptional circumstances, the Board may later appoint additional members.
- iv) Both genders shall be represented on each Committee.

- v) The Chair and the Secretary of each Committee shall be appointed by the Board.
- vi) No meeting of a Committee may be held without the prior agreement of the President or the Hon. Secretary General.
- vii) For any meeting of a Committee an official notice with an agenda shall be circulated to the members concerned, All Committees shall submit a report of each meeting to the Board for ratification of decisions.
- viii) Decisions taken at any meeting of a Committee not convened in accordance with the Bye-Laws shall be void.
- ix) In between meetings the Committees are administered by their secretaries in liaison with their respective chairs but copies of all correspondence shall be sent to the Hon. General Secretary for information. However, any decision between meetings which varies from an earlier decision made at a duly convened Committee meeting is subject to the prior approval of the President or Hon. General Secretary.
- x) Committees are not permitted to send official correspondence or other forms of official communication on behalf of the PAHF in respect of matters which do not fall within the ambit of the respective Committee's duties and responsibilities as delegated or determined from time to time by the Board of Directors .Such matters are the prerogative of the President or the Hon. Secretary General or their delegates.
- xi) Committees shall meet at least once a year.

BYE-LAW TO STATUTE 9.5(D)

Procedure at Board of Directors Meetings.

a) Procedures

- i) The President shall preside at all meetings. The meeting may appoint an alternate Chair at the request of the President. If the President is absent the Vice President shall take the chair or the Hon. Secretary General shall open the meeting and propose a Chair to the members.

- ii) The Board of Directors shall deal with and make decisions on all business on its agenda. The agenda shall be circulated to all members in advance of the meeting. The primary duties of the Board shall be to:
 - iii) The Board of Directors may refer items to the Officers or appropriate committees for their consideration and report.
 - iv) The primary duties of the Board shall be to:
 - (a) Receive reports from the Hon. General Secretary.
 - (b) Receive reports from the Hon. Treasurer.
 - (c) Receive reports from the Committees.
 - (d) Appoint every four years the Members of such Committees as are deemed necessary.
 - (e) Consider applications for membership.
 - (f) Recognize suspensions and disqualifications of clubs or individuals declared by NA's and ensure that such suspensions and disqualifications are recognized by all affiliated NA's.
 - (g) Notify NA's of any decisions and penalties imposed by Congress or the Board.
 - (h) Ensure receipt of information by NA's of all PAHF business.
 - (i) Adopt the FIH Anti-doping Regulations and procedures for their implementation
 - (j) Adopt Conflict of Interest Guidelines and see to their implementation
 - (k) Approve and see to the implementation of the PAHF Operational and Strategic Plans
 - (l) Approve and see to the implementation of the Memorandum of Understanding between the PAHF and the FIH
 - v) The quorum at a meeting of the Board shall be one third of the total membership of the Board or such other number as the Board may from time to time determine.
- b) Voting at Board of Directors Meetings**
- i) All Members of the Board including the Office Bearers have one vote.
 - ii) Save where Special or Absolute Majorities are expressly required by the Statutes or the Bye-Laws, all decisions of the Board require a Simple Majority.

- vi) Any matter or proposal receiving equal number of votes shall be deemed to have failed.

BYE-LAW TO STATUTE 9.5(E)

a) Awards

Members or individuals of the PAHF or personalities outside the PAHF who have given long and/or outstanding service to the PAHF or Hockey may be honoured by the PAHF.

BYE-LAW TO STATUTE 20

Modification of Statutes

- a) Any modification of the Statutes must be proposed by a Member or by the Board of Directors.
- b) The proposal must reach the Hon. General Secretary not later than two months before the date fixed for the ordinary meeting of the Congress.
- c) The Hon. General Secretary shall communicate any proposal to the members when summoning the meeting of the Congress.
- d) A proposal may be withdrawn at any time but a withdrawal by a Member must be in writing unless it is made by the Head of the delegation of that Member during the meeting of the Congress.