

# **SOUTH STORMONT MINOR HOCKEY**

## CONSTITUTION

2013

# **SOUTH STORMONT MINOR HOCKEY**

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## Article 1

### Name and Boundaries

- 1.0 This organization shall be known as **THE SOUTH STORMONT MINOR HOCKEY ASSOCIATION** and shall also be known as **S.S.M.H.A.**
- 1.1 SSMHA Boundaries shall be defined in District 2 Constitution.

## Article 2

### Objectives:

- 2.1 To promote and sponsor organized hockey for all youths in South Stormont up to the age of 21 years.
- 2.2 To promote and foster the spirit of fair play, courteousness, honesty, integrity and sportsmanship among players, team officials, referees, parents, and spectators.
- 2.3 To accommodate each and every youth within our designated boundaries wishing to play hockey. Each youth shall be granted an equal opportunity to participate and learn. Developing our youth mentally and physically with the hope that they will contribute in a positive way to society.
- 2.4 To promote a sense of community spirit.

## Article 3

### Membership and voting privileges

- 3.1 Membership shall consist of; Any resident of the Township of South Stormont 18 or older being a parent or guardian of a registered player in S.S.M.H.A.
- 3.2 All coaches, managers, referees or trainers 18 or older participating in the SSMHA, regardless of residence during their voluntary or paid term as a coach, manager, referee or trainer.
- 3.3 Any Management committee member, in good standing from previous year.

## Article 4

### Executive Board

- 4.1 The Executive Board of the association shall consist of the President, Vice President, Secretary, Treasurer and 2 members of the Management Committee to be appointed by the President by August 1, annually. The Executive Board is responsible for the direction and administration of the affairs of the association and holds the voting privileges for completion of its duties. The Executive Board will consider all information provided by the Management Committee. The Executive will, as standard practice, involve the Management Committee in voting on various decisions and positions taken, however, the Executive Board may, at its discretion, recognize only the votes cast by the Executive Board.
- 4.2 The Executive Board will meet as directed by the President or Vice President and quorum will consist in the attendance of 3 or more members.
- 4.3 No member or person shall hold more than 1 position on the Executive Board and no (2) two members or persons who are immediate family members shall hold Executive Board positions at the same time.
- 4.4 The terms of office for President, Vice President, Secretary and Treasurer are detailed in Article 7..

## Article 5

### Management Committee

- 5.1 The Management Committee of the association shall consist of the Executive Board and the following positions: Past President, Registrar, Ice Scheduler, Referee in Chief, Equipment Manager, Risk and Safety, UCMHL Representative, Discipline Convener, Coach Mentor, IP Convener, House League Convener, Tournament Convener, Fund Raising Convener and Web Master. These positions will hold voting privileges as detailed in Article 4. The South Stormont Township representative shall be appointed by the township and shall be a member of the Management Committee but shall have no voting privilege.
- 5.2 All members of the Management Committee shall be appointed by the Executive Board by August 1, annually. Current members shall be considered initially for reappointment. Any vacant position or position resigned or removed will be referred to the Nominating Committee for selection of possible members. Should the Nominating Committee be unable to provide at least 1 suitable candidate then the Executive Board will appoint a candidate of their discretion.
- 5.3 No member or person shall hold more than 2 positions on the Management Committee and/or the Executive Board and no two members or persons who are immediate family members shall hold Management Committee and/or Executive Board positions at the same time.

5.4 Should any member be absent for 3 or more consecutive scheduled meetings without cause, that member may be subject to removal from their duties at the discretion of the Executive Board.

5.5 The Management Committee will normally meet on a monthly basis as determined by the President or on a special needs basis as directed by the President or Vice President or 4 members of the committee who are not a member of the Executive Board. Quorum for meetings will consist with attendance of 8 or more voting positions being represented.

## Article 6

### Annual Meeting

- 6.1 The Annual Meeting of the Association shall be held no later than the 31<sup>st</sup> of May each year.
- 6.2 Notice of this meeting shall be posted in the arena prior to the season end.
- 6.3 Only members as defined herein shall have the right to vote and there shall be no PROXY vote.
- 6.4 A quorum for the Annual Meeting shall consist of 10 members.
- 6.5 Written reports on the yearly activities of the association shall be delivered at the Annual Meeting by the Executive Board and Management Committee members, namely: President, Vice President, Secretary, Treasurer, Past President, Registrar, Ice Scheduler, Referee in Chief, Equipment Manager, Risk and Safety, UCMHL Representative, Discipline Convener, Coach Mentor, IP Convener, House League Convener, Tournament Convener, Fund Raising Convener and Web Master.
- 6.6 The position of President, Vice President, Secretary, and Treasurer shall be elected by secret ballot for a term as specified in Article 7.
- 6.7 Persons to be nominated for the President must have served at least one year in the preceding three years on the Management Committee and must be a member of the Association on the date of the Annual Meeting. At the discretion of the Management Committee this provision may be waived in order to that the SSMHA has a President.
- 6.8 Persons to be nominated for all elected positions must be members of the Association in good standing as defined herein at the date of the Annual Meeting and shall be nominated by a member of the Association in good standing as defined herein.

## **Article 7**

### Duties of the Members

#### President:

- 1) Shall preside over at least 9 of the regular monthly meetings of the Association;
- 2) Shall have the final and deciding vote in the event of a tie at any meeting, be it executive, management committee, special or annual general meeting;
- 3) Shall be an ex-officio member of all subcommittees;
- 4) Shall be a signing officer;
- 5) Shall be elected on ODD years in which the AGM is held;
- 6) Shall serve a two year term;
- 7) Shall have executive privilege to make an arbitrary decision based on information provided and/or interviews undertaken by him/her concerning circumstances of a personal nature regarding an individual member and/or their family.

#### Vice President:

- 1) Shall perform all the duties of the President in their absent or if the President is in a conflict of interest;
- 2) Shall perform any other duties as directed by the President;
- 3) Shall have a regular vote at all meetings of the executive, management committee, special or annual general meeting;
- 4) Shall be a signing officer;
- 5) Shall be elected on EVEN years in which the AGM is held;
- 6) Shall serve a two year term;
- 7) Shall be responsible for coordination of procedures for coach selection.
- 8) Shall oversee coordination of team tryouts.

#### Secretary:

- 1) Shall be responsible for the recording and documentation of all minutes for meetings of the association be it executive, management committee, special or annual general meeting;
- 2) Shall be third in line to perform the duties of the President should the Vice President be unable;
- 3) Shall issue notices of all meetings;
- 4) Shall be elected on ODD years in which the AGM is held;
- 5) Shall serve a two year term;
- 6) Shall be responsible for updating and maintaining of the constitution of SSMHA;
- 7) Shall perform any other duties as required by the President.

### Treasurer:

- 1) Shall keep and record all financial transactions of the association;
- 2) Shall be a signing officer;
- 3) Shall provide a financial statement at all management committee meetings;
- 4) Shall provide the financial statement for the Annual General Meeting for fiscal year then ended;
- 5) Shall provide the budget at the Annual General Meeting for the upcoming fiscal year;
- 6) Shall be a member of the Fund Raising committee;
- 7) Shall be elected on EVEN years in which the AGM is held;
- 8) Shall serve a two year term;
- 9) Shall perform any other duties as required by the President.

### Past President:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be used as a valuable resource for past decisions and intent of association By-Laws;
- 3) Shall perform any other duties as required by the President.

### Registrar

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible for the coordination of registration of players, coaches and other bench staff for SSMHA;
- 3) Shall be responsible for registration of players, coaches and other bench staff from SSMHA to District Two and other authorities;
- 4) Shall perform any other duties as required by the President.

### Ice Scheduler

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible for scheduling of all ice used by SSMHA;
- 3) Shall interact with South Stormont Township representative in regards to ice availability and scheduling;
- 4) Shall perform any other duties as required by the President.

### Referee in Chief:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be a referee of at least level three in good standing with ODMHA;
- 3) Shall be responsible for all referees including their qualifications, education, evaluation, improvement and discipline;

- 4) Shall be responsible for ensuring that the officials follow the CAHA – ODMHA rules and regulations as it pertains to them;
- 5) Shall be responsible for the scheduling of referees and linesmen for league games, exhibition games and tournaments sanctioned by SSMHA;
- 6) Shall be responsible for the scheduling of timekeepers for league games
- 7) Shall be responsible for the scheduling of timekeepers for exhibition games and tournaments sanctioned by SSMHA when requested by the team hosting said game(s);
- 8) Shall perform any other duties as required by the President.

#### Equipment Manager:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible for a current inventory of all hockey jerseys and equipment owned by the association and report semi-annually concerning the condition and disbursement of same;
- 3) Shall be responsible for the dispensing of hockey jerseys and equipment at the start of the playing season, the return of same at the end of the season and the storage and upkeep of same during the off season;
- 4) Shall be responsible to oversee the procurement process for new jerseys and equipment;
- 5) Shall be responsible for the maintenance, display, disposition and upkeep of all trophies and the trophy case of the association including the engraving, delivery and return of said trophies;
- 6) Shall perform any other duties as required by the President.

#### Risk and Safety:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible to ensure that SSMHA adheres to all risk and safety issues as prescribed by CAHA, ODMHA, UCMHL and LSLMHL;
- 3) Shall enforce and rectify any breach of risk and safety measures whether the infraction pertains to a player, bench official, parent or team including removal of offending person(s) from playing surface and/or arena building;
- 4) Shall perform any other duties as required by the President.

#### UCMHL Representative:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall attend and represent SSMHA at all UCMHL meetings;
- 3) Shall vote at UCMHL meetings in the best interests of SSMHA;
- 4) Shall provide updates at management committee meetings with regards to activities at UCMHL;
- 5) Shall act as liaison between coaches of all teams participating in UCMHL and the league conveners as necessary;
- 6) Shall provide updates to all coaches of teams participating in UCMHL;
- 7) Shall be responsible to identify suitable candidates to fulfill vacant representative team coaching positions after coach selection process;
- 8) Shall perform any other duties as required by the President.

### Discipline Convener:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible to oversee and direct the discipline committee;
- 3) Shall perform any other duties as required by the President.

### Coach Mentor:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible for the coach mentor-ship program for SSMHA including the development, stewardship and dispute resolution;
- 3) Shall attend all coaches meetings;
- 4) Shall perform any other duties as required by the President.

### IP Convener:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible to oversee and direct the IP program as directed by SSMHA;
- 3) Shall perform any other duties as required by the President.

### House League Convener:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible to identify suitable candidates to fulfill vacant house league team coaching positions after coach selection process;
- 3) Shall assist house league teams during the year for any issues that arise;
- 4) Shall perform any other duties as required by the President.
- 5) Shall act as liaison between coaches of all teams participating in LSLMHL and the league conveners as necessary;
- 6) Shall provide updates to all coaches of teams participating in LSLMHL;

### Tournament Convener:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall coordinate all tournaments held by SSMHA including interaction with Ice Scheduler and Referee Scheduler;
- 3) Shall be responsible to oversee all tournaments held SSMHA, including assistance to the host team and performing all necessary duties and functions in relation to the said tournament;
- 4) Shall perform any other duties as required by the President.

### Fund Raising Convener:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be responsible to oversee and direct the fund raising committee;
- 3) Shall perform any other duties as required by the President.

### Web Master:

- 1) Shall have a vote at all management committee meetings;
- 2) Shall be the contact between SSMHA and the ISP (Internet Service Provider);
- 3) Shall keep website updated with all relevant information as provided by the management committee;
- 4) Shall keep website updated with any SSMHA relevant information provided by teams or others within the association;
- 5) Shall manage the website using software as prescribed by the management committee;
- 6) Shall perform any other duties as required by the President.

## **Article 8**

### **Committees**

#### **8.1 Nominating**

- 1) This committee shall be appointed annually by the management committee and shall consist of 3 members of the association who do not hold a current position on the Executive Board or Management Committee of SSMHA.
- 2) The committee will determine, on an annual basis, qualified candidates for any Executive Board position up for reelection and provide those names for the Annual General Meeting.
- 3) The committee will determine, on an annual basis, qualified candidates for any Management Committee position that is vacant and provide those names to the Management Committee as required.
- 4) The committee will determine, on an annual basis, qualified candidates for members of the Discipline and Fund Raising committees and provide those names to the Management Committee as required.

#### **8.2 Discipline**

- 1) This committee shall be appointed annually and will consist of the Discipline Convener and 2 other members as provided by the Nominating Committee and approved by the Management Committee.
- 2) The committee shall hear and rule on all protests, complaints and other discipline matters using the CAHA code of discipline as a guideline for establishing its rules of procedure.
- 3) The committee's rulings shall be final.
- 4) Any appeal of the committee's findings must be made to the Secretary of the management committee within 48 hours of the committee's ruling. The management committee shall deal with the appeal as expeditiously as possible. Members of the discipline committee who may also sit on the management committee may not vote on the appeal.

### 8.3 Fund Raising

- 1) This committee shall be appointed annually and will consist of the Fund Raising Convener and the Treasurer and 2 other members as provided by the Nominating Committee and approved by the Management Committee.
- 2) The committee will be responsible to oversee and direct all fund raising activities within SSMHA, including, but not limited to, yearly kick off activities, clothing line, year-end banquets, association tournaments, etc.

### Article 9

#### Fees

- 9.1 The Management Committee shall fix all fees charged by the Association.

### Article 10

#### Amendments to the Constitution or Bi-Laws:

- 10.1 The constitution shall not be amended except at an annual meeting by two thirds (2/3) majority of cast votes. Notice of the proposed amendment shall be given to the secretary 21 days prior to an annual meeting.
- 10.2 The bi-laws of the association may be amended, repealed, revised, or added to at any meeting of the management committee upon a two thirds (2/3) majority vote, subject to the approval of same at the next annual meeting (AGM). Should the annual AGM not approve the amendment, repeal, revision, or addition, be it is understood that no action taken by the Management Committee while using the interim amendment shall be considered invalid.
- 10.3 Anyone proposing to amend, repeal, revise, or add constitutional or bi-law changes should attend, or send a representative, to speak in support of those changes at the annual meeting.
- 10.4 Changes to any operational policy can be made at any Management committee meeting and take effect immediately.

### Article 11

#### Fiscal Year

- 11.1 Annual fiscal year will be considered to be June 1<sup>st</sup> to May 31 of each year.