

CREEMORE MINOR HOCKEY ASSOCIATION CONSTITUTION

Article 1 – Name

- a) The name of the organization shall be the Creemore Minor Hockey Association, hereafter referred to as the Association

Article 2 – Purpose

- a) To promote organized hockey for children to 19 years of age
- b) To teach fair play and sportsmanship
- c) To co-operate with all groups interested in promoting minor hockey

Article 3 – Membership

- a) Membership shall include all persons regularly participating in the Association and those performing the duties of the current Executive, Coaches, Managers, Trainers and voting members

Article 4 - Executive

- a) The Association, in accordance with its By-Laws, shall elect officers who shall form the Executive
- b) The Executive shall consist of the following elected officers: President, Vice President, Secretary, Treasurer, OMHA Representative, GBLR Representative, Player Development Co-Ordinator, Referee-In-Chief, Ice Convener, Ways and Means Chair, Ways and Means Vice-Chair, Kitchen Co-Ordinator, Tournament Chair, Gatekeeper, and two Directors at Large. The term of office for the Executive shall be one year. All members of the Executive shall be eligible for re-election
- d) The absence of any Executive member from two consecutive, regularly scheduled meetings without due cause shall cause their position to be vacant, and the absentee must be notified in writing of such action
- e) The Executive shall have the power, by majority vote, to fill any vacancy during a term of office

- f) The President shall be chairman of all committees
- g) A quorum shall consist of nine members, including the Chairman
- h) Immediate Past President will sit on the Executive for one year
- i) The President will not hold the position of Coach, Manager or Trainer within the Association during his term
- j) The following positions will be elected each year at the Annual General Meeting to form the Hockey Operations Committee: OMHA Representative, Georgian Bay Triangle Local League Representative, Referee-In-Chief, Ice Convener, and Player Development Co-Ordinator
- k) The following positions will be elected each year at the Annual General Meeting to form the Programming Committee: Ways and Means Chairperson, Ways and Means Vice-Chairperson, Gate Keeper, Tournament Chairperson, and Kitchen Co-Ordinator
- l) The Hockey Operations Committee will be required to attend the monthly Association Executive meeting, and to meet additionally when necessary to administer all hockey-related functions
- m) The Programming Committee will be required to attend the monthly Association Executive meeting, and to meet additionally when necessary to administer all non-hockey related functions

Article 5 - Executive Duties

- a) The Executive shall conduct the business of the Association, authorizing all expenditures in connection therewith
- b) The Executive will enter all clubs in League competition and appoint Coaches and Managers. Coaches are to submit trainers' and stick persons' names with the approval of the Executive
- c) The Executive shall arrange for ice times, approve all practice times, games and tournaments and all fundraising programs
- d) The Executive shall determine the registration fees to be levied for annual registration of players
- e) The Executive shall arrange for and approve all team sponsorship

- f) The Executive shall have full control of the affairs of the Association, having the power to deal with all disagreements or protests, any unbecoming conduct on the part of Managers, Coaches, Trainers or Players, either on or off the ice, or any matter pertaining to the objectives of the Association
- g) All monies must be deposited in a selected chartered bank under the name of the Association, including monies raised by individual teams. Accounts are as follows:
 - 1) Premium Account # 109939
 - 2) Premium Account # 109930 - 100. This account is to be used if our current account is requiring additional funds
 - 3) Current Account # 401602. All other monies are to be deposited into this account. All bills paid by the Association are to be paid out of this account

The Association shall provide a bus for a team, parents and fans if needed at the cost of half the expense to the persons riding the bus. It shall be the team officials' responsibility to collect the money before the bus is requisitioned and submit it to the Treasurer. The Association will not fund a bus rental if the destination is less than a two hour ride. This policy is in effect only as long as there are funds to cover the cost of the bus. When funds are exhausted, families are expected to supply their own transportation to and from games. The Executive will determine each year the amount of monies to be set aside for the busing.

- h) The President and the Treasurer will be the signing officers. In the absence of the President, the Vice-President and the Treasurer will be the signing officers.
- i) A Financial Statement will be presented at the Annual Meeting
- j) Duties are prescribed for each officer of the Executive and are set out in Appendix A, attached hereto. Newly elected Executive members' terms will begin June 1st of each year.
- k) Monthly Executive meetings will be held, and additional meetings may be called when necessary due to urgency of Association business. Minutes of Executive meetings will not be copied or distributed to Association membership. Members may approach the Secretary and an appointment will be made to view meeting minutes.
- l) All records and correspondence must be turned over to the new Executive within 60 days of the Annual General Meeting.
- m) The Disciplinary Chairperson and Disciplinary Committee, which shall consist of the Vice-President and at least two members of the Executive, shall meet as required and have the right to suspend parents, players and team officials for

infractions of CMHA and OMHA rules and regulations. The Disciplinary Committee's decision may be appealed to the President, subject to:

- i) The Appeal being made in writing to the President within 72 hours of the decision of the Disciplinary Committee
- ii) The individual(s) shall remain on suspension
- iii) Any appeal to the decision of the Disciplinary Committee made to the President shall be heard within 7 days. The appealing member will be allowed to send one member. The President shall have the right to call the game officials.

Article 6 - Nominations, Elections

- a) Election of the Executive shall take place at the Annual General Meeting, held during the month of March
- b) The Association membership shall elect officers who shall form the Executive of the Association
- c) The Executive shall appoint a Nominating Committee from within the membership two months prior to the date of the Annual General Meeting
- d) The Nominating Committee will present to the Executive a slate of nominees who have accepted their nominations to stand for election, not later than three weeks prior to the Annual General Meeting
- e) All Association members shall have the privilege of nominating individuals for election to the Executive
- f) All elections shall be by secret ballot, and a simple majority shall serve to elect a candidate
- g) No proxy votes are recognized
- h) Any person 18 years of age or older involved with the Association in good standing for the current year, other than those playing for a CMHA team, may vote
- i) No Executive member who is already elected into a position may run for or hold a second position on the Executive
- j) Any person wishing to stand for position of President or Treasurer must have served at least one year on the Association Executive.

Article 7 - Annual General Meeting

- a) The Annual General Meeting will be held prior to March 31st each year
- b) All Association members shall be notified at least one month prior to the date of the Meeting
- c) Notice of motions and amendments must be given to the Secretary at least 3 weeks prior to the Meeting

Article 8 - Amendments to Constitution and By-Laws

- a) Changes or amendments to the Constitution or By-Laws may be made at an Annual General Meeting by a majority vote in favour by the Members present at the Meeting

APPENDIX A - DUTIES OF EXECUTIVE OFFICERS

President

- * leads the Association toward the goals and objectives it has set for itself
- * presides over duties and supervises all members of the Executive
- * designates duties of all members of the Executive
- * organizes committees and appoints committee chairpersons

Vice-President

- * reports directly to the President
- * shares all duties as assigned by the President
- * presides over meetings in the absence of the President
- * organizes parental assistance at all Association functions, in cooperation with the Ways and Means Chairperson
- * works with and co-ordinates all activities with Ways and Means
- * functions as Equipment Manager for the Association. The Equipment Manager is responsible for organizing and restocking Association equipment and property, including procurement and maintenance of trophies

Secretary

- * reports directly to the President

- * records minutes of all Association meetings and presents these minutes at the next meeting
- * attends to all incoming and outgoing correspondence as directed by the President
- * coordinates all information directed to the media
- * produces a monthly newsletter to be given to all teams and parents

Treasurer

- * reports directly to the President
- * keeps accurate accounting records of Association funds
- * provides a financial statement to each meeting of the Executive
- * works directly in co-operation with the Ways and Means Chairperson

Ontario Minor Hockey Association Representative

- * reports directly to the President
- * processes players' cards
- * acts as liaison between the Association and the OMHA
- * schedules OMHA playdown games
- * attends OMHA meetings, or arranges for a suitable replacement to attend in his/her stead
- * schedules league and playoff games
- * supervises and monitors the conduct of Coaches, Managers and Trainers of Rep teams, making appropriate recommendations to them or their Executive where necessary

Georgian Bay Triangle Local League Representative

- * reports directly to the President
- * schedules league and playoff games
- * attends GBTLL meetings
- * supervises and monitors the conduct of coaches, managers and trainers of House League teams, making the appropriate recommendations to them or their Executive where necessary

Player Development Co-Ordinator

- * reports directly to the President
- * works with our teams' management to help better develop skills
- * works with team coaches, managers and trainers to help develop the hockey skills of our players
- * helps to arrange and organize any coaching clinics or trainer clinics as required by the Executive

- * acts as liaison between Coaches and the Executive on any coaches' concerns pertaining to the Association

Ice Convener

- * reports directly to the President
- * allocates ice-time for all teams for games and practices, as fairly as possible

Tournament Co-Ordinator

- * reports directly to the President
- * organizes annual House League and Rep team tournaments

Kitchen Co-Ordinator

- * reports directly to the President
- * arranges for all necessities to operate the food booth during tournaments, requisitioning and co-ordinating team food donations and kitchen helpers

Referee-In-Chief

- * reports directly to the President
- * arranges to provide referees and other game officials for Association games

Ways and Means Chairperson

- * reports directly to the President
- * initiates all fundraising activities
- * works with the Ways and Means Vice-Chairperson to organize any committees needed to assist any Association event

Ways and Means Vice-Chairperson

- * reports directly to the Executive
- * works in conjunction with Ways and Means Chairperson to organize parents to assist with all CMHA functions
- * works with and coordinates all activities with the Ways and Means Chairperson

Gatekeeper

- * reports directly to the Treasurer
- * arranges for collection of entrance fees at all Association games and functions
- * pays all game officials
- * arranges for timekeepers and pays for hours worked

Director at Large #1

Director at Large #2

- * reports directly to the President
- * is assigned duties according to the changing needs of the Association; for example, acts as Registrar for both regular and late registrations, establishes and maintains an Association website, and obtains Volunteer Screening Forms for the police checks