

CONSTITUTION AND BY-LAWS
OF THE
WEST CARLETON
MINOR HOCKEY ASSOCIATION



May 2009

DEFINITIONS

- CONSTITUTION** shall refer to the Constitution of the West Carleton Minor Hockey Association.
- ASSOCIATION** shall refer to the West Carleton Minor Hockey Association
- MEMBER** Wherever used in the Constitution the word "member" shall be deemed to include, where the context permits, any team or individual registered with the W.C.M.H.A. or participating in games or activities of any kind sponsored by or organized by the W.C.M.H.A.; "individual" shall include, where the context permits, any person, player, coach, manager or official affiliated with or associated with, in any game or activity sponsored or organized by the W.C.M.H.A., and shall also include game officials, and throughout the Constitution and Bylaws the masculine includes the feminine and neuter, and the neuter includes the masculine and feminine, and the singular includes the plural and the plural includes the singular, whenever the context requires or permits.
- OFFICERS** shall refer to those persons who have been elected by the membership or appointed by the Executive Committee to carry on the day-to-day affairs of the West Carleton Minor Hockey Association.

CONSTITUTION

ARTICLE 1 – NAME

This organization shall be known officially as the West Carleton Minor Hockey Association, hereinafter referred to as the Association. The following articles and by-laws shall supersede all previous constitutions and by-laws dated prior to August 29, 1999.

ARTICLE 2 - AIMS AND OBJECTIVES

The objectives of the Association are to foster, improve and perpetuate the sport of hockey, to encourage sportsmanship and fair play among its minor hockey players, coaches, managers and executive and to provide equal opportunity for all eligible players with the Association boundaries prescribed by the ODMHA to participate in the sport.

BY-LAWS

ARTICLE 3 – MEMBERSHIP

- Members** Individuals shall become members of the W.C.M.H.A. upon registration and payment of fees.
- Voting Members** Members who are parents or guardians or who have reached the age of majority as defined by the Province of Ontario and who reside within the W.C.M.H.A. boundaries shall be entitled to vote at Annual and Special General Meetings, provided they are members in good standing. Each parent will be allowed one vote. Each member of coaching staff/team management, as registered with the ODMHA, shall also be a member of the Association and shall be entitled to a vote unless already so entitled as a player representative. Special membership may be granted to persons who have demonstrated involvement and interest in the activities of the Association and shall be entitled to a vote unless already so entitled as a player representative.
- Associate Members** Individuals not resident within the W.C.M.H.A. boundaries who have been properly transferred or waived in accordance with O.D.M.H.A., O.D.H.A. and Hockey Canada, shall become associate members of the W.C.M.H.A. upon registration and payment of fees. Associate members shall not normally be voting members of the W.C.M.H.A.
- Resignation** A member may resign from membership in the W.C.M.H.A. provided such member is in good standing at the time of doing so, by submitting his resignation in writing to the Secretary of the W.C.M.H.A. Upon such resignation becoming effective, such member shall forfeit all rights and privileges afforded by membership in the W.C.M.H.A.

ARTICLE 4 – BOARD OF DIRECTORS

The executive officers of the Association shall include:

- A) President
 - a. 1st Vice-President
 - b. 2nd Vice-President
- B) Director of Hockey Programs
 - a. Director of Competitive Programs
 - b. Director of Recreational Programs
 - c. Director of Novice
 - d. Director of Initiation
- C) Treasurer
- D) Secretary
- E) Immediate Past President
- F) Registrar
- G) Director of Risk & Safety
- H) Referee-in-Chief
- I) Referee Scheduler
- J) Equipment Manager
- K) Level Coordinator
 - a. Initiation
 - b. Novice
 - c. Atom
 - d. Peewee
 - e. Bantam
 - f. Midget/Juvenile
- L) Ice Scheduler
- M) Social/Fundraising Convenor
- N) Webmaster

The affairs of the Association shall be managed on behalf of the membership by the Board; all members of the Board have one vote. All members of the Board, Executive Officers, Committee members are accountable to the President, Board and the Members of WCMHA.

ARTICLE 5 - DUTIES OF OFFICERS

PRESIDENT AND VICE-PRESIDENTS

(a) The President shall provide leadership to the WCMHA and shall preside at all meetings of the Members and the Board of Directors. The President shall have the general management and supervision of the affairs and operations of the WCMHA and shall perform all duties as are customary for a president of a Minor Hockey Association.

(b) The President may appoint such committees or sub-committees as required to operate and administer the programs of the Association. Such committees shall appoint a chairman, who shall submit a written report of its recommendations and such other reports as are required by the Board of Directors. Any member of a committee or sub-committee may be removed at any time at the discretion of the Board of Directors.

The First Vice-President shall, in the absence of the President or in the case of the President's inability to act, perform all duties of the President. The First Vice-President shall render such assistance to the President as may be required by the President. In the case of a vacancy in the office of President, the First Vice-President shall preside until a new President is elected.

The Second Vice-President shall, in the absence of the President and the First Vice-President or in the case of their inability to act, perform all duties of the President. The Second Vice-President shall render such assistance to the President as may be required by the President. In the case of a vacancy in the offices of President and First Vice-President, the Second Vice-President shall preside until a new President is elected.

B) DIRECTOR OF HOCKEY PROGRAMS

- (a) Shall monitor the activity of the entire W.C.M.H.A. hockey program;
- (b) Exercise supervision over the director positions and duties of the Program Directors:
 - a. Director of Competitive Programs
 - b. Director of Recreational Programs
 - c. Director of Initiation
- (c) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Hockey Programs with the assistance of Directors in the Programs division and with special committees as deemed required by the Board of Directors.
- (d) To develop the structure of the W.C.M.H.A. hockey program, giving due consideration to all divisions and categories of minor hockey and will present same to the Board of Directors for approval to ensure that it agrees with the Constitution, Bylaws and budget;
- (e) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

Director of Competitive Programs

- (a) Shall coordinate and oversee the competitive program including A-House.
- (b) Shall provide direction and support to WCMHA players when wishing to tryout elsewhere for higher-level competitive programs held with other Associations.
- (c) Shall provide hockey recommendations when needed to the Director of Programs and Board of Directors.
- (d) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

Director of Recreational Programs

- (a) Shall coordinate and oversee the B-House, C-House and B-Non-Contact teams.
- (b) Shall provide hockey recommendations when needed to the Director of Programs and Board of Directors.
- (c) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

Director of Novice

- (a) Shall coordinate and oversee the Novice Program.
- (b) Shall provide hockey recommendations when needed to the Director of Programs and Board of Directors.
- (c) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

Director of Initiation

- (a) Shall coordinate and oversee the Initiation Program.
- (b) Shall provide hockey recommendations when needed to the Director of Programs and Board of Directors.
- (c) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

C) TREASURER

- (a) The Treasurer shall have charge of all books pertaining to the financial affairs of the Corporation.
- (b) The Treasurer shall have care and custody of the funds of the Corporation and deposit the same in the name of the Corporation in such bank or banks as the Board of Directors may direct. The Treasurer shall also have care and custody of the securities of the Corporation and may deposit the same in a safety deposit box to be provided by the Corporation for that purpose.
- (c) The Treasurer shall keep an accurate record of all monies received and disbursed to the satisfaction of the auditors of the Association and produce the same for inspection within twenty-one (21) days of a request therefore.
- (d) The Treasurer shall keep a petty cash account and shall have power to use the same for purposes of expenditures not exceeding the sum of five hundred dollars (\$500.00).
- (e) The Treasurer shall prepare an annual report giving the receipts and disbursements of that year. Copies of the report shall be printed and made available on request to any Member. The Treasurer shall prepare an interim financial report giving receipts and disbursements to date at the annual meeting of the Association for presentation.
- (f) The Treasurer shall, with the approval of the Board of Directors, invest and keep invested, from time to time, the Association monies.

D) SECRETARY

- (a) The Secretary shall keep a proper record of the proceedings of all meetings of the Members and Board of Directors and shall prepare proper minutes of every such meeting.
- (b) The Secretary shall have charge of all books, documents and papers of a non-financial nature, and perform other duties as determined by the Board of Directors.
- (c) The Secretary shall forward notices of all meetings of Members and the Board of Directors to each respective member.
- (d) The Secretary shall keep a record of all persons who are Members which will include all necessary information determined from time to time as necessary by the Board of Directors including, without restriction, the date on which each person became or ceased to be a Member.

E) PAST PRESIDENT

By virtue of experience, the Past President shall be a source of guidance on past practices of the Association. Specific additional duties of the Past President shall be determined by the Board of Directors.

F) REGISTRAR

- (a) The Registrar shall be responsible for the registration of all players and coaches in the Association.
- (b) The Registrar shall ensure that all cards and team lists are correctly completed and forwarded to the District registrar.
- (c) The Registrar shall maintain a listing of all current players.
- (d) The Registrar shall maintain fee status of all players registered with the Association.
- (e) The Registrar shall provide lists of all registered players at a given division to the responsible Level Coordinator.

G) DIRECTOR OF RISK & SAFETY

- (a) Create and maintain a risk management files for the Association and other risk management information.
- (b) Promote effective risk management within the Association/League.
- (c) Work with the Executive to help identify major risks and make recommendations to reduce or manage those risks.
- (d) Attend Board of Director meetings and/or provide reports.

H) REFEREE-IN-CHIEF

- a) Responsible for the recruitment, certification, training, mentoring, development and supervision of all on-ice and off-ice officials used by the Association, in conjunction with the Procedures dictated by Hockey Canada, ODHA, ODMHA and District IV.
 - b) Support WCMHA and its members as a Reference Resource regarding Rule interpretation and application.
 - c) Support and counsel WCMHA officials at Discipline and Appeals Hearings at all levels.
 - d) Ensure all supervisions and evaluations of officials are properly filed with the District Referee-in-Chief.
 - e) Attend monthly District Referees-in-Chief Meetings.
- d) The Position of Referee-in-Chief shall be appointed by the President. Candidates should be HCOP Certified senior officials (minimum 5 Years experience), preference given to those resident in West Carleton.
- 1) REFEREE SCHEDULER
 - a) Ensures fair and balanced assigning of officials for all league, exhibition and tournament games hosted by WCMHA, based on qualifications and ratings of the officials. (Provided by Referee-in-Chief and District Supervisors)
 - b) Assists Referee-in-Chief and District Supervisors in the development, supervision and evaluation of WCMHA officials (on-ice and off-ice)
 - c) The Position of Referee Scheduler shall be appointed by the Referee-in-Chief.
 - 2) EQUIPMENT MANAGER
 - (a) Shall maintain an accurate inventory of all equipment owned by the Association.
 - (b) The Equipment Manager shall purchase and have equipment repaired as approved by the Board of Directors.
 - (c) The Equipment Manager shall adhere to the Policies & Procedures when purchasing equipment for the Association.
 - 3) LEVEL CO-ORDINATORS

Each coordinator shall act as the representative for all players, parents or guardians of players (Initiation through Juvenile) at the regular monthly association meetings.

4) SOCIAL/FUNDRAISING CONVENOR

Is responsible for all matters related to the solicitation of sponsorships and donations to support the financing of the W.C.M.H.A. hockey program;
Report to and take direction from the Board of Directors;
Solicit sponsorships and donations from the business community to support the hockey program;
Establish sponsorship fees and a budget for review and approval by the Board of Directors e;
In conjunction with the Equipment Coordinator, ensure that the names of the sponsors who have not renewed their sponsorship are removed from the W.C.M.H.A. sweaters before the season begins;
Provide each sponsor with a "Certificate of Appreciation" and a letter of acknowledgement on W.C.M.H.A. letterhead, and in the case of major sponsors, a team picture/plaque as deemed appropriate by the Board of Directors;
Ensure that the sponsor's name and/or logo is displayed on the back of the team sweaters in such a location and manner as the Equipment Coordinator in his absolute discretion may determine; and
Approve all fundraising activities proposed by any member of the W.C.M.H.A. where the Association's name is used.
No sponsorship shall be accepted if the prospective sponsor insists on conditions which are contrary to the policies of the W.C.M.H.A., O.D.M.H.A., O.D.H.A., or Hockey Canada. or is considered to be detrimental to the W.C.M.H.A.
Establish rules for fundraising for all teams, including limiting, and controlling the number and quality of raffles, to be reviewed and approved by the Board of Directors.

M) ICE SCHEDULER

ICE SCHEDULER

Shall provide overall administrative direction, coordination and support of the W.C.M.H.A ice allocation, tournaments, regular league, playoffs and practice ice.
Establish schedules in conformance with league rules.
Maintain liaison with all levels of administration.
Manage and negotiate purchasing ice.
Prepare reports as needed.

N) Webmaster

- a) Create and maintain the West Carleton Minor Hockey Association website.
- b) Responsible for the management of the website (domain name, web space, etc...).
- c) Responsible to add/remove updates of the website's content as provided by the Executive.
- d) Attend WCMHA executive meetings and/or provide reports.

ARTICLE 6 - TERMS OF OFFICERS

Executive Officers shall serve a two year term and shall be eligible for re-election for additional terms. The Executive Officer positions will be divided into groups. These positions will be a two year term beginning and ending on odd and even years.

The following positions will begin and end on odd years:

- 1) 1st Vice President
- 2) Director of Hockey Programs
- 3) Director of Recreational Programs
- 4) Treasurer
- 5) Registrar
- 6) Secretary
- 7) Webmaster

The following positions will begin and end on even years.

- 1) President
- 2) 2nd Vice-President
- 3) Director of Competitive Programs
- 4) Director of Initiation
- 5) Equipment Manager
- 6) Director of Risk & Safety
- 7) Social/Fundraising Convenor

ARTICLE 7 – ELECTION AND VOTING

a) Each candidate for election as a Board of Director shall be nominated in writing by a Member (in good standing) which written nomination shall be delivered to the Secretary at least five (5) full calendar days prior to the annual meeting. Nominations will be posted on the website the following day. After all the nominations have been tabled at the annual meeting, any person who has been nominated may withdraw by announcing his or her withdrawal to the President, who shall thereupon instruct the Secretary to strike the name from the list. A candidate may be nominated at the time of the annual meeting if the position is vacant.

b) Election of all Directors shall be by secret ballot distributed at the annual meeting. Those elected will be announced by name only. Vote tallies will not be disclosed. The voting procedures for the election of Directors will be conducted at the annual meeting as follows:

- (i) There shall be a returning officer, who shall be responsible for the counting of the ballots on the completion of voting and shall be assisted by two (2) scrutineers. The returning officer shall be appointed by the President prior to the

meeting. The returning officer shall prepare and distribute all ballots.

- (ii) Voting shall be scrutineered by two (2) scrutineers who shall be appointed by the President, provided that such appointments shall be approved by the Members at the meeting.
 - (iii) Any candidate or Member may view the tally sheet in the presence of the returning officer.
 - (iv) Any candidate may request a recount of the ballots after the voting. The returning officer will conduct the recount of the ballots and shall be assisted by the two (2) scrutineers.
 - (v) Any ballots used in conducting of such votes shall be destroyed upon completion of the voting process.
- a) The Past President shall be defined as the last President to have completed an elected term of office and is not the current President. The Past President gains his office by succession.
 - b) No person shall be nominated for, or elected to, any office in the Association unless he is a member in good standing of the Association. Employees of the W.C.M.H.A. that receive payment for their services are not eligible of election of Executive Officers.
 - c) A voting member may be nominated for any number of positions and may seek election to offices to which he has been properly nominated. Defeat in an election for a specific office does not disqualify him from seeking election to a subsequent office to which he has been properly nominated.
 - d) A nominated voting member may be elected to only one Executive Office at the Annual General Meeting.
 - e) Voting members currently suspended from the W.C.M.H.A. shall not be eligible for election as Executive Officers.
 - f) Election of all officers of the Association may be by secret ballot.
 - g) Board of Directors positions remaining vacant following the Annual General Meeting will be filled by the Board of Directors by a 2/3 majority vote at a Board of Directors meeting.

- h) In the event that a Board of Director position becomes vacant during the year, for any reason, the following shall apply:
 - a. Vacancies of Directors, however caused, shall, so long as a quorum of Directors remain in office, be filled by the Board of Directors but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancy.
 - b. The Past President
 - i. The position shall remain vacant;

ARTICLE 10 - RULES OF ORDER

- A) The President shall preserve order and decorum, and decide questions of order or practice, stating the applicable rule. His decision may be subject to an appeal to the Association at a General Meeting.
- B) When a ruling of the President is appealed, he shall, without debate, put the question in the following words, "Shall the ruling of the President be upheld?" He shall have the right to defend his decision.
- C) The Secretary prior to debate or vote shall record all motions.
- D) The order of business at the Annual General Meeting shall be as follows:
 - iv) Calling the Meeting to order,
 - v) Approval of minutes of last Annual General Meeting.
 - vi) President's report.
 - vii) Board of Director's reports.
 - viii) New business, resolutions or matters that may properly be brought before the meeting.
 - ix) Appointment of Two (2) Scrutineers.
 - x) Presentation of slate of nominees.
 - a. *Names may be stricken from ballot.*
 - xi) Election of Board of Directors, vote by secret ballot.
 - xii) President Elect remarks.
 - xiii) Adjournment.

ARTICLE 11-QUORUM

No annual or other general meetings shall be constituted without a quorum of at least twenty (20) of its voting members who are in good standing and at least five (5) incumbent Executive Officers in attendance, one of whom must be the President or a Vice President.

No Board of Directors meeting shall be constituted without a quorum of at least five (5) members of the Board of Directors.

No sub-committee meeting shall be constituted without one-half members.

ARTICLE 12-MEETINGS

The Association Executive Committee shall hold regular monthly meetings and any additional meetings as deemed necessary.

The Association Annual General Meeting shall be held no later than April 30th. Special General Meetings may be requested at any time by thirty (30) members in good standing of the Association. An agenda must be provided and it is to be properly advertised for the entire membership 30 days in advance of the set meeting date. The business to be transacted at a special general meeting shall be limited to that specified in the call for the meeting.

ARTICLE 13 - FISCAL YEAR

The fiscal year end shall be on the 31st day of March, in each year.

ARTICLE 14 - PROFESSIONAL SERVICES

The Executive Committee shall have the power to consult with, or engage the services of Legal Counsel or other professional services as required.

ARTICLE 15-CONTRACTS

The President shall sign contracts and engagements on behalf of the Association or Director of Hockey Programs and by the Treasurer.

ARTICLE 16-OBLIGATIONS

All members of the Association shall abide by the provisions of the Constitution, Bylaws, Policies and Procedures of the Association.

ARTICLE 17 - INSPECTION BY MEMBERS

Any member shall have the right of inspecting any account or book or document relating to the finances of the Association.

Such accounts, book or document shall be made available within twenty-one (21) days from such request in writing to the Treasurer.

ARTICLE 18 – PETITION AND REFERENDUM

No member shall send out, or cause to be sent out or circulated, any petition or communication relating to any resolution, referendum or proposal under consideration or that deals with the policy of the Association without first having advised the Board of Directors.

ARTICLE 19-AMENDMENTS

A) Amendments to the Constitution or By-laws may be proposed by a petition signed by at least ten (10) members of the Association or by a resolution adopted by two thirds (2/3) of the Executive Committee.

B) Amendments to the Constitution or By-laws of the Association must be passed by a two-thirds (2/3) majority vote at an Annual General Meeting or Special Meeting.

C) Amendments to the Constitution or By-laws shall be considered if received by the Secretary in writing thirty (30) days prior to a General Meeting.

D) Twenty (20) days' notice of proposed amendments to the Constitution or By-laws shall be provided to all members of the Association.

ARTICLE 20 - BY-LAWS

The members of the Board of Directors may, by a two-thirds (2/3) majority vote, make new By-laws with respect to any of the matters provided for in this Constitution and required for the operation of the Association. Such By-laws shall not take effect until they are submitted to the membership at the following Annual General Meeting or a Special Meeting for approval by two-thirds (2/3) majority vote.

ARTICLE 21 – RESIGNATION OR IMPEACHMENT

- a. Executive Members are required to attend meetings. Any Executive Member who fails to attend three consecutive meetings without notifying the Secretary, either directly or indirectly, of inability to attend, shall be deemed to have resigned. Any Executive Member that cannot attend a meeting shall send their report/update to the Secretary in a timely fashion.
 - i) In the event that the Secretary cannot attend an Executive Meeting, they shall notify the President who will in turn appoint an existing Executive Member to record the Minutes of the Meeting.
- b. The members of the Association, may, by resolution passed by at least two-thirds of the votes cast by Executive Members at an Annual General Meeting or a Special General Meeting or a Board of Director's meeting called for that specific purpose, remove any Executive Member before the expiration of that person's term of office, and elect another person or persons as set out in this Constitution or By-Laws.
- c. The members of the Association, may, by resolution passed by at least two-thirds of the votes cast by Executive Members at an Annual General Meeting or a Special General Meeting called for that specific purpose or a Board of Director's meeting, remove any W.C.M.H.A. volunteer before the

completion of the minor hockey season, and appoint another person or persons as set out in this Constitution or By-Laws.

ARTICLE 22 – GENERAL

Whenever applicable, unless a contrary intention appears throughout this Constitution, the singular shall include the plural and the masculine shall include the feminine.