



CONSTITUTION AND BY-LAWS

OF THE

WEST CARLETON MINOR HOCKEY ASSOCIATION



DEFINITIONS

CONSTITUTION	Shall refer to the Constitution of the West Carleton Minor Hockey Association.
ASSOCIATION	Shall refer to the West Carleton Minor Hockey Association (WCMHA).
MEMBER	Wherever used in the Constitution the word "Member" or "Members" shall be deemed to include, where the context permits, any team or individual registered with the WCMHA or participating in games or activities of any kind sponsored by or organized by the WCMHA; "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 WCMHA, and shall also include game officials, and throughout the Constitution and By-Laws 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.
MEMBER IN GOOD STANDING	Shall refer to a Member that is not currently suspended, and does not owe money to WCMHA or other hockey association(s) within Hockey Canada
BOARD OF DIRECTORS	Shall refer to those Members who have been elected or appointed to their position.

EXECUTIVE	Shall refer to the subset of the Board of Directors who hold elected positions.
PLAYER REPRESENTATIVE	Shall refer to a parent or legal guardian of a registered player in good standing.
PLAYER REPRESENTATIVE IN GOOD STANDING	Shall refer to a Player Representative that is not currently suspended from WCMHA or other hockey association(s) within Hockey Canada.
TEAM STAFF	Shall refer to coaches, assistant coaches, trainer, team manager, and other team volunteers.

CONSTITUTION

Article 1. NAME

This organization shall be known officially as the West Carleton Minor Hockey Association, hereinafter referred to as the Association or WCMHA. The following articles and by-laws shall supersede all previous constitutions and by-laws dated prior to January 2023.

Article 2. AIMS AND OBJECTIVES

The objectives of the Association are to foster, improve and perpetuate the sport of hockey, to encourage sportsmanship, inclusiveness and fair play among its minor hockey players, Team Staff and Board of Directors and to provide equal opportunity for all eligible players within the Association boundaries prescribed by HEO to participate in the sport.

BY-LAWS

Article 3. MEMBERSHIP

Members

Individuals shall become Members of the WCMHA upon registration and payment of fees.

Voting Members	<p>One vote per registered Player in Good Standing; if the registered Player in Good Standing is under 18 years of age, the vote is given to a Player Representative in Good Standing.</p> <p>Team Staff, as registered with HEO, shall also be a Member of the Association and shall be entitled to a vote unless already so entitled as a Player Representative.</p> <p>Special Membership may be granted by the Executive 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.</p>
Associate Members	<p>Individuals not resident within the WCMHA boundaries who have been properly transferred or waived in accordance with HEO and Hockey Canada, shall become Associate Members of the WCMHA upon registration and payment of fees.</p> <p>Associate Members shall be Voting Members of the WCMHA.</p>
Withdrawal of Membership	<p>A Member may terminate Membership in the WCMHA provided such Member is in good standing at the time of doing so, by submitting his resignation in writing to a member of the WCMHA Executive</p> <p>Upon such resignation becoming effective, such Member shall forfeit all rights and privileges afforded by Membership in the WCMHA.</p>

Article 4. BOARD OF DIRECTORS

The affairs of the Association shall be managed on behalf of the Membership by the Board of Directors.

All members of the Board of Directors are accountable to the President, Board of Directors and the Members of WCMHA.

Positions that are labor intensive with volunteer hours may be deemed paid by the Board of Directors. The Board of Directors shall review the remuneration for paid duty positions annually for critical positions whereby we do not have a volunteer for the upcoming season. Paid positions will not have voting rights.

The Board of Directors of the Association shall include:

Section 4.01: EXECUTIVE – VOTING MEMBERS

- A. President* (only has a vote in the case of a tie)
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Director-at-Large
- F. Registrar
- G. Director, Hockey Operations
- H. Director, Recreation
- I. Director, Competitive
- J. Director, Risk & Safety
- K. Director, Marketing
- L. Director, Level Coordinators and Managers
- M. Coach Mentor
- N. Webmaster
- O. Equipment Manager

Section 4.02: APPOINTED BOARD MEMBERS – NON-VOTING MEMBERS

- A. Referee In-Chief
- B. Level Coordinator, U7
- C. Level Coordinator, U9
- D. Level Coordinator, U11

- E. Level Coordinator, U13
- F. Level Coordinator, U15
- G. Level Coordinator, U18
- H. Level Coordinator, U-21

Section 4.03: CONTRACTOR POSITIONS

- A. Referee Scheduler
- B. Ice Scheduler

Section 4.04: OTHER

- A. Past President

Article 5. BOARD OF DIRECTOR DUTIES

Section 5.01: PRESIDENT AND VICE PRESIDENT

The President shall:

- A. Provide leadership to the WCMHA.
- B. Preside at all meetings of the Members and the Board of Directors.
- C. Have the general management and supervision of the affairs and operations of the WCMHA.
- D. Perform all duties as are customary for a President of a Minor Hockey Association.
- E. *The President, or his/her delegate, shall have the authority to suspend summarily any player, coach, manager, person, team or individual for any breach or violation of any of the provisions of the Constitution, Bylaws, Rules or Regulations or any other decision or ruling of the Board of Directors, or for inappropriate conduct on or off the ice, or for abusive language to any of the officials, providing that the President or his/her delegate is satisfied that such player, coach, manager, person, team or individual as the case may be has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with by the Management Council at their next Regular or Special Meeting. The President or his/her delegate shall have the power to impose such suspension in respect of any matter or incident which may occur at any time whether having to do with a game of any kind, or otherwise.*

The President may:

- F. 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 Vice President shall:

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

Section 5.02: SECRETARY

The Secretary shall:

- A. 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. Have charge of all records of a non-financial nature, and perform other duties as determined by the Officers.
- C. In the event that the Secretary cannot attend a Board of Directors meeting, notify the President who will in turn appoint an existing Board Member to record the Minutes of the Meeting.

Section 5.03: TREASURER

The Treasurer shall:

- A. Have charge of all books pertaining to the financial affairs of the Association.
- B. Have care and custody of the funds of the Association and deposit the same in the name of the Association in such bank or banks as the Board of Directors may direct.

- C. Have care and custody of the securities of the Association and may deposit the same in a safety deposit box to be provided by the Association for that purpose.
- D. Keep accurate records 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 thereof.
- E. 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).
- F. Prepare the annual financial statements which include but not limited to: Income Statement and Balance Sheet. Copies of the financial statements shall be posted on the website prior to the Annual General Meeting.

Section 5.04: REGISTRAR

The Registrar shall:

- A. Be responsible for the registration process as a whole for the Association.
- B. Set up the online registration and payment system for the upcoming season.
- C. Work with incoming players to facilitate their transfers from their current association.
- D. Create records for new players and coaches within Hockey Canada Registry (HCR).
- E. Maintain all records with respect to player registration.
- F. Provide the Director, Hockey Operations and the Executive with regular updates as registration proceeds.
- G. Provide a forecast of player numbers prior to the season to be used to determine team size and quantity.
- H. Provide each Head Coach with a team list of players including their contact information upon team finalization.
- I. Maintain and provide updates to the Treasurer and the Financial Committee on a monthly basis of the fee status of all current players.

The Registrar shall work with all the teams and the District Registrar and shall:

- J. Ensure that all teams have an approved roster of Players and Team Staff.
- K. Facilitate acquiring approvals for Team Travel Permits.

- L. Ensure that all bench staff have appropriate qualifications for the team position.

Section 5.05: DIRECTOR, HOCKEY OPERATIONS

The Director, Hockey Operations shall:

- A. Monitor the activities involved in all WCMHA hockey programs ensuring that the activities are in line with the objectives and policies of those programs.
- B. Work with the Executive to ensure that the various programs are delivered within the guidelines developed.
- C. Work the Executive to set number of teams, team level allocation and team size, and present those to the Board of Directors for approval.
- D. Work with the Executive to develop and implement policies and procedures with respect to competitive program tryouts and recreational program sort-outs.
Maintain the player evaluation records that are produced as a result of the sort out process.
- E. Work with the Executive to develop and implement surveys (on as needed basis) to be sent to Members to report on the satisfaction and effectiveness of the Team Staff in the various programs and will work with the Executive to provide any follow up with Team Staff as a result of the surveys.
- F. Exercise supervision over the Director-Competitive, Director-Recreation, and Director-Initiation.
Work with President and VP1 as needed on any hockey related matters.

Section 5.06: DIRECTOR, COMPETITIVE

The Director, Competitive shall:

- A. Coordinate and oversee the competitive program.
- B. Work with the Director, Hockey Operations to develop and implement policies and procedures with respect to tryouts.
- C. Provide direction and support to those WCMHA players and their families who wish to try out for a higher level of competitive hockey with other Associations.

Section 5.07: DIRECTOR, RECREATION

The Director, Recreation shall:

- A. Coordinate and oversee the recreational hockey program.
- B. Work with the Director, Hockey Operations to develop and implement policies and procedures with respect to sort-outs.
- C. Work with the Director, Hockey Operations and other Directors to create the teams for the upcoming season utilizing the results of the sort out process.

Section 5.08: DIRECTOR, RISK & SAFETY

The Director, Risk & Safety shall:

- A. Implement and manage WCMHA volunteer screening policy.
- B. Monitor WCMHA suspensions and ensure that they are being served.
- C. Be the point of contact to address WCMHA safety, medical, discipline, and conduct concerns.
- D. Investigate incident reports and convene discipline committee(s) where evidence warrants to resolve issues.
- E. Ensure trainer staff have up to date qualifications.
- F. Work with Executive to provide/promote policies to minimize/address safety concerns.

Section 5.09: DIRECTOR, MARKETING

The Director, Marketing shall:

- A. Be responsible for all matters related to the solicitation of sponsorships and donations to support the financing of the WCMHA.
- B. Solicit sponsorships and donations from the business community to support the hockey program.
- C. Establish sponsorship fees and a budget for review and approval by the Board of Directors.
- D. Oversee and coordinate all association wide social events as directed by the board of directors.
- E. Prepare a budget for approval by the board for each event.
- F. Approve all fundraising activities proposed by any Member of the WCMHA 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 WCMHA, HEO, Hockey Canada or is considered to be detrimental to the WCMHA.

Section 5.10: DIRECTOR, LEVEL COORDINATORS AND MANAGERS

The Director, Level Coordinators and Managers shall:

- A. Mentor and act as a go-to resource for all Level Coordinators and Managers.
- B. Work with the Director, Hockey Operations and Executive as needed during the sort out process and the season as required.
- C. Provide a list of registered players to be utilized for the sort out process.

Section 5.11: WEBMASTER

The Webmaster shall:

- A. Create and maintain the WCMHA online presence as Directed by the Board of Directors.

Section 5.12: EQUIPMENT MANAGER

The Equipment Manager shall:

- A. Work with the Executive to determine the amount and type of equipment necessary to accommodate the various hockey programs for a season and shall repair and/or acquire any equipment necessary to accommodate the needs of the Hockey Programs.
- B. Maintain and distribute all team game jerseys.
- C. Determine whether game jerseys need to be replaced, and, if so, shall acquire quotes for replacement, present to WCMHA Board of Directors, and, upon approval, shall proceed with replacement process.
- D. Work with the Executive to procure adequate quantities of jerseys to be used during annual sort-out processes.

Section 5.13: Director-at-Large

The Position(s) of Director-at-Large shall be appointed by the President with the approval of the Board of Directors on an as needed bases. Director-at-Large positions will be available to assist the WCMHA Board in a variety of tasks.

Section 5.14: REFEREE-IN-CHIEF

The Position of Referee-in-Chief shall be appointed by the President with the approval of the Board of Directors on a bi-annual basis (odd years). Candidates should be HCOP Certified senior officials (minimum 5 years of experience). Preference is given to those that resident in West Carleton.

The Referee-in-Chief shall:

- A. Be 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, HEO, 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.

Section 5.15: COACH MENTOR

The Coach Mentor position shall be appointed by the Board of Directors on a bi-annual basis.

The Coach Mentor shall:

- A. Coordinate and oversee the coach mentoring program.
- B. Provide ongoing mentoring and support for all coaches.
- C. Convene regular coaches' meetings.

Section 5.16: LEVEL COORDINATORS

There shall be a Level Coordinator for each level of hockey offered by WCMHA.

The Level Coordinator shall:

- A. Act as the representative of all the players and families at that particular level to the WCMHA Board of Directors for both house and competitive programs.
- B. Act as an intermediary between the teams at that level and the Director, Level Coordinators and Managers, the Director, Recreation or the Director, Hockey Operations.
- C. Be responsible for player sign in during sort outs.
- D. Make Hockey Operations and/or WCMHA Board of Directors aware of any special needs or circumstances present within the players and families at that particular level.

Section 5.17: REFEREE SCHEDULER

The Position of Referee Scheduler shall be appointed by the Referee-in-Chief

The Referee Scheduler shall:

- A. Ensure 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. Assist the Referee-in-Chief and District Supervisors in the development, supervision and evaluation of WCMHA officials (on-ice and off-ice).

Section 5.18: ICE SCHEDULER

The Ice Scheduler shall:

- A. Provide overall administrative direction, coordination and support of the WCMHA ice allocation, tournaments, regular league, playoffs and practice ice.
- B. Establish schedules in conformance with league rules.
- C. Maintain liaison with all levels of administration.
- D. Manage and negotiate purchasing ice.

- E. Prepare reports as needed

Section 5.19: PAST PRESIDENT

The Past President may:

- A. Be a source of guidance on past practices of the Association.

Article 6. TERMS OF EXECUTIVES

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

Section 6.01: Odd Years

The following positions will begin and end on odd years:

- A. President
- B. Director, Hockey Operations
- C. Director, Recreation
- D. Treasurer
- E. Secretary
- F. Webmaster
- G. Director, Level Coordinators and Managers

Section 6.02: Even Years

The following positions will begin and end on even years:

- A. Vice President
- B. Registrar
- C. Director, Competitive
- D. Director, Initiation
- E. Equipment Manager
- F. Director, Risk & Safety
- G. Director, Marketing

Article 7. ELECTION AND VOTING

Section 7.01: Filling Board positions

Each candidate for election as an Executive shall be nominated in writing by a Member (in good standing). The 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.

Prior to election, the current board of directors shall vet the candidates for election to ensure they are in good standing and/or have not been removed from a volunteer role within WCMHA.

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.

Election of all Executives shall be by secret ballot at the Annual General Meeting, and shall proceed as follows:

- A. Player Representatives in Good Standing in attendance will be given valid voting ballot(s) with names of candidates in each category up for election as well as 'no' vote selections.
- B. Voting will be done for each position up for election, even if there is only one candidate, and will be done in the order of those up for election as per Section 6.
- C. All candidate names will be read out to the membership prior to voting.
- D. The Board of Director's shall appoint a scrutineer who will collect the ballots and record the number of votes for each candidate in each position as well as the 'no' votes.
- E. If there is only one candidate for a position, then the number of ballots with their name must outnumber the number of 'No' votes in order to successfully be voted in.
- F. If there are more than one candidate, the successful candidate is one that has the most votes and must outnumber the 'No' votes.
- G. In the case of a tie, the President will have the deciding vote.
- H. The secretary shall record the name of the successful candidate.

The Past President shall be defined as the last President to have served as the President of WCMHA and is not the current President. The Past President assumes the role by succession.

Individuals that receive payment for their services from WCMHA are able to hold a second executive position however are non-voting members.

A Member in Good Standing 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.

A Member may hold only one Executive position.

(a) Candidates for President

Candidates for President must have served a minimum of 2 years on the WCMHA Board of Directors and served within the last 5 years. If there are no candidates that fulfill this requirement, then other candidates are eligible for consideration at the discretion of the Board of Directors.

(b) Vacancies

Board of Directors positions remaining vacant following the Annual General Meeting may be filled by quorum at a Board of Directors meeting.

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
 - a. The position shall remain vacant.

Section 7.02: Board Voting for matters other than filling a Board position

Each Executive Board Member shall have a vote for board affairs and expenditures.

Article 8. RULES OF ORDER

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.

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.

The Secretary prior to debate or vote shall record all motions.

The order of business at the Annual General Meeting shall be as follows:

- A. Calling the Meeting to order,
- B. Approval of minutes of last Annual General Meeting.
- C. President's report.
- D. Board of Director's reports.
- E. New business, resolutions or matters that may properly be brought before the meeting.
- F. Election of Board of Directors.
- G. President Elect remarks.
- H. Adjournment.

Article 9. QUORUM

No annual or other general meetings shall be constituted without a quorum of at least twenty (20) Voting Members and at least five (5) incumbent Executives in attendance, one of whom must be the President or Vice President.

No Board of Directors meeting shall be constituted without a quorum of at least five (5) members of the Board of Directors; 40% of those in attendance must be Voting members.

Article 10. MEETINGS

The Association's Board of Directors shall hold regular monthly meetings (where possible) and any additional meetings as deemed necessary.

The Association's Annual General Meeting shall be held no later than April 30th. If required, past April 30th, WCMHA shall request an extension to District 4.

Special General Meetings may be requested at any time by thirty (30) Members in good standing of the Association. An agenda must be provided for Annual and Special General Meetings 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 11. FISCAL YEAR

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

Article 12. PROFESSIONAL SERVICES

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

Article 13. CONTRACTS

Any binding contract entered into by the Association must be agreed to by President and 2 other Executives.

Article 14. OBLIGATIONS

All Members of the Association shall abide by the provisions of the Constitution, By-laws, Policies and Procedures (under separate cover) of the Association.

Article 15. 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 account, book or document shall be made available within twenty-one (21) days from such request in writing to the Treasurer.

Article 16. AMENDMENTS

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 Majority Vote of the Board of Directors.

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

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.

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

Article 17. BY-LAWS

The Board of Directors may, by Majority Vote of those in attendance, 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) vote of those in attendance.

Article 18. RESIGNATION OR IMPEACHMENT

Members of the Board of Directors are required to attend meetings. Any Board 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 Board Member that cannot attend a meeting shall send their report/update to the Secretary in a timely fashion.

- A. The Board of Directors may, by resolution passed with 2/3 vote at a meeting with 90% attendance, remove any Board of Director before the expiration of that person's term of office for any breach or violation of any of the provisions of the Constitution, Bylaws, Rules or Regulations or any other decision or ruling of the Board of Directors.