



## SOUTH GREY MINOR HOCKEY ASSOCIATION CONSTITUTION

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## SOUTH GREY MINOR HOCKEY ASSOCIATION CONSTITUTION

A constitution relating generally to the conduct of the affairs of the South Grey Minor Hockey Association.

BE IT ENACTED as a constitution of South Grey Minor Hockey Association as follows:

### **1. DEFINITIONS**

In this constitution and all other Policies of the Association, unless the context otherwise requires:

- (a) "Association" means South Grey Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- (b) "Executive" means the Board of Officers of the Association;
- (c) "HC" means Hockey Canada (or such other name as the HC may in the future legally adopt);
- (d) "Officer" means an individual who has been elected to the Executive of the Association;
- (e) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- (f) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- (g) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Executive of the Association.
- (h) "SGMHA" means South Grey Minor Hockey Association
- (i) "Members" means all classes of membership in the Association as provided for in section 5.
- (j) "AAA Zone" means the designated geographic zone as established by the OMHA for the purpose of AAA eligibility.

### **2. REGISTERED OFFICE**

**2.1** The name of the organization shall be the South Grey Minor Hockey Association, hereinafter referred to as the Association.

**2.2** The registered head office of the Association shall be in the Village of Dundalk in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Constitution. The Association may establish such other offices within Canada, as the Executive may deem expedient by resolution.



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### 3. MISSION OF THE ASSOCIATION

**3.1** The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Township Of Southgate and The Municipality of Grey Highlands and surrounding areas including:

- a) The opportunity for all eligible individuals to participate in local league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
- b) The development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
- c) To instill in all players, team officials, parents, referees and all members associated with South Grey MHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
- d) The association is committed to the safe, healthy and supportive environment necessary to facilitate player and team development and to develop the ideals of good sportsmanship and fair play in all players and spectators

Note: The South Grey Minor Hockey Association Incorporated will be referred to as the "Association"

### 4. AFFILIATIONS

**4.1** The Association shall have the following affiliations:

- (a) The Association shall be a member of the OMHA; and,
- (b) The Association shall operate in co-operation with the Parks and Recreation Department of the Township of Southgate and the Municipality of Grey Highlands.

### 5. CLASSES OF MEMBERSHIP

**5.1** There shall be three (3) classes of Membership in the Association:

- (a) Active Membership;
- (b) Parent/Guardian Membership;
- (c) Honorary Lifetime Membership.



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# 6. TERMS OF MEMBERSHIP AND ELIGIBILITY

## 6.1 Terms and Eligibility

### (a) Active Membership:

Active Members shall include all elected or appointed Officers or officials, and all convenors, team officials and Directors appointed for the current season, and all registered players who are at least 18 years of age.

### (b) Parent/Guardian Membership:

Membership shall be granted to the family, guardian or person who is deemed to be the primary caregiver of registered players under the age of 18 years. Hereafter this unit shall be referred to as 'family'.

Every family/guardian/person who joins the association shall be eligible to vote, serve on committees or be elected to the executive.

It is not required to have a child registered with South Grey MHA to be elected or appointed to the executive/board of directors.

Each Parent/Guardian member of a registered and rostered player may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association.

### (c) Honorary Lifetime Membership:

Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Executive.

Honorary Members will have no vote but may attend members meetings and by invitation, meeting of the Executive and Committees of South Grey MHA.

### One Person – One Class of Membership:

Every member of SGMHA is entitled to a vote.

## 6.2 Membership List:



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Subject to Section 6.7 herein, the Secretary of the Executive shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept by the Secretary and updated as necessary and made available to all Officers. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

### **6.3 Membership Year**

Unless otherwise determined by the Executive, every Membership, other than Honorary Lifetime Memberships shall commence on or after September 1st in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

### **6.4 Termination**

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the President who in turn notifies the Executive.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears as of the beginning of the regular hockey season shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Treasurer shall inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Executive to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Executive to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive to resign from the Association. If they do not resign, the Executive shall give proper notice of motion, to be considered at the next Executive meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the Executive meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

### **6.5 Membership Fees**

The Executive shall establish registration fees annually. Refer to South Grey MHA's refund policy for fees for any un-expired term of membership.



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### **6.6 Right to Vote**

All Active Members and Parent/Guardian Members shall be entitled to notice of and to vote at all general Meetings of Members of the Association as per 6.1(b) above.

### **6.7 Record Date**

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 35 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

## **7. MEETINGS OF THE MEMBERSHIP**

### **7.1 Annual General Meeting of Members**

The Annual General Meeting shall be held on or before April 30th each year, at a time, place and day determined by the Executive, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;

- a) Approval of the agenda;
- b) Approval of the minutes of the previous Meeting of the Membership;
- c) Receiving reports of the activities of the Association during the preceding year;
- d) Receiving information regarding the planned activities of the Association for the current year;
- e) Receiving and approving the report of the Examiner of the Association from the previous year and a projected financial position for the current year;
- f) Consideration of any proposed amendments to the Constitution of the Association;
- g) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing 30 days immediately preceding the Annual General Meeting;
- h) Election of the new Executive.

### **7.2 Additional General Meetings of Members**

In addition to the Annual General Meeting, described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Executive. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.



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### 7.3 Notice

a) Annual General Meeting; Notice of the Annual General Meeting to be held on or before April 30th in each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting shall be posted on the South Grey MHA website, and/or via mass email or any other social media outlets and on the Dundalk and Flesherton Arena bulletin boards at least thirty (30) days prior to the date of the meeting.

b) Additional General Meetings of the Membership; Notice of any Additional General Meetings of the Membership shall be posted on the South Grey MHA website, and/or via mass email and on the Dundalk and Flesherton Arena bulletin boards at least thirty (30) days prior to the date of the meeting.

c) Error or Omission in Notice; No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

### 7.4 Attendance

It is recommended that a minimum of 1 family member is present for the Annual General Meeting.

### 7.5 Quorum

A quorum for an Annual General Meeting or Additional General Meeting shall be a minimum of 10 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

### 7.6 Voting Procedures:

a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Constitution of the Association, shall decide every question proposed for consideration at Meetings of the Membership;

b) The Chair presiding at a Meeting of the Membership shall have a second vote if tied

c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the



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minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

### **7.7 No Proxies:**

Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

### **7.8 Adjournments**

Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

### **7.9 Chair:**

In the absence of the President and the Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Officer as Chair and, if no Officer is present or if all the Officers present decline to act as Chair, the Members present shall vote for any Member present to be Chair.

## **8. EXECUTIVE**

### **8.1 Composition**

#### (a) Eligibility

An Officer shall be eighteen (18) or more years of age.

#### b) Number of Officers;

The affairs of the Association shall be managed by an Executive, which consists of elected Officers.

#### c) Term of Office;

The Association Officers shall be elected for a one-year term and shall be eligible for re-election.

#### d) Change in Number of Officers;



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The executive shall have the power to appoint a person or persons to fill a vacancy or vacancies until the next General Meeting.

The Association may by special resolution increase or decrease the number of its Officers. Any change in the number of Officers shall be in compliance with prevailing Ontario laws and regulations.

## **9. PROCEDURE FOR ELECTION OF OFFICERS**

### **9.1 Nominations:**

- a) The election of Officers shall take place at the Annual General Meeting of the Membership.
- b) The person nominated must be a member in good standing to accept the nomination.
- c) Such nomination shall be duly motioned and seconded by other members in good standing
- d) Floor nominations must be accepted by the nominee in person at the Annual General Meeting or by a signed letter presented by the nominee representative.
- e) All elections shall be by secret ballot.

### **9.2 Board Positions:**

The Board shall consist of the following;

President – Elected – Non Voting Position unless a tie vote

Past-President – Immediate

Vice President –Elected

Treasurer –Elected

Secretary/Communications –Elected

Georgian Bay Minor Hockey League (GBMHL) Representative/OMHA Centre Contact/AAA Rep – Elected

Georgian Bay Triangle Local League (GBTLL) Representative –Elected

Ice Scheduler Convenor - Elected

Equipment Manager - Elected

Registrar– Elected

Fundraising/Sponsorship/Events Director – Elected

Coaching Chair – Elected



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Head Trainer – Elected

Player Development – Elected

Tournament Convenor – Elected

Risk Management – Elected

(or to a maximum of 20 board members)

### **9.3 Election Procedures:**

The Secretary shall post on the South Grey MHA website and all Association arenas a list of all Executive positions for people to sign to be nominated for election to the Executive on or before the fifteenth (15th) day of March in each year. Such listing shall identify what position each nominee is seeking election for. Nominations may also come from the floor at the Annual General Meeting.

### **9.4 Vacancies:**

Any vacancy occurring on the Executive may be filled only for the remainder of the vacated term by a majority vote of the Executive then in office provided there is a quorum of Officers then in office. The Executive shall invite applications from the Membership for appointment to the vacancy on the Executive if the executive is unsuccessful of appointing a replacement officer.

### **9.5 Termination**

#### **(a) Removal of Officer by the Membership**

Members may submit a motion to remove an Officer, for cause, prior to expiration of their term by submitting written notification to the Executive with 10 signatures of other members in good standing supporting the motion. A copy of this motion shall be communicated to the Officer concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion.

Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General meeting of members may remove any Officer before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting may elect any person in his or her stead for the remainder of his or her term.

#### **(b) Absenteeism**

Unless otherwise determined by the Executive, the absence of an Officer from three (3) executive meetings (regularly scheduled/special meetings), without due cause, shall be deemed to be a resignation of the said Officer from the Executive.



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The executive shall have the power to appoint a person or persons to fill a vacancy or vacancies until the next General Meeting.

### (c) Resignation

An Officer of the Executive may resign his or her position by submitting a letter of resignation to the President of the Association. If an Officer resigns from their position during their term of office, without due cause, they may not return to any position for the remainder of the term they vacated plus one additional term. If an Officer holds two (2) positions on the Executive, they may resign from one (1) position without affecting the other but may not be returned to the position that they vacated that term.

### (d) Neglect of Duties

If at any time during their term of office an Officer neglects their duties, as outlined in the Constitution, they may be removed from their position by a two-thirds (2/3) majority vote in favour of such action by the remainder of the Executive. Such a vacancy would be filled in the manner referred to in Section 9.4. The defaulting Officer shall be notified of the time and place of the vote.

## 10. EXECUTIVE RESPONSIBILITIES

### 10.1 Governance:

The Executive shall govern the Association in compliance with the Constitution and the Rules of Operations of the Association, and all applicable laws and regulations.

### 10.2 Executive Meetings

#### (a) Regular Executive Meetings

Except as otherwise required by law, the Executive may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Executive shall meet not less than twelve (10) times per year.

#### (b) Special Executive Meetings

Special Executive Meetings may be called by the President or the Vice-President, in the absence of the President, or on petition in writing to the Secretary signed by any three Officers. Business transacted at a Special Executive Meeting shall be limited to that specified in the notice calling the Meeting.

### 10.3 Notice of Executive Meetings

(a) Notice shall be communicated to all Officers at least seven (7) days in advance of the Meeting, unless all Officers agree to the calling of a Meeting on shorter notice or the Executive



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Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;

(b) Notice shall include a tentative agenda in the case of a regular Executive Meeting and shall specify the business to be conducted in the case of a Special Executive Meeting.

(c) No formal notice of any Executive Meeting shall be necessary if all Officers are present or if those absent signify their consent to the Meeting being held in their absence.

### **10.4 Error in Notice**

No error or omission in giving notice for an Executive Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Officer may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had there at.

### **10.5 Adjournment of Executive Meetings**

Any Executive Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

### **10.6 Quorum**

A quorum for an Executive Meeting shall be more than 50% of the Voting Officers. No business of the Executive shall be transacted in the absence of a quorum.

### **10.7 Voting Rights**

Each Voting Officer, present at an Executive Meeting shall be entitled to one vote.

The Chair presiding at an Executive Meeting shall have a vote only in the event of a tie vote.

### **10.8 Voting Procedures**

A majority of votes of the voting Officers present at an Executive Meeting will decide every motion put forth.

Every motion shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by an Officer present, a declaration by the President/Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

### **10.9 Remuneration**



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Officers shall serve without remuneration and no Officer shall indirectly or directly receive any remuneration, salary or profit from the position of Officer or for any service rendered to the Association; provided that, the Executive may establish Policies relating to the reimbursement of Officers for reasonable expenses incurred in the performance of their duties as Officers of the Association.

### **10.10 Conflict of Interest**

- (a) Every Officer who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at an Executive Meeting and have such declaration recorded in the meeting minutes.
- (b) The declaration of a conflict of interest shall be made at the Executive Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Officer is not at the date of that Executive Meeting interested in the proposed contract or transaction or other matter, at the next Executive Meeting held after the Officer assumes the office.
- (c) After making such a declaration, no Officer shall vote or participate in discussions on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- (d) If an Officer has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Officer is not accountable to the Association for any profit realized from the contract or transaction or other matter.
- (e) If an Officer fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Officer shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

### **10.11 Indemnification of Officers**

Every Officer of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- (a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and



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(b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Officer of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as an Officer, he or she has achieved complete or substantial success as a defendant.

### **10.12 Confidentiality**

Every Officer of the Association shall respect the confidentiality of matters brought before the Executive for consideration.

## **11. OFFICERS & RESPONSIBILITIES OF OFFICERS**

### **11.1 Elected/Appointed Officers:**

The Elected Officers shall be the President, Vice-President, Treasurer, Secretary/Communications, OMHA /Georgian Bay Minor Hockey League Representative, Georgian Bay Triangle Local League Representative, Equipment Manager, Registrar, Referee In Chief, Fundraising Director, Coach Chair, Head Trainer, Risk Management, Ice Convenor, Equipment Manager.

### **11.2 Assistants to Officers**

The Executive may appoint such assistant(s) to Officers of the Association as the Executive may determine by Resolution from time to time.

### **11.3 Eligibility for Office:**

- a) The Association shall endeavour to nominate as Treasurer an Officer who has employment experience and skills in accounting procedures.
- b) An officer must be a minimum of 18 years of age
- c) The member nominated for an Executive position must be in good standing to accept.
- d) The president must have served for a minimum of one year immediately prior to the election.

### **11.4 Term of Office**

The elected Officers shall hold the term of their Office until the Annual General Meeting.

### **11.5 Termination of Officers**

- (a) Removal for Cause



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The Executive, by resolution approved by two-thirds (2/3) of the Officers present, may remove any Officer for cause before the expiration of his or her term of Office.

(b) Resignation

(c) An Officer of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

### **11.6 Vacancies in Office**

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, an Executive Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Executive.

(a) The Executive shall fill vacancies in other Offices for the balance of the un-expired terms from among those eligible to serve.

### **11.7 Responsibilities of Officers**

#### **a) President;**

The President shall:

- I. represent the Association in the community and to lead the Association to its goals and objectives;
- II. Act as chair of the Executive, the Executive Committee and at all meetings of the Membership;
- III. Exercise general supervision of the Association in accordance with Policies determined by the Executive.
- IV. Be responsible for Criminal Reference Checks
- V. Be a member of the Abuse and Harassment Committee
- VI. To preside over all meetings.
- VII. To lead the Association towards the goals it has set for itself.
- VIII. Ensure all members are aware of their designated duties and supervise all members on the Executive.
- IX. Assist in the setup of committees and appointing of Chairperson
- X. Responsible for arranging the awards prior to Awards Night
- XI. Signing authority on cheques
- XII. Signing authority on consent/release forms
- XIII. Complaints Committee

#### **b) Vice President;**



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The Vice-President shall:

- I. Assume the duties of the President in the absence, for any reason, of the President;
- II. Carry out duties as assigned by the Executive, the Executive Committee or the President.
- III. Reports directly to the President
- IV. Shares all duties assigned by the President
- V. Works directly in co-operation with the Secretary/Communications Director to promote the association
- VI. Responsible for arranging photographs prior to season end
- VII. Team Manager Coordinator
- VIII. Oversees, coordinates Head Coach and his/her duties
- IX. Works with President, Head Coach, Player Development to arrange and organize tryouts and player sessions prior to the commencement of the upcoming season
- X. Complaints Committee

### **c) Treasurer;**

The Treasurer shall:

- I. Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- II. Present the annual financial report to the Membership at the Annual General Meeting.
- III. Be responsible for accurate and correct accounting and handling of all Association funds and present a monthly report to the Executive;
- IV. Carry out duties as assigned by the Executive, the Executive Committee or the President.

### **d) Secretary/Communications Director;**

The Secretary/Communications Director shall:

- I. Record or delegate the recording of the minutes of the General meetings of Membership, Executive Meetings and Executive Committee Meetings;
- II. Ensure that Association records are regularly and properly kept;
- III. Recommend policy to the Executive regarding internal and external communications of the Association;
- IV. Carry out duties as assigned by the Executive, the Executive Committee or the President;
- V. Provide communication to all members of pertinent information related to the organization vis email, website, newspaper and SMH bulletin board
- VI. Ensure wide publication of South Grey MHA news to members and general public
- VII. Maintain website and ensure information posted is kept current

### **e) Past President;**

The Past President shall:



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- I. Be available to assist any Officer requiring assistance in the completion of his or her functions;
- II. Preside over meetings if the President and the Vice-President are absent;
- III. Carry out other duties as assigned by the Executive, the Executive Committee or the President.
- IV. Caretaker of the Constitution

### **f) Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA**

#### **Representative**

The Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Rep. shall:

- I. act as a contact between the Georgian Bay Minor Hockey League and the Association;
- II. Attend all relevant meetings; fill out all REP SGMHA Player Registration
- III. Certificates, including Affiliated Player and team rosters;
- IV. attend OMHA Annual General Meeting
- V. Attend annual pre-season scheduling meeting
- VI. Act as a contact between the OMHA, Georgian Bay and The Association
- VII. Act as a liaison with AAA Zone Governing Committee
- VIII. Distributes league literature when required and provides details to the association on OMHA rules, changes etc
- IX. Ensures graduate players from South Grey Minor Hockey are protected by Waivers, appropriate documentation and payment
- X. Prepares and maintains ice times for all teams throughout the season in coordination with the Georgian Bay Triangle Local League Representative
- XI. Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- XII. Complaints Committee

### **g) Georgian Bay Triangle Local League Representative:**

The Georgian Bay Triangle Local League Representative shall:

- I. attend all Local League meetings;
- II. fill out all Local League SGMHA Player Registration Certificates, including Affiliated Player and team rosters
- III. attend OMHA Annual General Meeting
- IV. attend annual pre-season scheduling meeting
- V. Distributes league literature when required and provides details to the association on OMHA rules, changes etc
- VI. Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- VII. Complaints Committee

### **h) Equipment Manager**



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The Equipment Manager shall:

- I. Be responsible for inventorying, replacing, and the signing out of all South Grey MHA equipment;
- II. Carry out other duties as assigned by the Executive, the Executive Committee, or the President.

### **i) Registrar**

The Registrar:

- I. Register South Grey Minor Hockey with OMHA each year
- II. Ensure all players are registered and paid in full prior to the start of the season;
- III. Ensure all supporting documentation accompanies registration where required
- IV. Ensure all registered coaches, trainers and managers have current certification
- V. Identify to Head Coach, bench staff that requires certification either new or recertification
- VI. Complete electronic rosters and obtain OMHA approval
- VII. Notify Convenors of roster approvals
- VIII. Complete electronic roster of Affiliated Players and notify Convenors of approvals
- IX. Submit Team and Insurance Reconciliation forms to OMHA
- X. Carry out other duties as assigned by the Executive, Executive Committee or the president;

### **j) Referee In Chief;**

The Referee in Chief shall

- I. Schedule referees for all games;
- II. ensure written refereeing complaints are addressed and solved in a timely fashion;
- III. recruit and set up training for new referees;
- IV. coordinate with the local OMHA Referee Supervisor for games requiring OMHA assigned officials
- V. Ensure proper certification of referees hired by South Grey MHA
- VI. maintain active referees list and provide to Referee Supervisor when required
- VII. ensure officials are correctly compensated for their duties as per OMHA guidelines
- VIII. Liaison between coaches and officials
- IX. Attend Georgian Bay Referee-in-Chief meetings
- X. Carry out other duties as assigned by the Executive, Executive Committee, or the President.

### **k) Sponsorship and Fundraising Coordinator;**

The Sponsorship and Fundraising Coordinator shall:

- I. maintain contact with all sponsors throughout the year,
- II. develops yearly plan for raising funds for the operation of the organization acting on own ideas and suggestions offered by the members of the association



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- III. maintain accurate accounting of finances associated with fundraising and report at Executive Meetings
- IV. produce individual reports on fundraising initiatives
- V. collect sponsorship funds
- VI. maintain sponsorship board
- VII. co-ordinate all Association and individual team fundraising activities
- VIII. Carry out duties as assigned by the Executive, The Executive Committee or the President

### **I) Association Head Coach/Liaison:**

The Association Head Coach/Liaison shall;

- I. Possess the qualifications needed to coach any team for the Association and have a minimum of two years' actual minor hockey coaching experience;
- II. Keep team officials informed and updated on all relevant Executive decisions and new or important OMHA and League decisions and rules;
- III. Tracks and ensures certification is current for all bench staff
- IV. Act as Association Coach at large as needed;
- V. Liaison between coaching staff, parents and executive
- VI. Works with Player Development coordinator on training & clinics for both bench staff, parents and players
- VII. Works with Player Development to arrange and organize tryouts and pre-season sessions for players
- VIII. Oversees Coaching Selection Committee
- IX. Carry out other duties as assigned by the Executive, the Executive Committee or the President.

### **m) Player Development**

- I. The Player Development Coordinator shall;
- II. Work with the Head Coach on training & clinics for bench staff, parents and players
- III. Gather player evaluation completed by the coaching staff at the end of each season
- IV. Assist the Convenors with proper distribution of Offer of Commitment forms to coaches for completion for all players
- V. Issues Affiliated Player (AP) forms to coaches for approval
- VI. Collects approved AP forms and issues to Registrar
- VII. Works with Head Coach to arrange and organize tryouts and pre-season sessions for players
- VIII. Member of Coach Selection Committee
- IX. Carry out other duties as assigned by the Executive, the Executive Committee or the President

### **n) The Risk Management Officer/ Head Trainer**

The Risk Management Officer/Head Trainer shall: (2 separate positions)



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- I. Be certified or obtain Trainer certification prior to the start of regular season.
- II. Act as liaison between all Association trainers and South Grey MHA Executive.
- III. Act as liaison between all Association Managers and South Grey MHA Executive.
- IV. Coordinate any activity or training directly related to the safety of players or coaches.
- V. Ensure completion and maintain proper OMHA documentation regarding all player injuries.
- VI. Compile injury stats for the center and prepare annual reports
- VII. Obtain and maintain a record of all player "Return to Play" letters.
- VIII. Carry out any other duties as assigned by the Executive, Executive Committee or the President.

### **o) Tournament Convenor**

The Tournament Convenor shall:

- I. Establish a Tournament Committee and select Tournament Directors where required
- II. Establish tournament dates and provide the dates to OMHA for approval
- III. Arrange an order awards for each tournament
- IV. Set tournament schedules and communicate to approved applicants
- V. Work with Bond Hour Coordinator and Kitchen Coordinator to establish requirements
- VI. Complete and issue reconciliation forms to OMHA at the end of each tournament
- VII. Ensure games sheets are issued to OMHA
- VIII. Carry out any other duties as assigned by the Executive, Executive Committee or the President

### **p) Ice Convenor**

- I. Work with the Township to establish allocated ice for the organization
- II. Schedule Ice Slots via website for all practices/games, OMHA playdowns, League play offs
- III. Attend annual league scheduling meetings
- IV. Maintain schedule on website

### **q) Directors**

South Grey MHA has the authority to appoint directors each season who shall:

- I. Complete tasks assigned to them by the Executive, Executive Committee or the President as determined each season
- II. Assist other members of the executive when required eg; tournaments, fundraising, special events, registration, etc
- III. Carry out any other duties as assigned by the Executive, Executive Committee or the President



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# 12. COMMITTEES OF THE EXECUTIVE

### 12.1 Standing Committees:

The following committees shall be Standing Committees of the Executive:

- a) Executive Committee;
- b) Disciplinary/Complaints Committee;

### 12.2

Nothing in this constitution shall be construed to limit the ability of the Officers and Membership of the Association from abolishing or creating Standing Committees by constitution or from establishing such ad hoc committees or subcommittees by Executive's Resolution as may be desired or required from time to time.

### 12.3 Executive

a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary, the Treasurer, the Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Representative, the Georgian Bay Triangle Local League Representative, the Equipment Manager, the Registrar, the Referee In Chief, the Fundraising Coordinator, the Head Coach, the Tournament Convenor, the Player Development Coordinator, the Ice Convenor, the Past President, and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.

b) The Executive Committee shall:

- i) Conduct the business of the Association authorizing all expenditures in connection therewith;
- ii) Enter all clubs in competition and appoint coaches by October 1st each year.

The Executive shall approve all Team Officials; approve all fundraising programmes; determine the annual registration fees; shall approve all team sponsorship have full control of the affairs of the Association, having the power to deal with all disagreements and protests, any unbecoming conduct on the part of the Team Officials, players or members, either on or off the ice, or any matter pertaining to the objectives of the Association; deposit all monies in a selected chartered bank under the name of the Association; deposit all monies to be collected by any individual team for any special purpose will only be permitted under the following conditions:

- c) With full majority permission from the Executive;
- d) All monies to be collected by any individual team must be accurately reported and forwarded to the Treasurer.



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- e) Have the President, Secretary and the Treasurer as the signing officers. In the absence of the President or Treasurer, the Vice-President or Secretary will sign; duties of the Officers are described in Section #11; hold monthly Executive meetings and at any other time as may become necessary due to the urgency of Association business;
- f) Provide all coaches and team Parent Representatives or (Managers) and any member who requests, a copy of the constitution, complete with any amendments at the start of each season;
- g) Have the authority to develop any new policies as required during the hockey season related to any matter pertaining to the objectives of the Association.

All such policies developed during any hockey season are in place for that season and must be voted and passed by a two thirds vote to be inserted into the rules of operations and amendments may be made by the membership at the Annual General Meeting each year. The Rules of Operation is to be posted to the South Grey MHA website. All Executive positions are required to review the Rules of Operation and any changes to an existing policy must be voted on by the Executive as a whole;

- h) Shall provide for an annual examination of all South Grey MHA accounting books.
  - I. A qualified examiner will be approved by majority vote of the voting executive officers. The qualified examiner must have access to all records dating back to the previous examination. Every member of South Grey MHA will receive a balance sheet at the Annual General Meeting;
- i) Deal with any other matters assigned to it by the Executive or by the President.
- j) The Executive shall establish guidelines for the evaluation of coaching applicants.
- k) The coach selection committee as a whole will be responsible for interviewing and selecting all coaches.
- l) The Executive shall review the remuneration for paid duty positions annually.

### **12.4 Executive Committee**

- a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary, the Treasurer, the Past President and the Risk Management Director and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.
- b) The Executive Committee shall: during the intervals between the Executive Meetings, take action in relation to any matter of any nature within the power and the authority of the Executive, which requires immediate attention before the date of the next Executive Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Executive for ratification at the next Executive Meeting;



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- ii) review recommendations and proposals prior to such recommendations or proposals being submitted to the Executive for Resolution;
- iii) present a report regarding the activities of the Executive Committee to the Executive;
- iv) submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
- v) recommend policy to the Executive regarding management and administrative issues related to the Association;
- vi) deal with any other matters assigned to it by the Executive or by the President.

### **12.5 Disciplinary/ Complaints Committee**

The Disciplinary Committee shall:

- i) Receive all complaints or “Code of Conduct” violations that do not fall under the Abuse and Harassment Committee’s jurisdiction directly, from the President or Designate.
- ii) Two members of the Disciplinary Committee will conduct the investigation into the complaint or Code violation.
- iii) Once the investigation is complete, the committee meets to decide if disciplinary action is required. The Committee proceeds with issuing a written warning as per the “Code of Conduct”, and reports back to the Executive with the decision (immediately to the President or Designate).
- iv) If disciplinary action requires removal of player / offender from membership, the Executive as a whole will execute this decision up to and including co-ordination with the Township of Southgate and or the municipality of Grey Highlands Recreation Dept. and the Police.
- v) These positions are appointed by the President and will contain 1 other member of the Executive and 2 members chosen from the association at large or outside of the association. If a Committee member leaves, it is up to the Committee to replace the member.
- vi) The Committee will keep record of all warnings issued by forwarding to the Abuse and Harassment committee to be kept on file with South Grey MHA in a secure location only to be accessed by the Committee members.

## **13. DOCUMENTATION**

### **13.1 Execution of Documents:**

The Executive may from time to time appoint any Officer or Officers or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents.

### **13.2 Books and Records:**



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The Executive shall ensure that all necessary books and records of the Association required by the Constitution of the Association are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

### **14. FINANCIAL YEAR**

**14.1** The financial year of the Association shall terminate on the 31st day of May in each year.

### **15. BANKING ARRANGEMENTS**

#### **15.1 Banking Resolution:**

The Executive shall:

Designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the chartered bank that the Executive has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- (a) Operate the accounts of the Association with a chartered bank or a trust company;
- (b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- (c) Issue receipts for and orders relating to any property of the Association;
- (d) Authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

#### **15.2 Deposit of Securities**

The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Executive. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall be determined from time to time by resolution of the Executive, and such authority may be general or confined to specific instances. The institutions, which may be so selected as custodians of the Executive, shall be fully protected in acting in accordance with the directions of the Executive and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.



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### **16. NOTICE**

#### **16.1 Computation of Time:**

In computing the date when notice must be given under any provision of this Constitution requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

#### **16.2 Omissions and Errors:**

The accidental omission to give notice of any Meeting of the Executive or Members or the non-receipt of any notice by any Officer or Member or by the auditor of the Association or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Officer, Member or the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

#### **16.3 Method of Giving Notice:**

Whenever under the provisions of this Constitution of the Association, notice is required to be given, such notice may be given either personally or by telephone or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Officer or Member at his or her address as the same appears in the records of the Association. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letterbox as aforesaid. For the purposes of sending any notice, the address of any Member or Officer shall be his or her last address in the records of the Association.

### **17. PASSING AND AMENDING THE CONSTITUTION**

**17.1** The Executive and or a member in good standing may recommend amendments to the Constitution of the Association from time to time, to the Membership.

**17.2** If the Executive intends to discuss amendment of the Constitution of the Association at an Executive Meeting, written notice of such intention shall be sent by the Secretary to each Officer not less than ten (10) days before such Meeting. Where such notice is not provided, any recommendation to amend the Constitution may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend the Constitution shall be given.

#### **17.3**

(a) An addition or amendment to the constitution recommended by the Executive shall be presented for adoption at the next Annual General Meeting of the Members of the Association.



## SOUTH GREY MINOR HOCKEY ASSOCIATION CONSTITUTION

The notice of such Annual General Meeting shall refer to, describe and explain the addition or amendment(s) to the Constitution to be presented at the Meeting of the Members.

(b) A motion to amend the Constitution recommended by the Executive or proposed by a Member at the Annual General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.

(c) The Members at the General Meeting of Members may confirm the proposed addition or amendment to the Constitution as presented or amend or reject the proposed addition or amendment to the Constitution.

(d) Any addition or Amendment to the Constitution by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.

(e) All members in good standing shall have access to any proposed amendments to the Constitution, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

## 18. REPEAL OF PRIOR CONSTITUTIONS

### 18.1 Repeal:

All prior Constitutions of the Association, including the document entitled the "Constitution" of the Association are hereby repealed.

### 18.2 Provision:

The repeal of all prior Constitutions of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed constitution.

## 19. RULES OF PROCEDURE

**19.1** The Rules contained in the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or other governing documents or laws affecting the Association.

## 20. CENTRE POINT

**20.1** Intersection of Artemesia- Southgate Townline/Grey Highlands Rd 190 and Hwy 10: GPS Coordinates: 44.217783,-80.468074.



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## 21. EFFECTIVE DATE

**21.1** This Constitution shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The Constitution is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called South Grey Minor Hockey Association and held at the ----- in the Town of ----- , Ontario, and at which a quorum was present on the --2020.

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President/ Secretary – South Grey Minor Hockey Association



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Changed: 9.2 Board Positions Registrar/Privacy Officer – Elected to Registrar-Elected July 20 2020