



# MANITOULIN MINOR HOCKEY CONSTITUTION

## ARTICLE I DEFINITIONS

### **In this constitution:**

Association means Manitoulin Minor Hockey Association

Members means a person as defined in Article III

Annual Meeting means a meeting of members of the Association to be held each year as set in Article IX

Special Meeting means a meeting of the members of the Association to be held at any time as set out in Article IX

Vice President means the 1st Vice President unless otherwise expressly identified herein

**ARTICLE II**  
**AIMS AND OBJECTIVES**

The aims and objectives of the Association are:

1. To provide a system that will encourage the participation of all interested persons in minor hockey.
2. To promote the ideal that every player shall have an equal opportunity to play.
3. To promote the interests of the members in particular and minor hockey in general.
4. To provide a forum for the discussion and resolution of items of mutual concern.

**ARTICLE III**  
**MEMBERSHIP**

1. Membership in the Association shall be limited to those persons who were or will be players, parents/guardians of players, team officials and game officials of the most recent league season or upcoming season.
2. Each community association shall be entitled to a voting member for each team from their association, said team having successfully completed its responsibilities for the season past. These designated voting members shall be appointed by the community association and their names shall be forwarded to the Secretary 7 days prior to the annual meeting. Said delegates shall be given voting cards by the Secretary at the meeting to hold up to show their vote.
3. In addition to those designated community voting members, the members of the current executive committee shall retain voting privileges for the annual meeting.

**ARTICLE IV**  
**EXECUTIVE AND OFFICERS**

1. The affairs of the Association shall be conducted by an Executive composed of five elected members, the immediate Past President, and one representative from each participating local hockey association. Where a Director has a specific involvement in

an issue before the Board of Directors, that Director, or the Board of Directors, will declare a conflict of interest and said Director will decline from participating in any discussion or voting on that matter.

2. The Elected Executive shall consist of the following officers:
  - a) A President
  - b) A Vice President
  - c) 2nd Vice President
  - d) A Secretary
  - e) A Treasurer
3. All executive positions shall be open for nomination each year. No executive position shall be subject to automatic advancement.
4. The local community hockey association representative shall be a member of the Association duly appointed by their local association which will have at least one team participating in the upcoming season. In the event that the representative cannot attend, one member of the local association Executive may attend in place. Only these named persons shall be entitled to attend the Executive Meetings of the Association and to exercise executive powers. The names of these persons shall be forwarded to the Secretary of the Association by June 30 of each year.
5. If during a term, the office of the President becomes vacant the Vice-President shall assume the presidency and complete the term of the vacant office. In these circumstances, the Vice-President shall remain President after the next election provided that the vacancy occurs less than 6 months prior to the annual meeting. A period greater than 6 months is considered a full term and the acting President in that case shall assume the position of Immediate Past President in the next executive.
6. If during a term, any other office of the Executive becomes vacant, a member of the Executive shall be appointed by the Executive to complete the term of the vacant office.
7. The Executive shall appoint from the membership a person to act as Referee-in-Chief of the Association. The Referee-in-Chief shall be entitled to attend all Executive meetings and shall have voting privileges.
8. Executive meetings shall not be open to the public unless otherwise ordered by the Executive.
9. As volunteers serving in the Executive of the Manitoulin Minor Hockey Association, individuals shall not be held personally liable, financially or otherwise, for any actions, decisions, or consequences of the Association.

**ARTICLE V**  
**COMMITTEES**

1. The Executive may appoint committees, as circumstances warrant to conduct any business concerning the Association.
2. In particular, the Executive shall appoint a committee to deal with all matters relating to discipline. Any decision of this committee may be appealed by the team or the person affected to the Executive, as a whole, with written notice to the Secretary. Any decision by the Executive on an appeal shall be final. All decisions of the committee shall remain in force pending the outcome of any appeal.
3. The Executive may fill any vacancy occurring on any committee.,
4. The President shall be an ex-officio member of all committees

**ARTICLE VI**  
**DUTIES OF OFFICERS AND EXECUTIVE MEMBERS**

1. The President:
  - a) shall call no fewer than 3 meeting of the Executive during the term of office;
  - b) shall vote at any executive or committee meetings only in the event of a tie;
  - c) may attend any N.O.H.A. or other hockey related meetings, or appoint a member of the Executive to attend in their place to represent the MMHA;
  - d) shall make arrangements for the holding of Executive meetings, including the drafting of the agenda;
  - e) shall be responsible for the annual meeting or special meeting and preside as chairperson;
  - f) shall preside at all meetings of the Executive except as the Executive may otherwise direct;
  - g) shall ensure that an Island wide coaches clinic and referee clinic be held each year. The President shall further ensure that coach and referee development are high priorities for the association.

2. The Vice-President, in the absence of the President or upon the President's request, shall exercise all the duties of the President including but not limited to those duties set out in paragraph one of this article.
3. The Immediate Past President shall assist the President, when the President so requests, in all matters pertaining to the efficient operation of the Association and is eligible to attend and vote at all Executive meetings.
4. Every member of the Executive shall perform such duties as the President or the Executive may direct.
5. The Secretary shall:
  - a) attend and act as secretary of all meetings of the Executive and of the Association;
  - b) keep an official minute book in which to record all proceedings of the Association and the Executive;
  - c) prepare and send out notices of meeting or any other material as directed by this Constitution or the Executives;
  - d) perform any other duties as required by the Executive.
6. The Treasurer shall:
  - a) keep a true account of all money received and paid out by or any behalf of the Association and of its financial transactions in the manner directed by the Executive;
  - b) deposit all funds in the name of the Association with a financial institution approval by the Executive;
  - c) prepare financial statements for audit as required by the Executive;
  - d) perform any other duties as required by the Executive.
7. The duties of the Secretary and the Treasurer may be consolidated by the Association on motion duly approved at the annual meeting of the Association.
8. The Referee in Chief shall:
  - a) be elected at the annual meeting. If no one is elected, the Executive shall appoint from the membership a person to act as referee-in-chief of the Association;
  - b) It is recommended that the Referee in Chief is a certified referee.
  - c) assume responsibility for the officials within the Minor Hockey Association;
  - d) attend all association meetings, have voting privileges, and report to the executive on the administration of all Minor Hockey Officials;
  - e) refer all disciplinary matters concerning officials to the Association for submission to the appropriate Executive Members of the Association;

- f) evaluate officials in levels one, and two, to help in their skill development;
  - g) provide rule interpretation for the Executive, and the disciplinary committee in matters relating to suspensions;
  - h) ensure that all referees are aware of the MMHA Rules of Play.
9. The signing officers of the Association shall be any two of the President, the Vice-President, and the Treasurer.

## **ARTICLE VII**

### **EXECUTIVE AUTHORITY AND POWERS**

The Executive of the Association shall have complete responsibility of and control over all activities of the Association which shall include but not be limited to the following:

- a) Establishing all rules of play, to be published and updated on a list. Said list shall be carried over from year to year and updated by the Executive Committee as required. The rules sheet shall contain all rules of play specific to the Association and any and all suspension of play shall be updated and circulated with the minutes of the meeting. These updated rules of play shall carry the date of publication and effect. When the rules of play are amended, changed, or updated in any way, a motion beginning with “the rules of play be amended...” must be used.
- b) Establishing the duties and responsibilities of the Referee-in-Chief.
- c) Establishing what communities and what team levels will participate: in a particular season.
- d) Establishing the responsibilities of all communities regarding the provision of facilities and game officials,
- e) Establishing all entry fees and terms of payment.
- f) Establishing the eligibility of players.
- g) Establishing all requirements and qualifications of team and game officials.
- h) Establishing the schedule of all regular, play-off, and make up games for any season.
- i) Establishing criteria and sanctions relating to all matters of discipline involving any player, team official or game official of the Association.

## **ARTICLE VII**

### **AUDITOR**

1. The fiscal year of the Association shall be June 1 to May 31 of the year following.
2. The Executive shall appoint an auditor to audit the books annually and at other times when required by the Executive or by resolution at a special meeting of the Association. The financial statements of the Association and the auditor's report shall be presented at the annual meeting.

## **ARTICLE IX**

### **ANNUAL AND SPECIAL MEETINGS**

1. An annual meeting of the Association shall be convened by the Executive in the spring of each year.
2. A special meeting of the Association may be called at any time by the President or Secretary upon confirmed notice or written notice by a majority of the Executive Committee or any 15 members of the Association.
3. Not less than 14 days notice of an annual or special meeting shall be given to the members and such notice shall set out the purpose of such meeting.
4. All candidates for any office of the Executive must be a member of the Association and be 18 years of age or over as of the date of the election. The order of business at any annual or special meeting shall be determined by the Executive.
5. A quorum for annual or special meetings of the Association shall be 10 members.
6. All motions at an Association meeting other than for the election of officers shall be voted on by show of hands. A simple majority unless otherwise specified in this constitution shall decide the question.

**ARTICLE X**  
**EXECUTIVE MEETINGS**

1. A meeting of the Executive may be called by the President or, in the President's absence, the Vice-President or by the Secretary upon receipt of a written or confirmed request from no fewer than 3 members of the Executive.
2. Not less than 10 days notice of an Executive meeting shall be given to executive members. An agenda for the meeting shall be included.
3. A quorum at the Executive meeting shall be four.
4. All motions at Executive meetings shall be decided by a majority vote of all Executive members present.

**ARTICLE XI**  
**ELECTIONS**

1. The election of officers for the Executive shall be held at the annual meeting.
2. The chairperson of the annual meeting shall conduct the election by firstly calling for nominations from the membership present and secondly conducting an election if more than one nomination is received for a particular office.
3. All elections shall be by secret ballot and any member 18 years of age or over is entitled to vote. The candidate receiving the highest number of votes shall be the winner.
4. All candidates for any office of the Executive must be 18 years of age or over at the date of the election.
5. In the case of a tie, a run-off election shall be conducted for those candidates who tied.

**ARTICLE XII**  
**EXPENSES**

Subject to the approval of the Executive any expenses reasonably incurred for Association business, and supported by proper receipts, shall be paid from Association funds.



## **ARTICLE XIII**

### **AMENDMENTS**

This constitution may be enacted, amended, varied or repealed at any annual meeting or at a special meeting convened for the purpose, provided:

- a) That written notice of any motion to be made in this regard has been given to the Secretary not less than 30 days prior to the date of the meeting;
- b) That upon motion being duly made and seconded and put into vote, no fewer than 2/3 of the members present and voting are in favour of the motion.

This constitution was approved by a vote of the members at a special meeting held at West Bay. Day of July 18, 1989 and is effective of that date.