



WARKWORTH
MINOR HOCKEY
ASSOCIATION

CONSTITUTION

Warkworth Minor Hockey Association
CONSTITUTION
April 2021 (Revised)

1.0 NAME

The name of the Association shall be **WARKWORTH MINOR HOCKEY ASSOCIATION**, hereinafter referred to as the **WMHA** or the **Association**.

2.0 PURPOSE AND OBJECTIVE

Promote, encourage, develop, and enhance minor hockey for youth in the WMHA with the emphasis on fair play, sportsmanship and respect for all individuals involved in the game.

3.0 MEMBERSHIP

3.1 Eligibility

The following individuals are considered members and are eligible to vote at the Association Annual and General Meetings, and will have one vote only:

- a. Any player 18 years of age or older who has paid their own registration fee,
- b. All members in good standing of the Board of Directors,
- c. Current carded Team Officials,
- d. Parents or legal guardians of players currently registered with the WMHA, and
- e. The Association's honorary members.

3.2 Term

The term of paid memberships will be from September 1 through August 31 of the subsequent year.

3.3 Life Memberships

The Board of Directors may acknowledge those who have made outstanding contributions to the association and Minor Hockey by awarding such individuals with Life Memberships.

3.4 Suspension of Membership

Membership may be suspended for cause by a 2/3 vote of the Board of Directors. Any member subject to such suspension is granted the opportunity to address the Board before the suspension is implemented. The suspension includes loss of voting privileges and may include other penalties as prescribed by the Board of Directors.

3.5 Player Membership

Player membership in the WMHA shall be open to all players in Warkworth and the surrounding municipalities in accordance with the OMHA Regulations. Player membership may be revoked or refused after a majority vote of the current Executive.

4.0 MEETINGS

4.1 Annual Meeting

- a. The Annual Meeting of the WMHA shall be called by the President of the Association to be held on or before May 15th,
- b. The new Executive Committee will officially take over office May 31st, creating a transitional period for both Executive Committees, to ensure continuity,
- c. There will be no proxy voting allowed at the Annual Meeting, voting will be done by ballot vote only,
- d. Two scrutineers shall be appointed for all balloting. A motion from the WMHA membership will destroy all ballots after each vote is completed,
- e. Proposed amendments to the Constitution and By-laws must be submitted in writing to the Secretary at least two weeks prior to the Annual Meeting and must bear the proposer's name,
- f. As soon as conveniently possible following the Annual Meeting each year, the newly elected Executive Committee will examine the Secretary's minutes created as a result of Regular or Special Executive Meetings, for the previous season, as well as the current Constitution of the WMHA. It is the responsibility of the newly elected Executive Committee to ensure that all motions moved and carried were included in the Constitution and/or By-Laws for WMHA,
- g. Notice of the Annual Meeting shall be posted least 14 days prior the Annual Meeting at the Post Office and advertised at least twice on local social media, which may include but not limited to; ie. Facebook, Twitter, WMHA webpage,
- h. The Constitution of the Association shall not be altered unless at the Annual Meeting or a special General Meeting duly called by the Executive Committee for that purpose.
- i. All meetings may be held electronically, by virtual meeting, teleconferencing, or telephone, for example, if members are all unable to meet in person due to circumstances out of Executive control or in the best interest of the Members. Example of electronic meetings: Zoom, Webex, Google Meet, etc

4.2 Executive Meetings

- a. The Executive Committee meetings shall consist of the elected Directors of the Association and are generally held on a monthly basis or as needed. There shall be a minimum of 10 meetings annually,
- b. The presence in person of at least one-half plus one, of the duly elected Directors, shall be necessary to form a quorum at Executive Committee meetings,
- c. Motions arising at any Executive Committee meeting shall be carried by a majority vote, with the President or Chair casting a vote only in the event of a tie,

- d. If a conflict of interest exists or arises between members of the Executive Committee, and an issue with which the Executive Committee is dealing, that member(s) will leave the room during the discussion and voting process,
- e. Delegations may be heard with the approval of the Executive Committee,
- f. 30 mins prior to the start of the executive meeting, any General Member of the WMHA, to a max of five Members per meeting, will be given 5 minutes to ask and have answered, any question, comment or concern. The executive will attempt to answer the Member in a full, fair and frank manner. In order to facilitate a full answer the Member will submit their question 5 days prior to the executive meeting.

4.3 General Meeting

- a. The Executive Committee can call a General Meeting anytime during each term.
- b. The Executive Committee may when they see fit, convene a Special General Meeting. A Special General Meeting will also be held, upon request in writing by 40 or more eligible Members and, within ten (10) days of receipt of the request.
- c. The request for a Special General Meeting should detail the objective(s) of the meeting called and be delivered to the Secretary of the Association.

4.4 Agenda Format & Meeting Organization

1. Attendance
2. Request for New Items to the agenda (original agenda will be sent to each Executive Member at least two (2) days in advance, for review and consideration of additional business)
3. Declarations of Conflict of Interest (can be declared at any point during the meeting)
4. Approval of prior meeting's minutes (previous meeting minutes must be provided to Members at least two (2) days in advance for review)
5. Status Reports:
 - President
 - Secretary
 - Treasurer
 - OMHA/LL Rep
 - Scheduling and Referee Coordinator
 - Fundraising Coordinator
 - Coaching Coordinator
 - Equipment Coordinator
 - Canteen Operations Manager
 - OWHA Representative
 - Immediate Past President
6. Business from Last Meeting (topics or action items which were deferred from a previous meeting)
7. New Business

8. Housekeeping - standing items at the conclusion of the meeting
9. Date, time, and location of next meeting

4.4 Conflict of Interest

Member(s) should excuse themselves from voting on any issue which they have a direct personal, or pecuniary interest, not common to other Member(s) of the Association. A conflict of interest should be declared at the start of the meeting if possible, or as soon as the Member realizes the potential conflict.

For example, a conflict of interest might include the Executive's discussion and decision regarding player awards, where a Member attending the meeting, is a parent/guardian of said player, or any issue involving a spouse, family member, etc.

5.0 BOARD OF DIRECTORS

5.1 The Executive Committee

- a. The Executive Committee, also referred to as the Board of Directors, will consist of twelve (12) Directors, eleven (11) elected, plus the Immediate Past President.
- b. The eleven (11) elected Directors will be elected for the offices noted below:
 - President
 - Secretary
 - Treasurer
 - Registrar
 - OMHA/Leo League Representative
 - Scheduling and Referee Coordinator
 - Fundraising Coordinator
 - Coaching Coordinator
 - Equipment Coordinator
 - Canteen Operations Manager
 - OSHA Representative

*A Director at Large may be added to the Executive Committee if the current Executive Committee deems it necessary. For example if more people want to join then there are positions then the Executive will create a Director at Large position for them. Their responsibilities will be to assist other positions with their duties. This position will hold a vote.

Every executive member could be asked to be a team liaison, to act as a mediator to address any unresolved issues between the parents/guardians, players and bench staff. Members can not be a liaison for your own child's team due to a conflict of interest.

5.2 Duties and Responsibilities of Directors

President - TERM 2 years

Overview: Accountable to the membership-at-large

- The President is overall responsible for the effective leadership and management of the WMHA.
- The President coordinates the work of the Executive Committee.

- The President represents the WMHA within the community.
 - As the chief executive officer of the WMHA, the President signs all major documents.
 - The President is the primary point of contact with the community and other outside agencies on all matters of significance affecting the WMHA.
 - The President presides at all meetings of the Executive Committee, and all general meetings of the WMHA.
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- The President sets the agenda for meetings of the Executive Committee, and all general meetings of the WMHA.
 - The President is responsible to ensure the duties of all members of the Executive Committee are discharged properly.
 - The President shall be an ex-officio member of all committees.
 - The President shall cause all complaints and expressions of concerns to be investigated

Secretary - TERM 2 years/Elected every even year

Overview: Works closely with the President

- Oversees all routine administration and correspondence on behalf of the Association.
- Maintains contact lists and distribution lists.
- Coordinates monthly executive meetings
- Prepares agendas, maintains minutes and action item lists.
- Coordinates annual general meetings.
- Maintain the Constitution including all by-laws in force.
- Maintain the WMHA Hockey Rules and Regulations.
- Responsible for all record-keeping functions.
- Attend meetings of the WMHA Executive.

Treasurer - TERM 2 years/Elected every odd year

Overview: Works closely with the President, with these financial responsibilities

- Maintain full and accurate accounts of all receipts and disbursements of the Association in proper books of account in a manner that is organized and easily referenced for the next person that would hold this position.
- Deposit all monies or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by members.
- Produce financial reports as required for the President and the Board of Directors.

- Treasurer will work with other directors to provide financial information and support as needed.

OMHA/LL Representative - TERM 2 years/ Elected every even year

Overview: Works closely with the President, Vice President and Ice Scheduler

OMHA/LL Representative:

- WMHA liaison to the OMHA and the Eastern Ontario Minor Hockey League
- Advises the Executive Committee on OMHA activities and rules and regulations pertaining to WMHA members and officials.
- Ensures all teams, team officials' and members, comply with all OMHA rules and regulations
- First point of contact for WMHA officials for clarification or questions on OMHA rules and regulations
- Attend meetings of the WMHA Executive.
- Attends monthly meetings of the LL

Registrar - TERM 2 years/ Elected every even year

Overview: Works closely with the President, Vice President and Ice Scheduler

Registrar Duties:

- Produces registration forms and protocols
- Resolves all issues of status relating to player registration
- Solicits volunteers as needed to help with registration tasks.
- Tracks player information in a database and reports frequently to executives, and others as requested.
- Provides player registration data and documentation for municipalities as required.
- Maintains privacy of personal information provided to the association.

Scheduling and Referee Coordinator - TERM 2 years/Elected every odd

year

Overview: Works closely with the President

- Principal point of contact for the WMHA on matters of ice allocation within Trent Hills.
- Coordinates activities with the Development Coordinator / Coach Coordinator
- Responsible for acquiring ice for:
 - o Regular Season October to March
 - o Tournaments
 - o Power Skating/CHE

- Responsible for returning ice to the Ice provider, when ice cannot be utilized.
- Provide Practice and Game Schedule for all House League Teams within WMHA.
- Accountable for fair allocation of ice time for all WMHA members
- Review invoices from Ice Providers for accuracy with the Treasurer.
- Liaison with any other organizations and leagues regarding WMHA ice allocation
- Attend meetings of the WMHA Executive.
- Prepare budgets as required and advise the executive of any budgetary concerns or unsupportable spending trends.
- Prepare and send cheques for invoices and other Association expenses in a timely manner.
- Reconcile bank accounts and prepare other documents as required by the Auditor to complete the annual review.
- Attend meetings of the WMHA Executive.

Fundraising Coordinator - TERM 2 years/Elected every even year

Overview: Responsible for coordination of all fundraising initiatives for the Association

- Association initiatives (such as donnybrook, fishing derby, grant applications, etc)
- Approve team initiatives
- Maintain records of fundraising activities as required by the Treasurer
- Attend meetings of the WMHA Executive
- Responsible for contacting businesses within our community about sponsorships.

Coaching Coordinator & Equipment Coordinator -TERM 2 years/ Elected every odd year

Overview: Works closely with the President and Vice President

- Organizing and conducting WMHA coaching meetings throughout the season at set intervals.
- Organizes the coaching selection process if needed.
- Oversees the activities of all team officials (Coaches, Trainers, Managers and other Staff) within WMHA
- Having a pulse on the certification activity throughout Eastern Ontario for Coach, Trainer and Speak Out clinics.
- Attend meetings of the WMHA Executive.
- Controls and monitors the use of all WMHA equipment.
- Responsible for the distribution (season start) and retrieval (season end) of all WMHA equipment from players and officials.
- Maintains inventory and provides recommendation on equipment required

- Attend meetings of the WMHA Executive.

5.3 Elections

- Elected Executive Committee positions will be voted on by the membership at the Annual Meeting,
- Should a position become available or be vacant, the Executive Committee may appoint a person to fill this position for the balance of the term,
- If the Immediate Past President position is vacated, the Executive Committee may consider appointing an additional Director-at-large until the next Annual General Meeting,
- Any person seeking the elected position of President of the WMHA must be or have been a member in good standing of the WMHA Executive Committee, either in the present or a previous term,
- The First Vice President and Second Vice President positions will be chosen by vote of the Executive Committee at the first Board of Directors meeting following the Annual General Meeting, by and from members of the new Executive Committee. Each nominee must be or have been a member in good standing of the WMHA Executive Committee, either in the present or a previous term.

First/Second Vice President - TERM 1 year/ Elected by new executive
Overview: Works closely with the President, understudies the President.

1. First point of contact for legal matters and complaints
 2. Assists in the coordination of the work of the Executive Committee.
 3. The Vice President represents the WMHA within the community.
 4. First point of contact for disciplinary issues and similar serious allegations of misconduct.
 5. The Vice President shall be an ex-officio member of all committees.
 6. Work closely with the Development Coordinator / Coach Coordinator in managing all hockey operations within WMHA.
 7. Collect and act on feedback from parents, players, and officials
 8. Attend meetings of the WMHA Executive.
- The President shall declare elected positions vacant at the Annual Meeting as follows:
 - On even years: President, OMHA Representative, Secretary, Fundraising Coordinator, Canteen Operations Manager
 - On odd years: Treasurer, Scheduling Coordinator, Coaching and Equipment Coordinator, OWHA Representative, Tournament Director, Social Media Manager
 - Prior to nominations and elections for vacant positions, the duties and responsibilities for that position will be read out loud by the Secretary. Voting Members attending the meeting shall have the opportunity to clarify the position they may be interested in standing for or will be casting

- a vote for, prior to the vote taking place.
- f. The new Executive Committee positions vacated will be elected by ballot vote at the Annual General Meeting for a two-year term,
- g. A letter of intent shall be accepted from anyone who wishes to stand for election but cannot attend the Annual meeting,
- h. The Association allows for the election of partners to the Executive Committee for the same term, and they will share the duties and responsibilities of one office and have one vote only.
- i. Non-member persons are eligible to be elected by the WMHA membership to the WMHA Executive Committee,
- j. Any executive member holding more than one executive position will have only **ONE** vote during an executive meeting. The member will vote according to the highest held position, (ie. President and Secretary member will vote as President.

5.4 Disqualifications

- a. Any member of the WMHA Executive who attempts to circumvent the wishes and/or does not adhere to the recorded vote of the executive of WMHA, will be immediately dismissed from the Executive, in writing by the President. A member who is dismissed and wishes to appeal their dismissal, may attend in person at the next Executive Meeting and their appeal will be heard by the Executive. After hearing the appeal, the Executive shall vote, **openly while the said member steps out of the room**, to uphold or reverse the dismissal. The vote of the Executive is final. Any Executive Member dismissed under this section shall not be eligible for nomination to any position on the Executive at the next scheduled AGM,
- b. Should a Director of the WMHA cease to be a member in good standing, they shall no longer be considered a Director of the WMHA,
- c. Should a Director be absent without just cause, from 3 consecutive meetings or not attend at least 7 meetings of the Board of Directors in the year, they shall cease to be a Director,
- d. A Director can be removed from the Board by a 2/3 vote, cast at a properly called Special General Meeting at which notice, signifying the intention to pass such a resolution, has been given to the membership.

6.0 OFFICERS, COMMITTEES AND APPOINTMENTS

- a. In addition to the elected Officers on the Board of Directors, additional Officers, Committees and other Appointments may be made by the Board, as required and appropriate to fulfill and meet the obligations of the Association,
- b. Such appointments will not constitute positions on the Executive Committee,
- c. The structure of these standing committees and appointments will develop over time and such structure and further guidance shall be documented and recorded in the minutes of the Meeting within which the additional Officers, Committee or other Appointment was made.

7.0 FINANCE AND ORGANIZATION

- a. The fiscal year of the Association shall be April 1 to March 31 of the subsequent years
- b. There shall be two authorized signatures required on all cheques and documents issued by, or on behalf of the Association. For financial purposes, authorized signing officers will include the President, 1st and 2nd Vice President, Secretary and Treasurer.
- c. WMHA is governed by and shall adhere to all Bylaws, Regulations, Policies and Procedures of both the Ontario Minor Hockey Association and Hockey Canada and nothing in this Constitution and Bylaws shall contradict the directives of either,
- d. The President shall act as the Signing Officer, together with the Secretary, on all contracts or other legal matters,
- e. The Treasurer or designate shall make all deposits to the account of the WMHA in a chartered bank or trust company selected by the Executive. They will keep proper books of the account, pay all bills and submit up to date statements at monthly Executive Meetings. Cheques will be signed by the Treasurer and one of the other Executive Members with signing authority. The Treasurer will prepare the ledgers for audit and the financial statement for the AGM and be responsible for providing the floats for any WHMA event/activity and will ensure that all monies are collected and counted in front of at least one other executive member, at the conclusion of the event, and before leaving the event.
In the event that unforeseen circumstances cause the hockey season to be interrupted sufficiently that the Executive vote to provide refunds to Members, said refunds will be provided to the originally paying Member, in the same format as the payment was made.
The Treasurer, with the support of the Executive, will make best efforts to work with any Member(s) who is having difficulty paying the fees in full, to establish a payment plan. If a Member demonstrates a consistent pattern of failure to make payments, they will be refused registration, until such time as any outstanding fees are paid in full.
- f. The Secretary shall notify the Executive Members of the time and place of all Meetings. This person will manage all correspondence and present it for review at Executive Meetings. The Secretary shall also keep an accurate record of the proceedings of the Association.

8.0 GOVERNANCE

1. The Policies Procedures Manual are the basis for the operation of the Association.

2. It is the Board of Directors responsibility to develop, enhance, maintain and enact the Policies and Procedures to further the Purpose and Objective of the Association.
3. These Policies Procedures Manual are to be reviewed annually at the beginning of each executive committee's term and amended appropriately by the Board of Directors.
4. Both the annual review and any subsequent amendments made to the Policies Procedures Manual, require ratification by a vote of 2/3 of all Directors.
5. The most current version of the Policies Procedures Manual will be made available to each eligible member of the Association at all times. A copy will be kept at the Warkworth Arena in the canteen.
6. At no time, shall the Policies Procedures Manual contravene the intent of the constitution.
7. Where meeting format and procedures are not covered under this constitution, Robert's Rules of Order shall prevail.

As ratified by the Association at the Annual General Meeting, dated May 13,
2021

President: _____ Secretary: _____