



## Shawville District Minor Hockey Association

<b>CONSTITUTION</b>	<b>Approved by Executive</b>  Accepted in: April of 2018
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### Name

This organization shall be called “Shawville & District Minor Hockey Association”, hereinafter referred to as SDMHA. The SDMHA is an integral part of Hockey Quebec, Outaouais Region 12, Zone 7.

Throughout the Constitution, whenever the masculine gender is used, it shall be understood to include the feminine gender. Throughout the Constitution, whenever the singular is used, it shall be understood to include plural where the context is required.

### Objective

To provide a wholesome, organized hockey experience for all those participating in Minor hockey. Exercise supervision and direction and emphasize an enhancement of good character, citizenship and sportsmanship.

SDMHA Executive members have jurisdiction over all registered members.

### Executive

The SDMHA shall be governed by an Executive consisting of the following Executive members:

- President
- 1st Vice President
- 2nd Vice President
- 3rd Vice President
- Secretary
- Treasurer
- Registrar
- Ice Scheduler
- Referee-in-Chief
- Equipment Manager

The Executive shall have control over the affairs of the Association, as well as define rules and deal with any matters pertaining to the good and welfare of the Association.



## Shawville District Minor Hockey Association

Executive members shall be elected as follows:

2-year term :

- the President
- 2nd Vice
- Referee-in-Chief
- Registrar
- Ice Scheduler

Alternating years :

- 1st Vice
- 3rd Vice
- Secretary
- Treasurer
- Equipment Manager

If an Executive member is not present for 2 consecutive meetings (without a valid reason), consequences include the loss of voting privileges. Three consecutive missed meetings will result in loss of membership on the Executive.

Should a vacancy occur on the Executive, the Executive members will have the authority to fill the vacancy (which includes full voting privileges) for the duration of that position's term.

### Membership

Membership in the SDMHA Executive shall be open to all registered members as well as non-members, elected by the registered members.



## Shawville District Minor Hockey Association

### Annual Meeting

There shall be an Annual General Meeting (AGM) held each year at the conclusion of the hockey season, held prior to May 1st of the given year.

The AGM must be constituted with a minimum quorum of 1 member who is in good standing with the Association. Also, there must be at least 6 incumbent SDMHA Executive members in attendance.

### Amendments

The Constitution may be amended only at the AGM. Amendments must be sent to the secretary in writing, 10 days prior to the AGM, and must be accepted by a majority vote of members present and entitled to vote.

### Meetings

The SDMHA may hold a meeting at least once a month. The President shall have the authority to call meetings and MUST call a meeting at the request of at least half plus 1 member of the Executive. Only meetings called by the President shall govern the affairs of the SDMHA. If the President is unable to attend a meeting, the 1st Vice shall have the duties of the President for that meeting only. No regular meeting shall be constituted unless a quorum of at least half plus 1 member of the Executive are present. In the event of a special meeting, at least half plus 1 member of the Executive must be present.

### Discipline

The Executive members shall have the authority to suspend or discipline an Executive member, official, team official, player, parent or spectator for any incident or behavior detrimental to proper conduct before, during or after a game, at the arena facility, a meeting, or any Minor Hockey gathering. Executive members will inform the League of any suspension.

### Complaints

All complaints must be made in writing, signed and submitted to any member of the Executive or they will not be considered; under no circumstance may complaints go outside of the Association without the approval of the Association President.

Complaints will be read and dealt with by the Executive members. A response will be given to the complainant after the complaint has been reviewed by the Executive.



## Shawville District Minor Hockey Association

### Protest and Appeals

Protests or appeals will not be accepted on any Executive decision.

### General Rules

Hockey Quebec, Outaouais Region 12, Zone 7, CHA, shall be the rules by which SDMHA operates in conjunction with the SDMHA Constitution and by-laws. Rules must also be applied to the league in which teams are playing. Any member of the Executive may hold a position with a team, with the exception that the Association President and the Association Head Coach cannot be the head coach of a team. In the event of conflict of interest for an Executive member, he or she forfeits the right to sit on the Executive and there will be a loss of voting privileges during the processing of the conflict. All officials and team officials will conduct themselves properly to prevent disrespect to SDMHA.

### **By-Laws**

#### Election of Executive Members

Elections for all positions shall be held at the AGM.

Elections will be conducted by an appointed President of Elections and a Secretary of Elections (appointed by Executive members to oversee elections).

In the event that one of the Executive members or registered members is part of a ballot vote, they shall be excluded from the counting of ballots to avoid conflict of interest.

Nominations will be accepted at the AGM from registered members. Only 2 members per family may vote and must be over the age of 18.

Nominees for SDMHA President must have a minimum of 1-year experience as an Executive member, held within the last 5 years prior to nomination.

When a vote is necessary, it will be done by secret ballot. One Executive member and 2 registered members from the floor (elected by the registered members) shall count the ballots.



## Shawville District Minor Hockey Association

### Executive Members Duties Include:

#### **President**

- Generally perform the duties usual to the office of President
- Call all meetings of the Association and conduct all meetings
- Preside at all Annual, Special and Association meetings and only vote in case of a tie
- Be an authorized cheque signing officer
- Attend all meetings with Hockey Outaouais and report back as necessary

#### **1st Vice**

- In the absence of the President, have the powers to perform all the duties of the President
- Chair meetings in the absence of the President
- Head of Fundraising Committee
- Hospitality Suite
- Be an authorized cheque signing officer

#### **2nd Vice**

- In the absence of the President and 1st Vice, have the powers to perform all the duties of the President
- Chair meetings in the absence of the President and 1st Vice
- Fundraising Committee
- Collect for sign rental

#### **3rd Vice**

- In the absence of the President and 1st Vice and 2nd Vice, have the powers to perform all the duties of the President
- Chair meetings in the absence of the President, 1st Vice and 2nd Vice
- Fundraising Committee
- Organize banquets

#### **Secretary**

- Inform President of any activities relayed by verbal or written correspondence
- Attend, record and maintain the minutes of all Annual, special and regular meetings
- Read correspondence at regular meetings
- Answer correspondence pertaining to SDMHA after being tabled
- Call Executive members for meetings
- Prepare nomination posting for Election of Executive members
- Be an authorized cheque signing officer



## Shawville District Minor Hockey Association

### **Treasurer**

- Present Financial Statement at regular meetings
- Maintain a SDMHA bank account
- Prepare an Annual Financial Report for the Annual General Meeting
- Keep records of receipts
- Pay expenditures accordingly
- Responsible for collection of registration fees and provision of tax receipts

### **Registrar**

- Sign team lists before sending to appropriate League and retain a copy of the approved list
- Sanction renewal
- Tournament procedures
- Registration for tryout sessions /conditioning camps
- Registration in Spring/Summer (including coach applications)
- Maintain a team list to give to coaches at season start up
- Manage registrant email distribution list

### **Ice Scheduler**

- Meet with the Town of Shawville for Ice times
- Schedule ice for tryout/conditioning sessions
- Schedule practices and games and advise coaches of times
- Check Ice invoice for errors and adjust if necessary
- Attend ice scheduling meetings on behalf of the Association
- Manage coach/manager email distribution list

### **Referee-in-Chief**

- Organize Referee Clinic
- Schedule on and off ice officials for all games
- Attend referee meetings on behalf of the Association
- Coordinate training for on and off ice officials
- Provide treasurer a summary of hours for all officials for pay purposes.

### **Equipment Manager**

- Distribute and collect SDMHA sweaters and equipment
- Distribute and restock first aid kits
- Order trophies and awards for Banquet (including ESSO awards and certificates)



## Shawville District Minor Hockey Association

### Additional jobs requiring volunteers from the SDMHA Executive:

**LHRO Representative** – Nominated by Executive members, duties include :

- attending meetings and updating Executive as required
- communicate suspensions from tournaments to the league

**Head Coach** – Nominated by Executive members, duties include :

- organizing coach's clinics.
- coordinating and collecting police checks
- coordinating training requirements and trainer certificates

**MAHG head trainer (some costs covered by HQ)**

Duties include:

- providing leadership and direction to MAHG coaches on and off the ice
- ensure compliance with MAHG program for Pre-Novice and Novice
- attend HQ training and information session

**Web site management** – volunteer

Duties include:

- keeping website up to date and posting information in a timely manner.