

SHAWVILLE DISTRICT MINOR HOCKEY ASSOCIATION

CONSTITUTION

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, CHA. 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, Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Ice Scheduler, Referee-in-Chief and 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.

Executive members, excluding the immediate Past President, who gains his succession, shall be elected as follows: the President, 2nd Vice, Referee-in-Chief, Registrar, and the Ice Scheduler shall be elected for a 2-year term. Alternating years, the 1st Vice, 3rd Vice, Secretary, Treasurer and Equipment Manager shall be elected for a 2-year term, coming into effect in the 2004-2005 season.

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 the season.

Membership

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

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 15 members who are 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 given to the Secretary of 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.

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. 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.

Accepted in: 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, and 2010.

By-Laws

Election of Executive Members

Elections for the position of President, 1st Vice, 2nd Vice, 3rd Vice, Secretary, Treasurer, Registrar, Ice Scheduler, Referee-in-Chief and Equipment Manager 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.

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 bring report back as necessary

Past- President

- Be the source of guidance to the Executive on all matters pertaining to the past conduct of business
- Be a full member of the Executive with full privileges to motion and vote

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

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
- Organize banquets (meal, milk, tickets, setting up of tables)
- Fundraising Committee

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

- Collect for sign rental
- Fundraising Committee

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
- Advertising
- Prepare nomination posting for Election of Executive members
- Be an authorized cheque signing officer

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
- Be an authorized cheque signing officer
- Attend registration for collection of registration fees

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
- 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 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
- Coordinate testing for double letters

Referee-in-Chief

- Organize Referee Clinic
- Schedule referees for all games

- Send a copy of Suspensions to appropriate officers
- Attend referee meetings on behalf of the Association
- Coordinate timekeepers/scorekeepers

Equipment Manager

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

Additional jobs requiring volunteers from the SDMHA Executive:

LDO/LMO Representative – Nominated by Executive members

- duties include attending meetings and updating Executive as needed

Head Coach – Nominated by Executive members

- duties include organizing coach's clinics. Coordinating and collecting police checks and trainer certificates

Web site management - volunteer