

# **PLATTSVILLE & DISTRICT MINOR HOCKEY ASSOCIATION**

## **CONSTITUTION**

This constitution to replace any and all former documents upon ratification at the 2008 Annual General Meeting

### **PLATTSVILLE & DISTRICT MINOR HOCKEY ASSOCIATION**

FORMERLY

Drumbo-Princeton Minor Hockey Association

#### **OBJECTIVE:**

The purpose of the Corporation is to promote, foster and govern organized hockey within its jurisdiction. Further, the executive is committed to developing a minor hockey program which encourages the development of life skills for all participants, to encourage sportsmanship and fair play amongst members, and to exercise a general supervision and direction over its players, team officials, and game officials to enhance the sport of hockey in this community.

The Corporation will recognize and accept as an affiliate, the group known as Plattsville and District Hockey Mothers' Association, as this group is to assist the Corporation.

#### **HEAD OFFICE:**

The head office of the Corporation shall be at \*\*Plattsville Arena, 68 Mill St E., Plattsville ON, or at such other place within the Township of Blandford-Blenheim as the Directors may from time to time determine.

#### **SEAL:**

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

#### **BOARD OF DIRECTORS:**

The affairs of the Corporation shall be managed by a Board of directors, each of whom at the time of his election or within 10 days thereafter and throughout his term of office shall be a member of the Corporation. A majority of the Board of Directors shall be Canadian Citizens. Each Director shall be elected to hold office for a term of 2 years.

The election of Directors shall be by ballot. The form of the ballot shall be as prescribed by the Executive. The secretary shall distribute one ballot to each member at the meeting who is entitled to vote and shall instruct the meeting as to the proper completion of the ballot. Upon completion of the ballot by the members, the Secretary shall receive all ballots and retire to conduct a count. Upon completion of this count, the Secretary shall report to the Chairman the results and upon request by the Chairman, shall cast a single vote for those

members elected as Directors. The Secretary shall inform the meeting as to the new Directors.

The Chairman may accept nominations from the floor and upon receiving the acceptance of the nominee to stand, instruct the Secretary to add the nominee's name to the slate of directors to be elected and place the name on the ballot.

### **Eligible Voters**

1. All active members at least 18 years of age
2. All parents or guardians of members under the age of 18
3. All current team officials of teams registered to play in the current season

### **Board Eligibility**

All executive member must

1. be eighteen year of age or older;
2. be a member in good standing of the Association at the time of their appointment or election and remain so for their term of office;
3. have been an executive member for one year before eligibility to run for President of the organization;
4. procure a police check per Plattsville & District Minor Hockey rules.

The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

The members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his/her term of office, and may, by a majority of the votes cast at that meeting elect any person in his stead for the remainder of the term.

Any Director who misses more than two meetings may be removed by resolution of the Executive.

Vacancies on the Board of Directors, however caused, may, so long as a quorum of Directors remain in office, be filled by the Directors from among the qualified members of the Corporation, if they shall see fit to do so; otherwise such vacancy shall be filled at the next annual meeting of the members at which the Directors for the ensuing year are elected. But, if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy. If the number of Directors is increased between the terms, a vacancy or vacancies, to the number of authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

A quorum shall be necessary for any matter requiring a vote. A quorum shall consist of a majority of the Directors.

Except as otherwise required by law, the Board of Directors may hold its meeting at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present or if those absent have signified their consent to the meeting being held in their absence. Directors, meetings may be formally called by the President or Vice-President, or by the Secretary on direction in writing of two Directors. Notice of such meeting shall be telephoned or e-mailed to each Director before such meeting is to take place. The statutory declaration of the Secretary or President that notice has been given shall be sufficient and conclusive evidence of the giving of such notice. A Directors' meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The Directors may consider or transact any business either special or general at any meeting of the Board.

Questions arising at any meeting fo the Directors shall be decided by a majority of votes. The Chairman shall not be entitled to vote but in the case of an equality of votes, the Chairman shall have a tie-breaking vote. All votes at such meetings shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be by a show of hands. A declaration by the Chairman that the resolution has been carried and an entry to that effect in the minutes shall be admissable as prima facie proof of the fact without proof of the number or proportion of votes recorded in favour or against such resolution.

The Directors of the Corporation shall control and administer all the affairs of the Corporation. The Directors shall make or cause to be made for the Corporation in its name, any kind of contract which the Corporation may lawfully enter into and may generally exercise all such other powers as the Corporation is by its charter authorized to exercise and do. More specifically, the Directors are empowered to

1. Purchase, lease, sell, exchange or otherwise acquire or dispose of any property and equipment necessary to the conduct of the Corporation's activities, or any team operated by or associated with the Corporation.
2. To pass, amend or enforce any rules, regulations and procedures which the Directors deem necessary from time to time for the orderly and efficient and sportsmanlike conduct of the affairs of the Corporation and any teams operated by or associated with the Corporation.
3. To discipline or suspend any coach, manager, trainer, parent, or referee or other official connected with the Corporation of any of its activities.

The Directors shall receive no remuneration for acting as such.

The Board of Directors shall consist of the following and such other officers as the Board may from time to time determine

- ⤴ President
- ⤴ First Vice President
- ⤴ Second Vice President
- ⤴ Secretary
- ⤴ Treasurer

- ⤴ League Contacts for the various leagues the Corporation participates in
- ⤴ OMHA Contact
- ⤴ Equipment Manager
- ⤴ Referee in Chief
- ⤴ Hockey Parent President
- ⤴ Coach Mentor
- ⤴ Fundraising Members
- ⤴ Girls Hockey – OWHA, SWGHL, KMHA Contacts
- ⤴ Purchaser (non-voting member)

An officer may also perform duties of the following positions: manager or trainer.

The President, Coach Mentor and OMHA contact may not hold the position of Head Coach within the organization.

## **Duties of the Officers**

### **President**

The President is in charge of the day to day general management and supervision of the affairs of the organization. S/he will act, if present, as the chairperson for all meetings of the executive, and shall cast a vote only if necessary in a tie break. S/he is the signing authority for the organization. In emergencies or in situations requiring immediate decision or action on the part of the organization, the President shall have such authority either with or without consultation of other Executive members.

### **Vice President**

To assist the President in the discharge of his/her duties and in his/her absence, to assume the President's duties and officiate in his/her stead.

### **Secretary**

To be the clerk of the organization – the Secretary will attend all the meetings of the executive and record all the facts and minutes of all proceedings in the books kept for this purpose. The Secretary shall be the custodian of all books, papers, records, correspondence and contracts and other documents belonging to the organization. The Secretary has authority to sign permission to skate forms and all other forms as the organization deems necessary.

### **Treasurer**

To keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board. S/he shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board at regular meetings or whenever required, an account of all transactions and of the financial position of the Corporation. The Treasurer shall perform such other duties as may from time to time be determined by the Board of Directors.

**League Contacts**

To act as a liaison between the Corporation and other hockey associations – the contact person shall coordinate tournaments, playoffs and ice time.

**Referee in Chief**

To be responsible for the selection of referees for all games and to ensure that they are present for their assigned games.

**Equipment Manager**

To be responsible for the availability of adequate equipment for all teams and the storage of the equipment.

**Hockey Parent President**

To act as a liaison between Plattsville & District Minor Hockey Association and the Plattsville Hockey Mothers' Association.

**EXECUTION OF DOCUMENTS:**

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by any 2 of the President, Secretary or Treasurer.

Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Vice President, Treasurer or any person authorized by the Board.

Notwithstanding any provision to the contrary contained in the bylaws of the Corporation, the Board may at any time, by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Corporation shall be executed.

## **BYLAW AMENDMENTS**

Approved at PDMHA Annual General Meeting, April 2 2009

### **2009-1.**

Each PDMHA Executive member who completes his/her two year term will be paid a \$75 incentive/bonus per year.

Approved at PDMHA Annual General Meeting, April 9 2010

### **2010-1.**

Players will be prohibited from participating in practices and/or games until the necessary paperwork has been completed and filed with the Association's OMHA Rep. This paperwork includes, but is not limited to: birth certificate photocopy, fee payment (credit card or post dated cheques) and, if necessary, transfer of residence information.

Approved at PDMHA Annual General Meeting, April 10 2011

### **2011-1.**

Any PDMHA team that advances to the OMHA finals and is required to travel 3 hours or more (one way) will be provided bus transportation paid for by the Association, unless the Association is currently operating at a deficit in which case this amendment is void for the current season.

### **2011-2.**

All PDMHA Representative teams will be required to have a minimum of 5 Alternate Players (AP's) on their roster. Rosters submitted to the OMHA Rep in violation of this rule will not be sent in to OMHA for approval.

Approved at PDMHA Annual General Meeting, April 10 2012

### **2012-01.**

If a coach cannot be found for a certain team, the coach mentor, president or OMHA Rep should be allowed to coach that team, if that person so desires.

### **Amend Bylaw 2011-01 to read:**

Any PDMHA team that advances to the OMHA finals will be provided with up to \$500 to be used for team bus transportation, paid for by the Association, unless the Association is currently operating at a deficit, in which case this admendment is void for the current season. Such bus transportation, if chosen, is to be arranged by the team.

### **2012-02.**

The PDMHA Board of Directors will include an "Events Coordinator". This person will be responsible for the overall coordination of events such as, but not limited to, Photo Week, Hugh Hall Night, Coaches' Appreciation night, and help with PDMHA tournaments.

**2012-03.**

The PDMHA Board of Directors will include a "Risk Management Officer". This person will keep an accurate record of all police checks required by the organization. S/he will oversee any dispute resolution process when required, following OMHA policies. If necessary, this will include the development of a disciplinary committee, made up of 3 to 5 non-board members (other than the Risk Management Officer), to deal with serious coaching and executive issues. The committee will then make a recommendation for resolution to the Executive.

Approved at PDMHA Annual General Meeting, April 2 2013

**2013-01.**

All coaches and trainers within PDMHA and all members of the PDMHA Executive must have a current police check on file, which must be updated every three years. Police check must be on file (or proof that one has been applied for) by Oct 1st.

**2013-02.**

The Referee-in-Chief will be compensated with a one-time payment of \$300, to be made at the end of each season.

**2013-03.**

Create a new position, Administrative Manager, to replace the former positions of Secretary, Treasurer and Ice Scheduler. The Admin Manager will be responsible for the day-to-day operations of PDMHA, including duties as secretary, website administrator, treasurer and ice scheduler. S/he will be a non-voting member, but will attend all Executive meetings, recording minutes for such meetings. S/he will also hold office 4-5 hours/week during the hockey season, September to March. The person in this position will be compensated with an honorarium of \$2000 annually, to be paid in payments of \$200 at the end of each of the months May, and August through to April.

*Note: If more than one person is interested in this position, a selection committee/process will take place. The person who takes on this role would be under contract and would have to provide plenty of notice, if resigning, to find a replacement.*

**2013-04.**

Create a new voting position on the Executive, of Wicket/Timekeeper Manager.

**2013-05.**

Create two new voting positions on the Executive, of Member-at-Large.

**Construction of the PDMHA Executive**

The membership of the PDMHA Executive shall now consist of: President (non-voting, except in case of ties), Administrative Manager (non-voting), League Representatives (one rep for each league in which PDMHA has team(s) participating), OMHA Representative/Registrar, Coach Mentor, Referee-in-Chief, Risk Management Officer, Wicket/Timekeeper Manager, Purchaser, Equipment Manager, Hockey Parent Representative, Little Brave/Tournament Convenor, Fundraising Representative, Events Coordinator, Members-at-Large(2).

At their first regular meeting (i.e., May each year), the members of the Executive will vote on designating a 1st Vice President and a 2nd Vice President, to be chosen from among the voting members of the Executive.

Approved at PDMHA Annual General Meeting, April 8 2014

**2014-03.**

All new referees for PDMHA must have first completed OMHA's Referee School. If the individual then referees a minimum of 15 games in the following season for PDMHA, the Association will reimburse the individual for the cost of the Referee School; to be reviewed on an annual basis.

**2014-04.**

All individuals interested in timekeeping for PDMHA must be OMHA-certified. PDMHA will attempt to host an OMHA Timekeeper clinic annually so that the certification can be obtained.

**2014-05.**

The positions of the "Purchaser" and "Equipment Manager" will be combined into one position, "Equipment Manager" on the executive.

Approved at PDMHA Annual General Meeting, May 3 2015

**2015-01.**

Effective starting with the 2014-15 season, the financial year end will be June 15<sup>th</sup> of each year.

Approved at PDMHA Annual General Meeting, April 11 2017

**2017-01.**

The executive will include, up to a maximum of five Member-at-Large positions, each with a one-year term. These positions will not be eligible for any honorarium; PDMHA parents holding such positions will be eligible for their volunteer refund.

**2017-02.**

If a player is offered a roster position at their chosen AA or A centre nearest to their residence (as defined as "Player Movement" – OMHA regulation 3.5), the player will be granted a one (1) year return of their Right of Choice.

If the player is not offered a roster position at his chosen option of AA or A, he MUST return to his home centre. If the player is offered a roster position at his chosen option of AA or A, he MUST return to his home centre at the end of each season (permission is for one (1) season only).