

# Battlefords Minor Hockey Association (“BMHA”) Constitution

October 2018

## Article 1 - Name

The Association shall be known as the **Battlefords Minor Hockey Association** or the letters **BMHA**.

## Article 2 - Vision Statement

It shall be the aim of the BMHA to operate the Association in accordance with the guidelines of the Saskatchewan Hockey Association and Hockey Canada. The Association shall aim to foster player skill development at all levels of hockey within the association and shall foster, improve and perpetuate the game of hockey for the Associations members. The Association shall exercise general care, supervision and direction over the playing and development interest of all players, coaches, officials and teams to promote fair and equitable competition and to maintain and increase the interest in the game of hockey.

## Article 3 - Definitions

- 1) The words set out below shall have the meaning set out below:
  - a) "**Association**" means Battlefords Minor Hockey Association.
  - b) "**Board of Directors**" means the Board of Directors of the Association as constituted herein.
  - c) "**Executive Committee**" means the Executive of the Board of Directors as constituted herein.
  - d) "**Member**" shall mean a member of the Association
  - e) "**Member in good standing**" shall mean all members of the Association excepting those members that are in arrears of payment of fees and fines to the Association or those members subject to suspension or discipline by the Association during the discipline period.
  - e) "**Registration Year**" shall be in accordance with the SHA regulations.
  - f). "**SHA**" Shall refer to the Saskatchewan Hockey Association.

#### **Article 4 - Membership & Membership Fees**

- 1) Membership in BMHA shall commence July 1 and end the following June 30;
- 2) The following shall be members of BMHA:
  - a. The parent or guardian of any player or official under the age of 18 years registered with BMHA;
  - b. Any adult living within the BMHA hockey centre, as defined by SHA regulation, and who pays the prescribed fee, as established by the Board of Directors prior to the commencement of each season;
  - c. A person granted a membership by the Board of Directors who does not qualify under either 2(a) or 2(b) above, upon such circumstances as the Board deems necessary;
- 3) The Association shall administer hockey for all teams in age groups as set out by the SHA Minor Division and the Female Divisions. The annual registration fee shall be established by the Board of Directors prior to registration. The registration fee, and registration form, shall be submitted by each player, as prescribed by the Board of Directors.

#### **Article 5 - Board of Directors**

- 1) The affairs of the Association shall be managed by a Board of Directors who shall be elected at the BMHA Spring Meeting of the Association according to this Article.
- 2) The Board of Directors of the BMHA shall consist of the President, Vice- President, Secretary, Treasurer, the Past President, and the following:
  - Director, Initiation Division
  - Director, Novice Division
  - Director, Atom Division
  - Director, Pee Wee Division (House)
  - Director, Bantam Division (House)
  - Director, Midget Division (House)
  - Director, Representative Hockey
  - Director, Officials
  - Director , Female Division
  - Director , AAA Midget Stars
  - Director , AAA Female Sharks
- 3) Subject to Section 6, Members of the Board of Directors shall serve a two-year term, ending at the conclusion of the BMHA Spring Meeting that completes the term:
  - a. In even numbered years for the following positions; President, Secretary, Representative, Initiation, Novice, Atom, and female Directors;

- b. In odd years for the following positions: Vice-President, Treasurer, Pee Wee, Bantam, and Midget Directors;
- 4) The Vice President shall accept nominations from the members of the Association;
  - a. In even numbered years the following positions; President, Secretary, Representative, Initiation, Novice, Atom, and female Directors;
  - b. In odd years the following positions: Vice-President, Treasurer, Pee Wee, Bantam, and Midget Directors;
- 5) The position of Director for AAA Midget Stars and AAA Female Sharks shall each be appointed by their respective Board of directors in accordance with their policies and procedures.
- 6) The Director of Officials shall be chosen by the Referees' Association in the Battlefords and presented to the Board of Directors for approval;
- 7) The Past President shall be the outgoing President. In the event that person is unable to serve the term the Board of Directors may appoint another person who has served as President of the Association in the past.
- 8) Any member of the Board of Directors may be disqualified and removed from the Board of Directors by a 2/3 majority vote of the Board of Directors for conduct or behavior that has been or may be harmful to the Association or contrary to the stated Vision or goals of Association.
- 9) Any position on the Board of Directors not filled at the BMHA Spring Meeting or left vacant due to resignation or disqualification shall, as soon as is practicable, be filled by a member of the Association, appointed by the Board of Directors, and shall, subject to Section 6, hold that position for the remainder of the term as set out on Section 3.
- 10) No person shall be elected to the Board of Directors in his or her absence.
- 11) To qualify for nomination for;
  - a. Any Board position, the candidate must be a member of the Association and in good standing with the Association and SHA;
  - b. Any executive position, the candidate must have served as a member of the Board of Directors for a minimum of two years in the previous 10 years.
- 12) BMHA may arrange for one or more policies of directors' and officers' liability insurance to be put in place at the expense of the Corporation and for the benefit of the Corporation and / or its directors and officers as the Board of directors may from time to time determined.

### **Article 6 - Executive Committee**

- 1) The Executive Committee shall consist of the President, Vice President, Secretary Treasurer, and the Past President. The President of the Association shall be the chairman of the Executive Committee.
- 2) The Board of Directors may delegate to the Executive Committee such powers and duties as the Board of Directors may, from time to time, prescribe.
- 3) The President or Vice President and two other members of the Executive shall constitute a quorum at any meeting of the Executive Committee.

### **Article 7 - Meetings and Voting of the Association**

- 1) The Annual Meeting (AGM) of the Association shall be held on a date directed by the Board of Directors in compliance with The Non-profit Corporations Act.
- 2) A quorum for all meetings of the Association shall consist of 15 or more members of the Association.
- 3) The Board of Directors may call meetings of the Association whenever deemed necessary.
- 4) A Member in good standing shall be entitled to vote on all motions at meetings of the Association. All such votes will be counted as one vote per family.
- 5) There shall be no voting by proxy.
- 6) Every motion shall be decided by the majority of the votes cast. All votes shall occur by show of hands unless a member makes motions for a secret ballot.
- 7) All nominations for the Board of Directors must be submitted in writing to the Vice-President of BMHA not less than 15 days prior to the BMHA Spring Meeting. Any nomination received after this time will not be placed on the ballot at the Spring Meeting.

### **Article 8 - Meetings and Voting of the Board of Directors**

- 1) The Board of Directors of the Association shall meet at least once per month, during the hockey season.

- 2) Voting by proxy will be allowed by any member of the Board of Directors. The proxy vote will be on a piece of plain paper, with the question written out, and the vote of yes, or no, beneath the question. The proxy will be signed by the member, and will be placed in a sealed envelope. The proxy will not be opened until such a time the vote has been taken.
- 3) Conflict of Interest: Any member of the Board of Directors who is in a conflict of interest must declare said conflict and abstain from voting on the relevant issue. Such declaration shall be recorded in the meeting minutes. For more clarity a director is in conflict when they have a personal interest or a child directly involved in a particular issue.
- 4) Every motion shall be decided by the majority of the votes cast. Votes may be conducted by email as required.
- 5) The President of the Board of Directors shall not vote on any motion, except in the event of a tie in which case the President may cast the deciding vote, or table the motion to the next meeting of the Board of Directors.
- 6) Within fourteen (14) days prior to the next meeting of the Board of Directors, the office manager shall circulate the minutes of its last meeting to the Members of the Board of Directors
- 7) The President, or the office manager upon instructions from the President, may call a meeting of the Board of Directors at any time.
- 8) Any five (5) members of the Board of Directors may call a special Board of Directors meeting to deal with a specific issue only. A letter of notice to the President must include the purpose for the meeting and the signatures of the five Board Members. The President shall call the meeting within seven days of receiving the notice; however, all five members who signed the request for the meeting must attend, or the meeting shall be void.

#### **Article 9 - Meetings and Voting of the Executive Committee**

- 1) The Executive Committee shall meet as often as duties require and in any place suiting its convenience.
- 2) The President, or the Office Manager, upon instructions from the President, may call a meeting of the Executive Committee at any time.
- 3) Every motion shall be decided by the majority of the votes cast.

- 4) Voting by proxy will not be allowed.
- 5) The minutes of the Executive Meeting shall be presented at the next Board of Directors meeting.

#### **Article 10 - Signing Officers**

- 1) Signing officers for the Association shall be the Treasurer, the President, the Vice President and Office Manager. All cheques of the Association shall require the signature of two signing officers.

#### **Article 11 - Powers & Duties of Executive Committee and Board of Directors**

- 1) To conduct the business of the Association in its entirety, authorize all expenditures, and exercise complete control of all Minor and Female Hockey Players, Coaches, Assistant Coaches, Managers, Officials, Trainers, and Team Officials registered within the Association.
- 2) To deal with discipline issues in accordance with any Bylaws established by the Association.
- 3) To replace any member of the Board of Directors by a 2/3 majority vote whom in the opinion of the Executive Committee or Board of Directors is not carrying out their duties.
- 4) The Executive Committee and Board of Directors shall approve Coaches for all teams within the Association and govern the selection of all Coaches, Assistant Coaches, Managers, Trainers, and any other Team Officials, for all teams within the Association upon such guidelines as are established by the Bylaws of the Association;
- 5) Signing of player releases from BMHA can only be signed by the President, with the approval of the Board of Directors.
- 6) Any person applying for position on the Board of Directors may only be elected to a single position.
- 7) All positions that are vacant following the BMHA Spring meeting will be elected by a simple majority of the current Board of Directors.

## **Article 12 - Registration of Players**

- 1) All players must be registered with BMHA before they will be allowed to participate in Association activities.
- 2) Registration dates will be set by the BMHA Board of Directors during which time all Registrations must be in; late registrations may be accepted
- 3) A late registration fee or fees, in accordance with a registration schedule, may be established by the Board of Directors prior to each season. The Board of Directors may make an exception for a new first time family registering with BMHA or any AA and AAA import players.
- 4) Copies of SHA Player Registration Certificates or Team Certification Forms must be carried by the team Coach or Manager and must be presented upon request by either the Executive Committee or the opposing Coach or Manager.
- 5) Any discrepancy involving the Division to which a player belongs will be decided by the BMHA Board.
- 6) No registered/certified player or team shall compete outside the Association without written permission of the Executive committee.

## **Article 13 – Appeals**

- 1) Any player, coach, assistant coach, manager, trainer, parent, spectator or team within the Association shall have the right to appeal any suspension in addition to and/or above the SHA ruling.
- 2) All appeals and evidence shall be in accordance with the Bylaws of BMHA and shall require a protest fee as set by the Board of Directors. If the suspension is upheld the appeal fee is non-refundable.

## **Article 14- Concessions**

- 1) Any request for a concession to any BMHA bylaws must be in writing and submitted to BMHA. Application forms shall be made available upon request. Applications must be made by the individual who desires the concession from BMHA. The form shall clearly indicate that if a concession is granted; it will be for the current season only. It shall also indicate that the applicant shall have the right to be present when the concession is reviewed by BMHA. A concession request shall be heard within 30 days of the date the concession request was received. The Officer Manager shall

supply, in writing, the decision of BMHA within seven days of the date the decision is arrived at to the people making the request for the concession. The decision shall be final and binding.

### **Article 15 – Committees**

- 1) The Board of Directors has the right to appoint any committees to assist any position on the BMHA Board.
- 2) The Board of Directors will appoint members from the Board or the Association to all committees.
- 3) The Board of Directors will determine the number of members on all committees
- 4) Members of the committee (excluding the Board members) do not have any voting rights, with respect to the Board.
- 5) All Committees shall have at least one Board of Directors member who shall report on committee activities to the Board of Directors.

### **Article 16 – Amendments to the Constitution**

- 1) The articles of this constitution may be amended as follows:
  - a. Amendments shall be made only at the AGM;
  - b. Written notice of motion for amendments must be given to the Secretary not later than 30 days prior to the AGM.
  - c. The Secretary shall advertise notice of the proposed amendments on the BMHA website for two consecutive weeks prior to the AGM.
  - d. At the AGM, a 2/3 majority of member's present will be required to carry the motion.

### **Article 17 - Copies of Constitution**

- 1) The Board of Directors may appoint a committee to annually update the Constitution.
- 2) The current Constitution shall be published on the Association website.

### **Article 18 – Dissolution**

- 1) In the event that the BMHA should be dissolved by a 2/3 majority vote of those members present at an AGM, the Board of Directors will prepare a plan for

distributing all funds and assets among deserving sports organizations within the Battlefords area. Said plan will be presented, amended as required and ratified at a final Membership Meeting called for that purpose, whereupon the Board of Directors shall resign and cease to represent and act for BMHA.