

Battlefords' Midget Stars Constitution and Bylaws

Article 1: Name and Jurisdictions

- 1.01 The name of the team shall be known as Battlefords Midget Stars (referred to as the “Midget Stars”).
- 1.02 The team shall operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA) with its own Board of Directors and shall abide by all the regulations, bylaws, and rules of the Saskatchewan Midget AAA Hockey League (SMAAAHL), the Saskatchewan Hockey Association (SHA), Hockey Canada (HC) and the Battlefords Minor Hockey Association (BMHA).

Article 2: Aims and Objectives

- 2.01 To promote fair play and sportsmanship, and to develop the technical hockey skills of team members through the provision of a safe and competitive environment. A desire to win fairly, is the primary aim.
- 2.02 To foster, promote and encourage self-esteem, friendship, team attitude, self-discipline and respect for oneself and others, with an emphasis on education, good character and citizenship. Through teamwork we strive to be the best we can.
- 2.03 To sponsor and promote such athletic, social and other activities, which will contribute to the overall aims and objectives, and financial vitality of the team.
- 2.04 To promote and encourage team members to attain their goals for competitive hockey within the Saskatchewan Minor AAA Hockey League.
- 2.05 To promote and foster good relations with the community of the Battlefords which it represents, and with the Battlefords Minor Hockey Association, under which jurisdiction it operates.

Article 3: Membership

- 3.01 The team is comprised of players selected by the coaching staff following rules as outlined by the SMAAAHL and SHA.
- 3.02 The registration fee of a player registered with the Midget Stars shall include BMHA membership fees of parents and/or guardians.
- 3.03 Any adult living within the Battlefords Minor Hockey Centre, as defined by SHA regulations and SMAAAHL regulations, and who pays the prescribed membership fee to BMHA, established annually, may participate fully in the affairs of the Midget Stars organization.
- 3.04 Membership will be for the current hockey season only.

Article 4: Officers

- 4.01 A nominating committee of three members, at least one of whom shall be the immediate Past Chairperson, shall be appointed by the Board of Directors. This Committee shall make every effort to present five names to the Annual General Meeting (AGM), for the elected position of Chairperson, Secretary, Treasurer and two Directors at Large, listed in Article 4, Section B with the exception of the parent Directors and BMHA Directors.
- 4.02 At the AGM, any member in good standing may nominate another member or members to fill each of the positions, except for the parent and BMHA positions.

B. Elections

- 4.03 The AAA Board of Directors shall have a minimum of 9 members, two of which will be from the BMHA Executive, and two will be parents of team members.
- 4.04 Directors positions will be for 2 year terms, the Chairperson and Treasurer and one Director at Large to be elected in even years and the Secretary and one Director at Large elected in odd years, to maintain some degree of continuity and experience. The parent positions will be for 1 year terms.
- a. Chairperson (2 year term)
 - b. Secretary (2 year term)
 - c. Treasurer (2 year term)
 - d. Directors at Large (2 year terms)
 - e. 2 BMHA Representatives
 - f. 2 team parent board members (1 year terms)
- 4.05 The election of Board members whose term has expired shall take place at the spring meeting (AGM) in May.
- 4.06 The parent Directors will be elected by the team parents at the fall pre-season meeting. The BMHA Directors will be selected by the BMHA Board of Directors as soon as possible after the BMHA AGM in the spring.
- 4.07 If any of the seven elected members is unable to fulfill his term of office, the Midget Stars Board of Directors shall appoint someone to fill the position until the next election.
- 4.08 If there are no nominations in any of the seven elected positions, the Board of Directors shall appoint someone to fill the position or positions.

Article 5: Duties and Powers of the Midget Stars Board of Directors

- 5.01 To direct the Midget Stars hockey club in accordance with the AAA Star Constitution and the Management Agreement between the Midget Stars and the BMHA.
- 5.02 Approve the annual budget at the fall regular meeting, and conduct the business of the Midget Stars in its entirety, authorize all expenditures and have control of all personnel associated with the Midget Stars.
- 5.03 Appoint an independent auditor to examine the team's financial books each year.
- 5.03 To ensure all personnel of the Midget Stars exercise fair play and sportsmanship, and take any action deemed necessary to promote the aims and objectives of the team.

- 5.04 To advertise, interview and select the Midget Stars Head Coach and Manager on the basis of its approved screening process (see appendix A). **The Head Coach and Manager positions may not be combined.**
- 5.05 To establish committees as required, to facilitate the operation of the team, e.g. billets, advertising, etc. (see Appendix B).
- 5.06 To discuss all actions including suspensions, etc. regarding coaches, managers, other team officials or players, and take whatever action is deemed necessary for the betterment of the Midget Stars organization.
- 5.07 A Director ceases to hold office when he/she gives written notice of resignation to the Midget Stars Board of Directors, or is deemed to have acted in bad faith or acted in an unfair or dishonorable manner with respect to Midget Stars, or misses 3 consecutive regular Board meetings without just cause.
- 5.08 As per BMHA Bylaw Eight (J.4), “The Midget Stars Board of Directors will be included as members of BMHA. They will be listed on BMHA’s SHA(Association) Registration document, designated as Midget Stars Board members and categorized as other executive.”
- 5.09 Appoint from the Board of Directors a Governor and an alternate Governor who will represent the Midget Stars at all meetings of the SMAAAHL as required.

Article 6: Conflict of Interest

- 6.01 A conflict of interest is any situation in which the Midget Stars Board of Directors or a Midget Stars employee attempts to promote a private or personal interest, either for herself/himself or some other person(s) which results or appears to result in:
 - a. Interference with the objective exercise of his/her responsibilities with the Board or the team
 - b. Gaining an advantage by virtue of his/her position on the Midget Stars Board of Directors or the team
- 6.02 Due to the nature of a volunteer’s or an employee’s responsibilities, it may be necessary in some cases, to restrict the activities of the individuals serving as volunteers or employees to ensure a conflict of interest does not or does not appear to exist.
 - a. Members of the Board of Directors shall not be allowed to serve as team employees.
- 6.03 If an employee or volunteer perceives that a conflict of interest exists, or has the potential to develop he/she must inform the Chairperson of the Midget Board, who in consultation with the President of BMHA will decide if a conflict of interest situation actually exists.
- 6.04 Any Midget Stars employees or Board of Directors must immediately remove themselves from any discussions, voting or decision making where the subject impacts on the Midget Stars private or commercial interests until the Chairperson of the Midget Stars Board of Directors and the BMHA President have ruled on the matter.

Article 7: Executive

7.01 The executive of the Board of Directors shall consist of the Chairperson, Secretary and Treasurer.

B. Duties

7.02 The Chairperson

- a. To call and preside at all Board of Directors' meetings, Executive meetings and any Special meetings as required.
- b. To prepare and present an agenda for each meeting for the secretary to circulate prior to the meeting date.
- c. May represent any or all of the Midget Stars Board of Directors on any occasion subject to the provision that he/she is responsible to the Board for his/her actions.
- d. To ensure that all reporting to the SHA, the SMAAAHL and the BMHA has been completed as required.
- e. Be familiar with all the programs, policies, bylaws and agreements of the team and provide interpretation of same as required.
- f. Shall appoint members to committees (if required), who shall be responsible for their operation.
- g. Be responsible for the supervision of the activities of the Coach and Manager.

7.03 The Secretary (Vice-Chairperson)

- a. To record minutes of all meetings held by the Midget Stars Board of Directors or the Executive, and keep all records and reports of the Midget Stars in an orderly fashion and forward approved copies of meeting minutes to BMHA.
- b. In the absence or illness of the Chairperson, or at the request of the Chairperson, have all the powers and perform all the duties of the Chairperson.
- c. To send notice to all members of the Board of all meetings accompanied by an agenda, when directed by the Chairperson, and to provide in advance of the meeting to all members, copies of the minutes of the last meeting.
- d. To submit a copy of the Management Agreement between the Midget Stars and the BMHA, signed by the Midget Stars Chairperson to the President of the BMHA.
- e. Act as correspondent for all Midget Stars Board of Directors business.
- f. Be responsible for all promotions associated with Midget Stars, unless designated otherwise.
- g. Keep records of all changes to the Midget Stars Constitution and Bylaws.
- h. Advertise the date, time and place of the Annual General Meeting in a local newspaper for 2 consecutive weeks prior to the meeting.

7.04 The Treasurer

- a. Closely monitor the financial affairs of the Midget Stars hockey club.
- b. Prepare with the assistance of the Chairperson and Secretary and any other appropriate persons a yearly budget prior to the pre-season meeting in the fall.
- c. Working with the team Manager, collect, or arrange for the collection of all fees and dues.
- d. Record and deposit all Midget Stars revenues.
- e. Keep accurate accounts of all Midget Stars expenditures.
- f. Prepare and deliver a financial report for each regular meeting of the Midget Stars Board of Directors and a final report to the AGM. The financial reports will provide

comparative information for the previous year and for the current budget. The financial reports must also be sent to the BMHA for their approval.

- g. Ensure the Midget Stars account books are audited annually, according to the instructions from the Board of Directors.

Article 8: Meetings

- 8.01 The Chairman shall call a minimum of 6 meetings in a fiscal year including:
 - a. Fall meeting for Budget Approval (prior to fall camp)
 - b. First season meeting (approx. Oct 15)
 - c. Second season meeting (approx Dec 15)
 - d. Third season meeting (approx Jan 15)
 - e. Fourth season meeting (approx Mar 15)
 - f. AGM & post season evaluation (approx May 15)
- 8.02 At all meetings of the Midget Board of Directors, a quorum shall consist of a simple majority of all members of the Board.
- 8.03 Each member of the Board of Directors shall be entitled to one vote. The Chairperson shall not vote except to cast a deciding vote. There shall be proxy votes.
- 8.04 Minutes shall be kept of all meetings and shall be approved at the next meeting. All approved minutes will be forwarded to the BMHA for their records.
- 8.05 The May meeting (AGM) will be open to the public and any other interested parties. The Midget Stars Secretary will advertise the AGM meeting date, time and location in the local papers for two consecutive weeks prior to the AGM. Only current members of the BMHA will be entitled to vote.

Article 9: Financial

- 9.01 The fiscal year shall be from June 1 to May 31.
- 9.02 The Chairperson and one of either the Treasurer or Manager shall have signing authority on all Midget Stars accounts.
- 9.03 Copies of the approved budget and all financial reports will be sent to the BMHA for their records and approval.
- 9.04 The Midget Stars hockey club may not borrow money without the approval of the Midget Board of Directors and BMHA.
- 9.05 Honorariums will be set by the Midget Stars Board of Directors as required, and must be approved by BMHA.

Article 10: The Head Coach

- 10.01 The Midget Stars Board of Directors may advertise, interview and select their Head Coach. The head coach shall choose his Assistant Coaches (s) and training staff with approval of the Midget Stars Board of Directors.
- 10.02 The Head Coach must be available to report upon request at any meeting of the Midget Stars

Board of Directors.

- 10.03 The Head Coach with assistance from the Assistant Coach(es) will select his/her team of players as he/she sees fit.
- 10.04 The positions of Head Coach and Manager may not be combined.
- 10.05 The Head Coach will conduct his duties and responsibilities in accordance with his job description listed in Appendix C.

Article 11: The Manager

- 11.01 The Manager is responsible for the day to day financial affairs of the team, ensuring that all receipts of expenditures get passed on to the Treasurer for entry into the accounting records.
- 11.02 The Manager will work closely with the Treasurer during the collection of fees from players/parents and game day receipts.
- 11.03 Ensure all players and Midget Stars officials are properly registered with the SHA.
- 11.04 The Manager is responsible for maintaining accurate records of all assets of the team, and will make available such records for the Midget Stars Board of Directors upon request.
- 11.05 The Manager must be available to report upon request at any meeting of the Midget Stars Board of Directors.
- 11.06 The Manager will conduct his duties and responsibilities in accordance with his job description listed in Appendix D.

Article 12: Assets

- 12.01 All assets, fixed or otherwise and equipment belongs to the Battlefords Midget Stars operating under the direction of the Midget Stars Board of Directors.
- 12.02 The Midget Stars hockey club is responsible to regularly purchase and/or repair equipment as necessary, subject to the approval of the Midget Stars Board of Directors.
- 12.03 All assets, fixed or otherwise may not be disposed of in any manner without prior approval from the Midget Stars Board of Directors.
- 12.04 In the event of the liquidation and dissolution of the Battlefords Midget Stars hockey team, all remaining property/assets shall be distributed to the BMHA.

Article 13: Camps

- 13.01 The Midget Stars hockey team may hold a spring evaluation camp and a fall tryout camp subject to the approval of the Midget Stars Board of Directors.

Article 14: Abuse, Harassment and Hazing

14.01 Abuse, harassment or hazing (any forms of initiation) are prohibited. Any person engaging in such activities will be subject to disciplinary action by the Midget Stars Board of Directors.

Article 15: Amendments to the Constitution and Bylaws

- 15.01 Amendments to this document must be made at the Midget Stars AGM. Prior notice of motion must be filed at least 2 weeks before the AGM with the Midget Stars Secretary.
- 15.02 At the AGM, a 2/3 majority of members present will be required to carry the amendment. Amendments must be ratified by 2/3 of the members of BMHA Board of Directors at their next regular Board Meeting.

Management Agreement Between the Battlefords Minor Hockey Association and the Battlefords Midget Stars Hockey Club

The Battlefords Midget Stars (Midget Stars) operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA). This working document will continuously define their relationship beginning with the 2008 -2009 hockey season and be subject to review at each year end.

1. Administration

- a. The team shall operate under the jurisdiction of the Battlefords Minor Hockey Association (BMHA) with its own Board of Directors and shall abide by all the regulations, bylaws, and rules of the Saskatchewan Midget AAA Hockey League (SMAAAHL), the Saskatchewan Hockey Association (SHA), Hockey Canada (HC) and the Battlefords Minor Hockey Association (BMHA).
- b. The BMHA will appoint 2 members from its own Executive to sit as voting members on the Midget Stars Board of Directors. The selection will take place as soon as possible after BMHA's AGM in April. The BMHA members of the Midget Board of Directors will act as a liaison between the two organizations.
- c. All Midget Stars Board of Directors' approved meeting minutes will be forwarded to the BMHA Board of Directors for their records.
- d. Any violation of this Management Agreement, or in fact the Midget Stars Constitution and Bylaws or regulations of the SMAAAHL, SHA, HC and BMHA by any members of the Midget Stars organization shall render such member liable to disciplinary action and/or suspension by the Midget Stars Board of Directors or BMHA.
- e. All appeals regarding Midget Stars Board of Directors rulings will be directed to the BMHA, as the jurisdictional governing body.

2. Finance

- a. The Midget Stars Board of Directors must submit the following financial reports to the BMHA Board of Directors for approval:
 - The proposed annual budget approved by the Midget Stars Board of Directors prior to regular season play.
 - The six regular financial reports tabled at the Midget Stars Board of Directors meetings including the AGM, as soon as possible after the meetings.
 - An audited financial report within 90 days of fiscal year end May 31.
 - A list of all assets of the Midget Stars, updated annually by August 31.
- b. Members of the Midget Stars Board of Directors shall be included in the indemnification of Directors, etc. under BMHA's Constitution and Bylaws, Article 6 (E.1) subject to the proviso as indicated in Article 6 (E.1), that (1) he/she acted honestly and in good faith with a view to the best interests of the Corporation; and (2) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful.
- c. The BMHA is not responsible or liable for any financial obligations or debts incurred by the Midget Stars organization.
- d. The BMHA will administer the Bertha Hill Memorial Scholarship Fund for the Midget Stars hockey team.
- e. In the event the BMHA registers extra teams in order to accommodate increased numbers of players for the Midget Stars, the Midget Stars will be responsible for any costs incurred by BMHA.
- f. In the event of the dissolution of the Midget Stars organization, all remaining assets after debts have been paid shall be turned over to the BMHA.

3. Operations

- a. BMHA recognizes the Midget Stars must be competitive and therefore when local players are capable of playing at this higher competitive level, the Midget Stars coaching staff must make every effort to encourage them to remain in the Battlefords, try out for the team, and give them equal opportunity to play with their local club.
- b. There shall be ongoing communication between the Midget Stars coaching staff and the BMHA Midget Tier 1 coaching staff before, during and after both teams' training camps whenever BMHA players are involved.
- c. The Midget Stars Head Coach has to make every effort to finalize his roster one week prior to the BMHA AA Tier 1 tryout camps.
- d. The BMHA agrees each year to provide up to three team spots for players to be affiliated up to the Stars. These spots will be used for midget players eligible to play in BMHA. The BMHA may have to register extra teams to be able to provide the spots.
- e. The Midget Stars will affiliate players as per SHA regulations.
- f. The Midget Stars may affiliate up to 5 Bantam Tier 1 players; however, if they do not plan to use Bantam players they should not be affiliated because it deprives the BMHA Midget teams

the opportunity to affiliate them.

- g. Players must be notified of the intent to affiliate them. Also the players' parents and the players' coach must be notified of the intent of the Stars to affiliate them as per SHA regulations.
- h. If the Midget Stars Head Coach requires an affiliate player, then he/she must first secure the approval of the affiliate player's Head Coach. Should the Coach refuse the request, then the player will not be invited to the game in question, but an appeal related to future affiliations maybe made to the BMHA Board of Directors.

This Management Agreement will be continuously in effect between the BMHA and the Midget Stars beginning with the 2008 – 2009 season and will be subject to annual review. Any changes to this agreement must be approved by 2/3 of the members of the BMHA Board of Directors.