

MELVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION  
(Here in after knows as MMHA)  
CONSTITUTION, BY-LAWS AND REGULATIONS

**Constitution:**

**BY-LAW #1                      NAME**

The name of the association shall be the Melville and District Minor Hockey Association; hereinafter referred to as MMHA.

**BY-LAW #2                      DEFINITIONS**

In these by-laws:

- a) Association means the Melville and District Minor Hockey Association Inc.
- b) District shall be the area surrounding the City of Melville that is outlined by the rules and regulations of the Provincial Governing Body of Hockey, also known as Saskatchewan Hockey Association (SHA) and Hockey Canada (HC).
- c) “Members” of Melville and District Minor Hockey Association Inc. refers to any parent and/or guardians of a child who has registered and paid the appropriate dues, or any person elected as a director, or any person selected as a coach and/or manager by the Association.
- d) “Director” shall refer to any person elected to the Board of Directors at the Annual General Meeting.
- e) “Board of Directors” shall be the past president, president, first vice-president, second vice-president, secretary, treasurer, chairman of hockey, vice-chairman of hockey and twenty directors.
- f) “AGM” means the Annual General Meeting.

**BY-LAW #3                      PURPOSE**

The purpose of the Association is to provide various hockey programs and administer the operation of these programs for the children of Melville and District.

**BY-LAW #4                      GOAL & OBJECTIVES**

The goal of the Association is to provide *whenever possible*, the opportunity for the children of Melville and District to participate in the hockey programs provided by the Association. The Association reserves the right to place players in positions, teams or divisions as circumstances require.

The objectives of the Association are:

1. To take registrations and organize into teams for the various hockey programs provided by the Association.
2. To establish or enter leagues for these teams to play in.
3. To try and provide the children of the district with opportunity to compete in leagues at their level of ability.

## **BY-LAW #5**

## **MEMBERSHIP**

### **1. Categories**

- a) Active - shall be open to the elected Board of Directors. Each director shall pay a membership fee as determined by the directors at the first regular meeting.
- b) Associate - shall include one parent or guardian per duly registered child, appointed coaches and managers.

### **2. Voting**

Privileges:

- a) Active members shall have a vote at all Board of Directors general meetings and at the Annual General Meeting (AGM).
- b) Associate members:
  - Shall have no vote at Board of Directors meetings.
  - Shall have speaking rights at all meetings of the Association.
  - Shall be allowed voting privileges at the AGM. Associate coaches and managers will only receive a vote at the AGM if they do not have a vote as a duly registered parent or guardian (therefor you are not able to vote once as a coach or manager and as a duly registered parent or guardian).
  - For the purposes of the AGM a “duly registered child, appointed coaches and managers” shall pertain to the immediately prior years’ Saskatchewan Hockey Association, Team certification form.

Procedures – AGM:

- Election of the executive shall be by secret ballot by active members at the AGM.
  - Board of Directors shall be elected by secret ballot by the membership at the AGM.
  - Nominees for a Board position must receive 50% plus 1 of the total votes cast to be duly elected to the Board of Directors. In the event there are more nominees elected to the board of directors than positions available, the board positions will be filled with the nominees receiving the highest number of votes. In the event of a tie among the final candidate(s), a tie breaking re-vote will be held to determine that position only.

- All other voting shall be done by a show of hands unless requested otherwise by three members of the Board of Directors.
- All questions shall be decided by a majority vote of the voting members unless otherwise stated in the by-laws.
- For the purpose of the AGM, the current President will chair the AGM. If the president is not able to attend, he/she shall appoint a chair to stand in for AGM. If a new president should be elected, the new president will take over duties at the next regular MMHA meeting.

## **BY-LAW #6                      BOARD OF DIRECTORS**

The Board of Directors shall be comprised of:

- a) Executive Committee: President, First Vice-President, Second Vice-President, Chairman of Hockey, Vice Chairman of Hockey, Registrar, Secretary and Treasurer. Nominations for the executive committee shall be presented by the nominating committee at the AGM. Nominations shall be accepted from the floor at the AGM.
- b) To be nominated for an Executive Committee position, you must have served on the board of directors for a minimum of 1 year prior to the nomination.
- c) Directors – Shall consist of no more than 20 directors, plus 8 executive members.
- d) The past president shall be a member of the Association, shall be a member of the Board of Directors and shall be a member of the Executive Committee for 1 year after his/her tenure.
- e) The Association by ordinary resolution, at a membership meeting, may remove any Director from office.
- f) The Directors at a regular meeting may fill any vacancy by appointing a director to hold office for the remainder of the term of office for the director he/she is replacing.
- g) The executive committee and directors are elected for a one-year term.
- h) The new Board of Directors shall assume office on September 1, following the AGM.

## **BY-LAW #7                      COMMITTEES**

- a) Ad hoc committee may be established by the Board of Directors to carry out specific assignments as deemed appropriate.
- b) All committees shall be chaired by a member of the Board of Directors. Other committee members may be selected but must be approved by the Board of Directors.

## **BY-LAW #8                      ANNUAL GENERAL MEETING**

The Association shall hold an AGM no later than August 31 of each year.

## **BY-LAW #9**

## **BOARD OF DIRECTORS MEETING**

- a) There shall be a minimum of one general meeting each month, except for July.
- b) Additional meetings shall be at the call of the chair, or if requested, in writing, by three or more directors.
- c) The regular general meeting of the Board of Directors shall be held on the second Thursday of each month. This can be subject to change due to the schedule of the current board.
- d) A quorum shall require a minimum of 8 directors be present at the meeting, with 5 being executive members.
- e) In-Camera Meeting – a board of director’s general meeting may be directed to dissolve into an in-camera meeting with only active members present, at any time during the meeting, by a majority vote of the active members.

## **BY-LAW #10**

## **SIGNING AUTHORIZATION**

Signing authority shall be the responsibility of any two of the following: President, Treasurer, Secretary, Canteen Manager or Canteen Accountant.

## **BY-LAW #11**

## **AMENDMENTS OF THE BYLAWS**

By-law amendments shall be governed and follow the *Non-Profit Corporations Act, 1995*.

## **BY-LAW #12**

## **RENUMERATION**

No remuneration shall be paid to the Directors of the Association other than compensation, travel or other related expenses pertaining to Association business at rates approved at a general meeting.

## **BY-LAW #13**

## **RULES OF ORDER**

The conduct of all meetings shall be governed by the latest revised edition of the Roberts Rules of Order.

## **BY-LAW #14**

## **DUTIES OF OFFICERS**

1. Directors – the directors shall manage the activities and the affairs of the Association.
2. President – the president shall be the chief officer of the Association and shall preside at all meetings of the Association and Board of Directors.
3. 1<sup>st</sup> Vice President – he/she shall assist the President in the performance of his/her duties and shall act in the absence or inability of the president.
4. 2<sup>nd</sup> Vice President – he/she shall assist the 1<sup>st</sup> Vice President and the President in the performance of his/her duties and shall act in case of their absence.
5. Secretary – the secretary is responsible for proper recording and distribution of the minutes of all association meetings, including the AGM, Board of Director general meetings and executive meetings.
6. Treasurer – the treasurer is responsible for maintaining acceptable financial records, preparing financial statements and presenting the annual budget when possible, at the AGM.
7. Chairman of Hockey – the chairman of hockey is responsible for presiding over hockey committee meetings and overseeing hockey operations.
8. Vice Chairman of Hockey – he/she shall assist the Chairman of Hockey in the performance of his/her duties and shall act in the case of their absence.
9. Registrar – the registrar is responsible for registering all members of MMHA and ensuring all appropriate members are insured. The registrar is to work with the Chairman of Hockey with ensuring coaches are certified and have provided criminal record checks. The registrar will also provide releases, where approved, of players in the SHA system.

## **BY-LAW #15**

## **RESIGNATION**

- a) Any director may resign by contacting the President, with a written resignation to follow.
- b) If the President resigns, the 1<sup>st</sup> Vice President shall assume the responsibilities until the next general meeting.
- c) If the Chairman of Hockey resigns, the Vice Chairman of Hockey shall assume the responsibilities until the next general meeting.
- d) If the 1<sup>st</sup> or 2<sup>nd</sup> Vice President, Registrar, Secretary or Treasurer resigns, the position may be filled at the next Board of Directors general meeting.

## **BY-LAW #16**

## **WINDING UP**

On dissolution of the Society, its property and assets shall, after the payment of all liabilities, be donated for such charitable, benevolent or educational purposes as may be decided by the Society in a general meeting.

**BY-LAW #17****THE FISCAL YEAR**

The fiscal year for the Association shall be June 1 to May 31.

**BY-LAW #18****CUSTODY AND USE OF SEAL**

The Seal of the Society shall be in the custody of the Secretary of such other persons as may be designated by the Directors and all papers or documents required to be sealed on behalf of the Society shall be sealed in the presence of the President and the Secretary or of such other persons as may be designated by resolution of the Directors.