

SWIFT CURRENT MINOR HOCKEY ASSOCIATION
April 22nd, 2015
CONSTITUTION AND
PART 1 CONSTITUTION BYLAWS

Article 1 - Definitions

- 1) The words set out below shall have the meaning set out below:
- a) "**Association**" means the Swift Current 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) "**Registration Year**" shall be in accordance with the S.H.A. regulations.
 - e) "**Member of the Association**" means:
 - i) *the parent or legal guardian of a player registered with SCMHA;*
 - ii) *a person, 18 years of age or older who is registered as a team official of a team registered by SCMHA with S.H.A.;*
 - iii) *an elected or appointed member of the Board of Directors, or;*
 - iv) *a person of the community granted membership by the Board of Directors. The membership year shall commence September 1 and end August 31 each year.*

Article II - Name

- 1) The Association shall be known as the **Swift Current Minor Hockey Association, or the Association, or the letters SCMHA.**

Article III - Vision Statement

- 1) It shall be the aim of the SCMHA to provide a wholesome hockey experience not only for the participants, but also for the coaches, managers, league officials, and parents. The primary interest of SCMHA shall always be in the participants and not solely their hockey skills, or knowledge. Accordingly, sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members shall be the criteria used to judge the success of the hockey program.

Article IV - Membership Fees

- 1) The Association shall administer hockey for all teams in age groups as set out by the S.H.A. Minor Division and the Female Divisions. The annual registration fee shall be established by the Board of Directors prior to early registration. The registration fee, and registration form, shall be submitted by each player, as prescribed by the Board of Directors.

Article V - Board of Directors

- 1) The affairs of the Association shall be managed by a Board of Directors who shall be elected at the Annual General Meeting (AGM) of the Association according to this Article.
- 2) The Board of Directors shall consist of the following positions;
 - President
 - Past-President
 - Vice President
 - Treasurer
 - Division Head, Minor & Female Initiation
 - Division Head, Minor Novice
 - Division Head, Minor Atom
 - Division Head, Minor Pee Wee
 - Division Head, Minor Bantam
 - Division Head, Minor Midget
 - Division Head, Female, Novice, Atom, Pee Wee (Junior)
 - Division Head, Female Bantam, Midget (Senior)
 - Director of Risk Management/Progressive Discipline
 - Director of Officials
 - Director of Registration
 - Member at Large
 - Equipment Manager
 - Legionnaire Liaison/Representative
- 3) Subject to Section 6, Members of the Board of Directors shall serve a two year term, ending at the conclusion of the AGM that completes the term as set out on section 4;
- 4) The Vice President shall accept nominations from the members of the Association up to 15 days prior to the AGM as outlined in this section;

- i)** in even numbered years the following positions; President, Vice President, Division Head Minor & Female Initiation, Division Head Minor Atom, Division Head Minor Bantam, Division Head Female Senior, Director of Registration, Equipment Manager and any other positions that are vacant in the month prior to the AGM due to resignation or disqualification of the incumbent in accordance to Section 6.
- ii)** in odd numbered years Treasurer, Division Head Minor Novice, Division Head Minor Pee Wee, Division Head Minor Midget, Division Head Female Junior, Director of Risk Management/Progressive Discipline, Member at Large, Legionnaire Liaison and any other positions that are vacant in the month prior to the AGM due to resignation or disqualification of the incumbent in accordance to Section 6.
- 5) i)** The following positions shall be elected by the members of the Association present at the AGM; President, Vice President, Division Head Minor and Female Initiation Division Head Minor Novice, Division Head Minor Atom, Division Head Minor Pee Wee, Division Head Minor Bantam, Division Head Minor Midget, Division Head Female Junior, Division Head Female Senior
- ii)** The following positions shall be elected by the current Board of Directors at the AGM; Treasurer, Progressive Discipline/Risk Management, Director of Registration, Equipment Manager, Legionnaire Liaison and Member at Large.
- iii)** The Director of Officials shall be nominated by the Swift Current Referee Association and elected by the Board of Directors.
- iv)** The Past President shall be the outgoing President, should that person be unable to serve the term the Board of Directors may appoint another person who has served as President of the Association in the past.
- 6)** Any member of the Board of Directors may be disqualified and removed from the Board of Directors by a majority vote of the Board of Directors for conduct or behaviour that has been or may be harmful to the Association or contrary to the stated Vision or goals of Association.
- 7)** The Board of Directors shall not operate with less than 14 of the positions encumbered. Meeting Quorum shall be one half of the number of encumbered positions plus one.

- 8) Any position on the Board of Directors not filled at the AGM or left vacant due to resignation or disqualification may 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 4.
- 9) No person shall be elected to the Board of Directors in his or her absence unless they have personally indicated their agreement in writing to the Nominating Committee.
- 10) To qualify for nomination for;
 - i) Any board position, the candidate must be in good standing with the Board.
 - ii) Any executive position, the candidate must have served as a member of the Board of Directors for a minimum of two years.

Article VI - Executive Committee

- 1) The Executive Committee shall consist of the President, the Vice President, Treasurer, the immediate Past President and the Member at Large. 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 VII - Meetings and Voting of the Association

- 1) The Annual Meeting (AGM) of the Association shall be held at least one month prior to the SHA annual meeting each year.
- 2) The Board of Directors may call special meetings of the Association whenever deemed necessary.
- 3) There shall be no voting by proxy.
- 4) Every motion shall be decided by the majority of the votes cast.
- 5) The majority of votes, will be deemed fifty-one (51%) of the total number of votes cast.
- 6) Changes to the constitution must be presented in writing to the Board of Directors no later than thirty days prior to the AGM as "Notice of Motion."

- 7) All nominations for Board positions must be submitted in writing to SCMHA 15 days prior to the SCMHA AGM.
- 8) Any person applying for position on the SCMHA Board shall only be allowed to apply for a single position.
- 9) All positions that are vacant following the SCMHA AGM will be elected by SCMHA Board of Directors.

Article VIII - 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 white 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 white sealed envelope. The proxy will not be open until such a time the vote has been taken.
- 3) Conflict of Interest: Any member of the Board of Directors, who has a child directly involved in a particular issue, shall abstain from voting.
- 4) Every motion shall be decided by the majority of the votes cast. The only time the President of the Board of Directors has the right to vote is in the case of any ties. The President may cast the deciding vote, or has the option of tabling the motion.
- 5) The majority of votes, will be deemed fifty-one (51%) of the quorum, and any proxy votes.
- 6) Within fourteen (14) days prior to the next meeting of the Board of Directors, the Director of Operations shall circulate the minutes of its last meeting to the Members of the Board of Directors
- 7) The President, or the Director of Operations, upon instructions from the President, may call a meeting of the Board of Directors at any time.

Article IX - 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 Director of Operations, 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) The majority of votes, will be deemed fifty-one (51%) of the total amount of votes cast.
- 5) Voting by proxy will not be allowed.
- 6) The minutes of the Executive Meeting shall be presented at the next Board of Directors meeting.

Article X - Duties of Elected Members

1) Duties of President and Vice President

It shall be the duty of the President to preside at all meetings of the Association, the Board of Directors and the Executive Committee and the President shall call meetings of the Board of Directors and the Executive Committee when necessary. In the President's absence, the Vice-President shall be vested with the powers to perform the duties of the President for the time being.

2) Duties of the Director of Operations

The Director of Operations shall be responsible for the carrying out of such duties as are assigned by the Executive. Unless otherwise determined, the Director of Operations shall:

- a) Keep records of the proceedings of all meetings of the Association, the Board of Directors, and the Executive Committee.
- b) Circulate the minutes of the meeting to all members of the Board of Directors within fourteen (14) days of the next meeting.
- c) Conduct the correspondence and provide notice of all meetings.
- d) Be the custodian of all correspondence and documents belonging to the Association.
- e) Unless otherwise provided, may act as Secretary of all committees.
- f) Other duties as described in the job description as provided by the Board of Directors.
- g) Responsible for depositing all funds received by SCMHA.

3) Duties of the Treasurer

- a)** Collect all monies and fees, and issue receipts.
- b)** Receive or review all accounts payable.
 - Issue cheques for payment subject to the approval of the Board of Directors.
 - Certain monthly expenditures are exempt without Board of Director approval:
 - Referee's costs
 - City of Swift Current ice costs
 - SHA registration and certification fees
 - Director of Operations
 - Accounts less than \$250.00
- c)** Issue refunds for registration fees, without Board approval.
- d)** Prepare or review the necessary accounting records to display the income and expenses, assets and liabilities of the Association.
- e)** Arrange for all financial records and books to be reviewed by a reputable accounting firm prior to September Board meeting of each calendar year.
- f)** Present a financial summary for the past season at the AGM.
- g)** Provide a financial report at each SCMHA Board meeting.

Article XI - Signing Officers

- 1)** Signing officers for the Association shall be the Treasurer and the President or in the absence of the President, the Vice President or Past-President.

Article XII - 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 suspend, expel, reprimand, or otherwise deal with any Player, Coach, Assistant Coach, Manager, Trainer, Parent, Team Official, or Referee refusing to obey the rulings of the Executive, or Board of Directors, who in the opinion of the Executive Committee, or Board of Directors, has been guilty of unfair, or unsportsmanlike conduct, or whose conduct in the opinion of the Executive

Committee, or the Board of Directors, has been detrimental to the game of hockey, or the Association.

- 3) To replace any member of the Board of Directors by a majority vote (51 % of votes cast) 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.
- 5) To appoint additional division heads, if required.
- 6) Signing of player releases from SCMHA can only be signed by the President, or the Director of Registration/Certification or the Director of Operations; with the approval of the appropriate Division Head, Treasurer and President.

Article XIII - Registration of Players

- 1) All players must be registered with the Swift Current Minor Hockey Association before they will be allowed to participate in Association activities.
- 2) Registration dates will be set by the SCMHA Board during which time all Registrations must be in; late registrations may be accepted
- 3) Copies of S.H.A. 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.
- 4) Any discrepancy involving the Division to which a player belongs will be decided by the SCMHA Board.
- 5) No registered/certified player or team shall compete outside the Association without written permission of the Executive committee.
- 6) Any player who registers after September 01st of the current season will be assessed a \$100.00 per player late registration fee. Any player who registers after October 01st of the current season will be assessed a \$200.00 per player late registration fee. Following exceptions will be: a new first time family registering with Swift Current Minor Hockey Association or AA and AAA Import players.

Article XIV - Appeals

- 1) Any player, coach, asst. coach, manager, trainer, parent, spectator or team within the Association shall have the right to appeal any suspension above the SHA ruling.
- 2) All appeals and evidence must be submitted in writing to the Director of Risk Management/Progressive Discipline within 24 hours of receiving notification of suspension, along with a protest fee of \$50.00. If the suspension is upheld the appeal fee is non-refundable.
- 3) Teams, or individuals involved in the appeal shall have the right to make representation.

Article XV- Concessions

- 1) Any request for a concession to a regulation must be in writing and submitted to SCMHA. Application forms shall be made available upon request to the Director of Operations. Applications must be made by the individual who desires the concession to the SCMHA regulation. 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 SCMHA. A concession request shall be heard within 30 days of the date the concession was received. The Director of Operations shall supply, in writing, the decision of SCMHA within 7 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 XVI - Midget AAA Program

- 1) The Midget AAA Program will be operated in accordance with the management agreement which is subject to review and approval on an annual basis by SCMHA.

Article XVII - Committees

- 1) The Board has the right to appoint any committees to assist any position on the SCMHA Board.
- 2) The Board will appoint members from the Board or the Association to all committees.
- 3) The Board 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) The Board member of the committee will report to the Board.

Article XVIII - SHA - Annual General Meeting

- 1) The Association will attempt to send the maximum allowed representatives to the SHA - Annual General Meeting.
- 2) The following Board positions will be automatic representatives, and must attend the SHA - AGM, or must find their own replacements:
 - President
 - Vice-President
 - Treasurer
 - 4 members from the board or the association.
- 3) In order to reach the maximum allowed representatives, the Board has the right to appoint additional Board members, or members from within the Association, to attend the SHA - AGM.
- 4) Expenses relating to AGM registration fees, motel accommodations, meals, and mileage, will be paid by the Board up to a maximum of the number of votes allowed.

Article XIX - Copies of Constitution

- 1) The Board of Directors may appoint a committee to annually update the Constitution.
- 2) Copies of the Constitution shall be printed and also placed on the website. Parents, players, and Coaches, upon request, shall receive a copy at registration time.
- 3) Changes to the Constitution can be made only at the SCMHA annual meeting, (AGM) by a simple majority, which will be deemed 51% of the total votes cast.

Revised April 25th, 2012

