

Lashburn Minor Hockey Constitution

August 2020

Name: The name of the association shall be Lashburn Minor Hockey

Definitions: For the purpose of this constitution:

“Board” means Lashburn Minor Hockey Board of Directors

“Director” means Director of Lashburn Minor Hockey Board

“Association” means Lashburn Minor Hockey

“LMH” means Lashburn Minor Hockey

“SHA” means Saskatchewan Hockey Association

“CHA” means Canadian Hockey Association

I. Goals

The goals of Lashburn Minor Hockey are as follows:

1. To encourage, support and promote the development of minor hockey within the guidelines of the SHA and the CHA.
2. To encourage, support and promote the development and leadership of coaches, trainers and support staff. To produce guidelines and policy that encourages coaches to improve their own coaching qualifications and instructing skills by participating in the Canadian Hockey Association Certification Programs.
3. To promote the participation of teams at regional and provincial competitions.
4. To ensure Lashburn Minor Hockey operates with financial and fiscal accountability and responsibility based upon the concept of value for the members.
5. To allow all children the opportunity to participate and have fun regardless of their skill level, gender and desire.
 - a. To provide a program which promotes equal opportunities of:
 - i. ice time during practice
 - ii. Instruction and coaching
 - iii. Games and ice time to the extent that is consistent with the competitive nature of the sport and the league.
6. To have all participants act honestly using care and common sense, and act in the best interest of the organization.
7. To incorporate a “Safety First” attitude into all aspects of the LMH

8. To ensure caring and qualified leadership in a positive environment for the benefit of the children.
9. To have all participants treated with respect and in a manner that enhances self-esteem, and maintains dignity.
10. To create an environment where participation will build life-skills through a quality work ethic, communication, learning to work as a team and participation in decision –making.
11. To encourage and promote gender and racial harmony between participants, volunteers and executives, in recognition of the diverse ethnic backgrounds of participants in minor hockey and to discourage racism and discrimination in any and all forms.
12. To promote and encourage good will and good sportsmanlike conduct and attitudes among players and coaches.

II. Board of Directors

1. The association shall be managed by a board of directors consisting of a maximum of twelve (12) directors and a minimum of eight (8) directors.
2. Directors shall be elected for a three (3) year term, at the annual general meeting. A third of the directors will be elected each year, but directors may be appointed by the association on an interim basis to fill a vacancy. Directors shall continue to hold office until their successors are elected and take office unless they resign or are removed from office.
3. The directors shall server without remuneration, but they may be paid reasonable expenses incurred in the performance of required duties.
4. The president, and vice-president, will be elected at the first board of directors meeting, from the directors elected at the annual general meeting.
5. Should the office of the president be vacated, the vice-president shall immediately be names president by the association and shall serve in this capacity during the current business year.
6. At all Meetings of the Board of Directors, a quorum shall consist of three-quarters of the voting members being present. The Board of Directors may, by a 75% vote, forthwith remove from office any Member of the Board or a member that has been appointed to a position for neglect of duty, or for conduct tending to impair such member’s usefulness; for example “not meeting the responsibilities” of the position. This shall be done by way of a special meeting with formal notice given to all Directors.
7. The Board of Directors shall manage, set direction and supervise the management of the affairs and business of LMH. Where there is a vacancy or vacancies in the Board of Directors, the remaining Directors may exercise all the powers of the Board so long as a quorum of the Board remains in effect.
8. Every director of the association is required to act honestly and in good faith with the best interest of the association in mind, and to exercise care, diligence and skill that a reasonable prudent person would exercise in comparable circumstances.

9. The Board of Directors shall develop policies and procedures for the management and operations of LMH and be available in its handbook.
10. Notice of the time and place of each meeting of the Board shall be given to each Director in the communication method agreed to by the board as a whole. In the case of notice given by personal delivery or by telephone, not less than twenty-four (24) hours before the time when the meeting is to be held, and in the case of notice given by other methods, not less than ninety-six (96) hours before the time when the meeting is to be held; provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the Directors are present (including present by way of telephone participation) or if all the absent Directors waive notice.
11. A quorum for any meeting of the Board of Directors shall consist of one-half plus one of the number of Directors eligible to attend and participate.
12. Board of Directors shall meet at least bi-monthly during the hockey season at a predetermined time and location.
13. The Board of Directors shall have the authority to appoint any committee as deemed necessary.
14. All meetings shall be conducted to Roberts Rules of Order (Revised).

III. Duties

President:

The duties of the president are as follows:

1. To chair all meetings
2. To conduct minor hockey business between meetings. The president shall have the right to represent any or all of the Board on any occasion but will be responsible to the Board for any decisions made outside of a board meeting.
3. To attend all STEP League and regional SHA meetings.
4. Set the agenda for each meeting and forward to the secretary for preparation.

Vice-President:

The duties of the vice-president are as follows:

1. To assume the duties of the President in their absence.
2. Create safety guidelines for managers and coaches for each team.
3. Assume the president position until the fall annual general meeting, if the president resigns.

Secretary:

The duties of the secretary are as follows:

1. To prepare the agenda for each meeting, with the assistance of the president.
2. To record the minutes of all meetings.
3. To receive correspondence on behalf of the association.
4. To send correspondence on behalf of the organization.
5. Ensure all team managers receive a copy of the constitution, and the handbook at the beginning of the hockey season.

Treasurer:

The duties of the treasurer are as follows:

1. To create an annual budget to be approved by the board of directors
2. To collect all minor hockey revenue, including but not limited to hockey fees, 50/50 revenue, hockey picture fees and sponsorships.
3. To pay all accounts incurred by Minor Hockey.
4. To record all receipts and payments, and deposit all monies received in the Lashburn Minor Hockey bank account.
5. To provide financial reports at all board meetings.
6. To ensure all LMH funds are dispersed based on signing authority recommended by board
7. To prepare an annual financial statement for the preceding season for presentation at the annual general meeting.

Registrar

The duties of the registrar is as follows:

1. To register all LMH players in the Hockey Canada Registration (HCR) system.
2. To ensure all player information is correct with each player registered with LMH.
3. To respond to email notification from HCR in regards to notifications needing responses on releases, etc.
4. To forward certified SHA registration forms to STEP League President, once received from SHA.

Referee in Chief

The duties of the referee in chief is as follows:

1. To assign referees for all league regular season and playoff games, as well as tournament, exhibition and provincial games as necessary

2. to have all documentation readily available (extra rule book, game and injury reports).
3. To liaison with SHA referee division as required.
4. To foster development of referees through education and mentorship.
5. Sets rates for referees for games, travel and incidentals as required.

Grievance Representative

The duties of the grievance representative is as follows:

1. To address the first level of grievances and guide LMH members to the grievance process according to the goals of LMH.
2. To serve on the Grievance committee.

Equipment Coordinator

The duties of the equipment coordinator is as follows:

1. To create a system and manage the equipment inventory belonging to LMH. This includes working with each team manager to deliver and have returned all of the following for each team:
 - a. Team jerseys
 - b. Safety supplies for each team
 - c. Goalie equipment for initiation and novice divisions
2. For all intents and purposes, the LMH jersey colors will be green, white and black. The Board of Directors will approve any changes to the type and style of jerseys and the style of logo prior to purchase. It will be the responsibility of the Board to make any decision as to the allocation of such uniforms.
3. To ensure adequate supply of game socks are available for purchase at the beginning of each season.
4. Ensure appropriate inventory of jerseys is available on a best efforts basis for each team and division at the beginning of each hockey season.
5. Sufficient practice and game pucks

Kitchen Coordinator

The duties of the kitchen coordinator is as follows:

1. To work with Lashburn CN Sportsplex Board in regard to appropriate kitchen protocols in regards to, but not limited to: cleaning, inventory, handling money, safe food handling, hours of operation, and competency of volunteers.
2. To liaison with team managers in regards to expectation and scheduling.

IV. Annual Meeting

1. The annual general meeting of members will take place in the fall each year, at a time and place decided on by the Board of Directors.
2. At the annual general meeting:
 - a. Proposed amendments to the constitution will be voted upon, and
 - b. Financial disclosure to the membership will be disclosed
 - c. Discussion around any changes to the LMH Handbook.
 - d. Fill vacant board positions, a vote of attending members will be used if there are more than one candidate for a position.
 - e. A quorum of 15 parents of LMH players is required.
- 2.1 Proposed amendments to the constitution shall be brought to the board, in writing, to the President, at least two weeks prior to the annual general meeting.
3. The annual meeting will be coordinated with fall registration for convenience of its members.

V. Financial Affairs

1. The fiscal year of the association shall be from May 1-April 30.
2. Records shall be kept in proper order at all times and accounts of all transactions recorded.
3. Signing of all cheques shall be done by the treasurer and one of two other signing authorities as designated by the board, two signatures are required.

VI. Grievance Committee

1. The Grievance Committee shall consist of the following:
 - a. One of either the President or Vice President
 - b. The Grievance Representative of the Board
 - c. Not more than two and not less than one additional board of director at large.
2. The Grievance Committee members shall be selected at the board meeting immediately following the annual general meeting in the fall.
3. Committee members' term of office shall be one year. Grievance committee members can be replaced at the discretion of the board at any time.
4. The Grievance Committee shall endeavor to resolve any issues that arise due to:
 - a. Dissatisfaction with regard to coaching or managing of individual players or teams.

- b. Dissatisfaction as a result of parental interference with individual players or teams.
 - c. Dissatisfaction resulting from inappropriate conduct from parents, players, coaches or managers either on or off the ice.
 - d. Any additional problems that may present itself.
5. All complaints submitted to the Grievance Committee shall be in writing after the 24 hour rule has expired.
6. The Grievance Committee shall act as a liaison to settle disputes, and if necessary, may meet with both parties involved to develop a solution that is mutually agreeable to both.
7. If a mutually agreeable solution cannot be derived, the grievance committee shall make its recommendation to the board. The board shall take any action that its members deem necessary in order to solve the problem.

VII. Discipline Committee

1. The Discipline Committee shall consist of the following:
 - a. One of either the President or Vice President
 - b. Not more than three and not less than two additional board of director at large.
2. The Discipline Committee members shall be selected at the board meeting immediately following the annual general meeting in the fall.
3. Committee members' term of office shall be one year. Discipline committee members can be replaced at the discretion of the board at any time.
4. The Discipline Committee shall endeavor to resolve any issues that arise and follow the Discipline guidelines in the LMH Handbook.

VIII. Fundraising Committee

5. The Fundraising Committee shall consist of the following:
 - a. The treasurer
 - b. Not more than three and not less than two additional board of director at large.
6. The Fundraising Committee members shall be selected at the board meeting immediately following the annual general meeting in the fall.
7. Committee members' term of office shall be one year. Fundraising committee members can be replaced at the discretion of the board at any time.
8. The Fundraising Committee shall focus on revenue opportunities for LMH on an annual basis.