



MWHSHL

Constitution

* May 8, 2018 Amended

Advancing female high school hockey
by delivering the best possible hockey experience
for the benefit and enjoyment of our players.

Table of Contents

MWHSHL Constitution.....	3
Article I. Name.....	3
Article II. Membership	3
Article III. Governing Objectives.....	3
Section 3.01 Mission.....	3
Section 3.02 Philosophy & Values.....	3
Article IV. Governance	4
Article V. Executive Committee.....	4
Section 5.01 Membership	4
Section 5.02 Quorum and Voting.....	4
Section 5.03 Meetings.....	5
Section 5.04 Duties of Executive Members	5
(a) President.....	5
(b) Vice President.....	5
(c) Secretary.....	6
(d) Registrar	6
(e) Treasurer	6
(f) Referee-in-Chief.....	6
(g) Marketing & Public Relations Officer	7
(h) Member-at-Large, Awards.....	7
(i) Competition Committee Chair.....	7
(j) Zone Committee Chair	8
(k) Past President	8
Section 5.05 Committees	8
Article VI. Signing Authority	8
Article VII. League Meetings.....	9
Section 7.01 Meeting Conduct	9
Section 7.02 Annual General Meeting	9
Section 7.03 Special Meetings	9
Section 7.04 Regular Meetings.....	9
Section 7.05 Voting at League Meetings.....	10
Article VIII. Membership Fees.....	10
Article IX. Amendments.....	11

MWHSHL Constitution

Article I. Name

This organization shall be known as the Manitoba Women's High School Hockey League (MWHSHL or League). It is sanctioned by the Manitoba High School Athletic Association (MHSAA).

Article II. Membership

The MWHSHL shall be open to membership from any high school in Winnipeg and surrounding areas provided its entrance is sanctioned by their school board and the MWHSHL, and provided they are willing to comply with and abide by all policies and rules of the League in accordance with the MWHSHL Constitution and the MWHSHL Policy & Rules Manual including the payment of all Membership Fees. Membership may be acquired by written application to the Executive Committee in the manner prescribed from time to time, and by ratification of two-thirds of the membership of the League at its next Annual General Meeting.

Article III. Governing Objectives

Section 3.01 Mission

Our mission is to advance female high school hockey by delivering the best possible hockey experience for the benefit and enjoyment of our players.

Section 3.02 Philosophy & Values

We are dedicated to:

- promoting and nurturing the participation of female high school students in the League.
- promoting the athletic arena as a classroom with moral and educational obligations always by players, coaches, officials, volunteers and fans;
- promoting high standards of courtesy, respect, fair play and sportsmanship amongst players, coaches, officials, volunteers and fans.
- offering meaningful developmental and competitive opportunities to advance the skills and interests of our players in a safe and healthy environment.
- securing the enforcement of rules of the games as adopted by the League, and to decide and adjust matters in dispute between various teams affiliated with it.
- ensuring a well-managed organization through stewardship, financial stability, public accountability and continuous improvement.

Article IV. Governance

The MWHSHL shall be governed under the direction of President with the Executive Committee in accordance with the MWHSHL Constitution and Policy & Rules Manual.

Article V. Executive Committee

The Executive shall be responsible for the day-to-day operations of the League; for attending Executive and League meetings; and performing the duties more specifically described herein.

Section 5.01 Membership

The Executive Committee (“Executive”) shall consist of the following members:

President
Vice-President
Secretary
Registrar
Treasurer
Referee-in-Chief
Marketing & Public Relations Officer
Member-at-Large, Awards Gala
Competition Committee, Chair
Zone Committee, Chair
Past-President

The members of the Executive, excluding the Referee-in-Chief and the Competition Committee Chair, shall be elected annually at the MWHSHL Annual General Meeting. The Referee-in-Chief shall be appointed by the Executive and shall be an ex officio member. The Competition Committee Chair shall be elected at the MWHSHL Annual General Meeting every two years.

If a position on the Executive becomes vacant, the Executive shall appoint a person to fill the Position until the expiry of the person’s term of office unless there are less than three (3) months remaining in the term in which case the position shall be filled by election at the next Annual General Meeting.

Section 5.02 Quorum and Voting

1. Quorum for Executive meetings shall be a minimum of four (4) voting members.
2. Excepting the Referee-in-Chief, all Executive members have one vote, except that if any Executive member holds more than one position, they shall only have one vote and the President shall only vote in Executive Meetings to break a tie. If possible, the person elected as President should not be a team representative or coach for any member team.
3. The voting majority shall be a simple majority of fifty percent plus one votes cast at the meeting, provided quorum has been achieved.

Section 5.03 Meetings

1. The Executive shall meet prior to all scheduled League meetings, in person or through other methods at the discretion of the President.
2. The Executive shall meet two weeks prior to the League Scheduling meeting (second meeting of the season) to receive and approve the budget for the upcoming season prepared by the Treasurer. League fees for the upcoming season shall be set at this meeting.
3. The conduct of all meetings shall be as described in Section 7.01 Meeting Conduct.

Section 5.04 Duties of Executive Members

(a) President

The duties of the President shall be to:

1. Preside at all Executive Meetings, Special Meetings and League Meetings and perform the duties usual to the office of President. The President will receive an approved honorarium from the League.
2. In conjunction with the Executive, establish and circulate a League schedule of meetings and events prior to the start of the regular season.
3. Exercise the powers of the Executive in case of an emergency when it is impossible to obtain a vote of the Executive, which decision shall be subject to ratification at the next Executive meeting following a report by the President regarding the powers have been so exercised.
4. Oversee the functioning and composition of all committees of the League.
5. Suspend member schools, team players or coaches where necessary, which decision shall be subject to ratification at the next meeting of the Executive.
6. Act as the liaison with the MHSAA and other hockey association Executives.
7. In conjunction with the Executive, appoint a Referee-in-Chief, who will be paid an honorarium by the League.

(b) Vice President

The duties of the Vice President shall be to:

1. Have and exercise all duties of the President in the absence of the President or in the event of the President's inability to act.
2. Oversee the any League regular season and playoff game schedules and statistics including:
 - Oversee the establishment and maintenance of regular season and playoff game schedules, coordinate the same with the RIC for the assignment of referees, and ensure they are published on the League website prior to the start of each season.
 - Compile and maintain all League regular season and playoff game statistics pertinent to the operation of the League.
 - Maintain a list of media accepting game scores and report all regular season and playoff game scores to them as soon as available each game night.

- With Executive approval, appoint and oversee a **League Statistician** to assist with these duties. The Statistician shall receive an approved honorarium from the League.
3. Oversee the establishment, implementation and management of any League Goalie Development Program(s).

(c) Secretary

The duties of the Secretary shall be to:

1. Prepare and maintain accurate minutes of all Executive, Special and League meetings and to make such minutes available to the Executive and League members within 72 hours of any meetings.
2. In conjunction with the President, compile Executive and League agendas, notify Executive and League members of all meetings.
3. Notify the Executive and the League of any related meeting deadlines/rules as described in this Constitution.

(d) Registrar

The duties of the Registrar shall be to:

1. Oversee the annual registration of team and player registrations ensuring that all team registrations, rosters and player registrations are validated; that all validated rosters are uploaded to the League website prior to the start of the season and revised throughout the season as needed.
2. Process applications for new teams to the League.
3. Receive all requests and rule on sanctioning of all exhibition games and tournaments.
4. Record any Suspensions and other disciplinary actions taken by the Competition Committee, Executive and the League.
5. Participate as a member of the Competition Committee.

(e) Treasurer

The duties of the Treasurer shall be to:

1. Oversee all League financial operations including keeping accurate financial records.
2. Present at the Annual General Meeting a written report of the year's operation and, where requested, provide additional written reports at Executive and League meetings held during the year.
3. Provide the Executive with a proposed budget for the upcoming season as per Section 5.03 which includes the number of teams and recommended League fees.

(f) Referee-in-Chief

The duties of the Referee-in-Chief (RIC) shall be to:

1. Recruit, train and assign referees for all League sanctioned games, and work closely with the Treasurer on financial matters that relate to referees.

2. Act as a liaison between the League and the referees and ensuring that referees understand and perform in accordance with the Constitution and Policy & Rules Manual.
3. Regularly review and make recommendations on any changes required to the League rules.
4. Notify the Competition Committee Chair, with a copy to the Executive, of any major or misconduct penalties with 24 hours of the conclusion of the game.
5. Report any issues with respect to referees to the League.
6. Participate as a member of the Competition Committee.
7. With Executive Approval, appoint an **Assigner**, who will be responsible for assigning referees for all League sanctioned games and who will have and exercise all duties of the RIC in the absence of the RIC or in the event of the RIC's inability to act. The Assigner will receive 40% of the honorarium paid to the RIC.

(g) Marketing & Public Relations Officer

The duties of the Marketing & Public Relations Officer shall be to:

1. Work with the Executive, prepare a marketing and public relations plan for the League and submit a related budget to the Treasurer on an annual basis.
2. Maintain the overall brand and image of the League, by setting brand guidelines and overseeing the editorial direction, design, production and distribution of all print and electronic League materials including logos, office materials, publications and the website.
3. Assure the consistent communication of the image and position of the League by articulating its policies and interests through various forms of media.
4. Organize media interest in the League and ensure regular contact with target media concerning major League events and activities.
5. Direct and coordinate contact with the public and the media for the League and its teams, and ensure appropriate responses are provided to all requests.
6. Sit on all major events committees of the League.
7. Work closely with the League Vice President and Registrar to ensure that team, scheduling and statistical information on the website is current and up to date on a timely basis.

(h) Member-at-Large, Awards

The duties of the Member-at-Large, Awards shall be to:

1. Organize the Annual MWHSHL Excellence & Leadership Awards Gala including arranging the venue, managing team ticket sales, procuring and maintaining awards.
2. Work with the Marketing & Public Relations Officer on any related promotions, award design and sponsors.

(i) Competition Committee Chair

The duties of the Competition Committee Chair shall be to:

1. Preside at all Competition Committee Meetings and perform related duties usual to the chairperson including creating and circulating any agendas, recording proceedings and so on.
2. Oversee the functioning and composition of all the Competition Committee as described in the League Policy & Rules Manual.
3. Act as the liaison between the Competition Committee and the Executive providing regular reports of the Committee's activities.

(j) Zone Committee Chair

The duties of the Zone Committee Chair shall be to:

1. Preside at all Zone Committee Meetings and perform related duties usual to the chairperson including creating and circulating any agendas, recording proceedings and so on.
2. Oversee the functioning and composition of all the Zone Committee as described in the League Policy & Rules Manual.
3. Act as the liaison between the Zone Committee and the Executive providing regular reports of the Committee's activities.

(k) Past President

The duties of the Past President shall be to:

1. Provide information to the Executive respecting the past operation of the League to assist in ensuring continuity in the operation of the League.
2. Assist the Executive with the performance of their duties.

Article VI. Committees

1. The Executive shall establish committees and/or working groups, and their terms of reference including duties and membership, quorum and so forth, as needed for the effective operation of the League, which committees shall be ratified by the League.
2. Any Committee Terms of Reference shall be set out in the League Policy & Rules Manual.
3. Quorum for committee meetings will be 50% of members, and the voting majority shall be a simple majority of fifty percent plus one votes cast at the meeting, provided quorum has been achieved.

Article VII. Signing Authority

All cheques or other legal documents requiring signatures on behalf of the League require the signatures of two (2) Executive members, one of whom must be the Treasurer.

Article VIII. League Meetings

Section 8.01 Meeting Conduct

1. All meetings of the MWHSHL and its committees shall be conducted according to Robert's Rules of Order. See Appendix One.
2. All communications for Annual, Special and Regular Meetings should be directed to the President, and all communications for committees should be directed to the Chair of that committee.
3. Any member who is in a conflict of interest with respect to any decision before the League or one of its committees shall not be present for, or participate in, that part of the meeting (such as affiliation with a member team in the case of Appeals).

Section 8.02 Annual General Meeting

1. The Annual General Meeting shall be held closest to the first day of May of each year at a location, date and time to be determined by Executive.
2. League members shall be informed of the date of the Annual General Meeting, a minimum of 45 days in advance of the meeting to provide sufficient time for amendments to be drawn up and submitted to the Executive.

Section 8.03 Special Meetings

At the request of three (3) Executive members or six (6) League members, the President shall call a Special Meeting. This meeting must be held within fourteen (14) days of the request. Only the subject specified in the request may be discussed at the meeting.

Section 8.04 Regular Meetings

1. Meetings to conduct League business shall be held regularly during the season. There will be four (4) Regular meetings as follows:
 - September – Opening Meeting
 - October – Scheduling, Budget & League Fees
 - December – All Star Day, Zone Committee Nominations & Voting
 - February – Playoffs & Awards

The Executive will call the Opening meeting, and League Calendar of events including meeting dates will be approved at that time.

2. All school teams are required to have one voting representative (“League Member”) at all League meetings who is authorized to speak and make decisions for the team. Additional team and/or school representatives may attend. The failure to have a League member at each meeting shall result in the following fines:

- First missed meeting \$ 50.00 fine
- Second and subsequent meetings in same season. \$ 75.00 fine

The Treasurer shall issue an invoice for all fines. Any fines not paid within 30 days of invoice receipt, shall be taken from the team’s performance bond and the team shall no longer be eligible to play in the League until all fines have been paid. Any scheduled games during this period shall be forfeited.

Section 8.05 Voting at League Meetings

1. Every team registered in the League for that season shall be allowed one (1) vote. The League Member voting must be a representative of the school or authorized to represent the school at the meeting. All Executive members shall be allowed one (1) vote. No one (1) person can have two votes (for example, if representing a school and holding an Executive position).
2. The voting majority shall be a simple majority of fifty percent plus one votes cast at the meeting, provided quorum has been achieved.
3. Quorum shall be 60% of the total membership.

Article IX. Membership Fees

1. A League Registration Fee shall be set by the Executive at each Annual General Meeting. This fee is for the forthcoming hockey season and is set to cover the operating expenses of the League.
2. Each team shall present, on or before the date of the Annual General Meeting of the past season, a cheque of one hundred dollars (\$100.00) as a performance bond. Should the team not be successful in gaining admission to the League, this performance bond shall be returned. Any team folding operations after the scheduling of games for the coming season has been completed or which is in violation of the MWHSHL Constitution and/or Policy & Rules Manual shall forfeit its performance bond to the League. Any member school in good standing shall have the performance bond carried over for the next season’s operation.
3. Teams wishing to retain their membership within the MWHSHL must remit all Fees in full to the Treasurer by a date established by the Executive. Teams failing to meet the deadline shall forfeit their performance bond, and all rights associated with membership within the League, including voting privileges, until the fees are paid.
4. Teams withdrawing from the League, ceasing operations or suspended from the League after the League’s first scheduled game of the season shall forfeit their full League fee and performance bond.
5. Should a team elect not to play for a season, the team’s performance bond shall be held for **one season only**. Should the team elect not to participate in the next scheduled season, the team’s performance bond shall be forfeited to the League and the team shall be required to post another performance bond should it chose to return to participate in the League.

Article X. Amendments

Amendments to the Constitution can only be made at the Annual General Meeting or any Special Meetings of the League, provided that thirty (30) days' notice of the amendment has been given to the President and members of the League.

Appendix 1: The Basics of Robert's Rules of Order

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and stands after recognition from the presiding officer.
2. The member gives their name and states the motion. e.g. "I move that _____."
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.
5. Presiding officer calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.

6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of the vote and resulting action.

Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is not acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer.
2. Member states the amendment (e.g. striking and/or adding words/phrases).
3. Amendment must be seconded
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

Referral to a Committee

During discussion, it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case the motion may be referred to a committee. If the motion to refer passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. A member makes a motion to refer the motion to committee.
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

Tabling a Motion

Tabling a motion lays aside an item of business temporarily in order to in order to attend to other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. A member makes a motion to table the motion.
2. Motion must be seconded (No discussion).
3. Presiding officer calls for a vote and states result of the vote and action taken.

Removing a Motion from the Table

A member may move to remove a motion from the table during the Unfinished Business part of the meeting once all agenda Unfinished Business items are addressed.

1. A member makes a motion to remove a motion from the table.
2. Motion must be seconded.

At this point, the motion has been removed from the table and discussion of the motion proceeds as if the motion had never been tables in the first place.

3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further discussion at the next meeting (or designated date).

1. A member makes a motion to postpone to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.