



THE STRAIT RICHMOND MINOR HOCKEY ASSOCIATION CONSTITUTION

ARTICLE # 1 - NAME

The Association shall be known as the Strait Richmond Minor Hockey Association, hereinafter referred to as SRMHA or Association, a member of Hockey Nova Scotia hereinafter referred to as HNS.

ARTICLE # 2 – OBJECTIVES

The objectives of the SRMHA are to maintain, govern, and finance the minor hockey association of The Strait Richmond area as determined by HNS.

ARTICLE # 3 – MEMBERSHIP

- i) SRMHA shall be composed of Executive, Directors, and other members.
- ii) Membership will be accorded to parents and guardians of registered players at the annual registration upon completion of the SRMHA registration form, and will be valid until the next annual registration.
- iii) Membership shall be accorded to all registered coaches, managers, team officials, and on ice officials with the Association and people whose offer to serve in any capacity, from one registration period to the next, has been accepted by the Directors.
- iv) Any member delinquent in their fees shall forfeit membership until full payment of fees.
- v) Subject to the limitations set out in these by-laws, every member of the Association shall be entitled to:
 - * attend any general meeting of the Association;
 - * vote at any general meeting of the Association;
 - * hold any office
- vi) Members are not entitled to vote by proxy and membership in the Association is not transferable.
- vii) Membership in the Association shall cease upon the death of a member, or if, by notice in writing to the Association (paper or electronic to the Secretary), the member resigns his or her membership, or if the member ceases to qualify for membership in accordance with this Constitution.

ARTICLE # 4 – EXECUTIVE & BOARD

The Executive of the SRMHA shall consist of the President, the Vice President, the Past President, the Treasurer, the Secretary, the Registrar, and the Board members of the SRMHA.

There shall be a board of the President and twelve (12) Directors consisting of six (6) from the former "Richmond Minor Hockey Association" catchment area, and six (6) from the former "Strait Minor Hockey Association" catchment area.

ARTICLE # 5 – THE "BOARD" OF THE SRMHA

The President, Vice President, Secretary, Treasurer, Registrar and eight (8 or nine 9 if Treasurer/Registrar combined) other elected Directors shall be known as the "Board" OF SRMHA.

ARTICLE # 6 – DUTIES OF THE EXECUTIVE OFFICERS

- i) **THE PRESIDENT** shall reside at all meetings of the SRMHA. The President shall be an ex-officio member of all committees.
- ii) **THE VICE PRESIDENT** shall assist the President in the performance of the latter's term. In the absence of the President he/she shall assume the responsibilities of the President.
- iii) **THE SECRETARY** shall record and retain, in the minutes book, all minutes of meetings of the Executive, General and annual meetings.
- iv) **THE TREASURER** shall receive and deposit all monies on behalf of the SRMHA. He/she shall pay the bills, keep an accurate record of the revenues and expenditures, and shall present at each regular meeting an accurate statement of the financial affairs of the Association. The Treasurer shall submit a financial statement to the annual general meeting hereinafter referred to as AGM. The signing officers, for banking purposes, shall be any two of the President, Vice President, and/or Treasurer.
- v) **THE REGISTRAR** shall be responsible for the organization and administration of the registration of all players
- vi) **THE INDEPENDENT ACCOUNTANT** shall be a third party qualified in the principles of accounting. They shall perform a compilation of the financial records of the Treasurer and certify his/her financial report at the AGM or within 90 days of SRMHA year end which is April 30th.
- vii) **PAST PRESIDENT** shall assist the association where needed, provide advice and participate on various committees.

ARTICLE # 7 – DUTIES AND POWERS OF THE BOARD OF DIRECTORS

- i) The Board will be responsible for carrying on the usual business of the SRMHA and will normally meet once a month during the hockey season; and as it deems necessary at other times.
- ii) The Board will be responsible for dealing with matters brought to same by members of the Association and a response shall be given within 30 days of their receipt by the Board.
- iii) The Board shall be responsible for establishing policies, general directing and for the conduct of the affairs of the SRMHA during the term of office.

- iv) It shall approve all expenditures.
- v) It shall supervise the appointment of team coaches.
- vi) It shall work with the Spring Break Tournament committee in hosting the Tournament
- vii) It shall establish registration fees and any other assessments it considers necessary or advisable.
- viii) It shall appoint committees it considers necessary to assist in administering the affairs of the SRMHA or to undertake special projects.
- ix) It shall suspend for cause any SRMHA officer, official or member for failure to comply with the constitution and/or policies of SRMHA, as well as actions deemed by the directors to be detrimental to hockey.
- x) It may fill any unscheduled vacancy, which may occur.
- xi) Attend all general and regular meetings, if a board member has more than three (3) unexcused absences he/she can be removed from the board.

ARTICLE # 8 – MEETINGS

- i) There shall be an AGM of the SRMHA each year. The AGM will be held no later than the last day of May. The meeting shall receive reports, including a financial report, and elect the Executive for the following hockey year.
- ii) Other regular meetings shall be held as determined by the Board with due notice given.
- iii) In case of an emergency, Special Meetings shall be called by the President, or by a written request signed by at least seven (7) members of the Board. At Special Meetings only those items referred to in the written request may be dealt with.

ARTICLE # 9 – ORDER OF BUSINESS

THE ORDER OF BUSINESS AT ALL MEETINGS OF THE SRMHA SHALL BE AS FOLLOWS:

- i) Reading of the minutes of the previous meeting
- ii) Errors or omissions in minutes
- iii) Business arising from reading of the minutes
- iv) Correspondence
- v) Reports of committee chairpersons
- vi) Old business
- vii) New business
- viii) Set next meeting date, time, location

ARTICLE # 10 – COMMITTEES

The Board may appoint Chairpersons for each of the aforementioned Committees and may, from time to time, establish additional committees.

- i) **WAYS AND MEANS COMMITTEE** – To devise ways and means of financing the programs undertaken by the SRMHA and to report such findings to the board.

- ii) **REGISTRATION** – To organize and administer the registration of players. To receive and account for the registration fees.
- iii) **ICE SCHEDULER** – To devise schedules of ice times; keep records of ice rented, and to ensure fairness in the scheduling.
- iv) **REFEREES** – To secure qualified officials as the need may arise. To hear and recommend settlements of disputes concerning referees.
- v) **EQUIPMENT** – To obtain and maintain SRMHA equipment, including goaltender equipment, uniforms, jerseys, pucks, and any other equipment purchased by the SRMHA to ensure that equipment/uniforms/jerseys are returned and accounted for at the end of the season.
- vi) **COACHES** – To meet and develop coaching philosophies. To arrange coaching seminars and develop an overall coaching program. To ensure cooperation at all levels of coaching. To settle disputes between coaches.
- vii) **WEBSITE** – To look after all areas of the operation of the SRMHA website.
- viii) **DIVISION COORDINATORS** – These coordinators are responsible for the day to day activities of the specific division they head. They are the first person turned to by the members of the executive regarding activities of their division. They filter to each team the directions of the executive, handle problems within their division, and report to the executive their findings.
- ix) **CONSTITUTION/BYLAWS** – to develop a constitution, bylaws, and a code of ethics. To interpret and consult SRMHA on constitution, bylaws, and code of ethics matters.

ARTICLE # 11 – ELECTIONS AND NOMINATIONS

At a regular meeting held at least 45 days before the AGM; the Executive shall appoint a Nomination Committee consisting of three (3) members. The Nominating Committee shall appoint its own Chairperson.

The Nominating Committee shall have as its task the responsibility of securing a slate of nominations for the Executive positions for the following hockey year.

Nominations can be either accepted in person at the AGM or by letter (mail or electronic) to the Nomination Committee, if the person cannot attend the AGM. In person nominations will also be accepted from the floor at the AGM.

If an election shall take place it shall be by secret ballot. Two scrutineers will be appointed by the chairman. Ballots will be marked with the initials of one of the scrutineers, and then one ballot given to each member in attendance.

Each position shall be voted on individually or as one if there is only one candidate for each office. The order of election shall be from President to Treasurer.

Elected Executive members commence to serve immediately following their election.

The President, Vice President, Secretary, Treasurer and Registrar are automatically on the board. The remaining eight positions will then be voted on. The board must still retain an equal number (6) from both the old Richmond Minor Hockey and Strait Minor Hockey catchment areas. If needed voting for each area will be done separately. If there are more candidates than positions open, an open vote will be held.

ARTICLE # 12 – VOTING AT GENERAL, SPECIAL AND REGULAR MEETINGS

- i) At all meetings, voting shall be by show of hands, by ballot, or by any other method authorized by a majority of members present.
- ii) Motions shall be approved by simple majority unless otherwise stated in the Constitution.
- iii) Each BOARD member present, in good standing, shall have one vote.
- iv) The PRESIDENT will vote to break a tie.
- v) The conduct of all meetings shall be in accordance with Roberts Rules of Order unless otherwise indicated herein.

ARTICLE # 13 – QUORUM

A quorum at SRMHA board meetings shall consist of seven members.

ARTICLE # 14 – VACANCIES

Any unfilled positions from the AGM, as well as vacancies that arise during the year, may be filled for the unexpired term by nominees selected by the Board.

ARTICLE # 15 – FUND RAISING

It is the responsibility of the Ways and Means Committee to formulate the ways and means of raising funds for the betterment of the SRMHA.

ARTICLE # 16 – MISCELLANEOUS

Procedure and debate shall be in accordance with this constitution and the rules of parliamentary law known as the Roberts rules of order.

This constitution may be amended by a two-thirds majority vote of the members present at the AGM provided notice of the motions were presented at a meeting at least seven days prior to the AGM.

ARTICLE # 17 – FEES

Player fees will be established by the Board prior to registration.

ARTICLE # 18 – CODE OF ETHICS – FOR ALL MEMBERS

Members are to:

- i) Maintain the highest standard of deportment, conduct, and sportsmanship. Failure to do so may result in suspension or dismissal from the SRMHA by the Board.
- ii) Be aware of and uphold the objectives of the SRMHA.
- iii) Ensure that all players have an equal opportunity to play and enjoy their hockey program.

iv) Adhere to the Policies and Guidelines for Teams and Members provided by the Association.