

MITCHELL MINOR HOCKEY CONSTITUTION

REVISED

July 2006

October 2008

January 2009

April 2013

April 2016

April 2019

April 2020

August 2020

CONSTITUTION

CONST. ARTICLE I

NAME

The name of the association shall be the Mitchell Minor Hockey Association (MMHA).

CONST. ARTICLE II

OBJECTIVES

The stated aim and purpose of the MMHA is to provide an enjoyable hockey experience in the various levels of competition for registered participants in the organization as well as coaches, team officials, and volunteers.

CONST. ARTICLE III

AFFILIATES

The MMHA shall be a member of the Mitchell Minor Sports Council and participate as a member organization. The MMHA is also a member of various leagues and partners of the OHF and shall recognize and abide by the rules of the governing bodies. The rules of the governing bodies will override any conflicting MMHA rules.

CONST. ARTICLE IV

EXECUTIVE COMMITTEE

Section A - Executive Officers

The Executive Officers of the MMHA shall be the President, Past President, First Vice President, Second Vice President, Treasurer and Secretary. The term of office is two years. The President, First Vice President, and Second Vice President may not remain in any one of those offices for longer than two consecutive terms. The Secretary and Treasurer shall not hold office for more than six consecutive years unless otherwise approved by the Executive Committee. The Vice President shall be encouraged to stand for President and the Second Vice shall be encouraged to stand for the First Vice in the succeeding election year. All persons fulfilling requirements may be nominated for any available executive office.

Section B - Executive Directors

The General Membership at the Annual Meeting shall elect ten Directors to the Executive Committee. Term of office will be two years with five directors voted in on even number years and five others on odd number years. The Directors duties and responsibilities are defined in the MMHA bylaws. The Directors shall

have full voting rights at all Executive Committee, General, and Annual Meetings.

CONST. ARTICLE V

VOTING MEMBERSHIP

Section A - General Membership

The General Membership shall consist of persons 18 years of age and older who are:

- a) Parent(s) or legal guardian(s) of the MMHA registered participants.
- b) Team representation as defined in bylaws.
- c) Life members.
- d) Executive directors and officers.
- e) Other elected and appointed officials.

Section B - Team Representation

The team representation shall consist of: One team official or their designate from each rep and additional entry rep and LL team in each division, a convener or their representative from each division of house league and instructional hockey. The team representation is required to attend scheduled coaches meetings. All members of the team representation present at the Annual meeting shall have one vote on each voting matter.

CONST. ARTICLE VI

COMMITTEES

The MMHA may appoint from time to time, such committees as deemed necessary to carry out the functions of the MMHA.

CONST. ARTICLE VII

QUORUM

General and Special Meetings:

A quorum will consist of at least eight executive committee members, including two executive officers.

Annual General Meeting:

A quorum will consist of at least eight of the general membership of which at least four must be of the executive Committee, including two executive officers.

CONST. ARTICLE VIII**MEETINGS**

The Annual Meeting will be held in April each calendar year. Regular General Meetings will be held monthly from August to April. Any other General, Special, or Executive Meetings will be held when necessary. Notice of all General Meetings will be posted at the arena and/or on the MMHA website at least seven days in advance. The officers elected at the Annual Meeting shall take office as of May 1st.

CONST. ARTICLE IX**CONSTITUTION AND BY-LAW AMENDMENTS****Section A - CONSTITUTION AMENDMENTS**

The constitution may be amended at the annual meeting by a two thirds majority vote of those voting members in attendance, provided that notice of the proposed amendment has been posted at the arena and/or the MMHA website at least 15 days prior to the Annual Meeting. The Minor Sports Council has the right to veto any amendment to the Constitution that would be deemed as detrimental or not in line with the objectives and purpose of the MMHA or the Mitchell Minor Sports Council.

Section B - BY-LAW AMENDMENTS

A by-law or amendment may be approved by a majority vote of the executive committee in attendance at a General or Special Meeting. Approved by-laws or amendments will take effect immediately. New by-laws or amendments shall be presented for adoption at the next Annual Meeting where they may be confirmed, amended or rejected by a majority vote of the general membership. Any By-law amendment or proposal to the operation of the MMHA that is deemed to be in need of further study, by any of the attending Executive Committee, may be delayed for final vote until a future General, Special, or Annual Meeting. Any amendment or proposal that has been delayed shall only be voted on when notice of said amendment or proposal has been posted at the arena and/or the MMHA website 15 days prior to the meeting.

BY-LAWS

B.L. ARTICLE I

MEMBERSHIP

Section A - Executive Committee

Subsection I - Composition

The Executive Committee shall be elected for a two-year term by the general membership at the Annual Meeting. Nominations may be taken from the floor at the Annual Meeting. No election or appointment of absentee members is effective without prior written consent. In case of death, resignation, or incapacity of any Executive committee member, the office or director's position may be declared vacant and the vacancy may be filled by appointment by the General Membership at a Special or General Meeting.

Subsection II - Voting

Each member of the Executive Committee except the President shall have a vote at General or Special Meetings. If a voting situation occurs whereby any Executive Committee member has a conflict of interest, that Executive Committee member should be recused from voting unless recusing said member does not allow for quorum to be met.

The President shall only vote to break a tie. In the event the President has a conflict of interest, the President's tie breaking vote should be moved to one of the Vice-President(s).

One parent per registered child may vote in the election process for the executive committee positions at the Annual Meeting. Persons shall have one vote only and must be in attendance.

Subsection III - Duties and Functions

- To conduct General Meetings.
- To represent MMHA at outside functions.
- To conduct business according to the Constitution and By-laws.
- To coordinate the activities of the Committees.

Subsection IV - Duties of the Officers

Common Executive Duties and Responsibilities:

- Regular attendance at Minor Hockey monthly Executive meetings.
- Preparation of reports as required for regular meetings.
- Participate on special committees as required.

Common Executive Qualifications:

- Regular access to email and internet.
- Good communication skills.

President

Duties and responsibilities:

- Liaison between the general membership, executive and public.
- Overall management and supervision of executive
- Carry out assignments and instructions given to him/her by vote of the general membership.
- Preside over MMH monthly meetings in a professional and timely manner
- Call and preside over special meetings as required.
- Prepare and preside over the Annual General Meeting.
- Attend monthly Mitchell Minor Sports meetings and provide a report to MMH
- Delegate/Oversee responsibilities of other executive members of MMH.
- Be a voting member only in tie breaking circumstances.
- Act as a signing officer for the association.
- Suspend club teams, players or coaches subject to ratification at the next executive meeting.

Special Qualifications:

- MMH Executive voting member for the previous two years.

First Vice President, Special Events Director

Duties and responsibilities:

- Aid to the President.
- Assume duties of the President in case of disability or absence.
- Carry out such other duties as may be assigned by the executive.
- Official Chair of special events committees including but not limited to tournaments, awards banquet, golf tournament, etc.
- Official Chair of the nominating committee.
- Act as a signing officer for the association.

Second Vice President, Technical Director

Duties and responsibilities:

- Assume duties of the President in case of disability or absence of the President and First Vice President.
- Carry out such other duties as may be assigned by the executive.
- Responsible for the maintenance of a database(s) tracking proper MMH volunteer qualifications including but not limited to coaching credentials, trainers credentials and vulnerable sector checks.
- Responsible for arranging of the proper certification of all coaches and trainers.
- Responsible for ensuring all MMH volunteers are properly certified prior to participation.
- Responsible for the organization of coaching and trainers clinics as required.

Past President, Fundraising Director

Duties and responsibilities:

- Assist the executive in a consultant role.
- Official chair of the volunteer bond committee.
- Official chair of the lottery committee.
- Official chair of special fund raising committees.

Treasurer / Registrar

Duties and responsibilities:

- Financial liaison between MMH membership and the Mitchell Minor Sports treasurer.
- Management of all monies received and disbursed on behalf of Mitchell Minor Sports including but not limited to registration income, team floats and tournament fees.
- Assist the Mitchell Minor Sports treasurer in maintaining records of all monies received and disbursed.
- Prepare reports as required for MMH and Mitchell Minor Sports executives.
- Oversee the preparation of an annual budget.
- Oversee the organization of annual membership registration.
- Maintain a member registration database.

Special Qualifications:

- Good working knowledge of Microsoft Word and Excel as well as access to accounting software.

Secretary/Webmaster

Duties and responsibilities:

- Provide secretarial support for the organization and perform all general secretarial duties.
- Act as communication conduit to organization players and families.
- Notification of Executive, hockey personal and the general membership of the time, location and date of monthly, annual and special meetings.
- Host Parent Rep meeting in the fall to review responsibilities.
- Book meeting rooms for meetings and special functions.
- Plan meetings along with the President and prepare agendas. Maintain a record of attendance and proceedings of all meetings.
- Post relevant information, calendar items, organizational documents and events on the MMH Website.
- Assign and manage all Website users including the setup of season members and tournaments.
- Assist and train new Website users.

Special Qualifications:

- Excellent computer skills with a working knowledge of Microsoft Outlook, Word and Excel.
- Experience with document conversion using Adobe Acrobat, web design and coding.

Town Contact Boys

Duties and responsibilities:

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues:
 - OMHA/WOAA centre mailings, emails, facsimiles and invoices.
 - League convener instructions and information.
 - WOAA/OMHA meeting information.
 - Tournament invitations.
- Manage team rosters using the HCR (Hockey Canada Registry) database including the following tasks:
 - Pre-register all OMHA/WOAA players in the HCR and verify contact and personal information.
 - Submit team rosters requests to the WOAA according to current registration requirements.
 - Verify residency applicability of new registrants in accordance with regulations.
 - Collect birth certificates and upload to the HCR for new registrants as required.
 - Assign players and coaches to their respective rosters and submit for approval.
- Attend or send a delegate to the following meetings:
 - WOAA annual meeting.
 - WOAA league and playoff scheduling meetings.
 - OMHA annual meeting.
 - Other league related meetings as required.
- Co-ordinate OMHA play down series

Town Contact Girls

Duties and responsibilities:

- Relay the following information between MMH executive/coaches/ice scheduler and the respective leagues
 - OWHA/LLFHL/WOGHL centre mailings, emails, facsimiles and invoices.
 - League convener instructions and information.
 - LLFHL/WOGHL meeting information.
 - Tournament invitations.
- Attend or send a delegate the following meetings:
 - LLFHL/WOGHL annual meeting.
 - LLFHL/WOGHL league and playoff scheduling meetings.
 - Other league related meetings as required.
- Manage team rosters using the appropriate database including the following tasks:
 - Register players and submit rosters for all OWHA teams.
 - Update and resubmit rosters as required.
 - Assist with team re-categorization as required.

Director – Head Trainer**Duties and responsibilities:**

- Responsible for implementation and adherence of Mitchell Minor Hockey policy and procedures in reference to Trainers activities.
- Ensure the collection and reporting of Major Injury Reports to the league.
- Ensure Major Injury Reports are completed to standards.
- Ensure all First Aid Kits are stocked as required.
- Ensure that all Mitchell Minor Hockey Teams have a certified and competent Trainer
- Liaison between league and certified Trainers to provide information and news of upcoming recertifications.

Special Qualifications:

- Complete knowledge of Trainers certification and Hockey Canada certification program.
- Competency in Reporting and Collection of Injury reports.
- Specific knowledge of Standard First Aid and competency in providing these skill sets.
- Have Team Trainers experience.

Director – House League**Duties and responsibilities:**

- Management of House League Program
 - Appointment of conveners, referee assigners and other members as required.
 - Oversee team and coach selection.
 - Ensure OMHAWOAA and MMH rules and regulations are followed.
 - Co-ordinate with the Equipment Director on equipment and jersey management.
 - Co-ordinate with the Technical Director on proper House League volunteer qualifications.
 - Official chair of the House League year end tournament.
- Management of Initiation Program
 - Appointment of conveners and other members as required.
 - Oversee player placement.

Director – Player Development**Duties and responsibilities:**

- Liaison between general membership and executive committee
- Official chair of the coaches committee.
 - Responsible, along with the coaches committee, for the overseeing of the team selection process of all travel teams.
 - Responsible, along with the coaches committee, for the recommendation of all travel team coaches.

- Responsible, along with the coaches committee, for regular coach's communications regarding but not limited to systems of play, practice plans and standardized player development.
- Coordination of player development events or classes including but not limited to power skating, body checking and goal tender clinics.
- Coordination of the MMH fall hockey camp.

Director – Equipment Manager

Duties and responsibilities:

- Team Equipment Inventory Management:
 - Ensure current year jerseys are returned in the locker at the end of current season.
 - Provide water bottles, pucks, trainer's boxes and jerseys are available at the start of each season for every team.
 - Manage the procurement of new jerseys, equipment or supplies as required.
- Manage equipment lockers and inventory prior to, during and following the season:
 - Retrieve locker keys from current coaches at the end of season.
 - Distribute locker keys to upcoming coaches at the beginning of the season
 - Re-distribute lockers for teams as required each season.
 - Ensure each locker has a lock.
- Ensure sponsor bars are affixed to the proper team jerseys:
 - Work with Mitchell Minor Sports to establish sponsors for each team.
 - Redistribute sponsor bars to the correct jerseys before the season starts.
- Manage and distribute MMH goal tending equipment.
- Organize yearly fall photo sessions for all teams.

Director – At Large

Duties and responsibilities:

- Carry out such duties that may be assigned by the executive.
- Assist other directors or executive as required.

B.L. ARTICLE II

MEMBERSHIP TO MITCHELL MINOR SPORTS

The MMHA shall be a member organization of the Mitchell Minor Sports Council and agrees to follow the Constitution and By-laws of the Council. Some of the responsibilities include but are not limited to the following excerpt from the Minor Sports Council By-laws:

- 1) Submit an estimated budget for the following year to Council and provide monthly updates at MMS mtgs.
- 2) The procedures established for tendering or purchasing shall be followed.

- 3) Appoint one representative from the Executive Committee to be a member of the Minor Sports Council General Membership. The appointee or the designate shall attend each Minor Sports Council Meeting.
- 4) Submit requests for the purchasing of any articles over \$200.00 to the Minor Sports Council.
- 5) Any fund raising project must be approved by the Minor Sports Council.

B.L. ARTICLE III

FINANCES

All financial transactions for the MMHA must go through the Minor Sports Council as outlined in the Minor Sports Constitution and By-laws.