

CLARE-DIGBY MINOR HOCKEY ASSOCIATION



(CDMHA)
May 16, 2016

CLARE-DIGBY MINOR HOCKEY ASSOCIATION CONSTITUTION

ARTICLE I. ASSOCIATION NAME

The name of the Association shall be the Clare-Digby Minor Hockey Association herein referred to as the "Association" or "CDMHA".

ARTICLE II. ASSOCIATION BOUNDARIES

The Association boundaries will be in accordance to the boundaries set out by Hockey Nova Scotia ("HNS"). The boundaries for the Association are Digby County and a section of Annapolis County, up to the Western Valley Minor Hockey Association boundaries of the causeway near Annapolis Royal on Route 1 and Route 8. The Association boundaries described are outlined on the map contained in Appendix "A", which is part of this Constitution.

ARTICLE III. OBJECTIVES

The objectives of this Association shall be:

- 1) To develop and improve minor hockey within the boundaries of the Clare-Digby District, Digby County, Nova Scotia.
- 2) To create an environment for players to develop their hockey skills to their maximum ability, foster good sportsmanship and fair play.
- 3) To provide the opportunity for young people to participate in an organized, supervised hockey program that is competitive, recreational and rewarding.
- 4) To serve as a governing body for minor hockey in the Clare-Digby District.

ARTICLE IV. CDMHA MEMBERSHIP

- 1) The CDMHA will register with HNS and be recognized as a member association.
- 2) The CDMHA will operate in a manner consistent with this Constitution of the CDMHA, the Bylaws and Regulations of HNS and Hockey Canada and other governing bodies of the Association. Any regulation not included in this CDMHA Constitution will default to HNS and Hockey Canada Rules and Regulations.
- 3) Active membership to be defined as someone who is a registered player in CDMHA. If the player is a minor (under 18 years of age at the Annual General Meeting "AGM"), then a parent or legal guardian can vote on his or her behalf as their designated representative. This registered player must be in good standing (A player in good standing being someone who is not currently suspended from play and their fees are paid).

- 4) AGM voting privileges are limited to CDMHA Board members and active members (or their designated representative) as defined above in line 3) of Article IV. If there is a tie vote, it will be deemed to be to the negative. Constitution amendments and amalgamation votes will be deemed to be to the negative. Constitution amendments and amalgamation votes.
- 5)

ARTICLE V. POSITIONS

EXECUTIVE OFFICERS AND DIRECTORS:

Any person may stand for positions on the CDMHA Board of Directors subject to the following guidelines:

- 1) Any person standing for the position of Treasurer should have accounting experience, as determined by the Executive Committee.
- 2) Directors are elected by majority vote at the AGM for a two (2) year term. The exceptions are three (3) leadership positions (Vice President-Digby, Vice President-Clare, and President) elected for a term of one year.. Executive Officers and Directors comprise the positions set out in the table Below.
- 3) In the event that the position of President becomes vacant prior to the end of their term, one of the leadership Directors will be appointed by the voting members of the Executive Committee and shall assume the position of President for the remaining portion of that term.
- 4) In the event that a Director position, excluding that of President, becomes vacant during his/her term or remains vacant after CDMHA's AGM, the Executive Committee may appoint a qualified person to fill the position for the duration of the term. The Board also has the option of keeping a vacant post open as it deems fit until an agreed upon candidate is found. Directors must resign in writing or via e-mail.
- 5) The President and Executive Committee may appoint a number of chairpersons to organize and oversee various committees and projects, which may from time to time be required. The Chairpersons will be ratified at the following Board of Director's Meeting. These appointed chairpersons may, at the discretion of the executive, attend Executive Committee Meetings but shall not have a vote.
- 6) A Director may be removed from their role for reasons of incompetence or actions that contravene the policies and principles of the Association as described in this constitution. A written complaint must be presented to the Executive Committee for review and determination. If the complaint and recommendation of removal from office are upheld by a two-thirds (2/3) majority vote of the Executive Committee, then the officer will be removed and a substitute appointed by majority vote of the Executive Committee.
- 7) The Directors, as listed below, shall be elected at the Annual General Meeting from the candidates nominated by a Nominating Committee appointed by the current Executive Committee, from candidates nominated by a member in good standing submitted in writing to the President of the Association not less than five (5) days prior to the AGM when possible and/or nominated from the floor. The election of the Directors, if necessary, will be by secret ballot under the direction of the President of the Nominating Committee.

*indicates voting member

POSITION TITLE/TERM	VOTING	PREREQUISITE/ PREFERRED QUALIFICATIONS FOR POSITION
Executive Officers/Committee		
President (1 year term)	*	
Past President	*	
Vice-President, Clare (1 year term)	*	Goal to become President, and have equivalent experience
Vice-President, Digby (1 year term)	*	Goal to become President, and have equivalent experience
Director Coach Coordination (2 year term every even year)	*	Level 1 Coaching certified (minimum) 2 years coaching experience/player evaluation experience Understanding of Hockey Canada guidelines on player & coach development
Secretary (2 year term every odd year)	*	
Treasurer (2 year term every even year)	*	Accounting experience a requirement
Director Risk Management (term change every even year)	*	Understanding of Hockey Canada guidelines on player & coach development
POSITION TITLE/TERM	VOTING	PREREQUISITE/ PREFERRED QUALIFICATIONS FOR POSITION
General Directors all 2 year terms)		
Director Canteen - Clare (term change every odd year)	*	
Director Canteen – Digby (term change every even year)	*	
Director Communications (term change every odd year)	*	
Director Development (term change every odd year)	*	2 years coaching experience / player evaluation experience
Director Equipment (term change every even year)	*	
Director Female Coordination (term change every odd year)	*	
Director Fundraising (term change every odd year)	*	
Director Ice Coordination (term change every odd year)	*	
Director Registration (term change every odd year)	*	
Director Referee-in-Chief (term change every even year)	*	Senior official experience an asset
Ad Hoc Members		
Tournament Chairpersons		Appointed as needed by Executive/Ratified by the Board of Directors.
Head Coaches		Relevant Certifications verified (prefer 2 years coaching experience), 1 at each level at Recreation and Representational
CDMHA Representational Rep		Relevant Certifications verified (prefer 2 years coaching experience and Executive Officer)
CDMHA Recreational Rep		Relevant Certifications verified (prefer 2 years coaching experience and Executive Officer)

For the initial 2014-15 season, there will be two (2) co-Presidents (one from Clare and one from Digby). Assuming there is availability, subsequent years will see a rotation of a President from one district and a Past President from the other. Board positions will be non-voting if that person is an employee of the Association.

ARTICLE VI - MEETINGS

ANNUAL GENERAL MEETING

The Association will hold an Annual General Meeting ("AGM") before the end of April each year. The AGM marks the conclusion of the current hockey year and the beginning of the new hockey year.

A minimum of twenty-eight (28) days' notice must be provided before any AGM. The notice will consist of a posting upon the Association's website and/or written articles in the respective community publications and an electronic email notice which shall be circulated to the Board of Directors and to the members by the Secretary. A proposed agenda for the meeting will be included with the website notice along with time and location of the AGM. Parliamentary rules of procedures (Roberts' Rule of Order) will govern the AGM.

AGM voting privileges are limited to CDMHA Board members and members (or their representative) as defined in line 3) of Article IV. If there is a tie vote, it will be deemed to be to the negative. Constitution amendments and amalgamation votes need to be a clear majority of two-thirds (2/3). Otherwise, it is a majority vote.

At any AGM, the following shall be the approximate order of business

- 1) Call to order by the President
- 2) Roll call of the members
- 3) Reading and Approval of previous minutes
- 4) Business Arising from Minutes
- 5) Financial Report
- 6) Directors/Committee Reports
- 7) Resolutions and Discussions
- 8) Election of Executive Officers for the next season
- 9) New business
- 10) Adjournment

EXECUTIVE COMMITTEE MEETING:

The Executive Committee will meet as often as the President deems necessary to facilitate the operation of the Association. Parliamentary rules of procedure will govern the Executive Committee meeting.

A quorum will consist of 50% + 1 individual in attendance of the Executive Committee. The President and/or the Vice President must be in attendance or, in exceptional circumstances another Executive Committee member may be delegated by the President to conduct the meeting.

DIRECTORS' MEETING:

The Directors' meetings will serve as a forum for:

- 1) Report of the Committee members on their area of activity;
- 2) Discussing and deciding on courses of action to be taken for the efficient administration of the hockey program;
- 3) Providing input and voting on recommended policies and procedures, plus resolutions for ratification at the AGM;
- 4) Reviewing and approving monthly and annual budget reports;
- 5) Dealing with general disciplinary matters, complaints and appeals.

A quorum will consist of 50% + 1 individual in attendance of Board members.

ARTICLE VII. ROLES AND RESPONSIBILITIES

CDMHA BOARD OF DIRECTORS

The CDMHA Board of Directors shall consist of a maximum of eight (8) Executive Officers, plus a maximum of ten (10) Directors, for a maximum total of eighteen (18).

Attendance at all CDMHA committee meetings is required for all elected and appointed members, punctuality is a must.

In the event that a CDMHA Board member cannot attend the meeting they will submit any and all information (reports/etc.) in writing to the Secretary at least two (2) days prior to the meeting.

Any CDMHA Board member absent for three (3) Board meetings, without prior notice to the Secretary, may be asked to resign their position, at the discretion of the President.

All CDMHA Board members are Board members first, and a coach, parent and spectator second. At all times, conduct around rinks and hockey functions shall be without compromise. Conduct shall be considered to be under scrutiny at all times and therefore above reproach. Any complaints that a CDMHA Board member may have about players, coaches, referees, parents or other Board members will be made through the proper channels.

As a CDMHA Board member, confidentiality will be maintained regarding all items discussed at all meetings.

All CDMHA Board positions are voted upon by the Board and members at the AGM. If a new position is by acclamation the membership must still vote to accept the new candidate with a majority vote approval. The membership also has the option of keeping a position vacant until an agreed upon candidate is found.

If a CDMHA Board Member has an interest or a perceived interest in a matter that may conflict with the interests, missions or goals of the CDMHA, he or she will disclose fully and promptly the nature and extent of such interest to the Board of Directors or Executive Committee, and will refrain from voting or speaking in debate on this matter. If there is question of whether one or more members of the Executive Committee and/or Board of Directors has a conflict of interest on a matter, the Executive Committee will determine if a conflict of interest exists and decide if the Executive Committee member(s) and/or Board member(s) must recuse themselves from the discussion and

the vote on this matter..

BOARD OF DIRECTORS:

President:

The President is responsible for ensuring the Association's mission, goals and objectives are met through the effective management and delivery of the minor hockey program. The CDMHA President's duties include but are not limited to:

- 1) The organization and calling of General and Executive Committee meetings as appropriate. The President will serve as the chairman of such meetings.
- 2) Liaison with the CDMHA, HNS, Hockey Canada and other related hockey branches and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.
- 3) The President shall be empowered to act on behalf of the Association at any meeting or with any matter where representation of the Association is required.
- 4) The President will oversee and may determine disciplinary decisions, address complaints and appeals outside regular monthly meetings as needed in accordance with CDMHA and HNS rules and regulations.
- 5) Groom the future President to allow for a smooth transition.
- 6) The President will only vote to break a tie.

Past President:

Responsible for ensuring the current Executive benefits from the knowledge and experiences of previous years and will Chair the Nominating Committee whose responsibility it is to ensure a full slate of qualified nominees are presented at the AGM for consideration and election.

Vice-Presidents Clare/Digby:

- 1) The Vice-Presidents play an integral role in the support and implementation of the Association's policies and to the successful operation of the Association in collaboration with CDMHA President and Directors.
- 2) They will assist the President and have a supporting role to the President.
- 3) A Vice-President will also be the Nominating Committee alternate Chair.
- 4) A Vice-President will be responsible for CDMHA constitutional amendments.
- 5) The Vice-Presidents will be responsible to organize the year end banquet.
- 6) A Vice-President may also fill the role of President, if the President is not available.
- 7) CDMHA Vice Presidents are responsible for organizing the CDMHA banquets.

Secretary

The Secretary shall:

- 1) Be responsible for taking and preparing the minutes of the General and the Executive Committee meetings. Copies of the minutes of all meetings shall be supplied as expeditiously as possible to the members of the Executive Committee and such other

persons as authorized by the Executive Committee. The minutes, will be reviewed at the next general Committee Meeting and when approved shall be noted in the minutes of that meeting.

- 2) Be responsible for the maintenance of an archive of the minutes of all meetings.
- 3) Be responsible for the collection and recording of any constitutional changes and other major updates.

Treasurer:

A bookkeeper may be hired to facilitate the duties of the Treasurer, however in general, the Treasurer's responsibilities will include but are not limited to:

- 1) **Budgets:** Will take possession of the Association's records of account after the elections held at the AGM.
- 2) **Financial Statements:** Will supply a financial statement of the past hockey year for review, as well as the Executive Committee's approved budget for the upcoming new hockey year, at the AGM. Will provide to the Executive Committee and Board of Directors financial statements for the year up-to-date and since the last meeting.
- 3) **Bank Accounts:** The Treasurer will handle all responsibilities relating to Association bank accounts, and ensuring that the signing authorities are the Treasurer and one of the following: President and Vice President.
- 4) **Accounting:** The Treasurer will expeditiously deposit all funds received and account for these funds via financial statements presented as required at Executive Committee Meetings.
- 5) The Treasurer must alert the Executive to any variances of a substantive nature which would require Executive corrective action to be taken.
- 6) The Treasurer will coordinate payment of all invoices and accounts in a prompt and orderly manner, and report same to for inclusion in the financial statements.
- 7) The Treasurer will work closely with the Registrar to ensure all fees are paid and accounted for.
- 8) The Treasurer will be responsible for the collection of delinquent accounts and in consultation with the President and will take appropriate action to correct the situation of returned cheques. An approved fee will be charged to the individual member for all returned cheques.
- 9) **Team Hockey tournaments:** The Treasurer and CDMHA are not responsible for paying for team hockey tournaments. Individual team managers/coaches should be taking care of the responsibilities of attending tournaments and financing them.

Director Coach Coordination (Coach Coordinator):

The Coach Coordinator will:

- 1) Oversee team selections, as per coach committee guidelines.
- 2) Oversee coach selections, as per coach committee guidelines. This will include accepting applications from coaching candidates and, in collaboration with Director Risk Management/Development and guidelines and rules as established by Hockey Canada and HNS outlining the formal qualifications of coaches must be followed and enforced by the Coach Coordinator.

- 3) Recommend to the Executive Committee for approval the number and level of teams within each respective Division.
- 4) Ensure that each Coach selects Assistant Coaches, a Team Manager and other team administrators, and that they are approved by the Executive Committee, as required.
- 5) Ensure that the Registrar supplies each Coach with a list of team players containing contact phone numbers and other relevant information.
- 6) Arrange for the distribution of jerseys and equipment to individual teams as required in cooperation with Head Coaches. The respective Division Head Coaches will each assist with the collection of jerseys and equipment at the conclusion of the season.
- 7) Monitor all teams within their respective Division and deal initially with problems and/or complaints.
- 8) Work in conjunction with the Director Ice Coordination to ensure all scheduling issues are resolved.
- 9) Make periodic reports to the Executive Committee on the progress and results within their respective Division.
- 10) Ensure, by assisting the Registrar, that each team is properly registered with HNS, HCR, and any other required organizations (i.e. minor hockey leagues).

Canteen Managers Clare/Digby :

The Canteen Manager of the CDMHA are responsible to:

- 1) Perform all the duties associated with the office of Canteen Manager;
- 2) Coordinate the staff to work the canteen and keep a record of the hours worked by each member;
- 3) Ensure the canteen is opened its scheduled hours;
- 4) Ensure the canteen is maintained in a neat, tidy, and sanitary appearance;
- 5) Be authorized to make purchases to maintain an efficient level of inventory throughout the minor hockey season;
- 6) Pay canteen expenses by cheque signed in accordance with the authority authorized by the Executive;
- 7) Receive and deposit funds in a chartered financial institution;
- 8) Establish and maintain accounts with appropriate suppliers;
- 9) Report on canteen operations, other than financial, to the Treasurer (and/or bookkeeper);
- 10) Coordinate 50/50 draws at games and control the funds collected and paid out by an established audit trail as approved by the Executive;
- 11) Ensure the canteen is properly closed in all respects at the end of the minor hockey season;

- 12) The canteen may be operated in the off season after considering the associated costs and benefits minor hockey;
- 13) Financial records are to be provided to the Treasurer (and/or bookkeeper) monthly for preparation of the canteen financial statement.

Director Communications:

The Director of Communications will:

- 1) Ensure the Association membership is aware of activities, opportunities, successes and relevant issues by effectively using the Association website, email communication and other appropriate social and public media.
- 2) Ensure that relevant CDMHA activities are communicated to a wide public using all available media in order to promote and increase awareness of the Association's activities.
- 3) Be responsible for all recruitment activities to increase membership and participation of a maximum number of youth to the CDMHA.
- 4) Ensure only CDMHA approved messages are communicated in the best interest of CDMHA.

Director of Development:

The Director of Development is responsible for recommending and arranging appropriate training and development courses for CDMHA teams and coaches. The Director of Development should also recommend first aid training and special courses (e.g. power skating) where appropriate. He/she should be familiar with the Weiss Tech System and be responsible for the purchase, custody, and control of all development publications authorized by the Board. The Director of Development will also be part of the Coaching Committee.

Director of Equipment:

The Director of Equipment is responsible for:

- 1) Are responsible for effectively maintaining an inventory of uniforms (including a list showing who has jerseys, in detail), CDMHA equipment and supplies, by collaborating with Directors and Coaches to effectively manage, distribute and collect all equipment.
- 2) Will ensure required equipment needs are identified and presented to CDMHA Board for approval prior to any purchase.
- 3) Will be in charge of the signage duties in the rinks (if applicable). Duties will include: keeping track of which signs should stay up or come down and working with the Treasurer to have invoices sent out.
- 4) Will also be in charge of trophy management, keeping them in safe place, having them engraved and photos with recipients.

Director Female Coordination (Female Coordinator):

The Director-Female Coordination will:

- 1) Help encourage and grow female membership throughout the CDMHA program.
- 2) Communicate with HNS with regards to female hockey and will also work closely with the Coach Coordinator.

Director Fundraising:

The Director of Fundraising will coordinate the fundraising activities of the Association including the solicitation and procurement of corporate team sponsors. They will be responsible to ensure that all the appropriate licenses and legal requirements are met, and that all expenditures and funds are accounted for.

The fundraising activities of the Association shall be limited to Board approved activities for the year. Any departure from this policy should be recommended for approval to the Board.

The Director of Fundraising will chair the fundraising committee.

Director Ice Coordination:

The Directors Ice Coordination:

- 1) The general responsibility of the Ice Coordinators is to secure the rental of ice facilities for the Association. In performing this duty, the Ice Coordinators will collaborate with the Executive Committee and Coach committee to establish ice schedule prior to season.
- 2) The Ice Coordinators' input is critical to the budgeting process and they must liaise with the Executive Committee in the preparation of the ice budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season.
- 3) The Ice Coordinators will act as the liaison with the CDMHA and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

Director Referee-In-Chief:

- 4) Report to the Executive Committee.
- 5) Be responsible for recruitment and training of qualified officials for use by the Association.
- 6) Coordinate the scheduling of Officials within the Association.
- 7) Recommend an Officials' fee schedule to the Executive Committee by July 31st for inclusion in the annual budget which will take effect at the beginning of the next hockey season. The fees will be paid directly by the Association. The Association will pay the Official's fees for all Recreation league games directly to the Officials.
- 8) Maintain a work log on all Association Officials, which may be requested from time to time by the Executive.
- 9) Provide to the Executive written evaluations for all Association Officials at least once yearly.

Director Registrations ("Registrar"):

The Registrar will:

- 1) Organize, supervise and control all registration procedures and will supply each of the Directors designated members of the Executive with master registration lists as soon as reasonably possible.
- 2) Maintain a record and work closely with the Treasurer to ensure all funds are collected and accounted for.
- 3) In conjunction with the President and Treasurer, establish a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the

member cannot participate for a full season and wishes to withdraw.

Director Risk Management:

The Director of Risk Management/Development is responsible for:

- 1) Administering and tracking coaching certification requirements, communicating certification opportunities, and advising Director Coach Coordination and Head Coaches of those coaches and team staff who are not in compliance with certification requirements as determined by HNS.
- 2) Recommending and arranging appropriate training and development courses for coaches. The Director Risk Management/Development should also recommend first aid training and special courses (e.g. power skating) where appropriate.

Tournament Chairpersons:

Tournament Chairpersons shall be appointed by the Executive to provide sanctioned tournaments on behalf of the Association. The Chairperson will submit to the Executive a detailed financial statement of revenue and expenses. All generated funds and invoices for expenditures will be turned over by the Chairperson to the Treasurer (and/or bookkeeper) within a time set by the Executive, for allocation of the proceeds and payment of the invoices.

ARTICLE VIII. COMMITTEES

CDMHA Executive Committee

The CDMHA Executive Committee shall consist of the following CDMHA:

- 1) President
- 2) Vice-President – Clare
- 3) Vice-President – Digby
- 4) Past President
- 5) Secretary
- 6) Treasurer
- 7) Director Coach Coordination
- 8) Director Risk Management

The CDMHA Executive Committee will:

- 1) Review issues arising from Committee members reports as needed.
- 2) Discuss and decide on courses of action to be taken for the efficient administration of the hockey program.
- 3) Deal with disciplinary matters, complaints and appeals outside regular monthly meetings as needed.
- 4) Deal with waiver applications and player movement outside regular monthly meetings as needed.

- 5) Recommend policies and procedures plus resolutions for ratification at the AGM.
- 6) Develop the recommended annual budget.
- 7) Address any other business of a policy, statutory, procedural or financial nature concerning the Association as required.

Nominating Committee:

Made up off five (5) people: Past-President is the Chair, two (2) Vice-Presidents (one is the alternative Chair), and two (2) other people from the community. If either the Past-President or a Vice-President is not available, then people from the community or the Board will be asked. The Nominating Committee will be appointed by the Executive Committee and approved by the Board of Directors.

ARTICLE IX. FINANCIAL POLICY

The CDMHA is a non-profit organization, which will endeavor to operate within pre-established budget guidelines. A deficit budget situation is not acceptable. The financial records of the Association are subject to review including audit as directed by the Executive Committee. Upon written request, the financial statements can be made available within 30 days to any member of the Association.

ARTICLE X. AMENDMENTS

Amendments or alterations to the Constitution or By-Laws may be made only at the AGM of the CDMHA on the following manner:

- 1) by special resolution passed by a majority of not less than two thirds (2/3) of the members the CDMHA entitled to vote, and as present at the AGM of which notice has been given.
- 2) Notice of motion to amend the Articles of the CDMHA Constitution must be provided to the Secretary of the CDMHA at least four (4) weeks prior to the AGM at which it is to be considered.

Amendments and alterations to the CDMHA Policies and Procedures may be made at any meeting to reflect revisions to HNS and Hockey Canada Bylaws, Rules and Regulations

APPENDIX "A"

MAP-CDMHA BOUNDARIES

