

**Prince Edward County
Minor Hockey Association**



**Prince Edward County
Minor Hockey Association
“Constitution”**

Last Approved and Updated at 2012 AGM

Note: any reference to the word "he", "him" or "his" shall indicate he/she, him/her, his/hers in this Constitution.

Table of Contents

| | |
|--|-----------|
| ARTICLE I | 3 |
| NAMES AND INSIGNIA..... | 3 |
| AIMS AND OBJECTIVES | 3 |
| OMHA MANDATE | 3 |
| ARTICLE II..... | 4 |
| THE EXECUTIVE COMMITTEE..... | 4 |
| ARTICLE III | 5 |
| ELECTION OF OFFICERS..... | 5 |
| ARTICLE IV..... | 7 |
| ELIGIBILITY FOR ELECTION..... | 7 |
| ARTICLE V | 8 |
| EXECUTIVE COMMITTEE GUIDELINES..... | 8 |
| ARTICLE VI..... | 9 |
| ASSOCIATION MEMBERSHIP, VOTING MEMBERS AND VOTING..... | 9 |
| ARTICLE VII..... | 10 |
| STANDING COMMITTEES | 10 |
| ARTICLE VIII | 11 |
| DUTIES OF ELECTED OFFICERS, APPOINTED EXECUTIVES AND ALL COMMITTEES..... | 11 |
| ARTICLE IX..... | 12 |
| MEETINGS..... | 12 |
| ARTICLE X..... | 14 |
| CHANGES TO THE CONSTITUTION OF PRINCE EDWARD COUNTY MINOR HOCKEY ASSOCIATION..... | 14 |
| APPENDIX A..... | 15 |
| RECORD OF REVISIONS/AMMENDMENDS TO THE CONSTITUTION | 15 |

ARTICLE I

NAMES AND INSIGNIA

SECTION 1

This organization shall be known as the "Prince Edward County Kings Minor Hockey Association", member of the Ontario Minor Hockey Association. Reference to this association shall be referenced as "PECMHA" in this Constitution and in policies and procedures ("By-Laws") of the Association.

SECTION 2

The Team colors and clothing shall be approved by the Executive Committee for Rep Teams and for House League Teams.

SECTION 3

The PECMHA official names for teams will be "Prince Edward County Kings".

SECTION 4

Aims and objectives:

- A. To encourage, promote, teach and govern minor hockey within the County of Prince Edward.
- B. To promote fair play, sportsmanship, team play, good fellowship and good community spirit.
- C. To provide, through a carefully organized tiered system of competition, an opportunity for every participant to take part and to enjoy the game of hockey at his appropriate skill level.
- D. To encourage excellence positively but without pressure.
- E. To guarantee, through careful control of expenditures and active fundraising, that the cost of participation is maintained at the lowest in order to ensure that involvement in hockey is accessible to all.
- F. To encourage an association with no discrimination.

SECTION 5

All games of this Association shall be played and governed under the rules laid down by the OMHA and the CHA.

ARTICLE II

THE EXECUTIVE COMMITTEE

SECTION 1

The authority to govern PECMHA shall be vested in the PECMHA Executive Committee unless otherwise specifically designated by these presents.

SECTION 2

The Executive Committee shall meet as required and stated in Article IX, Section 4.

SECTION 3

The Executive Committee shall not have the power to alter or amend this Constitution except under the provisions of Article X, Section 1C.

SECTION 4 A

The Executive Committee will consist of President, Vice President, Immediate Past President, Secretary, Treasurer, Registrar, OMHA Contact Person, Referee-in-Chief, Junior House League Convenor, Senior House League Convenor, Equipment Coordinator, Ice Coordinator, Director of Funding/Publicity/Trophies/Banquets/Awards, and Tournament Coordinator. League representatives as required or as appointed, (to represent PECMHA in competition and league play).

SECTION 4 B

The following members of the Executive Committee shall be entitled to vote at Executive Committee meetings: Vice President, Secretary, Treasurer, Registrar, OMHA Contact Person, Referee-in-Chief, Junior House League Convenor, Senior House League Convenor, Equipment Coordinator, Ice Coordinator, Director of Funding/Publicity/Trophies/Banquets/Awards and Tournament Co-ordinator. The President will only vote in order to resolve a decision in the event of a tied vote.

SECTION 5

All PECMHA Executive members and members of Standing Committees, who are required to handle PECMHA funds must be bondable to a figure established by the PECMHA Executive Committee. The person(s) eligible to sign for PECMHA funds to be spent should be President, Vice President, Secretary and the Treasurer.

SECTION 6

Definition of Conflict of Interest: A conflict of interest will be recognized as any executive member(s) that has/have personal interests in the outcome of a motion or committee. The affected member(s) will be asked to remove themselves from voting and/or from their seat on a committee. The discretion of this conflict of interest with regards to participation will lie with the Executive Committee vote and/or with the Committee Chair.

ARTICLE III

ELECTION OF OFFICERS WILL BE CONDUCTED AT THE ANNUAL MEETING OF PECMHA AND SUCH ELECTIONS WILL BE CONDUCTED FOLLOWING THE PROCEDURES ESTABLISHED BY PECMHA EXECUTIVE COMMITTEE. NOMINATIONS SHOULD BE RECEIVED IN WRITING TWO WEEKS PRIOR AND ACKNOWLEDGED BY THE NOMINEE PRIOR TO THE MEETING.

SECTION 1

The President, OMHA Contact Person, Equipment Co-ordinator, Registrar and Director of Funding/Publicity/Trophies/Banquets/Awards will be elected at the Annual Meeting to hold office for a two-year term but may seek re-election. These two year term's will be up for re-election following the EVEN YEARS thereafter.

SECTION 2

The remaining two year term Executive positions, Vice President, Secretary, Treasurer, Coordinator of Ice, Junior House League Convenor, Senior House League Convenor, Tournament Co-ordinator and Referee-in-Chief will be up for re-election every ODD YEAR from the date of their appointment..

SECTION 3

The term of Executive positions will expire on the even or odd year as noted, regardless of whether a vacancy has been filled by Executive appointment or by election at a Annual Meeting in an off year.

SECTION 4

One month prior to the ANNUAL MEETING, Executive members should inform the Executive Committee of their intentions to resign, and stand for nomination for a position on the Executive Committee up for election.

SECTION 5

The immediate Past President will serve for one year, after stepping down as President, the role being an advisor to the Executive Committee having full voting privileges; will conduct election of Executive Committee at the Annual Meeting after their role is finished.

SECTION 6

The Association will discourage the election of spouses to the Executive Committee at the same time.

SECTION 7

Any Executive Member who fails to attend **(2) two** consecutive meetings without legitimate reason and prior notification to the Secretary will be considered to have quit and will be expected to resign. If no written confirmation is received by the next regular meeting, the Executive shall take a vote to instruct the Association's Secretary to advise the member by letter of the Executive Committee's decision.

SECTION 8

All Executive Members will disclose their position with any team within PECMHA at the beginning of the regular hockey season.

SECTION 9

The Executive Committee may appoint a committee of (2). One (1) from the Committee and (1) one from the General Membership at any time to examine and

review the association's financial records, inventoried properties and assets. A written report will be submitted to the Executive Committee upon completion.

SECTION 10

The PECMHA deems a person of good standing who is eligible to stand for election by using the following requirements:

- A. A person who is willing to submit to a background check using the Volunteer screening process from the OPP services.
- A. A person who is in good financial standing with PECMHA.
- B. A person who carries a positive and energetic outlook towards the PECMHA and all of its active members.
- C. A person who is currently suspended from taking part in any OMHA or PECMHA related activities for a length of time of one season or more will not be deemed a member in good standing.

ARTICLE IV **ELIGIBILITY FOR ELECTION**

SECTION 1

To be elected to the office of President, a candidate must have served as a member of the Executive Committee during the year immediately preceding the election, or in the past and be in good standing with PECMHA.

SECTION 2

Any person seeking an elected position with the Association must be in good standing with PECMHA, either in present term or previous years.

SECTION 3

If for any reason an appointed officer fails to complete a term of office, the elected Executive Committee of PECMHA, by majority vote, have authority to appoint a replacement who will hold office for the balance of the term of office only.

SECTION 4

In the event there are no nominations to and no candidates for one or more of the elected positions, the PECMHA elected Executive Committee members shall fill such position (s) by appointment for the remainder of the term of the Executive.

SECTION 5

If for any reason, an elected Executive Committee member fails to complete the term of office elected for, the term of that officer will be completed by an officer elected at the next Association meeting. Eligibility requirements must be adhered to. The Association membership shall be given three (3) weeks notice of such election. Until such election and Association meeting if the vacancy occurs:

- A. In the office of the President, then the Immediate Past President but if this arrangement cannot be completed, then the Vice President will act as an interim President.

- B. In the office of Vice President, then the Executive Committee will elect as an interim Vice President, by majority vote, either a member of the Executive Committee or one of the members of the respective Standing Committee.
- C. In another capacity, the Executive Committee may either, elect an interim officer from members of any Standing Committee or, in its discretion, leave such position vacant until it is filled by election at the Association membership meeting or Annual Meeting.

ARTICLE V

EXECUTIVE COMMITTEE GUIDELINES

SECTION 1

Any member of the Executive Committee may serve as a Coach, Assistant Coach, Team Manager, or Trainer of a PECMHA Rep or House League team. The member must however abide by any conflict of interest guidelines established by PECMHA.

SECTION 2

No member of the Executive Committee shall hold more than one position on the Executive Committee at any one time. However Executive Committee members may be members of more than one Standing Committee or any sub committees established for a specific goal.

SECTION 3

Honorary members of PECMHA may be appointed by the Executive Committee for outstanding dedication and contribution to PECMHA. An Honorary Member shall have no voting rights.

SECTION 4

A recommendation for discharge of any elected member of the Executive Committee may be made by the PECMHA Executive Committee. The president must, within thirty (30) days, under the Articles of this Constitution, call an Association membership meeting where two-thirds (2/3) majority vote of the attending members will be required for a discharge. A discharged member will not be able to run for an elected position for the period of two (2) years.

SECTION 5

Discharge of an appointed member of a Standing Committee, may be made by the Executive Committee by a simple majority vote of the Executive Committee.

SECTION 6

Discharge of an approved member of a Standing Committee can be made by the Executive Committee by majority vote after recommendation by the Chair of that Standing Committee.

ARTICLE VI

ASSOCIATION MEMBERSHIP, VOTING MEMBERS AND VOTING

SECTION I

All members are eligible to vote. These include:

- A. Any Executive Committee Member
- B. Any member of a Standing Committee
- C. Any Past President
- D. A family which there is one or more children all registered in good standing in the Association for the year during which the meeting takes place. In this section, the term "parent" means the natural parent, or a person who has lawful custody of the registered child or children and is 18 years of age or older . (IE. One vote per family)
- E. No person shall be entitled to more than one vote.
- F. Any current carded Team Official affiliated with PECMHA.
- G. A carded player in good standing with PECMHA and 18 years of age or older. This person will be responsible for their family vote.

SECTION 2

The onus of proving that a person is eligible to vote is on the person desiring to vote.

SECTION 3

Non-voting members are:

- A. All players registered in good standing with PECMHA and under the legal age of 18.
- B. Any other person designated in writing by PECMHA as a volunteer worker, whether or not that volunteer receives remuneration from PECMHA.

ARTICLE VII

STANDING COMMITTEES

SECTION I

The following are the Standing Committees of PECMHA

- A. **Coaches Selection Committee** (CSC): comprises of the Vice President, OMHA Contact, either House League Convenor and two approved parties by the Executive Committee who have no conflicts of interest and are impartial as to who the coaches could be.

The CSC Shall recruit and accept applications for coaching staff positions connected with PECMHA. All applicants will be interviewed and answer a grouping of questions prepared by the Vice President.

Upon review all applicants, qualifications, strengths and abilities will be brought forth to the Executive Committee by the CSC and recommendations will be made on each person interviewed. The Executive Committee will

review these recommendations and vote to accept or not the interested parties.

- B. **Constitution/By-laws/Policy and Procedures Committee** : This committee will be as required by the Association and organized by the Vice President.
- C. **Communications/Fundraising Committee**: This committee will be as required by the Director of Funding/Publicity/Trophies/Banquets/Awards for PECMHA.
- D. **Dispute Resolution Committee**: comprises of the Vice President, OMHA Contact, either House League Convenor. Shall handle all conduct and discipline issues involving PECMHA teams, players, team officials and spectators.

After due investigation, interviewing this committee will issue a just decision on each individual case. All disciplinary action will be reviewed by the Executive Committee.

- E. **Trophies/Banquets/Awards Committee**: This committee will be as required by the Director of Funding/Publicity/Trophies/Banquets/Awards for PECMHA.
- F. **Arena Board Committee**: This committee will be represented by the Vice President on behalf of PECMHA.

SECTION 2

The Chair of committees (a - b -d) shall be the Vice President. The Chair of the remaining committees shall be appointed from as necessary by the PECMHA Executive Committee.

SECTION 3

The Chair of the Standing Committees shall be empowered to conduct the usual business of their Committees and shall report on this business to the Executive Committee at the regular Executive Committee meetings.

SECTION 4

Additional committees may be formed by the Executive Committee of PECMHA for various purposes. The structure and mandates for these committees will be for the term of one year from the date of election. These committees are not Standing Committees of PECMHA.

ARTICLE VIII

DUTIES OF ELECTED OFFICERS, APPOINTED EXECUTIVES AND ALL COMMITTEES

SECTION 1

All duties, responsibilities, mandates, policies and procedures will be established and maintained as required by the Executive Committee and will be recorded as policies and procedures as set out in the By-Laws of PECMHA. Access to these records are available to all Members of PECMHA.

SECTION 2

Additions, changes corrections etc., to the Policies/By-Laws/rules and Procedures of PECMHA can be requested by any member of the Association. Requests must be in writing to the President of PECMHA. Requests will be addressed at the Executive Committee level and if further development is required the request will be forwarded to the appropriate mandated committee, defined in the policies and procedures of PECMHA.

SECTION 3

The Executive on a Majority Vote can enact By-Laws at anytime to ensure the effective operation of PECMHA or to meet the objective of PECMHA.

ARTICLE IX **MEETING**

SECTION I

A) The PECMHA Executive Committee meetings shall be held at least once monthly or as determined by Executive Committee business.

The Executive Committee will meet for the purpose of evaluating and determining policies, monitoring finances appropriate to the administrative needs and planning for other needs as deemed necessary for the good of the Association.

The Executive Committee meeting agenda will include:

- A quorum of 50% plus 1 vote of the voting Executive Committee members is required for all resolutions.
- The President or Chair shall cast a vote in the event of a tie vote.
- When a conflict of interest exists or arises between members of the Executive Committee and an issue with which the Executive Committee is dealing, the member(s) shall leave the room during discussion and voting. Such members may state their positions and answer any questions before leaving.

B) Notice of meetings shall be given by the Secretary to each PECMHA Executive Committee member at least seven (7) days prior to the meeting date.

C) Minutes from all Executive Committee meetings shall be made available to Association members within 10 days following approval at the next Executive Committee meeting, via PECMHA website and arena boards

SECTION 2

The financial statement of PECMHA will be tabled for audit by the PECMHA Executive Committee during the Annual Meeting. At which time the financial statement of the Association will be presented for review

SECTION 3

An Annual Meeting will be held by May 31 of each year, on a date set by the PECMHA Executive Committee at which time an election of Executive officers will take place. The New Executive Committee to officially take office the first meeting after the Annual General Meeting. This meeting is to be held within 30 days of the Annual Meeting.

The Annual Meeting agenda will include:

- A. The fiscal year end of the Association shall be April 30th.
- B. Recommended changes in the Constitution of PECMHA will be given and voted on by the membership.
- C. A report by the President of the activities of the Association during the past season shall be given.
- D. A letter of intent shall be accepted from anyone who wishes to stand for election but cannot attend the Annual Meeting.
- E. All elected positions shall be by ballot vote at the Annual Meeting.
- F. Two scrutineers shall be appointed for all balloting. One (1) from the Executive Committee and one(1) from the General Membership.
- G. A simple majority of the membership in attendance and voting is all that is requires to pass all business at the Annual Meeting. The Executive Committee shall be able to rule on any issues not covered in the Constitution.
- H. Proposed amendments to the Constitution and By-Laws must be submitted in writing to the Secretary at least two weeks prior to the Annual Meeting and must bear the proposer's name.
- I. All By-Laws passed by the Executive Committee for the current year will be brought forward for discussion. A majority vote of the General Membership may enter the By-Law into the Constitution if deemed necessary.
- J. The agenda for the Annual General Meeting will be made available to Association members at least 7 days in advance of the meeting.
- K. *Draft Minutes* from the Annual General Meeting will be made available to Association members within 10 days following the meeting, via PECMHA website.

SECTION 4

Notice of Special General Meeting called by the President to be given at least two (2) days in advance. At the PECMHA committee meetings, a quorum of seven (7) voting members (other than the President) must be present before a motion can be carried.

- A. The Executive Committee may, whenever they deem necessary and they shall upon requisition in writing by 50% or more accredited members convene a GENERAL MEETING.
- B. Upon receipt of such requisition, the Executive Committee shall forthwith convene a General Meeting within 14 days of receipt of the requisition. The requisitioner or any other 50% of accredited members may themselves convene a General Meeting. The requisitioner shall express the object of the

- meeting so called and shall be delivered to the Association's Secretary. Any meeting called in pursuance to a requisition by a member(s), no business other than stated on the requisition, as the object of the meeting shall be transacted.
- C. If a motion is carried out by non Executive Committee members, the results of said motion shall be presented to the Executive Committee at their next meeting with a recommendation for the Executive Committee to review.
 - D. The Constitution of the Association shall not be altered unless at the Annual Meeting or a specially convened, Special General Meeting duly called by the Executive Committee for that purpose.

ARTICLE X

CHANGES TO THE CONSTITUTION OF PRINCE EDWARD COUNTY MINOR HOCKEY ASSOCIATION

SECTION 1

- a. 1a) Changes to the Constitution may be made only at the Annual Meeting or a specially convened, Special General Meeting duly called by the Executive Committee for that purpose.
- b. 1b) Changes to the By-Laws may be made at any general membership meeting or Executive Committee meeting.
- c. 1c) Any non-material changes to the Constitution and or By-Laws such as typo's, name changes (e.g. CAHA to CHA) or deletion of sections no longer applicable, may be made by the PECMHA Executive Committee at any Executive Committee meeting providing there is a quorum and a two thirds majority vote in favour of the proposed change.

SECTION 2

A quorum of sixteen (16) members will be required with at least a two-third (2/3) majority vote of the attending members at the Annual General Meeting or any Special General Meeting to approve a change to the Constitution.

SECTION 3

A notice of proposed changes in the Constitution may be made available upon request to all association members just prior to the Annual Meeting. Additional changes may be made presented at the meeting itself by the President without previous notification.

SECTION 4

The Executive Committee may adjourn any motion for amendments to the Constitution and or By-Laws, which it deems, in its arbitrary discretion, may be against the best interests of all members of the Association, but only to the next Annual Meeting.

APPENDIX A – Record of Revisions/Amendments to the Constitution

June 19, 2007 – Made minor format changes such as addition of proper “footer” and correction of “Table of Contents” page numbers to align with current document.

June 4, 2008 – As per motion passed at 2008 AGM, the following text was removed from the **Table of Contents, ARTICLE III**: **“WILL BE CONDUCTED AT THE ANNUAL MEETING OF PECMHA AND SUCH ELECTIONS WILL BE CONDUCTED FOLLOWING THE PROCEDURES ESTABLISHED BY PECMHA EXECUTIVE COMMITTEE. NOMINATIONS MUST BE RECEIVED IN WRITING TWO WEEKS PRIOR AND ACKNOWLEDGED BY THE NOMINEE PRIOR TO THE MEETING. NOMINATIONS FROM THE FLOOR WILL NOT BE ACCEPTED”**

June 4, 2008 –As per motion passed at 2008 AGM, in ARTICLE X – SECTION 2, the number for quorum was changed from ~~thirty (30)~~ to sixteen (16).

May 21, 2009- As per motion passed at 2009 AGM - Add Position of Tournament Coordinator to Article 2 Sections 4(a) and 4(b) and Article 3.

May 26, 2010-) *...to change the name of the “Disciplinary Committee” to the “Dispute Resolution Committee”*

May 18, 2011- *Add to the executive the position of Junior House League Convenor and Re-name House League Convenor to Senior House League Convenor*

-Merger the Director of Fundraising and Publicity with the Director of Trophies/Awards and Banquets

-Add Constitution: Article II, Section 6 (Defining a Conflict of Interest)

Proposal: A conflict of interest will be recognized as any Executive Committee member(s) that has/have personal interests in the outcome of a motion or committee. The affected member(s) will be asked to remove themselves from voting and/or from their seat on a committee. The discretion of this conflict of interest with regards to participation will lie with the Executive Committee vote and/or with the committee chair.

May 17, 2012 - *A Definition of a Member. Article III, Section X was changed. Some consistency, punctuation, capitalization were also changed.*