

# Mattawa Minor Hockey Association

## CONSTITUTION

2023-2024



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## Article 1.0 – NAME

The name of the organization shall be the Mattawa Minor Hockey Association hereinafter referred to as MMHA.

## Article 2.0 – AUTHORITY

The MMHA shall operate under the playing rules of Hockey Canada, the Ontario Hockey Federation, the Northern Ontario Hockey Association and the Nipissing District Hockey League constitution, bylaws and rules.

## Article 3.0 – COMPOSITION

The MMHA shall be composed of the following teams providing organized hockey for children which include:

- U7/Initiation
- U9
- U11
- U13
- U15
- U18

## Article 4.0 – PURPOSE

The purpose of the MMHA is to promote, govern, encourage, develop and improve minor hockey in the Mattawa area.

## Article 5.0 – OBJECTIVES

- 5.1 To offer a program that is affordable to any person wishing to participate.
- 5.2 To offer a program which encourages equal opportunity for all participants.
- 5.3 To provide supervision and direction for all members, supporters and teams.
- 5.4 To offer a program that will provide the essential skills and leadership so that the participants can compete at a level suitable to their skills and needs.
- 5.5 To promote good behaviour in all players, coaches, managers, parents and members and to stress respect for the opposing team and game officials.

## Article 6.0 – BOUNDARIES

The boundaries of the MMHA shall be defined as the boundaries of the Towns of Mattawa, Rutherglen and Deux Rivieres and the Townships of Calvin, Papineau-Cameron and Mattawan.

## Article 7.0 – MEMBERSHIP

7.1 The members of the MMHA shall be composed of the elected and appointed Board of Directors, honorary members, sponsors, registered players, parent(s) and guardian(s), coaches, trainers and managers, all of whom shall agree to abide by and comply with the constitution of the MMHA.

### 7.2 Conduct

All members of the MMHA shall conduct themselves in a respectful, courteous and friendly manner at all times.

7.3 Player membership fees shall be determined by the Board of Directors by July 31th of the calendar year.

7.4 Player membership shall be renewed annually by the payment of registration fees. Registration fees must be paid in full by October 15. For players with unpaid fees after October 15, they will not be permitted to participate in any practices, games or tournaments. Refunds will be granted according to the date the written request is received by MMHA and the following: An administration fee of \$50.00 will be applied to refunds before October 15. A \$75.00 will be applied after October 15. No refunds will be provided after December 31.

7.5 The term of non player membership shall be annually from June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following year.

### 7.6 Honourary Members

- Shall be an honour that can be bestowed by the MMHA. Shall be awarded only for the very distinctive services to the MMHA.
- Shall have the privileges of any members of the Board of Directors of the MMHA, being eligible to serve on all committees in an advisory capacity.

## Article 8.0 – BOARD OF DIRECTORS

8.1 The affairs of the MMHA shall be managed by the Board of Directors which shall be elected annually for the period of June 1<sup>st</sup> of the current year to May 31<sup>st</sup> of the following year;

and is comprised of:

- President
  - Vice President (Registration)
  - Treasurer
  - Secretary
  - Director of Referee/Timekeeper/Scheduling
  - Director of Fundraising
  - Director of Equipment
  - Director
  - Director
- Past President; and

### 8.2 Election of the Board of Directors

Members of the MMHA may make nominations to the Board of Directors at the Annual Banquet/Awards Reception or Annual General Meeting. Nominators and Nominees must be over the age of 18 years and be members of the MMHA in good standing.

8.3 Nominees will be contacted in order to seek their approval to stand for election.

8.4 On a date following the Annual Banquet/Awards Reception, but before the beginning of the next term, June 1<sup>st</sup>, an Annual General Meeting of all MMHA members will take place. All members present in good standing, over the age of 18 may vote by ballot for the Board of Directors.

8.5 Notice of the call for Nominations to the Board of Directors, the Annual Banquet/Reception and the Annual General Meeting of the Members shall be given by publication of a notice on the MMHA website and local paper(s) at least two (2) weeks prior to the meetings.

## 8.6 Officers/Executive

At the beginning of each term the Elected Directors of the Board shall appoint the following Officers/Executive from amongst themselves, the President, Vice President, Treasurer and Secretary.

## ARTICLE 9.0 – RESPONSIBILITIES OF THE BOARD

9.1 Shall oversee all activities within the MMHA.

9.2 All Board of Director members must attend a minimum of 75% of board meetings in a season, if unable to meet this minimum requirement without just cause, the President will inform them that their membership to the Board of Directors is terminated.

9.3 Members of the Board are required to maintain confidentiality on all matters brought before and discussed by the Board.

9.4 Each Board member, on being appointed, is required to sign a Confidentiality agreement stating the same.

9.5 It is the duty of the Board of Directors to fill any vacancy on the Board that may occur during the term.

9.6 Such replacement shall be made by the majority vote of the Board Directors.

9.7 Shall ensure that all league teams operate with proper equipment and proper uniform.

9.8 Three (3) members of the Board shall act as the discipline committee.

9.9 All fundraising activities to support MMHA teams and activities must be approved in advance by the Board, no individual team fundraising will be supported in the MMHA.

## Article 10.0 – DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

### 10.1 President

- Shall preside at all meetings of the Board.
- Shall be an ex-officio member of all committees of the MMHA.
- Shall oversee the operations of the MMHA and ensure that it operates in a functional and responsible manner.
- Shall be in charge of the publicity and public relations of the MMHA.
- Shall call the meetings when necessary or at the request of two (2) members of the Board.
- Shall act as signing officer.
- Shall co-represent or designate co-representation at the monthly NDHL meetings.
- Shall be in charge of all fundraising activities including the annual sponsorship drive.

### 10.2 Vice President

- Shall perform all duties of the President in their absence.
- Shall act as a liaison between all MMHA teams and the Board, and shall bring expressed concerns to the Board's attention, if and when required.
- Shall be in charge of rules and discipline.
- Shall be in charge of creating a Discipline Committee.
- Shall accompany the President when decisions and rulings are explained to the concerned.

### 10.3 Treasurer

- Shall keep an accurate and up-to-date record of all monies received and dispersed by the MMHA. Shall issue receipts for all funds received.
- Shall disburse all payments by cheque, electronic payment, or petty cash.
- Shall act as first signing officer of the MMHA along with the President or the Vice President.
- Shall have the MMHA books audited, as required, and prepare a financial report for the Annual General Meeting.

#### 10.4 Secretary

- Shall inform the Board members of time, location and agenda of all meetings. Shall record all minutes of all Board meetings.
- Shall maintain an accurate record of the proceedings of the MMHA including Board member attendance.
- Shall maintain a filing system of all official correspondence pertinent to the MMHA.
- Shall publish a notice at least two weeks prior to accepting nominations at the Annual Banquet/Awards Reception and the elections at the Annual General Meeting.
- Shall be responsible for annual player registration and payment follow-up.

#### 10.5 Director(s)

- Shall be responsible for the repairs and maintenance of all MMHA assets including:
  - Office
  - Dressing room
  - Trophies and trophy case
  - Banners
  - Lockers
  - Equipment and uniforms
  - Internet liaisons
  - Annual Banquet/Awards Reception.
  - Shall participate in fundraising activities.
  - Shall participate in MMHA events.
  - Other duties as assigned

#### 10.6 Immediate Past President

Shall have full voting privileges and shall act as advisor to the Board of Directors in the interest of continuity.

## Article 11.0 – BOARD OF DIRECTORS MEETING

11.1 Every Board of Director meeting shall follow an order of business:

- Call to order
- Declaration of Conflict of Interest
- Approval of Agenda
- Approval of Previous Minutes
- Standing Items
- Business Arising
- New Business
- Date and Time of Next Meeting

11.2 All voting shall require a quorum and a vote of 50% plus one of the membership of the Board of Directors.

## Article 12.0 – VOTING

### 12.1 VOTING DELEGATES

The executive will appoint the required number of voting delegates to all organizations with which they are affiliated.

### 12.2 VOTING

12.2.1 All members of the MMHA will have a vote at the annual, general and any special meetings of the MMHA.

12.2.2 There will be no vote by proxy.

12.2.3 Voting for the election of officers at the annual meeting will be by secret ballot.

12.2.4 Any member of the Association is eligible for nomination for any Officer position, with the exception of the President position. To be eligible for the President's position, the member will have had to serve on the executive committee for a minimum of one season (June 1 to May 31st).

## Article 13.0 – COACHES, TRAINERS, MANAGERS

- Shall be appointed annually by the Board of Directors.
- Shall act as advocate for their respective teams.
- Shall be certified coaches and/or trainers as determined by the NOHA.
- Shall provide supervision and direction for all Members, players teams.
- Shall inform the Vice President of all concerns or problems
- Shall inform the MMHA Vice President in writing with their intent and description of proposed event or activity.
- Where applicable, shall be responsible to confirm departure with First Student the day prior to their game.
- Where applicable, shall be responsible for supervision of the team on bus.

## Article 14.0 – REFEREE /TIMEKEEPER/SCHEDULING CONVENOR

- Shall be appointed annually by the Board of Directors.
- Shall ensure that the NDHL Referee scheduler is notified of any changes in the dates or times of games.
- Shall be responsible for scheduling and rescheduling of all MMHA games.
- Shall ensure that Time Keepers are scheduled for each game.

## Article 15.0 – SPECIAL MEETINGS

15.1 Special meetings may be called by the President at any time.

15.2 The President shall advise all Board members of the time, date, place and purpose of any special meetings.

## Article 16.0 – DISCIPLINE COMMITTEE

The Discipline Committee shall conduct themselves and their investigations as per the MMHA Discipline Committee Guidelines.

## Article 17.0 – AMENDMENTS TO THE CONSTITUTION

17.1 Shall be made at any Board of Directors Meeting providing that all members are present.

17.2 All amendments to the constitution must be unanimous.

## Article 18.0 – DISSOLUTION

That upon the dissolution of the MMHA, and after the payment of its debts and liabilities, its remaining property should be distributed or disposed of to charitable organizations which carry on their work solely in Ontario.

## Article 19.0 – EFFECTIVE DATE

The effective date of the MMHA Constitution is: June 1, 2023

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Dexture Sarrazin

President

