

# CONSTITUTION

## SEXSMITH MINOR HOCKEY ASSOCIATION

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## Introduction and Philosophy

All organized sports from the ages of 5 to 18 years should give the young person the opportunity to compete in his own age group, under controlled conditions, that are designed to teach the basic fundamentals of that sport, develop personal skills, instill the attitude of good sportsmanship and promote behavior that is socially acceptable.

These basic concepts apply to Minor Hockey as they do to any other sports.

When interests such as developing a player for professional hockey begin to encroach on these fundamental ideas of Minor Hockey, then a serious second look must be taken at that player.

A talented young person will develop into a good hockey player regardless of any special attention given to him/her. This special attention, in many instances, is detrimental to the team. It may be appropriate for this player to look outside this organization for future development.

## Sportsmanship

The term may be applied to life in general: persons who can win without boasting and lose without offering excuses.

Sportsmanship demands honesty, fair play, co-operation, competitive spirit, respect for authority and rules, acceptance of responsibility and respect for others.

A person can show good sportsmanship in many ways not connected with sports, because sportsmanship is an important part of good citizenship.

# Constitution

## Article I – Name

This organization shall be known as the Sexsmith Minor Hockey Association operating under the name Sexsmith Minor Hockey Association.

## Article II – Aims

The Sexsmith Minor Hockey Association (Hereinafter referred to as SHA or The Association) is a volunteer, non-profit organization whose purpose is to provide every young person in the Sexsmith area of suitable age, the opportunity to participate in hockey within his/her own age group, regardless of ability; so that he/she may develop character, sportsmanship and hockey skills to the best of his/her ability under controlled conditions.

No young person shall be prevented or suspended from playing hockey should special circumstances render that person unable to pay the required registration fee. The Executive shall hear all of such special circumstances. However, there must be an intention to pay through a means set up by the Executive of SMHA.

The Association's aims are:

- i) To instill pride and satisfaction by teaching the responsibilities of working as a team, contributing equally to the team to the best of their ability and sharing equally in the team's accomplishments and failures.
- ii) To teach and impart the importance of fair play, good sportsmanship, socially acceptable behavior, and the necessity that all individuals abide by the rules of the game and the regulations of SMHA.
- iii) To enjoy and obtain satisfaction from participating in a worthwhile endeavor.

## Article III – Objectives

The objectives of the Association are to promote, govern and improve organized amateur hockey as follows:

- i) To foster among its members, supporters and teams general community spirit.
- ii) To promote, maintain and increase the interest in minor hockey in the community.
- iii) To establish procedures, policies and rules for achieving the aims and objectives of the Association.
- iv) To provide adequate playing facilities and equipment to operate the program.
- v) To ensure the financial well-being of the Association.

## Article IV – Definitions

Providing the context does not otherwise dictate the terms listed shall be defined as:

Associations	Sexsmith Minor Hockey Association (SMHA) Hockey Alberta (HA) Canadian Hockey Association (CHA)
Current Season	Commences on registration date, as announced and terminates at the Annual Fall Meeting.
Members	Members in good standing as set out herein, enjoying the benefits as conferred herein.
Majority	One vote more than fifty percent (50%) of the votes cast.
Special Resolution	Seventy-Five percent (75%) of the votes cast.
Players	Registered player members in good standing
Notice of Meetings	Notice either given personally, in writing, or by media advertising as decided by the Executive.
Rules	All policies and directives approved by the Executive in writing, governing the operation of the Association.

## Article V – Amendments to the Constitution

The Constitution of the Association shall not be altered except at the Fall Annual General Meeting. Any amendments to the Constitution shall be made only at the Annual General Meeting and by Majority of the members present and voting thereon.

## Article VI – Membership

Membership of the Association shall consist of three categories: Active, Associate and Honorary.

1. Active Membership – Any parent who is a member in good standing with the Association or any player registered with the Association:
  - i) Every member shall be bound by and submit to the Constitution and Rules of the Association.
  - ii) A member shall be deemed to be in good standing when he or she has paid the current annual registration fee in the Association for one or more players.
  - iii) Any member who desires to withdraw from membership in the Association may notify any member of the Executive of such notice the member shall cease to be a member.
  - iv) Any parent or guardian in good standing or any registered player with the Association is a member.
2. Associate Membership – Any person who holds the position of coach, manager, commissioner or position on the Executive during the season in which they serve in that capacity. All Associate members shall be entitled to all rights and privileges awarded a member in good standing.
3. Honorary membership – Any person who has made an outstanding contribution to the welfare of the Association may be granted honorary membership by the Executive. Any member in good standing may submit nominations for Honorary Membership in writing to the Secretary of the Executive. All Honorary members shall be entitled to all rights and privileges awarded a member in good standing.

## Article VII – Suspension and Expulsion of Members

- i) The President shall have the right, without notice, to suspend any member of the Association for any violation of the Constitution or Rules of the Association. The member so suspended shall have all of his/her rights of membership in the Association maintained until the suspension has been approved by the Executive as provided in Article VII ii) hereof.
- ii) The Executive shall have the power by a vote (special resolution) to expel or suspend any member whose conduct shall have been determined by the Executive to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution or Rules of the Association. No member shall be expelled without being given the opportunity to be heard by the Executive at a meeting specifically called for that purpose. The said members and the Executive shall be given not more than seven (7) days after the suspension to hold this meeting. If the member does not attend, pursuant to that notice without having given a reasonable excuse, the Executive shall proceed with the meeting and the member shall be subject to the ruling made thereat.

## Article VIII – Affiliation

- i) The Association shall maintain good standing in its affiliation with Hockey Alberta and shall observe all laws, rules and regulations as set forth by Hockey Alberta alone and in conjunction with the Canadian Hockey Association. The Association shall give representation at the Hockey Alberta meetings.
- ii) The Executive shall appoint a representative or liaison as required for the Hockey Alberta or Canadian Hockey Association meetings.

## Article IX – Meetings

- i) General Meetings – The Association shall have two Annual Meetings, one in the spring and one in the fall. A quorum shall consist of 25 members of the Association.
  - a) The Annual Fall meeting shall be held within two weeks of the August 31<sup>st</sup> registration deadline. The purpose of the meeting is to provide:
    - 1. Executive reporting on past season
    - 2. Elections of Executive members for the upcoming season
    - 3. Presentation of financial statements of the current season
    - 4. Amendments to the Constitution and the Handbook
    - 5. Any other member input as approved by Executive
  - b) The Annual Spring meeting shall be held within 3 weeks of the termination of the active hockey season. The purpose of the meeting is to provide:
    - 1. Feedback from members
    - 2. Return of Jerseys

The Association shall hold 2 Annual Meetings, one in the spring and one in the fall.

- ii) Special meetings may be called by a quorum of the Executive with not less than twenty-four hours notice. A quorum for the meeting shall consist of 25 members of the Association in attendance.
- iii) Executive meetings: meetings of the Executive shall be held as often as the business of the Association requires and shall be called by the President (or any three members) of the Executive. A quorum for Executive meetings shall be at least 50% of elected members. There shall be not less than one (1) meeting per month from August – April to be held at a regular predetermined time.
- iv) Order of business: The order of business at all meetings shall be set out by the President in an orderly fashion to facilitate the meeting process, yet assuring an opportunity for all members to give input at General, Special, and Executive meetings.

## Article X – Voting

- i) Executive members only shall have the power to vote at Executive or Special meetings called for the Executive.
- ii) All members in good standing with the Association shall be eligible to vote at any General meeting.
- iii) A voting member of the Association must be 18 years of age or older. Players are not eligible to vote at the General meetings or any Special meetings but are welcome to attend.
- iv) There will be no proxy votes allowed at any meeting of the Association.
- v) Except where the President deems inappropriate, voting shall be done by a show of hands.
- vi) At the Annual Fall meeting, nominees for the Executive receiving the most votes shall be elected.

## **Article XI – Nominations**

- i) Any member in good standing shall have the privilege of nominating a representative for each elected office of the Association.
- ii) Nominations may come from the floor, but where the nominee is not in attendance, his/her written consent must be presented.
- iii) If there are two or more people nominated for a position, the nominees must make a statement regarding his/her stand on what they want to accomplish with the position for that term.

## **Article XII – Executive (Elected)**

- i) The elected Executive shall consist of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Registrar
  - Ice Coordinator
  - Equipment Manager
  - Manager Coordinator
  - All Peace Rep
  - Ag Rep
  - Ref Coordinator
  - Fundraiser/Bingo Coordinator
  - Sponsorship
  - Website Coordinator



If no director is deemed to be suitable for any of these positions, the President shall be empowered to appoint a suitable member to act in that capacity on a majority vote of the Executive, to a maximum of 7 positions.

- ii) The non elected members of the Executive shall consist of:
  - a representative from each hockey team in Sexsmith Minor Hockey
- iii) The elected Executive shall hold office until the conclusion of the next following Fall Annual General Meeting.
- iv) No member of the Executive or any member of this Association shall be paid for his/her services.
- v) The Executive shall be responsible for conducting the business and administration of the Association.
- vi) The Executive shall have complete control of minor hockey activities including minor hockey teams, minor hockey team officials, referees, and all other members of the Association and shall be empowered to carry out policies and make such rules as required.
- vii) The Executive shall have the authority to remove or dismiss any member of its own body by special resolution whose conduct shall have been determined by the Executive to be improper, unbecoming, or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution or Rules of the Association.
- viii) The Executive shall be empowered to establish registration fees for all levels of play.
- ix) The Executive is empowered to appoint coaches to various teams.
  - a. All coaching applications must be received by any SMHA Executive no later than August 31.
  - b. A head will be selected for each division by the Executive based on coaching applications that were received.
  - c. All team staff will be required to submit a criminal record check to the SMH President
- x) The Executive shall appoint an auditor to annually audit the books of the Association at a time prior to the Annual Fall Meeting.
- xi) The signing officers for the Association shall be any two of the President, Treasurer, Registrar or Secretary.
- xii) No two family members on the Executive shall share signing authority.
- xiii) For the protection of Sexsmith Minor Hockey and the Executive, no separate bank accounts shall be set up by any specific teams within SMHA. All monies shall go through the SMHA Treasurer.

## **Specific Duties of the Executive**

### **President**

The President within the jurisdiction of the Association shall have the power to:

1. Preside over all meetings
2. Decide all questions of order and conduct all meetings in a businesslike manner
3. Ensure all members of the Executive perform their duties in adherence to the Constitution and Rules of the Association
4. Be the spokesperson for the Association
5. Sign as a signing officer of the Association
6. Exercise the powers of the Executive in case of emergency
7. Suspend teams, team officials, or players and notify the Executive to resolve the issue within seven (7) days of the suspension.
8. Not vote on any question unless the members are equally divided in which case the President shall cast the deciding vote
9. Sit on all committees as an ex-officio voting member

### **Vice President**

The Vice President shall:

1. In the absence of the President, or in the event of his/her inability to act, have and exercise all the powers of the President
2. Co-ordinate all technical programs outlined by the Executive and shall serve as Technical Director in this capacity
3. Shall attend and be authorized to vote at all League meetings on behalf of the Association
4. Reports to Executive all changes to the rules of the League and all information from League meetings

### **Secretary**

The Secretary shall:

1. Perform all general secretarial duties, attend and record minutes of all meetings called by the President and relieve the Executive of routine details whenever possible
2. Report to the Executive of such matters that he/she feels to be of importance. Shall publish notice of the Annual meetings (spring and fall) at least three (3) weeks before each meeting

3. Make available minutes of all meetings to the Executive within seven (7) days
4. Document all incidents requiring disciplinary action taken against any member of the Association
5. Sign as signing officer of the Association
6. Give notice of meetings to all members of Executive at least twenty-four (24) hours in advance

### **Treasurer**

The Treasurer shall:

1. Keep an accurate record of all monies received and disbursed, and deposit all monies in the bank
2. Ensure that all monies held in trust be maintained in a separate account
3. Ensure the annual audit is performed on the finances of the Association prior to the Fall General Meeting
4. Provide a financial report at all Executive and General meetings and provide an audited financial statement for the Fall General Meeting
5. Prepare an annual budget under the direction of the elected Executive
6. Sign as a signing officer of the Association

### **Registrar**

The Registrar shall:

1. Annually co-ordinate the registration process
2. Maintain a record of team rosters (players and officials) for all teams in the Association
3. Annually co-ordinate the registration of players and team officials
4. Keep accurate records on the players
5. Be the liaison between the Association and Hockey Alberta
6. Apply for travel permits and sanctions for the Association
7. Sign as a signing officer of the Association

### **Ice Coordinator**

The Ice Coordinator shall:

1. Schedule all ice requirements in co-operation with the All Peace League Representatives
2. Serve as the liaison and attend meetings with the Arena Manager or any organization deemed necessary for the purpose of ice rental

## **Fundraising/Bingo Coordinator**

The Fundraising/Bingo Coordinator shall:

1. Approve all fundraising
2. Co-ordinate all fundraising on behalf of SMHA
3. Approve of and assist with individual team fundraising efforts where required
4. Co-ordinate bingo teams and ensure bingos and casinos have adequate staff
5. Monitor bingo and casino staff to ensure all rules and regulations are followed
6. Maintain care and control of all bingo deposit cheques and fundraising deposit cheques once passed from the registrar

## **Sponsorship Coordinator**

The Sponsorship Coordinator shall:

Team Sponsorship

1. Ensure that each team has a team sponsor. If not then obtain sponsorship for them.
2. Ensure that team managers are notified of their sponsor and that all team jerseys have the sponsor name bars on them. If there are not enough sponsor name bars for the jerseys, then more will need to be ordered by the equipment manager

Equipment Sponsorship

1. Actively pursue equipment sponsorship at \$1000/year for a commitment of 5 years
2. Once sponsorship has been obtained their name/logo will be placed on the boards on the ice surface for a term of 5 years

## **Equipment Manager**

The Equipment Manager shall:

1. Take inventory at the beginning and end of the hockey season
2. Have control over buying of all equipment and first aid supplies
3. Maintain and replace equipment as necessary to maintain serviceability
4. Mark all equipment with "Sexsmith Minor Hockey"
5. Arrange for a set of Jerseys for each team in the Association

## **All Peace Rep**

The All Peace Rep shall:

1. Act as a liaison between the Association and the All Peace League
2. Attend all All Peace League Meetings and represent SMH at those meetings

## **Manager Coordinator**

The Manager Coordinator shall:

1. Have a meeting with all team managers at the beginning of the year to explain what the manager's duties are
2. Be available to the team managers to answer any questions they may have throughout the season and if the manager coordinator does not have the answer then he/she must investigate so that the answer is found
3. Pass along information that may arise throughout the hockey season to the managers
4. Act as a liaison between the Executive and the managers
5. Encourage the managers to attend the monthly Executive meetings
6. Be responsible for maintain, updating, distributing and collecting of manager's binders

## **Ref Coordinator**

The Ref Coordinator shall:

1. Responsible for booking suitable referees for all SMH home games
2. Responsible to ensure that all referees within SMH are given games in a fair and equitable manner
3. Responsible to report to the Executive, any concerns from referees
4. Responsible to ensure that all referees are aware that they must record game information in the receipt book provided in the referee room
5. Responsible to obtain current name and address from referees and forward this information to the Executive Treasurer for remuneration purposes
6. Be knowledgeable about the current referee rates for all levels as provided by Hockey Alberta

## **Ag Rep**

The Ag Rep shall:

1. Attend all Ag Society meetings as a representative of SMH
2. Act as a liaison between SMH and the Ag Society

## **Website Coordinator**

The Website Coordinator shall:

1. Be responsible for updating and maintaining the Sexsmith Minor Hockey Website
2. Ensure that all necessary forms are updated with each season
3. Be the contact for the ice scheduler, executive members, managers or coaches that are requesting information to be updated
4. Be responsible for reporting team or association information to local paper and/or media

## **Non Elected Executive members**

### **Coaches**

The coaches shall:

1. Carry out the duties assigned to them by the Executive
2. Adhere to the attached outline given re: Coaches Responsibilities or any other guidelines approved by the Association Executive
3. Organize the participants of each team with the Assistant Coach(es)
4. Return all Association equipment and supplies to the Equipment manager at the end of the season
5. Attend no less than three (3) Executive meetings a year

## **Article XIII – Motions to Re-consider**

- i) In all matters brought before the Association, decisions and rulings of the Executive are final and there is no recourse for any appeal. However, any person, player or team may apply in writing to have the issue reconsidered at the next following Executive meeting.
- ii) The Executive, at its discretion, may grant a hearing to any such person and may, at their discretion, alter any previous decision or ruling.

## Article XIV – Signing and movement of Players

- i) Players shall not register in a level of hockey within the Association above or below his/her age group

Hot Dog Level	ages 5 and 6
Novice Level	ages 7 and 8
Atom Level	ages 9 and 10
Peewee Level	ages 11 and 12
Bantam Level	ages 13 and 14
Midget Level	ages 15 – 17
Girls	ages 17 and under

- ii) In a special case; however, the request to move up or down would have to come in writing to the Secretary. A special meeting of the Executive would be called. Each case would be treated on an individual basis. Neutral evaluators will evaluate the player and give recommendations to the Executive on which to vote.
- iii) A birth certificate or proof of birth must be produced upon registration of any new player in the Association. Alberta Health Care number and legal land description must always be provided.

## Article XV – Auditors

The Executive shall have the authority to select an auditor or auditors to make a report in writing to the Executive on the account examined by them and on every balance sheet and statement of income and expenditures at the Annual Fall Meeting.

## Article XVI – Corporate Seal

The Association does not have a corporate seal

## Article XVII – Boundaries

The boundaries of SMHA are defined by HA and are specified on the attached map. SMHA will accept registration from members in good standing within the SMHA Boundary limits. Import registrations will be reviewed by the Executive with the approval of HA on an individual basis.

## **Article XVIII – Player Eligibility**

Where, upon completed registrations, there are enough players to constitute two full teams, at the Atom level and higher, these teams will be determined by ability, the players having been evaluated by Neutral evaluators in conjunction with a coach. The higher ability team will be entered in Tier 2 of the All Peace League, as per All Peace League rules and regulations. The second team will be entered in Tier 4 of the All Peace League as per their ability. Movement to a different tier will be determined by a team's head coach.

## **Article XIX – Inspection of Books and Records of the Association**

The Executive shall, from time to time, determine whether and to what extent and t what times and places and under what conditions or regulations, the accounts and books of the Association or any of them shall be open to inspection of members not being Executive members. No member, not being an Executive member, shall have the right of inspecting any account or book or document of the Association except as conferred by law or authorized by the Executive, whether previous notice thereof has been given or not.

## **Article XX – Rules of Order**

The official rules of order for the transactions of business at all meetings shall be Robert's Rules of Order. In those instances where Robert's Rules of Order conflicts with the SMHA Constitution or Rules of the Association, the SMHA Constitution or Rules of the Association shall take precedence.

## **Article XXI – Dissolution**

Upon the dissolution of the Association and after the payment of all debts and liabilities, the remaining property of the Association shall be distributed or disposed of to charitable organizations, or the organization, the objects of which are beneficial to the community.