



Hamiota Minor Hockey Association

Constitution

Revised September 2009

Revised September 2023

Article 1

- a) This organization shall be known as the Hamiota Minor Hockey Association
- b) The objectives of this organization are to promote, govern and improve organized minor hockey in the Town of Hamiota;
 - I. To foster among its members, supporters and teams a healthy community spirit;
 - II. To maintain and increase the interest in hockey;
 - III. To have and exercise general care, supervision and direction over the playing interests of its teams and players.

Article 2

The Constitution of Hamiota Minor Hockey Association cannot be altered except at an Annual meeting. The notice of the proposed alteration shall be given to the secretary in writing at least one month before the day of the meeting, and shall immediately notify the Executive Committee of the proposed changes. The Executive will make public notification of the proposed alteration. An amendment to this Constitution can only be made at an Annual Meeting by a two-thirds majority of the members voting thereon.

Article 3

- A. The Membership of the Association shall consist of:
 - I. Parent or guardians of all players registered for any the teams under its jurisdiction.
 - II. Coaches and managers of all teams under its jurisdiction
 - III. Executive Members
 - IV. Other appointed officials

Article 4

- a) The Executive shall consist of at least five members. Executive offices shall include the President, Vice-President, Secretary, **Treasurer, Registrar (Treasurer/Registrar can be 1 position or split)** and Equipment Manager. **New positions as of 2023 will be Player Development and Social Media. These new positions will form only if have candidates to fill. If filled they will form part of the executive for that year.**
- b) The Vice-President, upon completion of his two-year term, will assume the position of President for a two-year term.
- c) One half of the Executive shall be elected at each Annual Meeting for a period of two years as follows;
 - I. Odd years – Treasurer/Registrar and Secretary
 - II. Even years – President, Vice-President and Equipment Manager
 - III. **Year to Year – RIC, Player Development and Social Media**

BY-LAW ONE – EXECUTIVE OFFICER’S DUTIES

The Executive shall have power to:

- a) Control the affairs of the Association. It shall have power to fill any vacancy that might occur in its members and to amend or alter regulations of the Association and of any league or championship competition.
- b) Suspend or discipline any Executive member, coach, manager, player, parent, fan, referee, or other official connected with the Association.
- c) Spend funds of the association. Expenditures above \$1000 shall require a recorded vote of the executive.

BY-LAW TWO – MEETINGS

- a) The Annual Meeting of the Association shall be held prior to the end of September. The Annual Meeting shall deal with elections, constitutional changes or special items of business decided by the executive.
 - I. The President shall call Executive Meetings during the hockey season.
 - II. At the request of three Executive Members the President shall call a special meeting. No subject shall be discussed or considered at a special meeting except that specified in the notice.

BY-LAW THREE – VOTING

- a) The following shall be eligible to vote at Annual Meetings;
 - I. All parents or guardians of all players registered for any of the teams under the jurisdiction of the Association
 - II. One coach and manager for each team under its jurisdiction.
 - III. Elected Executive Members except for the President who shall only vote to break a tie.
- b) Each eligible person attending the Annual Meeting shall have one vote.

BY-LAW FOUR – ELECTION OF EXECUTIVE MEMBERS

- a) A slate of candidates shall be presented at the Annual meeting. Further nominations shall be accepted from the floor.
- b) Voting shall be by show of hands.
- c) Candidates receiving the highest number of votes shall be declared elected.
- d) In the event of a tie vote, a second vote shall be taken involving only those candidates who were tied.
- e) In the event of a second tie, the President will vote to break the tie.

BY-LAW FIVE – SPECIFIC DUTIES OF OFFICERS

- 1. PRESIDENT – The President has the authority to act in the name, but within the jurisdiction, of the Association. He shall have the right to:
 - a. Preside at all meetings:
 - b. Sign as one of the signing officers for the Association:
 - c. Exercise the Powers of the Executive in case of Emergency:
 - d. Suspend teams or players subject to notification of the next meeting of the Executive:
 - e. Be involved with conflict resolution cases.
- 2. VICE-PRESIDENT – In the absence of the President, or in the event of his inability to act, The Vice-President shall have and exercise all the powers of the President. In addition he:
 - a. Shall be the Association representative to the HDSC Board of Directors.
 - b. Shall be responsible for forwarding required league materials.
- 3. SECRETARY –
 - a. The Secretary shall keep an accurate record of the proceedings of the Association and Executive Meetings and make these minutes available to its members.
 - b. Shall notify the Executive members of the time and place of meetings.
- 4. TREASURER/REGISTRAR – (Can be one or 2 positions created)
Treasurer:

- a. The Treasurer shall keep a record of all monies received and disbursed.
- b. Shall be accountable to the Executive for payment of all the bills of the association
- c. Shall present at each Annual Meeting a report of the operations of the Association
- d. Shall prepare an annual budget along with at least two other Executive members.
- e. Shall be one of the signing officers for the Association.

Registrar:

- f. Shall be responsible for the registration of players and teams.
- g. Shall organize volunteers for fall registration
- h. Shall attend Hockey Manitoba registrar training

5. EQUIPMENT MANAGER –

- a. The Equipment Manager shall oversee all distribution of all hockey equipment within the Association, and uniforms currently within the Association, and shall inventory all equipment and make available an account of equipment at the end of each year.
- b. Shall at the beginning of the year provide a list of equipment that may need to be purchased to adequately outfit each team for the ensuing hockey season.
- c. Shall, in consultation with the Executive, oversee the sale or dispersing of old equipment.

6. PLAYER DEVELOPMENT –

- a. Shall organize and be responsible for the conditioning camp held each year. Either completing the camp themselves or finding a company/persons to come in and complete. Any expenses to the camp to be provided to the executive well ahead of the camp date.
- b. Shall be available to other HMHA coaches if they request support for development with practices throughout the year. This could be drills provided or on ice development
- c. Shall be responsible to run or organize drills through the HMHA breakfast program. If not on ice instructor, shall be responsible to find people to run.

7. SOCIAL MEDIA –

- a. Shall be responsible for posting all social media activities required throughout the year. This would be communicated through the executive to social media rep. This could include:
 - i. AGM
 - ii. Tournament Dates
 - iii. Provincials
 - iv. TOC
 - v. Fundraiser communication

BY-LAW SIX

The Executive shall have the authority to add duties, as it deems necessary for any member of the Executive. Such additions would be regarded as temporary and could be modified or deleted without constitutional change.

BY-LAW SEVEN

1. REFEREE-IN CHIEF

- a. The Referee-in-Chief shall through the aid of clinics train and supply a sufficient corps of referees to satisfy the demands of the Association.
- b. They shall be responsible to appoint properly qualified referees for all regular, exhibition and playoff games and his appointment will be final.
- c. They shall be responsible to propose a referee's fee schedule to the Executive for approval.
- d. Shall appoint a referee other than from his regular corps when he cannot secure the services of any of the regular referees or for special reasons considered in the interest of the Association.
- e. Such other duties as necessary or as designated by the Executive.

BY-LAW EIGHT – COACH SELECTION

Individuals interested in coaching must apply, in writing, to the secretary of Hamiota Minor Hockey two (2) weeks prior to the Annual General Meeting. Each application (See Appendix A) should include the candidates coaching qualifications and coaching experience. The Hamiota Minor Hockey executive will be responsible for selecting the most qualified individual based on the criteria outlined in each application. It will then be the head coaches responsibility to select his or her assistant coach(es). (The Hockey Canada Minor Hockey Coach Development Guide can act as a resource or guided for Coach selection – weblink: <http://www.hockeymanitoba.mb.ca/docs/CoachGuide.pdf>)