

MORDEN MINOR HOCKEY ASSOCIATION CONSITUTION
Amended for 2010 - 2011

Article 1

- a) This organization shall be known as the Morden Minor Hockey Association.**

- b) The objectives of this organization are to promote, govern and improve organized minor hockey in the Town of Morden;**
 - i) to foster among its members, supporters and teams a healthy community spirit;**
 - ii) to maintain and increase the interest in a wholesome brand of 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 the Morden Minor Hockey Association cannot be altered except at an Annual Meeting and the notice of the proposed alteration shall be given to the secretary in writing at least one week before the day of the meeting, and shall immediately notify the Executive Committee of the proposed changes. 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

The Membership of the Association shall consist of:

- i) Parent or guardians of all players registered for any of 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 ten members. Executive offices shall include the Past President, President, Vice-President, Secretary, Treasurer and Chair of Committees such as Coaches, Scheduling, Equipment, Fundraising, Referees, Publicity, Tournament, Girls Rep and Members at Large.**

- b) **Members of the Executive shall be elected at each Annual Meeting for a period of two years. All members shall be eligible for re-election for two consecutive periods (6 years) only.**

- c) **The appointment of the Executive Officers and Committee Chair shall be made within the Executive at its first regular meeting of the year in August.**

BY-LAWS

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, referee, or other official connected with the Association.**

BY-LAW TWO – MEETINGS

- a) The Annual Meeting of the Association shall be held prior to the end of April. The Annual Meeting shall deal with elections, constitutional changes or special items of business decided by the executive.**

- b) All meetings of the Executive shall be at the call of the President, except as outlined under item (c) below**
 - i. A quorum for the Executive Meetings shall consist of more than half of its members.**

 - ii. The President shall call regular Executive Meetings during the hockey season.**

- c) 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 request.**

BY – LAW THREE – VOTING

- a) The following shall be eligible to vote at Annual Meeting**
 - 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**

- 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 by a Nomination Committee consisting of the Past President or alternate Executive Member as appointed by the Executive, President and the Vice – President. Further nomination shall be accepted from the floor.
- b) Voting shall be by show of hands or ballot.
- 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 vote, the nomination committee has the right to declare a winner.

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. Sit on all Committees as an ex-officio voting member.
 - f. 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 League(s) to which its teams belong.
 - b. Shall be responsible for forwarding required league materials.
 - c. May assume other duties as designated by the Executive.

3. **SECRETARY** -
 - a. The Secretary shall keep an accurate record of the proceedings of the Association and Executive Meeting and make these minutes available to its members.
 - b. Shall notify the Executive members of the time and place of meetings.
 - c. Shall assist in registration of players and other duties as necessary or as designate by the Executive.

4. **TREASURER**
 - a. The Treasurer shall keep a record of all monies received and disbursed.
 - b. Shall present to the Executive all the bills for payment, which have not been previously authorized at a formal meeting if requested.

- c. Shall present at each Annual Meeting a report and duly audited statement of the operations of the Association if requested.
- d. Shall prepare an annual budget along with the President and two other Executive members.
- e. Shall be one of the signing officers for the Association.
- f. Shall assist in registration of players and other duties as necessary or designated by the Executive.

5. COACHES COMMITTEE CHAIR

- a. The Coaches Committee Chair shall have the authority to appoint Coaches, Managers and other personnel required to operate teams of the Association and also the authority to temporarily suspend those deemed incompetent or undesirable. The Executive shall hold a hearing within one week of the time of the suspension to rule on the suspension and to take if necessary, further disciplinary action including dismissal. Also to deal with conflict resolution cases.
- b. Shall be the liaison between the Coaches and the Executive.
- c. Shall provide assistance to Coaches through clinics and instructional material
- d. Shall call meetings of coaches and managers when deemed necessary.
- e. Shall call one introductory meeting of Morden Minor Hockey Philosophy and planning with each team's coaches and managers

each year. This should be done as soon as the teams are announced.

- f. Other duties as necessary or as designated by the Executive.

6. SCHEDULING COMMITTEE CHAIR

- a. The Scheduling Committee Chair shall work out a suitable ice-scheduling scheme with Recreation Director of the town.
- b. Shall be responsible for obtaining adequate pre-season training time, regular practice time, league and exhibition game time.
- c. All re-scheduling of ice time, cancellations and exchanges must be made.
- d. Shall approve all ice time used by teams under the Association jurisdiction regardless of the purpose and the means of payment.
- e. Other duties as necessary or as designated by the Executive.

7. EQUIPMENT COMMITTEE CHAIR

- a. The Equipment Committee Chair shall be responsible for the handling, storage, repairing, cleaning and inventory of equipment.
- b. Shall be responsible for the manner of distribution and the use of all equipment.
- c. Shall provide game sheets.

- d. Shall be responsible to communicate to each team the proper procedures and use of equipment and supplies.
- e. Shall submit a list of equipment requirements and when authorized be responsible for the purchase of same.
- f. Shall be responsible for organized a used equipment sale, if deemed advisable at the beginning of the season.
- g. Other duties as necessary or as designated by the Executive.

8. FUNDRAISING COMMITTEE CHAIR

- a. Shall be responsible for all fund raising projects.
- b. Shall solicit funds for minor hockey from the service clubs in town and serve as communications officer to them if needed.
- c. Shall compile a list of volunteers from each team within the Association.
- d. Other duties as necessary or as designated by the Executive.

9. REFEREE- IN – CHIEF

- a. Shall oversee the appointment of properly qualified referees and for all regular, exhibition and playoff games and his appointment will be final.
- b. Shall be responsible to propose a referee's fee schedule to the Executive for approval.

- c. **Need not authorize payment for any referee not authorized by him for a particular game.**
- d. **Should be informed immediately by the manager or coach of the home team if a referee does not put in an appearance or arrive late.**
- e. **Shall oversee the appointment of a referee other than from his regular corps when he cannot secure the services of any of the regular or for special reasons considered in the interest of the Association.**
- f. **Shall have the authority to suspend or dismiss a referee or timekeeper deemed incompetent or unsuitable. The Executive shall hold a hearing within one week of the time of the suspension of a referee or timekeeper to rule on the suspension and to take if necessary further disciplinary action including dismissal.**
- g. **Oversee a record of what referees and timekeepers did what games.**
- h. **Other duties as necessary or as designated by the Executive.**

10. TOURNAMENT CHAIR

- a. **Shall book ice slots with Morden Recreation Centre to accommodate team tournament ice.**
- b. **Shall act as a liaison for teams host tournaments until the tournament chairs are in place.**

- c. Shall be responsible for overseeing the solicitation of sponsors for the tournament programs.
- d. Other duties as necessary or as designated by the Executive.

11. **PUBLICITYCHAIR**

- a. Shall collect and edit news for the Communicator (two publications a year).
- b. Shall publish the notice of Registration and the Annual meeting in the local newspaper at least two weeks prior.
- c. Other duties as necessary or as designated by the Executive.

12. **REGISTRAR**

- a. Shall organize volunteers for the fall registration.
- b. Shall organize all teams rosters.
- c. Shall get team rosters to Pembina Valley Registrar before deadline.
- d. Other duties as necessary or as designated by the Executive.

13. **CONCESSION SCHEDULING**

- a. Shall organize volunteers into a schedule to work required concession shifts.
- b. Shall invoice for any non-worked shifts.

c. Other duties as necessary or as designated by the Executive.

14. MEMBERS AT LARGE (maximum of two members)

a. Other duties as necessary or as designated by the Executive.

IN GENERAL ALL COMMITTEE CHAIRS SHOULD FILE A WRITTEN REPORT OF THE YEAR'S ACTIVITIES WITH THE SECRETARY AT THE END OF EACH SEASON.

BY-LAW SIX

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

- b. The Executive shall also have the authority to appoint additional Committee Chairmen for such responsibilities, as they shall decide.**