

# NELSON MINOR HOCKEY ASSOCIATION CONSTITUTION

Amended May 14, 2020

## Article 1 - Name

1.1 This organization shall be known as Nelson Minor Hockey Association, hereinafter referred to as "NMHA.", or the "Association".

## Article 2 - Objectives

The objectives of the Association are:

2.1 To promote, encourage, develop, and govern hockey to the full extent of facilities and financial resources, for girls and boys in the City of Nelson and surrounding area.

2.2 To protect the mutual interests of each team, player affiliated with the Association.

2.3 Through the sport of hockey, to help youth to develop into good citizens of our community and to provide a wholesome outlet for youthful energy by fostering interest in their team and the game of hockey.

2.4 To engage in fiscally responsible planning and activities to meet the objectives of NMHA.

## Article 3 - Affiliation

3.1 As an unalterable provision of this Constitution, the Association shall be affiliated with West Kootenay Minor Hockey Association, BC Hockey and Hockey Canada, and as such, shall abide by their Constitution, by laws and policies.

## Article 4 - Amendments to the Constitution

4.1 This Constitution can only be amended at the Annual General Meeting by a three-quarters (3/4) majority vote. Notice of proposed amendments to the Constitution must be in writing and in the hands of the Secretary no later than the last day of April. The Secretary shall post copies of the proposed change(s) to the NMHA website.

# Nelson Minor Hockey Association

## BYLAWS

### **Bylaw 1 - Membership**

The General Membership of this Association shall consist of the following:

- 101 The coaches, assistant coaches, managers, and trainers of all minor hockey teams affiliated with this Association.
- 102 The elected and appointed members of the Board of Directors of this Association, including executive officers and directors.
- 103 The immediate past President of the Association's Board of Directors
- 104 Players who are registered with this Association, and their parents and/or guardians.
- 105 Membership is the highest award that Nelson Minor Hockey Association can bestow on any member. Life members, who, based on exceptional service to the Association, shall be elected by a 2/3-majority vote of the General Membership at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Board of Directors and shall be accorded all rights and privileges of other members.
- 106 Appointed members of the various committees that operates within the Association.
- 107 All members shall uphold the Constitution and abide by the Bylaws and Policies of the Association.
- 108 All members are in good standing, except a member who has failed to pay his/her current Annual Membership Fee, or, any other subscription or debt due and owing by him/her to the Association, and, he/she is not in good standing as long as the debt remains unpaid.
- 109 A member who is not in good standing may not exercise any of the rights afforded a member in good standing under the Constitution and Bylaws, and, is prohibited from having a voice in the Association.
- 110 Players/ members accepted under the "No Team in Category" clause will have their player profiles returned back to their home associations as soon as the hockey season ends; therefore will not be eligible to vote at the NMH AGM, unless the player now qualifies under BC Hockey residency regulations.

## **Bylaw 2 - Meetings**

201 All meetings shall follow the Simplified Rules of Order.

### Annual General Meeting

202 The Annual General Meeting of the Association shall be held on or before May 15th. Notice of the Annual General Meeting shall be advertised in the local media at least fourteen (14) days prior to the date of the Annual General Meeting.

203 The order of business at the Annual General Meeting shall be as follows:

- (a) Minutes of previous meeting
- (b) President's report
- (c) Constitutional Amendments.
- (d) Election of officers
- (e) Treasurer's report
- (f) Correspondence (Secretary)
- (g) Board Members reports
- (h) Old business
- (i) New Business
- (j) Adjournment

### Board of Directors Meetings

204 The Board of Directors will conduct a minimum of one monthly meeting, at a place and time as decided by the President of the Association,

205 A quorum will be declared for a meeting of the Board of Directors if half of the Board members are present. The Board cannot conduct business unless a quorum has been declared.

206 Attendance at meetings of the Board of Directors is restricted to the following:

- (a) Members of the Board of Directors.
- (b) Life members.
- (c) Individuals invited to the meeting by one or more Board members, with the permission of the President.
- (d) Individuals desiring to make presentation to the Board, who have first obtained permission from the President to do so (such permission not to be unreasonably withheld).

### Special Meetings

207 The President may call a meeting for the Board of Directors at any time he/she deems it necessary in order to continue the smooth operation of this Association, provided that sufficient notice of the meeting is provided to all Board members.

208 The President shall call a meeting of the Board of Directors within seven (7) days of a request of four (4) or more members of the Board.

### **Bylaw 3 - Board Members of this Association**

301 The Board of Directors of this Association shall consist of the Executive Officers, as well as Directors who are either elected or appointed to the Board, with the exception of the Past President, and are hereinafter collectively referred to as the "Board" or the "Board of Directors".

The board will consist of the following 19 positions:

- a) President
- b) Vice President
- c) Treasurer
- d) Female Director
- e) Fundraising Director
- f) Referee in Chief
- g) Public Relations
- h) Secretary
- i) Tournament Director
- j) Public Relations Director
- k) Equipment Director
- l) 5 Division Directors
- m) Goalie Director
- n) West Kootenay Representative
- o) Risk Management
- p) Past President

302 The Executive Officers of this Association shall consist of the President, Past President, Vice President, Treasurer and Secretary.

303 The Board of Directors shall be elected, or appointed, for a two-year term at the Annual General Meeting. To ensure stability in the Association, half of the Board shall be elected one year, and, the other half in the subsequent year.

304 The Past President's position is automatically assigned to the immediate past President of the Association.

305 Mid-term vacancies of any position on the Board of Directors shall be filled for the balance of the term by appointment through a majority vote of a quorum of the Board of Directors.

306 Job descriptions and responsibilities for Executive Officers and Directors are as outlined in the Bylaws of the Association.

307 The President must have served at least one year on the Board within the last 5 years unless unanimously approved by the new incoming board.

**Bylaw 4** The following bylaws outline core duties for the Board members but are not limited to the tasks therein. Detailed roles and responsibilities shall be outlined in the NMHA Policy and Information Handbook.

The President shall:

401 Ensure that the interests of the General Membership are given due and adequate consideration in all activities carried out by the Board of Directors.

402 Chair all meetings of the Board of Directors, and the Annual General Meeting, with responsibility for:

- preparing an agenda
- arranging for a facility and
- Ensure meetings are conducted in an orderly and proper fashion.

403 Represent the interests of the Association in its dealings with outside organizations, including, but not limited to:

- various departments of the City of Nelson and the Regional District of the Central Kootenay
- Various governing bodies for minor hockey, which have jurisdiction over N.M.H.A. and other hockey Associations with which N.M.H.A. may have dealings.

404 Assist all members of the Board of Directors with the execution of their duties.

405 Be empowered as a signing officer for the Association,

405 Have the power to suspend a member, pending a Disciplinary Hearing, as outlined in Bylaw 5, and sit on all committees as an ex-official voting member.

The Vice President shall:

407 Perform the duties of the President in the latter's absence, and as such, have all the rights and powers of the President.

408 Be empowered as a signing officer for the Association.

The Treasurer shall:

409 Monitor activities and take appropriate measures to ensure that all fiscal activities associated with the NMHA are carried out in an appropriate manner, and, to safeguard the financial stability of the Association.

410 Present monthly financial statements to the Board Members.

411 Present annual financial statements and an operating budget to the Annual General Meeting.

412 Collect all monies submitted to NMHA and forward to the bookkeeper for deposit into the appropriate bank accounts.

413 Be empowered as a signing officer for the Association.

414 Make recommendations to the Board regarding investment of the Association's reserve funds, if such are available.

The Secretary shall:

415 Maintain an accurate record of the proceedings of the Association and be responsible for all correspondence.

416 Shall perform other duties that may be necessary for the good and welfare of the N.M.H.A.

417 Shall be responsible for maintaining accurate and up-to-date lists of all players and volunteers registered with the Association and conveying same to the appropriate governing body.

The Referee in Chief shall:

418 Shall co-ordinate, with the governing bodies, the training of sufficient referees to satisfy the demands of the Association. Appoint the referees for all league, tournament and exhibition games.

419 Shall serve on the Discipline Committee.

420 Prepare and present an annual report to the Annual General Meeting.

The Equipment Director shall:

421 Co-ordinate the following activities with respect to playing equipment owned by NMHA: Storage, cleaning and repairs; Distribution of equipment at the start of the season, and, collection of same at the end of the season; and Establish and maintain an equipment inventory list.

422 Ensure that equipment needs are met for all teams for the season.

423 Ensure that each team is supplied with a first aid kit.

424 Carry out periodic inspections of equipment owned by the Association, and effect repairs or replacements as required.

426 Maintain financial controls, as established by the Treasurer and the Board, with respect to equipment purchases.

The Public Relations Director shall:

427 Advertise Association activities as directed by the Board through whatever no-cost; or low-cost, channels as are available and appropriate.

428 Submit paid advertisements to the local media as directed by the Board.

429 Assist and prepare newsletters to the General Membership as directed by the Board.

430 Promote the image of the Association and awareness of the Association's activities to the general membership and to the community at large.

431 Develop and maintain contacts with the local media.

Organize NMHA Photo Day and the Annual Awards Banquet

The West Kootenay Representative shall:

432 Represent the interests of the Association, as directed by the Board, in its dealings with the West Kootenay Minor Hockey Association (WKMHA).

433 Attend and report on all WKMHA meetings.

The Divisional Director shall:

434 Be responsible for all the teams in his/her division, including being a liaison to the Board.

435 Be responsible for the evaluation and equal distribution of players for all recreational teams in his/her division.

446 Be responsible for the distribution to the teams of any promotional material.

447 Be responsible for organizing divisional tournaments, as directed by the Board

The Tournament Director shall:

448 Help provide protocol on running of NMHA Tournaments to Divisional Directors.

449 Solicit visiting teams and help schedule tournament ice times

## **Bylaw 5 - Committees**

The Discipline Committee shall:

501 Consist of a minimum of three (3) members, including the President, the Referee in Chief the Division Director involved and the Risk Management Director.

502 Have the power to deal with all violations of the Codes of Conduct and rule on the infraction, in writing, within seven (7) days of the occurrence.

503 The President may appoint replacement members for this committee, if the committee members are not available for a Disciplinary Hearing.

504 Any member may be disciplined by this committee in matters over which the Discipline Committee has jurisdiction.

505 All three members must attend a meeting to constitute a quorum.

506 Shall recommend such policies to the Board of Directors as it considers necessary for the proper operation of the Association.

The Appeal Committee shall:

507 Be governed by the Complaints and Appeal Procedures.

507a Consist of three (3) members, including the Vice President and two Board members appointed by the President.

The Board shall:

508 Be empowered to create additional committees, as the need arises.

**Bylaw 6 - Codes of Conduct**

601 The guidelines and codes of conduct currently endorsed by BC Hockey will be used.

602 Serious breaches of the guidelines and codes of conduct currently endorsed by BC Hockey shall be dealt with.

**By Law 7 - Registrations**

701 All players must be registered in the NMHA in each year that they participate. A parent or legal guardian must sign the appropriate registration form (unless the player is of legal age, in which case he/she may sign the registration form), and the registration fees, as set out by the Board of Directors, must be paid at the time of registration. No player will be allowed to practice or play until he/she is registered, and the registration fee has been paid. NMHA may accept post-dated cheques. All registrations must be paid in full by September 30.

702 The board will determine and make public the deadlines for registration.

703 There will be a late registration charge, the amount of which shall be determined by the Board of Directors, to be applied to all registrations received after the start of the season.

704 Registration in NMHA is on a first-come, first-serve basis. All efforts will be made to place the player, but, once the full complement of available spaces (as determined by the Registrar, in conjunction with the Division Director(s)) has been filled, additional applicants will not be registered, but will be placed on a waiting list.



705 No person shall be allowed to register with NMHA who owes the Association money or equipment (jerseys, goalie equipment etc.), until such time as all outstanding obligations have been taken care of.

706 All NMHA players must reside within the boundaries of the Association's jurisdiction, as set out by the rules and regulations of the WKMHA and BC Hockey. Exceptions to this rule must be made in writing and approved by all the governing bodies.

707 All players must play within their own age division, unless the Division Directors grant permission to play in a different division, as outlined in the NMHA Policy and Guidelines Manual.

708 Refunds may be granted to players not participating, if first a request is received in writing. Just cause must be shown, and, the refund will be pro-rated less fixed costs as per NMHA refund policy.

### **Bylaw 8 - Manuals**

801 The Policy and Guideline Manual is used as a framework for the conduct and philosophy for all NMHA coaches.

802 Serious breaches of the Policy and Guidelines Manual shall be dealt with by the Discipline Committee, up to and including suspension.

803 Any decision by the Board or a NMHA representative may be appealed.

804 The Complaints and Guidelines procedures outline the procedures to be used in cases of appeal. See policy Manuel for copy of Complaints and Guidelines procedures.

### **Bylaw 9 - Policies**

901 All members will abide by the Policies as outlined in the Policy and Guidelines Manual

902 The Policy and Guidelines Manual may be amended by the Board, at any time, by a two-thirds majority vote of the Board.

### **Bylaw 10 - Amendments to The Bylaws**

1001 Bylaws can only be amended at the Annual General Meeting by a three-quarters (3/4) majority vote. Notice of proposed amendments to the Bylaws must be in writing, and in the hands of the Secretary no later than the last day of February. The Secretary shall post copies of the proposed change(s) to the Constitution in the arena(s) used by NMHA

#### **Amendments to this Constitution:**

Amended May 14, 2020 at AGM