

# **STEINBACH MINOR HOCKEY ASSOCIATION CONSTITUTION**

Box 66 • Steinbach, Manitoba • R5G 1M1

*Revised: March 25, 2026*

---

## **INTRODUCTION**

The Steinbach Minor Hockey Association is a voluntary, community-based organization established to promote and support the development of hockey at both recreational and competitive levels. Steinbach Minor Hockey Association is a member in good standing with Eastman Minor Hockey and Hockey Manitoba and, through these affiliations, is recognized under Hockey Canada, the national governing body for amateur hockey in Canada.

In recognition of the need for clear governance and organizational authority, it is hereby declared that one of the purposes of this Constitution, together with the by-Laws and Policies & Regulations, is to confer upon the Steinbach Minor Hockey Association and its elected Board of Directors all powers necessary to operate as a fully self-governing organization. Therefore, be it enacted as follows:

## **CONSTITUTION**

### **ARTICLE 1 • NAME**

1.1 The name of this organization shall be the “Steinbach Minor Hockey Association”. Hereinafter referred to as the “SMHA”.

### **ARTICLE 2 • MISSION STATEMENT**

The Steinbach Minor Hockey Association is committed to providing a positive, structured, and development focused hockey experience for young athletes. We strive to foster personal growth, learning, and maturity by promoting sportsmanship, and a strong sense of community.

### **ARTICLE 3 - ELIGIBILITY**

3.1 All registered players must reside in the designated SMHA Registration Zone as identified and approved by Eastman Minor Hockey and Hockey Manitoba.

3.2 Refer to Hockey Manitoba and/or Eastman Minor Hockey policies for detailed information on Eligibility, Registration & Insurance of SMHA players.

### **ARTICLE 4 - FISCAL YEAR**

4.1 The fiscal year of the SMHA shall end as of May 31 of the following year.

## **ARTICLE 5 - BOARD OF DIRECTORS**

5.1 The affairs of this Association shall be governed by the Board of Directors (the “Board”), consisting of either nine (9) or eleven (11) elected or appointed voting members. The SMHA Board shall be made up of, but not limited to, the following positions.

- President
- Past President (non-voting)
- Vice President
- Registrar
- Treasurer
- Secretary/Miller Wear
- Female Representative
- Fundraising/Sponsorship
- Coaches Representative
- Development/Evaluations
- Equipment Representative
- Tournament Coordinator

5.2 The following positions shall be appointed by the Board of Directors as non-voting board members, unless the individual is an elected member of the Board of Directors, and shall receive an honorarium as decided by the Board:

- a) Referee-In-Chief
- b) Ice Scheduler
- c) Administrative assistant

### **5.3 Term of Office**

The term of office of each Board Member shall be for three (3) years based on the election protocols. Unless staggering of terms are required at the AGM election, in which case certain Director positions may be designated by the President as 2-year terms. No Director shall serve more than 2 consecutive terms (excepting a Director who serves as the non-voting Past President in a third term).

### **5.4 Elections**

The Board of Directors will be elected at the Annual General Meeting (AGM). In order to provide continuity of membership on the Board, a maximum of three (3) new members shall be elected at each AGM, unless circumstances arise that are beyond the current Board of Director’s control, in which case, more positions may be filled as required to meet the nine (9) or eleven (11) member requirement. This newly elected Board will take office immediately upon election following the AGM.

At least fifteen (15) days prior to the annual meeting, members shall submit nominations for specific board positions/roles to the Chair. Board positions/roles include President, Vice President, Registrar, Treasurer, Secretary/Miller Wear, Coaches, Development/Evaluations, Equipment, Female Representative, Tournament Coordinator and Fundraising/Sponsorship.

Nominations for office, from the floor, may be made at the Annual General Meeting.

A time limited presentation (5 minutes) by each candidate will be made at the AGM to describe why they have applied for the position, what they wish to accomplish for SMHA, and why the membership should vote for them.

Voting at the Annual Election Meeting shall be by secret ballot. Each position/role with multiple nominations

shall be voted upon by those in attendance only.

Before the end of June, the AGM elected President shall call a meeting of the AGM elected Board and conduct an election of officers as outlined in Article 5.1 and delegate association responsibilities, which may include: Hockey Manitoba, Eastman, City of Steinbach, Ice Scheduling, Refs, Tournaments Try Outs, Coaches, Managers, Development, Equipment, Age Group Reps, Grievances, Marketing/Miller Wear. The President may remain on the executive as Past President, non-voting privileges, for one year, even if his/her elected term has expired.

#### **5.5 Filing of Vacancies or Ad Hoc Positions**

In the event the President is unable to perform the required duties, the Vice President will assume the position of President for the balance of the term or until the next AGM of the SMHA, whichever event occurs first. If any other Member of the Board of Directors withdraws or is removed from the Board, then the elected Board will be able to fill vacant positions on the Board from interested parties, after 2 weeks of postings and advertising.

If positions are open following the AGM elections which have not been filled by an election of the general membership at the Annual General Meeting of the SMHA, it will be the responsibility of the President to find people to fill all or any vacant positions for approval by the Board. Further, if approved by the Board, the President may create and fill an Ad Hoc Director position for a special project or need.

Such appointments to any office shall only be for the remainder of the fiscal year and shall have full voting privileges.

### **ARTICLE 6 - GENERAL MEETINGS OF THE SMHA**

- 6.1 The President shall call a General Meeting each year before June 1st at the Board of Directors discretion.
- 6.2 A duly constituted General Meeting shall be a meeting:
  - a) for which notices have been posted to the SMHA website at least three (3) weeks prior to the General Meeting
  - b) the President or Board approved designate, shall preside over the General Meeting of the SMHA and conduct the meeting in accordance with Robert's Rules of Order.
- 6.3 The purpose of the General Meeting is to ensure that all Members of the SMHA have the opportunity to vote on:
  - a) proposed amendments to the SMHA Constitution and by-Laws; and
  - b) the election of the Board of Directors.
- 6.4 A vote on any matter brought before a duly constituted General Meeting shall be decided by a majority of those present and eligible to vote.
  - a) Voting by proxy is not permitted.
  - b) the President shall vote only in the event of a tie.

## **ARTICLE 7 - BOARD OF DIRECTORS MEETINGS**

7.1 SMHA will hold regular monthly Board meetings (bi-weekly meetings will take place if required during busy periods)

7.2 A duly constituted Board meeting shall be a meeting:

- a) for which a quorum shall consist of 50% + 1 member of the Board and only Board members shall have a vote at regular meetings; and
- b) the President or designate shall preside over Board of Director Meetings of the SMHA and, having due regard for the Roberts Rules of Order, conduct the meeting.

7.3 A vote on any matter brought before a duly constituted Board of Directors meeting shall be decided by a majority of those present and eligible to vote.

- c) there shall be no votes by proxy.

## **ARTICLE 9 - CONFLICT OF INTEREST & CONFIDENTIALITY**

9.1 Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to SMHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgement could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.

9.2 The Board shall decide whether or not the member should be excluded from discussion and/or voting.

9.3 In cases in which conflict of interest arises, the Board members in conflict will absent him/herself from the Board of Directors meeting until the issue has been resolved.

9.4 Every Board member must agree to the confidentiality policy and respect the confidentiality of matters brought before the Board for consideration.

## **ARTICLE 10 - EXECUTIVE AND BOARD PROCEDURES**

10.1 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Registrar (all voting) and Past President (non-voting). The President shall chair all meetings of the Executive Committee. In the absence of the President, the Vice-President shall chair meetings.

10.2 A simple majority of voting executive members need to be present to establish a quorum.

10.3 Directors will be asked to resign from the Board if:

- a) Missing three consecutive meetings without notification to the President or Vice President or;

- b) Missing five meetings in a twelve-month period or;
- c) Found not to be fulfilling their duties or;
- d) found to be willfully malicious to the creditability of SMHA.

104 The order of business for a meeting may be as follows (but not limited to):

- a) Introduction of guests
- b) Reading and approval of previous Meeting Minutes
- c) Approval of Meeting Agenda
- d) Reports from Officers
- e) Reading of correspondence
- f) Business arising out of correspondence
- g) Unfinished business
- h) New business
- i) Adjournment and next meeting date

## **ARTICLE 11 - CHANGES TO THE CONSTITUTION AND BY-LAWS**

11.1 The Constitution and By-Laws of SMHA can only be changed:

- a) by motion made at a duly constituted General Meeting and carried by a majority of those present and eligible to vote; and
- b) the notice of General Meeting must state that a motion will be put forth to have the Constitution or By-Laws of SMHA changed; and
- c) the notice of proposed alteration shall be posted to the website at least 2 weeks before the day of the meeting.
- d) details of the proposed change(s) must be made available to any member desiring to obtain information in advance of the General Meeting called for that purpose.

## **Article 12 - RULES AND REGULATIONS OF THE BOARD OF DIRECTORS**

121 The behavior and conduct of all participants in the Association is the responsibility of every member of the Steinbach Minor Hockey Association and all infractions should be brought to the attention of the Executive Committee or Board, preferably in the form of email or written letter.

122 That where the provisions of the SMHA Constitution, By-law, or Regulations are inconsistent with the Constitutions, By-laws, and Regulations of that of Hockey Canada and Hockey Manitoba, the Constitution of Hockey Canada and Hockey Manitoba shall prevail.

From time to time, the Board of Directors will find it necessary to adopt rules, regulations and guidelines, other than those contained in the Constitution and By-Laws, which will govern the conduct of players, coaches, referees and others involved in the SMH.

