

Clarence-Rockland Crush Minor Hockey Association

CONSTITUTION



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FINAL DRAFT

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ARTICLE 1 — DEFINITIONS / INTERPRETATION

Unless otherwise stated or the context requires a different interpretation:

- 1.1 Words importing the singular include the plural and vice versa.
- 1.2 The invalidity or unenforceability of any provision of this Constitution shall not affect the validity or enforceability of any other part of this Constitution.
- 1.3 “AGM” means Annual General Meeting, a meeting of the Members held annually in accordance with the Constitution.
- 1.4 “Appointed Director” means a Director of the CRC Board appointed by resolution of the Elected Directors.
- 1.5 "Board" means the full governing body of the CRC, consisting of both Elected and Appointed Directors.
- 1.6 “Bylaws” means the document which sets out the rules adopted by the Board and confirmed by the Members to operationalize the Constitution.
- 1.7 “Chair” means the person presiding over a meeting, typically the President unless otherwise designated under this Constitution.
- 1.8 "Constitution" means this document; a governing document which sets out the structure, powers and foundational governance principles of the CRC.
- 1.9 “CRC” means the Clarence Rockland Crush Minor Hockey Association.
- 1.10 “Director” means any individual elected or appointed by the CRC Board, unless a specific distinction is required.
- 1.11 “Elected Director” means a Director of the CRC Board elected by the membership at the AGM.
- 1.12 “HEO” means Hockey Eastern Ontario, a governing regional body of Hockey Canada.
- 1.13 “HEO District 3” means the Hockey Eastern Ontario Minor District Three Minor Hockey Association, the CRC’s direct governing district.
- 1.14 "Member" means any individual considered part of the CRC membership.
- 1.15 “Membership” means the collective body of Members.
- 1.16 “Notice of Meeting” means an official notice provided to Members containing information required to properly convene an AGM or SGM, including the agenda and voting instructions.
- 1.17 “person ” includes an individual, corporation, partnership, trust, or unincorporated organization.

- 1.18 “policies and procedures” mean the set of documents approved by the Board to guide operational decisions, team conduct, and the day-to-day management of the CRC.
- 1.19 “SGM” means Special General Meeting, a meeting of the Members other than the AGM, called to address urgent or exceptional matters.

ARTICLE 2 — NAME AND AFFILIATION

- 2.1 The organization shall be called **Clarence-Rockland Crush Minor Hockey Association**, herein after referred to as the CRC.
- 2.2 The CRC is a member of HEO District 3 and, through this affiliation, is a member of HEO and Hockey Canada, the national governing body for amateur hockey in Canada.
- 2.3 The CRC is a participating member of the Ottawa B League, the designated “B” competitive league under HEO.
- 2.4 The CRC shall have sole jurisdiction to govern and administer competitive “B” level (Rep B) minor hockey in the City of Clarence-Rockland and any other area authorized by HEO District 3.
- 2.5 The CRC Constitution shall govern the organization’s structure, elections, authorities, and operations.

ARTICLE 3 — JURISDICTION AND BOUNDARIES

- 3.1 The geographic boundaries within which the CRC governs competitive “B” level hockey are defined and maintained by HEO District 3.
- 3.2 The CRC shall administer its programs in accordance with the most recent boundary definition as recognized by HEO District 3. Any changes to CRC’s jurisdiction must be authorized by HEO District 3 and reflected in CRC operations accordingly.

ARTICLE 4 — OBJECTIVES

- 4.1 To organize, supervise and finance a Rep B minor hockey program that represents the community of Clarence-Rockland and other areas authorized by HEO District 3 with integrity and pride.
- 4.2 To promote the game of hockey by fostering passion for the sport and offering structured, safe, and supportive opportunities for youth participation.
- 4.3 To encourage lifelong engagement in hockey, whether as players, coaches, officials, volunteers, or supporters.
- 4.4 To develop players in a competitive environment that prioritizes skill development, teamwork, discipline, and respect; aligned with Hockey Canada’s Long Term Player Development model.

- 4.5 To instill sportsmanship and inclusivity by promoting fair play and respect for teammates, opponents, coaches, officials, volunteers, and spectators.
- 4.6 To uphold transparent and accountability in governance through fair, consistent, and equitable application of bylaws, policies, and procedures.
- 4.7 To ensure the organization's financial sustainability and accessibility by operating as a not-for-profit organization committed to responsible financial management and making hockey affordable for families in the community.

ARTICLE 5 — MISSION STATEMENT

- 5.1 Our mission is to foster a lifelong love of hockey by providing a competitive, inclusive, and development-focused environment where young athletes can grow on and off the ice. We are committed to nurturing skill, character, and community pride through sport.

ARTICLE 6 — FINANCES

- 6.1 The fiscal year of the CRC shall begin on June 1 and end on May 31 of the following calendar year.
- 6.2 All funds, including bank accounts, revenues, and expenditures, shall be managed in accordance with the CRC Bylaws and subject to applicable financial policies and oversight procedures established by the Board.

ARTICLE 7 — MEMBERSHIP

- 7.1 CRC membership shall consist of the following individuals in good standing:
 - a) Registered players
 - b) Parents or legal guardians of registered players
 - c) Coaches, trainers and team managers
 - d) Current members of the CRC Board
 - e) Honorary member serving minor hockey in the community.
- 7.2 Any Member who fails to comply with the CRC Constitution, Bylaws, or any applicable policies and procedures may have their membership revoked by a majority vote of the Board.
- 7.3 Honorary membership may be conferred upon individuals who have made outstanding contributions to minor hockey in the community. Such appointments must be recommended by the Board and approved by the membership at the Annual General Meeting.

ARTICLE 8 — MEETINGS OF THE MEMBERS

- 8.1 An Annual General Meeting of the CRC shall be held no later than May 31 of each year. The meeting must take place within the geographical boundaries of Clarence-Rockland. The exact date, time, and location shall be determined by the President.
- 8.2 The President may call a Special General Meeting at any time, as deemed necessary, to address urgent or exceptional business of the CRC.
- 8.3 The standard order of business at the AGM shall be as follows:
- a) Call to Order
 - b) Adoption of Minutes of the Previous AGM and Any Subsequent SGM
 - c) Business Arising from the Minutes
 - d) Presentation of Financial Statements
 - e) Proposed Changes to the Constitution or Bylaws
 - f) Reports from Elected and Appointed Directors
 - g) Election of Elected Director Positions
 - h) New Business (as set out in the Notice of the Meeting)
 - i) President's Remarks
 - j) Adjournment
- 8.4 No other item of business shall be added to the AGM agenda unless a Member's proposal has been submitted to the President at least twenty-one (21) days prior to the meeting, to allow for inclusion in the official Notice of Meeting. The President is not obligated to include a Member's proposal if:
- a) the proposal is not submitted in time;
 - b) it clearly appears that the proposal is primarily intended to advance a personal grievance or claim against the CRC, its Board, or its Members; or,
 - c) it does not significantly relate to the activities or affairs of the CRC.
- 8.5 Voting rights at the AGM or any SGM shall be as follows:
- a) Each Elected Director and Appointed Director of the CRC Board shall be entitled to one (1) vote.

A Director who is also the parent or guardian of one or more registered CRC players may exercise one vote as a director and one vote per registered player, as permitted in Article 8.5b.

Directors shall not be required to abstain from voting in general meetings due to holding multiple roles, unless in conflict of interest.
 - b) Each CRC registered player is entitled to one (1) vote at the AGM or SGM. For players under the age of majority (under 18 years old), the vote shall be exercised by one parent or legal guardian.

Where a parent or legal guardian has more than one child registered, they may exercise one vote per registered player.

Players who are 18 years of age or older may cast their own vote.

- c) The President, as an Elected Director, shall be entitled to cast votes at Annual General Meetings and Special General Meetings in the same manner as other Voting Members, including any parent-based voting rights under Article 8.5a.

8.6 For the purposes of voting during an AGM or SGM, the following shall apply:

- a) Each Voting Member present at the meeting shall be entitled to cast one (1) vote per voting right held, in accordance with Article 8.5.
- b) All votes must be cast in person. Proxy voting is not permitted.
- c) Elections for Board positions shall be conducted by secret ballot.
- d) All other matters shall be decided by a show of hands, unless a majority of Voting Members present request an alternate method of voting.

8.7 Any Member may, upon request, receive a copy of the CRC's financial statements, the auditor's report (if applicable), and any other financial documents required under this Constitution, the Bylaws, or applicable legislation. These documents shall be made available no fewer than twenty-one (21) days prior to the AGM.

8.8 Public notice of the time, date, and location of all AGMs and SGMs shall be provided to the membership at least thirty (30) days in advance of the meeting. Notice may be given via the CRC website and any other communication channels approved by the Board.

8.9 The Notice of Meeting shall include, at a minimum:

- a) The date, time, and location of the meeting
- b) The meeting agenda, including any proposed amendments to the Constitution or Bylaws
- c) The list of available Elected Director positions and instructions for nominations (if applicable)
- d) Information on how Members may submit new business or proposals for inclusion
- e) A statement about quorum and voting eligibility.

8.10 No AGM or SGM shall be duly constituted without a quorum of at least fifty percent plus one (50% + 1) of the incumbent Elected Directors in attendance.

8.11 The President must be present to establish quorum and chair the meeting. However, if the President is unable to attend, quorum may still be established provided that one of the Elected Directors acts as Chair, as determined by a majority of the Elected Directors in attendance.

ARTICLE 9 — BOARD ORGANIZATION

9.1 The business and affairs of the CRC shall be conducted by the elected Board positions (Elected Directors), the Past President, as well as appointed Board positions (Appointed Directors) who shall act in accordance with the Constitution and the Bylaws.

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- 9.2 Board members are required to act honestly and in good faith with a view to furthering the best interests of the CRC and shall exercise reasonable care, diligence and skill in the fulfillment of their duties. Board members shall uphold principles of transparency, integrity, and avoid conflicts of interest in all situations of decision-making.
- 9.3 The Elected Directors of the CRC shall be elected by the membership at the AGM and shall consist of the following positions:
- a) President
 - b) Director, Hockey Operations
 - c) Director, Finance (Treasurer)
 - d) Director, Communications & Secretary
- 9.4 The Past President shall serve as a non-voting, ex officio member of the Board for a term of one (1) year immediately following the conclusion of their elected term as President.
- a) The purpose of the Past President role is to support continuity, provide institutional knowledge, and assist with the transition of leadership.
 - b) The Past President may participate in Board discussions and committees but shall not be entitled to vote on Board decisions.
 - c) If the immediate Past President is unable or unwilling to serve in this role, the position may remain vacant or be filled at the discretion of the Board by another former President, for the same limited advisory purpose.
- 9.5 The Board may appoint up to five (5) individuals per fiscal year to serve as Appointed Directors. These individuals must hold operational roles that support the ongoing activities of the CRC and be in good standing with the association.
- a) Appointed Directors shall be granted full Board voting privileges and shall be considered part of the Board for the purposes of quorum, voting, and decision-making as outlined in this Constitution and the Bylaws.
 - b) The appointment of an Appointed Director must be made by resolution of a majority of the Elected Directors and shall remain in effect until the end of the CRC fiscal year, unless otherwise revoked by the Board.
 - c) Appointed Directors serve at the discretion of the Board and may be reappointed annually. The Board shall ensure that the total number of Appointed Directors with voting privileges does not exceed five (5) at any given time.
- 9.6 Each member of the Board shall have one (1) vote on matters before the Board, except as follows:
- a) The President shall vote only in the event of a tie during Board meetings, in accordance with standard chairing practice.
 - b) The Past President shall serve in a non-voting, advisory capacity.
 - c) For voting at AGMs or SGMs, refer to Article 8.5, where the President, as an Elected Director, may exercise a full vote in accordance with the rights granted to all members.

- 9.7 The Board may, as required, appoint additional non-voting members or volunteers to support specific functions or initiatives that serve the operational needs of the Association. These individuals shall serve at the discretion of the Board and shall not have voting rights.

Such roles may include, but are not limited to, the Registrar, Ice Scheduler, and Timekeeper Coordinator. The responsibilities of these roles shall be defined through Board-approved role descriptions or supporting procedures.

ARTICLE 10 — ELECTION AND TERM

- 10.1 The Board shall consist only of Members who are of the age of majority (18 years or older), reside within the CRC boundaries, and are in good standing with the CRC.
- 10.2 Elections for the following Elected Director positions shall take place at the AGM held in odd-numbered years, with each serving a two (2) year term:
- a) President
 - b) Director, Communications & Secretary
- 10.3 Elections for the following Elected Director positions shall take place annually at each AGM. Each shall serve a one (1) year term:
- a) Director, Hockey Operations
 - b) Director, Finance (Treasurer)
- 10.4 The term of office for Elected Directors shall begin on June 1 following the AGM at which they are elected and shall conclude on:
- a) May 31 of the second year following the election for those serving two-year terms, and
 - b) May 31 of the following year for those serving one-year terms.
- 10.5 No individual may hold more than one Board position unless approved by a majority vote of the remaining Board members.
- 10.6 Spouses or common-law partners may not simultaneously hold Elected Director positions on the Board.
- 10.7 To be eligible to run for the position of President, a candidate must have completed at least two (2) years as an Elected Director or Appointed Director of the CRC Board. If no such candidate is available or willing to stand for election, eligibility may be extended to a candidate who has served a cumulative minimum of two (2) years on the Executive (Board) of another minor hockey association operating within the geographical boundaries of the CRC, as defined by HEO District 3.
- 10.8 Candidate nominations for elected positions must be submitted to the Director, Communications & Secretary at least thirty (30) days prior to the AGM. A list of all nominated candidates shall be published on the CRC website no fewer than fifteen (15) days before the AGM.

- 10.9 If no nominations are received for an elected position before the AGM, or if a vacancy arises during a term, the Board may appoint a qualified Member to the position. If a mid-term vacancy occurs, the Board shall advertise the opening on the CRC website for at least ten (10) calendar days. If no suitable candidates come forward, the Board may appoint a Member to serve the remainder of the term or choose to leave the position vacant.

ARTICLE 11 — CEASING TO HOLD OFFICE

11.1 A Board member shall cease to hold office if:

- a) the Board member is deceased;
- b) the Board member is declared bankrupt;
- c) the Board member submits a written resignation to the President or a designated officer of the Board. The resignation becomes effective upon receipt or at a later time specified in the resignation;
- d) the Board member fails to attend three (3) consecutive Board meetings, or five (5) meetings in total during the term, unless granted a leave of absence by the Board or excused for valid reasons such as health;
- e) the Board member is convicted of a criminal offence that, in the opinion of the Board, is incompatible with the responsibilities or reputation of the CRC; or
- f) the Board member is otherwise removed from office in accordance with applicable legislation or the provisions of this Constitution or Bylaws.

ARTICLE 12 — COMMITTEES

- 12.1 The Board may establish Standing and Ad Hoc committees it deems necessary to support the execution of its responsibilities. The mandate, composition, authority, and reporting requirements of each committee shall be defined by Board resolution, except where otherwise specified in these Bylaws or the Constitution..
- 12.2 Notwithstanding Article 12.1, the Discipline Committee shall be considered an independent Standing Committee, operating under authority delegated by the Constitution and Bylaws, and shall render decisions on disciplinary matters in accordance with the CRC's disciplinary policies and procedures.
- 12.3 The Board shall not overturn, alter, or otherwise interfere with any decision rendered by the Discipline Committee, except as allowed through a formal appeal process outlined in the CRC's policies.
- 12.4 The Board shall ensure that no member of the Discipline Committee has a conflict of interest in any matter they are adjudicating and shall recuse any member as required.
- 12.5 The Board may, by resolution, dissolve any committee or remove any committee member at any time. A committee shall be disbanded upon completion of its mandate.

ARTICLE 13 — BOARD AUTHORITY TO MAKE POLICIES

- 13.1 The Board shall have the authority to make, adopt, amend, or repeal policies, procedures, and operational guidelines necessary for the effective governance and management of the CRC, provided that such actions are consistent with this Constitution and the Bylaws.

ARTICLE 14 — DISSOLUTION

- 14.1 The dissolution of the CRC shall require the approval of at least ninety percent (90%) of the Voting Members present at a duly called SGM.
- 14.2 In the event of dissolution, CRC assets shall be disbursed proportionally based on the average participation rate of registered Members from each home association during the previous season.
- 14.3 In the event of dissolution, the CRC shall notify the HEO District 3 Board and work in good faith to support a transition plan that ensures CRC players are informed of opportunities to continue playing competitive hockey within the district or other affiliated associations, where possible.

ARTICLE 15 — AMENDMENTS TO THE CONSTITUTION

- 15.1 This Constitution may only be amended by resolution of the Members at a duly called AGM or SGM.
- 15.2 Proposed amendments must be submitted in writing to the Director, Communications & Secretary at least thirty (30) days prior to the meeting at which they will be considered. The full text of all proposed amendments shall be made available to Members at least fourteen (14) days before the meeting.
- 15.3 An amendment shall be adopted if it receives the approval of at least two-thirds (2/3) of the votes cast by Members in good standing who are present at the meeting.
- 15.4 Unless otherwise specified in the resolution, any amendment to the Constitution shall take effect immediately upon its adoption.
- 15.5 No amendment shall be valid if it contravenes any applicable laws or regulations.

ARTICLE 16 — AMENDMENTS TO THE BYLAWS

- 16.1 Subject to applicable legislation, the Board may, by resolution, make, amend, or repeal any bylaw governing the affairs of the CRC.
- 16.2 Any such bylaw, amendment, or repeal shall take effect as of the date of the Board resolution but must be submitted to the Members for confirmation at the next duly called AGM or SGM.
- 16.3 The Members may confirm, reject, or amend the bylaw, amendment, or repeal by ordinary resolution (a majority of votes cast by Members in good standing who are present at the meeting).

- 16.4 If the bylaw, amendment, or repeal is rejected by the Members, or if it is not submitted as required, it shall cease to be in effect as of the date of the Member decision or the meeting at which it should have been submitted. This does not invalidate any actions taken under the bylaw while it was in effect.
- 16.5 Members may also propose amendments to the Bylaws in accordance with the process outlined in Article 8 — Meetings of the Members.