



Date of Last Revision: May 10th 2016
Revised May 10th 2016

HEO MINOR District Four Constitution

ARTICLE I. (Name and Affiliation)

1. The organization shall be known as “District 4 of Hockey Eastern Ontario Minor”, herein referred to as District 4.
2. District 4 by virtue of its affiliation with Hockey Eastern Ontario Minor (HEO Minor) and Hockey Eastern Ontario (HEO) is a member of Hockey Canada, the governing body of amateur hockey in Canada. District 4 shall abide by the Constitution, Rules, and Regulations of HEO MINOR, HEO and Hockey Canada.
3. District 4 shall have jurisdiction to govern; the district run Ottawa Valley Silver Seven Minor Hockey Club, and **all** Minor Hockey Associations within the bounds of HEO MINOR. District 4 territory, which includes the following Associations and their respective territories:
 - a) Almonte-Pakenham Minor Hockey Association
 - b) Carleton Place Minor Hockey Association
 - c) Osgoode-Rideau Minor Hockey Association
 - d) Perth Lanark Minor Hockey Association
 - e) Richmond-Munster Minor Hockey Association
 - f) Stittsville Minor Hockey Association
 - g) West Carleton Minor Hockey Association
4. District 4 associations Almonte-Pakenham Minor Hockey Association, Carleton Place Minor Hockey Association, Perth Lanark Minor Hockey Association, Stittsville Minor Hockey Association, and West Carleton Minor Hockey Association are the representative associations for AAA Zone 3 Ottawa Valley Titans. As such they vote a representative member which sits on a voting position on the Ottawa Valley Titans board
5. District 4 associations Osgoode-Rideau Minor Hockey Association, Richmond-Munster Minor Hockey Association are the representative associations for AAA Zone 1 Cyclones. As such they vote a representative member which sits on a voting position on the Cyclones board
6. A copy of each Associations current Constitution, By-laws, Regulations and Corporation papers plus boundary maps will be filed by the Association President to the District Chairperson (if applicable) by September 15th of each new season.
7. District 4 shall have jurisdiction to govern and direct the Lanark-Carleton Minor Hockey League (L.C.M.H.L.).



ARTICLE II. (Aims and Objectives)

1. The objective of District 4 is to:

- a) .Maintain and increase interest in the game of hockey by ensuring that all organized amateur minor hockey that is developed in the District, will provide to all those who desire, where in its power to do so, the opportunity to participate in hockey giving due consideration to their individual capabilities;
- B) Ensure that its member Associations/Organizations/Clubs exercise a general supervision and direction over the playing interests of their respective membership, with emphasis on the enhancement of good character and citizenship.

ARTICLE III. (Membership and Responsibility)

1. Membership in HEO MINOR District 4 consists of:

- a) Associations and Clubs in good standing with HEO MINOR District 4
- b) Members of HEO MINOR District 4 Executive Committee
- c) Persons appointed to a specific function by the District Executive
- d) Must be a resident within the designated boundaries of District 4 to hold a voting position
- e) Members voting rights within an association are only within the association where they are a resident and are not transferable

2. Each member shall abide and be bound by the provisions of the Constitution and By-laws of HEO MINOR

ARTICLE IV. (The Board of Directors and Executive Committee)

1. The business and affairs of the District shall be conducted by a Board of Directors who shall act in accordance with this Constitution and such By-laws and Regulations as may from time to time be enacted by District 4.

2. The members of the Board of Directors for District 4 shall consist of; Elected Members, Representative Members, and Appointed Members.

Elected Members of the D4 Board:

- a) D4 Chairperson (voting only in the event of a tie)
- b) Vice-Chairperson (voting)
- c) Secretary (voting)
- d) Treasurer (voting)
- e) District Registrar (voting)
- f) Director of Risk & Safety (voting)
- g) President Ottawa Valley Silver Seven Hockey Club (voting)



Representative Members of the D4 Board:

- a) Immediate Past Chairperson (voting)
- b) President of each of the seven member Associations or their designated representative who must be residents within the association boundary which they represent. (voting)
- c) Lanark-Carleton Minor Hockey League President (voting)

Appointed Members of the D4 Board:

- a) Referee in Chief (non-voting)
- b) Coach Mentor (non-voting)
- c) District 4 Cyclones AAA representative (non-voting)
- d) District 4 Ottawa Valley Titans representative (non-voting)

3. The requisite for membership on the D4 Board of Directors is as follows:

a) Elected Members of the D4 Board

The Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar, and Risk and Safety Representative, shall be nominated and elected at the Annual General Meeting. The President of the Ottawa Valley Silver Seven (2 year term) shall be nominated and elected on odd years at the Annual General Meeting. Should one of these elected posts become vacant, the Board of Directors may by majority vote, appoint a replacement to fill the vacant position until the next Annual General Meeting.

b) Representative Members of the D4 Board

The Immediate Past Chairperson, the President of each of the seven member Associations, and the Lanark-Carleton Minor Hockey League President are consequentially granted full membership on the D4 Board through the regular annual governance process for each organization which they represent at D4.

c) Appointed Members of the D4 Board

The Referee in Chief, the Coach Mentor, the Cyclones AAA representative, and the Ottawa Valley Titans AAA representative; will be appointed at the first general meeting of the D4 Board following the Annual General meeting, by means of a motion and a majority vote of members present.

4. No member of the Board of Directors shall hold two votes at District.

5. The term of office of the elected Board of Directors and members of District 4 shall commence following the Annual Meeting and continue until adjournment of the next Annual Meeting.

6. The Board of Directors will appoint alternates to attend the HEO MINOR Council meetings in the absence of either the Chairperson or the Vice-Chairperson.

7. The Executive Committee shall have the powers and duties as presented in the relevant



8. The Executive Committee for District 4 shall consist of:

- a) District Chairperson
- b) District Vice- Chairperson
- c) Secretary
- d) Treasurer
- e) Registrar
- f) District Past Chairperson

9. All participating Associations shall ensure attendance by their President or Delegate to regular monthly meetings. Any Association missing two meetings within the season shall pay a fine to District of \$50, after third missed meeting, automatic hearing.

ARTICLE V. (Election of Officers)

1. A person may be nominated for any number of positions (and may seek election to offices to which they have been properly nominated, however, successful election to one position shall disqualify the candidate from seeking further nominations to any other positions). Defeat in an election for any office does not disqualify their seeking election to a subsequent office to which they have been properly nominated.

2. In order to be eligible for nomination for the office of Chairperson, a candidate must be a current member of the D4 Board in good standing and have previously served a term as either;

- a) President of a member association of D4.
- b) Vice Chairperson D4

3. In order to be eligible for nomination to the office of Vice Chairperson D4, a candidate must be a member of District 4 in good standing and have previously served a term as either;

- a) President of a member association of D4.
- b) President OVSS Hockey Club
- c) VP / Director of Competitive Program of a member association of D4.
- d) Director of Hockey Ops. OVSS Hockey Club

4. Anyone serving in the role of District 4 Chairperson, or District 4 Vice Chairperson may not be current member of any other minor hockey club or association Executive Board within District 4.

5. In order to be eligible for nomination to the office of President OVSS Hockey Club, a candidate must be a member of District 4 in good standing and have previously served a term as either;

- a) President of a member association of D4.
- b) VP / Director of Competitive Program of a member association of D4.
- c) Member of the Board of Directors for the OVSS Hockey Club



ARTICLE VI. (Amendments to District 4 Constitution)

1. The Constitution of District 4 may be amended at an Annual Meeting. Notice of proposed amendments shall be given in writing, by a member as defined in Article IV Paragraph 2., to the Secretary at least twenty-one (21) days prior to the Annual Meeting, who shall distribute any such Notices at least 14 days preceding the Annual Meeting.
2. All proposed amendments to the Constitution shall require a two-thirds majority of those present at the Annual Meeting. Sub-Amendments to such Amendments may be made and voted upon at the meeting provided that such Sub-Amendments shall not change the original intent of the action.
3. Any Amendments brought in on the day of the Annual Meeting will require a 90% majority vote of those present to be accepted.

ARTICLE VII. (By-laws and Regulations)

1. District 4 may, at its Annual General Meeting, by a two-thirds majority of those present and voting, establish By-laws governing, among other things, conduct of meetings, voting, elections and duties of the Executive Committee, conditions for membership, conduct and conditions of appeal and protests, and without being limited by the foregoing, By-laws concerning such matters as properly fall within the jurisdiction of District 4.
2. The Board of Directors of District 4 may at its General Meetings by a two-thirds majority of those present and voting, establish, amend, revise or repeal rules and regulations governing the structure and operating conditions of leagues and training programs, special playing rules, residence rules, registration procedures, budget and fees, committees, operational procedures and activities as established by By-laws and such other matters as properly fall within the jurisdictions of the Board of Directors.
3. All amendments to the By-laws and Regulations become effective immediately and remain in effect until the Annual Meeting where they will be brought to the table for ratification.
4. All players residing within District 4 who wish to play AA or A hockey, must try-out with the District 4 AA/A Association or Club. Upon their release from the District 4 AA/A Association or Club they must return to their Home Association. All District transfer requests for the purposes of playing AA or A hockey in another District will be signed by Association Presidents indicating "Against District Policy" and will be opposed by the District 4 Council. In addition, the District 4AA and A hockey program operated by the Ottawa Valley Silver Seven Club, shall be opposed to all imports and transfers from outside District 4.



5. Social Media Policy

No minor hockey organization shall host a Blog or Social Media forum except for the purposes of their own Association's internal surveys/questionnaires pertaining to their membership. The use of any Blog's or Social Medias initial content is to be approved by the Association's District Chair prior to being posted on the website due to privacy for our minor hockey volunteers, defamation and liability.

Associations and its members may only publish documents with consent of the original document publisher and all participants. Email documents and email addresses are considered private information and may not be reproduced or distributed without the consent of the owner.

Associations and its members are not to solicit membership opinion without the consent and approval of the District 4 member council. Failure to comply will result in suspension until a hearing with District 4

6. Team Placement

District 4 will follow HEO MINOR "Guideline for a Tiered Recreational League" hereby know as team placement as the District 4 guideline for team placement.

7. Conflict of Interest Guidelines

1. A potential conflict of interest is deemed to arise when a member of HEO MINOR District 4 Executive is involved:

- a) as a member of an amateur hockey association, team or league;
- b) in receiving remuneration (excluding expenses) of any amount for any position of an amateur hockey association team or league;
- c) in receiving gifts of any amount from any D4 suppliers that may be selected to offer products to D4;
- d) in holding any position in an amateur hockey association, team or league.
- e) as the parent/guardian of a player at a given level.

2. When a potential conflict is deemed to have arisen, the member involved:

- a) shall declare all known conflicts when known prior, at the September meeting;
- b) shall immediately notify the Board of Directors and Officers if a conflict arises;
- c) shall not participate in discussion (unless requested) and shall absent himself from the meeting when any item is being discussed by the Board of Directors or any of its councils or committees which the presiding Chair considers a conflict;
- d) shall not solicit information on any such item; and
- e) shall not be provided any information on any such items by any committee, council, board member, officer or employee.

3. Any person seeking election as an officer of District 4 shall declare any conflict of interest in advance of seeking election to such office.

8. Online fee:

Each association can charge an online fee of 25\$ per player.



ARTICLE VIII. (Meetings)

1. The Annual Meeting of District 4 shall be held not later than June 30th of each year. The purpose of the meeting shall be to review the activities of the past season, to hold elections and to consider policies aimed at improving District 4's operations for the coming season.

2. The agenda for the Annual Meeting shall be prepared by the Chairperson and shall include the following essential annual business:

- a) Minutes of previous Annual Meeting
- b) Correspondence pertaining to Annual Meeting
- c) Chairperson's Report
- d) Treasurer's Report
- e) Executive Officers' Reports
- f) Association Presidents' Reports
- g) Proposed Constitutional Amendments
- h) General Business
- i) Election of Officers
- j) Adjournment

3. The quorum for all Board of Directors meetings including, the Annual Meeting shall be 50% plus one member, one of whom must be a member elected at the Annual Meeting.

4. Board of Directors Meetings shall be at the call of the Chairperson or as a general rule once a month at a place and time agreed upon in advance by the Board of Directors.

5. Emergency meetings of the Board of Directors may be called without prior notice provided a quorum is in attendance.

6. If for any reason a meeting has not been called by the Chairperson within two weeks after being requested by one third of the Association Presidents, a meeting may be called and chaired by an elected member. Such meetings, subject to the rule of quorum, shall be legal and constitutional.

7. Each member of the Board will have a voice and the right to speak during discussions on any motions before the Board.

8. Alternates will be named by the Association Presidents at the beginning of the season and may attend Board Meetings in the event that the Association President is unable to attend. Alternates will have a voice and a vote and will be considered in the establishment of a quorum when they are replacing the Association President.

9. Guests will be allowed to attend meetings with the prior approval of the Chairperson and will attend only that portion of the meeting to which they were invited. Guests will be excused at the discretion of the Chairperson.



10. Any member of the Board has the right to ask for, and shall receive a closed vote; otherwise a show of hands, will be used as the voting procedure.

11. Only persons entitled to vote shall move or second motions or amendments.

ARTICLE IX. (Suspension of Members)

1. The Executive of District 4, the Chairperson or their delegate, or the District Discipline and Appeals Committee shall have the power to suspend, expel or discipline any coach, manager, player, trainer, referee and other official or person connected with any Club/Team/Association under their jurisdiction. The District Chairperson will report, for ratification, to the next General Meeting of the Board of Directors, all suspensions, expulsions, and disciplinary actions.

2. In accordance with HEO MINOR By-law 2.0 (2), suspensions, expulsions, or discipline may be assessed for such actions as infringement of playing rules, conduct un-becoming to hockey, refusing to accept or obey rulings of the District or League(s), for notorious and continued foul play, unfair, unsportsmanlike and ungentlemanly conduct, individually or collectively, on the ice or any rink where a hockey match is being played or at a meeting or gathering in the interests of the game; for negligence to pay assessments or for any persistent infringement of the laws of the game or the rules of Hockey Eastern Ontario, or HEO and such other actions as the District may from time to time determine.

3. The HEO MINOR Code of Discipline shall be the governing document relating to all matters concerning suspensions, expulsions, or discipline.

4. Any suspensions are subject to the appeal route as in: HEO MINOR By-law XI; Protests and Appeals.

5. Appeals shall not be heard on other suspensions or other disciplinary actions, if, before the appeal has been heard, there has been a disregarding of the suspension or disciplinary action.

ARTICLE X. (Leagues)

1. The Lanark Carleton Minor Hockey League (L.C.M.H.L.) shall be the designated Hockey League for non-carded teams in District 4. Membership in the L.C.M.H.L. is open to all Associations in District 4. Requests for membership from Associations outside District 4 shall be considered provided their home District has no objection and the L.C.M.H.L. can accommodate the teams. All teams playing in the L.C.M.H.L. are bound by the League and District Constitution, By-laws and Regulations.

2. By virtue of the L.C.M.H.L.'s long standing operation in District 4, it is granted full protection under the District Constitution. Requests for withdrawal from the League by District Associations must be forwarded in writing to the League President and District Chairperson for approval from both the League members and the District Board of Directors.



3. Any Associations who operate their own house leagues may continue to do so, however, any proposed change to join a league other than the L.C.M.H.L. must be brought to the Board of Directors for approval.

4. Any Associations approaching a league other than the L.C.M.H.L. or HEO MINOR for admittance must receive District 4 approval from the Board of Directors.

ARTICLE XI.

1. In all matters not otherwise covered by this Constitution, the District shall fall within the framework of Hockey Canada, HEO and HEO MINOR

ARTICLE XII. (Dissolution of the District)

1. If for any reason the District should be dissolved, the assets of the District shall be divided equally between all Associations in good standing.