



## **CARMAN MINOR HOCKEY (1987) INC. CONSTITUTION**

1. The name of the organization shall be “**Carman Minor Hockey (1987) Inc.**” and hereinafter referred to as CMH

### **2. OBJECTIVES:**

The objectives of CMH shall be:

- (a) to promote all categories of Minor Hockey within our Association;
- (b) to protect the mutual interest of each of its affiliated teams;
- (c) to teach players good sportsmanship, to play fairly, to take defeat graciously, to give credit to the team that wins, to abide by the referee’s decision to play for the love of the game.

### **3. MEMBERSHIP:**

The membership of CMH shall be composed of the following:

- (a) the standing officers and directors of CMH;
- (b) all coaches, managers and trainers;
- (c) parents and/or guardians of registered players are automatically members;
- (d) any person as approved by the executive

#### Termination of Membership

- A membership ceases to exist upon
  - 1) The death of a member;
  - 2) The written resignation of a member;
  - 3) The removal of all or a member's children from the Association by disciplinary action of the board of Hockey Manitoba;
  - 4) The expulsion of a member by disciplinary action of the Board of Hockey Manitoba

#### Expulsion of a Member

- The Association may expel any member whose conduct is detrimental to the association, as outlined in the CMH Code of Conduct provided:
  - 1) The member is given written notice at least seven days prior to the meeting at which the said conduct is discussed.
  - 2) The member is invited to the meeting to present his/her point of view
  - 3) The decision is made by the board as a result of a vote;
  - 4) The member is notified within seven days about the result of the meeting

- The Length of the expulsion shall be determined by the board
- A member may appeal an expulsion is made within thirty days of the meeting which directed the expulsion.

#### **4. OFFICERS:**

##### **Officers of CMH shall be composed of the following:**

President, Vice President, Secretary, Registrar, Treasurer, Development Rep, Equipment Manager, Referee in Chief, Assistant Referee in Chief, Female Convenor and Ice Convenor.

#### **5. DUTIES OF THE OFFICERS:**

The Officers positions are to be elected for a term of two (2) years. Any officer who has served three (3) consecutive terms shall not be eligible for re-election to the board until a period of at least one term has elapsed since their third successive term to office.

- The terms of President, Vice President, Secretary, Equipment Manager, Assistant Referee in Chief, and Female Convenor will expire at the AGM on odd years.
- Treasurer, Registrar, Referee in Chief, Development Rep and Ice Convenor terms will expire at the AGM on even years.

Where an Officer ceases to hold office prior to the end of his/her term, the Board may appoint a replacement Officer to complete the remainder or the vacated term. The appointed Officer is eligible for re-election for three additional two-year terms.

Any position vacated at the spring AGM on the board/executive must be shadowed by the previous title holder for a minimum amount of time up to the fall semi AGM. They do not hold any voting privileges. This is to help with the transition to the position.

##### **PRESIDENT:**

- To call and preside over all meetings;
- To ensure that all committees are active and functioning;
- Shall have the power to suspend for cause, any player, coach or manager taking part in CMH; such suspensions shall be reviewed by the executive within five (5) days;
- Shall have all other duties and powers usually conferred upon the President;
- Shall remain on for one-year term as past president as a mentor to newly elected president. This would require attendance at general meetings. This would be a non-voting position.

##### **VICE-PRESIDENT:**

- Shall in the absence of the President, perform all duties of the President;
- Shall preside over meetings as directed by the President.

##### **SECRETARY:**

- Shall keep an accurate record of all proceedings of CMH;
- Take minutes at all CMH Meetings;

-Manage social media venues (Twitter, Facebook, Webpage)

**REGISTRAR:**

- Register all teams and players;
- Assist coaches with coaching requirements;
- Gather Code of Conducts and Criminal Record Checks;
- Manage and enter data in the Hockey Canada Registry

**TREASURER:**

- Shall keep an accurate record of all monies received and disbursed and present an annual statement at the general meeting;
- Shall pay all accounts by cheque signed by “himself” or “herself” and the President or by some other person authorized by the executive to countersign.

**DEVELOPMENT REP:**

- Shall attend PVMHA development meetings and disseminate the information between PV Development, CMH and its members;
- Assist with team formation and tryouts;
- Assist in organization of coach and player development clinics

**REFEREE IN CHIEF:**

- Shall be responsible to see that referees are in attendance at all minor hockey games where CMH is required to provide a referee;
- Provide information on referee clinics

**ASSISTANT REFEREE IN CHIEF:**

- Organize the payment schedule for refs and communicate it with the CMH Treasurer;
- Assist the Referee in Chief with duties as necessary and attend PV Ref meetings

**ICE CONVENOR:**

- Shall be responsible for allocating ice time to all teams of CMH

**EQUIPMENT MANAGER:**

- Shall be responsible for the upkeep of existing equipment;
- Purchase new equipment as required;
- Shall be responsible for the control of all equipment

**FEMALE CONVENOR:**

- Shall represent all female teams and be responsible for working with PVMHA to give all female players the chance to play on mixed and/or female teams;
- Decisions must be passed by the board;

**PAST PRESIDENT:**

As a member of the Executive, a Past President acts in the position of the trust of the association and is responsible to assist in the effective governance of the organization. The Past President is also responsible and accountable to the President and the membership.

- Assists in the managing and establishing overall long- and short-term goals, objectives and priorities for the Carman Minor Hockey Association in meeting the needs of the members;

- Be the primary resource for the President and Vice President in conjunction with the Executive Committee to provide guidance and leadership
- One-year term

## **6. COACHES AND TEAMS:**

### INITIATION AND NOVICE

CMH will create the Initiation and Novice teams. The position of Head Coach will be decided at parents meeting for each team. A majority vote will be used if more than one person expresses interest in the position of Head Coach. The CMH Executive will make the final decisions in the event of a tie. The Head Coach will select his/her Assistant Coaches and Manager. Before any team official is accepted by CMH, he/she must go through a Criminal Record and Vulnerable Sector Check.

### ATOM, PEEWEE, BANTAM and MIDGET

If there are enough players for 2 or more teams, CMH will automatically go to a tiering system.

- All players will participate in a series of on-ice sessions to determine placement on the appropriate team.
- The on-ice sessions will include a variety of hockey related skills and a scrimmage.
- An independent committee of evaluators who have been chosen by the Executive will evaluate the players during on-ice sessions.
- The independent committee of evaluators will rank the players based on their skill levels in the on-ice sessions.
- The independent committee of evaluators will select and place the players on the appropriate teams.
- Once teams are selected, the independent committee of evaluators will present the teams to the CMH Executive.

The position of Head Coach will be decided at parents meeting for each team. A majority vote will be used if more than one person expresses interest in the position of Head Coach. The CMH Executive will make the final decisions in the event of a tie. The Head Coach will select his/her Assistant Coaches and Manager. Before any team official is accepted by CMH, he/she must go through a Criminal Record and Vulnerable Sector Check.

### **TEAM ORGANIZATION**

There must be thirty-three (33) registered players in one division by October 1 of the current season before three (3) teams can be registered otherwise there will be two (2) teams registered. This excludes Novice and Initiation teams.

### **EXTENDED ROSTER TEAMS**

Extended roster teams extending their play after April 1 of the said season wishing to use Carman Minor Hockey team jerseys will be charged a rental fee of \$100 per season. This fee includes home and away jerseys. Any jerseys not returned by the end of the season requested will be charged replacement cost on each jersey not returned.

## **7. FEES:**

The annual fees for CMH shall be reviewed and set annually by the executive of CMH. Fees must be paid at the time of registration.

**8. FUNDRAISING:**

No individual team fundraising projects. Teams with special projects may approach executive for permission.

**9. RULES:**

CMH will follow rules as approved by their governing bodies.

**10. REGISTRATION:**

-Any player registering with CMH must be a resident of the Town of Carman and immediate District or have had played the previous year with CMH, otherwise they must be approved by the CMH executive.

-Minimum age enrollment is five years of age as of January 1 of the current year. An exception to enroll four-year-old players may be considered if there are not sufficient registrants in the current season to make teams as outlined by Hockey Manitoba. It is recommended that young players take one year of CanSkate previous to enrollement.

-An "Early Bird registration fee" shall be set to be in effect the days of the advertised registration date. After this date, registration fees will revert to a "Regular Registration Fee". Both Early Bird and Regular Registration fees will be set by CMH.

Refund on Withdrawn registration shall be as follows:

1. Date of registration – September 30.....-100%
2. Sept. 30 (or once teams are made) - Dec. 1.....-50% (excludes initiation)
3. After December 1<sup>st</sup>.....-No Refund

Late Registration will be determined by the board on a prorated basis

**11. MEETINGS:**

(a) The annual meeting shall be held at the end of the season but before June 30<sup>th</sup>

(b) The first general meeting of each new season shall be held at such a time and place as the executive may determine;

(c) The President shall call a meeting at any time deemed necessary in order to continue the smooth operation of CMH;

(d) A quorum at an executive meeting shall consist of a majority of the officers;

(e) Fifteen (15) members present in person shall constitute a quorum for the transaction of business at an annual meeting expecting that in the absence of a quorum a lesser number shall have the right to adjourn the meeting to a fixed date thereafter at which meeting any members present in person shall constitute a quorum.

**12. ELECTIONS:**

(a) The President shall appoint a nominating committee of three who will report at the annual meeting;

(b) Further nominations shall be called for from the floor;

(c) To qualify for election, the party must obtain Respect in Sport parent;

(d) Voting shall be by ballot or raise of hands by members at the meeting and a simple majority shall decide the election

**13. VOTING:**

Unless a vote by ballot is demanded by the majority of the members present at the meeting, all issues shall be decided by the show of hands and a simple majority shall rule.

**14. ORDERS OF BUSINESS:**

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

- (a) Minutes of the last meeting
- (b) President's remarks
- (c) Correspondence
- (d) Treasurers Report
- (e) Unfinished business
- (f) Committee reports
- (e) Unfinished business
- (f) Committee reports
- (g) Election of Officers (Annual Meeting)
- (h) New Business
- (l) Adjournment

**15.** CMH can only be dissolved at a General meeting by two-thirds (2/3) majority vote. In case of dissolution, all funds and assets of CMH shall be dispersed as determined by members present at the meeting.

**16.** Amendments to the Constitution can only be made at an Annual Meeting provided a Notice of Motion to amend is given at a general meeting prior to the Annual Meeting.