

Smiths Falls Minor Hockey Association
CONSTITUTION
As Amended June 2019

ARTICLE 1 – NAME

This organization shall be known as the “Smiths Falls Minor Hockey Association” and any reference to SFMHA in this Constitution and By-laws shall mean the Smiths Falls Minor Hockey Association. The SFMHA shall maintain its status as a not for profit corporation within the Province of Ontario.

ARTICLE 2 – VISION AND MISSION

Vision - To support the youth of our community in a positive hockey experience.

Mission – To plan and conduct amateur hockey activities for youth in the Smiths Falls area, following the principles of Hockey Canada’s long term player development programming framework, in an open, equitable and well-organized manner.

ARTICLE 3 – AIMS & OBJECTIVES

1. To teach the core skills of hockey, promote development and representation at higher levels.
2. To develop, encourage and model sportsmanship, community spirit and good fellowship.
3. To enable all participants to play at a level appropriate for their development.
4. To promote, organize and govern all team competition in the area of operation to the maximum of playing accommodation and financial resources.
5. To sponsor and promote such athletic, social, and other activities as may contribute to the finances of the organization.
6. To ensure that no person wishing to volunteer within the SFMHA, in any capacity, shall be discriminated against or excluded from such participation by virtue of their employment, ethnicity, religion, gender, creed and sexual orientation.
7. To ensure a secure environment and reduce risk for all players and volunteers through the use of a screening process.
8. To provide equitable opportunities for players to develop confidence and skills off and on the ice.
9. To foster a culture of respect, inclusiveness, tolerance and integrity.

ARTICLE 4 – AUTHORITY

The authority to govern the SFMHA shall be vested in the Executive Board.

ARTICLE 5 – EXECUTIVE BOARD

1. The Executive Board shall be comprised of President, Past President, Vice President-Initiation and Novice, Vice President Atom and Peewee, Vice President-Bantam and Midget, Treasurer, Registrar, Secretary/Communications and the elected Directors of Ice, Player and Goalie Development/Skills, Tournaments, Risk and Safety and Coaching and the non-voting elected Director of Equipment and non-voting Referee in Chief.
2. A member of the Executive Board shall be able to hold more than one office on the Executive Board at any one time but shall have only one vote.
3. Any member of the Executive Board absent for two meetings without just cause will be under review by the Executive Committee. All Executive Board members are required to present a report at the monthly executive meeting or send a report in their absence.
4. The SFMHA Executive Board will have overall responsibility for all affairs of the Association including, but not limited to, registration, coach and team selection, try-outs and evaluations, and tournaments.
5. Executive Board members shall serve without remuneration, and no Executive Board member shall directly or indirectly receive any profit from his or her position. As such, Executive Board members may be reimbursed for reasonable expenses incurred in performing his or her duties.

ARTICLE 6 – EXECUTIVE COMMITTEE

1. The Executive Committee of the SFMHA shall consist of the following officers: President, Vice President-Initiation and Novice, Vice President Atom and Peewee, Vice President-Bantam and Midget, Treasurer, Secretary/Communications and Immediate Past President.
2. The Executive Board members of the SFMHA shall be elected annually, by the general membership with the exception of the Immediate Past President who shall be acclaimed in such position upon the election of a new President. There will be a period of one month transition period in which members of the new executive and the old executive will share the position.
3. The Executive Board of the Association shall have the authority to appoint replacements and fill vacancies to the Executive Board. Current Executive Board members may be appointed in an Acting role to fill vacancies but will hold no more than two positions at any given time.
4. The Executive Committee shall have the authority to assign directorships to a general member of the Association who is in good standing and qualified as required.
5. To be eligible for the office of President, a candidate must be a member of the present Executive, or have served as a Director, coach, manager, trainer or referee within the past five years.
6. All elected and appointed Executive Board/Committee members will be subject to subsequent screening through the Volunteer Screening process within a timely basis. Should the Volunteer Screening identify an elected or appointed member as not suitable to hold a position, the Executive Board will appoint a replacement per the subsections above.
7. If a SFMHA Executive Board/Committee member resigns without just cause during their annual term, they will not be accepted for nomination to the SFMHA Executive Board for a period of two years following the end of the year the individual resigned.

ARTICLE 7 - DUTIES OF THE EXECUTIVE COMMITTEE

1. The President shall:
 - a. conduct all meetings and have a vote only if necessary to cast a deciding vote
 - b. perform such duties co-signing all cheques
 - c. sign transfer forms and permission to skate forms
 - d. call all meetings of the Executive Board and prepare a draft agenda
 - e. represent SFMHA at all HEO MINOR, District 1 meetings and Upper Canada Minor Hockey League (UCMHL) meetings as well as any other meetings as directed by the District 1 chairperson.
 - f. in consultation with the Ice Director, meet with the Town of Smiths Falls to discuss ice costs and usage
 - g. be present for various town events such as tournaments
 - h. Chair the Discipline Committee
2. The Vice-Presidents shall:
 - a. Vice President-Initiation and Novice shall perform the duties of the President in the absence of the President
 - b. Vice President Atom and Peewee shall co-sign all cheques
 - c. participate as a member of the Discipline Committee
 - d. act as the main coordinator for try-outs and evaluations
 - e. all other duties as directed by the President.
3. The Treasurer shall:
 - a. record all finances and have co-signing authority
 - b. maintain the Cheque Registrar and Cash Receipt Journal. These journals shall be maintained on a current basis and balanced monthly. These journals shall be a consistent format for the financial reporting and be followed from year to year.
 - c. give a written financial report at each Executive Board meeting for approval
 - d. provide a detailed year-end financial statement at the Annual General Meeting

- e. prepare an annual draft budget for approval by the Executive Board
 - f. be responsible for accounts payable and receivable
 - g. maintain all funds in the official Association accounts and invest funds as approved by the Executive Board
 - h. establish a liaison with HEO MINOR for the purpose of insurance coverage, assessment fees, etc.
 - i. provide guidance, as required, to team Treasurers
 - j. maintain an official's payroll and issue officials pay cheques once a month throughout hockey season.
 - k. all other duties as directed by the President.
4. The Secretary/Communications shall:
- a. record all minutes of all duly constituted meetings of the Association
 - b. handle all correspondence and filing pertaining to the business of the Association, including filings for the Ontario Ministry of Government Services related to SFMHA not for profit incorporation status;
 - c. provide notification of meetings
 - d. maintain Association website, including posting of information updates, items of interest, team contact information, etc.
 - e. retain copies of minutes for all Ad Hoc Committee meetings
 - f. act as a liaison with the media
 - g. distribute Association newsletters.
 - h. all other duties as directed by the President.
7. The Registrar shall be responsible for all activities associated with player registration in the Association, including:
- a. organizing registration sessions
 - b. remitting funds to the Treasurer with a summary
 - c. registering players throughout the season
 - d. determining the eligibility of all players
 - e. distributing registration forms to the appropriate individuals as soon as possible
 - f. maintaining current team lists, including team officials for all teams in SFMHA,
 - g. providing a written report with a registration balance and signature. This is to be submitted with the Treasurer's annual review and will be presented at the Annual General Meeting.
 - h. all other duties as directed by the President.
8. The Past President shall act in an advisory capacity and shall carry out duties as assigned by the President and/or the Executive Committee.

ARTICLE 8 – DUTIES OF DIRECTORSHIPS

The following shall comprise the Directorships of the Association:

- 1. Each Vice President shall:
 - a. act as a liaison with the teams within their Division and will be responsible for providing a copy of the SFMHA Constitution and By Laws and HEO MINOR rule book.
 - b. will supply Team Operations Guides to all team managers/coaches that include but is not limited to: official team list, ice schedules, executive and HEO MINOR contact names and phone numbers, job descriptions, SFMHA policies and procedures, medical and accident reports forms
 - c. participate as a member of the Discipline Committee

- d. assist with the distribution, collection and retention of all criminal reference check forms required by all SFMHA volunteers for team officials within their Division
 - e. provide an annual orientation meeting with all new SFMHA parent/guardians
 - f. initiate and/or attend all team meetings
 - g. lead tryout and evaluations for all responsible divisions
 - h. actively engage with all teams within their divisions
 - i. act as a liaison with Tournament Director for all responsible divisions tournaments
 - j. all other duties as directed by the President.
2. Vice Presidents may not be immediately related to any player in their division of responsibility but may declare a conflict of interest if applicable.
(Conflict of Interest-any private interests that could improperly influence, or be seen to influence, decisions or actions in the performance of their duties.)
2. The Referee in Chief (RIC) shall:
- a. be elected by the SFMHA officials at a meeting of the majority of SFMHA officials. This meeting to be held in April of each year, prior to the SFMHA AGM. A designate should also be elected at this meeting to assume RIC responsibilities if the elected RIC unable to perform any of the duties assigned.
 - b. be a senior official with experience
 - c. be responsible for the operation of the referee/official body of the SFMHA
 - d. ensure that all officials operating under the SFMHA are properly registered and certified and that they attend a refresher clinic annually
 - e. be responsible for the scheduling of officials for all games under the jurisdiction of the SFMHA
 - f. be responsible for the liaison between officials body and the Executive
 - g. ensure that there is an official meeting held each month to allow for proper communication with the officials body
 - h. ensure that officials are paid monthly by providing the SFMHA Treasurer with the officials monthly payroll information
 - i. be a member of the Discipline Committee and sit on any hearing involving officials
 - j. organize officials training programs and clinics
 - k. monitor and provide guidance, advice and counselling to all SFMHA officials
 - l. assist with supervisions of officials during the season for District 1
 - m. attend RIC meetings called by District 1 RIC
 - n. supply information handbooks to all officials that include but are not limited to: Executive Board and District 1 contact names and numbers, By-Laws and Constitutions, meeting information, payments, game sheets, assignments and books offs, development, grievance procedures, codes of conduct and discipline
3. The Tournament Director shall:
- a. oversee all tournaments
 - b. submit budget for approval to the Executive Board for tournament expenses
 - c. purchase all awards in bulk to minimize cost (of equal value for all divisions)
 - d. ensure that all sanctions are secured through HEO MINOR
 - e. oversee advertising of tournaments through HEO MINOR website
 - f. cancel any tournament or division of tournament if lacking in applications with the approval of the Executive Committee
 - g. be available for all tournaments. Should the Tournament Director not be available for a given tournament, the Executive Committee shall appoint an Executive Board member to be present at and oversee all tournament rules and regulations.
 - h. ensure that a designate from each team is available to help manage their tournament
 - i. give the tournament schedule to the RIC, the Arena Manager, the Ice Director and the teams involved a minimum of one week in advance.

- j. all other duties as directed by the President.
4. The Ice Director shall:
- a. be responsible for the allotment and control of all ice time scheduling sanctioned by the SFMHA
 - b. in conjunction with the President, and in consultation with the Executive, enter into negotiations with the Town of Smiths Falls in relation to ice costs and usage.
 - c. all other duties as directed by the President.
5. The Equipment Director shall:
- a. be responsible for all purchases relating to equipment of the SFMHA, subject to the approval of the Executive Board.
 - b. dispose of SFMHA equipment, subject to the approval of the Executive Board.
 - c. be responsible for the distribution and collection of all SFMHA property.
 - d. maintain inventory listings of all SFMHA equipment and location thereof.
 - e. all other duties as directed by the President.
6. The Hockey Development/Skills Director shall:
- a. be responsible for the design and delivery of a player development program for the SFMHA. The program includes but is not limited to a body contact clinic, and other areas of development as identified by the SFMHA coaches.
 - b. initiate at least one coaching or trainer's course annually
 - c. be responsible for a preseason conditioning camp
 - d. in conjunction with the Coaching Director, be available to team coaches to provide insight on team decisions related to players including: affiliations, practice plans, player skills development.
 - e. Coordinate program development with the Goalie Development/Skills Director to ensure consistency across all areas of development within SFMHA.
 - f. all other duties as directed by the President.
7. The Goalie Development/Skills Director shall:
- a. be responsible for the design and delivery of a development program for all SFMHA goaltenders
 - b. initiate at least one coaching course annually where goaltender skills development are promoted at the coaching level
 - c. in conjunction with the Coaching Director, be available to team coaches to provide insight on team affiliations
 - d. engage with the Equipment Director on all goaltender equipment purchases
 - e. promote the goaltender position, specifically at the Initiation and Novice divisions, to ensure enough goaltenders are available for teams
 - f. assist/organize goaltender evaluations during competitive and house tryouts
 - g. Coordinate program development with the Hockey Development/Skills Director to ensure consistency across all areas of development within SFMHA.
 - h. all other duties as directed by the President.
8. The Risk and Safety Director shall:
- a. promote and ensure compliance of Risk and Safety, and Abuse and Harassment protocols as directed by SFMHA and the HEO MINOR
 - b. be responsible for the distribution, collection and retention of all criminal reference check forms required by all SFMHA volunteers.
 - c. attend meetings when required with HEO MINOR Risk Management Director
 - d. participate as a member of the Discipline Committee.

- e. all other duties as directed by the President.
9. The Coaching Director shall:
- a. have a coaching background
 - b. be responsible for the recruitment of SFMHA team coaches. The credibility and integrity of the Coach selection process must not only be fair, but must appear to be fair. The Coaching Director will ensure a consistent three (3) member Coach Selection Committee is formed to review coaching applications and conduct interviews. To be considered for the Coach Selection Committee, an individual must have a solid background in hockey and/or coaching.
 - c. identify any areas where a conflict of interest may become an issue.
 - d. cannot apply for any “Rep” head coaching position within SFMHA. The coaching selection process is to be completed as determined by the Executive Board annually.
 - e. assist with the mentoring and development of coaches
 - f. in conjunction with the Hockey Skills/Development Director, be available to team coaches to provide insight on team decisions related to players including: affiliations, practice plans, player skills development.
 - g. in conjunction with the President hold a minimum of 2 coaches meetings.
 - h. be responsible to coordinate with the Hockey Development/Skills Director for ongoing player development to initiate at least one coaching or trainer’s course annually
 - i. participate as a member of the SFMHA Disciplinary Committee.
 - j. complete an evaluation of each coach and communicate the results of the evaluation with the coach and file the report with the Executive Committee. Evaluations will be retained for two years.
 - k. all other duties as directed by the President.

ARTICLE 9 – LEAGUE STRUCTURE

The Executive Board shall be responsible for the formation and operation of the House League and the Representative teams of the Association.

ARTICLE 10 – DISCIPLINE

The purpose of the Discipline Committee is to investigate, preside and render any disciplinary action in response to any written complaints by the general membership. A Discipline Committee is to be comprised of the Past President, Vice President-Initiation and Novice, Vice President Atom and Peewee, Vice President-Bantam and Midget, and the Division Directors and Directors of Risk and Safety, Coaching. The President conducts the business of the Discipline Committee but only votes, if necessary, to cast a deciding vote. In the event of a conflict of interest of any member of the Discipline Committee that member shall not take part in the process. All business of the Disciplinary Committee shall be documented and retained for a minimum period of 5 years. At the beginning of each year, the Executive Committee will review all files greater than 5 years and vote on those to be destroyed.

ARTICLE 11 – GENERAL MEMBERSHIP

- 1. General Membership
 - a. Parents or legal guardians of all registered players under the age of majority
 - b. Players who have reached the age of majority, who are members of a hockey team operated under the auspices of SFMHA;
 - c. Team officials who are not parents or legal guardians of registered players but have been approved in such capacity by the Executive Board;
 - d. Elected Executive Officers and Directors.
 - e. Life Members
- 2. Terms of Membership

- a. A Member shall uphold the Constitution, Bylaws and other rules, policies or regulations of the Association.
 - b. Applications for membership shall be made to the Association, together with payment of the application fee in place at the time.
 - c. Application for membership are not automatic and may be declined by the Registrar and President for a number of reasons, including but not limited to:
 - i. not being in good standing or being in arrears, and/or
 - ii. failure to comply with the Association Constitution, By-Laws, policies, and/or
 - or
 - iii. violation of the Code of Conduct, and/or
 - iv. not acting in the best interests of the Association.
 - d. Applications for membership are not automatic and may be rejected by the Board.
3. Termination and/or Suspension of Membership
- a. By providing in writing, cancellation of their registration, or in the case of non-parent or non-legal guardian, their resignation of an active role within a SFMHA team or the Association, or;
 - b. The membership of any Member shall be automatically terminated if such Member fails to pay any outstanding fee within sixty (60) days after it is due, unless a temporary accommodation is made by the Registrar and Treasurer and approved by the President. Such termination shall not prejudice the Member's right to apply for readmission, or;
 - c. A Member may be suspended or expelled for willful violation of the Constitution, Bylaws, policies or for any other serious breach of rules and regulations of the Association, or;
 - d. A Member may cease to be a Member of SFMHA upon notification from the Discipline Committee, as outlined in Article 10, or;
 - e. The Board may, by a resolution passed by a seventy-five percent (75%) majority, terminate any existing membership for just cause.

ARTICLE 12 – MEETINGS

- 1. General meetings shall be held as determined by the President. Meetings will be advertised on the Association website and in arenas.
- 2. Executive meetings shall be held approximately once a month or as deemed necessary by the President. Members of the Association may request to attend a meeting by contacting the Secretary.
- 3. Updates of the Executive meetings will be posted on the website in the form of newsletters or bulletins.
- 4. Annual meetings of the General Membership shall be held no later than May 15th at which time the following business will be conducted:
 - a. President's Report
 - b. Treasurer's Report
 - c. Constitution Amendments
 - d. By-law Amendments
 - e. Election of Executive Officers and Directors

ARTICLE 13 – VOTING

- 1. Executive Board/Committee Meetings
Each member of the Executive Board/Committee shall have a single vote with the exception of the President, who shall vote only in the case of a tie.
- 2. Annual General Meetings
Each General Member (as defined in Article 11) is entitled to one vote with each decision requiring a simple majority.
- 3. Proxy votes will not be used at Executive Board/Committee meetings and Annual General Meetings.

ARTICLE 14 – QUORUM

The quorum for conducting the business of the Executive Board/Committee shall be set at a simple majority.

ARTICLE 15 – ELECTION OF EXECUTIVE COMMITTEE & BOARD

1. Only General Members in good standing may be considered for election to the Executive Board.
2. The election of the Executive Board shall be held at the Annual General Meeting. Such elections shall be conducted in the recognized way with voting by secret ballot.
3. The Chairperson of the election shall be an appointee not running for election and will cast the deciding vote in the case of a tie.
4. The Annual General Meeting shall require a quorum of seventeen members before the meeting can be convened.
5. Nominations for Executive Board members may be made at the time of the elections from the floor or may be received in writing prior to the Annual General Meeting.
6. Notice of the Annual General Meeting must be posted on the Association's website and emailed to all members a minimum of 30 days in advance of the meeting date.

ARTICLE 16 – AMENDMENTS TO THE CONSTITUTION

Motions to amend the Constitution will only be considered at the Annual General Meeting. A simple majority of the voting members is required. A notice to the change to the Constitution by a member must be forwarded to the necessary or board designate at least 30 days prior to the Annual General Meeting when such changes will be considered. All amendments must be signed, seconded and dated.

ARTICLE 17 – AMENDMENTS TO THE BY-LAWS

The By-Laws may be changed at any meeting. A notice of changes in the By-Laws must be forwarded to the Secretary at least fourteen days prior to the meeting when such changes will be considered.

ARTICLE 18 – EXPENSES

When traveling outside the boundaries of the SFMHA on the business of the Executive Board, members of the Executive Board are to be reimbursed at a rate of 0.45 cents per kilometer. All expenses are to be voted on and approved by the Executive Board.

ARTICLE 19 – FINANCIAL REPORTS

1. All bills/re-imburements for the present year are to be submitted no later than one week before the Annual General Meeting. Date to be set by the Executive Board at the first meeting of the year. No re-imburements will be paid after the date approved by the Executive.
2. The Treasurer will submit the financial reports of the SFMHA to a certified accountant for an annual review to be completed and presented at the Annual General Meeting.
3. The Treasurer shall, in conjunction with the certified accountant, prepare an annual tax filing per Government of Canada/Canada Revenue Agency regulations.

ARTICLE 20 – FORMATION OF AD HOC COMMITTEES

1. Ad hoc Committees will be established on recommendation by the Executive Board to respond to specific issues of a non-recurring nature. They have a defined task and time line for completion.
2. A minimum of one (1) Executive Board member shall sit as a member of each Committee.
3. The President shall be considered an ex-officio member of all Committees.
4. A notice to all General Members will be sent requesting members for newly formed Ad Hoc Committees. Interested members will have 14 calendar days to respond.

5. The Executive Board may limit the number of members of Ad Hoc Committees.
6. The Executive Board member assigned to the Committee shall call the first meeting of the Committee and shall preside over the election of the Committee Chair at that meeting. Any member of the Committee may request election by secret ballot.
7. A majority of the Committee membership shall constitute a quorum.
8. Committees shall provide a written or verbal report with actions/recommendations to the Executive Board who shall formally approve all actions/recommendations.
9. Committees shall provide written minutes to the Secretary/Communications to be kept on file.