

# CONSTITUTION

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## CONSTITUTION

### PART I – OBJECTIVES AND MEMBERSHIP

#### NAME

**Title:** The name of the corporation is, as established by the membership of the corporation's predecessor organization, the Blind River Minor Hockey Association, and as established by Letters Patent issued by the Companies Division of the Ministry of Consumer and Commercial Affairs on November 22, 1985, which letters were amended by supplementary Letter Patent dated is: "Blind River Minor Hockey Association, Inc."

**Short Title:** In this constitution, bylaws, rules and regulation, the Blind River Minor Hockey Association, Inc. shall be referred to as the "Corporation".

#### OBJECTIVES OF THE CORPORATION

**MISSION:** The stated aim of the corporation shall be to foster and promote good sportsmanship among minors in Blind River and surrounding area, without restriction of race, creed, nationality, religion, level of ability, ability to pay, or gender.

**VISION:** The corporation's wish is to provide a wholesome experience, not only for the participants, but also for the coaches, managers, league officials and volunteers. The corporation's main interests shall always be in the participant and not in his or her ability only. Sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members at all levels shall be the corporation's guideposts.

**PRINCIPLE:** The guiding principle of the corporation shall be "good sports today – good citizens tomorrow".

This guiding principle shall be reflected in the policies and activities of the Corporation and shall be subjected only to the following:

- i) the greatest good for the greatest number;
- ii) no person who wants to participate is to be turned away by reason only of their ability to pay. In this regard, it shall be in the sole discretion of the executive of the corporation to determine a person's ability to pay and whether the fees, if applicable, are to be waived for them;
- iii) each participant deserves a fair share in each game;
- iv) it shall be in the corporation's executives' sole discretion to structure teams at any level of play in accordance with the members' ability to play and to organize as many teams, in relation to the number of players, as it sees fit, in consultation with the corporation's coaches as they may be from time to time.

## MEMBERSHIP DEFINED

**Rights & Privileges:** Each member, by accepting the rights and privileges of membership in the corporation, agrees to:

- A) Comply with and abide by the By-laws, Rules and Regulations, Policies of the corporation, decisions of the Executive; and
- B) Conduct himself or herself in such a manner as to promote the reputation, welfare and interests in the corporation.

**Right to Vote:** Members in good standing shall be entitled to attend and vote at public meetings of the corporation.

**Eligibility:** Membership shall include:

- All parents and/or legal guardians of each registered player, whether they are residents or non-residents of Blind River. There shall be one (1) vote per parent/guardian to a maximum of two (2) votes per family.
- One vote/child to a maximum of two votes in any family
- Single parent families also get a maximum of two votes
- All coaches, managers and trainers appointed for the current season.
- All elected or appointed officials or directors and past presidents of the corporation
- Volunteers who are otherwise not members but provide service of merit to the corporation may be granted membership by the executive. All volunteers must apply to the executive and are subject to approval. We respect and encourage those who volunteer with our organization.
- A volunteer may cast only one (1) vote no matter how many roles they have.

## PART II – EXECUTIVE, ELECTIONS, ADMINISTRATIVE PROVISIONS

### GOVERNING BODY

**Board of Directors:** The corporation's affairs shall be managed by a Board of Directors made up of the executive officers of the corporation.

**Executive Positions:** The executive officers of the corporation shall be as follows:

- i) Immediate Past President – Consultant – Non-voting;
- ii) President;
- iii) 1st Vice-president;
- iv) 2nd Vice-president;
- v) Secretary;
- vi) Treasurer.

**Regulation on Executive Positions:**

- President and 1st Vice-President must be residents of the Blind River Minor Hockey Association player catchment area.

**Sub-committee:** In addition, the above-named officers may name to its body any number of other Sub-Committees the executive feels is wanted or needed for the proper conduct of its business as circumstances dictates. The corporation may appoint the following officials/directors:

- NOHA representative
- CAHL representatives
- Referee-in-Chief
- Equipment Manager
- Ice Scheduler
- Timekeeper Supervisor
- Director of Bingo Operations
- Director of Social Media
- Rep and Local League representatives

Further, the executive may invite to its meetings, as they are needed, and as the executive shall so direct, any chairperson of any sub-committee established by the executive.

### CONFIDENTIALITY

Every Director and Officer of the Corporation shall respect the confidentiality of matters brought before the Board for consideration in camera.

### ELECTION

**Biennial:** The election of executive officers constituting the Board of Directors of the corporation shall be elected at the last annual general meeting of the corporation preceding the next year of the corporation every 2 years. President and Treasurer will be elected on uneven years and Vice-Presidents and Secretary will be elected on even years

## BLIND RIVER MINOR HOCKEY ASSOCIATION, INC.

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**Nomination to Executive Position:** All nominations for all positions described above shall be received by the then president of the corporation, who shall serve as the presiding officer of the election, from the floor of the last annual meeting of the corporation's membership.

The president of the Corporation shall designate, from those members in attendance at the annual general meeting, a member who shall, after giving his/her consent, serve as the presiding officer of the election.

If a member cannot be present for the elections but would like to let their name stand for nomination to the executive, intention can be declared by written notice clearly listing the position for which he/she wishes to be nominated. Written notice, signed by member in question, should be delivered to the current President in a sealed envelope, marked "NOMINATION". Envelope to be opened and read at annual general meeting during elections.

Upon receiving the said nominations, the president of the Corporation shall deliver same to the "Presiding Officer of the Election". The "Presiding Officer of the Election" shall not be any member of the corporation who has been nominated and has consented to stand for election or re-election or is a member of the outgoing executive.

**Voting:** Following the reception of nominations by the then president of the corporation, elections shall be conducted by the outgoing president or his nominee.

All members in good standing with the Corporation for the current year shall be eligible to vote, except that no player shall be eligible to vote. In addition, the presiding officer of the elections shall not be eligible to vote.

Voting shall be by written secret ballot or, at the discretion of the presiding officer of the election by a show of hands.

Proxy votes shall not be permitted. Members must be present in person in order to Exercise their voting rights.

The presiding officer of the election shall nominate scrutineers as he sees fit or as they are requested by the nominees.

If voting results in a tie vote and cannot be broken, "Presiding Officer of the Election" may call another meeting within reasonable timeframe, to hold another election.

**Eligibility for Election to Executive:** Any member in good standing with the Corporation for the year in which nominations are received may stand as eligible to be nominated for any executive post of the corporation effective in the next year of the corporation.

Any current member of the executive may also stand for re-election.

**Vacancies:** In the event of a vacancy on the executive, the executive may appoint, with the consent of the individual, any member in good standing with the Corporation for the current year to fill such vacancy.

**Absenteeism (executive):** Any executive officer of the corporation who is absent at any meeting of the executive or general meeting (whether special or annual) for three or more consecutive such meetings, shall be liable for dismissal from his position by the executive. Such dismissal shall be at the discretion and a two thirds majority vote of the remainder of the executive members, it being understood that the executive may waive the infraction of absenteeism, as define herein, on the grounds that such absences were warranted by the individual in question.

#### YEAR OF THE CORPORATION

The year of the corporation shall run from June 1 of any year to May 31 of the next ensuing year. It is understood that the first year of the corporation, as a successor to the Blind River Minor Hockey Association is from the date of incorporation to May 31, 1986.

The executive, elected at the last annual general meeting of the Corporation, shall take Office on June 1 of the Corporation's year and remain in Office until May 31 next ensuing.

## PART III – MEETINGS & RELATED PROVISIONS

### MEETINGS

**Annual:** In any year of the corporation, there shall be one annual general meeting, which meeting is to be the last meeting of the membership in the corporation's year and at which time elections are to be held for the positions, described herein, on the executive.

**General:** The executive may direct on its own motion, or at the request of the membership any number of other general meetings, which shall be defined as special general meetings, to which the entire membership of the corporation shall be invited and may attend.

The executive, during the currency of the corporation's year, shall meet at least once every six weeks and the executive, further, may meet on a more frequent basis as circumstances dictate and the executive so requires.

The executive also holds the right to host virtual meetings as required by either email, text messaging or other social media platform. All rules pertaining to general meetings must be followed during virtual meetings.

At such executive meetings, only the members of the executive together with those individuals who are requested to attend on the invitation of the executive, may attend.

### DECISIONS AND QUORUM

At all special or annual meetings, a quorum shall consist, exclusive of the executive membership, of five members holding a valid membership in the Corporation for the current year in which the meeting is called and decisions shall be taken by a simple majority, except where otherwise provided for specific purposes herein.

At all executive meetings, a quorum shall consist of three members of the executive board and decisions made at such executive meeting shall be by simple majority.

### AMENDMENTS TO THE CONSTITUTION, BYLAWS, RULES & REGULATIONS

#### CONSTITUTION

**Vote:** The constitution of the Corporation may be amended by a two thirds majority vote of the general membership in attendance (with a minimum quorum of five members of the Corporation holding a valid membership for the current year in which the meeting is called, which includes the executive officers) who attend a special general meeting (being defined as any meeting of the entire membership other than the last annual meeting) called for the specific purpose of the amendment of the constitution and after notice has been given to the general membership of the proposed change to the constitution.



**Notice:** For the purpose of amendment of the constitution, shall be defined as the posting of the proposed changes to the constitution for a period of forty-five days from the date of the meeting at which the proposed changes will be reviewed by the general membership and upon which the membership shall vote.

All such notices shall be posted on the public website of [www.blindriverminorhockey.ca](http://www.blindriverminorhockey.ca)

These provisions shall also apply for the notice to the general membership of the time, date and place of the last annual meeting of the corporation in its current year.

All other notices, whether for special general meetings or for the executive meetings shall be posted on the aforesaid bulletin board one week prior to the holding of such meeting, except that, for executive meetings, the executive may hold these meetings with an abridged period of notice or no notice at all if the executive officers of the corporation, for the time being, waive the necessity of same.

#### BYLAWS, RULES AND REGULATIONS

All changes made to any bylaw, rule or regulation are at the sole discretion of the executive officers complying of course with the provision of the quorum herein.

## PART IV – OFFICERS

### FUNCTION OF THE EXECUTIVE OF THE CORPORATION

It shall be the duty of the executive, as empowered by the general membership, to carry out the daily business of the corporation and develop policies for same.

It shall be the function of the executive to gather revenue for the corporation, in any manner it sees fit. Further, the executive shall establish the allocation of such funds for the conduct of the corporation's business and affairs.

The executive will not supersede coaching decisions regarding ice time, practices, game decisions, etc. The executive will only exercise its authority over coaching staff when violations of fair play, harassment or discrimination have occurred.

## DUTIES AND FUNCTIONS OF EXECUTIVE OFFICERS

**Immediate Past-President:** the duties of the immediate past president shall be:

- i) To assist and offer guidance to the current executive as required with respect to past history, practices and procedures of the corporation;
- ii) Shall be invited to all meetings in order to consult on issues as the need arises.

**President:** the president of the corporation shall:

- i) Preside at all meetings of the executive corporation;
- ii) Call special meetings at his/her discretion as required;
- iii) Be constituted a member, ex officio of all committees established by the executive;
- iv) Appoint all committees of the executive and at his/her discretion constitute the membership of such committees;
- v) Carry out the directives and instructions of the executive and;
- vi) Necessarily perform all duties required in all its affairs.

**1st and 2nd Vice-President:** they as the case may be of the corporation shall:

- i) Be an aide to the president, or the 1st vice-president, as the case may be;
- ii) In the case of the absence or disability of the president or the 1st vice-president, as the case may be, shall in the absence of such officer, assume the duties of the president or the 1st vice-president, as the case may be.
- iii) Receive and manage complaints of all levels of hockey governed by the corporation.
- iv) Where a subcommittee has not been established for the following positions, the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents will share the following roles: CAHL Representative, Ice Scheduler, Referee and Timekeeper Assignor.

**Treasurer:** the duties of the treasurer shall be:

- i) To receive all monies on behalf of the corporation;
- ii) To supervise the disbursement of all funds on the treasury of the corporation;
- iii) To keep accurate books of record and accounts and submit an up to date statement as required by the executive;
- iv) To submit the corporation's financial records for an annual review and;
- v) To submit to the executive a budget estimate for the next ensuing fiscal year and in any event such estimates shall be prepared after the annual meeting of the Corporation as elsewhere defined herein but before the Corporation's year end.

**Secretary:** the duties of the secretary shall be:

- i) To manage, receive and initiate all correspondence addressed to or directed by the executive of the corporation and retain same as are necessary for the conduct of the business of the corporation;
- ii) To keep a record of all proceedings of all meetings of the executive and meetings of the general membership and make such records available for perusal by any member of the corporation;
- iii) To prepare agendas for executive meetings and general membership meetings as directed by the executive and;
- iv) To record attendance of all executive members at executive meetings.

## SIGNING OFFICERS OF THE CORPORATION

**Eligibility:** The signing officers of the corporation shall be the president, the 1st vice-president, the 2nd vice-president, the treasurer and the secretary with any two signatures of the aforesaid being sufficient.

**Approval of Accounts:** The treasurer shall submit to the general membership, for perusal, at the annual general meeting of the corporation, a statement of accounts paid and monies received on behalf of the corporation immediately preceding the holding of such general meeting, and the treasurer shall make his/her statements of the financial affairs of the Corporation available to the general membership as requested and as needed.

## SUB-COMMITTEES

Each committee may regulate its own affairs, within the guidelines and parameters determined by the executive of the Corporation, as it deems necessary except that each committee, through one of its number, shall report on their activities to the executive of the corporation as required by the executive.

## REIMBURSEMENT OF EXECUTIVE OFFICERS

No executive officer of the corporation shall receive remuneration for the fulfillment of his/her duties of office except that, at the discretion of the executive, any executive officer or any member of the corporation may be reimbursed for travel, accommodation, meals and other expenses necessarily incurred while action on the corporation's business. The amount of remuneration and the rates for same shall be established at the discretion of the executive as need arises.

## PROCEDURE AT GENERAL MEETINGS OR THE ANNUAL MEETING

The president of the executive or his/her nominee shall preside at all general meetings of the membership. In conducting such meetings, the president shall be guided by the principles of parliamentary procedure but, in any event, the president shall be free to conduct the meeting as circumstances and need dictate.

## BYLAWS

### OFFICIATING OFFICIALS

- Officials must be registered annually with the Northern Ontario Hockey Association (NOHA) and meet the Hockey Canada certification requirements.
- Payment of officials are to follow N.O.H.A. guidelines and can be done by cheque or Email money transfers.

### OFFICIALS USED FOR OFFICIATING GAMES

#### U7 and U9

- Half ice U7 games shall use a coach from each team.
- Full ice U9 games shall use two (2) officials.
- U9 will follow Hockey Canada's half-ice to full ice pathway.

#### U11 and above

- Regular season games for the above divisions are required to have two officials.
- Play-off games for the above divisions are required to have three officials. Officials officiating must not be younger than the division being officiated.

### MAJOR PENALTY REPORT

When a major penalty occurs in a game, the referees are required to fill out a Major Penalty Report and sign the report. It is the responsibility of the Referee in Chief to enforce the use of Major Penalty Reports as is governed by NOHA.

### DISCIPLINARY ISSUES / FAIRPLAY

The Corporation will follow the OHF Code of Conduct / safe sport policies for all persons involved. Any person being involved in the activities under the Corporation are expected to follow these policies and act within these measures. Failure to do so could result in disciplinary action, including, but not limited to, the loss or suspension of certain or all privileges. Such discipline may include the removal or ban from an arena, games, practices and other team activities.

### TIMEKEEPERS

Timekeepers must use the Corporation's iPad for League games.

It is the responsibility of the timekeeper to ensure that game sheets are completely and properly filled out and to deposit the iPad on the charger when the games are completed.

Timekeeper's wages will be at a rate of \$20/game.

## GAME TIMES

Game times for house league teams playing in the Central Algoma Hockey League will be as outlined in the Central Algoma Hockey League's Constitution, Bylaws and Regulations.

Game times for rep teams playing in the Nickel District Hockey League will be as outlined in the Nickel District's Constitution, Rules and Regulations.

## PLAYER MOVEMENT

No player may be allowed to play in a lower category without the Corporation's permission.

Any Division with more than one team, is to use the draft system in making the teams fair and equal. The Corporation will govern this.

## MOVEMENT OF PLAYERS TO A HIGHER DIVISION

### **For Entire Season**

Requests to move players to a higher division/age group will be considered under the following circumstances:

- The division the player is being moved from will have still have a minimum of 12 players (not including goalie) of division age;
- If request is made to ease financial stress on the family;
- The player is at an exceptional skill level (i.e. is not being challenged, dominating play and consistently scoring, has size, strength, and maturity of the higher division, etc.) as observed by 3 other coaches not affiliated with the player;
- The team that the player is moving up to will not have at least 10 players already;
- Movement up will only be allowed to one division higher;
- Only major age players will be moved up;
- Approved by the board and decision is final, no appeals are allowed.

### **For Occasional Games**

- If a team requests a player from a lower division to play a game in a higher division, permission from the lower division coach must be granted.

### **For Practices**

- A player can only practice in a higher division with both the lower division and higher division coach's approval.

## SCHEDULED GAMES

- Teams must give a five day notice of cancellation except extreme circumstances.
- It will be the responsibility of the team not showing up for a scheduled game without a valid reason, to reschedule the game.
- Schedule changes and rescheduled games must be done ONLY through the Corporation with a minimum of two weeks notice.

## GAME CANCELLATIONS

If a team cannot be present on the day of a scheduled game it must:

- 1) Notify by phone the C.A.H.L. Representative of the host community and the coach of the host team and notify by fax the C.A.H. L. Chairperson and give a reason.
- 2) The C.A.H.L. Chairperson, will in turn notify the President of the host community's Association.

## EXHIBITION GAMES

Notification for all exhibition games must be given to the C.A.H.L. Representative.

Any exhibition games scheduled after a suspension is given, the player shall not be allowed to serve the said suspension.

All exhibition game sheet must be turned in to the corporation and the game sheet will clearly be marked EXHIBITION.

## PLAY-OFFS

All games must be played and fines must be paid before any team will be allowed to play in the C.A.H.L. Play-offs.

All teams are obligated to play in the Play-offs.

## SEASON AND PLAY-OFF TROPHIES

All CAHL trophies are to be returned to the corporation by December 15 of each year.

## JERSEYS & EQUIPMENT

All players registered with Blind River Minor Hockey Association, Inc. must wear Blind River Jerseys as handed out by the Corporation's equipment manager.

It is the responsibility of the manager to ensure proper cleaning and use of such jersey and equipment. The manager must sign for said jerseys and equipment and turn all of it in at the end of each hockey season.

## FUNDRAISING

All teams carded under the Corporation are permitted to raise funds to offset their respective team expenses. It is recognized that the funds raised are to be used for the betterment of the team. These can include, but not limited to pay tournament fees, team jackets, etc.

All fundraising activities must adhere to the guidelines set forth in this policy as well as the Town of Blind River and all OLG requirements and regulations.

This is to ensure the money raised is properly obtained and managed. The Corporation will not be responsible for any activity that does not adhere to this policy.

Fundraising Process:

- All teams will appoint one (1) Team Manager designated responsible for the lead for all team Fundraising activities.
- Fundraising activities must be pre-approved by the executive. Team Managers will submit a plan, detailing the type of fundraising, including the timeframe.
- Team fundraising activities must be discussed and approved by the majority at a team parent meeting.
- The Team Manager may be required to meet with and report to the Treasurer.
- The Team Manager is responsible to maintain a bank account under the name of the specific team (ex. Blind River Thunder U11 LL)
- All funds and statements should be kept with the Team Manager and be made available to the Corporation at the conclusion of the fundraiser and /or request.
- Fundraising activities may be revoked or suspended at anytime at the discretion of the Corporation.

Soliciting businesses (monetary donation) is not permitted by individual teams and must be done as a Corporation.

## VOLUNTEERS

It is a requirement of every parent/guardian who has a child(ren) in Blind River Minor Hockey Association to perform a minimum of one (1) hour volunteer work each year for each child they have in the Blind River Minor Hockey Association.

If the parent/guardian fails to perform the required number of hours, their registration fees will double the following hockey season.



## SELECTION OF COACHES

When there is more than one applicant for coach of any team, the executive will have interviews to select the best applicant. The executive will decide who will conduct interviews, who will be interviewed, and what questions will be asked.

## REIMBURSEMENT OF COACHING STAFF

Coaches, trainers, or managers, who are not affiliated with any child on the team they are volunteering with, and are travelling to NOHA sanctioned tournaments, will be reimbursed up to \$200/tournament, with receipts provided to the Treasurer.

Affiliation refers to any child, grandchild, niece, nephew, step-children or step-grandchildren.

Reimbursement will be for rooms and meals only, no alcohol.

Coaches, trainers, or managers who must complete courses to be certified will be reimbursed for all course as per Hockey Canada requirements. Receipts and course completion acknowledgement must be provided by no later than December 31<sup>st</sup> of the given year.

## RELEASES

AAA releases will be granted automatically.

No player will be released from BRMHA to play for another association's rep team, until the player tries out for the respective BRMHA's teams and has not made the team.

If there is no BRMHA rep team to try out for, the release will be granted immediately.