

# Clavet Minor Hockey Association Constitution & Bylaws

## Article I – Name

This organization shall be known as the Clavet Minor Hockey Association. The Clavet Minor Hockey Association shall hereinafter be referred to as the “C.M.H.A.”. The C.M.H.A. shall be the governing body of hockey within the C.M.H.A. jurisdiction approved by the Saskatchewan Hockey Association (hereinafter referred to as the S.H.A.) The C.M.H.A. shall govern within the framework of the S.H.A. and under the framework of, when applicable, any league that a C.M.H.A. team is a member of.

## Article II – Duties & Objectives

- A)** The **Duties** of the C.M.H.A. shall be;
- i) To administer the operation of minor hockey within the jurisdiction of the C.M.H.A.
  - ii) To develop, institute and maintain guidelines regarding sportsmanlike conduct, as deemed necessary.
- B)** The **Objectives** of the C.M.H.A. shall be:
- i) To promote, improve and foster minor hockey within the jurisdiction of the C.M.H.A.
  - ii) To provide the opportunity to develop leadership and team skill through hockey.

## Article III – Members

Membership to this association shall be available according to the following guidelines:

- i) Active Membership shall be available to any minor-aged hockey player within the C.M.H.A. jurisdiction approved by the S.H.A. Approved membership fees must accompany all applications. Active Members shall not be voting members. Active Membership for individuals outside the C.M.H.A. jurisdiction may be acquired by making an application in writing to the C.M.H.A. and pending approval by the C.M.H.A. executive, providing the application is acceptable under the S.H.A. constitution and bylaws. When one or more teams are iced in any age division all Active members of C.M.H.A. shall have the opportunity to earn a spot on a team before players from outside C.M.H.A. jurisdiction earn a spot.
- ii) Associate Membership shall be automatically granted (at no additional cost) to a maximum of two (2) parents and / or legal guardians of each C.M.H.A. member in good standing. Associate Members are entitled to attend and participate in C.M.H.A. General Meetings. Each Associate Member is eligible to cast one vote. Representatives of Associate Members will be entitled to attend and participate in the C.M.H.A. General Meetings, but will be non-voting members.
- iii) Membership fees shall be established by the C.M.H.A. executive and be approved at the C.M.H.A. General Meeting. The Clavet Arena Board fees may also be applicable and are unique and separate from the C.M.H.A. fees. Failure to pay the applicable C.M.H.A. fees by December 1 st of the current year will render the Active Member to be suspended from participating in any C.M.H.A. programs until such time that all financial commitments to the Association are paid in full. Requests for alternate payment arrangement may be presented in writing to the Executive for review. Each request will be individually reviewed and either approved or denied by the Executive.

The Membership year of the C.M.H.A. shall commence on October 1 st and terminate on September 30 th. Any Associate or Active Member in good standing shall have the right to defend their actions to the Executive prior to any and all Executive decisions pertaining to said individual.

All requests and concerns stated in writing by an Active Member, Associate Member or team and submitted to the C.M.H.A. executive shall receive a response by the executive in writing in a timely manner.

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## Article IV – Executive Members

The Core Executive of the C.M.H.A. shall consist of a President, Vice President, Secretary and Treasurer. The Core Executive shall handle all decisions regarding administrative duties. The extended executive shall consist of a Director from each team under the C.M.H.A. jurisdiction. The directors shall be involved in, but not limited to, all other decisions made by the core executive. Each member of the Executive shall be an Associate Member of the C.M.H.A. This Bylaw may be waived by unanimous consent of the voting membership at a General Meeting.

The Associate Membership may submit nominations for the positions of the President, Vice President, Secretary and Treasurer. Candidates may be nominated for more than one position, but may not be elected to more than one position on the executive.

The President, Vice-President, Secretary and Treasurer shall be elected from the association membership at the Spring General Meeting. The one-year term shall commence immediately and shall expire at the next Spring General Meeting.

When the President has completed the one-year term and has not elected to serve another term as President than he / she shall assume the role of Past-President. The Past-President shall serve as an advisor to the executive and is a non-voting member of the executive. The Past-President may assume a role on a committee on the executive. The Past-President's term shall expire only when the current President has completed his /her term and has not elected to serve another term as President. The directors shall be elected by the Associate Members for each team at the first team meeting at the start of the hockey season. The term shall commence immediately and be a one-year term expiring at the start of the following hockey season. Each Director is allowed to represent one team only.

In the event that the position of President, Vice-President, Secretary or Treasurer becomes vacant, for any cause, the directors shall elect a member amongst themselves to complete the term.

At meetings of the executive, each member shall have one vote. The President shall not vote except to cast a deciding vote in the event of a tie.

At all meetings of the executive, a quorum shall consist of 2/3 of the executive be present.

## Article V – Meetings

All C.M.H.A. meetings shall be conducted in accordance with Parliamentary Procedure according to Robert's Rules of Order.

The C.M.H.A. executive shall hold the General Meetings in the spring just before or just after the hockey season is over and in the fall prior to the hockey season and any additional time(s) as deemed necessary.

The executive shall post notice on the CMHA website, at the Clavet Arena, in the Country Press and in the Clavet School Newsletter a minimum 30 days prior to the General Meetings. The notices should include meeting specifics including date, time and location of the meeting and proposed agenda items. Proposed agenda items and amendments must be presented to any member of the CMHA executive a minimum of ten days in advance of the next General Meeting.

Each Executive Member and Associate Member shall have one vote and shall not be entitled to carry any other votes. No Executive Member or Associate Member shall be represented by proxy. The President shall refrain from voting unless, in the event of a tie he /she shall cast the deciding vote. C.M.H.A. Executive Meetings shall be called, as the executive Members deemed necessary.

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## Article VI – Duties of the Executive

### A) **Duties of the President** shall include, but are not limited to the following:

- i) Supervise the activities of the C.M.H.A.
- ii) Shall be responsible for the administration and operation of the C.M.H.A. executive
- iii) Shall ensure all members of the executive fulfill their duties as detailed in Article VI
- iv) Shall ensure all non-executive C.M.H.A Positions fulfill their duties as detailed in Article VUI
- v) Shall chair all C.M.H.A. meetings vi) Shall have signing authority along with the treasurer for the C.M.H.A. bank account
- vii) Shall keep abreast of all correspondence pertaining to minor hockey
- viii) Shall with the assistance of the S.H.A. schedule coaching, referee, first aid and all other clinics that apply to C.M.H.A. Executive and Non-Executive positions
- ix) Shall ensure that all information forwarded by S.H.A. for distribution to C.M.H.A. Active Members is distributed to the appropriate Associate Members

### B) **Duties of the Vice-President** shall include, but are not limited to the following:

- i) Shall assist the President in all matters relating to the management and administration of the C.M.H.A., as set out in the Duties of the President
- ii) Shall familiarize himself /herself with all the duties of the President in order to facilitate expedient and efficient transfer of duties in the absence of the President or at the request of the President for whatever reason is deemed necessary

### C) **Duties of the Secretary** shall include, but are not limited to the following:

- i) Shall perform all general secretarial duties
- ii) Shall record, distribute and maintain all the minutes of all meetings of the C.M.H.A.
- iii) Shall issue notices of C.M.H.A. General Meetings
- iv) Shall issue all correspondence on behalf of the C.M.H.A., as required
- v) Shall receive all applications for membership, record the registration of all players and affiliation of players and in coordination with the treasurer forward all registration information and applicable fees to S.H.A.
- vi) Shall in accordance with the Treasurer ensure all tournament sanction requests and the applicable fees are forwarded to S.H.A.

### D) **Duties of the Treasurer** shall include, but are not limited to the following:

- i) Shall receive all money paid to the C.M.H.A., maintain the financial records and ensure all accounts owing by the C.M.H.A. are paid.
- ii) Shall together with the President have signing authority for the C.M.H.A. bank account
- iii) Shall prepare a detailed financial statement for the presentation at C.M.H.A. General meetings or as deemed necessary.
- iv) Shall prepare and present an annual budget for presentation and approval by the C.M.H.A. membership
- v) Shall in coordination with the Secretary forward all applicable registration fees to S.H.A. and any league we may belong to
- vi) Shall in coordination with the Secretary forward all applicable sanction fees to S.H.A.

### E) **Duties of the Past-President** shall include, but are not limited to the following:

- i) Shall be an advisor to the new executive on all matters concerning C.M.H.A.
- ii) Shall be an advisor to any team signing up to play Provincials with regards to proper carding of players
- iii) The Past-President shall be an advisor only and shall not have a vote

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## Article VII – Non-Executive C.M.H.A. Positions

### A) **Coach(es) & Assistant Coach(es)**

All applications must be made in writing to the C.M.H.A. Executive prior to start of the Hockey Season

All coaches and assistant coaches must be approved by the C.M.H.A. executive and by the majority of the Associate Members of the respective team. The C.M.H.A. shall provide each Associate Member a ballot listing the candidates applying to the particular age division, if there are more coaches applying than is required. Each Associate Member shall be entitled to one vote and will be given the opportunity to place their vote in a sealed ballot box, provided by the C.M.H.A. Executive. The executive members shall tally the ballots. Executive Members applying for a coaching position shall not partake in the counting of the ballots for the respective team.

### B) **Manager and Team Treasurer**

Each team registered under the C.M.H.A. jurisdiction shall appoint a manager upon the approval of the coach and the majority of the Associate Members of the respective team. It is recommended that each team appoint a Team Treasurer upon approval of the majority of the Associate Members of the respective team; however, should a team treasurer not be appointed, the duties of a treasurer shall be assumed by the team manager.

### C) **C.M.H.A. Bingo Coordinator**

A Bingo Coordinator shall be appointed from the Associate Membership at the Spring General Meeting. The Bingo Coordinator shall serve a term of one year; however, shall not be limited to a minimum of one-year term.

### D) **C.M.H.A. Kitchen Coordinator**

A Kitchen Coordinator shall be appointed from the Associate Membership at the Spring General Meeting. The Kitchen Coordinator shall serve a term of one-year; however, shall not be limited to a minimum of one year.

### E) **Program Book Coordinator**

A Program Book Coordinator shall be appointed from the Associate Membership at the Spring General Meeting. It is recommended that one member from each team be an active member on the program book committee in order to receive a percentage of the profit from the program book. The members shall serve a minimum term of one year.

### F) **Equipment Manager**

An Equipment Manager shall be appointed from the Associate Membership at the Spring General Meeting. The Equipment Manager shall serve a minimum term of one year.

### G) **Referee Coordinator**

A Referee Coordinator shall be appointed at the Fall General Meeting

### H) **Referee Mentor**

A Referee Mentor shall be appointed at the Spring General Meeting. The Referee Mentor must be a qualified Referee.

### I) **Website Coordinator**

A Website Coordinator shall be appointed from the Associate Membership at the Spring General Meeting. The Website Coordinator shall serve a minimum term of one year.

### J) **Tier I AA Coordinator**

Tier I AA Coordinator shall be appointed from the Associate Membership at the Spring General Meeting. The Tier I AA Coordinator shall serve a minimum term of one year.

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## Article VIII – Duties of Non-Executive C.M.H.A. Positions

- A) Duties of the Coach** shall include, but not be limited to the following:
- i) Shall attend the appropriate coaching and first aid clinics as deemed necessary by the C.M.H.A., applicable league and S.H.A.
  - ii) Shall instruct players on the fundamentals of hockey
  - iii) Shall promote appropriate conduct on and off the ice
  - iv) Ensure that all dressing rooms are left in a clean and orderly fashion
  - v) Shall in conjunction with the team Manager, ensure the scheduling of practices, games and tournaments
  - vi) Shall ensure the team's first aid kit and player medical information is readily available during all scheduled practices and games
- B) Duties of the Assistant Coach** shall include, but not be limited to the following:
- i) Shall attend the appropriate coaching and first aid clinics as deemed necessary by the C.M.H.A., applicable league and S.H.A.
  - ii) Shall in the absence or illness of the coach, or at the request of the coach perform all the duties of the Coach
- C) Duties of the Manager** shall include, but not be limited to the following:
- i) Shall ensure membership fees have been collected in the time allotted
  - ii) Shall in conjunction with the coach, ensure the scheduling of practices, games and tournaments
  - iii) Shall arrange with the Referee-in-Chief for necessary officials
  - iv) Shall ensure responsible individuals are available for scorekeeping and timekeeping as necessary for all games
  - v) Shall ensure the teams' home tournament has been properly sanctioned
  - vi) Shall ensure the tournament entry fees and exhibition game fees are collected promptly
  - vii) Shall ensure the applicable C.M.H.A. trophy is engraved with the tournament winner
  - viii) Shall in conjunction with the Team Treasurer record and forward all registration information and applicable fees to the C.M.H.A. Treasurer
  - ix) Act as a team liaison for exhibition, league and tournament play
  - x) Shall in the event that a team does not have a qualified person to perform the duties of the Team Treasurer, the Team Manager will assume the duties
  - xi) Shall ensure all the postdated cheques have been collected on behalf of an Active Member for the C.M.H.A. jersey prior to one being assigned a jersey. Have the Team Treasurer keep the postdated cheques until the jersey has been returned in satisfactory condition.
- D) Duties of the Team Treasurer** shall include, but not be limited to the following:
- i) Shall oversee all the team finances
  - ii) Shall receive all the money paid to the team, maintain the financial records and ensure all accounts owing by the team are paid in a timely manner
  - iii) Shall prepare a detailed financial statement for presentation at the conclusion of the season and throughout the season as deemed necessary
  - iv) Shall prepare an annual budget for the team and for presentation to the C.M.H.A., as requested
  - v) Shall in coordination with the Manager forward all applicable fees for league play
- E) Duties of the Referee Coordinator** shall include, but not be limited to the following:
- i) Shall oversee the minor hockey referees and linesmen within the community
  - ii) Shall upon a receipt of a schedule or individual request assign the necessary qualified officials to all C.M.H.A. home games and tournaments unless it is a Saskatoon league game where all officials are officiated through a Saskatoon Referee Coordinator.
  - iii) With the input of the Referee Mentor, establish the wage schedule for officials and present the wage schedule for approval to the C.M.H.A. executive.

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- F) Duties of the Referee Mentor** shall include, but are not limited to the following:
- i) Shall ensure all referees and linesmen are certified and meet all the requirements of the C.M.H.A., applicable league and S.H.A.
  - ii) Shall as requested by the C.M.H.A. executive, conduct and perform appraisals of the referees and linesmen and file a report on said appraisal as necessary
  - iii) Shall deal with any complaints for or about refs under the C.M.H.A. jurisdiction
- G) Duties of the Program Book Coordinator** shall include, but not be limited to the following:
- i) Maintain correspondence and records independent of the C.M.H.A. executive.
  - ii) Shall distribute the program book profits on a percentage basis to all the teams registered with the C.M.H.A.
  - iii) Shall provide each team registered with the C.M.H.A. sufficient number of program books in advance of their home tournament
- H) Duties of the Equipment Manager** shall include, but not be limited to the following:
- i) Shall conduct an inventory of all equipment, prior to and immediately on the conclusion of the hockey season and as deemed necessary
  - ii) Shall order equipment required, including jerseys and goaltender's equipment, as deemed necessary by the C.M.H.A. executive
- I) Website Coordinator**
- i) Shall ensure that the CMHA website information is accurate and updated at regular intervals in a way that is efficient and cost effective for CMHA
  - ii) Shall communicate with CMHA Executive, Non-Executive CMHA Positions, and all CMHA team directors whenever possible prior to submitting website updates to facilitate thorough website update coverage
  - iii) Serve as a liaison between the CMHA Executive and the website hosting/administration organization
- J) Tier I AA Coordinator**
- i) Shall coordinate the administration and implementation of the CMHA Tier I AA programs
  - ii) Develop and promote first class CMHA Tier I AA programs, players and coaches
  - iii) Develop player recruitment and retention programs
  - iv) Coordinate player evaluation and selection camps and protocols
  - v) Encourage innovative and enthusiastic player, team, and coach development programs
  - vi) Serve as a liaison between the CMHA Executive and the SMHA GSHLCity-Wide organization
  - vii) The CMHA executive shall act as members on the Tier I AA committee

## Article IX – Amendments

Motions to amend or alter the Constitution and Bylaws can only be approved at a General Meeting of the C.M.H.A. after a notice of intent has been received in writing by a CMHA executive member a minimum of ten days in advance of the said General Meeting. The Constitution and a Bylaw can be amended with 2/3 of the collected votes at a General Meeting.

An amendment to the Regulations requires a simple majority vote of the Associate Membership present and voting.

Any amendments or changes in the Constitution, Bylaws or Regulations of the C.M.H.A. that are adopted at a General Meeting will take place immediately.