



Leeds Minor Hockey Association Executive Committee

CONSTITUTION

Name, Purpose and Objective:

Section 1: Name

- a) The organization shall be known as the "Leeds Minor Hockey Association" (LMHA). LMHA is recognized as Zone 0106 and an instrument thus describing the Geographical boundaries as filed with the Ottawa District Hockey Association, Appendix "A".

Section 2: Purpose

- a) The purpose of the LMHA shall be to unite minors in a cooperative effort to promote all the positive aspects associated with the game of hockey.

Section 3: Objectives

- a) To foster the local development and improvement of Minor Hockey
- b) To provide a healthy forum of recreation for youth through participation in organized hockey
- c) To develop skills, encourage sportsmanship and good fellowship among all participants – players, officials, spectators – for the enhancement of social, physical and mental well being
- d) To promote further development at the "HEO Minor" Level, with local representation to the higher level of play i.e.: ODHA "AA" league.
- e) To cultivate a true spirit of sportsmanship among all participants (coaches, parents, players, officials etc...
- f) Adhere to the LMHA CODE of CONDUCT Appendix "B".

Functions:

Section 1: Eligibility for Membership

- a) Membership in the Association shall be open to the parent(s) or guardian(s) of each individual whose membership is duly registered in the Association as well as any other individual whose membership is approved by the Association and must be 18 years of age or older. Executive approval shall be granted to

persons who have demonstrated through involvement and interest in the Association. Such membership will be restricted to five (5). These members will be eligible to stand for executive positions.

Section 2: Membership

- a) All members of the Association will abide by the Constitution, By-Laws and the Rules and Regulations of HEO Minor, the UCMHL and LMHA.
- b) Requests for Special Membership will be considered at any meeting at the direction of the Executive.
- c) Membership shall consist of the executive, directors and conveners as determined by the LMHA and approved by the general membership at the annual meeting each spring. Should a vacancy occur on the Executive, the Executive may name a replacement to fill the vacancy and the person so named shall serve on the Executive until the next annual meeting.

Section 3: Executive

- a) The following positions shall form the Executive: President, Vice President, Past President (non-voting), Secretary, Treasurer, Referee-in-Chief, Rules & Discipline / Risk & Safety, Registrar, Equipment Coordinator, Tournament Coordinator, Website Coordinator, Ice Coordinator, Fundraising Coordinator, Coach Mentor / Player Development Coordinator, IP Convenor, Novice Convenor, Atom & Peewee Convenor, Bantam & Midget Convenor.
- b) A member of the Executive Board shall not hold more than one office on the Executive at any one time. Unless positions remain vacant after the AGM.
- c) Any member of the Executive Board that does not maintain an 80% level of attendance without just cause will be under review. All Executive members are required to present a report at the monthly executive meeting or send a report in their absence.

Section 4: Elections

- a) The election of the above Executive shall take place at the annual general meeting held in April each year.
- b) The Executive members of the LMHA 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.
- c) The President of the Association shall have the authority to appoint replacements and fill vacancies to the Executive.
- d) Executive officers may be elected annually during the month of April, if a term has expired, or if the office is vacant by resignation
- e) All candidates must be members in "good standing"
- f) All candidates for election to Executive office must be nominated and seconded in writing to the secretary 14 days prior to the Annual Meeting. A nomination from the floor will only be accepted if the person being nominated is present. Persons may be nominated for any number of positions and may seek election to any office to which they are nominated and seconded. Defeat in election for any office does not disqualify

candidates from seeking office for any subsequent office. Once elected to an office, that person shall become ineligible to stand for any further nomination and election.

- g) Eligibility for the office of President is gained by serving on the Executive for at least one year. This is to ensure continuity of proceedings.
- h) In the event that a resignation occurs during the year or in the event no one is nominated to fill a vacant office, the Executive may appoint a volunteer to fill that office for balance of the term.
- i) In the event that a President or Vice President Resigns prior to the end of his/her term, the office must be filled by election.

Section 5: Authority & Responsibilities

- a) The authority to govern the LMHA shall be vested in the Executive.
- b) It shall be the responsibility of the LMHA to manage the affairs of the Association.

Section 6: Action on Unapproved Items

- a) Due to immediacy of some items it may be necessary for the executive to make decisions before a LMHA meeting can be held. Any such decision must be immediately communicated to all executive members for their information. The LMHA has the power to overrule any of these decisions at any future meeting.

Section 7: Banking Authority

- a) The Treasurer shall transact banking authority. The President, Vice President and Treasurer shall have signing authority. Any two signatures per cheque will be sufficient. If two of these members are from the same family, then only one may sign cheques.

Section 8: Meetings

- a) All meetings will be conducted according to Roberts Rules of Order. Appendix "B".
- b) Monthly meetings (optional in June and July) will be scheduled regularly during the same week of each month, from August to May and are to be held at the Westport and Athens Arena on a rotation basis, or another mutually agreed upon location. Any changes to this will be posted at Arenas, and on the website.
- c) A representative from each team is to be picked by the coaching staff to represent their team at these meetings. Non-elected members are encouraged to attend. Annual General Meeting will be held in April of each year.
- d) At the beginning of each new season the Executive will hold a meeting for all of Leeds Coaches, Trainers and Managers to inform each bench staff position of their duties, guidelines and responsibilities throughout the season.

Section 9: Quorum

- a) A quorum shall consist of 50 + 1% of the existing filled Executive positions.

- b) During meetings where a quorum is not reached, the meeting may continue at the discretion of the chair. All motions will be presented at the next meeting at which there is a quorum for approval. No motions will have any force and effect until approved by the executive. Any motions from meetings without a quorum shall be communicated to all executive members immediately following the meeting.

Section 10: Voting

Privileges:

- a) All Members "in good standing" are entitled to one vote at the Annual General Meeting.
- b) There will be no proxy allowed. Each Member must cast their own vote.
- c) Each member of the Executive may cast one vote, with the exception of the President, who may vote in the event of a tie, in which case may cast the deciding vote.
- d) Once elected or appointed, the Executive is charged jointly with all decisions on the policy, procedure and rulings.

Procedures:

- a) Voting will be done by show of hands in person, or completed electronically.
- b) A simple majority will decide the outcome of any ballot.
- c) In the event of a tie, the President, or the Vice-President in the absence of the President, shall cast the deciding vote

Section 11: Constitutional Changes

- a) All amendments to the articles of the Constitution must receive a two-thirds vote of those present at the annual meeting
- b) All amendments must be posted on the minor hockey website one (1) month prior to the annual meeting
- c) Addition or removal of a member of the LMHA at any time other than the annual meeting shall be done by a vote of 2/3 of the membership present. (A quorum must be present)
- d) All members of the Association, parents or legal guardians, shall have the right to propose amendments to the Constitution. These must be put in writing and presented to the membership for consideration and discussion at the February monthly meeting each year. All proposed amendments to the constitution must be received by the Secretary.

Section 12: Conflict of Interest

- a) No member of the LMHA shall vote on a motion if it is considered to be a conflict of interest.
- b) No Executive member shall chair or be involved in a committee if it is considered to be a conflict of interest.

- c) In the event there is a question concerning a potential conflict of interest, the matter shall be put to the executive for a vote. The President will vote in the event of a tie. His or Her decision will be final.
- d) The president will declare "conflict of interest" when deemed necessary. His/her decision will be final.

Section 13: Association Colours and Team Names

- a) All new sweaters purchased for or by LMHA will bear the LMHA logo or the name Leeds Chargers. The colours will be in any combination of white, or black, with the exception of the Initiation program.
- b) All New jerseys purchased for or by LMHA will bear the LMHA logo and/or the name Leeds Chargers. The colours of the jerseys and Logos for all Novice, Atom, Peewee, and Bantam and Midget teams will be in any combination of white, or black with the exception of fundraising efforts for example pink jerseys for Breast Cancer Awareness, but without excluding our Logo and/or Name (Leeds Chargers). This excludes our Initiation Program.