

# Leeds Minor Hockey Association Executive Committee

## CONSTITUTION

**Updated April 29, 2025**

### ***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 player who is duly registered in the Association. as well as coaches, bench personnel, and Executive members.

b) Other members 18 years of age or older who have demonstrated interest and involvement in the association, upon approval by the Executive at the annual general meeting (AGM) or a monthly meeting, shall be granted membership. Such membership will be restricted to five (5) members. These members shall be eligible to stand for Executive positions.

c) Members must be "in good standing" with the association, defined as having paid all fees in full and without suspension.

d) 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.

## **Section 2: Executive**

a) The following positions shall form the Executive:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Website Coordinator
7. Ice Coordinator
8. Tournament Coordinator
9. Equipment Coordinator
10. Fundraising Coordinator
11. Referee in Chief
12. Rules & Discipline / Risk & Safety
13. Coach Mentor / Player Development
14. U7 Convenor
15. U9 Convenor
16. U11/U13 Convenor

17. U15 / U18 Convenor

18. Past President (non voting, **1 year term maximum**)

- 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 subject to review. All Executive members are required to present a report at the monthly executive meeting or send a report in their absence. Removal of an Executive member must be voted on at a monthly meeting and must receive a  $\frac{2}{3}$  vote (quorum must be present).

### **Section 3: 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.
- (i) The President shall be held to a two year term and elected at the AGM on an odd year basis.
- (ii) The Registrar shall be held to a two year term elected at the AGM on an even year basis.
- c) The President of the Association shall have the authority to appoint temporary replacements and fill vacancies to the Executive. Final vote for approval to be held at the next Executive meeting upon which  $\frac{2}{3}$  vote is required for approval, with quorum present.
- d) All candidates must be members in "good standing"
- e) All candidates for election to Executive office must:

1. Be nominated by a member"

2. Be seconded in writing to the secretary 14 days prior to the AGM, unless nominated from the floor at the AGM.

A nomination from the floor will only be accepted if the person being nominated is present.

Persons may be nominated for more than one position and may seek election to any position 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.

- f) Eligibility for the office of President is granted to individuals who have served on the Executive during the previous season, ensuring continuity of proceedings.
- g) 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 the balance of the term.

- h) 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 4: 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 5: Action on Unapproved Items**

- a) Given the urgency of certain matters, the president may need to make decisions before an LMHA meeting can be convened. Any such decisions must be promptly communicated to all Executive members for their awareness. The LMHA executive retains the authority to overturn any such decision during the next monthly meeting.

#### **Section 6: Banking Authority**

- a) The Treasurer shall transact banking authority. The President, Vice President and Treasurer shall have signing authority. Any two signatures (or digital banking personal sign in) per transaction will be sufficient for each approval. If two of these members are from the same family, then only one may give approval and the other signing authority must be the second.
- b) All pending invoices must:
  - i). Be brought forward at a monthly Executive meeting; and
  - ii) Receive approval from the executive through a  $\frac{2}{3}$  majority vote, provided quorum is met, before they can be paid.

#### **Section 7: Meetings**

- a) All meetings will be conducted according to Robert's Rules of Order. Appendix "C".
- b) Monthly meetings 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 an alternating basis, or an approved centrally located venue. Any changes to this will be posted at Arenas, and on the website.
- (i) Virtual meetings will also be acceptable. Any member wishing to attend virtually, shall contact the Secretary for a virtual meeting link.
- c) Monthly meetings and AGM are open for all members to attend.
- d) At the beginning of each new season the Executive will hold an exclusive 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 8: 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 9: Voting**

### *Privileges:*

- a) All Members, in person in good standing are entitled to one vote at the AGM on changes to the Constitution. The current President may only vote in the event of a tie.
- b) All members, in person and in good standing, are entitled to vote at the AGM in the election of Executive positions.
- c) No proxy votes are allowed. Individuals must cast their vote and cannot authorize someone else to vote on their behalf.
- d) Only Executive members may vote at the LMHA monthly meetings. The President may only vote in the event of a tie.

### *Procedures:*

- a) Voting on constitutional changes shall be conducted through a show of hands.
- b) Voting on Executive positions shall be conducted by secret ballot. Secret ballots must be counted and confirmed (1 count and 2nd to confirm) by two non biased representatives.
- c) Motions brought forward and seconded at monthly Executive meetings shall be conducted through a show of hands, including virtually, by the current executive members.

## **Section 10: 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) All members in good standing shall have the right to propose amendments to the Constitution. These must be put in writing and presented to the Executive for consideration and discussion at a monthly Executive meeting. All proposed amendments to the constitution must be received by the Secretary.

## **Section 11: 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 12: 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 U9 through U18 teams will be in any combination of white or black with the exception of fundraising efforts. For example, pink jerseys may be permitted for Breast Cancer Awareness, however, must include the LMHA Logo and/or name.
- c) Logo use shall be approved by the Fundraising Director prior to use, and sourced to one supplier for the season after a tendering process.