

ST. THOMAS JR. STARS



**ST. THOMAS MINOR HOCKEY
ASSOCIATION**

CONSTITUTION

MAY - 2014

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ARTICLE 1- NAME

The Official name of the Association shall be “**THE ST. THOMAS MINOR HOCKEY ASSOCIATION**”

ARTICLE 2- AIMS AND OBJECTIVES

The purpose of the S.T.M.H.A. is to:

1. Provide for the participation in the game of hockey for players who desire to participate;
2. Instruct the players in the basic fundamentals in the game of hockey, both as players and referees;
3. Promote the spirit of good sportsmanship, courtesy and respect towards their fellow player's, coaches, referees, volunteers and parents/guardians;
4. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well being.
5. Promote the game of hockey and provide guidance required to obtain the financial support from the public to ensure that all players are given an equal opportunity to participate in the game;
6. Accept donations and bequest to be used to promote the game of hockey within the St. Thomas Minor Hockey Association.

ARTICLE 3 – COLORS

The official colours of the association shall be black and white with green.

ARTICLE 4 – JURISDICTION

1. Any person of legal age residing in the City of St. Thomas or in the *shared* area determined by the O.H.M.A. who come within the jurisdiction of the St. Thomas Minor Hockey Association shall become a member in the Association.
2. Any person that meets the requirements outlined in *Article #7* and has registered his/her dependant child/children in the St. Thomas Minor Hockey Association shall be granted one membership in the Association for a period of one season.

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ARTICLE 5 – MANAGEMENT

1. Management and administration of the S.T.M.H.A. shall be vested in the Board of Directors with full power to take action within the scope of the Constitution and Rules & Regulations of S.T.M.H.A., O.M.H.A. and Alliance Hockey.
2. Shall appoint standing committees, officials or other voluntary positions, as it shall consider necessary for the efficient operation of the S.T.M.H.A.
3. The Board of Directors shall have the power to decide on matters not covered in the Constitution and Rules & Regulations under the condition of quorum of 8 Directors and 4 Executive.
4. In the event of a conflict of interest, the board member shall declare the conflict and take no further part in the discussions unless specifically asked to by the Board. Under no circumstances shall the member vote on a matter declared a conflict.

ARTICLE 6 – SPONSORSHIP

1. Any sponsor *of S.T.M.H.A.* in good standing, as determined by the Board of Directors shall *be* entitled to all rights of a member.
2. Any sponsor of *S.T.M.H.A.* as defined in Article 6.1 shall be entitled to designate one individual and one alternate from the organization to vote at any Annual or specific meeting of the membership. Notice of the name of the individual and the alternate so designated shall be filed with the Secretary no later than one week prior to the date of the meeting called.

ARTICLE 7 – MEMBERSHIP

There shall be five classes of members:

1. Active players registered with S.T.M.H.A.;
2. Parents/Guardians of players registered with S.T.M.H.A.;
3. Associate members, which include Coaches, Assistant Coaches, Trainers and Managers who are approved by the O.M.H.A.;
4. Honorary Lifetime Members;
5. Sponsors within the S.T.M.H.A.

ARTICLE 8 – PRESIDENT

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1. The President shall preside over all meetings of the Membership and the Board of Directors. He/she shall be charged with the general management and supervision of the affairs of S.T.M.H.A. and shall be an ex-officio/member of all committees and shall be entitled to vote at all meeting.
2. The President shall preside over all Board of Directors meetings, emergency meetings and the Annual General Membership Meeting of the membership.
3. The President shall be a co-signer of all financial transactions of S.T.M.H.A.
4. The President shall carry out all duties from time to time assigned to him by the Board of Directors.

ARTICLE 9 – VICE PRESIDENT OF TRAVEL HOCKEY

1. Shall be responsible to the President and the Board of Directors for the over-all management of the Travel Hockey Program of S.T.M.H.A.
2. Shall preside over all meetings of the travel team travel coaches. Shall appoint a recording secretary for all travel team coaches meetings. A copy of said minutes shall be filed with the S.T.M.H.A. Secretary.
3. Shall be a member of the Budget Committee. With the co-operation of the Budget Committee establish the budget for the travel team program under the S.T.H.M.A. budget guidelines.
4. Upon consultation with the President & Disciplinary Chairman, has the authority to temporarily suspend travel team coach, assistant coach(s), trainer(s), manager and player(s) for just cause pending a hearing by the Disciplinary Committee.
5. Shall be Chair of the Coaches Selection Committee and shall be responsible, along with the Coaches Selection Committee, for the recommendation of the travel team coaches.
6. Shall be responsible, along with the Coaches Committee, for the overseeing of the team selection process of all teams in the travel program.
7. Shall be a member of the Disciplinary and Ethics Committee.
8. The Vice President of Travel Hockey shall meet as required with all Head Coaches and/or Assistant Coaches and Managers to discuss concerns/problems and to advise coaches of any concerns/problems that were addressed at the monthly Board meeting. Any issue that cannot be resolved at the Coaches meeting shall be addressed at the next Board meeting and the Vice Present of Travel Hockey shall report back to the coaches within 24 hours of such meeting.

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If the issue is of an urgent matter then an emergency meeting shall be called to address such issues.

9. Complaints submitted to the Vice President of Travel Hockey shall be communicated at the next regularly scheduled meeting of the Board of Directors unless the complaint falls under Article 9.10

ARTICLE 10- VICE PRESIDENT OF HOUSE LEAGUE HOCKEY

1. Shall be responsible to the President and Board of Directors for the over-all management of the House League Program within S.T.M.H.A.
2. Shall preside over all meetings of the House League program and shall appoint a recording secretary for all House League program meetings. A copy of said minutes shall be filed with the S.T.M.H.A. Secretary.
3. Shall be a member of the Budget Committee. Shall approve all expenditures within the House League Program. With the co-operation of the Budget Committee establishes the budget for the House League Program under the S.T.M.H.A. budget guidelines.
4. Or Designate shall be responsible for equipment, both the current inventory and any new equipment required for the House League program.
5. Shall be responsible for the following:
 - a) appointment of conveners to help manage the House League program;
 - b) ensure that the House League conveners carry out the duties as assigned to him/her under the Rules and Regulations of S.T.M.H.A.;
 - c) along with the conveners shall be responsible for the team selection process in all divisions of the House League program;
 - d) Upon consultation with the President & Disciplinary Chairman has the authority to temporarily suspend any House League convener, assistant convener, coach, assistant coach(s), trainer(s), manager and player for just cause pending a hearing by the Disciplinary and Ethics Committee.
 - e) Shall appoint to his committee other members of the association as in his opinion are necessary to carry out his responsibilities.
6. Complaints submitted to the Vice President of House League Hockey shall be communicated at the next regularly scheduled meeting of the Board of Directors unless the complaint falls under Article 10.7
7. Shall be a Member of Disciplinary and Ethics Committee

ARTICLE 11 – SECRETARY

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1. The Secretary shall receive and dispatch all correspondence of **S.T.M.H.A.** and cause such correspondence to be responded to, at the next meeting immediately following receipt or dispatch of such correspondence.
2. In the absence of the Secretary, the President or Vice President Travel Hockey shall designate a member of **S.T.M.H.A.** to act as Secretary for the purpose of the meeting.
3. Shall, at least one week prior to a meeting of the Board, **communicate** to each Director notice of the said meeting.
4. Shall, at least one week, prior to a scheduled meeting, **communicate** an agenda and any reports of the upcoming meeting.
5. Should the Board elect to retain the services of a paid administrator during this term of office, the Administrator shall be responsible for the Secretaries duties as outlined and the newly appointed Secretary shall be deemed a Director at Large. (updated 04/16/2008)

ARTICLE 12 – TREASURER

1. Shall be charged with the responsibility of receiving all monies paid to **S.T.M.H.A.** from the membership, players, and sponsors, including donations made by the general public.
2. Shall be charged with paying of all authorized accounts payable from the funds of **S.T.M.H.A.** and maintaining books of account.
3. Shall be a member of the Finance and Budget Committee.
4. Shall be empowered to issue, endorse, negotiate any cheque or bill of exchange necessary for the affairs of **S.T.M.H.A.** together with the President provided however, that the Board of Directors may, from time to time, by resolution, appoint one other member of the Board to also, together with the Treasurer, co-sign any cheque or bill of exchange required to properly conduct the affairs of **S.T.M.H.A.**

ARTICLE 13-REGISTRAR

Shall have the following duties;

1. Arrange for and announce all upcoming registrations and post registration fees as agreed on by the Board of Directors.
2. Insure that once selected all travel and house league team rosters are recorded and kept current.
3. Insure that all team staff and volunteers are rostered and that the list is kept current.

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4. Insure that all player, coach and volunteer personal information is kept current and on file in a manner that is not in contravention of any regulatory or legal actor law.

ARTICLE 14 – DIRECTOR OF TOURNAMENTS AND SPECIAL EVENTS – *new 05/18/2011*

Director of Tournaments & Special Events:

1. Shall serve as Chair of the Tournaments & Special Events Committee.
2. Ensure that all **S.T.M.H.A.** tournaments are well organized and run smoothly
3. Organize a committee to include volunteers from within and outside of the Board of Directors to assist with the planning and running of all Tournaments and Special Events.
4. Supervise support duties including but not limited to tracking and ordering of all prizes, trophies, medals, etc as required by each Tournament or Special Event.
5. Tracking all income and expenses associated with each Tournament or Special Event.
6. Responsible for team registrations, tournament fees and scheduling.
7. Supervise support duties for all Tournaments and House League Final Days.
8. Communicate with a parent on each team to co-ordinate parental activities.
9. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.
10. To Assign Duties as required.

ARTICLE 15 –LEAGUE REPRESENTATIVE(S)

1. The League Representative will assume the responsibility of O.M.H.A. Representative and Alliance Representative (when applicable) and will be responsible for attendance at all league meetings or will assure that a designate is in attendance at said meeting.
2. To obtain as soon as possible the name or names of the “contact people” in other Associations and to provide said names to the ice scheduler and V.P. Travel.

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3. To undertake whatever duties which may from time to time be assigned to him by the Board of Directors.
4. To appoint to his committee such other members of the Association as in his opinion, are necessary to carry out his responsibilities.

ARTICLE 16- CHAIRMAN OF THE RULES & REGULATIONS

Shall have the following duties:

1. To review the Constitution and Rules and Regulations of the Association to ensure that they are up to date.
2. To make recommendations to the Board of Directors for changes in rules, and/or introductions of any new rule.
3. Shall be a member of the Disciplinary Committee

ARTICLE 17- BUDGET COMMITTEE CHAIRMAN

Shall have the following duties:

1. To receive from the treasurer from time to time as required a statement of operating receipts and disbursements.
2. To *review* yearly the books of accounts of the treasurer and to submit to the Board a report of such audit.
3. To prepare a budget and fee schedule for the upcoming season for recommendation and approval to the Board of Directors.
4. To ensure that the budget when approved by the Board is not exceeded by any committee of the Board without first obtaining the approval of the Board.
5. To appoint to his committee such other members of the Association as in his opinion are necessary to carry out his responsibilities.
6. To retain when directed by the Board, and with the approval of the Board of Directors, an accountant and/or a firm of accountants to assist in preparing the financial statements which may from time to time be required by the Board of Directors.
7. Insure that the S.T.M.H.A. books of account are audited annually.

ARTICLE 18- CHAIRMAN OF THE SPONSOR COMMITTEE

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Shall have the following duties:

1. Shall be responsible for the recruitment and retention of all team and association sponsors.
2. Provide a list for distribution of all team and association sponsors.
3. The Chairman of the sponsor committee shall by virtue of his office be a member of the finance and budget committee.

ARTICLE 19- REFEREE IN CHIEF

1. The House League Referee-in-Chief shall have the following duties:
 - a. To Select through an application process the required # of Referee for the House League season.
 - b. Look after making sure New Referee's are registered for the required training clinic.
 - c. Meet with the Referee's prior to the season to review expectations and assignment procedures.

ARTICLE 20 – ASSIGNOR(S)

Shall have the following duties:

1. Shall be responsible for assignment of Referees and Time Keepers for all house league games.
2. Shall be responsible for assignment of Time Keepers for all travel games.
3. To conduct any training sessions required to ensure Time Keepers are properly trained.
4. Shall meet with all time keepers prior to the season to review assignments procedures.
5. Ensure Referees and Time Keepers are paid in a timely manner.

Position may be split into 2 jobs – Travel & House League.

ARTICLE 21- DIRECTOR OF DEVELOPMENT

2. To arrange, when possible, coaching schools for the benefit of the coaches in S.T.M.H.A.
3. To undertake other duties which from time to time may be assigned to him/her by the Vice President of Travel Hockey or Vice President of House League Hockey.

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4. To work in conjunction with the Vice President of Travel Hockey and/or Vice President of House League Hockey in developing a system of play for S.T.M.H.A. and communicating to the coaches the system.
5. Shall be responsible for arranging for the certification and/or re-certification of all coaches and trainers.
6. The Director of Coaching will be a member of the Coaches Selection Committee.
7. Coordination of any player development events or classes. (Eg. Power skating, goaltender clinics)
8. To identify and communicate any sanctioned special events that may benefit S.T.M.H.A. players or personnel.

ARTICLE 22- HONORARY LIFETIME MEMBERS

1. Honorary Life Membership may be granted to an individual who has rendered extraordinary and distinguished service to the St. Thomas Minor Hockey Association. Individuals may be nominated to be “**HONORARY LIFETIME MEMBERS**” by any member in good standing of the Association. This nomination must be made prior to the last monthly meeting in April of each year. The granting of “Honorary Lifetime Membership” must be confirmed by a majority vote of the Board of the Directors of the St. Thomas Minor Hockey Association.
2. An Honorary Lifetime Member shall be entitled to notice of and to vote at all monthly Board of Directors Meetings. Notification of Honorary Lifetime Membership must be made at the Annual General Meeting prior to the lifetime membership taking effect.

ARTICLE 23 – SUCCESSION

1. In the event that the President is unable to fulfill his/her functions, the Vice President of Travel Hockey shall succeed. (old 25)
2. In the event that the Vice President of Travel Hockey is unable to fulfill the position of the President then the Vice President of House League Hockey shall succeed.
3. In the event that the President, Vice President of Travel Hockey, nor the Vice President of House League Hockey are unable to fulfill the functions of President then the Board of Directors shall appoint a replacement to fulfill such duties until the following AGM.
4. In the event any Board Member, Convenor or Board Designate are unable to fulfill his/her functions, the Board of Directors shall appoint a replacement to fulfill such duties until the following AGM.
5. Upon the resignation/death of a Director, prior to the expiration of his/her term, the remaining Directors shall appoint from the list of unsuccessful nominees at the last

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election, a member to the Board of Directors to fill the vacant position. The said appointed Director shall serve on the Board of Directors until the next Annual General Membership Meeting, at which time his/her position on the Board of Directors shall be declared vacant.

ARTICLE 24 – MEETINGS

1. Board shall meet monthly at a place and time to be arranged by the Secretary. Additional Board meetings must be called on the request of 3 or more members of the Board.
2. A Special General Meeting of the Membership shall be called by the Secretary on the instructions of the Board of Directors, upon receiving a request for such meeting signed by at least 51% of duly qualified members of the Association.
3. Upon receiving a request for a Special Meeting, the Board shall cause a notice of the said meeting to be called, to be published in a local newspaper at least two weeks prior to the said meeting, which said notice shall briefly set out the purpose of the meeting.
4. No Special Meeting of the Association shall be called for the purpose of introducing, altering, modifying or eliminating any Articles of the Constitution. Amendments to the Constitution may only be made at an Annual General Meeting.

ARTICLE 25 – ANNUAL MEETING

1. The Annual General Meeting shall be held by June of each year.
2. All amendments to the Constitution must be submitted in writing to the Secretary 30 days prior to the scheduled AGM. All amendments must include the current wording, proposed wording and rationale.
3. All notices of the meeting containing date, place, time, and amendments to the Constitution be posted at least 20 days prior to the scheduled meeting.
4. A Financial Statement shall be presented to the membership.
5. Nominations for the election of the Board of Directors may be given to the Secretary prior to the AGM or person(s) may have their name nominated at the meeting. The election for the Board of Directors shall be held by ballot. The chairman of the election shall be a member not running for office but eligible to vote in case of a tie.
6. A list of unsuccessful candidates shall be kept by the secretary in order of number of votes.

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ARTICLE 26 – EXECUTIVE/ BOARD OF DIRECTORS

1. The Board of Directors shall be elected by their membership at the Annual Meeting of the membership. The number of Directors to be appointed will depend on the number of members whose terms become vacant. Positions that become vacant prior to expiration will be appointed for the remainder of the scheduled term as stated in Article 21.5.(old#7)
2. To be eligible for the position on the Board of Directors, you must be a member of the S.T.M.H.A. as described under Article 7.(old#8)
3. All persons nominated at the AGM shall declare whether he/she is willing to serve as a Director.
4. The Board of Directors shall consist of fifteen Directors, each of who shall serve for a three-year term.

ARTICLE 27 – FIRST MEETING AFTER AGM

1. The Board of Directors, as elected at the Annual General Membership Meeting, shall appoint a Secretary for the Association (if needed) whose term shall run up to and including the first Board of Directors meeting following the Annual General Membership Meeting of S.T.M.H.A.
2. The Directors, appointed at the Annual General Membership Meeting, shall immediately after the AGM, hold a Board of Directors meeting, chaired by the Secretary elect from the members appointed to the S.T.M.H.A. Board of Directors, the following officers to serve for the following terms:
 - a. President 1 year term
 - b. Vice President of Travel Hockey 1 year term
 - c. Vice President of House League 1 year term
 - d. Treasurer 1 year term
 - e. Secretary 1 year term
 - f. Registrar 1 year term

ARTICLE 28 – RESPONSIBILITIES OF DIRECTORS

1. Shall include in addition to any other responsibilities any Director may have as an Officer the following:

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a. hold one Chairperson of a standing committee, as well as serve on at least one other committee;

b. *Shall assist at each tournament.*

ARTICLE 29 – TERMINATION OF DIRECTORSHIPS

1. Any Director may resign by notice in writing delivered to any other Officer who is a Director. The resignation shall be effective on acceptance by the Board. The Board shall accept any resignation at the meeting following its receipt unless the resignation is withdrawn before acceptance.
2. The Directors may by resolution passed by a majority of the votes cast at a Board Meeting, remove any Director from office before the expiry of his/her term, provided notice of the intention to propose such resolution was included with notice of the meeting. The Director may by majority of the votes casted at the meeting, elect any qualified person to fill the vacancy so created for the remainder of the term.
3. The Board may remove a Director from office for breach of confidentiality or for other serious dereliction of duty as a Director. The Board by a majority vote may decide to initiate proceedings from removing a Director from office on such ground. Following such vote, the next Board Meeting will be held within fourteen days to discuss the removal of the Director in question. No other business will be discussed at this meeting. A written notice stating the ground for removal must be sent to the Director at least seven days in advance of the Board meeting where the removal will be discussed.
4. Where a Director is removed from office (under Article 27.3), a new Director shall be appointed by the Board after the next meeting of Directors according to Article 21.5. The Director whose office was terminated shall have the right to appeal the matter at the next meeting of Directors, in which event he/she shall deliver notice thereof to any Director who shall cause notice of appeal to be included with the notice of the next meeting of Directors. If the Director's appeal to the Directors is successful he/she shall there upon immediately be reinstated as a Director.
5. Where Article 27.3 has been invoked, the Director in question shall be suspended from participating in all matters pertaining to the Board of Directors until such time as all appeal provisions herein set out have been satisfied and the matter has been resolved.

ARTICLE 30 – ABSENTEEISM

1. Unless otherwise determined by the Board of Directors, the absence of a Director from three (3) consecutive Board meetings or absence of a Director from four (4)

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out of any eight (8) consecutive Board meetings shall be deemed to be a resignation of the said Directors.

2. Notification of acceptance of the resignation will be sent by registered mail to the resigned Director's home address within 7 days of his resignation *by the President of S.T.M.H.A.*

ARTICLE 31 –SUGGESTED CREDENTIALS FOR OFFICE

President:	should have served one year as Vice President of Rep Hockey or House League Hockey or two years as a Director
Vice President of Rep. Hockey	should have served two years as a Director
Vice President of Hockey League	should have served two years as a Director
Treasurer	open to any member in good standings with a background in accounting
Secretary	should have served at least one year as a Director
Registrar	should have served at least one year as a Director
Directors Life Member	open to all members in good standing in the Association shall be appointed by the Board of Directors for exceptional dedication and contribution of time and effort to the development and betterment of minor hockey. Nominations for life members shall be considered at the monthly board meeting preceding the AGM.

Note: to be eligible for the position of Director, an individual must be a member of S.T.M.H.A.

ARTICLE 32 – AMENDMENTS TO CONSITUTION/RULES

1. Amendments to this constitution can only be made at any Annual General Meeting of the membership by a vote carried by at least two-thirds of the members attending such meeting.
2. No amendment shall be made unless notice of the proposed amendments is mailed to the secretary at least four weeks prior to the date of the annual general meeting and published on the STMHA web site prior to the Annual General Meeting.

REMOVED ARTICLES:

ARTICLE 14- ICE SCHEDULER – removed 05/18/2011

Shall have the following duties;

1. To determine from the Vice President House League and the Vice President Travel Hockey, the ice time which may be required for the playing season.
2. Together with the President, or such other person designated by the President, to negotiate with the City of St. Thomas in an effort to obtain the required ice time on terms acceptable and approved by the Board of Directors.
3. To allocate ice and maintain a record of ice time allotted to S.T.M.H.A. and ensure that if any team, to which ice time has been allotted, cannot for any reason use the said ice, that the said ice shall be used by some other team in **S.T.M.H.A.** in a fair and equitable manner.
4. To undertake whatever other duties which may from time to time be assigned to him by the Board of Directors.
5. To appoint to his committee such other members of **S.T.M.H.A.** as in his opinion are necessary to carry out his responsibilities.

ARTICLE 11 – SECRETARY – removed 05/15/2014

6. Shall be responsible to perform a weekly audit of the Administrator's 5S checksheet located in the minor hockey office. (*added 05/18/2011*)