

Grand Falls-Windsor
Minor Hockey
Association

Constitution/By Laws Adopted June 2015



GRAND FALLS-WINDSOR MINOR HOCKEY ASSOCIATION

ARTICLE I

MISSION STATEMENT

The mission of the GFWMHA is to provide a high quality organized hockey experience for all its participants, recognizing that these experiences, in a positive learning environment, may have a profound effect on future attitudes and community involvement. Expanding participation of players within a healthy environment of play and competition is the priority. Personal development, emphasizing sportsmanship, teamwork, education and social development of participants shall be the paramount principle guiding this association.

ARTICLE II

TITLE

This organization shall be known as the Grand Falls Windsor Minor Hockey Association (GFWMHA) representing the geographic boundaries as determined by Hockey Newfoundland and Labrador (HNL) which as of the date of enactment include the municipalities of Grand Falls-Windsor, Badger, Millertown, Millertown Junction, Buchans and Buchans Junction

ARTICLE III

COLORS

The official colors of the Grand Falls Windsor Minor Hockey Association shall be green, white and red and for clarity they will be the colors of the Grand Falls-Windsor Senior Cataracts as of the 2014-2015 season. The official Representative Team jersey will be that of the 2014-2015 Grand Falls Windsor Senior Cataracts with the words Grand Falls-Windsor added to the crest. A Representative Team is any team that travels representing the GFWMHA in play outside the GFWMHA but does not include House League Teams. As the cost of replacing these jerseys is expensive, for the transition period the GFWMHA Executive reserves the right to decide the team(s) most in need of replacement jerseys, start with this team(s) and from there implement a 3 year replacement plan until all Representative teams within GFWMHA have the approved jerseys. (Amended June 2015)

ARTICLE IV

NAME

The official Representative Team name for the Grand Falls-Windsor Minor Hockey Association shall be the Grand Falls-Windsor Cataracts. (Amended June 2015)

ARTICLE V

OBJECTIVES

The objectives of the GFWMHA are to promote and govern organized minor hockey within the GFWMHA boundaries and to specifically foster among its members, supporters and players a general community spirit, to maintain and increase the interest in all aspects of the sport of hockey, including but not limited to, players both male and female, coaches, officials, parents, volunteers and all members of the GFWMHA, to foster fellowship and friendship among the players, both on and off the ice and to be generally good ambassadors of the GFWMHA and the communities it represents, and to exercise a general care, supervision, and direction over the best interest of its teams and players therefore providing good stewardship over its responsibility to the association.

ARTICLE VI

MEMBERSHIP

GFWMHA Membership is defined as any one of the following categories and is subject to the approval of the Executive:

- I. All parents or legal guardians of registered players "in good standing" of the GFWMHA;
- II. Appointed Members defined as individuals who are assigned membership by the Executive for a specific term;
- III. Registered Players;
- IV. Life-time Honorary members as designated by the Executive. This class of membership is to be awarded at the discretion of the Executive to past members as recognition of their significant contributions to the GFWMHA and the achievement of its goals;

Only those members in categories VI(i) and VI(ii) shall have standing to vote at an Annual General Meeting or Special General Meeting or to hold office on the Executive.

ARTICLE VII

EXECUTIVE COMPOSITION AND DUTIES (Amended June 2015)

The GFWMHA shall be governed by an executive board (the "Executive") selected by the voting members in attendance at the GFWMHA Annual General Meeting (AGM) which board shall serve until the next AGM. The constitution, by-laws and policies are a binding obligation of the executive, updated and applicable versions of each shall be fully disclosed to the membership at all time and shall be adhered to in their entirety. The Executive shall look after all affairs for the GFWMHA in a manner consistent with its constitution, by-laws, guidelines and procedures and those of Hockey Canada (HC) and Hockey Newfoundland and Labrador (HNL) and comprise the following positions with the listed duties and responsibilities:

PRESIDENT

The President, within the jurisdiction of the GFWMHA association, shall have all the powers of the President of the Executive and without limiting the generality of the foregoing, the President shall have powers to:

- I. Sign any and all documents on behalf of the GFWMHA.
- II. Call regular meetings of the Executive during its term. For clarity purposes a "meeting" may be defined in terms of electronic media for the purposes of motions and voting.
- III. Call Special General Meetings of the GFWMHA membership as is deemed necessary.
- IV. Preside over all meetings of the Executive and the membership.
- V. Exercise the powers of the Executive to discipline teams, players, coaches or any member of the GFWMHA and submit that discipline to the Executive for final adjudication of the Executive within a timely manner but in no case shall that adjudication period exceed five days after which if the matter has not been determined by the Executive the suspended team or member shall be in Good Standing. Notwithstanding the foregoing, if the Executive has not ruled on a matter of discipline imposed by the President under this section within the five days prescribed, the Executive does retain the right upon completion of a full investigation of the matter to impose further discipline if in the opinion of the Executive same is warranted.
- VI. May sit on all committees as ex-officio voting member and has the authority to assign committees, appoint their memberships and establish their terms of reference, any resultant recommendations are subject to the ratification of the board before implementation.
- VII. Assign duties to an executive member, as deemed necessary.
- VIII. During any vote taken at a meeting of the GFWMHA or any committees thereof exercise the right to cast a tie breaking vote.
- IX. The President is permitted to have discussion on any motion on the floor.
- X. The President is the representative of the GFWMHA with Hockey Newfoundland and Labrador (HNL) and may assign a delegate to act on his behalf.
- XI. The President is to preside over the GFWMHA in a manner compliant with the constitution and by-laws.

FIRST VICE – PRESIDENT

- I. In the absence of the President or in the event of his/her inability to act first, the first-vice-president shall have and exercise all the powers of the President.
- II. The First Vice-President shall at all times be an ex officio voting member of all committees and be one of the signing officers for the association.
- III. Shall assume the office of President for the remainder of that term of office, if for any reason the president cannot complete his/her term of office.

SECRETARY

- I. Shall keep an accurate record of ALL proceedings and committee reports of the GFWMHA.
- II. Shall, under the direction of the President, notify the Executive the time and place of all meetings.
- III. Publish notice of all meetings of the general body of the GFWMHA and notify each member of the Executive directly at least one week beforehand.
- IV. Present the minutes of previous meetings at meetings.
- V. Shall compile a listing of agreed activities assigned to Executive members and distribute to the Executive in a timely manner after each Executive meeting.
- VI. Shall be responsible to have all association documentation such as constitution, bylaws, and committees including their terms of references, appointments, and GFWMHA guidelines, updated and available through the GFWMHA website.
- VII. Shall be the primary contact person for website maintenance.
- VIII. Shall provide safe keeping of all files and documentation of the association and is responsible for supplying to an incoming Executive in good order.

TREASURER

- I. Shall keep a record of all monies received and disbursed;
- II. Shall present at all executive meetings an update of all finances of the GFWMHA;
- III. Shall prepare a budget at the beginning of the season, with a committee appointed by the President;
- IV. Shall be one of the signing officers of the GFWMHA;
- V. Shall handle all liability claims, seeing they are processed and settled promptly.
- VI. Shall implement the members arrears policy
- VII. Review any all fundraising activities within GFWMHA
- VIII. Shall post an approved budget to the GFWMHA website with a mid-year update.
- IX. Shall prepare year end financials for presentation at the AGM

REGISTRAR

- I. Shall receive and certify all certificates submitted to him/her on behalf of the players and teams for the association.
- II. Shall keep a registry of all members in "good standing" with the association.
- III. Notify the executive of all outstanding registration of players after deadline for registration has passed.
- IV. Shall co-ordinate all phases of player registration.
- V. Shall be responsible to register all players, coaches and officials with Hockey Newfoundland and Labrador.
- VI. Shall collect all monies for registration, which he/she shall turn over to the Treasurer.
- VII. Shall furnish a list of registered players, coaches and officials with copies to Secretary and the President.
- VIII. viii. Shall keep a record of registration on file at all times and give a report at meetings when asked.

REPRESENTATIVE TEAM DIRECTOR

- I. Responsible for the operation of the GFWMHA Representative Team program and to assure it operates in a manner compliant with its constitution, by-laws, guidelines and policies.

DIRECTOR OF INITIATION

DIRECTOR OF NOVICE

DIRECTOR OF ATOM

DIRECTOR OF PEE WEE

DIRECTOR OF BANTAM

DIRECTOR OF MIDGET

FEMALE DIRECTOR

PAST PRESIDENT

- I. Non-voting advisory position who is entitled to attend meetings at the request of the Executive.

APPOINTED POSITIONS TO INCLUDE:

- I. Canteen Chair
- II. Ice Scheduler
- III. Equipment Manager
- IV. Referee in Chief

ARTICLE VIII

VACANCIES

- I. If following an AGM there is a vacancy on the Executive or a vacancy is created during the term of the Executive the Executive reserves the right to appoint an individual from its membership to serve in the vacant position and that appointed person shall have all the duties, rights and obligations as if elected to serve on the Executive
- II. Should the President vacate the chair, a candidate with 75% majority vote of the sitting board shall assume the chair. If not, the 1st Vice shall coordinate a vote of the general membership in a timely manner to fill the vacancy. The 1st Vice is not excluded as a candidate.

ARTICLE IX

MEETINGS

1. EXECUTIVE MEETINGS

- I. The President will call regular meetings of the Executive during its term. If the president receives in writing (e-mail) a request of at least 50% of the voting board a meeting shall be called by the President within 2 weeks of the request. If the president does not call a meeting within the allowed time, the first vice president will then be able to call a meeting.
- II. An executive quorum is 2/3 of the sitting executive
- III. The executive will be required to have a meeting on or before Aug 1st of each year for the purpose of determining the new season. This initial meeting may not be defined in terms of electronic media and shall review all the necessary aspects of governance, ethics, policies and procedures necessary for the effective and professional administration of the association.

2. ANNUAL GENERAL MEETING

- I. a) The GFWMHA shall have an AGM on or before June 15 of each year. The sitting Executive will preside over and report to the Membership on the year's activities following which the Executive will vacate their positions and an election of officers will be conducted by the Chair of the Nominating Committee at which time the Membership shall elect a new Executive to serve until the next AGM. A quorum for the AGM will be 20 voting members. Notwithstanding the foregoing if two reasonable attempts to conduct an advertised AGM fail to attract at least 20 voting members, the sitting Executive can at its option conduct the AGM with those members present and if so any decisions made will have the same effect as if a quorum was present, or to remain in office until such time as a quorum is secured or appoint a new Executive under these extraordinary circumstances which Executive would have the same authority as if elected.

b) Voting: a mechanism must be in place and made available to all members which satisfies:

- I. Verification of membership
- II. Voting confidentiality
- III. Accessible to all members for a reasonable period of time as a means of exercising their right to vote for the association President. (Added June 2015)

3. FALL GENERAL MEETING

- I. It will be mandatory to hold a Fall General Meeting of GFWMHA
- II. The term of HL Directors will run from Fall AGM to Fall AGM and all current HL directors are considered part of the executive body as of this AGM 2014.

4. SPECIAL GENERAL MEETING

- I. Upon the request of voting members totaling 50 percent plus one of the total player membership of the GFWMHA, the President shall convene a Special General Meeting of the GFWMHA.

ARTICLE X

AMENDMENTS

- I. Presidential nominations shall be received and posted to the website 7 days prior to the AGM.
- II. Notices of Motion requesting amendments to the GFWMHA's constitution and/or by-laws may be presented and voted on at the AGM or a Special General Meeting of the GFWMHA. A Notice of Motion must be forwarded to the Executive at least 14 days prior to the AGM or Special General Meeting where the Motion is to be considered. Any Notices of Motion received by the Executive must be posted to the GFWMHA's website and circulated to the membership 7 days prior to the AGM or Special General Meeting. For purposes of this Article and Article VII circulation through the GFWMHA's members e-mail addresses is deemed sufficient notice.
- III. All votes on motions at an AGM or SGM are by ballot process unless a motion of "unanimous consent" is made and accepted by the Chair. It is the responsibility of the Secretary to coordinate ballots and AGM logistics.
- IV. A constitutional amendment can be made by formal request of HNL and with the approval of 75% of the executive body.

ARTICLE XI

CONFLICT OF INTEREST

- I. A conflict of interest is defined as a situation whereby an executive member has a private or personal interest in a situation sufficient to appear to influence the objective exercise of his or her duty as an executive member of the GFWMHA.
- II. If an executive member declares him or herself in conflict that executive member shall immediately vacate the meeting for all discussion on the conflicted topic.
- III. If an executive member is in doubt as to whether he or she is in a conflict on any motion or discussion of the executive, or upon motion made by a member of the executive that the executive member is in conflict, the executive shall determine by majority vote if the executive member is in conflict and for such a vote the executive member whose possible conflict is being voted on is not permitted to vote.
- IV. If an executive member is found by the executive to be in conflict the conflicted member shall immediately vacate the meeting for all discussion on the conflicted topic.
- V. A conflicted executive member shall not discuss any matter on which he or she is in conflict with any member of the executive.

ARTICLE XII

DISCLOSURE

- I. Any member wishing to hold office on the executive must disclose any interest they have in private hockey prior to running for a position on the executive.

GRAND FALLS WINDSOR MINOR HOCKEY ASSOCIATION BY-LAWS

By-Law (1)

Any fundraising activities must have the prior approval of the Executive

By-Law (2)

All GFWMHA members must be in "good standing" to participate in any GFWMHA functions. Members who have not paid their fees in full, who are under suspension from the GFWMHA by order of the Executive or suspended by HNL are not in "good standing". For clarity if a player member is not in good standing due to non-payment of fees that player's parent or guardian is also deemed to be not in good standing. In the event that a player member has not paid his or her fees by the time prescribed but satisfactory arrangement for the payment of those fees have been made and accepted by the Executive, that player member will be deemed to be in good standing.

By-Law (3)

No registered players shall participate outside their age group unless prior approval has been granted to the player to do so by the Executive. The Executive does reserve the right to allow players to participate in other divisions either on a temporary or permanent basis provided such reassignment does not conflict with HNL policies and is not contrary to the development of any of its members.

By-Law (4)

Registration for all players shall be paid in full by December 31st of each year to be members in good standing. All categories of fees shall be set by the Executive. The Executive has the authority under extenuating circumstances to make alternate arrangements for the payment of fees on a case by case basis. Fees paid by members will be applied to House League Registration first and Representative Team Registration second.

By-Law (5)

The Executive is responsible for posting the current version of the constitution, by-laws, guidelines, policies and procedures on the GFWMHA website. Members must have access to all information which guide the governance of the GFWMHA and any amendments thereto must be posted in a timely manner.

By-Law (6)

All members of the GFWMHA shall abide by the various applicable code of conduct requirements, guidelines, policies and procedures.

By-Law (7)

The Executive has the authority to create positions and appoint individuals to those positions if they are deemed necessary for the GFWMHA to fulfill its mandate as set by its constitution, by-laws, and guidelines. Such Appointees may or may not require membership within the association.

By-Law (8)

The Executive has the authority to develop Guidelines with respect to the operational activities of the GFWMHA. Guidelines, policies and procedures are intended to provide compliance expectations for the areas where guidelines, policies or procedures are prescribed. The Executive reserves the right to make amendments to approved guidelines, policies and procedures and such amendments do not require ratification at an AGM or Special General Meeting but do require a special three quarters majority of the sitting Executive.

By-Law (9)

The Executive has the authority to create committees to provide advisory support for the Executive to facilitate the best possible decision making. Terms of reference of such Committees shall be determined by the Executive.

By-Law (9a)

The Executive has the authority to create committees to assist in the prudent administration of this association. There are several committees that shall become mandatory "Standing Committees" of this association. All committees are required to have written mandates clearly describing their membership, purpose and authority. Mandatory committees are:

- I. **Commerce Committee**
- II. **Managers Committee**
- III. **Disciplinary Committee**
- IV. **Coaching Board.**

Coaching Board must define a "reasonable" rep program for each division in advance of selection process taking into account things such as travel expectations, cost, games vs. practice ratio, non-sanctioned activities, a common bad weather policy and procedure.

- V. **Awards Committee**

All Association awards are to be adjudicated by the Awards Committee

- VI. **Governance and Ethics Committee.**

Every new executive must meet with the Governance and Ethics Committee shortly after the AGM to become familiar with the associations governance. This meeting will be chaired by chairman of the "Governance and Ethics Committee"

By-Law 9(b)

All committee members must be approved by the Executive of GFWMHA including finance committee and any committees referred to in By-Law 9(a) and the formation of any new committees created to assist this association.

By-Law (10)

The GFWMHA will consist of a House League Program (HLP) and a Representative Team Program (RTP). The HLP will be open to all players wishing to participate regardless of their skill. The RTP will be as defined in the Representative Team Guidelines and will be a skill based selection for all divisions excluding Novice and Initiation. Membership in the GFWMHA does not guarantee participation in the RTP. Where there are sufficient numbers of participants all divisions (excluding Initiation) must have balanced House League Teams. No player can participate in the RTP without participating in the HLP

By-Law (11)

The Executive will designate a weekend each season for Championship Day which will be the final day of House League competition. Travel outside the GFWMHA on Championship Day is prohibited. For divisions that do not have sufficient numbers to have house league teams, the Executive does reserve the right to grant permission to travel on that day provided that such travel does not interfere with or detract from Championship Day.

By - Law (12)

The Executive will make all efforts to assure that the HLP does not conflict with the RTP so as to allow players to be full participants in both programs.

By – Law (13)

If ice that has been assigned to GFWMHA from the Town of Grand Falls-Windsor is not being used by its own members, it has the right to sell that ice. It would first be sold to an HNL aligned program. If they decline, it can then be sold to an outside user.
(Amended June 2015)

Amended 2015 AGM: June 16, 2015