

TAVISTOCK AND DISTRICT MINOR HOCKEY ASSOCIATION CONSTITUTION

Enacted:	November, 1968
Revised:	September, 1993
Revised:	May, 1998
Revised:	May, 2002
Revised:	May, 2013

Wherever the context herein permits, references to the male shall also mean the female.

Article 1 – Name of the Association

- 1.01 This organization shall be known as the Tavistock and District Minor Hockey Association and shall be referred to in an abbreviated form as the T.D.M.H.A.

Article 2 – Affiliation

- 2.01 The T.D.M.H.A. shall annually affiliate with the Ontario Minor Hockey Association which shall be referred to in an abbreviated form as the O.M.H.A.
- 2.02 The T.D.M.H.A. shall annually affiliate with the following “local” hockey leagues; the Grand Valley Minor Hockey League, the Grand River Minor Hockey League, the Southern Counties Minor Hockey League and the Beechey Juvenile League.
- 2.03 Further, the Executive Committee shall be empowered to act in the best interest of the Association regarding affiliations with “local” leagues other than those listed in Article 2.02.

Article 3 – Objective and Aims

- 3.01 The objective and aims of the T.D.M.H.A. shall be as set down in the O.M.H.A. Constitution as stated in Article 1.01 and 2.01
- 3.02 The objectives of the T.D.M.H.A. shall be:
- a) To promote, encourage, govern, organize, coordinate and develop minor hockey programs for all ages up to and including the Juvenile age division.
 - b) To protect and serve the mutual interest of all its’ members.
 - c) To carry out competition for Championships, where appropriate.
 - d) To recognize the integrity of local community programs and to encourage a strong sense of community pride and participation.
 - e) To work with the Provincial and National Hockey Associations to promote the cooperative development of hockey programs and their effective administration.
 - f) To enhance the positive values of programs by providing leadership and initiatives to develop players, coaches, officials and local volunteers.

3.03 The aims of the T.D.M.H.A. shall be:

- a) To create an environment which provides opportunities for players to develop at a level appropriate to their degree or interest.
- b) To assist in promoting and fostering a wholesome experience for players, team officials, referees and parents.
- c) To promote and encourage good sportsmanship and fair play amongst all participants.
- d) To accept winning with grace and defeat with dignity.

Article 4 – Membership

- 4.01 Membership in the T.D.M.H.A. is open to any individual interested in furthering the aims of the Association and ready to abide by the terms and conditions of the Association's Constitution and By-Laws.
- 4.02 Acceptance for membership in the T.D.M.H.A. shall require a majority vote of the members present.
- 4.03 The T.D.M.H.A. may cancel the membership of any member, at any time, by two thirds (2/3) vote of the members present.
- 4.04 The membership shall consist of members of the Association who are eighteen (18) years of age or older.
- 4.05 Persons under eighteen (18) years of age will be admitted to the Association as associate members with all members' privileges except voting rights.
- 4.06 Voting privileges for new members shall commence immediately following their acceptance as new members of the T.D.M.H.A (Revised May, 2013)

Article 5 – Management

- 5.01 The management and administration of the T.D.M.H.A. shall be vested in the Executive Committee, who shall have full power to take action within the scope of the Constitution and By-Laws.
- 5.02 The Executive Committee shall have control of the affairs of the T.D.M.H.A. and shall have the power to fill any vacancies which may occur in its' numbers. It shall have the power to appoint sub committees if it so desires, to handle business of an immediate nature.

Article 6 – The Executive Committee

- 6.01 The Executive Committee shall consist of twelve (12) members elected from the membership for three (3) year terms, staggered so that four (4) will expire each year.
- 6.02 Functions of the Executive Committee:
- a) To act on behalf of, and in the best interest of the Association.
 - b) To fulfill the objectives and aims of the Association.
 - c) To ensure that effective communication is maintained with the constituent groups including players, team officials, parents and the various leagues to which the T.D.M.H.A. is affiliated.
- 6.03 Each year, the Executive Committee shall elect from their midst, these Officers: President; Vice President, Secretary and Treasurer. Other members shall be termed Directors. This election shall take place at the next scheduled Executive Meeting that occurs after the Annual General Meeting. Sub Committees (as required) for the upcoming season will also be established at this inaugural meeting.
- 6.04 Executive Committee members shall hold office from the date of their election, until their respective term expires. Should one of the Officer positions become vacant, the Executive Committee shall elect from their midst, a replacement to fill the vacancy. Should a Director position become vacant, those duties performed by that member shall be undertaken by the remaining Executive Committee members. The vacant position would be filled by appointment or at the next Annual General meeting.
- 6.05 To constitute a quorum at Executive Committee meetings, at least two (2) Officers and five (5) of the Directors must be present.
- 6.06 All decisions shall require a majority vote to carry. Any conflicts of interest must be identified prior to the vote. The President will cast the deciding vote in the event of a tie.

Article 7 – Player's Fees

- 7.01 Player's fees shall be established by the Executive Committee prior to the commencement of the playing season and shall be based on the recommendations of the Budget Sub Committee.

Article 8 – Duties of Officers

8.01 The President shall:

- a) Preside at all meetings of the T.D.M.H.A. with the usual privileges commensurate of the office.
- b) Call regular Executive Committee once per month and Special Meetings of the Executive Committee as provided in Article 10.
- c) Generally superintend the business of the T.D.M.H.A.
- d) With the majority support of the Executive Committee, have the power to enforce the rules of the T.D.M.H.A. and penalize, suspend or discipline any member for any infraction of the same.
- e) Have co-signing authority on cheques issued by the T.D.M.H.A.

8.02 The Vice President shall:

- a) Perform such duties as assigned to him by the President.
- b) Call Special Meetings of the Executive Committee as provided in Article 10.
- c) Act on behalf of the President in his absence or incapacity.

8.03 The Secretary shall:

- a) Keep the Minutes of the proceedings at all meetings of the T.D.M.H.A.
- b) Maintain an up to date register and mailing list of all members, Executive Committee members, team officials and referees.
- c) Conduct all correspondence of the T.D.M.H.A. and the Executive Committee.
- d) Maintains records of all decisions of the Executive Committee.
- e) Issues notices of all meetings as directed by the President.
- f) Issue, receive and keep on file all local T.D.M.H.A. player contract forms.
- g) Have co-signing authority on cheques.
- h) Be an appointed member of the Constitution Sub Committee.
- i) Maintain and update the Policy and Procedures Manual.
- j) Act as Registration Co-Coordinator for the Association.
- k) Perform such duties as assigned to him by the President.

8.04 The Treasurer shall:

- a) Collect and record all financial transactions.
- b) Collect and record all membership and entry fees.
- c) Submit financial reports at each monthly meeting and an Annual Financial Statement at the Annual General Meeting.
- d) Have signing authority on all cheques issued by the T.D.M.H.A., along with authorized co-signatures.
- e) Chair the Budget Sub Committee.
- f) Be responsible for overseeing the Financial Audit process.
- g) Perform such duties as assigned to him by the President.

8.05 The Directors shall:

- a) Perform such duties as assigned to them by the President T.D.M.H.A.
- b) Be members and carry out the prescribed duties on various established sub committees.

Article 9 – Annual General Meeting

9.01 The Annual General Meeting shall be called within three (3) months of the final game played by Association's final competing team.

9.02 Members shall be notified of the time and place of the Annual General Meeting at least fifteen (15) days prior to the meeting date. The notice of the Annual General Meeting will be posted in local newspaper for two (2) consecutive weeks prior to and including the date of the meeting.

9.03 An election of Executive Committee members shall be held at the Annual General Meeting in accordance with the Articles of the T.D.M.H.A. Constitution. If a vacancy or vacancies occurred in the preceding year, the membership shall elect enough candidates to bring the total number of Executive Committee members to twelve (12).
The top four (4) candidates receiving the most votes will serve a three (3) year term, while the next candidate(s) receiving the most votes will serve the period of time remaining in the vacant positions' term. (i.e. if a vacant position has two (2) years remaining in the term, the fifth (5th) place candidate would serve a two (2) term).

9.04 The voting delegates at the Annual General Meeting shall consist of the Executive Committee and members of the T.D.M.H.A. No proxy votes will be accepted.

9.05 No Article of the T.D.M.H.A. Constitution shall be amended, rescinded or introduced, except by a two-thirds (2/3) majority vote of the voting members (delegates) present.

- 9.06 Notice of proposed constitutional amendments to the T.D.M.H.A. Constitution must be made in writing and delivered to the Secretary, T.D.M.H.A. within fourteen (14) days prior to the Annual General Meeting, so that the proposed amendment can be placed on the Agenda. Each proposed amendment must be duly moved and seconded by a voting member of the T.D.M.H.A.
- 9.07 The Order of Business for the Annual General Meeting of the T.D.M.H.A. shall be as follows:
- a) Call to Order and explanation of procedural rules governing the meeting.
 - b) Acceptance and/or cancellation of memberships.
 - c) Reading of the Minutes of the previous Annual General Meeting.
 - d) Business arising from the Minutes.
 - e) President's Remarks/Address.
 - f) Enrolment Report.
 - g) Treasurer's Report.
 - h) Motion to Appoint Auditors.
 - i) T.D.M.H.A. Updates.
 - j) Consideration of Constitutional Amendments.
 - k) General/New Business
 - l) Election of Executive Committee members.
 - m) Adjournment.

Article 10 – Meetings

- 10.01 General meetings shall be called as required during the regular hockey season by the T.D.M.H.A. President.
- 10.02 Executive Committee meetings shall be held once per month.
- 10.03 Attendance at General and Special meetings shall be restricted to the Executive Committee and membership and other such representatives as deemed appropriate by the Executive Committee.
- 10.04 Special meetings can be called by the President or Vice President or upon the request of six (6) Executive Committee members. No subject shall be discussed or considered except that specified in the notice.