

***EGANVILLE AND DISTRICT MINOR HOCKEY
ASSOCIATION
(EDMHA)***

CONSTITUTION

BY-LAWS

RULES & REGULATIONS

REVISED MAY 2021

Eganville & District Minor Hockey Association

CONSTITUTION

1.0 NAME

This organization shall be called The Eganville & District Minor Hockey Association. Referred to as EDMHA.

2.0 AFFILIATION

The EDMHA is affiliated with Hockey Eastern Ontario (HEO), through its membership in the Upper Ottawa Valley Minor Hockey League (UOVMHL) and District 5. By virtue of this affiliation with HEO, EDMHA is a member of Hockey Canada. In addition to this constitution, EDMHA is therefore governed by the constitutions and rules and regulations of CHA, HEO, and UOVMHL.

3.0 MISCELLANEOUS

- A) Throughout the constitution, wherever the word he or the masculine version is used, it shall be understood to mean the word she or the feminine version, when applicable.
- B) Throughout the constitution, wherever the singular form is used, it is understood to mean the plural form, when applicable, and vice-versa.
- C) The fiscal year for EDMHA is from May 1 – April 30.
- D) Throughout the constitution, wherever the word parents/parents is used, it shall be understood to mean the word guardian/guardians when applicable.

4.0 AIMS & OBJECTIVES

The purpose of the Association shall be:

- A) To provide a wholesome, organized hockey experience for all these participants involved in the EDMHA, including players, coaches, managers, referees and association officials, and all others involved in the EDMHA within the territory under its control.
- B) Emphasis to be on ENJOYMENT of the game with full participation of all members. To teach sportsmanship, fair play, good citizenship and friendly competition.
- C) To teach the fundamentals of hockey to each individual, and to try and increase general interest in the game of hockey.
- D) To provide for its elected officials and the coaches, managers, trainers and referees, the appropriate educational courses for the conducting of a safe and happy playing environment for all the participants, with the emphasis on the enhancement of good character and citizenship, fun and sportsmanship.

5.0 EXECUTIVE

- A) The presiding officer of the EDMHA shall be the President.

- B) The Association shall be governed by an executive consisting of President, Vice-President, Secretary, Treasurer, Referee-in-Chief and Past President.
- C) The executive shall have control over the affairs of the whole association and shall deal with all matters pertaining to the association and shall define the rules of the association and their application as it sees fit.
- D) The executive may appoint, each year, such committees as it deems necessary to conduct a full program of hockey for the current season. In the alternative, the executive may ask the membership at large to elect such committees as it deems necessary at its annual meeting.

6.0 EXECUTIVE MEETINGS

- A) The executive shall meet at least once prior to the regular season, monthly during the season, and at the end of the season at the discretion of the President. A majority of the executive shall constitute a quorum.
- B) A quorum of the executive must be present for an executive meeting to be recognized.
- C) A quorum of the executive must be present for a vote.
- D) No proxy will be recognized.
- E) Only the executive shall be eligible to motion or second a motion.
- F) When a meeting or Annual General Meeting is not possible to be conducted in person, the Executive may, at its discretion, delay the meeting or conduct it in an alternate virtual format such as Zoom.

7.0 ELECTION AND TERMS OF OFFICE

- A) The positions of the Executive shall be elected at the annual meeting in April or May. The positions will be up for election over a two years rotation - President and Treasurer one year and Vice-President, Secretary and Referee-in-Chief the following year.
- B) Elections shall be conducted by a nominating committee chairperson, appointed by the President.
- C) Voting shall be by secret ballot if more than one person applies for a position.
- D) Persons may seek re-election in any of the positions. To be eligible for an executive position, the candidate must be in good standing with EDMHA and all EDMHA's governing associations, and reside within the set boundaries of EDMHA.
- E) No proxy shall be recognized.
- F) Transfer of executive responsibilities and obligations shall take place June 1st or earlier if agreed upon, unless the position was filled interim. In that case, transfer of executive responsibilities and obligations will take place immediately.
- G) If a vacancy occurs, at the sole discretion of the executive, the executive may appoint a replacement for the remainder of the fiscal year or call a general meeting of the membership to elect a replacement for the remainder of the position's term.

- H) If a member of the executive is absent for 60 days due to illness, the executive may appoint a temporary replacement.
- I) If a member of the executive misses more than 3 consecutive executive meetings, that person shall be dismissed by the executive of his/her duties and at the sole discretion of the executive, a replacement may be appointed by the executive for the remainder of the fiscal year or a general meeting of the membership will be called to elect a replacement for the remainder of the position's term.

8.0 EXECUTIVES RESPONSIBILITIES

PRESIDENT

The President Shall:

1. Maintain the Constitution
2. Call all meetings of the Association.
3. Shall preside at all hockey meetings.
4. Make decisions or rulings on behalf of the Executive, when time is of the essence and are of such a nature that if a decision or ruling is not made, smooth running of the Association will not be assured. The President will make known to the executive, as soon as possible, the decision made and the justification for the decision.
5. Appoint committees and shall be empowered to call meetings of these committees at his/her own discretion.
6. Shall automatically be a member of all committees.
7. Shall ensure insofar as possible, that all executive members know their responsibilities and carry out their duties in a conscientious manner.
8. The President shall not vote unless there is a tie, then he shall cast the deciding vote.
9. The President cannot put forward a motion unless he relinquishes the chair to another member of the executive, who then will be unable to vote unless there is a tie (same as 8 above).
10. The President is responsible to ensure that all meetings of the UOVMHA, District or any other associations that EDMHA has teams playing in, are attended either by himself or an appointed replacement.
11. The President is responsible for the discipline within the association, including, but not limited to, all hockey players, coaches and team officials, referees and the members of the executive.
12. The President is responsible for implementing and overseeing all matters pertaining to the association as directed by the governing bodies.

PAST PRESIDENT

The Past President shall:

1. Stay on for a one year position with no voting privilege.
2. Be the source of guidance to the executive on all matters relating to the past conduct of business of the Eganville and District Minor Hockey Association.

VICE PRESIDENT

The Vice President shall:

1. Perform all duties of the President in his absence.
2. Automatically be a member of all committees.
3. Perform other such duties as the President may direct.

SECRETARY

The Secretary shall:

1. Record the minutes of the executive and general meetings and distribute copies.
2. Receive, action, and forward correspondence addressed to the Association.
3. Perform other such duties as the President shall assign.
4. When a secretary retires or resigns, all records and information of the EDMHA shall be placed in the custody of the President until a new secretary is elected or appointed.

TREASURER

The Treasurer shall:

1. Maintain accurate bank account information, suitable for the purposes of the association and preparation of the financial statements.
2. Be responsible for the handling of EDMHA funds and shall be accountable for those funds, maintaining accurate and complete records of all income and expenses.
3. All disbursements shall be made by cheque. All cheques will require two authorized signatures – one which must be that of the treasurer.
4. Shall see that financial statements are available for executive meetings, or whenever requested.
5. Shall prepare an annual year end financial statement for audit, and present same at the annual meeting.
6. Submit independently reviewed financial statements to the President within three months of the end of the fiscal year. The Association's fiscal year runs May 1 – April 30 annually.

7. Perform other such duties that the President may direct.

REFEREE-IN-CHIEF

The Referee-in-Chief shall:

1. Be responsible directly to the President.
2. Control all referees allocated to the Association.
3. Ensure all listed referees are available as directed and that they are adequately trained and certified to perform their task.
4. Be responsible for the preparation and distribution of the referee duty roster.
5. Be responsible for the application of the rules and penalties of the game of hockey.

9.0 GENERAL MEETINGS

- A) General meetings composed of the Executive and the members of EDMHA can be held as necessary, but not less frequently than once a fiscal year at the discretion of the President.
- B) An annual general meeting is to be held by the end of April or May of each fiscal year.
- C) No annual general meeting shall be constituted without a quorum of at least eight members who are in good standing and at least 3 Executive Officers, in attendance.
- D) The usual business to be conducted at the AGM shall be:
 - I. Call to order
 - II. Adoption of Minutes of previous AGM and any Special General Meeting(s) held since the last AGM
 - III. Business arising from the Minutes
 - IV. President's Report
 - V. Treasurer's Report
 - VI. Committee Reports
 - VII. Amendments to Constitution, By-Laws, Rules & Regulations
 - VIII. Nomination and Election of Directors
 - IX. New Business
 - X. Adjournment.

9.1 MEMBERSHIP & VOTING PRIVILEGES

- A) Membership in this association is contingent upon and carries with it, the acceptance of all rules of the association and all the decisions of the executive. Membership with EDMHA is deemed accepted by all those involved with EDMHA including, but not limited to, the players, coaches, bench staff, on-ice and off-ice officials, executives and all others involved with EDMHA.

- B) A voting member of the EDMHA is a member of the executive or a member of the association over the age of 18 years and in good standing with the EDMHA.
- C) At the AGM any member present and in good standing is entitled to one vote.
- D) No proxy votes shall be allowed.
- E) Other than the election of an Executive position, any voting that the membership is entitled to participate in shall normally be conducted by a show of hands but can be by secret ballot if two or more members request same.
- F) Appeals of a ruling handed down by the EDMHA can be appealed to the District. Appeals will then be followed and conducted in accordance with the League and District constitutions.

10.0 FINANCIAL MATTERS AND FUND RAISING

- A) The executive shall annually set the registration fee.
- B) No person or persons, teams or team officials shall raise money, or solicit donations, hold fund raising functions, or attempt to obtain funds without such action being approved by the executive.
- C) Any and all funds left over at the end of the hockey season by any hockey team, must be turned over to the EDMHA.
- D) Registration **MUST** be paid in full before a player can go on the ice.

11.0 COACHES, TEAM OFFICIALS, PLAYERS AND REFEREES

- A) The executive has the right to select or release coaches, managers, team officials or referees at all times.
- B) All coaches, managers and team officials have the right to come to the President if they feel that they are being mistreated.
- C) All coaches, team officials and players should conduct themselves properly, as they are representatives of the EDMHA and should bring no discredit to the association.
- D) Any coach, team official, or player found drinking or under the influence of alcohol or drugs before or during a game, will be immediately suspended and shall remain suspended until after his case is dealt with by the executive.
- E) Any coach, team official or player who displays discreditable conduct shall be immediately suspended and shall remain suspended until dealt with by the executive.
- (F) Disciplinary action shall be taken against any parent, player or fan harassing referees, timekeepers, their own child or children on any team or any other people involved with the game of hockey. Disciplinary action will be conducted by the Executive.

12.0 PLAYERS AND PLAYING RULES

- A) A player can request to play in a category higher than his age level, if the player's ability shows that this would be in the best interest of the player. This applies to all house

league and to competitive players (when involving an EDMHA player), but in all and any circumstances, a player cannot play at a higher level without executive written approval and the executive retains the right to deny or approve the request for a player to play at a higher level.

- B) A player may apply to play at a higher level because of other considerations other than A) above, if both coaches involved approve, but the executive still retains the right to make the final decision.
- C) All players in the EDMHA must wear full protective hockey equipment, including helmet and neck guard, when on the ice, both home and away, including practices. The wearing of a mouth guard is optional but highly recommended.
- D) EDMHA will provide team game jerseys for each child. These jerseys are for games only. Parents or guardians will be charged a replacement fee per jersey for their child's missing or damaged jerseys.
- E) Late registrants are not guaranteed placement on an EDMHA team if age-appropriate team is at a maximum.

13.0 BOUNDARIES

The association's boundaries as defined by the district.

14.0 FUNDRAISING

The Eganville District Minor Hockey Association (EDMHA) conducts various fundraising initiatives in an effort to keep registration fees as low as possible. As the proceeds of fundraising are shared across the membership, it is equitable to have all members participate in the fundraising activities of the Association. It is also important that fundraising efforts of the Association and its teams are coordinated through the Executive of the Association.

EDMHA continues to keep registration fees as low as possible to increase accessibility for all children and youth to play organized hockey. Prior to the start of each season the EDMHA Executive will determine what fundraising efforts will be pursued. All members **MUST** participate in EDMHA fundraising efforts.

EDMHA is responsible for association-wide fundraising initiatives; therefore fundraising by individual teams will not be permitted without prior approval from the EDMHA Executive. Requests from teams to hold fundraising activities/events for the benefit of the team must be submitted in writing to the Executive for its consideration prior to the event, and prior to any related commitments being made by the team.

All EDMHA members are expected to participate equitably in EDMHA fundraising initiatives. That would include selling all tickets related to raffles that the EDMHA executive deems as a fundraising initiative. Members who fail to participate will have the designation "not in good standing". The outstanding fee will be added to their registration fees for the following year. (This may include fundraising fees, NSF charges or Non-payment). If the fees are not paid in full such member will **not** be allowed to participate in any activity associated with EDMHA until such fees are paid.

Standing approval is in place for 50/50 sales during a team's home games.

Standing approval is also in place for certain fundraising activities to be conducted during (i.e. on the day(s) of) a team's tournament as follows: Food sales (Kitchen and BBQ), Raffle (requires lottery license), prize tables, 50-50 draws, and Chuck-a-puck.

15.0 AMENDMENTS

- A) Amendments to the Constitution and By-laws shall require a two-thirds majority of those present who are entitled to vote.
- B) Any proposed change or changes to the constitution must be submitted in its entirety to the President in writing by registered mail and received by the President 30 days prior to the annual general meeting.
- C) The executive or individual members shall not make a motion that would be in defiance of any or all sections of this constitution, except at an annual general meeting. Motions can only be made by EDMHA members only.
- D) Any motion which contravenes a governing constitution, by-law, rule or regulation, shall not be deemed accepted by EDMHA until approved by HEO or Hockey Canada.
- E) This constitution when accepted and signed by the President and Vice-President, will supersede any and all others.

ACCEPTED AND SIGNED – MAY 25TH, 2021



KEVIN SEGUIN – PRESIDENT



GEORGE VIGUS – VICE PRESIDENT

CODE OF CONDUCT

This **CODE OF CONDUCT** identifies the standard of behaviour which is expected of all **Eganville and District Minor Hockey** members, including athletes, coaches, parents, directors, volunteers, staff and chaperones.

Eganville and District Minor Hockey is committed to providing a sports' environment in which all individuals are treated with respect. Members of **Eganville and District Minor Hockey** shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated by **Eganville and District Minor Hockey**.

During the course of all **Eganville and District Minor Hockey** activities and events, members shall avoid behaviour which brings **Eganville and District Minor Hockey** or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol and non-medical use of drugs.

Eganville and District Minor Hockey recognizes the **Canadian Policy on Penalties for Doping in Sport**. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods, and shall agree to submit to random drug testing at any time.

Eganville and District Minor Hockey members shall at all times adhere to **Eganville and District Minor Hockey's** operational policies and procedures, to rules governing any competitions in which the member participates on behalf of **Eganville and District Minor Hockey**.

Members of **Eganville and District Minor Hockey** shall not engage in any activity or behaviour which interferes with a competition or with any athlete's preparation for a competition, or which endangers the safety of others.

Failure to comply with this **CODE OF CONDUCT** may result in disciplinary action in accordance with the Discipline policy of **Eganville and District Minor Hockey**. Such action may result in the member losing the privileges that come with membership in **Eganville and District Minor Hockey**, including the opportunity to participate in **Eganville and District Minor Hockey** activities.