

Clavet Minor Hockey Association

Constitution & Bylaws – Revised May 2021

Article I – Name

This organization shall be known as the Clavet Minor Hockey Association (“CMHA”). The CMHA shall be the governing body of hockey within the CMHA jurisdiction approved by the Saskatchewan Hockey Association (the “SHA”) The CMHA shall govern within the framework of the SHA. and under the framework of, when applicable, any league that a CMHA team is a member of.

Article II – Duties & Objectives

A) The **Duties** of the CMHA shall be to;

- i) Administer the operation of minor hockey within the jurisdiction of the CMHA.
- ii) Develop, institute and maintain guidelines regarding sportsmanlike conduct, as deemed necessary.

B) The **Objectives** of the CMHA shall be to:

- i) Promote, improve and foster minor hockey within the jurisdiction of the CMHA.
- ii) Provide the opportunity to develop leadership and team skill through hockey.

Article III - Members

Membership to this association shall be available according to the following guidelines:

- i) The “Membership Year” of the CMHA shall commence on October 1st and terminate on September 30th in the subsequent calendar year.
- ii) “Active Membership” shall be available to any minor-aged hockey player within the CMHA jurisdiction approved by the SHA (“Active Members”). Approved membership fees must accompany all applications. Active Members shall not be voting members. Active Membership for individuals outside the CMHA jurisdiction may be acquired by making an application in writing to the CMHA and pending approval by the CMHA executive, providing the application is acceptable under the SHA constitution and bylaws. When one or more teams are iced in any age division all Active Members of CMHA shall have the opportunity to earn a spot on a team before players from outside CMHA jurisdiction earn a spot.
- iii) “Associate Membership” shall be automatically granted (at no additional cost) to a maximum of two (2) parents and or legal guardians of each CMHA member in good standing (“Associate Member”). Associate Members are entitled to attend and participate in CMHA General Meetings. Each Associate Member is eligible to cast one vote. Representatives of Associate Members will be entitled to attend and participate in the CMHA General Meetings but will be non-voting members.
- iv) Membership fees, including late fees, shall be established by the CMHA Executive and be approved at the CMHA General Meeting. The Clavet Arena Board fees may also be applicable and are unique and separate from the CMHA fees. Fees must be paid in advance of the Membership Year. Failure to pay the applicable fees as set out by the CMHA at time of registration prior to the Membership Year will render the Active Member to be suspended from participating in any CMHA programs until such time that all financial commitments, including late fees, to the Association are paid in full. Requests for alternate payment arrangement may be presented in writing to the

Executive for review. Each request will be individually reviewed and either approved or denied by the Executive.

- v) Any Associate Member or Active Member in good standing shall have the right to defend their actions to the Executive prior to any and all Executive decisions pertaining to said individual. All requests and concerns stated in writing by an Active Member, Associate Member or team and submitted to the Executive shall receive a response by the Executive in writing in a timely manner.

Article IV — Executive Members

The Executive of the CMHA (the “Executive”) shall consist of a President, Vice President, Secretary, Treasurer and Member-at-Large. The Executive shall handle all decisions regarding administrative duties. Each member of the Executive shall be an Associate Member of the CMHA. This Bylaw may be waived by unanimous consent of the voting membership at a General Meeting.

The Associate Membership may submit nominations for the respective positions of the Executive. Candidates may be nominated for more than one position but may not be elected to more than one position on the executive.

The Executive shall be elected from the association membership at the Spring General Meeting. The one-year term shall commence immediately after the Spring General Meeting at the First Meeting of the Executive and shall expire at the conclusion of the next Spring General Meeting. When the President has completed the one-year term and has not elected to serve another term as President, this individual shall assume the role of Past-President. The Past-President shall serve as an advisor to the Executive and is a non-voting member of the Executive. The Past-President may assume a role on a committee on the Executive. The Past-President’s term shall expire only when the current President has completed their term and has not been elected to serve another term as President.

In the event that any position of the Executive become vacant, for any cause, the Executive Members shall have the ability to elect an Associate Member to complete the term.

At meetings of the Executive, each member shall have one vote and meetings shall be chaired by the President. The President shall not vote except to cast a deciding vote in the event of a tie.

At all meetings of the Executive, a quorum shall consist of a majority of the Executive being present.

Meetings of the Executive are permitted to proceed virtually at the behest of the President in substitute of an in person meeting, on a platform of the President’s choosing, with at least 1 (one) weeks’ notice.

Article V — Meetings

All CMHA meetings and Executive meetings shall be conducted in accordance with Parliamentary Procedure according to Robert’s Rules of Order.

The Executive shall hold the General Meetings in the spring just before or just after the hockey season is over and any additional time(s) as deemed necessary.

The Executive shall post notice to all current members through an email communication and on the CMHA website, at the Clavet Arena, and on the CMHA Facebook page a minimum 30 days prior to the General Meetings. The notices should include meeting specifics including date, time and location of the meeting

and proposed agenda items. Proposed agenda items and amendments must be presented to any member of the Executive a minimum of ten days in advance of the next General Meeting.

Each Executive Member and Associate Member shall have one vote and shall not be entitled to carry any other votes. No Executive Member or Associate Member shall be represented by proxy. The President shall refrain from voting unless, in the event of a tie he /she shall cast the deciding vote. Executive Meetings shall be called, as the executive Members deemed necessary.

Article VI — Duties of the Executive

A) Duties of the President shall include, but are not limited to the following:

- i) Supervise the activities of the CMHA.
- ii) Shall be responsible for the administration and operation of the CMHA Executive.
- iii) Shall ensure all members of the executive fulfill their duties as detailed in Article VI.
- iv) Shall ensure all non—executive CMHA Positions fulfill their duties as detailed in Article VII.
- v) Shall chair all CMHA meetings.
- vi) Shall have signing authority for the CMHA bank account(s), and be a “Primary” signing officer – any two signatures required.
- vii) Shall keep abreast of all correspondence pertaining to minor hockey.
- viii) Shall with the assistance of the S.H.A. and various CMHA coordinators schedule coaching, referee, first aid and all other clinics that apply to Executive and Non-Executive positions.
- ix) Shall ensure that all information forwarded by S.H.A. for distribution to CMHA Active Members is distributed to the appropriate Associate Members.
- x) Create all meeting agendas for consideration and chair all meetings.

B) Duties of the Vice-President shall include, but are not limited to the following:

- i) Shall assist the President in all matters relating to the management and administration of the CMHA, as set out in the Duties of the President
- ii) Shall be familiar with all the duties of the President in order to facilitate expedient and efficient transfer of duties in the absence of the President or at the request of the President for whatever reason is deemed necessary
- iii) Shall have signing authority for the CMHA bank account – any two signatures required
- iv) Shall assume all President or Secretary meeting duties in the absence of the President or Secretary.

C) Duties of the Secretary shall include, but are not limited to the following:

- i) Shall perform all general secretarial duties
- ii) Shall record, distribute and maintain all the minutes of all meetings of the CMHA.
- iii) Shall issue notices of CMHA. General Meetings
- iv) Shall issue all correspondence on behalf of the CMHA, as required
- v) Shall have signing authority for the CMHA bank account – any two signatures required
- vi) Shall receive all applications for membership, record the registration of all players and affiliation of players and in coordination with the treasurer forward all registration information and applicable fees to SHA.

D) Duties of the Treasurer shall include, but are not limited to the following:

- i) Shall receive all money paid to the CMHA, maintain the financial records and ensure all accounts owing by the CMHA are paid.

- ii) Shall have signing authority for the CMHA bank account(s), and be a “Primary” signing officer – any two signatures required
- iii) Shall prepare a detailed financial statement for the presentation at CMHA General meetings or as deemed necessary.
- iv) Shall prepare with other members of the Executive and present an annual budget for presentation and approval by the CMHA membership
- v) Shall in coordination with the Secretary forward all applicable registration fees to SHA and any league we may belong to
- vi) Shall in coordination with the Secretary forward all applicable sanction fees to SHA.
- vii) Shall arrange for an accountant to provide a Review of the CMHA financial statements prior to the Spring General Meeting

E) Duties of the Past-President shall include, but are not limited to the following:

- i) Shall be an advisor to the new executive on all matters concerning CMHA.
- ii) Shall be an advisor to any team signing up to play Provincials with regards to proper carding of players
- iii) The Past—President shall be an advisor only and shall not have a vote

F) Duties of the Member-at-Large

- i) Shall be a representative of the Associate Members at all meetings of the Executive
- ii) Shall complete unassigned board tasks as they arise,
- iii) Shall assist the other Executive Members in all matters relating to the management and administration of the CMHA.
- iv) Shall have signing authority for the CMHA bank account – any two signatures required

Article VI - Amendments

Motions to amend or alter the Constitution and Bylaws can only be approved at a General Meeting of the CMHA (the “General Meeting”) after a notice of intent has been received in writing by a member of the Executive a minimum of ten days in advance of the said General Meeting. The Constitution and a Bylaw can be amended with 2/3 of the collected votes at a General Meeting.

Any amendments or changes in the Constitution and Bylaws of the CMHA that are adopted at a General Meeting will take place immediately, unless otherwise stated.

Article VII – Consistency

Where the provisions of this Constitution, Bylaws and/or Regulations are inconsistent with the Constitution, Bylaws and Regulations of Hockey Canada (HC) and the Saskatchewan Hockey Association (SHA), the HC and SHA Constitution, Bylaws and Regulations shall prevail.

Article IX – Winding Up

In the event of dissolution of CMHA, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in the Village of Clavet or local area as may be decided by the Association in a General Meeting.