

# Labrador West Minor Hockey Association Constitution and By Laws



Official logo of Labrador West Minor Hockey Association

**As amended May 29, 2005**

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ARTICLE 1 - NAME AND VOTING MEMBERSHIP

1.1. The name of the Association shall be known as the LABRADOR WEST MINOR HOCKEY ASSOCIATION (hereinafter referred to as the Association).

1.2. The official Logo of the Association " Labrador West Lakers" (as it appears on the front of this constitution and the Associations web site) will appear on all correspondence of the Association and may not be used by any group or individual without the express written permission of the executive.

1.3 The General Voting Membership of this Association shall consist of the following:

a) All current volunteers of the association over the age of 18, including registered

Officials of Minor Hockey.

b) The immediate Past President of the Association's Executive.

c) The parents and/or guardians of all registered players.

d) All registered players 18 years and older.

e) Appointed members of the various committees that operate within the Association.

1.3. All other interested persons may attend Association meetings as observers

but shall not have the rights afforded to members.

## **ARTICLE 2 - AIMS & OBJECTIVES**

The objectives of the Association are to promote, govern and improve minor hockey as a division of the governing body by authority of Hockey Newfoundland and Labrador. These objectives include but are not limited to:

The promotion, organization, administration and supervision of minor hockey in the Labrador West Area.

Looking after and protecting the interest of all players and volunteer leaders (physically, morally and intellectually).

Engaging the population, as well as public and private institutions in the promotion of minor hockey.

Ensuring the enforcement of the rules of the game as adopted by this Association.

Stressing the development of sportsmanship and the ideal of amateurism in spectators, parents, players and leaders in order that hockey may become an educational tool.

House league games will afford all players equal ice time in all game situations and the arrangement of player lines shall be organized so as to optimize the concept of equal ice time.

Ice time for AAA, AA, A and B Teams will be shared as outlined in the rules governing these teams. (See Appendix A)

## **Fair Play Program**

Fair Play is introduced to promote **SAFETY** and **RESPECT**, and a **positive environment** in Minor Hockey for all participants. The four main participant groups are: The players, the coaches, the officials/executive and the parents (spectators).

The Association recognizes that for the above aims & objectives to succeed that the development of a Fair Play Code of Conduct guidelines, which includes contracts for all participants in the game, needs to be developed. These guidelines/contracts will establish a standard of acceptable behaviour and attitude between the Executive, Parents, Coaches, Players and Officials, before, during and after the game. They will incorporate the **five (5) basic principles of Fair Play:**

Respect the rules

Respect other players, parents and opponents.

Respect the Coaches, Officials and their decisions

Have everyone participate

Maintain your self-control at all times

The development of these FAIR PLAY guidelines/contracts will:

- Make all individuals aware that playing/participating in the Labrador West Minor Hockey Association is a **PRIVILEGE, not a right.**
- Outline a clear set of expectations and guidelines that everyone can follow.
- Promote and develop a positive set of values for coaches, players, parents, officials and the executive.
- Develop a guide by which the Association executive body runs its programs, in addition to existing rules, regulations and objectives.

These guidelines/contracts will be developed before the start of the 2005-2006 season. They will be given to all players/parents, officials, coaches and volunteers of the Association during the registration process. The signed contracts will be kept on file by the Association and must be renewed each season during the registration process.

The executive, or a committee appointed by the executive, will develop these guidelines and contracts, educate the membership on the program developed, and oversee the institution of the Fair Play Program throughout the association. They will review and make changes if necessary to the guidelines/contracts at least yearly before the start of each new season.

## **ARTICLE 3 – BOUNDARIES**

The boundaries of the Association shall be the same as the Town boundaries of the Towns of Wabush and Labrador City.

## **ARTICLE 4 - JURISDICTION & ADMINISTRATION**

The executive of the Association shall be the governing body of the Association when the AGM is not in session. The executive shall take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the AGM and to enforce the provisions of this constitution, by-laws, regulations and guidelines as adopted by the Association. All decisions of the executive shall be final and binding upon all members of the Association.

## **ARTICLE 5 – MEETINGS – Annual General Meeting (AGM), Special General Meeting(s) (SGM), Executive Meetings**

### **1.1 Meetings**

#### **AGM**

a) The AGM of the Association shall be held on or before the thirty-first day of May in each calendar year.

b) A quorum for the AGM shall consist of thirty (30) voting members.

- c) Any newly elected executive members will take office on June 1<sup>st</sup> of each year.
- d) The Fall meeting of the Association shall be held at the call of the executive.

### **Special General Meeting(s) (SGM)**

- a) A SGM may be called at any time by the Executive.
- b) The president will call a SGM on the written request of any fifteen (15) voting members of the Association for the transaction of such business as must be specified in such written request.
- c) A SGM must be called by the executive within two weeks after a written request is received. Every attempt will be made to give the membership at least one week's notice.
- d) Any and all persons signing the written request for a SGM must make every effort to attend that meeting and be willing to justify their individual reason (s) for supporting the request.
- e) No subject shall be discussed or considered at any SGM except that specified in the notice of the SGM.

### **Executive meetings**

- a) All meetings of the executive shall be at the call of the president, except as outlined under item (b) below.
- b) At the request of three (3) executive members, the president must call an executive meeting.
- c) A quorum shall consist of half the executive plus one (1).
- d) Executive members who are absent from three consecutive meetings without adequate reason shall cease to be a member of the executive.

### **1.2 Meeting Procedure**

The President or his designate shall chair all AGM, SGM, Fall Meeting, and

**Executive meetings.**

At all meetings of the Association or its committees, voting shall be by show of hands unless requested by any one member for a vote by ballots.

Decision will be by majority of votes cast (except for Constitutional Amendments see Article 10). The president shall have the deciding vote in case of a tie ballot (president may vote on all issues.)

All motions or amendments to motions shall be conducted through parliamentary procedure according to Robert's Rules of Order.

## **Article 6 - Nominations and Elections**

A nominating committee consisting of three (3) members shall be appointed by the executive to propose a slate of officers for the (AGM) annual general meeting.

Additionally each voting member shall have the privilege of nominating a member for each office of the Association.

A person eighteen years of age and over and residing within the boundaries as specified shall have the right to hold office.

There shall be no proxy votes.

The candidate for office with the largest number of votes shall be declared the winner.

## **Article 7 – The Association Executive**

**1.1 The executive of the Association shall consist of:**

**1. President - Two (2) Year Term elected in even years.**

2. 1st Vice President – will be elected for a (1) one year term this AGM (2005) thereafter will be elected for two (2) Year Term in even years.
  3. 2nd Vice President - two (2) Year Term elected in odd years.
  4. Secretary - two (2) Year Term elected in even years.
  5. Treasurer - two (2) Year Term elected in odd years
  
  6. Registration /Public Relations officer - two (2) Year Term elected in even years
  
  7. Novice Director - Two (2) Year Term elected in odd years
  
  8. Atom Director - Two (2) Year Term elected in even years.
  
  9. Pee Wee Director - Two (2) Year Term elected in odd years.
  
  10. Female Director - Two (2) Year Term elected in odd years.
  
  11. Bantam Director - Two (2) Year Term elected in even years.
  
  12. Midget Director - Two (2) Year Term elected in odd years.
  
  13. Chairperson of Moms Club – Two (2) Year Term elected in even years
  
  14. Chairperson of Dads Club – Two (2) Year Term elected in odd years.
  
  15. Coaching Coordinator - by appointment of executive yearly.
- 1.2 In the event of any vacancy occurring in the executive of the association, the executive shall call for nominations from the membership and hold a vote if necessary to fill such vacancies at which time election(s) will be held as outlined in Article 6.
- 1.3 Coaching of traveling teams in any capacity shall not be a function of the Executive members of the Association.

## **Article 8 – Duties and Responsibilities of Executive Members**

## **1. The President shall:**

Preside as chair at all meetings of the Association.

Sign all official documents and contracts on behalf of the Association as approved by motion of the executive.

Carry out the wishes of the executive.

Attend the AGM and Fall meeting of Hockey Newfoundland and Labrador as a voting member.

Perform other duties as directed/delegated by the Executive.

## **2. The 1<sup>st</sup> Vice President shall:**

The 1st Vice President in the temporary absence of the president shall have all the powers to perform the duties of the president.

Will act as a liaison between the executive and the Directors/divisions to which they are assigned by the executive, thereby providing 2-way communication between ice level and executive level.

Perform other duties as directed/delegated by the Executive.

## **3. The 2<sup>nd</sup> Vice President shall:**

The 2nd Vice President in the temporary absence of the president and the 1<sup>st</sup> Vice President shall have all the powers to perform the duties of the president.

Will act as a liaison between the executive and the Directors/divisions to which they are assigned by the executive, thereby providing 2-way communication

between ice level and executive level.

Perform other duties as directed/delegated by the Executive.

#### **4. The Secretary shall:**

The secretary shall keep an accurate record of the minutes of all meetings and handle all business correspondence pertaining to the Association.

The secretary shall abide by guidelines which will be developed by the Association to give clear guidance to the secretary on the contents of these minutes, handling of correspondence, record keeping etc.

Perform other duties as directed/delegated by the Executive.

#### **5. The Treasurer shall:**

The treasurer shall keep an accurate record of all money received and dispersed by him/her.

Cheques shall be signed by the treasurer and either of the other two (2) designated officers (president and vice president).

Present a financial statement at the AGM.

Answer financial questions of members in a timely fashion.

Give a financial report at each executive meeting.

The treasurer shall abide by guidelines which will be developed by the Association to give clear guidance to the treasurer on the handling, accounting and reporting of the Associations funds.

Perform other duties as directed/delegated by the Executive.

#### **6. The Registration /Public Relations Officer shall:**

Keep an accurate registrar of all players and coaches duly registered by the Association in each division each year.

Perform other duties as directed/delegated by the Executive.

**7. The Novice, Atom, Pee Wee, Bantam, Midget, Female Directors shall:**

Act as a liaison between the parents, coaches, players and officials in their division and their respective Vice President.

Directors will provide a written report of all activities and issues within their division at each executive meeting.

If a director is unable to attend an executive meeting they must provide written report to their appropriate Vice President before the meeting, which will be submitted to the executive for their perusal.

All divisional directors are required to submit a year-end written report to the executive, which will be distributed at the AGM. This report will include any recommendations directors may wish to put forward.

Perform other duties as directed/delegated by the Executive.

**8. The Presidents of the Mom's and Dad's Clubs shall:**

Be a member of the executive of the Association.

Hold an election for the executive of the both the Moms and Dad's club at their first meeting each fall. The respective Presidents who were elected at the Spring AGM, shall request nominations for the positions of Vice-President, Secretary, Treasurer and if possible, representatives from each Division for the upcoming season.

The Moms' and Dads' Clubs shall assist the Association in hosting any

events/tournaments, and shall be a member of the organizing/host committee.

## **ARTICLE 9 - ALLOCATION OF PROPERTY**

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise how so ever by way of profit to the members of the Association provided that remuneration to any officer or servants of the association or to any member of the Association in return for any out-of-pocket expenses incurred on behalf of the association and with the approval by motion of the Association executive.

All correspondence, bulletins, billing, awards or anything pertaining to minor hockey that shall come to the minor hockey executive for consideration or decision or clarification shall be considered property of minor hockey and not held by any person, unless specifically instructed to do so and thereby being noted in the minutes of that meeting. For further clarification this would also include any correspondence received by any member of the executive because that person was a member of the Labrador West Minor Hockey Association.

### **Fundraising**

a) All Fundraising for all teams and divisions of the Association shall be coordinated and approved by the executive or under the direction of the executive by way of an appointed committee. **No persons shall be able to fundraise or solicit donations for an individual, team, or division without the express written approval of the executive.** All monies raised as a result of fundraising are deemed to be the funds of the Association.

The Moms and Dads clubs will be responsible for fundraising within their clubs.

These funds will be used to help offset the costs of hosting events, provision of activities/equipment for players (e.g. Novice Christmas event, year end banquet, purchasing of equipment etc) of the Association. These clubs will provide a financial statement to their members and the Associations executive at the end of each year prior to the AGM.

**All groups who wish to fundraise must submit a written request with a projected budget to the executive before any decision will be made by the executive to permit such fundraising. Once a decision is made the Association will give written permission to these groups or outline in writing why their request is denied.**

All funds raised by all individuals, groups, or teams shall be submitted to the Associations treasurer in a timely manner (except for the Mom's and Dad's clubs who shall keep separate accounting of their finances).

The Treasurer shall pay all disbursements for expenses incurred by these teams or individuals directly to the business or with the provision of receipts to the individual who incurred the expenses for the team/division.

**All registered minor hockey players, parents, individuals, teams, coaching staff, or executive members are required to adhere strictly to this fundraising policy.**

## **ARTICLE 10 - AMENDMENTS**

The constitution of the association shall not be altered or amended except at the AGM.

Notice of the proposed amendment (s) shall be given to the secretary of the Association in writing at least two weeks before the day of the meeting.

The Secretary shall notify the executive committee of the proposed changes.

An amendment to the constitution shall require two-thirds (2/3) of the votes of the members present.

Constitutional amendments submitted contrary to the above provisions can only be dealt with by the AGM on majority consent of the voting members present.

Such additional constitutional amendments can only be dealt with after all other regularly submitted amendments have been processed.

## **LABRADOR WEST MINOR HOCKEY BY - LAWS**

### **BY - LAW 1 - EXECUTIVE OFFICERS DUTIES**

The term MINOR HOCKEY means and includes the sport hockey practiced by players whose age is determined by the sport governing body to which the association is affiliated, namely HOCKEY NEWFOUNDLAND and LABRADOR and the HOCKEY CANADA However the executive of the Association reserves the right and privilege to alter, vary or add to any house rules as laid down by the two above mentioned organizations The Association is essentially an organization for education and welfare in the field of minor hockey in the Labrador West Area.

### **BY - LAW 2 - EXECUTIVE POWERS**

The executive shall have the power to do all such things as in their opinion may be necessary or expedient to carry out effectively the objectives of the Association as set out in the *constitution, and in particular without limiting the foregoing. The executive shall have power as follows:*

*A. To delegate all or any of its powers to its duly appointed committees.*

*B. To impose penalties on members for any infringement of the rules of hockey, or of the rules and regulations of the association, or for any act or practice which in the opinion of the executive is detrimental to the interest of the sport.*

***C. To supervise all activities conducted under the sanction of the Association.***

***D. To appoint coaches and managers, on recommendation of the Coaches Selection Committee for any traveling team. The Coaches Selection Committee, which will meet on a yearly basis, shall consist of the President or his designate, Coaching Coordinator, Director of applicable Division, and two (2) members of the community at large to be appointed by the Executive. If any member of the Selection Committee is related to the candidate by birth/marriage, they shall abstain from voting.***

***E. The laying down, and enforcing of rules and regulations covering all aspects of minor hockey including the development of expense policies for members of the Association and the development of guidelines for travelling teams and coaches.***

***F. The power to suspend or discipline any player, coach, manager, person, member or individual for any breach or violation of the rules, regulations or guidelines of the Association or the rules of hockey.***

***G. All-Star Teams (AAA, AA, A & B) are considered to be traveling teams within our Association therefore, players accepting positions with such teams will be required to***

***travel to arranged tournaments that have been sanctioned by our Association at the beginning of each year at the Fall meeting of the membership. Failure to comply with this shall result in removal of the player from the team. Special consideration will be given to players only for medical reasons and/or family emergencies at the discretion of the Executive.***

### ***BY - LAW 3 – SPECIAL TEAMS***

Written guidelines will be developed by the executive to clearly define the responsibilities of special teams such as the Bantam Irving Cup, Triple A Teams or Provincial Teams who may have registered players and/or coaches of the Association, and who may need to fundraise in the community of Labrador West to support such individuals or teams.

It is the belief of the Association that ALL traveling Teams of the Association shall be required to pay a travel fee. The amount of the travel fee shall be determined for each tournament based on the cost of the expenses to be incurred for each tournament divided equally amongst the players participating in such tournaments. Tournament such as Churchill Falls, Goose Bay, Sept Iles or any tournaments on the Island or Mainland. All players will pay the same travel fee for Provincial tournaments occurring outside of Labrador.

### ***BY - LAW 4- AUDITORS***

***The executive may appoint an auditor for the Association. The remuneration to be paid to the auditors shall be fixed by the executive.***

