



Thompson Minor Hockey Association Inc.

Constitution
&
Bylaws

Revised May 2010 (Changes noted in Red)
(Previous May 2008)

INTRODUCTION	2
CONSTITUTION	2
ARTICLE 1 - NAME	2
ARTICLE 2 - COLOURS	2
ARTICLE 3 - MISSION STATEMENT	2
ARTICLE 4 - PURPOSE.....	2
ARTICLE 5 - FISCAL YEAR	2
ARTICLE 6 - MEMBERSHIP	2
ARTICLE 7 - BOARD OF DIRECTORS	3
ARTICLE 8 - EXECUTIVE COMMITTEE	4
ARTICLE 9 - NOMINATING COMMITTEE	4
ARTICLE 10 - Ad Hoc COMMITTEES	4
ARTICLE 11 - GENERAL MEETINGS OF THE TMHA	4
ARTICLE 12 - BOARD OF DIRECTORS MEETINGS	4
ARTICLE 13 - VOTING.....	5
ARTICLE 14 - CONFLICT OF INTEREST & CONFIDENTIALITY	5
ARTICLE 15 - CHANGES TO THE CONSTITUTION AND BY-LAWS	5
ARTICLE 16 - BANKING AND FINANCE.....	5
ARTICLE 17 - RULES, REGULATIONS AND GUIDELINES.....	6
BY-LAWS	6
BY-LAW 1 - BOARD OF DIRECTORS AUTHORITY & RESPONSIBILITIES.....	6
BY-LAW 2 - EXECUTIVE AUTHORITY.....	6
BY-LAW 3 - NOMINATING COMMITTEE.....	6

INTRODUCTION

The Thompson Minor Hockey Association is a voluntary association of members established to promote hockey at recreational and competitive levels. The Thompson Minor Hockey Association is a member of Hockey Manitoba and by virtue affiliation is a member of Hockey Canada, the governing body of amateur hockey in Canada.

And whereas it is declared that one of the purposes of this Constitution, By-Laws and Regulations shall be to confer upon the Thompson Minor Hockey Association and its Board of Directors all of the powers of a fully self governing organization, be it hereafter enacted:

CONSTITUTION

Article 1 - Name

- 1.1 The name of the Association shall be known as the Thompson Minor Hockey Association Incorporated.
- 1.2 For brevity, the letters TMHA shall designate the Association.

Article 2 - Colours

- 2.1 The official colours of the Thompson King Miners shall be white, black and orange.

Article 3 - Mission Statement

- 3.1 The Mission of the TMHA is to provide participants in our minor ice hockey program with fair and competitive hockey experience that focuses on the development of individual and team hockey skills, the practice of good sportsmanship and fair play and the opportunity to be challenged while having fun.

Article 4 - Purpose

- 4.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of TMHA including:
 - a) promote, govern and improve organized amateur ice hockey in the City of Thompson, as TMHA, a division of Hockey Manitoba by the authority of Hockey Canada; and
 - b) provide the opportunity for all eligible individuals to participate in house league, which will allow a player to participate in an environment for fun, physical exercise, fair play and attempt to give every player equal ice time; and
 - c) ensure the development of and participation in representative ice hockey and provide opportunity to participate at the highest competitive level; and
 - d) foster among its members, supporters and teams, a general community spirit; and
 - e) instil in all players, coaches, managers and members associated with the TMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play.

Article 5 - Fiscal Year

- 5.1 The fiscal year of the TMHA shall be from June 1 to May 31 of the following year.

Article 6 - Membership

- 6.1 The TMHA Board of Directors shall consist of elected representatives.
- 6.2 Membership will be accorded to parents and guardians of registered players at the annual registration upon completion of the TMHA registration form and will be valid until the next registration; hereafter called a "Member".
- 6.3 Membership will be accorded to all registered coaches, managers, team officials and on-ice officials with the association; hereafter called a "Member".

- 6.4 All teams, players, managers, coaches and trainers registered with TMHA are subject to the Constitution, By-Laws, Policies and Procedures of the TMHA.
- 6.5 Any member delinquent in their fees shall forfeit membership until full payment of fees.
- 6.6 Any person who fails to abide by the Constitution, Bylaws and Policies of the TMHA shall be ineligible for membership in the TMHA.

Article 7 - Board of Directors

- 7.1 The TMHA shall be governed by the Board of Directors (the "Board"), which consists of the following:

Officers:

President, Past President, Vice-President Administration, Vice-President Technical, Treasurer, Secretary

Directors:

Registrar, Publicity Director, Ice Operations Director, On-Ice Officials Coordinator, Hockey Development Coordinator, Equipment Manager, Fundraising Coordinator, Midget/High School Program Director, Bantam Program Director, Peewee Program Director, Atom Program Director, Novice Program Director, **Pre-Novice Program Director**, Female Director, Tournament Director, Munn Cup Coordinator

- 7.2 Term of Office

The term of office of each Board Member shall be for two (2) years. The Board of Directors will be elected at the Annual General Meeting (AGM) and in order to provide continuity of membership on the Board, one half of the directors shall be elected at each AGM. This newly elected Board will take office **immediately upon election** ~~on June 1st~~. The Immediate Past President will remain a member of the Board of Directors and of the Executive Committee until he/she is no longer the Immediate Past President.

Even Years:

President
 Vice-President Technical
 Secretary
 Publicity Director
 Ice Operations Director
Pre-Novice Program Director
 Atom Program Director
 Bantam Program Director
 Female Director
 Tournament Director
 Munn Cup Coordinator

Odd Years:

Vice-President Administration
 Treasurer
 Registrar
 On-Ice Officials Coordinator
 Hockey Development Coordinator
 Equipment Manager
 Fundraising Coordinator
 Novice Program Director
 Peewee Program Director
 Midget/High School Program Director

- 7.3 Filling of Vacancies

In the event that the President is unable to perform the required duties, the Vice-President Administration will assume the position of President for the balance of the term or until the next General Meeting of the TMHA, whichever event first occurs. In the event that the Vice-President Administration cannot assume the President's position then the Vice-President Technical will be next in line. In the event that any other Member of the Board withdraws or is removed, or should a position not be filled by an election of the general membership at the Annual General Meeting of the TMHA, then...

The elected board will be able to fill vacant positions on the board from interested parties, after two weeks of advertising. No member of a Representative team coaching staff shall be voted to the TMHA Board of Directors.

If positions are open following the AGM elections; it will be the responsibility of the President to find people to fill all or any vacant positions **for approval by the Board**. These individuals may be coaches from TMHA.

- 7.4 The Board shall have the authority to revoke a Board member's position in the event that he/she is absent for three (3) consecutive meetings, unless excused by the President or designate. A Board member's position may be so revoked by majority vote of a duly constituted Board meeting.

Article 8 - Executive Committee

- 8.1 The Executive Committee of the Association (the "Executive") shall consist of the Officers of the TMHA.

Article 9 - Nominating Committee

- 9.1 This committee shall consist of the Past President serving as Chairperson and two other Board members.

Article 10 - Ad Hoc Committees

- 10.1 The Board may establish Ad Hoc Committees to perform certain tasks. Appoint the members, prescribe the duties of the Ad Hoc Committee and delegate to any Ad Hoc Committee any of its powers, duties and functions except where prohibited by the Constitution & By-Laws. Such Ad Hoc Committees shall be dissolved upon completion of their tasks or upon being discharged from the Board.

Article 11 - General Meetings of the TMHA

- 11.1 The President shall call a General Meeting:
- a) each year before June 1st.
 - b) at his or her discretion; or
 - c) upon the written request of any 25% members of the TMHA.
- 11.2 A duly constituted General Meeting shall be a meeting:
- a) for which notices have been posted to the TMHA website and published at least twice in the local newspaper on dates which are at least three (3) weeks and one (1) week, respectively, prior to the General Meeting; and
 - b) the President or Designate, shall preside over General Meetings of the TMHA and, having due regard for the Roberts Rules of Order, conduct the meeting.
- 11.3 Purpose
- The General Meetings' purpose is to ensure that all Members having an interest in the TMHA has the opportunity to vote on the following:
- a) proposed amendments to the TMHA's Constitution and By-Laws; and
 - b) election of the Board of Directors.

Article 12 - Board of Directors Meetings

- 12.1 TMHA will hold regular bi-weekly Board meetings.
- 12.2 A duly constituted Board meeting shall be a meeting:
- a) for which a quorum shall consist of 50% + 1 member of the Board and only Board members shall have a vote at regular meetings; and
 - b) the President or Designate shall preside over Board of Directors Meetings of the TMHA and, having due regard for the Roberts Rules of Order, conduct the meeting.
- 12.3 A recreation department representative, the recreation director or appointee, as hired by the Recreation Department or any interested parties, shall have standing invitation to all regular meetings.
- 12.4 A meeting of directors may be convened at any time by the president or any two directors and the secretary.
- 12.5 The minutes of all TMHA meetings shall be posted ~~on the TMHA website in the arena lobby on the TMHA bulletin board.~~ **on the TMHA website**

Article 13 - Voting

- 13.1 A vote on any matter to come before a duly constituted Board or General Meeting shall be carried by majority vote of those present and eligible to vote.
- 13.2 There shall be no votes by proxy.
- 13.3 The President in all meetings of the Board of Directors, Executive, Committee and General Meetings will participate in a vote only to break a tie.

Article 14 - Conflict of Interest & Confidentiality

- 14.1 Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to TMHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.
- 14.2 The Board shall decide whether or not the member should be excluded from discussion and/or voting.
- 14.3 In cases in which conflict of interest arises, the Board member in conflict will absent him/herself from the Board of Directors or Committee meeting until the issue has been resolved.
- 14.4 Every Director and Officer of the Association must respect the confidentiality of matters brought before the Board for consideration.

Article 15 - Changes to the Constitution and By-Laws

- 15.1 The Constitution and By-Laws of the TMHA can only be changed:
 - a) on even numbered years at the AGM; and
 - b) by motion made at a duly constituted General Meeting and carried by a majority of those present and eligible to vote; and
 - c) the notice of General Meeting must state that a motion will be put forth to have the Constitution or By-Laws changed; and
 - d) details of the proposed changes(s) must be made available to any Member desiring to obtain information in advance of the General Meeting called for that purpose; and
 - e) any member wanting to submit changes must do so a minimum of thirty (30) days prior to the AGM and the President shall circulate said notices of motion to the TMHA Board of Directors a minimum of fourteen (14) days prior to the AGM; and
 - f) there shall be no votes by proxy.

Article 16 - Banking and Finance

- 16.1 **The TMHA shall be incorporated.**
- 16.2 A bank account shall be opened in the name of the Thompson Minor Hockey Association. Two persons of the following offices will be required to sign cheques: President, Vice-President Administration and Treasurer.
- 16.3 The TMHA shall require at least two written quotes for any purchases over \$1000.00 made by the TMHA. The board may not necessarily have to purchase the least expensive article(s), preference may be given to local business and/or sponsor.
- 16.4 All purchases made in the name of the TMHA must have the approval of the Board.
- 16.5 Upon approval from the TMHA, any member traveling to meetings on behalf of the TMHA shall be reimbursed for travel, reasonable hotel accommodations and \$32.00 meal allowance per day, or \$7 (Breakfast), \$9 (Lunch), \$16 (Dinner). A proper expense report along with required receipts must be submitted to the Treasurer. **Every effort to minimize expenses shall be made.**
- 16.6 Referees will be paid individually.

- 16.7 An external review of the TMHA financials of all financials not yet reviewed, shall be performed at minimum every two years.

Article 17 - Rules, Regulations and Guidelines

- 17.1 Where the provisions of the TMHA Constitution are inconsistent with the Hockey Canada Constitution and the Hockey Manitoba Constitution, the constitution of Hockey Canada and Hockey Manitoba shall prevail.
- 17.2 The rules of play and equipment will be in keeping with the Hockey Canada Association including any by-laws incorporated into the Constitution.
- 17.3 Refer to the TMHA's Operations Manual, Discipline Manual, Job Descriptions Manuals and Tournament Guidelines. These manuals may be updated or changed by the Board at their regular meetings by majority vote.
- 17.4 From time to time the Board will find it expedient to adopt rules, regulations and guidelines, other than those contained in the Constitution and By-Laws, which will govern the conduct of players, coaches, referees and others involved in the TMHA.
- 17.5 Such rules, regulations and guidelines may be adopted, rescinded or amended at the discretion of the Board.
- 17.6 A written record of all current rules, regulations and guidelines is to be maintained by the Vice-President Administration of the TMHA who will be responsible for updating the rules, regulations and guidelines from time to time as additions, deletions and amendments are made.
- 17.7 A current listing of all rules, regulations and guidelines in force, shall be provided to each coach at the beginning of the season, and shall generally be made available to those individuals that are subject to the rules, regulations and guidelines.

BY-LAWS

By-Law 1 - Board of Directors Authority & Responsibilities

- 1.1 The Board shall be responsible for establishing policies, general directing and is empowered to conduct the business of the TMHA on behalf of its Members and, subject to the limitations contained herein, to make such decisions and to carry out such actions as it considers necessary in meeting the objectives of the TMHA as stated in Article 3 & 4 of the TMHA's Constitution.

By-Law 2 - Executive Authority

- 2.1 The Executive shall have the authority, as delegated by the Board of Directors from time to time, to conduct the business of and make decisions regarding, the affairs of the TMHA.

By-Law 3 - Nominating Committee

- 3.1 Each year, the Board shall establish a Nominating Committee made up of the Past President, hence forth the chairperson and two Members of the Board, which will be responsible for recruiting individuals to fill Board vacancies.
- 3.2 The Nominating Committee shall bring forward its slate of nominees to a General Meeting called for the purpose of electing Directors, having due regard for Article #7 of the TMHA Constitution which governs the makeup of the Board.
- 3.3 The chairperson shall run the nomination process during the meeting, having due regard for the Roberts Rules of Order.