

Stephenville Minor Hockey Association

Constitution

SMHA

May 28, 2017

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Stephenville Minor Hockey Association

Constitution

Article 1 - Membership

Membership in the Association is voluntary and is open to any interested person or group who agrees to and accepts the objectives of the Association and the Newfoundland and Labrador Amateur Hockey Association.

(A) Sustaining member, is nineteen (19) years of age or older, are persons residing within the boundaries of Stephenville Minor Hockey Association or whose child was registered in the Stephenville Minor Hockey Association the previous year.

(B) Honorary members, when and as conferred by the executive of the Association.

(C) Members are only those directly involved with S.M.H.A. (volunteer or parent/gaurdian of registered player)

Articles 2, 3, 4, 5, 6 - Membership Meetings

The annual general meeting of the Association shall be held each year at a place and date to be determined by the executive and notice of each annual meeting general meeting shall be made known to the membership thirty (30) days prior to the annual meeting. The date of the annual meeting is to be no later than May 30.

_____3_____

The order of business of the annual general meeting or any special meeting held during the year:

(A) Reading of the minutes of last annual or special meeting.

(B) Business arising from minutes.

(C) The President's address and report.

(D) The Treasurer's report.

(E) Committee reports.

(F) Matters of which notice has been given.

(G) Election of Officers.

(H) General Business.

(I) Adjournment.

_____4_____

General meetings of the association shall be held every two months during the hockey season.

_____5_____

A quorum of the annual meeting or the general meeting of the association shall consist of twenty (20) in attendance.

6

The officers of the association shall be:

- (A) President
- (B) Vice-President
- (C) Secretary
- (D) Treasurer
- (E) Registrar
- (F) Public Relations Officer
- (G) Past President

Article 7 - President

The President, or in the absence of the President the Vice-President, shall preside at all meetings of the association and at its executive. The President shall be responsible for the proper observance at all times of the memorandum and articles of the association and shall arrange for such meetings as may be deemed necessary for the advancement of the objectives of the association and may be one (1) of the signing officers of the association.

Article 8 - Vice-President

In the event the President becomes unable to execute his duties the Vice-President shall assume the duties of the President until the next annual general meeting. The Vice-President shall be responsible for the organizing and overseeing of the association's annual meetings or any special general meetings.

Article 9 - Treasurer

The Treasurer shall take charge of all monies belonging to the association and on recommendation of the association pay out money by cheques which have been signed by the President and Treasurer, obtain receipts, and provide receipts for all incoming money to the association, present financial statements monthly and at regular meetings and render a yearly report which has previously been audited by auditors appointed by the association.

Article 10 - Secretary

The Secretary shall record the proceedings of each meeting and read these minutes at the following meetings, assist the President in preparing the agenda of each meeting, attend to all correspondence and maintain all letters, documents, etc., in a permanent file, prepare the annual report of the association, send out notices of meetings and perform any similar duties as may be required.

Article 11 – Registrar

The Registrar shall be responsible for ensuring that all players are registered in the HNL database. This information is to be entered accurately ensuring that all players are eligible to play in their respective divisions.

Article 12 – Public Relations

Public Relations Officer will be responsible for any promotions that may come forth and to give positive exposure for the association. (ie special events, provincials, WHIHW, camps, etc.)

Article 13 – Past President

The Past President may be called upon to assist the current executive in matters that may have existed while they were acting president.

Articles 14,15,16,17,18,19 - Terms of Office

The term of office for any executive member shall be one (1) year.

_____14 _____

The election of officers of the association will be held at the annual general meeting of the association and voting will be by secret ballot.

_____15 _____

Officers of the association will be eligible for re-election.

_____16 _____

Any member of the association seeking a nomination as an officer who is unable to be present at the annual general meeting may signify his acceptance by letter.

_____17 _____

Should a vacancy occur in the office of Vice-President said vacancy shall be filled by the executive until the next annual meeting.

_____18 _____

Should a vacancy occur in any office other than the President or Vice-President the vacancy shall be filled by appointment by the executive to take over said accounts and records until the next annual meeting.

_____19 _____

The officers shall compose the executive of the association.

Articles 20, 21, 22, 23, 24, 25, 26, 27 - Executive

The executive shall carry on the general business of the association.

_____20 _____

The executive may employ a technical director whose duties shall be to conduct the required business of the association. The executive shall determine the working conditions, salary and duties of the technical director.

_____21 _____

(A) At meetings of the executive committee, each member of the executive shall be entitled to one (1) vote. In addition to his vote as an officer, the President shall also have the casting vote in the case of a tie.

(B) At all meetings of the association or its committees voting shall be by a show of hands, unless the meeting decides upon a ballot.

(C) Decisions shall be decided on a majority of votes cast.

_____22 _____

Roberts Rules of Order shall be followed for all meetings of the association and the executive.

_____23 _____

The Executive may appoint committees from the general membership to carry out the objectives and responsibilities of the association.

_____24 _____

Amendments or alterations can be made to the constitution only at the annual meeting of the association after specific notice in writing thirty (30) days to the secretary and then only by a (2/3) majority of the members voting.

_____25 _____

All members of the executive who miss three (3) consecutive meetings or more than 50% of the meetings for the year will automatically be removed from the office for just cause.

Any member of the Stephenville Minor Hockey Association found in a position where conflict of interest may be present should not be entitled to a vote.

The executive of the association has ultimate responsibility of all financial matters pertaining to the association.

Article 28 - Suspensions

The President, or in his/her absence the Vice-President, or the designated representative, shall have the power to suspend summarily any player in minor hockey for ungentlemanly conduct on or off the ice, or for abusive language to any official, after a report has been submitted to the referee-in-charge of any game or any member of the association, such suspension to be dealt with by the executive of the association within ten (10) days. If not dealt with within 10 days the suspension is automatically cancelled, but an effort should be made to arrive at a decision before the team involved has to play its next game.

Article 29, 30- Executive Meetings

The executive shall meet at least once a month and at such time and place as the President may direct. The President may call additional meetings of the executive at his/her discretion or upon request in writing of four members of the executive.

A quorum of the executive shall consist of a majority of the executive.

Article 31, 32 - Directors

Directors are appointed by the Executive and these directors are permitted to coach teams within the Association. Duties of the director shall be assigned by the executive.

The executive of the Association cannot be Directors or Coaches with regards to minor hockey in the year that he/she serves on the committee.

Article 33 - Nominations

Nominations for the various offices of the Association may be made by a Nominating committee to be appointed by the executive and may be made from the floor.

Article 34 - Representation

The President and/or Vice-President shall represent the association officially at any function or on any body where representation from the association is desired or requested. Alternates may be appointed by the President.

Articles 35, 36 - Playing Rules

The N.A.H.A. playing rules, as may be amended from time to time by the N.A.H.A. shall be at all times the rules of the game of this Association, together with all special playing rules as outlined in the regulations of the association.

The executive shall have the power to make rules, regulations and arrangements as to all matters of business, duties, management regulations or otherwise so far as not already herein provided especially for.