

Carberry Minor Hockey Association

Constitution

- 1) The name of the Association shall be Carberry Minor Hockey Association (hereinafter referred to as the Association) and all contracts, agreements, registrations, undertakings, and business of the Association shall be conducted in that name, over the signatures of its authorized officers.
- 2) The objectives of the Association shall be:
 - a) To organize a hockey program for players up to and including the age of 17 years, who reside in the Rural Municipality of North Cypress or the Town of Carberry, and such other players as are approved by the Association, and who agree to abide by the conditions of membership established from time to time by the Association.
 - b) To provide or arrange for ice facilities, equipment and uniforms, leagues for regular play, programs designed to improve hockey skills and knowledge, and personnel for coaching, managing and related matters.
 - c) To develop and promote an appreciation of team spirit, sportsmanship, integrity and responsibility, and an atmosphere where participation, cooperation and contribution are paramount considerations, and where success is measured in the quality of player both on and off the ice.
 - d) To promote goodwill for the community of Carberry and area and wherever members of the Association travel on its behalf.
 - e) That all players registered 8 years and under will participate and be coached following the criteria set out in the Canadian Hockey Initiation Program.
- 3) All persons resident within the geographical limits of the Rural Municipality of North Cypress and the Town of Carberry and such other persons admitted by the Executive, shall be eligible for membership in the Association, upon payment of a fee determined by the executive, and an undertaking to abide by the rules respecting membership established from time to time by the Association. Parents of paid members shall become members of the Association.
- 4) The affairs of the Association shall be conducted by an executive elected at the Annual Meeting of the Association, or appointed from the membership at large.
- 5) The executive shall consist of the following members:

President	Registrar
Vice President	Equipment Manager & Booth Rep
Secretary	Referee in Chief
Treasurer	Program Coordinator

These positions will be filled in such a fashion so as to ensure that all teams have representation on the Executive.

- 6) Meetings of the Executive shall be held at regular intervals, to be established at the beginning of each season, and at such other times as the President or the Vice-President shall determine for the transaction of urgent business of the Association.
 - a) Meetings of the Association shall be held at least once annually, or more often as determined by the Executive to consider matters of major importance to the Association.

- 7) The President shall be elected at the Annual Meeting of the Association, to hold office for one year, subject to re-election, or appointed from among members of the executive at its first meeting following the Annual Meeting.
 - a) The President shall:
 - i) Preside at all meetings of the Association or the Executive.
 - ii) Represent the Association at all meetings and for all purposes where the interests of the Association are concerned, along with such other representatives as the Executive deems necessary.
 - iii) Appoint members of such committees as the Executive shall create to carry on the business of the Association.
 - iv) Make emergency decisions respecting players, coaches, managers and other personnel or supporters of any team within the jurisdiction of the Association, provided, however, that any such decision made pursuant to this power shall be subject to review, and confirmation, amendment or rejection , by the Executive at its meeting next following the making of said decisions.
 - b) The President may delegate any of the duties and powers set forth herein to any member of the Executive, or of the Association, and the delegate shall be empowered to do all things within the frame of reference of the function delegated to him, subject at all times to review of the Executive.

- 8) The Vice- President shall be elected at the Annual Meeting of the Association, or appointed from among the members of the Executive, and shall, in the absence of the President, have the powers and duties of the President, and such other and further powers and duties assigned to him by the Executive.

- 9) The Secretary shall be elected at the Annual Meeting of the Association, or appointed from among its members.
 - a) The Secretary Shall:
 - i) Record the minutes of all meetings of the Executive and the Association.
 - ii) Keep a record of all correspondence received by the Association, and of all correspondence sent out by the Association over the signature of its authorized officer.
 - iii) Notify by telephone, email or otherwise each member of the Executive of the time, date and place of a regular or special meeting.
 - iv) Maintain a Minute Book for the Executive and Association, containing:
 - (1) By-laws of the Association
 - (2) Resolutions of the Executive
 - (3) A Register of Executive members, showing the date of the election, resignation or withdrawal

- (4) Such other matters as the Executive shall direct
 - v) arrange for the publication of notices of the Association of interest to its members and supporters.
 - vi) obtain such office equipment and supplies as are required to maintain the records of the Association.
- 10) The Treasurer shall be elected at the Annual Meeting of the Association, or appointed from among the members of the Association
 - a) The Treasurer shall:
 - i) Receive and deposit all money of the Association in a Bank or Credit Union or other financial institution authorized by resolution of the Executive.
 - ii) Write out cheques for the payment of accounts of the Association, authorized by resolution of the Executive.
 - iii) Report at each meeting of the Executive, and at the Annual Meeting of the Association, on the financial status of the Association, in such form as the Executive shall require.
- 11) Other officers of the Association shall be those appointed from time to time by the Association to carry out the work of the Association, generally or for some specific purpose, and the officers so appointed shall have such powers as are required by them for the efficient execution of the duties assigned.
- 12) The Executive shall annually determine the Bank, Credit Union, or other financial institutions to be the depository of its funds, by resolution.
- 13) No expenditure of the Association's funds shall be made in an amount exceeding \$100 without a resolution of the executive authorizing the expenditure.
- 14) The Association shall not raise funds to carry out its objectives by solicitation from members of the business community, but nothing herein contained shall prevent duly authorized representatives of the Association from approaching business firms or community organizations with a view to obtaining sponsors for donations of equipment, uniforms or awards.
- 15) For the efficient operation of the Association's business, and the attainment of its objectives, the Executive shall create such committees as may be required.
- 16) Each committee shall have a chairman, a secretary and such other members as it deems necessary to carry out its functions.
- 17) One member of the committee shall, by virtue of his/her membership on that committee, be a temporary member of the Executive, and shall report to the Executive at the request of the President on the work of the Committee.
- 18) Each committee shall indicate its requirements for funds, materials, and personnel to the Executive and the Executive shall assume responsibility for provision of the committee's requirements.

19) Each team operating, under the jurisdiction of the Association shall have a Coach, a Manager, and if necessary an Assistant Coach, and such other non-playing personnel as it may require to operate the team so that the objectives of the Association are achieved.

- a) Coaches: The conduct and attitudes of the coaches concerned are vital factors in the achievement of the aims and objectives of the Association. Therefore, the coaches shall be selected by the Executive and will be invited to a meeting of the Executive prior to the commencement of the regular season to establish the general guidelines for procedure, and to make them familiar with the expectation of the Association for them.
- b) All coaches must have the appropriate qualifications for the age group they are coaching, as set out by Hockey Manitoba.
- c) All personnel of each team shall be confirmed by resolution of the Executive.
- d) A player, coach, manager or other team member may be suspended for improper conduct, for such period of time as the Executive shall determine, provided however, that the President may, in an emergency, suspend any player or team member until the next meeting of the Executive, where the interest of the Association are, in his/her opinion, jeopardized without such action being immediately taken.
- e) A person suspended pursuant to the powers set forth in this clause may appeal in writing to the Executive and whose decision, after hearing both sides, or giving both sides the opportunity to be heard, shall be final and binding upon all parties.
- f) Expenditures of any team, other than those approved prior to incurring any liability, shall be the responsibility of the individual team members, and not that of the Association.
- g) League Participation: In view of the fact that circumstances differ from year to year, the Association shall determine annually the leagues in which their team shall participate. Continued participation in a league should be given careful consideration.
- h) In view of the fact that in any given year the Association may not have enough participants registered to form a team in a certain age category and it may be necessary to combine with another town to form a team the following guidelines must be adhered to:
 - i) the Association is responsible for collecting and retaining the fees of their members.
 - ii) the Association shall be responsible for providing the proportionate amount of practice ice time based on percentage of the team from the Association and in return for this the corresponding number of home games. For example, if a joint team consists of 50 % CMHA players then, the Association is responsible for 50% of the practice time and shall receive 50% of the home games.

20) No contract, undertaking or agreement of the Association shall be binding upon the Association unless signed by those persons authorized by the Executive, in a resolution approving said contracts, undertakings or agreement.

- 21) This constitution shall remain in effect, until varied or repealed, in whole or in part by the Executive, on a vote of at least two-thirds of the members personally present at the meeting considering such variation or repeal.
- 22) This constitution may be amended or repealed by a vote of a majority of those members personally present at the Annual Meeting or any other meeting of the Association at which notice of the proposed change has been given at least three days in advance.
- 23) A copy of this constitution, signed by the President, the Secretary, and three members of the Executive, shall be maintained by the Secretary in the Minute Book of the Association, posted in the Carberry Arena, and otherwise publicized as the Executive shall determine.

Carberry Minor Hockey Association

x _____
President

x _____
Secretary

x _____
Executive Member

x _____
Executive Member

x _____
Executive Member

Last updated: October 6, 2010