

## **PORT ARTHUR MINOR HOCKEY CONSTITUTION**

### **Organization:**

1. The Port Arthur Minor Hockey Association is a not for profit corporation, duly incorporated pursuant to the laws of Ontario, with its head office in the City of Thunder Bay, and shall be known as THE PORT ARTHUR MINOR HOCKEY ASSOCIATION (hereinafter "PAMHA").

### **Objectives:**

2. PAMHA shall promote, govern, form, improve, operate and improved IP, Novice, Atom, Pee wee, Bantam and Midget Hockey in the City of Thunder Bay under the Authority of Hockey Canada and Hockey Northwestern Ontario.
3. PAMHA shall;
  - a) foster among its members, supporters and teams, a general community spirit;
  - b) maintain and increase the interest in the game of hockey;
  - c) exercise a general care, supervision and direction over the playing interests of its teams and members;
  - d) sponsor and promote athletic, social and other activities as may contribute to the moral and financial welfare of PAMHA, including the running of tournaments, bingos, and raffles and so on.
4. PAMHA shall operate under the auspices with such other associations and leagues as deemed advantageous by the PAMHA Board, as determined from time to time by resolution.

### **Affiliation:**

6. PAMHA shall not be liable for the activities of any affiliated associations or leagues.

### **Amendments to the Constitution:**

7. This Constitution of PAMHA shall not be altered or amended except
  - (a) at an Annual General Meeting ("AGM") by a two thirds majority vote of the members present at said AGM, or
  - (b) at a Special Meeting with 100% of the Board's approval and to be ratified or not at the next AGM.
8. Any proposed amendments to the Constitution shall be tendered to the Secretary of PAMHA, in writing, at least fourteen (14) days before the next Annual General Meeting or fourteen (14) days before any Special Meeting called.

## **Membership:**

9. Membership in PAMHA shall be comprised of:
- a) all immediate and active Past Presidents of PAMHA;
  - b) all executive officers duly elected at the last Annual General Meeting;
  - c) adults who are 18 years of age and older and have been registered in the last hockey year, as coaches, managers, trainers, referees, conveners, sponsors, parents of players and other hockey volunteers or workers and have been duly appointed and approved and carded as such by the Registrar of PAMHA;
  - d) all member clubs, which currently the member clubs are Current River, Maroons, North End, Nipigon, Volunteer Pool and West End.

If any club wishes to join PAMHA, then it must be approved by at least two-thirds of the member clubs.

PAMHA reserves the right not accept for membership any person, if it has reason to believe that such acceptance would be prejudicial to the fulfilment of the beliefs as stated in this constitution.

Furthermore, PAMHA reserves the right to revoke the membership at any time of any person, who conducts himself in a manner that is prejudicial to the maintenance of a wholesome environment in which the game of hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in any player or team official being refused the right to continue with PAMHA.

In addition, any Club applying to be part of PAMHA will not be included in the rotation of AA teams (including Novice Major or Novice or Novice 1 etc.) for three years, unless an organization willingly gives their spot in the current rotation of teams in the existing PAMHA teams (North End, West End, Westfort Maroons and Volunteer Pool Bearcats).

Finally, PAMHA Member Clubs will not have the ability to refuse teams in any division. All clubs will have at least one team in Novice (minor, B etc.), Atom A and Pee Wee A. If extra teams are required in each single a division, they must be determined based on number of teams per club. One club cannot have more than 2 extra teams in total than any other PAMHA club. Distribution of teams is to be as equal as possible (unless a club volunteers to take more teams). If clubs refuse to take extra teams in any division required to maintain a balanced number of teams per organization, that club will lose their spot in the AA rotation that year or in the upcoming year (if they currently do not have a AA team that year)

### **Board of Directors:**

10. The board shall consist of the “executive officers” currently elected and the Presidents or the President’s appointee for each member club.
11. The board may meet at least once a month at a time and place to be decided immediately after each meeting. There shall be no meetings in the months of June and July of each and every year. Meetings shall generally be called by the President, except that any three members of the board may call a meeting at any time.
12. A quorum shall consist of two-thirds of the board in order to conduct business at any board meeting. There shall be no proxy votes.
13. Members of the board who hold more than one office or position on the board, shall only be entitled to one vote at board meetings.
14. Notice of Meetings, together with the agenda, must be in writing and given to the members of the board at least five days before any meeting, by way of letter, fax or email or as otherwise determined by the Board.
15. The PAMHA board may from time to time pass or amend By-Laws, Rules or Guidelines to regulate matters of administration and procedures, penalties and suspensions, establish any committee and or create any other position within the League, or make any changes necessary to comply with any changes deemed necessary by the board or to make any changes made to the Rules or Regulations of Hockey Northwestern Ontario or Hockey Canada., as the board may deem necessary. Unless otherwise set out, by-laws must be passed by a two-thirds majority of the votes cast of the board at a duly constituted meeting. Such changes shall not require ratification by the member clubs, but they shall be promptly notified of any amendments, if they are not present at the time the amendments are made

### **Executive Officers:**

16. All Executive Officers shall
  - a) be at least eighteen (18) years of age;
  - b) not be an undischarged bankrupt;
  - c) have passed a Criminal Records Check no later than September 1<sup>st</sup> of the current hockey year;
  - d) have been a member in good standing with this League for the one year prior to his or her nomination or appointment, unless otherwise decided by a two thirds majority vote;
  - e) remain a member in good standing throughout his or her term in office; and
  - f) hold office for one year until the next AGM.

17. The “executive officers” of the League shall consist of the immediate Past President, the President, the Secretary, the Treasurer, the First Vice-President (Registrar), the Second Vice-President (Ice Chairperson), the Registrar, and any other office created to ensure the efficacy and efficiency of the League.
18. The Executive Officers of this League shall govern the League and its day-to-day operations.
19. Any two of the President, the Treasurer or the First Vice-President (Registrar) shall be the signing authorities for any bank accounts, cheques, contracts or other documents necessary to ensure the operation of the League.
20. Each executive officer shall prepare and submit a report for the year at each and every Annual General Meeting.
21. Each executive officer shall perform their duties as listed below and in addition shall perform such other duties as specified in the By-Laws and as the Board may from time to time appoint for the purpose specified.

**PRESIDENT:**

The President shall not hold any other office in any other hockey organization. The duties and powers of the President, generally, shall consist of:

- a) being one of the three (3) signing officers on the League’s Bank accounts;
- b) ensure that no signing officer affixes their signature to any cheque, contract or other document without having reviewed all supporting documentation and is satisfied of the legitimacy of the document(s) being signed;
- c) attending all Hockey meetings;
- d) being the “Chair” at all League meetings and casting a vote only in the event of a tied vote on any matter;
- e) having general supervision of the affairs and the business of the League;
- f) being ex officio a member of all committees; and
- g) performing any other duties and exercising such powers as may from time to time be determined by the Board.

**SECRETARY:**

The duties and powers of the Secretary shall, generally, consist of:

- a) being, *ex officio*, clerk of the Board;
- b) attending all meetings of the Board and record all facts and minutes of all proceedings in the books kept for the purposes;
- c) notifying all persons affected of the time and place of all meetings;
- d) publish the Notice (including the date, time and place) of the League's Annual General Meeting, at least fourteen (14) days before the said meeting, in a newspaper with general circulation in the City of Thunder Bay and notify all current executives and member clubs by way of letter, fax or email or as otherwise determined by the Board;
- e) being the custodian of all books, papers, records, contracts and other documents belonging to the League which shall be delivered up only when authorized by a resolution of the Board and to such person or persons as may be named by resolution; and
- f) performing any other duties and exercising such powers as may from time to time be determined by the Board.

**TREASURER:**

The duties and powers of the Treasurer, generally, shall consist of:

- a) keeping an accurate record of all moneys received and disbursed in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the League in such bank or banks as may be determined by the Board;
- b) disbursing the funds of the League under the direction of the Board, taking proper vouchers and receipts for such disbursements;
- b) preparing financial statements on a monthly basis and all Annual Reports for use at the Annual General Meeting;
- c) preparing and filing all necessary returns and forms required by any governmental authority;
- d) serving on any budget committee, including, Tournament Committees and Purchasing Committees;
- e) being one of the three (3) signing officers for any bank accounts held by the League.

**FIRST VICE-PRESIDENT / REGISTRAR:**

The duties and powers of the Registrar, generally, shall consist of:

- a) receiving all player's and coach's applications and registering said players and coaches with Hockey Canada, through Hockey Northwestern Ontario's data base;
- b) ensuring that all Presidents of each member club are registered with each team assigned to their organization on Hockey Canada's data base;
- c) acting as the First Vice President of the League and in the absence of the President, shall

- have and exercise all of the powers and duties of the President;
- d) being a member of the Draft Committee;
- e) being responsible to ensure that all Injury Reports are completed and filed with Hockey Northwestern Ontario in a timely fashion; and
- f) being one of the three (3) signing officers on the League's Bank accounts;

#### **SECOND VICE-PRESIDENT / ICE CHAIRPERSON :**

The duties and powers of the Ice Chairperson, generally, shall consist of:

- a) being responsible for all facets of obtaining, exchanging, re-scheduling and returning practice, tournament and game ice, for all of the League's functions and member clubs needs;
- b) disperse practice ice on a fair and equitable basis to each of the member club's teams;
- c) provide details of all practice ice used by each team of each member club to the Treasurer for billing purposes;
- d) acting as the Second Vice President of the League and in the absence of the President and First Vice President, shall have and exercise all of the powers and duties of the President.

#### **IMMEDIATE PAST PRESIDENT:**

The duties and responsibilities of the Immediate Past President shall be as follows:

- a) Chair the nominating committee to draft a slate of candidates to fill all Executive Positions at the AGM;
- b) Chair the AGM;
- c) provide advice and counselling as requested by members of the League executive; and
- d) accept and carry out duties as deemed necessary by the Board for the operation of the League.

#### **REFEREE-IN-CHIEF:**

The duties and responsibilities of the Referee-in-Chief, if required, shall consist of:

- a) overseeing the scheduling of all referee assignments in all regular season games, exhibition games and tournament games;
- b) monitor the qualifications of all referees utilized;
- c) recruit, train and supervise all referees; and
- d) accept and carry out any additional duties as deemed necessary by the Board for the operation of the League.

## **TOURNAMENT CHAIRPERSON:**

A “tournament chairperson” shall be appointed by the board at each AGM. The duties and responsibilities of the Tournament Chairperson shall be

- a) to co-ordinate and supervise all PAMHA tournaments as approved by the Board, from time to time;
- b) oversee all sponsorships that may be required for all tournaments;
- c) co-ordinate and oversee any fundraising efforts as required for any tournament;
- d) accept and carry out any other duties or powers as deemed necessary by the Board, from time to time, for the due operation of any tournaments; and
- e) generally, shall not book any ice, unless authorized by the Board of Directors.

## **Annual General Meeting:**

22. PAMHA shall hold its “annual general meeting” (herein referred to as “AGM”) before the 1<sup>st</sup> day of June in each year and shall be called by the President.
23. All Voting at the AGM shall be restricted to the membership as described in Paragraph 9 above, except that
  - a) each President of each member club shall have two votes;
  - b) all immediate and active past executives of PAMHA shall be allowed to vote;
  - c) no one else shall be entitled to two votes by reason of them having served in two capacities except for the member clubs;
  - d) there shall be no proxy votes allowed; and
  - e) except for the Presidents of each member club, anyone else who holds more than one office or position with PAMHA, shall only be entitled to one vote at the AGM.
24. The President, Secretary, Treasurer, First Vice-President (Registrar) and Second Vice-President (Ice-Chairperson) shall be elected at the AGM.
25. In order to qualify for election as President, the candidate must have previously served as an Executive of PAMHA, in any capacity, for the one year immediately prior to the election. In order to qualify for election of any other position, the candidate need not have previously served as an Executive of PAMHA.
26. All appointments for any other office shall be made at the AGM, once the executive elections are completed. The Board may by motion at any regular meeting appoint such person for any such position they deem expedient.
27. Notice of Motions, proposed amendments to the Constitution, and other matters for

consideration at the AGM must be submitted in writing and delivered, faxed or emailed to the Secretary no later than fourteen (14) days before the published date of the AGM. The Secretary shall forthwith notify all executives and member clubs of any such notices, by way of letter, fax or email or as otherwise determined by the Board.

28. Any inadvertent error or omission in giving notice of the AGM shall not invalidate such meeting or make void any proceedings taken at such meeting as long as a simple majority of attendees ratify, approve and confirm the waiver of such notice.
29. A quorum shall not be necessary at any AGM.

#### **Penalties and Suspensions:**

31. The Board shall have the power to impose penalties, discipline and or suspensions on any member, player, coach, trainer or manager or any other official within its League, as per the Hockey Canada Rules Book, Hockey Northwestern Ontario suspension list and its own Penalty / Suspension list.

#### **Appeals:**

32. Any appeals or complaints by any member shall be submitted in writing together with a \$100.00 deposit, within twenty-four (24) hours of the said incident, to the Secretary of PAMHA; whereupon three members of the Board shall convene and shall follow the Hockey Northwestern Ontario Guidelines in regards to such appeal or complaint.

#### **Miscellaneous:**

33. In this Constitution and all By-Laws, Rules or Procedures hereinafter passed by PAMHA, unless the context otherwise requires, words importing the singular number shall include the plural number and vice versa; and words importing the masculine gender shall include the feminine and neuter genders and references to persons shall include firms, partnerships, clubs, associations and corporations of any kind.
34. PAMHA will fill all rosters in each division and have the ability to send players to other organizations once all teams are full. Novice numbers will be a maximum of 15 skaters and 2 goalies, Atom numbers will be 15 skaters and 2 goalies and Pee Wee numbers will be 15 skaters and 2 goalies. The IP program numbers will be calculated based on the amount of players and ice that is available to run the program and maintain the overall quality of the program. Extra teams in each division will only be added when there are enough players to fill a minimum number of 14 skaters and 1 goalie in all divisions. The last registration date will determine the number of teams for upcoming hockey year. All extra players after the last registration date will be sent to other city organizations, unless players are sent to PAMHA by other organizations to make additional teams. The method of dispensing players to other organizations will be determined by date registered.



THIS CONSTITUTION HAS BEEN REVIEWED AND REVISED AND ACCEPTED,  
effective this 4<sup>th</sup> day of May, 2014.

This document supercedes all previous Constitutions.

PRESIDENT:

Kelly Mallon

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signature

1<sup>ST</sup> VICE PRESIDENT - Registrar:

Kevin Jewett

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signature