



## **DEER LAKE MINOR HOCKEY ASSOCIATION**

### **CONSTITUTION AND BY-LAWS**

(AS AMENDED AT THE ANNUAL MEETING SEPTEMBER 30, 1980)

(AS AMENDED AT THE ANNUAL MEETING SEPTEMBER 16, 1986)

(AS AMENDED AT THE ANNUAL MEETING MAY 11, 2015)

(AS AMENDED AT THE ANNUAL MEETING MAY 16, 2017)

(AS AMENDED AT THE ANNUAL MEETING MAY 15, 2019)

(AS AMMEND A THE ANNUAL MEETING MAY 13 2021)

## **Constitution and By-Laws**

### **Article 1**      Recognition

- 1.1      This organization shall be known as the Deer Lake Minor Hockey Association (DLMHA).
- 1.2      This organization shall be affiliated with Hockey Newfoundland and Labrador (Hockey NL)

### **Article 2**      Objectives

- 2.1      To promote, govern and improve organized Minor Hockey in the Town of Deer Lake, and surrounding area as per Hockey NL's Regulation 2 – "Residence Rule".
- 2.2      To foster among its members, supporters and teams, a general community spirit;
- 2.3      To maintain and increase the interest in the game of hockey by ensuring that all participants are given equal opportunity to learn and develop in the skills of hockey;
- 2.4      To have and exercise a general care, supervision and direction over the playing interests of its teams and players.

### **Article 3**      Amendments to the Constitution and Policies

- 3.1      The Constitution of the Association shall not be altered except at an Annual Meeting, and notice of the proposed alterations shall be given to the Secretary, in writing, at least two (2) weeks before the day of the meeting, and he/she shall forthwith notify the Executive Officers of the proposed changes. An amendment to the Constitution shall be made only at an Annual Meeting and by a two-thirds majority of the members present and voting at the Annual Meeting.
- 3.2      Policies of the Association shall not be altered unless the Executive Officers have reason to amend. Amended policies shall be distributed to the membership once passed at any executive meeting. Alterations do not require advance notice.



**Article 4**      Membership

- 4.1      The Association shall consist of:
- (a) All the hockey clubs who operate under the jurisdiction of the Association and who comply with the requirements of its constitution, by-laws and regulations.
  - (b) Executive Officers
  - (c) Directors and assistant directors (if, required)
  - (d) Team coaches, managers, and trainers
  - (e) Officials (referees and linesmen)
  - (f) Life members
  - (g) Interested members of the community served by the Deer Lake Minor Hockey Association

**Article 5**      Elected Officers

5.1      The Executive Officers of the Association shall consist of the following:

<u>Title</u>	<u>Elected years</u>
President	Odd
Vice-President and Development	Even
Scheduling Representative	Even
Fundraising Representative	Odd
Female Representative	Odd
Equipment Representative	Odd
Secretary	Even
Treasurer	Odd
Registrar	Even

5.2      The Executive Officers shall be elected at the Annual Meeting and shall:

- (i) Serve for a term of no more than two (2) years;
- (ii) Have the opportunity to contend for re-election at the termination of their tenure unless:
  - (a) an executive officer resigns from their position during their expected tenure;
  - (b) has been considered in violation of Article 5.2 (iii) - Attendance.

For any violation of Article 5.2 (ii), an elected officer shall not contend for an elected position for a period of two (2) years commencing at the expected end of tenure.



(iii) Be in attendance for Executive Meetings. If any elected official is absent from more than three (3) meetings per calendar year and is deemed inexcusable by all other elected officers then, the elected official shall be released from the executive;

(iv) In relation to Article 5.2 (i), the Female Representative's term may be lessened if this person has no direct relation to DLMHA's female divisions as stated with Article 10.5 (ii). If no such relation exists, this position shall immediately become vacant, unless an extension is given by the elected officers and shall be voted on at the next Annual Meeting;

5.3 The Executive Officers shall have control of the affairs of the Association and shall have power to fill any vacancy in its number.

5.4 The Executive Officers shall have control of the appointment of all coaches and managers for all divisions and teams representing the Association.

**Article 6**      Annual Meeting and Fiscal Year

6.1. The Annual Meeting of the Association shall be held on or before May 31<sup>st</sup>, each year.

6.2. All meetings of the Executive Officers shall be at the call of the President, except as outlined under item 6.3 below.

6.3. At the request of three (3) Executive Officers, the President shall call a special meeting, either Executive or General. No subject shall be discussed or considered at any special meeting except that specified in the notice.

6.4. The fiscal year of the association shall begin on the first day of May in each year.

**Article 7**      Voting

7.1 The following Deer Lake Minor Hockey Association Members shall be eligible to vote at Annual Meetings:

- (i) Life Members
- (ii) Executive Officers
- (iii) Directors and Assistants
- (iv) Team Coaches and Managers
- (v) Officials
- (vi) All parents and/or guardians of registered hockey players with Deer Lake Minor Hockey.

7.2 There shall be no proxy votes.

7.3 Voting for Executive Officers shall be conducted by secret ballot.



**Article 8**      Nominations

- 8.1      Each member of the Association listed under Article 7.1 shall have the privileges of nominating a representative for each office of the Association listed under article 5.1 unless that member has been in violation of Article 5.2 (ii).
- 8.2      Those to be elected,
- President
  - Vice President and Development
  - Scheduling Representative
  - Female Representative
  - Fundraising Representative
  - Equipment Representative
  - Secretary
  - Treasurer
  - Registrar
- 8.3      Those who may be appointed by the executive under Article 5.1,
- Communications Officer
  - Equipment Manager
  - Technical Director
  - Statistician
  - Referee in Chief
  - Directors and Assistant Directors
  - Coaches and Managers
  - Disciplinary Committee (Article 12)
  - Any other positions the executive unanimously agrees to

**Article 9**      Life Membership

- 9.1      Life Membership is the highest honour that can be bestowed by this Association, and it is awarded only for very distinctive service to the Association by former members of the Association. Life Members shall be elected at the Annual Meeting of the association by two-thirds majority of the members voting thereon. A life member shall have full voting rights at all regular and annual meetings.
- 9.2      Honourary Membership shall be awarded by the Executive Officers to individuals, not being members of the Association, for contributions made to the Association.
- 9.3      Honourary Members shall not have voting rights at any meetings.

**Article 10**      Specific Duties of Executive Officers

- 10.1      The President, within the jurisdiction of the Association's Constitution and By-Laws shall have the power to:



- (i) Sign as a signing officer for the Association;
- (ii) Preside at all meetings of the Association;
- (iii) Exercise the powers of the Executive in case of emergency;
- (iv) Suspend or discharge any member of the association as listed under Article 4, except item (f), subject to ratification at the next following meeting of the executive Officers;
- (v) Sit on all Committees as an ex-officio voting member;

#### 10.2 Vice-President and Development

- (i) In the absence of the President, or in the event of their inability to act, the Vice-President shall have and exercise all the powers of the President and shall, at all times, be an ex-officio voting member of all Committees appointed by executive. He/she shall be one of the signing officers for the Association. He/she shall also perform such other normal duties as shall be necessary for the good and welfare of the Association.
- (ii) This individual shall be responsible for the planning and coordination of all development requirements for coaches, trainers, managers and directors with respect to the guidelines set forth by Hockey Canada and Hockey NL.
- (iii) This individual shall sit on any committee as an ex-officio voting member if approved by the executive as per Article 5.1.

#### 10.3 Scheduling Representative

- (i) This individual shall be responsible for all ice time allocations and shall be the liaison for DLMHA with the Town of Deer Lake's for such purposes. All ice time allocations shall be approved by this person prior to any rental if DLMHA is expected to cover all subsequent costs.
- (ii) This individual shall sit on any committee as an ex-officio voting member if approved by the executive as per Article 5.1.



#### 10.4 Fundraising Representative

- (i) This individual shall be responsible for coordinating and sanctioning all fundraising efforts within DLMHA.. This person shall ensure that all fundraising under DLMHA abides by the DLMHA Fundraising Policy.
- (ii) This person shall ensure that any applications and financial reports required for each Lottery License is filed with Service NL within the appropriate deadline.
- (iii) This individual shall sit on any committee as an ex-officio voting member if approved by the executive as per Article 5.1.

#### 10.5 Female Representative

- (i) This individual shall be responsible for representing all female divisions (Under 12, Under 15 and Under 18) within the Association.
- (ii) To ensure fairness and true representation of our female division, this person must have a child participating in a female division. This person's term may become vacant unless agreed upon by the elected officers as stated within Article 5.2 (iv).
- (iii) This person shall work closely with directors/coaches of DLMHA's female divisions and shall ensure their concerns are represented fully at all executive meetings.
- (iv) This person shall make every effort to attend the meetings held by Hockey NL in relation to the Female division.
- (v) This individual shall sit on any committee as an ex-officio voting member if approved by the executive as per Article 5.1.

#### 10.6 Equipment Representative

- (i) This individual shall be responsible for all necessary equipment required for on-ice and/or administrative operations. In addition, this person shall be responsible for the ordering and distribution of all jerseys.
- (ii) Shall be, to all intents and purposes, the legal holder of all trophies and cups in trust of the Association;
- (iii) This person shall work directly with the Treasurer to ensure funds are available for equipment purchases under \$500. All equipment over and above \$500 must be approved by the executive as whole.
- (iv) This individual shall sit on any committee as an ex-officio voting member if approved by the executive as per Article 5.1.



#### 10.7 Secretary

- (i) The Secretary shall keep an accurate record of the proceedings of the Association including recording of minutes of all meetings and necessary correspondence of the Association;
- (ii) Advise members of time and place of meetings;
- (iii) Publish the notice of the Annual Meeting at least three (3) weeks before the meeting and notify each member of the Association in writing;
- (iv) Prepare an agenda for the Annual Meeting;
- (v) To perform other such duties as shall be necessary for the good and welfare of the Association.

#### 10.8 Treasurer

- (i) The Treasurer shall keep a record of all monies received and disbursed; including preparing monthly bank reconciliation, completion of account payables and receivables statements.
- (ii) Shall present at each Annual Meeting, a report of the year's operation and financial income statement of the Association;
- (iii) Shall be Chair of the Budget Committee;
- (iv) Shall be one of the Signing Officers for the Association;
- (v) To perform other such duties as shall be necessary for the good and welfare of the Association.

#### 10.9 Registrar

- (i) The registrar shall receive and certify all certificates submitted to them on behalf of the players, coaches, directors and executive who are applying for registration in the Association;
- (ii) Shall coordinate all phases of registration;
- (iii) Ensure that all players in the Association have sufficient insurance coverage;
- (iv) Shall handle all insurance claims, seeing that they are all processed properly and settled;
- (v) To perform such duties as shall be necessary for the good and welfare of the Association.





**Article 11**      Executive Meetings

- 11.1 All elected members listed within Article 8.2 shall attend all regular scheduled meetings;
- 11.2 Shall ensure that a quorum of five (5) members is present at the time of any vote that shall affect the operation of the association.

**Article 12**      Specific Duties of Appointed Officials

**12.1 Communication Officer**

Duties & Responsibilities for DLMHA Communications Coordinator position include (all activities in consultation/guidance of DLMHA Executive):

- (i) Maintaining and updating DLMHA web page;
- (ii) Meet with current executive members and discuss any changes that need to be updated at the beginning of the season as well as throughout the season;
- (iii) Updating any sponsorship related content;
- (iv) Update with news from HNL as forwarded by DLMHA;
- (v) Post updated Ice Schedule (If available);
- (vi) Be familiar with and involved in the promotion of the DLMHA Team Snap medium and provide guidance on how to use/navigate in the DLMHA Team Snap platform;
- (vii) Maintaining and updating DLMHA Social Media (Facebook and Twitter);
- (viii) Monitoring DLMHA Social Media and ensure HNL Social Media policy is being adhered to.

**12.2 Director**

- (i) The Director shall be the representative for his/her division;
- (ii) Shall appoint and Assistant Director for his/her division upon approval of the Executive Officers;
- (iii) Shall assist the *registrar during the season* in the registration of players for his/her division;
- (iv) Shall meet with coaches and managers within his/her division and be privy to all meetings with respect to this persons division;



- (v) Shall have the authority to enforce Rules, Regulations and Procedures applicable to his/her division;
- (vi) Shall work closely with coaches, managers and any other personnel required to successfully operate teams in his/her division and have the authority to report inappropriate actions to the Executive Officers for disciplinary action. At no time shall a director take disciplinary action against a coach, manager or team official without notifying the Executive Officers;
- (vii) Shall assist the coaches and/or manager in drawing up regular and playoff schedules if necessary;
- (viii) Shall inform the Equipment Representative of equipment requirements for his/her division;
- (ix) Shall attend Executive Meetings from time to time at the invitation of the Executive Officers;
- (x) Shall become a member of any management committee involving players' representative his/her division.

### 12.3 Coaches/On-Ice Officials

- (i) Coaches and on-ice officials shall uphold all training requirements set forth for coaches and trainers by Hockey NL and Hockey Canada. All training requirements required for this section shall be compensated by DLMHA;
- (ii) Coaching Teams (bench staff) for representative hockey shall be limited to four (4) team officials;
- (iii) Coaches shall coordinate all events with the divisional director. He/she shall not assume the director is an assistant but an integral part of operations;
- (iv) Coaches at all times shall uphold all rules set forth by Hockey NL and Hockey Canada;
- (v) Coaches shall provide a welcoming environment to all players at all times.

### 12.4 Referee-In-Chief/Officials Coordinator

- (i) Shall appoint the referees and linesmen for all House League and exhibition games and his appointment shall be final;
- (ii) Shall appoint goal judges for exhibition and playoff games upon request;

- (iii) Shall assist the Vice-President to arrange clinics to train and supply sufficient officials to satisfy the demands of the Association;
- (iv) Shall have the authority to report any officials deemed incompetent to the Executive Officers for disciplinary action. At no time shall this individual take disciplinary action against any officials without notifying the Executive Officers.

12.5 Equipment Manager

- (i) The Equipment Manager shall submit, before the season begins, a list of equipment and requirements for each division to the Equipment Representative;
- (ii) Shall arrange for handling, storage, repairing, cleaning and inventory of equipment and submit, at the end of the season, a list of equipment on hand to the Equipment Representative in time for the presentation at the following Annual Meeting.

**Article 13**      Disciplinary Committee

13.1 The Committee

- (i) The executive will appoint a disciplinary committee at the start of the season;
- (ii) The term of each individual appointed to the committee shall be no more than two (2) years unless re-appointed by DLMHA of that calendar year.
- (iii) The committee shall be composed of three (3) members; chairperson and two (2) regular members.
- (iv) The committee shall be responsible to the executive but does not necessarily have to be comprised of executive members.
- (v) Pursuant to the rules and regulations of the Association and in conjunction with the regulations of Hockey NL and Hockey Canada, this committee shall issue suspension to players, coaches, managers or any member of the association as listed with Article 7.1.
- (vi) If a member of the Association (Article 7.1) is found, on inquiry by this committee, to be guilty of conduct unbecoming, then upon recommendations to the executive shall suspend or cancel membership in the Association for a specified or an indefinite period of time. Notice on the member shall be served in person or by registered mail.



**Article 14**      Registration

14.1      General

- (i)      Registration shall conform to Hockey NL's Regulation 1 – "Registration".

14.2      Respect in Sport for Parents

- (i)      No player shall be allowed to register unless one (1) parent/guardian completes the online course offered by Hockey Canada prior to registration. Each parent/guardian must present proof of completion to the Registrar at the time of registration.

14.3      Parent/Guardian Policy

- (i)      All parents/ guardians are expected to abide by the DLMHA's "Harassment Policy"
- (ii)     All parents/guardians upon registration of their child are considered members of the Association as per Article 7.1 and are subsequently accepting all decisions of the DLMHA and its Disciplinary Committee and shall respect all decisions made by either body.
- (iii)    Each Parent/Guardian during registration shall sign and accept the DLMHA "Harassment Policy" and abide by the regulations set within during all minor hockey events, either home or away.

**Article 15**      Volunteer Screening

15.1      General

- (i)      The Executive Officers of DLMHA have the responsibility to ensure that all volunteers, players and both on-ice and off-ice officials are in a safe environment. Every effort must be made to protect them from abuse, harassment and injuries.

15.2      Volunteer Screening Policy

- (i)      All volunteers shall satisfy all components of DLMHA's Volunteer Screening Policy.

