



MANITOULIN PANTHERS HOCKEY ASSOCIATION

CONSTITUTION

Revised May 2018

CONSTITUTION

Article 1. - Name:

The not for profit organization shall be called Manitoulin Panther Minor Hockey Association.

Article 2. - Objective:

It will be a voluntary, non-discriminatory, and equal opportunity Association of Members designed to promote and foster Competitive Hockey in the District of the Manitoulin, as it applies to carded, traveling or tournament N.O.H.A. rep teams.

Article 3. - Governing Bodies:

The Association will govern N.O.H.A. rep hockey in accordance with the Constitution, By-laws and Regulations of the NOHA, which is governed by OHF, which in turn is governed by Hockey Canada.

Article 4. - Executive Committee: The Manitoulin Panthers Executive Committee shall consist of the following members:

- A. Executive Officers – President, Vice President, Past President, Secretary, Treasurer
- B. No person shall be eligible to stand for an election to the office of President, unless having served in good standing, as a Member of the Executive Committee, a member of the coaching staff, or Manager in the Association, in any one of the last three seasons prior to the Annual General Meeting.
- C. Executive Directors –Ice Scheduler, Events and Publicity and Fundraising Coordinator, Registrar, Development Director.
- D. Job descriptions for each of the Officer and Director positions will be designed and contained in a separate policy document and will not become part of the Constitution.
- E. The Officers and Directors shall be elected by a majority of votes cast by the Registered Membership at the Annual General Meeting.
- F. In the transition year of 2018/2019 nomination procedures will not have to be adhered to for the directors' positions and nominations and elections shall take place at the 2018 AGM.
- G. Officer positions of President, Vice President, Secretary and Treasurer shall carry a term of two years. Whereas, the President and Secretary shall commence their term on odd year seasons (e.g. 2019/20, 2020/21) and the Vice President and Treasurer shall commence their term on even year season (e.g. 2018/19, 2019/20).

- H. To transition into the two-year terms referred to in item D. the President and Secretary shall only be elected to a one-year term at the 2018 AGM and the two-year terms for the President and Secretary will commence at the 2019 AGM. The Vice President and Treasurer positions will be two-year terms effective the 2018 AGM.
- I. In ideal circumstances, Officers would have served as Directors for a minimum of 1 year prior to being elected to an Officer position. Therefore, during the election process, preferential consideration will be provided to candidates who have previously served as Directors.
- J. Should a vacancy occur in any position on the Executive other than the President position, the remaining Executive may appoint a successor to the position. The Successor will be chosen by majority vote at a Manitoulin Panthers executive meeting. The vacancy may be filled by an existing Panthers executive member should any member wish to fill the vacant role or by another eligible member of the association who expresses an interest in filling the vacancy.
- K. Should a vacancy occur in the President position a Special General Meeting will be called as soon as possible after the vacancy occurs to allow for nominations and election of a replacement President. In all circumstances the meeting will be held within 30 days. The Special General Meeting and the nature thereof must be publicized for seven (7) days prior to the date of the meeting.
 - a. If any other association member(s) had accepted a nomination for the President position prior to the most recent AGM but not been successful at the AGM due to vote this/these member(s) will be contacted by the Panthers Executive to determine if they are interested in running for newly vacant President position again.
 - b. Existing Panthers executive members will have the ability to run for the President position. Should an existing Panthers Executive member be successful in their bid to take on the President position the remaining executive may appoint a successor to their previous executive committee position as per clause H.
- L. Manitoulin Panthers Policies and/or Rules and Regulations shall be adopted by majority vote taken by a quorum of the Panthers executive at a regular monthly meeting.
- M. In order for an elected or acclaimed Executive member to be removed from his or her position, a vote of no less than two thirds of a quorum of association members present at a Panthers Special General Meeting is required.

Article 5. - Membership:

- A. One annual membership will be granted to each parent/legal guardian of each player playing in the current season, who at the time is in good standing.

- B. An annual membership is granted to all elected Officers, all appointed Directors, Head Coaches, and Team Managers of Panther Hockey.
- C. Applications for Annual Membership from the General Public will only be accepted during the months August through February in any fiscal year.
- D. The Annual Membership fee for the General Public is \$2.00, and all purchased memberships must be approved by the Executive Committee.

By-Laws

By-law 1. – Annual General Meeting(AGM):

- A. The Annual General Meeting shall be held in May of each year. It will consist of the following:
 - i. A complete rundown on the years activities;
 - ii. Opportunity to present new amendments or changes to the Constitution, By-laws, and Regulations;
 - iii. Business for the coming year; and
 - iv. Election of the new Executive Officers and Directors

(The AGM will be chaired by the current President or Vice President of the organization. In their absence, a member of the Executive will Chair meeting.
- B. AGM Procedures/process will be outlined in AGM Policy
- C. At the AGM, only one vote per registered child is permitted for voting privileges, regardless of family dynamics, up to a maximum of two votes(1 vote per each parent in attendance).
- D. At the Annual General Meeting, only registered members in good standing are allowed to vote on AGM issues
- E. At any one(1) time, no AGM voting member shall cast more than one vote.
- F. Those members nominated and not present at the Annual General Meeting must indicate in writing, to the elections officer, their intention to stand for office.

By-law 2. – Special General Meetings

- A. May be called by the President or by a quorum of existing Executive members.
- B. May be requested by an eligible voting member provided this request is made in writing to the Executive a minimum of fourteen (14) days prior to the date for such a meeting. The request shall contain the signatures of ten (10) eligible voting members who support requesting such a meeting. This request shall include the reason for the meeting being requested.
- C. If the meeting is being called to suggest changes to the current constitution the suggested amendments must be provided as per By-Law 3. Constitutional Amendments - along with the meeting request as per (B) above.
- D. Notice shall be properly posted on the Panthers website seven (7) days prior to the meeting date, and an email shall be sent out to all current Panthers team managers for distribution to the teams seven (7) days prior to the meeting

date, and both notifications shall include the reason(s) for the Special General Meeting being called, the time, date, and location of the meeting.

- E. Will follow Parliamentary Rules of Procedure as laid out in Robert's Rules of Order.

By Law 3. - Composition and Duties of the Executive Committee

- A. The Executive Committee is comprised of:

- a. Officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Past President

- b. Directors:

6. Ice Scheduler
7. Events and Publicity and Fundraising Coordinator
8. Registrar
9. Development Director

(The Executive Officers will serve a term of two (2) years. The Executive Directors will serve a term of one (1) year.)

By -Law 4. - Constitutional Amendments:

- A. Notice of intent to move for a change, deletion, or addition to the Constitution, By-Laws, or regulations of the Association must be in the hands of the Secretary or President at least 14 days prior to the Annual General Meeting. This motion must include the current article as it presently reads, the type of intent, whether it be a change, a deletion, or an addition, and a brief explanation outlining the rationale for this motion and it must be signed by a member in good standing.
- B. The Association will have a set of Policies, which will be separate from the Constitution. These policies can be amended at any meeting of the Association by a simple majority vote.
- C. All policies derived prior to the Annual General Meeting are to be included with the proposed changes to the Constitution, By-Laws and Regulations at the Annual General Meeting.
- D. A 75% majority of the voting members at the Annual General Meeting will be necessary in order to adopt any motions resulting in changes, deletions, additions, or amendments to the Constitution. By-Laws and Regulations require only a simple majority for adoption.
- E. All newly adopted changes to the constitution will be rewritten into the constitution, immediately following the AGM by the newly elected

Secretary as an original document. The newly revised Constitution will record the date of the newly revised Constitution, creating a space at the bottom of every page, for the president to initial and include a signature page at the back of the newly revised Constitution for the newly elected Executive Committee to sign. All adopted changes will come into place immediately following the signing of the revised Constitution.

By-Law 5. - Regular Meetings and Procedures

- A. The Executive Committee shall meet once each month in order to implement the affairs of the Association.
- B. At all regular meetings of the Association, the Agenda shall include the following:
 - 1. Information transfer (hand outs, etc.)
 - 2. Meeting called to order
 - 3. Team/Coaches Reports
 - 4. All Delegates, including NOHA rep
 - 5. Reading and approval of previous meeting minutes
 - 6. Business arising from minutes
 - 7. Reading of correspondence and Business arising from said correspondence
 - 8. Reports from committees
 - 9. Reading of the Financial Reports
 - 10. New business
 - 11. Date of next meeting
 - 12. In Camera (If/When Required)
 - 13. Adjournment
- C. At all meetings of the Executive Committee, Robert's Rules of Order will be in effect.
- D. Any Executive Committee Member may call a special meeting of the Executive Committee. This is different from a Special General Meeting as the intention of a special committee meeting is to deal with the day to day affairs of the association when they can not wait until the next regularly scheduled monthly meeting.
- E. All delegations must submit in writing to the Committee, the presentation of the delegation in sufficient time, a minimum of three days before the meeting, to allow the committee to better prepare to digest the presentation and render a timely response. The receiving Committee member must share this presentation with the rest of the Executive Committee immediately upon receipt or as soon as is practically reasonable for them to do so but in all cases within 24 hours of receiving said presentation.
- F. Rules on voting:
 - 1. All motions are to be placed on the floor, seconded, discussed, and then voted on by a show of hands, unless the chair decides on a vote by

- ballot; The result of the vote, whether all in favor, carried, struck, tabled etc. must be recorded in the minutes of the meeting.
2. The President shall have the deciding vote in the presence of a tie at a regular meeting; Aside from when this occurs the President shall not vote on any matter before the Committee.
 3. There will be no proxy vote;
 4. Once a vote has been cast, it cannot be changed unless new information is presented that could change the outcome/opinions of Committee members.
 5. Voting voices for the Association are carried out by members of the Executive Committee (maximum one(1) vote per person)
 6. A Quorum is required before the minutes will be recorded and the meeting regarded as official. A Quorum will consist of 50% plus 1 of the existing Executive Committee members in attendance of which one must be either the President or the Vice President.

By-Law 6. - Executive Committee Powers:

The Executive Committee has the power to:

- A. Formulate, prescribe and make rulings or decisions on any matter brought forward from any source.
- B. Impose and enforce any penalties for any violation or breach of the Constitution, By-Laws, Regulations, Codes of Conduct, Rules, or Policies of this Association or breach of any Decision or Rulings of the Executive Committee.
- C. Remove or remit on such terms and conditions as it deems fit any suspension or penalty that has been imposed by them.
- D. Replace, discipline, release or change, by majority vote, any elected Board Member, Director, Coach, Manager, Trainer, or any other individual that is associated with this Association that has proven him/her self to be detrimental to the Association by being remiss or neglectful of duty, or by conduct tending to impair his/her usefulness as a Member of the Association.
- E. Revoke or deny any Annual Membership for just cause.
- F. Supervise the collection of funds and monies and authorize expenditures.
- G. Call any meeting deemed necessary, and fix the time and place of such meeting not fixed by the Constitution, if requested by 5 Executive Committee Members.
- H. See that all revenues collected by the Association are used to sponsor and promote the interests and activities within the Association.
- I. Increase or decrease the number of Directors in the Association as the Executive Committee deems fit.
- J. Ensure that the Constitutional objectives of the Association are always fulfilled.

- K. Increase or decrease the number of hockey teams belonging to the Association, so that the maximum number of eligible hockey players can benefit from our Association without decreasing the effectiveness or usefulness of the Association.
- L. Determine what financial assistance, if any, will be given to any team, based on the individual team's efforts in the Association's fundraising activities.
- M. When feasible, purchase jerseys and first aid supplies periodically as required. These purchased items are to remain the Property of the Association. The colour of choice for helmets and pants will be NAVY BLUE for all teams(goalie helmets excluded).
- N. Set the registration fee and deadline for payment to include a family discount of 15% for the second player registered and 25% for the third and subsequent player.

By-Law 7. – **Conflict of Interest**

- A. Every Officer or Director who directly or indirectly has a financial or other interest in a proposed or existing contract or transaction or other matter governed by the Manitoulin Panthers Executive shall make a full and fair declaration of the nature and extent of the interest at an Executive meeting.
- B. After making such a declaration, no Officer or Director votes on such a transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- C. Only an officer or director can decide when they are in conflict.

SIGNATURES

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____