



***Cornwall Minor Hockey Association
Constitution***

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Article I NAME AND AFFILIATION

- 1.1 This organization shall be known as the Cornwall Minor Hockey Association, herein referred to as “CMHA”.
- 1.2 The CMHA is an association within District 2 Minor Hockey Association, Hockey Eastern Ontario Minor (HEO minor), Hockey Eastern Ontario (HEO) and a member of the Hockey Canada (HC) and shall abide by the rules and regulations of District 2, the ODMHA, HEO and the HC.
- 1.3 The CMHA shall have jurisdiction to govern all minor hockey teams registered with the Association.
- 1.4 The official name for all competitive and B House teams will be known as the ‘*Cornwall Colts*’.

MISSION STATEMENT

- 1.5 The purpose of the Cornwall Minor Hockey Association shall be to unite minors in co-operative effort to practice and extend moral standards and ideals. The motto of this association being: “FRIENDSHIP, UNDERSTANDING AND SERVICE”.

CMHA is committed to creating a hockey program for youth that is fun, where participants can develop and learn the technique and skills of the game, life skills, and good sportsmanship in a safe environment.

VISION STATEMENT

- 1.6 Everyone related to the game of hockey deserves to be treated with respect. This includes coaches, on/off ice officials, team mates, opponents from other teams, executive members, parents and spectators.

OBJECTIVES

- 1.7 To develop and to improve hockey within our community.
- 1.8 To cultivate a true spirit of sportsmanship and fair play among all participants, spectators, and players alike.
- 1.9 To promote a spirit of co-operation within the community, through support for recreational development.

DIVISIONS

- 1.10 The CMHA hockey program shall operate the following divisions (subject to registrations) as defined by Hockey Canada:

- a) Initiation (IP)
- b) Novice
- c) Atom
- d) Peewee
- e) Bantam
- f) Midget

Article II MEMBERSHIP

- 2.1 Membership in the CMHA consists of:
 - a) Parents or guardians of registered players in the CMHA.
 - b) Coaches, assistant coaches, managers and other team officials of the CMHA.
 - c) Members of the CMHA Executive.
 - d) Persons appointed to a specific function by the CMHA Executive.

- 2.2 Each member of the organization must abide by and be bound by the provisions of the Constitution, Bylaws, and Policies of the CMHA.

Article III OFFICERS AND EXECUTIVE BODY

- 3.1 The business and affairs of the CMHA shall be conducted by the executive body who shall act in accordance with its Constitution, Bylaws and Policies.

- 3.2 The officers and executive body shall consist of:
 - A. President
 - B. 1st Vice- Discipline Director and Risk and Safety
 - C. Registrar
 - D. Ice Scheduler
 - E. Budget Director
 - F. Treasurer
 - G. Secretary
 - H. Vice President of House League
 - I. House League Conveners x2
 - J. Vice President of Rep B/Coach Coordinator
 - K. Financial Director Rep B
 - L. IP Convener
 - M. Tournament Director
 - N. Referee in Chief
 - O. Public Relations and website
 - P. Director of Equipment
 - Q. Directors at Large x1

- 3.3 All Executive members shall be subject to a police background check and appointments are conditional on a clear Police Record Check (PRC).

- 3.4 The PRC will be valid for 3 years. In years were a PRC is not required a disclosure for will be signed.

- 3.5 A. Elections of the executive body will be held annually at the AGM held in the month of May.

- 3.6 Elections will be as follows:

Odd Years (year of AGM)	Even Years
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President Ice Scheduler Treasurer Secretary House League Conveners x2 Vice President of Rep B IP Convener Tournament Director Director of Equipment Directors at Large (1 position)	1 st Vice- Discipline Director and Risk and Safety Registrar Budget Director Vice President of House League Financial Director Rep B Coach Coordinator Referee in Chief Website Director Public Relations and Fundraising Director at Large (1 position)
Financial Coordinator – The financial coordinator is hired by the board. His/Her mandate is up for renewal every even year at the meeting following the AGM. A Director at Large (s) will not sit without a portfolio unless all other positions are full.	

3.7 Should one of the positions become vacant, the executive body shall convene a meeting and appoint a replacement to fill the vacant position until the next annual meeting.

3.8 The executive body or its delegated representatives shall have the authority to:

- a) Suspend from further participation in the affairs of the CMHA member for breaches of the Constitution or its bylaws or for conduct deemed prejudicial to CMHA.
- b) Act on behalf of the CMHA.
- c) Appoint officials or establish committees to carry out functions, as required.
- d) Accept or reject recommendations from appointed committees.

3.9 Each executive member shall keep an accurate record of all business within his/her charge and will be prepared to make reports when called upon to do so.

3.10 Officer of the Association shall respect the confidentiality of matters brought before the Executive for consideration in camera.

3.11 An Officer of the Executive may resign his/her position by submitting a letter of resignation to the President of the Association. If an Officer resigns from their position during their term of office, without due cause, they may not return to any position for the remainder of the term they vacated plus one additional term. If an Officer holds two (2) positions on the Executive, they may resign from one (1) position without affecting the other.

3.12 If at any time during their term of office an Officer neglects their duties, as outlined in the Constitution, they may be removed from their position by a two-thirds (2/3) majority vote in favour of such action by the remainder of the Executive. Such a vacancy would be filled in the manner referred to in Section 3.7 The defaulting Officer shall be notified of the time and place of the vote.

Article IV REMUNERATION

- 4.1 The Officers shall serve without remuneration and no Officer shall directly or indirectly profit from his/her position. Notwithstanding the foregoing, an Officer may be paid reasonable expenses incurred in the performance of his/her duties. At the discretion of the CMHA Executive, an honorarium may be paid to the Treasurer.

Article V COMMITTEES

- 5.1 The President shall appoint all necessary committees subject to approval of the Executive.
- a) It shall be the designated duty of each committee chairperson to call meetings of his/her committee, when deemed necessary by the Executive.
 - b) It shall also be the committee chairperson's duty to report on his/her committee's activities to the Executive at the next meeting or upon request of any member of the Executive.

Article VI EXECUTIVE & GENERAL MEMBERSHIP ELIGIBILITY

- 6.2 Any member who is a bona-fide resident of the City of Cornwall shall be eligible for membership in the CMHA.
- 6.3 Written application for an executive position may be presented at any regular meeting of the Association if a vacancy occurs during the year.
- 6.4 The active executive membership in this Association shall be governed by the election procedures of the Association.
- 6.5 If for any reason a Director is unable to complete a term of office, the Executive has the authority to appoint a replacement for the balance of the term. This person is eligible for reelection at the next election.

Article VII MEETINGS

7.1 Annual Meeting

An annual meeting will be held during the month of May with due notice being provided to all members. The Executive Committee will decide the exact place, date and time of this meeting. The annual meeting agenda will include:

- a) Call to Order
- b) Approval of agenda
- c) Adoption of Minutes of the previous Meeting
- d) Business arising from previous Annual Meeting
- e) President's Remarks
- f) Treasurer's Report
- g) Directors' Reports
- h) Proposed Changes to the Constitution, By-laws
- i) New Business

- j) Nomination and Election of Officers
- k) Adjournment

7.2 All CMHA members 18 years of age and over who reside within the City of Cornwall shall have one vote at the General Meeting.

7.2 All CMHA members 18 year of age and shall have one vote at the General Meeting.

- a) All CMHA members under the age of 18 shall be entitled to a proxy vote by one parent or legal guardian.
- b) A person may hold more than one vote if s/he is the parent or legal guardian of more than one CMHA member.
- c) Notwithstanding the proxy voting a CMHA member shall also be entitled to one vote for him/herself.

7.3 The CMHA Executive meetings shall be held as set out by the President.

- a) Shall be held once a month at a predetermined date, time and place.
- b) Each Director shall have a full voice and vote with the exception when there is a direct conflict of interest.
- c) The President shall only cast a vote in the event of a tie.
- d) The Secretary shall make all reasonable efforts to notify all members at least seven (7) days in advance of the meeting date.
- e) The President can call Special Board Meetings, as deemed necessary.
- f) Special Board Meetings may be called by any two Executive members with the approval of the President. The request to call such a meeting shall state the business to be brought before the meeting.
- g) A quorum of an executive meeting shall consist of at least 50% + 1 of the active Executive.

Article XIII AMENDMENTS TO CONSTITUTION and BY-LAWS

8.1 All amendments to the Constitution or Bylaws must receive a majority vote of two-thirds (2/3's) of the membership as outlined or defined in Article VII and must be consistent with the purpose and procedures of the CMHA.

8.2 Amendments to adopt, amend, revise or repeal Articles of the Constitution must be presented in writing to CMHA Executive thirty no later than the April meeting (prior) to the AGM and voted on at the Association annual meeting. Amendments to the Constitution or bylaws of the Association must be passed by two-thirds (2/3's) majority vote at an annual general meeting.

8.3 Changes to operational policies (By-Laws) may be made at any general monthly board meeting. Such changes shall take effect once approved.

Article IX ELECTION OF OFFICERS/ELIGIBILITY

9.1 The election portion of the Annual General Meeting will be turned over to an Elections Officer who will act as chairperson during the election proceedings.

9.2 All candidates must be members in "*good standing*". A member in good standing is any person who has paid all membership dues or other fees owing to the CMHA and who is not the subject of a disciplinary investigation or sanction by the Association. Membership is

defined in Article II of the Constitution.

- 9.3 A member must be present to vote, no proxy votes allowed.
- 9.4 Candidates for President of the Cornwall Minor Hockey Association must have at least two (2) year's experience as an elected executive member of the CMHA. To be elected to the office of president, a candidate, during the year immediately preceding the election, must have served as a member of the current executive committee. If no candidate(s) are available from the executive committee, then the candidate must have served as a past member of the executive committee.
- 9.5 The Committee, with due consideration to the nominations received, shall recommend in a report at the annual meeting, the names of individuals who are eligible and prepared to accept elected office.
- 9.6 Candidates from the floor must be nominated and seconded by members of the CMHA. A nomination from the floor will only be accepted if the person being nominated is present and duly seconded.
- 9.7 The election officer will appoint three (3) scrutiners to assist with the election process. A secret ballot will be held, the results tabulated and the successful candidates will be announced by the election officer. All ballots will be destroyed after the voting process. All polling or defeated candidates must be recorded by the CMHA Secretary.

Article X ABSENTEEISM

- 10.1 Absent and/or delinquent members absent from two (2) consecutive meetings or a total of five (5) and do not have a reasonable excuse will be sufficient cause for a member being dropped from the Executive.

Article XI CONFLICT OF INTEREST

- 11.1 No member of the CMHA shall vote on a motion if it is considered to be a conflict of interest.
- 11.2 The Board of Directors will make a ruling where the question of a conflict of interest arises.

Article XII FINANCIAL AND HOCKEY YEAR

- 12.1 Unless otherwise ordered by the Board of Directors, the fiscal year-end of the Association shall be on the 31st day of April, in each year.

- 12.2 An audit must be performed when there is a change in president or every two years, whichever comes first.
- 12.3 The audit summary page must be posted to the CMHA website
- 12.4 **Audit Committee**
- a. The audit committee shall be follow the rules and guidelines set forth by District 2. The committee will review the association’s bank statements balance with the balance on the treasurer’s general ledger reports and submit a report as request to District 2 Executive.
 - b. An independent audit report will be present at each AGM where a change in president may take place or every two years which ever come first.

Article XI DISCIPLINE

- 13.1 The HEO Minor Code of Discipline shall apply to all CMHA programs and activities.
- 13.2 All parents with players registered in CMHA will be required to sign a Code of Conduct at the time of registration.
- 13.3 Any valid grievance brought forth to the executive level shall be in writing outlining the details and facts of the incident.
- 13.4 The Board shall reply to the valid grievance in writing within ten (10) days of the final decision on the result of the final presentation or complaint.

Article XIV RULES OF ORDER

- 14.1 Each meeting of the CMHA shall be governed by “*Robert’s Rules of Order*”. (See Appendix A)
- 14.2 Each meeting of the CMHA will follow a standard agenda:
- a) Call to order
 - b) Adoption of previous minutes
 - c) Business arising from the minutes
 - d) Directors’ Reports
 - i. *Financial Reports*
 - ii. *Vice President’s Report*
 - iii. *Registrar’s Report*
 - iv. *Ice Scheduler’s Report*
 - v. *Traveling Team Reports*
 - vi. *House League Reports*
 - e) President’s Report
 - f) Unfinished Business
 - g) New Business
 - h) Adjournment

Appendix A

CMHA Adaptation of Roberts Rules of Order

The guiding principle below shall be used to govern all CMHA executive meetings. Barring the rules below, Roberts Rules of Order shall govern.

Guiding Principle:

1. Everyone has the right to participate in discussion if they wish, before anyone may speak a second time. The only exception is the one who placed the motion may answer any questions that are directed to him during the discussion.
2. Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
3. Only one thing (motion) can be discussed at a time.

Directors Reports

Directors' reports shall be presented as follows:

1. Any information that the director would like to report to the board that is not actionable or does not require a motion (Essentially FYI)
2. Any Information that the director would like to present to the board that is actionable but does not require a motion
3. Any motions the director would like to present. When the President presents a motion, the 1st VP automatically becomes the chair of the meeting. Immediately after the vote the president returns as chair,

Motions not on the Accepted Agenda

It is strongly encouraged that all motions be on the agenda prior to its approval. The chair has the right to refuse any item that is not on the approved agenda. The chair's decision is appealable.

Motion Defined:

1. A motion is the topic under discussion
2. After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table.
3. A motion requires a second to be considered.
4. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

Changing of Wording:

1. Ask the president of the board if you may make changes to the wording
2. State the new wording
3. The president will then ask the member who brought forth the motion if he accepts the new wording.
4. A seconder is not required.

Acceptable Reason to Postpone a Vote:

1. You want more study and/or investigation given to the idea being discussed. Move to refer

to a committee.

- a. Vote will be taken immediately
 - b. Requirement: Majority
 - c. No debate
2. You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.
- a. Vote will be taken immediately
 - b. Will automatically be moved for discussion at the next meeting
 - c. Requirement: Majority
 - d. No debate

You Believe the Discussion is Taken to Long or Will Take to Long:

1. You are tired of the current discussion. Move to limit debate to a set period of time per person, or to a set number of speakers.
 - a. Vote will be taken immediately
 - b. Requirement: 2/3
 - c. No debate

2. You have heard enough discussion. Move to close the debate. Requires a 2/3rds vote.
 - a. Vote will be taken immediately
 - b. Requirement: 2/3
 - c. No debate

3. You know that the motion will be contentious. Move to limit debate to a set period of time or to a set number of speakers.
 - a. Vote will be taken immediately
 - b. Requirement: 2/3
 - c. No debate
 - d. Can interrupt the speaker

You want to kill a motion that was seconded

You believe that the motion is of little value or is beyond the prevue of CMHA.

- a. Vote will be taken immediately
- b. Requirement: 2/3
- c. Everyone will have an opportunity to speak on the merits of the motion.

Call to Order

You believe the discussion has drifted away from the agenda and want to bring it back. Call for orders of the day.

- a. Ask for a Call to Order
- b. State your complaint
- c. Requirement: Chairs decision
- d. No debate.
- e. Being recognized is not required.

Roll Call Vote

You are unsure that the president of the board has announced the results of a vote correctly or you believe that each vote should be recorded

- a. Ask for a roll call vote
- b. State your complaint
- c. Requirement: Chairs decision
- d. No debate.
- e. Being recognized is not required

You want to Change an Action Voted on at an Earlier Meeting.

Move to rescind.

- a. Ask to rescind must be an item on the agenda.
- b. Requirement: Secunder and 2/3
- c. No debate.
- d. Being recognized is not required.

Appeal of a Ruling

If you believe the chair has made an error in his ruling you may appeal the ruling.

- a. Ask to appeal the ruling.
- b. Requirement: Secunder and 2/3
- c. No debate.
- d. Being recognized is not required.

Acceptable Reasons to Interrupt a Speaker

You may INTERRUPT a speaker for these reasons only:

- a. to get information about business – point of information to get information about rules – parliamentary inquiry
- b. if you can't hear, safety reasons, comfort, etc. – question of privilege
- c. if you see a breach of the rules – point of order
- d. if you disagree with the president of the board's ruling – appeal