**G.P.M.H.A.I.**

**Constitution**



*Approved by Membership August 25th, 2020*

**Articles**

**Article 1: Name**

1.1 The organization shall be called, The Greater Petawawa Minor Hockey Association Incorporated, here after referred to as the GPMHAI or the Association.

1.2 It is declared that one of the purposes of this constitution, by-laws and policies and procedures shall be to confer upon the GPMHAI and its Executive committee all the powers of a fully self-governing organization, be it here after enacted:

**Article 2: Purpose**

2.1 The GPMHAI is a volunteer run, not for profit organization with the purpose of:

2.2 The establishment and promotion of hockey within its borders in full accordance with the standards set forth by Hockey Canada.

2.3 The instruction and development of all players under its jurisdiction regardless of skill and in adherence with the principles of fair play and sportsmanship.

**Article 3: Authority**

3.1 The GPMHAI is a recognized association of Hockey Eastern Ontario (HEO), HEO MINOR, District 5 and the Upper Ottawa Valley Minor Hockey League and as such is bound by all the rules and regulations of these higher authorities.

3.2 The GPMHAI must submit any changes to their current Constitution, By-Laws and Regulations to HEO MINOR before the commencement of the season for review to ensure continued conformity to the Hockey Canada Rules and Regulations as well as the HEO and HEO MINOR’s Constitution, By-Laws and Regulations. Changes should be detailed in an attached letter.

**Article 4: Boundaries**

4.1 The GPMHAI shall have jurisdiction over all minor ice hockey of the various minor divisions as defined by Hockey Canada including, U18, U15, U13, U11, U9 and U7. The area of this control is defined as that part of Ontario north to Laurentian Valley (Orange Road), south to Pembroke (Golf Course Road/Achray Road, west to Farelli Trail and east to the Ottawa River. (See Annex I)

4.2 The GPMHAI shall have jurisdiction over minor hockey in what is known as the Town of Petawawa and Garrison Petawawa.

**Article 5: Membership**

5.1 Whenever used in the Constitution, By-Laws and Polices, the word member shall be deemed to include, any parent/legal guardian, player, Coach, Manager or rostered staff affiliated with or associated with the GPMHAI and in good standing.

5.2 Membership in the GPMHAI shall be open to anyone residing within the geographical boundaries of the Association. In conjunction with the HEO MINOR membership may be extended to persons or organizations not within the geographical boundaries.

5.3 All members as outlined in 5.1 shall conduct themselves in accordance with all the rules and policies of the GPMHAI, UOVMHL, District 5, HEO MINOR, HEO and Hockey Canada. It is mandatory that one parent per GPMHAI family participate in Hockey Canada’s “Respect in Sport” for parents training.

5.4 Membership in the GPMHAI agrees to honor and be bound by all rulings and decisions of the Associations’ Executive Committee. Any disagreements with the Executive Committee can be appealed following the process outlined in the By-Laws.

**Article 6: Leadership**

6.1 The day to day business of the Association will be conducted by the Executive Committee.

6.2 The Executive Committee shall consist of; the President, the Past President, the Vice President, the Secretary, the Treasurer, the House League Director, the Rep Director, the Ice Allocator, the Risk Management and Fair Play Officer, the Registrar, the Publicity Director/Webmaster, the Equipment Manager, the Fundraising Chair, the Development Coordinator, the Bingo Chair, the Coach Mentor and the House League Tournament Director.

6.3 The Referee-In-Chief and Aces representative will serve as an advisor to the Executive Committee.

6.4 For the purposes of attending to the business of the Association the Executive Committee will meet monthly during the hockey season. The Executive Committee shall meet at least once prior to the commencement of the hockey season and at least once after the Annual General Meeting (AGM) at the end of the season.

6.5 Special meetings may be called to deal with circumstances as they arise and decisions can be made in between meetings by polling Executive members by phone or e-mail.by electronic means

**Article 7: Meetings**

7.1 All Executive meetings and the Annual General Meeting (AGM) shall be conducted in accordance with *Roberts Rules of Order*.

7.2 There shall be an Annual General Meeting of the Association’s membership on or before May 31st of each year. The Executive Committee will decide the place, exact date and time of this meeting and notify the membership at least 30 days beforehand.

7.3 The Order of Business at the AGM shall be as follows:

7.3.1 Call to Order

7.3.2 Adoption of minutes from the previous AGM

7.3.3 Business arising from minutes

7.3.4 President’s report

7.3.5 Executive Committee reports

7.3.6 Presentation of Financial Statements

7.3.7 Notices of Motions to amend the constitution, by-laws and policies.

7.3.8 Nominations and elections of GPMHAI Executive Committee Members

7.3.9 New business

7.3.10 Adjournment

7.4 Items for new business and recommended constitution and by-law changes can may be added to the agenda by submitting them to the Secretary at least 30 days prior to the AGM.

7.5 Special meetings of the Associations’ membership can be called by the President or any Executive Member with the President’s approval.

7.6 The Executive Committee’s monthly meetings shall begin with an open business forum for the general membership. To be added to the meeting, members shall contact the Secretary the Friday before the scheduled meeting. After the open forum the meeting shall proceed as follows:

7.6.1 Call to Order

7.6.2 Referee-In-Chief’s report

7.6.3 Approval of minutes

7.6.4 Business arising from previous minutes

7.6.5 Financial Statement

7.6.6 Executive reports

7.6.7 Correspondence

7.6.8 President’s report

7.6.9 New business

7.6.10 Adjournment

**Article 8: Voting**

8.1 At the AGM, every member (18 years and older) in good standing is entitled to one vote. A member in good standing is defined as someone who has no outstanding debts to the Association or any outstanding suspensions.

8.2 At Executive Committee meetings all executive members are entitled to one vote except for the President who may vote only to break a tie. following:

8.2.1 An executive member can hold multiple positions, (elected or appointed) but are entitled to only one vote.

8.2.2 The President may vote only to break a tie.

8.2.3 In the case of time sensitive matters that cannot wait until a monthly executive meeting, voting by proxy will be permitted. Authorization for a proxy vote to proceed must be given by the President. Voting must be confidential.

* 1. Voting shall generally be by show of hands be by ballot and confidential. If the vote is not unanimous it will be recorded.
  2. Elections will be conducted by secret ballot if more than one person is nominated. In the event that three or more persons are nominated for an executive position. The successful candidate shall be required to poll more than 50% of the total votes cast. If necessary, this will be established by elimination voting whereby the nominee receiving the least votes shall be successively dropped until a nominee has the required votes. (Meaning if there are 100 votes, someone needs 51 to win. If it’s 48-30-22 then a revote needs to happen. You drop the lowest # and vote again as more than 50% did not want the original candidate.)

**9.0 Quorum**

9.1 At the AGM and Special General Meetings of the membership there must be at least four Executive Committee members present and at least 10% of the membership as defined by that year’s total registration numbers.

9.2 For Executive Committee meetings, a quorum is defined as 50% plus one member.

**10.0 Amendments**

10.1 The Constitution and By-Laws of the GPMHAI may only be amended at the AGM or a Special General Meeting of the membership. Proposed amendments must be posted or made readily available to the membership no less than 30 days prior to the meeting.

10.2 Amendments may only be passed by a majority vote of the membership present, a quorum having been attained.

10.3 The Executive Committee may make changes to the Policies and Procedures and Terms of Reference of the GPMHAI at their regular meetings by a majority vote, a quorum being present. These amendments must be ratified at the next AGM. Any such amendments are to be included in the President’s report.

**11.0 Addendum to the Constitution**

11.1 This document is believed to be an accurate reproduction of the constitution of the GPMHAI. It is reproduced and provided as a convenience to its members. It may not include all the amendments that have been passed since its reproduction and as a result should not be taken as the original Constitution filed at the offices of the GPMHAI. Should any errors or omissions or discrepancies exist between this document and the original filed at the offices of the GPMHAI, the original shall be final and binding.

*Annex I*



**By-Laws**

**1.0 League Registration**

1.1 The GPMHAI may only register and play those players on association teams who are bona fide residents of the zone over which the Association has jurisdiction. The only exception to this is players for whom District 5 has approved a transfer.

1.2 The GPMHAI shall annually complete the HEO MINOR Registration of Association and Program Coordinator List forms. These forms will be forwarded to the District 5 Chairperson no later than September 1st of each year. If the executive structure of the Association changes, the affected Registration of Association or Program Coordinator List must be resubmitted.

1.3 The Registrar is to officiate all registration of players. Everyone must be registered and have paid or have payment arranged prior to September 30th, prior to being allowed on the ice.

1.4 The GPMHAI requires mandatory participation in the Hockey Canada Insurance Program.

1.5 The Registrar is responsible for ensuring HEO MINOR Team Lists are completed correctly with all required information. The HEO MINOR Team List is to be signed by the President or the Registrar. These team lists and accompanying documentation must be submitted by the GPMHAI Registrar to the District 5 Registrar within 3 weeks of receiving the information.

1.6 All recreational teams within the GPMHAI shall be given a rating of B in accordance with policies and procedures of the UOVMHL, District 5, the HEO MINOR and the HEO.

1.7 The GPMHAI shall offer B competitive teams where the numbers warrant and where they are accepted by District 5 Council and the UOVMHL.

1.8 Teams in the GPMHAI shall be organized into divisions based on the ages of the players and the number of registrations. The Executive reserves the right to set maximum player numbers or to close registration at any time.

**2.0 Fees**

2.1 The GPMHAI shall pay all annual fees and insurance for all executive members, players and coaching staff registered with the UOVMHL and the HEO MINOR, with such fees being determined annually by the respective organizations.

2.2 The HEO MINOR Insurance/Administration Registration form must be completed and forwarded to the HEO MINOR hockey office by October 15th with the appropriate assessment fee. After October 15th, any new additions are to be forwarded to the HEO MINOR with any additional fees. Failure to pay the assessment in full by October 15th can result in the Association being assessed a non-refundable fine of 2% per week up to a maximum of $500.

2.3 Association registration fees for players are set by the Executive before the start of each season.

2.4 A $50.00 administration fee will apply to all money that requires reimbursement to families who try out for Aces/Titans and did not inform the Treasurer at their time of registration.

**3.0 Finances**

3.1 The fiscal year of the GPMHAI is June 1st through May 31st.

3.2 There will be a yearly audit of all GPMHAI accounts. This will be arranged by the President/Vice President and the Treasurer and will be presented at the AGM.

3.3 No purchases or expenditures will be incurred from budgetary funds without the authority of the Executive Committee. All expenditures over $1000 must be approved by the Executive Committee and supported by at least two quotes. Expenses incurred by an executive member must be submitted to the treasurer with receipt at a monthly executive meeting and approved by the executive membership prior to payment.

3.4 All cheques issued from GPMHAI accounts must have two signatures.

3.5 Members of the executive, or a designate, travelling to approved meetings will be reimbursed for mileage at $0.50/km.

3.6 The practice of offering appreciation gifts to Executive Committee members is not permitted

3.7 The treasurer will address any questions concerning the Association’s finance’s and make recommendations to the Executive on issues concerning finances.

3.8 All exhibition games must be completed prior to the start of regular season games.

3.9 Expenses incurred by an executive member must be submitted to the treasurer with receipt at a monthly executive meeting and approved by the executive membership prior to payment.

**4.0 Elections and Terms of Office**

4.1 Positions on the Executive Committee, with the exceptions of Treasurer, Past President, Bingo Chair, Coach Mentor and Referee-In-Chief are filled by election at the AGM and will become effective June 1st.

4.2 The term of all elected positions is two years unless otherwise specified. In an effort to maintain continuity, elections for the positions of President, Registrar, House League Director, Equipment Manager and Publicity Chair will be in odd years. Elections for the positions of Vice President, Secretary, Ice Allocator, Rep Director, Development Coordinator, Risk and Safety Manager, Fundraising Chair and Tournament Director will be held in even years. Every executive member shall uphold the constitution and comply with the By-Laws and Constitution by signing an executive pledge.

4.3 The following Executive Committee Members are prohibited from holding positions of Head Coach and Manager on bench team staff due to conflict of interests; President, Vice President, House League Director, and Rep Director.

4.4 Nominations for the position of Treasurer, Coach Mentor and Bingo Chair shall be submitted to the Executive Committee in writing for subsequent approval. Selections and appointments will be made by the Executive. The treasurer shall correspond with a chartered accountant regarding monthly statements clarity and submit to the Executive prior to the monthly meeting.

4.5 The position of Referee-In-Chief shall be filled through appointment by the Greater Petawawa Referee Association and shall be for a one-year term.

4.6 Only GPMHAI members present at the AGM who are in good standing with the association can make nominations for the Executive Committee positions. Any member who resides within the boundaries of GPMHA shall be eligible for executive membership the GPMHA. Floor nominations must be accepted by the nominee in person at the AGM or by a signed letter presented by the nominee representative and submitted to the GPMHA Secretary 10 days prior to the AGM. Nominees for the position of President must have at least 2 years of Minor Hockey Executive experience.

4.7 In the event a nominated candidate is unsuccessful for the position for which they were originally nominated, they may be permitted to declare their intent to stand for election at another vacant position.

4.8 Executive Committee positions remaining vacant after the AGM can be filled in a manner deemed appropriate by the Executive Committee and ratified at the next AGM.

* 1. Detailed Terms of Reference for the Executive Committee positions are available.

**4.11** An Executive member may resign his or her position by submitting a letter of resignation to the President of GPMHA. If a member 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. Due cause includes employment, family, health, and time constraints. If an Executive member holds two positions on the Executive, they may resign from one position without affecting the other but may not be returned to the position that they vacated that term.

**4.12** An Executive member may be expelled by a special resolution by the membership passed at a general meeting, by 2/3 of the votes cast at the general meeting. The special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. The person who is the subject of the proposed special resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. An Executive member or general member may be suspended or expelled for willful violation of the Constitution, By-Laws or for any other serious breach of policies and procedures of the GPMHA

**5.0 Executive Committee Duties**

5.1 The Executive Committee is responsible for the day to day administration of the Association.

5.2 The Committee shall continually examine the overall hockey program of the Association to ensure that the program is being developed and maintained in accordance with Hockey Canada Rules and Regulations and in a manner that best serves our membership taking into account numbers of players and teams participating.

5.3 Ensure there is sufficient registration to allow the participation of the GPMHAI in all age divisions from U7 to U18.

5.4 Provide coaches for all levels of hockey in our Association.

5.5 To settle all disputes that arises among the membership by following the proper processes.

5.6 Any member of the Committee who is absent absents themselves from 3 consecutive meetings without notice or cause or who is being remiss or neglectful of duty or is engaging in conduct tending to impair their usefulness as a member of the executive, may by a majority vote, a quorum being present, be removed from office.

5.7 Provide support to our Division Convenors, Coaches, Trainers, Managers and General Membership as may be required.

5.8 To ensure compliance of all our membership with the tenets of Fair Play and Respect in Sport, and to intervene as required.

5.9 Members of the Executive may be required sit on the following committees as the need arises: The Disciplinary Committee, The Appeals and Protest Committee, The Coaches Selection Committee and The Audit Committee.

5.10 All members of the Executive are required to disclose any possible conflicts of interest and must have a Vulnerable Sector Screening completed and submitted to the Registrar Risk and Fair Play by September 30th.

5.11 All approved minutes will be available through the Secretary. The Secretary will confirm the requestor is a member and remove any information deemed private/confidential. GPMHA Executive meeting minutes shall be published on the GPMHA website so members can remain informed. Information that would breach a member’s privacy will be excluded.

**6.0 Complaints**

6.1 All complaints must follow the Fair Play 24hr cool down period, be submitted in writing and signed following the proper chain of command in accordance with the GPMHAI Discipline and Appeals Process. Complaints will be actioned at the lowest point possible in the chain, only progressing upwards if a solution is not found. Complaints must start at the team level going through the team Manager. Problems that cannot be solved at this level will progress up to the GPMHAI Convenor, then the appropriate GPMHAI Director. If a Director is unable to achieve a solution the problem will be presented to the Executive and a hearing will be arranged if necessary.

6.2 Members that fail to follow this process and the proper Chain of Command, may will result in parent/player suspensions as determined by the GPMHAI Executive.

**7.0 Suspension and Expulsion of Membership**

7.1 Suspensions, expulsion and disciplinary measures may be assessed for actions such as; infringement of playing rules, conduct unbecoming to hockey, refusing to accept and obey rulings of the GPMHAI Convenors, Disciplinary Committees or the Executive committee or the rulings of the HEO MINOR, the District 5 Council or the UOVMHL, for disreputable and continued foul play, unsportsmanlike conduct (individually or collectively), on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game.

7.2 Any suspensions or expulsions are subject to the usual appeal routes (see Discipline and Appeals Policy) Appeals will not be heard if the suspension or disciplinary action are disregarded. In these circumstances it will be judged that the individual has forfeited their right to appeal and will be dealt with at a higher level.

7.3 The GPMHAI President and the Executive Committee have the power, with proper justification to suspend, expel or discipline any coach, manager, player, trainer or member of the Association connected with any team under GPMHAI jurisdiction.

**8.0 Privacy**

8.1 The GPMHAI respects everyone’s right to privacy and confidentiality.

The GPMHAI collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical location, division of play and level of play information are consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected in order to determine if any GPMHAI transfer regulations may apply.

At no time are lists generated by the GPMHAI for the purpose of marketing, or the sale of information.

Team Officials must comply with the GPMHAI Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of GPMHAI and specifically may not be distributed to outside agencies, companies, associations or individuals.

Use of photos on the GPMHAI site this site are provided by coaches/managers and GPMHAI Executive. If you do not wish to have your child's photo displayed on the GPMHAI web site and related marketing, please contact your GPMHAI Division Convenor.

If you have any questions or concerns regarding the GPMHAI Privacy Policy or the use and distribution of personal information, please contact the Secretary of the GPMHAI.