



## WMHA Constitution

### ARTICLES

#### **Article 1 - Organization**

- a) The association shall be known as the Walden Minor Hockey Association, and shall herein be referred to as the W.M.H.A.
- b) The W.M.H.A. shall be the sole governing body of this Association.
- c) The Association's name and logos, as well as the teams' names and logos shall NOT be used for any reason, unless authorized by the WMHA Executive Board.
- d) The W.M.H.A. shall be recognized as a Hockey Organization in accordance with the OHF and NOHA constitution and bylaws.

#### **Article 2 - Jurisdiction & Membership**

- a) ONLY permanent residents of the former Township of Walden and Atikameksheng Anishnawbek, formerly known as the Whitefish Lake First Nation, and parents or guardians of a paid-up registrant are eligible to participate in elected positions.
- b) WMHA shall be open to registrants of any gender through-out the boundaries of the Northern Ontario Hockey Association (NOHA).
- c) A member of the W.M.H.A. is defined as follows:
  - i) All paid up registrants.
  - ii) The elected Executive.
  - iii) The appointed Executive.
  - iv) All team staff (up to five (5) per team maximum).
  - v) All W.M.H.A. committee members.
- d) No player shall be allowed on the ice until a registration form is completed and submitted to the Registrar. All fees are to be paid in full or, where required, satisfactory payment arrangements are approved in writing by the W.M.H.A Registrar or President.



## WMHA Constitution

### Article 3 – Objects

The objects of this association are:

- a) To govern and administer hockey in accordance with articles, by-laws, and regulations within this W.M.H.A Constitution.
- b) To develop and administer the sport of hockey in a manner that will encourage mass participation, improve skill levels, provide healthy physical activity and enjoyment of the game, and promote the building of good character.
- c) To provide opportunities for all players to play the sport at levels appropriate to their degree of skill or interest through the development of hockey.
- d) To foster, encourage, promote, improve, and perpetuate the sport of hockey within, to the full extent of facilities and financial resources.
- e) To develop coaches, officials, and volunteers to carry out the expressed goals of our members and to emphasize and encourage the involvement of those volunteers who put the interests of the sport ahead of their personal interests.
- f) To place the players and the game at the forefront, to provide the conditions necessary for a healthy, non-discriminate hockey program by encouraging internal cooperation between Executive board members, Coaches, Managers, Parents and Players. Also, by encouraging external cooperation by striving for harmony between this association, competing associations, leagues, and municipal arenas throughout the District of Northern Ontario and the NOHA.
- g) To engage in activities to raise funds necessary to meet the objectives of WMHA.
- h) To engage in or spearhead community events, by way of food drives or fundraising activities that support the initiatives of local charities and non-profit organizations.

### Article 4 - Members of the Executive

- a) The Elected Executive shall consist of:
  - i) permanent residents from within the former Town of Walden.
  - ii) permanent residents of Atikameksheng Anishnawbek, formerly known as the Whitefish Lake First Nation
  - iii) a parent or guardian of a paid-up registrant.



## WMHA Constitution

- b) The W.M.H.A. Executive shall be comprised of the following:
- President
  - 1<sup>st</sup> Vice President
  - 2<sup>nd</sup> Vice President
  - Secretary
  - Treasurer
  - Registrar
  - Scheduler
  - Publicity Director
  - Equipment Director
  - Technical Director
  - Tournament Director
  - Fundraising Director
  - Initiation (IP1, IP2 & IP3) / U9 Convenor
  - U11 / U13 Convenor
  - U15 / U16 / U18 Convenor
  - Past President
- c) The above Elected Executive shall be elected at the Annual General Meeting for a one-year term except for the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, & Treasurer who will be elected alternately and sit on the board for two-year terms.
- d) Nominees for the positions of President, 1<sup>st</sup> Vice President & 2<sup>nd</sup> Vice President must have served the previous year on WMHA Board without resignation.
- e) No Elected Executive shall hold more than one position.
- f) The immediate Past President is invited to sit for one year on the Elected Executive in a non-voting capacity.
- g) A Tournament Committee will be appointed by the Tournament Director to manage the annual WMHA HL & REP Tournament(s). The Tournament Committee is to advertise, promote & execute all duties of the tournament(s). The Tournament Committee can attend WMHA Executive meetings in a non-voting capacity. All Tournament Committee meetings will be chaired by the Tournament Director.

### Article 5 – Authorities

- a) Elected Executive meetings will be called whenever deemed necessary by the President or by two (2) or more of the Executive Board.
- b) Each Executive member shall be notified by the Secretary as to the time and place of all meetings at least two (2) days in advance.
- c) A meeting shall be called preceding the hockey season and shall include elected executive, appointed executive, and team officials.



## WMHA Constitution

- d) The President shall vote only in case of a tie.
- e) Half plus one of the Executive members shall be considered quorum.
- f) The President shall, when appropriate, call for declarations of conflict of interest on the part of any elected member. If such declaration is made, that person shall abstain from the vote in question.
- g) In the event of a vacancy occurring during the year, the Executive may appoint a successor to the position.

### **Article 6 - Amendments to the Articles, By-laws, Policies & Procedures**

- a) Proposals for amendments to an Article of the constitution must be forwarded in writing and received by the Executive by May 1st. All proposed amendments received by that deadline must be posted on the WMHA website at least seven (7) days prior to the Annual General Meeting. All proposals submitted must contain the name and address of the proposer. All amendments must be accepted by a two thirds (2/3) majority vote of those in attendance at the Annual General Meeting.
- b) By-laws and Regulations in this constitution may be added, amended or deleted at regular, special, or annual meetings by a simple majority vote of eligible voters.



## WMHA Constitution

### BY-LAWS

#### By-Law 1 - Duties and Powers of the Executive members

- a) The duties of **President** shall be as follows:
- Chair all meetings.
  - Notify the secretary of all meetings.
  - See that the organization operates within the scope of the constitution.
  - Sign all cheques.
  - Shall prepare and submit all official applications and supporting documents to the NOHA.
- b) The duties of the **1<sup>st</sup> Vice President** shall be as follows:
- Perform all duties of the President in his/her absence and those delegated by the President.
  - Primary focus is House League operations; works directly with House League Convenors
- c) The duties of the **2<sup>nd</sup> Vice President** shall be as follows:
- Perform all duties of the President in his/her absence and those delegated by the President.
  - Primary focus is REP operations, coach selection, try-out process & equipment.
- d) The duties of the **Secretary** shall be as follows:
- Keep an accurate record of the proceedings of each meeting.
  - Maintain and Update WMHA Website (can be outsourced)
  - Assume responsibility for all general correspondence.
  - Maintain constitution making sure amendments are changed in constitution.
  - Post date and time of Semi-Annual, and Annual General Meeting.
- e) The term of office of the **Treasurer** shall be the same as the fiscal year of W.M.H.A. The duties of the Treasurer shall be as follows:
- Prepare a budget for the upcoming season to be approved by the Executive prior to June 30<sup>th</sup>.
  - Keep an accurate account of all receipts and disbursements and prepare a financial report for all Executive meetings.
  - Prepare the W.M.H.A. annual statement which is to be presented to the Executive Board at the first meeting of the new Fiscal Year. Annual Financial Statement is to be audited at the discretion of the Executive Board.



## WMHA Constitution

- f) The duties of the **Registrar** shall be as follows:
- Schedule the registration dates and the volunteers.
  - Keep a record of all registrants.
  - Register for access to the HCR and the soonest available date.
  - Once teams are selected, shall upload and register participants to the HCR
  - Ensure all Bench staff have proper credentials (Criminal Record Check, Coaching and Training Certificates, Etc.)
  - Shall work with the Treasurer to ensure all participants' fees are in order.
- g) The duties of the **Scheduler** shall be as follows:
- Develop all W.M.H.A. in-house game schedules.
  - Coordinate all W.M.H.A. ice requirements with the N.O.H.A. and S.R.H.L. team management and all disputes will be handled by their respective Convenors.
  - Attend all Greater City of Sudbury Ice Allocation meetings.
  - Purchase and Return ice as required.
- h) The duties of the **Tournament Director** shall be as follows:
- Will appoint and chair the Tournament Committee.
  - Shall be responsible for overseeing all activities related to the WMHA tournament(s).
  - Update the Executive on all directives & expenses of the tournament.
  - Open a Tournament Bank Account if deemed necessary.
- i) The duties of the **Equipment Director** shall be as follows:
- Have functional responsibility for all W.M.H.A. equipment and jerseys.
  - Purchase and hand out Pucks, First Aid Kits, and Coaches Kits
  - Work with Convenors to ensure the return of all equipment at the seasons end.
- j) The duties of the **Technical Director** shall be as follows:
- Coordinate players and coaches training and educational programs for W.M.H.A.
  - Host clinics for player and coach development.
  - Help the Executive in transmitting the regional directives of WMHA, the NOHA, OHF, and Hockey Canada.
  - Guide hockey coaching / player development within all divisions.
  - Assist where possible, the coaches and Convenors.
- k) The duties of the **Publicity Director** shall be as follows:
- Shall be responsible for advertising through the media for all events he/she sees necessary.
  - Shall publicize all events of W.M.H.A. as necessary.



## WMHA Constitution

- Keep W.M.H.A. members informed on Association changes, events, and activities.
  - Shall have functional responsibility for creating and hosting community bases events.
  - Shall have the responsibility of hosting a volunteer appreciation night.
  - Shall help coordinate sponsors and tournament programs in conjunction with Fundraising Director.
- l) The duties of the **Fundraising Director** shall be as follows:
- Organize and co-ordinate fundraising special events as well as the solicitation of sponsorships, donations, and grants to support the WMHA's program.
  - Create and Chair a fundraising/sponsorship committee.
  - Have functional responsibility to the Tournament Director and Publicity Director.
  - Have team Sponsorships in place by August 1<sup>st</sup>.
- m) The duties of **Convenors** shall be as follows:
- Coordinate all in-house House League activities with the Executive.
  - Have functional responsibility for one or many House League divisions for W.M.H.A.
  - Have functional responsibility to the Tournament Director for the in-house tournaments.
  - Abide by Hockey Canada Curriculum and Programming, without exception.
- n) The duties of the **Past President** shall be as follows:
- Mentorship
- o) The Executive Board shall have the power to suspend or expel members, team officials or players for notorious and continued foul play or unfair unsportsmanlike conduct, failure to pay assessments or for persistent infringements of the rules of the Association.
- p) All members of the Executive shall be appointed by and be responsible to the membership.
- q) All correspondence, budgets, reports from meetings, letters, etc., regarding either House League or N.O.H.A. teams shall be made available to all members of the Executive.
- r) The order of business at Executive meetings shall be:
- Minutes of the last meeting.
  - Reading of correspondence.
  - Financial Report.
  - General Business.
  - Adjournment.





## WMHA Constitution

- s) Ice time to be allotted shall be determined by a meeting of the Executive who would have a total time given to them by the city's ice allocation committee. This meeting would determine the amount of ice time to be given to each age group. It would then be the responsibility of the Executive for the allotment of ice time according to the requirements of each age group, immediately following registration.
- t) With the exception of the Referee-In-Chief, no Honorarium will be paid to any member of W.M.H.A. or non-member to perform any duty for W.M.H.A.

### By-Law 2 - Finance (Registration, Sponsorship & Fundraising)

- a) Fiscal year of the W.M.H.A. shall be June 1<sup>st</sup> to May 31<sup>st</sup>.
- b) All purchases exceeding \$150.00 must be authorized by the Executive. Any purchases under \$150.00 may be authorized by two (2) Elected Executive.
- c) All invoices must be given to the Treasurer promptly.
- d) All cheques shall be signed by the President and the Treasurer, in the absence of either, the Vice President may sign the cheques.
- e) The registration fee shall be determined annually by the Executive.
- f) Any discounted fees can be voted on by the executive.
- g) W.H.M.A will offer Walden residents who are playing initiation, first year of organized hockey or youngest third child within the same family with a special registration fee that is determined by the executive.
- h) End of year financial statement will be accessible to the membership at an August meeting.
- i) The Executive, prior to August 30<sup>th</sup>, shall prepare a budget for the upcoming season. It will indicate the previous year's budgeted and actual amounts and the budgeted amounts for the upcoming season. The budget is to reflect, as actual as possible, anticipated revenues and expenditures. It must be adhered to as closely as possible.





## WMHA Constitution

### By-Law 3 - Standing Committees

#### a) **DISCIPLINARY**

W.M.H.A. will have a Disciplinary Committee to be comprised of the President and 3 additional Executive Members. The responsibilities of this committee will be to create and maintain a disciplinary code for W.M.H.A. as encouraged by the N.O.H.A. and the O.H.F. All recommendations of the committee are subject to executive approval.

#### b) **AD HOC COMMITTEES**

Ad-Hoc committees may be established by the Elected Executive on an as required basis.

#### c) **REGISTRATION**

The Registrar shall schedule and coordinate the registration dates.

#### d) **FUNDRAISING**

Each fundraising event is to be pre-approved by the Executive. House League team managers will be accountable for submitting operating budgets for the team and the fundraising objective. All must be approved by the Executive. The Fundraising Director shall have responsibility for thanking all sponsors. The Fundraising Director shall coordinate sponsors and tournament programs in conjunction with Tournament Director.

#### e) **HOUSE LEAGUE TOURNAMENT**

- The HL Tournament Director is responsible for overseeing all activities related to the WMHA HL tournament.
- The HL Tournament Director will seek out and appoint persons to be available to help with the tournament.
- The HL Convenors shall support the HL Tournament Director.
- The Fundraising Director shall coordinate sponsors and tournament programs in conjunction with HL Tournament Director.



## WMHA Constitution

### By-Law 4 - Annual General Meeting

- a) The following are entitled to vote at W.M.H.A. Annual and Semi-Annual General Meetings and Elections:
  - i) Parents and guardians of paid-up registrant(s) up to a maximum of two (2) per family.
  - ii) Elected Members of the Executive.
  - iii) Appointed Members of the Executive.
  - iv) All team staff members (up to a maximum of five (5) per team).
  - v) All W.M.H.A. committee members.
  - vi) No person is entitled to more than one vote.
  - vii) All former W.M.H.A. members at the discretion of the Executive.
- a) The Annual General Meeting shall be held within the month of May each year.
- b) A Semi-Annual General Meeting is to be held in the early part of each calendar year.
- c) The order of business at the Annual General Meeting shall be:
  - Minutes of the Semi-Annual General Meeting (to be adopted).
  - Financial Report for the year.
  - Proposals for amendments to the constitution.
  - Election of executive for upcoming season.
  - New Business (New Executive).
  - Adjournment.
- ★ The Financial Report shall consist of an income statement and balance sheet, itemizing all revenue sources, expenditures, assets, and liabilities. The Financial Report shall be posted on the W.M.H.A. website.
- d) Election of officers will take place at the Annual General Meeting in May.
- e) Election of officials must be done by secret ballot.
- f) Notice of the Annual General Meeting and the Semi-Annual General Meeting dates be posted by December 1<sup>st</sup> on the W.M.H.A. website. This is the responsibility of the Executive Secretary.



## WMHA Constitution

### REGULATIONS

#### REGULATION 1 – Players

- a) In the event that decisions are being made regarding a player registered in W.M.H.A. at an Executive meeting, that player's parent(s) or legal guardian(s) will be allowed to be present and participate in the discussion involving their child/ward. The decision of the Executive including all reasons for and against the decision will be forwarded in writing to the player's parent(s) or legal guardian(s) within 72 hours of the decision being rendered.
- b) There will be no movement of players between divisions or age groups without executive approval; the form "Player Movement between Divisions or Age Groups" must be submitted to the appropriate convenor.
- c) All player release shall be as per the "W.M.H.A. PLAYER RELEASE POLICY".

#### REGULATION 2 - Player Development Program

- a) That Walden Minor Hockey shall follow the Initiation Program for Novice age players and below, as set out by CHA.

#### REGULATION 3 - House League

- a) In Walden Minor Hockey House League:
  - i) The number of teams will depend on the number of volunteer coaches.
  - ii) If there is no coach by the end of September, there will be no team.
  - iii) The number of players per team is to be determined by the Executive.
  - iv) If all registered players cannot be placed on a team, they will be selected based on the order of registration then placed on a waiting list.
- b) In Walden Minor Hockey House League, all players are to be given equal ice time. If this does not occur, the following results:
  - i) First infraction, the Convenor or member of the Executive will call the coach and inform him that said number is not being given equal ice time. The Convenor or member of the Executive would ensure that the coach is aware of the constitutional guidelines at this time.



## WMHA Constitution

- ii) Second infraction, the Convenor or Executive will inform the coach that he/she has to appear before the Executive to explain why they were not giving equal time. At this time a suspension not to exceed 3 games will be assessed at the discretion of the Executive.
  - iii) Third infraction, said coach will be suspended by the Executive for the remainder of the season, or possibly the next season as well.
- c) No body checking in all divisions for which a league exists.
- d) W.M.H.A. will use a standard jacket style with logos approved by the executive.

### REGULATION 4 - Team Officials

- a) That all on ice personnel in a leadership role from Novice age players down shall have completed the standards set out by NOHA and be carded on the team roster.
- b) A copy of the constitution of W.M.H.A. will be given, read, and discussed with all coaches and managers.

### REGULATION 5 - Volunteers & Recognition

- a) W.M.H.A. will acknowledge our volunteers annually with a volunteer event.

### REGULATION 6 - Harassment & Abuse

- a) All volunteers accept and follow the Harassment & Abuse Policies and Procedures as set out by W.M.H.A., O.H.F., N.O.H.A and the C.H.A. This includes all N.O.H.A policies/requirements and the W.M.H.A. Code of Conduct dated April 9th, 2000 as adopted by the W.M.H.A.
- b) W.M.H.A will follow the Social Media Policy set out by the N.O.H.A and any violations will be implemented as stated in the policy