**GRUNTHAL MINOR HOCKEY ASSOCIATION CONSTITUTION**

Box 1108 • Grunthal, Manitoba • R0A 0R0

***Revised: April 13 2016***

# INTRODUCTION

The Grunthal Minor Hockey Association is a voluntary association of members established to promote hockey at recreational and competitive levels. The Grunthal Minor Hockey Association is a member in good standing of Eastman Minor Hockey and Hockey Manitoba and by virtue affiliation is a member of Hockey Canada, the governing body of amateur hockey in Canada.

***And whereas it is declared*** that one of the purposes of this Constitution, By-Laws and

Policies & Regulations shall be to confer upon the Grunthal Minor Hockey Association and its Board of Directors all of the powers of a fully self-governing organization, be it hereafter enacted:

**CONSTITUTION**

# ARTICLE 1 • NAME

1.1 The name of this organization shall be the “Grunthal Minor Hockey Association”. Hereinafter referred to as the “GMHA”.

# ARTICLE 2 • MISSION STATEMENT / GOALS & PURPOSE

2.1 The Grunthal Minor Hockey Association will provide a positive learning and maturing experience for young athletes in a minor hockey setting. The Grunthal Minor Hockey Association recognizes that these experiences may have a profound effect on the future attitudes, moral development and community involvement of these young people, and will therefore lead by example.

The Association will provide an opportunity for the youth of Grunthal to participate in a well-organized and structured hockey program, which focuses on the development of the goals and ambitions of these young athletes. The qualities of sportsmanship and good citizenship will be promoted, and the welfare, education and social development of the participants shall be the paramount objective.

# ARTICLE 3 - ELIGIBILITY

3.1 All registered players must reside in the designated GMHA Registration Zone as identified and approved by Eastman Minor Hockey and Hockey Manitoba.

3.2 Refer to the GMHA’s Operations Policies & Procedures Manual for detailed information on Eligibility, Registration & Insurance of GMHA players.

**ARTICLE 4 - FISCAL YEAR**

4.1 The fiscal year of the GMHA shall end as of May 31 of the following year.

# ARTICLE 5 - BOARD OF DIRECTORS

5.1 The affairs of this Association shall be governed by the Board of Directors (the “Board”), consisting of nine (9) elected or appointed members. The GMHA Board shall be made up of, but not limited to, the following positions.

 ***Officers:***

 President, Past President, Vice President, Secretary, Treasurer, Registrar

5.2 The following positions shall be appointed by the Board of Directors as non-voting board members, unless the individual is an elected member of the Board of Directors, and shall receive an honorarium as decided by the Board:

1. Referee-In-Chief
	1. **Term of Office**

 The term of office of each Board Member shall be for three (3) years based on the election protocols. Members at Large may commit to a term of one year. This will allow the new Member at Large to determine if they are able to be a contributing member of the board. If, after the one year term, the Member at Large feels they are able to be a contributing member, they may commit to two more years for a total of three years.

* 1. **Elections**

 The Board of Directors will be elected at the Annual General Meeting (AGM). In order to provide continuity of membership on the Board, a maximum of three (3) new members shall be elected at each AGM, unless circumstances arise that are beyond the current Board of Director’s control, in which case, more positions may be filled as required to meet the nine (9) member requirement. This newly elected Board will take office immediately upon election following the AGM.

 At least fifteen (15) days prior to the annual meeting, nominations for the members shall be received by the Chair.

 Nominations for office, from the floor, may be made at the Annual General Meeting.

 A time limited presentation (5 minutes) by each candidate can be made at the AGM to describe why they have applied for the executive position, what they wish to accomplish for GMHA, and why the membership should vote for them.

 Voting at the Annual Election Meeting shall be by secret ballot.

 Before the end of May, the President shall call a meeting of minimum seven (7) elected members and conduct an election of officers as outlined in Article 6.

 The President shall remain on the executive as Past President, non-voting privileges, for one year, even if his/her elected term has expired.

5.5 **Filing of Vacancies**

 In the event that the President is unable to perform the required duties, the Vice

President will assume the position of President for the balance of the term or until the next

AGM of the GMHA, whichever event occurs first. In the event that any other Member of the Board of Directors withdraws or is removed from the Board, then the elected Board will be able to fill vacant positions on the Board from interested parties, after two weeks of postings and advertising.

 If positions are open following the AGM elections which have not been filled by an election of the general membership at the Annual General Meeting of the GMHA, it will be the responsibility of the President to find people to fill all or any vacant positions for full approval by the Board.

 Such appointments to any office shall be for the remainder of the fiscal year and shall have full voting privileges.

# ARTICLE 6 - GENERAL MEETINGS OF THE GMHA

6.1 The President shall call a General Meeting each year before June 1st at the Board of Directors discretion.

6.2 A duly constituted General Meeting shall be a meeting:

1. for which notices have been posted to the GMHA website at least three (3) weeks prior to the General Meeting
2. The President or Designate, shall preside over the General Meeting of the GMHA and having due regard for the Roberts Rules of Order, conduct the meeting.

6.3 Purpose

 The General Meetings’ purpose is to ensure that all Members having an interest in the GMHA has the opportunity to vote on the following:

 a) proposed amendments to the GMHA’s Constitution & By-Laws; and b) election of the Board of Directors

# ARTICLE 7 - BOARD OF DIRECTORS MEETINGS

7.1 GMHA will hold regular monthly Board meetings (bi-weekly meetings will take place if required during busy periods)

7.2 A duly constituted Board meeting shall be a meeting:

1. for which a quorum shall consist of 50% + 1 member of the Board and only Board members shall have a vote at regular meetings; and
2. the President or Designate shall preside over Board of Director Meetings of the

GMHA and, having due regard for the Roberts Rules of Order, conduct the meeting.

# ARTICLE 8 - VOTING

8.1 A vote on any matter to come before a duly constituted Board of Directors or General Meeting shall be carried by majority vote of those present and eligible to vote.

8.2 There shall be no votes by proxy.

8.3 The President in all meetings of the Board of Directors and General Meetings will participate in a vote only to break a tie.

# ARTICLE 9 - CONFLICT OF INTEREST & CONFIDENTIALITY

9.1 Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to GMHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgement could be influenced. Personal involvement includes, but is not limited to, a team that his or her child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.

9.2 The Board shall decide whether or not the member should be excluded from discussion and/or voting.

9.3 In cases in which conflict of interest arises, the Board members in conflict will absent him/herself from the Board of Directors meeting until the issue has been resolved.

9.4 Every Board member must respect the confidentiality of matters brought before the Board for consideration.

# ARTICLE 10 - EXECUTIVE BOARD PROCEDURES

10.1 The President shall chair all meetings of the Executive Committee. In the absence of the President, the Vice-President shall chair meetings.

10.2 A simple majority of voting executive members need to be present to establish a quorum. A quorum shall consist of any five (5) members of the Executive. Only the Executive shall have a vote at regular meetings.

10.3 Directors will be asked to resign from the Executive if:

1. Missing three consecutive meetings without notification to the President or

Vice President or;

1. Found not to be fulfilling their duties as outlined in the By-Laws or;
2. found to be willfully malicious to the creditability of GMHA;

10.4 The order of business for a meeting shall be as follows (but not limited to):

1. Introduction of guests
2. Reading and approval of previous Meeting Minutes
3. Approval of Meeting Agenda
4. Reports from Officers
5. Reading of correspondence
6. Business arising out of correspondence
7. Unfinished business
8. New business
9. Adjournment and next meeting date

10.5 The Executive Committee shall be governed in the conduct of its meetings by regular parliamentary procedure.

# ARTICLE 11 - CHANGES TO THE CONSTITUTION AND BY-LAWS

11.1 The Constitution and By-Laws of GMHA can only be changed:

1. by motion made at a duly constituted General Meeting and carried by a majority of those present and eligible to vote; and
2. the notice of General Meeting must state that a motion will be put forth to have the

Constitution or By-Laws of GMHA changed; and

1. the notice of proposed alteration shall be posted to the website at least two weeks before the day of the meeting.
2. details of the proposed change(s) must be made available to any member desiring to obtain information in advance of the General Meeting called for that purpose.

# Article 12 - RULES AND REGULATIONS OF THE BOARD OF DIRECTORS

12.1 The behavior and conduct of all participants in the Association is the responsibility of every member of the Grunthal Minor Hockey Association and all infractions should be brought to the attention of the Executive Committee in the form of email or written letter.

12.2 That where the provisions of the GMHA Constitution, By-law, or Regulations are inconsistent with the Constitutions, By-laws, and Regulations of that of Hockey Canada and Hockey Manitoba, the Constitution of Hockey Canada and Hockey Manitoba shall prevail.

12.3 Refer to the GMHA’s Operations Policies & Procedures Manual and Duties & Job Descriptions of the Board of Directors. These manuals may be updated or changed by the current Board of Directors at their regular meetings by majority vote and are not required to be voted on the by Association members at the Annual General Meeting.

12.4 From time to time, the Board of Directors will find it necessary to adopt rules, regulations and guidelines, other than those contained in the Constitution and By-Laws, which will govern the conduct of players, coaches, referees and others involved in the GMHA.

12.5 A written record of all current rules, regulations and guidelines is to be maintained by the Vice President of the GMHA who will be responsible for updating the rules, regulations and guidelines from time to time as additions, deletions and amendments are made.

12.6 A current listing of all rules, regulations and guidelines in force, shall be provided to each coach at the beginning of the season, and shall generally be made available to those individuals that are subject to the rules, regulations and guidelines.

**Article 13 – COACHES**

13.1 All coaches will need to fill out an application form in order to be eligible to coach. Only those that qualify will be approved by GMHA