

**Verner Minor Hockey Association
Hockey Mineur de Verner**

By Laws

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Article - 1 - Name and Fiscal Year

- 1.1. The name of the organization shall be known as the Verner Minor Hockey Association or Association de hockey mineur de Verner, hereafter referred to as VMHA.
- 1.2. The fiscal year of the VMHA shall run from the first day of May in any year to and including the 30th day of April in the following year.

Article - 2 - Purpose and Objectives

- 2.1. To govern and administer “House League” hockey in accordance with the bylaws and playing rules of Hockey Canada and their affiliates. Notably the affiliates are the Ontario Hockey Federation (OHF), the Northern Ontario Hockey Association (NOHA) and the Nipissing District Hockey League (NDHL).
- 2.2. To foster the development of players, coaches, trainers and managers.
- 2.3. To promote and encourage the game of hockey within the community.
- 2.4. To provide a hockey program which is of the best quality while still affordable to any person wishing to participate.
- 2.5. To promote the concepts of sportsmanship and fair-play amongst its teams and ensure its teams conduct themselves with proper behavior. Players, staff and parents shall be encouraged to represent the community and their Association, the VMHA ,with the utmost pride, class and integrity.

Article - 3 - Authority

- 3.1. The VMHA shall operate under the playing rules and regulations of the Northern Ontario Hockey Association (NOHA) and its affiliates Hockey Canada and the Ontario Hockey Federation (OHF). In addition, the Nipissing District Hockey League (NDHL) rules and regulations will apply to the VMHA. The by-laws of the above noted organizations shall be adhered to by the VMHA.
- 3.2. The VMHA shall remain a member in good standing for both the NOHA and the NDHL. As such, the VMHA will maintain voting rights as per the by-laws of both organizations.

- 3.3. Notwithstanding Articles 3.1 and 3.2 the VMHA will remain (either through affiliation or directly) a member in good standing with Hockey Canada.
- 3.4. The VMHA shall govern and administrate house league hockey teams within its territories/boundaries as defined by the NOHA. In geographical terms, currently defined as:

Caldwell Township (Verner)	River Valley
Field Township	Crystal Falls
Lavigne	Cache Bay (to be open)
North Monetville	Desaulniers Township
Badgerow Township	

Article - 4 - Team Composition

- 4.1. The VMHA shall provide organized hockey teams for the following House League divisions where and when feasible considering registration numbers and the availability of team volunteers.
 - Initiation (4-6)
 - Novice (ages 7,8)
 - Atom (ages 9,10)
 - Peewee (ages 11,12)
 - Bantam (ages 13,14)
 - Midget (ages 15,16,17)
- 4.2. The VMHA will submit application, on an annual basis, for an affiliation declaration in accordance to NOHA regulations. whereby a player may play in a higher category. No players may play in a lower division unless proper documentation is provided according to NOHA rules.

Article - 5 - Board of Directors

- 5.1. The VMHA shall be governed by the Board of Directors (Board)
- 5.2. The Board shall be empowered to conduct the business of the VMHA on behalf of its Members and, subject to the limitations contained herein, to make such decisions, and to carry out such actions as it considers necessary as stated in the Objectives.
- 5.3. The Executive Committee of the VMHA (the “Executive”) shall consist of the Officers of the VMHA. The Executive shall have the authority, as delegated by the Board from time to time, to conduct the business of and

make decisions regarding, the affairs of the VMHA. The Officers of the VMHA (the “Officers”) shall be comprised of the following:

President (signing authority)
Vice President (signing authority)
Immediate Past President
Treasurer (signing authority)
Secretary
Registrar
Director Representative

- 5.4. The Directors of the VMHA shall be as follows:
- Player and Staff Development Director
 - Scheduling Director
 - Equipment Director
 - Tournament Director
 - Fundraising Director
 - Officiating Director
 - 3 Members at Large
- 5.5. A member must have previously served on the VMHA’s Board for one (1) complete fiscal year in order to be elected President or Vice-President.
- 5.6. No Officer or Director shall receive remuneration for his/her position.
- 5.7. Members of the Board shall be elected as per Article 9.0.
- 5.8. No person may hold more than one position on the Executive notwithstanding Article 6.4.
- 5.9. Each member of the Board of Directors shall hold one vote on any decisions regarding the operations of the VMHA. In the event of a tie vote, the president’s vote will decide.
- 5.10. Members of the Executive may hold Director positions on the Board as required.
- 5.11. The Executive may fill any vacancy on the Board until the next Annual Meeting, at which time the Membership shall fill the vacancy for the balance of the term. Prior to the Annual meeting the vacancies may be filled in the following order:
- *The elections officer having maintained the results of votes cast for the election of Directors for that year shall offer the open Board position to the next unsuccessful nominee in descending order of number of votes.*

- *If all nominees decline the position, the Board shall solicit applications for the open position, and approve from those applications a candidate by majority vote.*

Article - 6 - Term of Office and Vacancies

- 6.1. The Officers shall all hold office for two (2) consecutive fiscal years, with the exception of the Immediate Past President who will remain a member of the Board and of the Executive Committee until this person is no longer the Immediate Past President.
- 6.2. To ensure continuity of the Executive Committee, the President, Secretary and Registrar shall be elected on even years and the Vice-President and Treasurer shall be elected on odd years.
- 6.3. The President becomes the Immediate Past President as soon as a new President is elected. The Immediate Past President will remain, without the necessity of an election by the Members of the VMHA or of the Board and Executive Officers for as long as this person expresses consent to the Board.

6.4. Filling 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 General Meeting of the VMHA, whichever event first occurs.
- In the event that the Vice-President cannot assume the President's position, or in the event that any other Member of the Executive Committee withdraws or is removed from the Executive Committee, or should an Executive Committee position not be filled by an election of the general membership at a General Meeting of the VMHA, then the Executive Committee shall elect a Member from the general membership to fill the vacancy until the next General Meeting of the VMHA, notwithstanding that a Member must have previously served on the VMHA's Board for one complete fiscal year in order to be elected President or Vice-President.
- Any such Executive position filled will be up for election at the next General Meeting with the balance of the length of the term for the position decided in accordance with the time limitations in Articles 6.1 and 6.2.
- In the event of the resignation or revocation of a Director's position, the VMHA Board of Directors can appoint a member in good standing from the general membership to fill the position or

assign the responsibilities of that position to an existing member of the Board until the next General Meeting.

Article - 7 - Responsibilities

7.1. President

- Shall preside over all meetings of the Board of Directors and Executive Committee. Refer to Article 8.0.
- Shall oversee all operations of the VMHA and ensure that it operates in a functional manner.
- Shall call special meetings when necessary.
- Shall act as signing officer for and represent the VMHA for business related to the NOHA .
- Shall prepare an Association Report for presentation at the Annual General Meeting.
- Shall retain a tie breaking vote when required.

7.2. Vice President

- In the absence of the President the Vice President will assume all the duties and responsibilities thereof until such times as the President returns or an election occurs.
- Shall be familiar and up to date on all the activities and operations of the VMHA.
- Shall act as a signing officer for the VMHA and represent the VMHA for business related to the NDHL
- Shall notify the Board of Directors in a timely manner of any meeting which cannot be attended. In such cases, the Board or the President, on its behalf, will appoint an alternate to attend said meeting.

7.3. Secretary

- Shall generate minutes of each meeting of the Board of the VMHA.
- Shall produce an agenda for all meetings of the Board of Directors and communicate it to the board prior to any meeting date.
- Shall keep and retain all minutes for his/her term of office.
- Shall distribute the minutes of the last meeting via email ahead of the following meeting as determined by the Board.

7.4. Treasurer

- Shall keep accurate records of all financial transactions of the VMHA.
- Shall issue receipts for all funds received and retain receipts thereof.
- Shall retain all receipts for payments and invoices.

- Shall ensure that the VMHA membership dues are paid and kept current.
- Shall act as a signing officer for the VMHA.
- Shall provide a financial report at each meeting of the Board.
- Shall provide a financial statement for presentation at the Annual General Meeting.
- Shall ensure that all dues, fees, invoices and information required by the NOHA / NDHL are delivered on behalf of the VMHA.

7.5. Registrar

- Shall attend the Hockey Canada Registry seminar and assume the rights for both Read/Write privileges.
- Shall ensure that all player and team staff information is entered into the Hockey Canada Registry.
- Shall ensure that all required information for player and staff certification is delivered to the NOHA office within the required dates.
- Shall ensure that all required information required by the NOHA and the NDHL are collected for each player and team staff member.
- Shall ensure that all team permits for the VMHA teams are delivered. Note: Team representatives are responsible for any team travel permits outside the VMHA hosted tournaments. (Refer to Article 7.13).
- Shall inform the Executive Committee of any pertinent information received from the NOHA office.
- Shall be familiar with all NOHA rules and regulations pertaining to the operation of the VMHA.
- Shall ensure that VMHA player rights in regard to player releases from both the VMHA and any other association are retained by the VMHA according to the rules of the NOHA.

7.6. Director Representative

- Shall be selected by a vote of confidence by the Board members once the Board is formed.
- Shall represent the Board as a member of the Executive Committee.

7.7. Scheduling Director

- Shall ensure that ice times are scheduled for all practices, games and tournaments.
- Shall ensure that NDHL home-game results are reported to the NDHL as per the NDHL directives.
- Work in coordination with Officiating Director to schedule Timekeeper for VMHA home games

7.8. Officiating Director

- Shall be responsible to schedule games officials for all VMHA home games.
- Work collaboratively with the Scheduling Director to ensure that game officials and scorekeepers are available for every VMHA home games / tournaments.
- Shall solicit feedback from the VMHA and VMHA team staff regarding officiating at or around the Thanksgiving break and then again in at the end of the season.
- Prepare a summary of the feedback on behalf of the VMHA and present to the Board

7.9. Equipment Director

- Shall retain an inventory of all equipment owned by the VMHA. This inventory shall include player jerseys, socks, goalie equipment and trainer kits.
- Shall ensure that all equipment is in proper condition.
- Shall ensure that trainer kits contain all the necessary items for team operation under the Hockey Canada rules.

7.10. Tournament Director

- Will ensure that Tournament Sanction permits are submitted to the NOHA within the rules thereof. Tournament Sanctions shall be submitted at the earliest possible date in coordination with the Scheduling Director in order to promote the VMHA tournaments.
- Shall organize and ensure that all tournaments are run in an efficient manner.
- Shall ensure that all tournaments have a reasonable competitive level to the best of their knowledge and ability.
- Shall ensure that all NOHA rules regarding player and staff card validity are maintained.
- Shall ensure that each team entered into an NOHA sanctioned tournament has obtained a Team Travel Permit according to the NOHA rules.
- Shall ensure that the Tournament Reconciliation is completed and delivered to the NOHA Representative within the time allotted by the NOHA rules.
- Shall ensure that all monies collected from tournament registrations are delivered to the Treasurer.

7.11. Player and Staff Development Director

- Responsible for team staff recruitment and development activities;
- Work with team staff on personal development / certification requirements;
- Be available to all staff to assist with team development efforts;
- Work with team staff to ensure that a plan for player skills and team development is available for the year;
- Lead resource on Hockey Canada's Long-Term Player Development and Athlete Development Models;
- Liaison with our competitive hockey program (WN STING A) to develop player skill development objectives.
- Work with team staff on the identification of high performance and committed players ready for higher levels of play and coordination of mentoring for them as they transition to higher levels both within and outside of the VMHA.

7.12. Fundraising Director

- Responsible for administering all fundraising activities of the VMHA
- Chair the Fundraising Committee as established by the Board
- Ensure that all fundraising efforts are administered in accordance with any and all policies/practices/guidelines set out by the Board of Directors.

7.13. Team Representatives

- A Team Representative shall be selected from the staff of each fielded team to represent that division on the Board. They will provide input for the needs and wishes of their respective teams.
- Team Representatives shall be responsible for all documents related to attending tournaments according to NOHA rules.
- Team Representatives shall report any misconduct or behavior deemed detrimental to the rules of fair play by any player, team staff member or parent to the Board.
- Team representatives are responsible for the care and control of team jerseys and socks.

7.14. Members at Large

- Members at Large will provide input to the Board for the affairs of the VMHA.
- Members at Large may be asked by the Executive Committee to replace any member of the Executive Committee or Board of Directors that cannot, for any reason, fulfill their duties.

7.15. Immediate Past President

- The immediate past President shall provide guidance and input to the Board and Executive Committee for the affairs of the VMHA.

- The current President shall assume this position upon the discontinuance of this person's office.

Article - 8 - Meetings

- 8.1. Meetings of the VMHA Board shall take place every month when possible with no less than 10 meetings per year. All meetings must have a quorum of 50% plus one vote.
- 8.2. The President shall preside over all meetings of the Board and Executive Committee of the VMHA.
- 8.3. Each member of the Board shall have one vote for decisions regarding matters of the VMHA. The President shall represent a tie breaking vote where required.
- 8.4. The Secretary shall distribute to each attendee the minutes of the previous meeting as well as an agenda for each meeting.
- 8.5. Any member of the Board which does not attend three (3) consecutive meetings must provide legitimate reasons. If the Board deems the absence of any member of the Board of Directors is unacceptable, that person may be removed from his/her office and replaced by a member of the Board until the following elections.
- 8.6. Each meeting of the VMHA shall have the following format:
 - a. *Call to order and Presidents address*
 - b. *Acceptance of the previous meeting minutes*
 - c. *Financial report from the Treasurer*
 - d. *Business arising from the minutes*
 - e. *New business from the agenda or raised during a round table discussion.*
 - f. *Adjournment*
- 8.7. Special meetings may be requested to the Board by any member of the Board itself or the Executive Committee. If the Executive deems such a meeting necessary then it shall take place at a time and place as decided by the Executive.
- 8.8. There will be an Annual General Meeting (AGM) held between the end of each regular hockey season (usually in April) and no later than July 31 of each year.
- 8.9. The Annual General Meeting shall have the following format:

- a. *Call to order and Presidents address*
- b. *Yearly financial report from the Treasurer*
- c. *Nominations for Board of Director positions. (Refer to Article 9)*
- d. *Adjournment*

- 8.10. Any member of the VMHA as described in Article 9 may attend the AGM.

Article - 9 - Membership and Elections

9.1. Membership

9.1.1. A person who is at least 18 years of age becomes a member of the VMHA when they have paid a registration fee and/or is a member of the teams' staff (coaching staff, manager or trainer) and/or is an active supporting volunteer (as determined by the Board or a parent/guardian of a player in good standing with is registered with the VMHA. The annual registration fee shall be an amount as determined from time to time by resolution of the Board.

9.1.2. Life-Time Members - Individuals recognized through the Julie Roy Volunteer Recognition Award will be installed as lifetime members of the Verner Minor Hockey Association.

9.1.3. Only members in good standing shall be eligible to hold office, to vote and to be entitled to nominate candidates for office in the organization.

9.1.4. The Board shall have the power to expel or suspend (temporarily or permanently) any member, including any Director or Officer, whose conduct shall have been determined by the Board of Directors to be improper, unbecoming or likely to endanger the interest or reputation of the VMHA or who willfully Commits a breach of the Constitution, By-Laws or Code of Conduct of the VMHA.

9.2. Elections for the positions of the Board shall be held at the AGM.

9.3. Notwithstanding Article 9.1.1 only one vote per family and/or household will be allowed.

9.4. Nominations for positions on the Officers and the Directors shall take place at the AGM. Nominees must meet the requirements of Article 9.1.1. Each nomination must be seconded by another member. Proxy nominations are permitted and will also require to be seconded by a member present at the AGM.

9.5. If there is only one person nominated for any position, that person shall be acclaimed provided that there are no objections to the nomination by

the members present. If all positions are acclaimed then no elections will take place.

9.6. The Board of Directors shall appoint a ballot judge after the nominations. The ballot judge cannot be a nominee. The Registrar shall provide information to the ballot judge to confirm voter eligibility if required.

9.7. There can be no voting by proxy.

Article - 10 - Constitutional Committee

10.1. The President shall appoint a minimum of three (3) directors to the Constitution Committee, one of which shall be the Secretary of the Association (who shall be the Chairman of the Committee), for the purpose of reviewing and making recommendations to the membership for any changes.

10.2. The Secretary will be required to post a notice on the VMHA website and social media services of a call for proposed amendments to the Constitution at least 30 days ahead of the AGM. Proposed amendments may be received only from the members of VMHA in writing by the 1st day of April. When one or more proposed amendments to the Constitution are received, the committee shall prepare and present a compilation of all submissions which shall be placed before the general membership at the AGM for adoption, rejection or modification.

Article - 11 - Funds and Expenses

11.1. No member shall attempt to raise any funds in the name of or for the VMHA without first obtaining the approval of the Board.

11.2. Payments or expenditures of \$50.00 or less may be made by or on behalf of the VMHA by a member of the Board or such other person as is duly authorized or appointed to so act by the Executive without need of first obtaining further approval from the Executive.

11.3. No payment or expenditure for an amount greater than \$50.00 shall be made by or on behalf of the VMHA without the person making the payment or incurring the expenditure first obtaining the approval of the Executive, which approval shall be gained by a majority vote of the Executive.

11.4. The books and accounts of the VMHA shall have a review by the Executive prior to the preparation of the financial statements prior to the date of the Annual General Meeting.

- 11.5. Moneys shall only be withdrawn from the bank account of the VMHA in a manner decided from time to time by the Executive.

Article - 12 - Dissolution

- 12.1. In the event that the Board of Directors decides to dissolve the VMHA for any reason, the Treasurer shall ensure that all outstanding invoices, debts and disbursements are paid in full and that any outstanding amounts owed to the VMHA are collected.
- 12.2. The Treasurer shall prepare a final financial report and notify the president of its completion. The President shall call a special meeting of the Board, the purpose of which will be to decide where the remaining balance of funds (if any) are to be distributed.
- 12.3. The remaining funds must be given to a non-profit organization or organizations operating within the boundaries of the VMHA (ref Article 3.4). Preference shall be given to those organizations which provide sporting activities for the local community.

Article - 13 - Rules, Code of Conduct, Regulations & Guidelines

- 13.1. The Board may adopt, rescind or amend rules, policies, regulations and guidelines, other than those contained in the By-Laws, which will govern the conduct of players, coaches, referees and others involved in the VMHA.
- 13.2. The VMHA shall maintain a Code of Conduct which will be distributed to players, parents and coaching staff. The purpose of this document is to ensure that the objectives of the VMHA are upheld throughout the membership. It will be distributed to all members at the beginning of each season. The Code of Conduct can be amended at any time at the discretion of the Board of Directors.
- 13.3. A written record of all current rules, policies, regulations and guidelines is to be maintained and provided to the membership by the Secretary of the VMHA who will be responsible for updating the rules, regulations and guidelines after each Board Meeting, Special Meeting and General Meeting or from time to time as additions, deletions and amendments are made. Notice of such changes along with updated documentation will be posted on the VMHA's website.

Article - 14 - Disciplinary Matters

- 14.1. Any disciplinary matter involving the conduct of a player, coach, team official, or any other individual whose conduct falls under the

jurisdiction of the VMHA, shall be dealt with by an ad-hoc Discipline Committee which shall be established by the Board in accordance with the provisions of this Article.

- 14.2. The Discipline Committee shall consist of not less than two (2) Members of the Executive, which includes the President or Vice-President who shall chair the Discipline Committee and such other Members as the Board deems appropriate.
- 14.3. Notwithstanding the above provisions, any individual in a position of conflict shall not sit on a Discipline Committee.
- 14.4. The Chairperson of the Discipline Committee shall only vote on a matter coming before the Committee in the event of a tie-vote among the other Members of the Committee.
- 14.5. The proceedings of all Discipline Committees shall be held in the strictest of confidence and any record of proceedings of a Discipline Committee shall be maintained in the personal possession of the Vice-President of the VMHA in the strictest of confidence.
- 14.6. At the end of each hockey season the Executive shall review the subject matter dealt with by each Discipline Committee established during the course of the year, and provided that there are no matters of an ongoing nature, prepare a summary of all disciplinary matters dealt with during the year, without reference to names, but including a description of the matter dealt with and details of any disciplinary action taken.

Signatures

These Bylaws have been approved by the membership of the VMHA and are now officially recognized Bylaws of the Association.

Signed in Verner, Ontario on this _____ day of April, 2019

Signature President	Address President
Signature Vice-President	Address Vice-President
Signature Treasurer	Address Treasurer
Signature Registrar	Address Registrar
Signature Secretary	Address Secretary
Signature Witness	Address Witness