

# **NORWEST MINOR HOCKEY ASSOCIATION CONSTITUTION**



Revised April 2024

## **ARTICLE ONE – NAME**

The name of the association shall be the "Norwest Minor Hockey Association" (hereinafter referred to as "Norwest").

The fiscal year of Norwest shall be from July 1 to June 30.

## **ARTICLE TWO – DEFINITIONS**

- "AGM" means Annual General Meeting.
- "Board of Directors" means the governing body of the Corporation, consisting of the Executive Committee and Board Members.
- "Director" means an individual occupying the position of Director of the Corporation, regardless of title.
- "HNO" means Hockey Northwestern Ontario.
- "LMHL" means Lakehead Minor Hockey League.
- "Member" means a member of the Corporation.
- "PAMHA" means Port Arthur Minor Hockey Association.
- "Quorum" means the minimum number of members required to be present at a meeting to validate the proceedings.
- "TBMHA" means Thunder Bay Minor Hockey Association.

## **ARTICLE THREE – PURPOSES AND OBJECTIVES**

The objectives of Norwest are to establish, operate, and enhance organized hockey programs for players from U7 to U18 under the authority of Hockey Canada and Hockey Northwestern Ontario.

The purpose is to provide youth with the opportunity to participate in organized hockey while operating without the goal of financial gain for its members. Any profits or financial surplus shall be used exclusively to promote the Association's objectives.

## **ARTICLE FOUR - MEMBERS**

Membership shall consist of the current Board of Directors, including the Executive Committee and the Board Members, who meet the requirements of Norwest.

A member may resign by submitting a written resignation, which shall take effect upon acceptance by the Board of Directors. A resigning member remains liable for any outstanding financial obligations to the Association incurred before the resignation's acceptance.

Norwest reserves the right to deny membership to any individual if their acceptance would be detrimental to the fulfillment of the Association's purpose, as outlined in this constitution.

Norwest also reserves the right to revoke the membership of any individual who conducts themselves in a manner detrimental to maintaining a positive hockey environment. This may result in players or team officials being denied the right to continue participation.

## **ARTICLE FIVE - AMENDING THE CONSTITUTION**

The Constitution may only be amended at an Annual General Meeting (AGM). A Notice of Motion detailing the proposed amendment must be submitted in writing to the Secretary at least 14 days prior to the AGM.

Upon receipt, the Secretary shall promptly notify the Executive Officers of the proposed amendment. A simple majority vote of the voting members present at the AGM is required for the amendment to be adopted.

By unanimous vote of the Executive Officers present at the AGM, the requirement for advance notice of a proposed amendment may be waived.

## **ARTICLE SIX – BOARD COMPOSITION**

The Board of Directors for Norwest Minor Hockey Association shall be composed of an Executive Committee consisting of four (4) elected officers and eight (8) additional elected Board Members.

### **Executive Committee**

The Executive Committee shall be comprised of the following elected officers:

- President
- Vice-President
- Secretary
- Treasurer

A nomination for the office of President shall not be accepted unless the person has served on the Executive Committee for two (2) terms immediately prior to their nomination.

A nomination for the remaining Executive Committee members shall not be accepted unless the person has served on the Executive Committee the year prior to their nomination.

Nominations for Board Members will be accepted up to forty-eight (48) hours prior to the Annual General Meeting (AGM). Nominations must be submitted to the Secretary in writing.

Elections for the President and Treasurer shall occur in odd-numbered years, while elections for the Vice-President and Secretary shall occur in even-numbered years. Elections for vacancies on the Board of Directors may occur annually as needed.

All elections shall be determined by a simple majority vote of those present at the AGM. Nominees are not required to be present, provided the nominator submits written evidence of the nominee's willingness to assume the position.

### **Replacement of Executive Committee Members or Directors**

If the President is unable to fulfill their duties, the Vice-President shall assume the role, and the Vice-President position will remain vacant until the next AGM.

If the Treasurer is unable to fulfill their duties, a special meeting of the Executive Committee will be called to determine the procedure to fill the position.

If any other Director is unable to fulfill their duties, a special meeting of the Board of Directors will be called to determine the procedure to fill the vacancy.

### **Duties of the Executive Committee**

The Executive Committee is responsible for overseeing the rental of rink facilities, player registration, scheduling, officiating, financial matters, and enforcement of rules. The Executive Committee has the authority to interpret rules and make judgments in the best interests of the Association.

### ***Duties of the President***

- Presides over and organizes all Executive, General, and Special meetings.
- Acts as the primary point of contact with the community and external agencies.
- Manages and oversees the operations of the Association.
- Provides leadership and guidance to Executive and Board members.
- Represents the Association in dealings with other organizations.
- Signs all cheques issued by the Association.

### ***Duties of the Vice-President***

- Assumes the duties of the President in their absence.
- Serves as the first point of contact for disciplinary issues and misconduct allegations.

- Oversees risk and safety management.
- Assists Executive members as needed.

#### ***Duties of the Treasurer***

- Maintains accurate financial records with supporting documentation.
- Co-signs all cheques issued by the Association.
- Collects and deposits funds into the Association's bank accounts.
- Presents all bills for approval and issues payments upon authorization.
- Prepares an annual financial report for approval at the AGM.
- Receives a stipend of \$125 per month, totaling \$1,500 annually.

#### ***Duties of the Secretary***

- Manages all routine administration and correspondence.
- Maintains contact and distribution lists.
- Coordinates and documents Executive meetings.
- Prepares agendas, minutes, and action item lists.
- Organizes the AGM and maintains the Constitution and by-laws.
- Responsible for record-keeping.

#### **Roles Of Members of The Board of Directors**

Board Members are expected to fulfill one (1) or two (2) of the following roles to ensure a successful season.

#### ***PAMHA Representative***

- Serve as the main point of contact for U11 and U13 teams.
- Attend PAMHA meetings and coordinate draft and pathway skates.
- Manage jerseys, socks, and staff requirements.
- Act as a liaison between Norwest and PAMHA.

#### ***TBMHA Representative***

- Serve as the main point of contact for U15 and U18 teams.
- Attend TBMHA meetings and coordinate draft and pathway skates.
- Manage jerseys, socks, and staff requirements.
- Act as a liaison between Norwest and TBMHA.

#### ***Registration and Ice Assignment Liaison***

- Work with PAMHA and TBMHA to monitor player registration, team official requirements and Respect in Sport compliance for parents.
- Liaison with PAMHA and TBMHA registrars are required
- Forecast and schedule ice time for all divisions.
- Coordinate ice usage with TBMHA, PAMHA, and other organizations.
- Work with the Treasurer to ensure ice rental payments are made.

### ***U7 Convenor***

- First point of contact for the U7 division.
- Organize ice times, provide practice plans, and draft teams.
- Manage TeamSnap and oversee jamborees, jerseys, and team clothing.
- Welcome new families and assign coaches and managers.
- Ensure volunteer certification and background checks.
- Balance teams and support coaching staff throughout the season.

### ***U9 Convenor***

- First point of contact for the U9 division.
- Organize ice times, provide practice plans, and draft teams.
- Manage TeamSnap and oversee jamborees, jerseys, and team clothing.
- Welcome new families and assign coaches and managers.
- Ensure volunteer certification and background checks.
- Balance teams and support coaching staff throughout the season.

### ***Director-at-Large (3 positions)***

- Assist convenors at all levels as needed.
- Help plan and facilitate tournaments, jamborees, and events.
- Support pathway and evaluation skates.
- Perform other duties as required.

## **ARTICLE SEVEN – MEETINGS**

In addition to the Annual Meeting, there shall be at least four meetings throughout the fiscal year.

A quorum at any Board of Directors meeting shall consist of the President or Vice-President, plus no fewer than four other Board Members.

All decisions shall require the support of a simple majority of those voting. The President shall vote only to break a deadlock.

Special meetings may be called at the discretion of the President or, in their absence, the Vice-President.

### **Attendance at Meetings**

Should any member of the Executive Committee or Board of Directors, exclusive of Life Members, be absent from three consecutive meetings, that office may be declared vacant by a majority vote at any regular Board meeting.

Replacement shall be by appointment of the Executive Committee where such an appointment does not conflict with any other provision of the Constitution. If absenteeism is due to illness or other unavoidable circumstances, no such action will be taken.

## **ARTICLE EIGHT - LIFE MEMBERSHIP**

Life Membership is the highest honor that can be bestowed by this Association. Life Members shall be nominated by the Executive Committee at the Annual Meeting and elected by a simple majority vote.

Life Members may attend all meetings and shall have one vote. The number of Life Members shall always be limited to four.

## **ARTICLE NINE – THE ANNUAL MEETING**

The Annual Meeting shall be held at the end of the hockey season, not later than June 1. The President shall assume the responsibility for calling the meeting and the agenda will be as follows:

1. President's Welcome & Introductions
2. Approval of previous year's AGM minutes.
3. Treasurers Report
4. Notice of Motions.
5. Elections
6. Old Business
7. New Business
8. Next Meeting
9. Adjournment.

## **ARTICLE TEN - APPEALS PROCESS**

Any appeal by a Board Member must be accompanied by a \$100 deposit within a 24-hour period of the incident to the Secretary. Appeals will be heard by a three-member panel and shall follow the guidelines of the HNO appeal process.

**This document supersedes all previous documents.**

PRESIDENT:

SIGNATURE:

VICE PRESIDENT:

SIGNATURE:

**Constitutional History**

- (Effective April 24, 1993)
- (Amended April 22, 1995)
- (Amended April 12, 1997)
- (Amended April 22, 2000)
- (Amended April 16, 2005)
- (Amended April 26, 2008)
- (Amended April 26, 2014)
- (Amended April 22, 2017)
- (Amended April 7, 2018)
- (Amended April 26, 2021)
- (Amended May 1, 2023)
- (Amended April 6, 2024)