

THE CONSTITUTION OF THE UXBRIDGE MINOR HOCKEY ASSOCIATION

(Includes all revisions up to May, 2009)

ARTICLE 1 - NAME

- Section 1 (a) This Organization shall be called the Uxbridge Minor Hockey Association, hereinafter to be referred to as the U.M.H.A.*
- (b) The U.M.H.A. colours shall be Home white with green, gold and black trim and Away black with green, gold and white trim and shall bear the Uxbridge Stars logo. The U.M.H.A. supplied sweaters with these colours will be worn for all league and tournament games.*

ARTICLE 2 - OBJECTIVES

- Section 1 The objectives of this Association shall be to encourage, promote, and govern minor hockey in the Town of Uxbridge and drawing area as authorized by the Ontario Minor Hockey Association (O.M.H.A.) and in pursuance of the foregoing objectives, to operate a hockey league under the O.M.H.A. policies, regulations and procedures.*

ARTICLE 3 - AIMS

- Section 1 (a) To teach fair play and sportsmanship to the players in the U.M.H.A. regardless of gender, race, colour or creed.*
- (b) To promote and guard the interests of its members.*
- (c) To institute where numbers permit and regulate competition in the various series . Juvenile, Midget, Bantam, Peewee, Atom and Novice.*
- (d) To promote the good name of the Town of Uxbridge through our various teams in league, playoff, exhibition and tournament play.*
- (e) To protect the privacy or all the UMHA members by following the privacy policies implemented by the OMHA and the OHF, along with the "UMHA Privacy Policy" as endorsed and maintained by the UMHA Executive.*

ARTICLE 4 - AUTHORITY

- Section 1 (a) The affairs of the Association shall be managed by the Executive who shall with the exception of the immediate Past President and honorary members, be elected to hold office by the general membership at the Annual General Meeting.*
- (b) The Executive shall have full power to deal with any matter concerning the operation of the Association.*
- (c) A President may serve no more than a two year term at one time and at the end of said term shall chair the Annual General Meeting and*

become Past President. Any change in this article shall be approved at an Annual General Meeting.

Section 2 The Executive shall take office for 1 year after their election at each Annual General Meeting.

Section 3 (a) U.M.H.A. Members to include all registered players, their parents or legal guardian, coaching staff, Executive members and honorary members.

(b) No member may be elected to, or otherwise hold more than one Executive position.

(c) To be eligible for name offices, ie. President, 1st Vice President, 2nd Vice President, Secretary or Treasurer, a candidate shall have been a director for 1 year or if the need arises be appointed by the President with Executive approval.

Section 4 (a) The Executive shall consist of:

(1) Past President, who shall have voting power, except at an Annual General Meeting at which he or she is chairperson

(2) President

(3) 1st Vice-President

(4) 2nd Vice-President

(5) Secretary

(6) Treasurer

(7) Directors (10)

With the exception of the Past President, all the foregoing are elected positions in accordance with the provisions of Article 6 Section 1 of the Constitution. Only these members shall have voting privileges at the monthly Executive meetings.

ARTICLE 5 - COMMITTEES

Section 1 (a) The Executive shall have power to appoint committees to deal with matters of business pertaining to the operation of the Association.

(b) Each committee shall have a chairperson appointed by the Executive who will be prepared to submit a written or oral report of their committee to each meeting of the Executive. (Written report preferred for reference)

(c) Each chairperson may choose people outside of the Executive to work on their committee subject to Executive approval.

(d) Committees that deal with receipts or disbursements of monies shall prepare a financial statement acceptable to the Executive.

(e) Committees shall obtain the approval of the Executive on all matters pertaining to their committees which may involve Association policy and shall at all times be subject to the authority of the Executive to direct its action notwithstanding anything to the contrary in this Constitution or By-Laws.

- (f) Committees shall meet as often as may be required by the chairperson (or any member of their committee) to perform their duties in a systematic, efficient manner.
- (g) The chairperson or any member of any committee may be replaced, or, a committee dissolved at any time by the Executive if it feels the task as set forth for the Committee is not being carried out in a thorough impartial manner.
- (h) Standing Committees will be:
 - 1. Ways and Means
 - 2. Finance
 - 3. Publicity/Newsletter
 - 4. Equipment/Uniforms
 - 5. Nomination
 - 6. Grievance/Discipline
 - 7. Coaches
 - 8. Constitution and By-laws
 - 9. Tournaments
 - 10. Registration
 - 11. Steering

ARTICLE 6 - MEETINGS

- Section 1*
- (a) The Annual General Meeting shall take place not later than the first of May. This meeting shall be called to order by 8:00 p.m. All arrangements for this meeting shall be made by the Executive. The Secretary will ensure that written notice of this meeting is published not less than two consecutive weeks in the local paper prior to the day of the meeting. Public notices to this effect will be posted as well and at the same time, in prominent places. Any member of the U.M.H.A. (as per Article 4, Section 3 (a)), who is 18 years of age or over will be eligible to vote at the Annual General Meeting.
 - (b) At every Annual General Meeting, in addition to any other business that may be transacted, the following will be considered and recorded.
 - 1. Reading of the minutes of the last Annual General Meeting
 - 2. President's Address
 - 3. Correspondence
 - 4. Secretary's Report
 - 5. Financial Report
 - 6. General Business
 - 7. Election of Officers
 - 8. Adjournment
 - (c) Any motion proposed for consideration at the Annual General Meeting must be presented in writing to the Secretary not later than six (6) weeks in advance of the Annual General Meeting. The motion must be presented with the names and signatures of the proposer and seconder, both of whom must be members of the U.M.H.A.
 - (d) The Secretary shall, in turn, provide notice of such motion(s) to the general membership by posting same on the U.M.H.A. bulletin board in the arena and on the UMHA website no later than three (3) weeks prior to the Annual General Meeting.
 - (e) The presiding officer may limit debate on any motions to a specified period of time.

- Section 2 (a) A meeting of the Executive shall be held at least once a month on a date and time deemed suitable by the Executive. Any Executive member that misses more than (3) monthly meetings shall be subject to review by the Executive. Any Executive member unable to attend the monthly meeting shall notify the Secretary forty-eight (48) hours prior to said meeting. The presence of seven Executive officers with voting power shall constitute a quorum.*
- (b) Each manager and coach shall receive a copy of the minutes of each U.M.H.A. Executive meeting.*
- (c) At each Executive meeting, in addition to other business that may be transacted, the following shall be considered:*
- 1. Roll call of officers*
 - 2. Reading and acceptance of the minutes of the last Executive meeting*
 - 3. Business arising from the minutes of the last Executive meeting*
 - 4. Financial Report*
 - 5. Unfinished Business*
 - 6. New Business including - Committee reports, team reports, correspondence.*
 - 7. Adjournment*

- Section 3 (a) The UMHA Executive, as required, may hold special meetings where the intention is to provide the membership with the opportunity to decide on a particular matter by voting. In matters that require a vote eligible voters will be:*
- one (1) vote per registrant, meaning player 18 years of age or older or parent or legal guardian*
 - one (1) vote per coaching staff member without a registrant*
 - one (1) vote per executive member without a registrant*
 - one (1) vote per Honourary member without a registrant*
- (b) Written notice of any special meeting will be published not less than two consecutive weeks in the local paper prior to the day of the meeting. Public notices to this effect will be posted as well and at the same time, in prominent places.*

- Section 4 (a) Whereas a situation not covered by the rules in Section 1 and 2 might arise, the Roberts Rules of Order shall apply.*

ARTICLE 7 - FINANCE

Section 1 - Membership Fees

- (a) Each member of the Association who actively participates as a player shall make, in the manner hereafter provided, such monetary contribution as shall be designated by the Executive as player's fees. Player's fees shall be collected by the Treasurer as per Article 12(a).*

- Section 2 (a) Every financial transaction involving the Association shall be carried out with the name of the Association and documents pertaining thereto*

shall be valid only when completed over the signature of two properly authorized representatives.

(b) All monies belonging to this Association shall be deposited in the name of the Association in such Bank, Trust Company, Credit Union or other depository as may be designated by the Executive. Such deposits shall be made by the Treasurer.

Section 3 - Disbursements

(a) Disbursements of Association monies shall be made by cheque, excepting that small amounts to a limit established by the Executive may be made from a petty cash fund.

(b) Such cheques shall carry the signature of the Treasurer and one of the President or First Vice-President

Section 4 - Records

(a) A system of records adequate to preserve the details of financial operation of the Association shall be established and maintained, as recommended by the Directors.

Section 5 - Investments

(a) Should monies accumulate beyond the requirements foreseen for reasonably immediate disbursement, any amount in excess of such requirements may be designated by the Executive for investment. Such investments may be made in fully registered securities, which have guaranteed parity feature as well as liquidity feature.

Section 6 - Petty Cash

(a) A fund in cash may be maintained in the custody of the President or other member of the Executive designated by the President to provide for small expenditures. A voucher or receipt shall be obtained and filed for each such expenditure. The maximum amount of the fund shall be \$100.00.

Section 7 - Audit

(a) Two (2) Internal Auditors shall be appointed from among the members of the Association at the first meeting. Books must be audited before the Annual General Meeting by a qualified auditor, such as Bank Manager, Accountant...

ARTICLE 8 – AMENDMENTS

Section 1 (a) Every proposed amendment to this Constitution and By-laws must be made in writing to the Secretary not later than six (6) weeks in advance of the Annual General Meeting.

(b) The Secretary shall, in turn, provide notice of such amendment(s) to the general membership by posting same on the U.M.H.A. bulletin board in the arena no later than three (3) weeks prior the Annual General Meeting.

- Section 2 (a) The Executive shall examine every such amendment and make recommendations to the Annual General Meeting as it sees fit.*
- Section 3 (a) Any amendments placed before the Annual General Meeting, provided they are not contrary to O.M.H.A. rules, must be voted upon and may not be withdrawn from the meeting.*
- Section 4 (a) Changes or amendments to the Constitution may be made only at the Annual General Meeting by a two-thirds vote of the members present and voting.*

ARTICLE 9 - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

Section 1 - Duties of the Past President

- (a) Shall act as Chairperson of the Nomination Committee and Constitution and By-laws Committee.*
- (b) Shall, when possible, assist the President and Vice-President on request.*
- (c) Shall chair Executive meetings in the event of the absence or illness of the President and Vice-President(s).*

Section 2 - Duties of the President

- (a) The President shall, when present, preside at all meetings of the Executive and the Annual General Meeting with the usual privileges of the office except when a Chairperson has been delegated by the President.*
- (b) The President shall be charged with the general management of the affairs of the Association, subject to the Constitution and By-laws.*
- (c) The President shall have the power to appoint or replace any committee officer or committee chairperson whom he or she feels is not fulfilling his or her duty in accordance with the Constitution, in an impartial manner.*
- (d) Should any member of the Executive resign or otherwise vacate an office, the President is authorized to appoint a replacement for the balance of the season.*
- (e) All appointments and decisions of the President shall be subject to ratification of the Executive.*
- (f) The President shall ensure that Officers and Directors Liability Insurance is bound for the upcoming fiscal year May 01st to April 30th.*

Section 3 - Duties of the First Vice-President

- (a) In the event of the absence or illness of the President, the First Vice-President shall exercise the full powers and duties of the President.*
- (b) The First Vice-President shall assist the President.*
- (c) The First Vice-President shall act as Chairperson of the Coaches Selection Committee.*

(d) In the event that the Treasurer is unable to attend a monthly Executive meeting, the First Vice-President shall be responsible to table the Financial Report.

Section 4 - Duties of the Second Vice-President

- (a) Shall perform the duties of the President and First Vice-President in the event of their absence or illness.*
- (b) Shall assist the First Vice-President in his or her duties.*
- (c) Shall oversee the responsibilities of the Ice Scheduler.*

Section 5 - Duties of the Secretary

- (a) The Secretary shall have custody of all books, papers, records, and contracts and other correspondence belonging to the Association and perform such other duties as may be determined by the Executive.*
- (b) The Secretary shall be one of the Association's signing officers together with either the President or First Vice-President.*

Section 6 - Duties of the Treasurer

- (a) The Treasurer shall keep in proper books an account of all receipts and disbursements and shall deposit all monies and other valuables in such Banks, Trust Companies, or other depository as may be designated by the Executive.*
- (b) The Treasurer shall disburse such funds under the direction of the Executive, securing proper vouchers therefrom, and shall render an accurate and complete account of the financial position of the Association.*
- (c) Shall act as Chairperson of the Finance Committee and Registration Committees.*
- (d) In the event the Treasurer is unable to attend a monthly Executive meeting, the Treasurer shall forward the Financial Report to the First Vice-President for tabling at the monthly Executive meeting.*

ARTICLE 10 - EXECUTIVE TEAM REPS

- Section 1*
- (a) Executive Team Reps shall act as a liaison between the team and the Executive.*
 - (b) Executive Team Reps shall report at each Executive meeting.*

ARTICLE 11 – COMMITTEES

Section 1 - Duties of the Ways and Means Committee

- (a) It shall recommend money-raising projects to the Executive and monitor the operation of all approved projects.*
- (b) It shall from time to time review and comment on proposals that may improve the financial burden of U.M.H.A. members.*

Section 2 - Duties of the Finance Committee

- (a) *It shall recommend rates of sponsorship to the Executive.*
- (b) *It shall be responsible for: (i) obtaining and signing sponsors to the Association's contract, and (ii) the collection of all monies from sponsors.*
- (c) *It shall annually recommend to the Executive the registration fees to be levied.*
- (d) *It shall administer the finances of the Ryan Waters Memorial Fund and Award Program.*

Section 3 - Duties of the Publicity Committee

- (a) *It shall, in co-operation with the Secretary and Convenors, be responsible for accurately transmitting all newsworthy items to the local newspapers and other communications media.*
- (b) *It shall be responsible for all publicity and advertising.*

Section 4 - Duties of the Equipment Committee

- (a) *It shall be responsible for the purchase, distribution, maintenance, collection and storage of all equipment owned by the U.M.H.A.*
- (b) *All equipment including sweaters, sweater bags, socks, pucks, manuals and first aid kits shall remain the property of the U.M.H.A. unless decided otherwise by the U.M.H.A. Executive.*
- (c) *Teams who are deemed eligible by the Executive for special recognition may request commemorative apparel or merchandise.*
- (d) *It shall have authority to carry out cleaning and repairs to equipment to a maximum of \$100.00 in any one month. Expenses in excess of this amount shall require the prior approval of the Executive.*
- (e) *It shall be responsible to collect and manage a \$500.00 (five hundred dollar) security deposit from each team to ensure the return of all U.M.H.A. issued uniforms and equipment with the authority to deduct from the security deposit the replacement value of any unreturned U.M.H.A. property. The security deposit balance shall be returned to the teams on or before April 30th.*

Section 5 - Duties of the Nomination Committee

- (a) *It shall recommend to the Annual General Meeting a proposed slate of the named officers . President, First Vice-President, Second Vice-President, Secretary, and Treasurer.*

Section 6 - Duties of a Grievance Committee

- (a) *The Grievance Committee shall consist of 3 duly appointed members, one of whom will be designated as a Chairperson. Whereas the Chairperson must give fair and impartial judgement, must be guided from the voice of experience, and must show continuity in judgement, it is suggested the Chairperson shall have served at least one year as a member of a previous Grievance Committee.*
- (b) *Whereas it is the duty of this committee to give fair, wise and impartial judgement in every case, it is hereby declared that the Grievance*

Committee shall prepare detailed written reports of each grievance and shall present said report for approval to the next U.M.H.A. meeting. Fair, impartial and democratic procedures suggest all people concerned with that specific grievance, ie. plaintiffs and defendants including parents, coaches and managers receive a written, signed copy of the said grievance from plaintiff within 72 hours of its receipt by the committee.

(c) In response to said grievance, any coach, manager, parent or legal guardian may then file a written reply to the aforementioned grievance within 48 hours. The Grievance Committee after thorough and impartial deliberation, will then rule on said grievance and notify both parties in writing of its decision as expeditiously as possible.

Section 7 - Duties of a Coaches Selection Committee

(a) It shall obtain applications for all head coaching positions and complete

a thorough and impartial assessment of all candidates.

(b) It shall submit its recommendations to the Executive for approval.

(c) It shall review annually before each season the U.M.H.A. Rules for Coaches. and make recommendations to the Executive.

(d) It shall schedule and minute all coaches meetings as directed by the Executive and report at the Executive meetings.

Section 8 - Duties of a Constitution and By-Law Committee

(a) It shall provide every Executive member and head coach with a copy of the U.M.H.A. Constitution and By-Laws prior to the start of each season.

(b) It shall provide a copy of the U.M.H.A. Constitution and By-Laws to any parent or legal guardian upon request.

(c) It shall review the U.M.H.A. Constitution annually and recommend proposed amendments to the Executive.

(d) It shall receive proposed amendments to the Constitution from the membership and make recommendations to the Executive.

(e) It shall place all proposed amendments before the U.M.H.A. membership at the Annual General Meeting and oversee and record the voting process.

Section 9 - Duties of a Tournament Committee

(a) It shall organize and oversee all U.M.H.A. home tournaments including but not limited to the selection of teams, scheduling of games and game officials, and purchasing of awards and presentations.

(b) It shall submit a complete financial report to the Executive and all required documentation to the O.M.H.A. following each tournament.

Section 10 - Duties of a Registration Committee

(a) It shall organize and oversee the registration of all U.M.H.A. players as directed by the Executive and report as requested.

Section 11 - Duties of a Steering Committee

- (a) It shall be convened by the U.M.H.A. President on an as-required basis.*
- (b) It shall act as a liaison between the various U.M.H.A. teams and U.M.H.A. Executive committees.*
- (c) It shall endeavour to assist with any special needs or projects of the Executive or U.M.H.A. membership as required.*

ARTICLE 12 - REGISTRATION

- (a) A minimum of 50% (fifty percent) of the annual U.M.H.A. registration fee is due upon a player signing an O.M.H.A. card. The balance of the registration fee must be paid within 45 (forty-five) days thereafter by post-dated cheque.*
- (b) Because of the insurance and legal implications involved, no player shall practice or play with any U.M.H.A. team unless a properly completed registration form, and insurance application if applicable, signed by the player's parent or guardian, is in the U.M.H.A. records.*
- (c) Registration of any player may be made by that player's parent or guardian.*
- (d) Any outstanding monies owed to the Association must be paid prior to a member registering for the following season.*

ARTICLE 13 - RULES OF PLAY

- (a) All U.M.H.A. teams shall observe the playing rules as set forth by the O.M.H.A. in the most recent revised copy. Special attention shall be paid to those specific regulations outlined in the O.M.H.A. Constitution and Rules. Coaches and managers of U.M.H.A. teams shall be held responsible for the conduct of their players according to the O.M.H.A. Constitution.*
- (b) Whereas all governing bodies in minor hockey are endeavoring to develop a programme that features clean competitive hockey and the elimination of violence per se, the U.M.H.A. shall enforce the O.M.H.A. rules as they apply to situations involving hockey violence.*
- (c) The Executive may suspend or expel any member or player for notorious and continued foul play, or for unfair or unsportsmanlike conduct, individually or collectively, on the ice or in any rink where a hockey match is occurring, or at any meeting or gathering in the interests of the game, or for negligence to pay assessments, or for persistent infringement of the laws of the game or the rules of the U.M.H.A.*
- (d) All players must abide by all equipment requirements and suspensions as laid out in the O.M.H.A. rules.*
- (e) All coaches must abide by all U.M.H.A. rules as set forth by the Executive in the Rules for Coaches.*
- (f) All player movement is subject to O.M.H.A. rules.*
- (g) All carded staff, including coaches, trainers and managers in the U.M.H.A., must have required certificates according to O.M.H.A. rules.*

- (h) All carded team staff, including coaches, managers and trainers must submit a current Canadian Police Information Check (CPIC) prior to participation in any O.M.H.A. sanctioned game or tournament. CPIC forms shall be submitted in a sealed envelope to the attention of the U.M.H.A. President. These forms shall be delivered unopened to a person of trust as selected by the U.M.H.A. Executive for review. These will be reviewed using current O.M.H.A. criteria. Any indication of concern shall be evaluated for approval or rejection by the U.M.H.A. President and Vice-Presidents.*
- (i) No head coach may sit on the U.M.H.A. Executive while active in coaching for the U.M.H.A.*
- (j) All teams shall be responsible for any fines and penalties levied by the U.M.H.A., O.M.H.A. or the League, and payment is due when the fine or penalty is assessed unless decided otherwise by the Executive.*

ARTICLE 14 - RYAN WATERS MEMORIAL

Section 1 - In Memoriam

- (a) Ryan Waters sweater Number 21 shall be permanently retired and displayed prominently within the arena.*
- (b) Each season the U.M.H.A. Minor Peewee team shall wear number 21 memorial crests on their home and away jerseys.*
- (c) Any member of the 1998 Minor Peewee team will be entitled to wear the number 21 memorial patch while playing for the U.M.H.A.*

Section 2 - Annual Award

- (a) Each year, the Minor Peewee coaching staff shall select a Minor Peewee player that best exemplifies team spirit and sportsmanship. The criteria for this award was established in 1998 by the Waters Family and shall not be altered. (See F)*
- (b) Each year, the President shall ensure that the Minor Peewee coaching staff receives a copy of the certificate that accompanies the award to assist them in making their selection.*
- (c) The coaching staff shall advise the President of their selection at least 1(one) week prior to closing night. The President shall then purchase the plaque and notify the recipient's parents. The recipient's name shall be kept in strict confidence by all involved parties until the award is announced.*
- (d) The recipient of the Ryan Waters Memorial Award shall be presented with an engraved plaque and signed certificate by the President and the Waters Family.*
- (e) The U.M.H.A. shall display their memorial plaque in a prominent location within the arena and update it each year with the recipient's name.*
- (f) The wording of the certificate shall be:*

This plaque is dedicated to the memory of Ryan Waters, a Minor Peewee player who passed away suddenly and without warning on April 1st, 1998.

By request of the Waters' Family and under the direction of the Uxbridge Minor Hockey Association, it is to be awarded annually to the Uxbridge Minor Peewee hockey player whose coaches feel best exemplifies Ryan's sincere love and dedication to the game of hockey. The criteria must not be goals scored or saves made, but rather should reflect Ryan's qualities of team spirit and sportsmanship.

To the recipient of this award - Congratulations, for you have been chosen for having these qualities that the Waters Family and Minor Hockey hold above all others. It is our hope that your love for the game and the fun you are having stays with you for the rest of your life and that you cherish this award for all the reasons for which it is given.

Dated this _____

Glenn Waters

Lorna Waters

U.M.H.A. President

Section 3 - Memorial Fund

(a) The U.M.H.A. Executive shall direct all monies donated to the Ryan Waters Memorial Fund to player development.

ARTICLE 15 - HONOURARY MEMBERS

Section 1 (a) Honourary membership shall be awarded to those members who volunteer their time without remuneration for a minimum of 15 years. This prestigious award shall be presented at an Annual General Meeting and recognized with a certificate and lifetime pass to all U.M.H.A. games.

(b) Honour Roll

Bob Pollard - 1999

Dorothy Pollard - 1999

Ray Newton - 1999

Fred Kelland - 1999

George Harris - 1999

Brenda Kennedy - 2001

Roy Lewis - 2001

John VanKessel – 2001

Bruce Carter – 2007

Carol Hamilton – 2007

Diane Timbers – 2008

Lorna Waters - 2008