

# **DISTRICT XII CONSTITUTION**

## **CUMBERLAND MINOR HOCKEY ASSOCIATION**

### **INTRODUCTION:**

**The Cumberland Minor Hockey Association (CMHA) is a voluntary association of members and individuals established to promote and foster the development of the sport of amateur hockey within District XII of the Ottawa District Minor Hockey Association (ODMHA). The mandate of the CMHA is to provide a hockey environment suitable for the enjoyment of the Players, Coaches, Managers, Officials, parents and administrators. Our goals are to encourage sportsmanship and fair play, develop hockey skills and promote good character in our players. The player and his / her welfare must be held paramount. All players, coaches, managers, parents and officials will be required to acknowledge their acceptance of the District XII Code of Conduct agreeing to observe the principles of *Fair Play* before being allowed to participate in the minor hockey program within District XII.**

**District XII is an integral part of the ODMHA and by virtue of this 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 Rules & Regulations shall be to confer upon District XII and it's Executive Members all of the powers of a fully self governing organization, be it hereafter enacted:**

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## **ARTICLE ONE - NAME**

1.1 The organization shall be called “Cumberland Minor Hockey Association”, hereinafter referred to as District XII.

1.2 District XII is a recognized District of the Ottawa District Minor Hockey Association (ODMHA).

1.3 The ODMHA is a recognized Council of the Ottawa District Hockey Association (ODHA), one of thirteen Branches of Hockey Canada, the recognized governing body of amateur, ice and inline hockey in Canada.

## **ARTICLE TWO - OBJECTIVES**

2.1 The objectives of District XII are to:

2.1.1 Encourage minor hockey within the jurisdiction of District XII as outlined within this Constitution and the Constitution of the ODMHA.

2.1.2 Ensure the enforcement of the rules of the game per Hockey Canada.

2.1.3 Decide all matters in dispute between various Players, Associations, Leagues and other bodies as defined in Article Four – Membership.

2.1.4 Conduct matches between the various teams for the different association championships (District, Provincial and National).

2.1.5 Promote fair play and leadership development.

2.1.6 Promote recreational hockey for all age groups where fun and participation are the key elements.

2.1.7 Promote competitive hockey, which strives for excellence while emphasis is placed on enjoyment, effort and respect for all participants.

2.1.8 Promote the training of Coaches and the philosophy of the Canadian Code of Ethics and the National Association of Coaching in Canada, with respect and dignity for all.

2.1.9 Promote the training of referees and other volunteers in the sport of Hockey.

## **ARTICLE THREE - JURISDICTION**

3.1 The geographical jurisdiction of District XII shall encompass the following boundaries:

3.1.1 Area North of Highway 174, east of Champlain to the Eastern limit of the City of Ottawa;

3.1.2 Area South of Highway 174, draw an imaginary line from Champlain Street down to the intersection of Mer Bleu Road and Innes Road;

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- 3.1.3 All streets east of this line is in District XII, including Duford, Charlebois Ave, Fraser Park, Lacroix Ave, Turnberry Road, Claiborne Way, Leclair and Legrand Crescent;
- 3.1.4 Excluded from District XII are streets west of this line, such as, Belleterre Street, Silver Bark Ave, Shamandura Lane, WinterRose Lane, Tooney Drive;
- 3.1.5 Roads east of Mer Bleu Road, including Grand Pré Court and Saphir Avenue;
- 3.1.6 Residents on the east side of Mer Bleu Road;
- 3.1.7 Roads east of Boundary Road (Regional Road 41), north of Burton & Russland and west of Canaan Road; and
- 3.1.8 Residents on the west side of Canaan Road who pay taxes to the City of Ottawa.

### **ARTICLE FOUR - MEMBERSHIP**

4.1 Wherever used in the Constitution, By-Laws and Rules & Regulations the word “Members” shall be deemed to include:

- 4.1.1 A properly registered adult player who is (are) of legal voting age;
- 4.1.2 Parents or legal Guardians of a player(s) who is (are) not of legal voting age and who is (are) properly registered in District XII;
- 4.1.3 Team Official(s) who are properly recorded with District XII; and
- 4.1.4 An elected or appointed member of the Executive Board(s) of District XII and Associations who is (are) of legal voting age.

4.2 All members as outlined in 4.1 shall conduct themselves in accordance with District XII, ODMHA, ODHA and Hockey Canada Constitution, Hockey Canada By-Laws and Hockey Canada Rules & Regulations.

4.3 Membership in District XII shall be open to all Minor Hockey Associations conducting hockey in the District. No individual shall be barred membership in a Minor Hockey Association on the basis including, but not limited to, that individual’s race, sex or religious belief.

4.4 All Minor Hockey, Referee Associations and Leagues must submit their current By-Laws and Rules & Regulations, plus any changes, to District XII before the commencement of the season for review to ensure conformity to Hockey Canada, ODHA and ODMHA. Changes must be detailed in an attached letter to the new By-Laws and Regulations.

4.5 Associate membership shall include those Minor Hockey Associations or Organizations from other Districts or Branches of Hockey Canada who have been sanctioned to play in District XII by virtue of an agreement and receiving prior approval of District XII, the ODMHA, the ODHA and / or Hockey Canada.

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4.6 Membership in District XII is bound by all the rulings and decisions of the District XII Executive Board.

4.7 Any such decisions can be appealed through a properly conducted appeal process.

### **ARTICLE FIVE - ORGANIZATION**

5.1 The governing body of District XII shall be the membership represented by the following Executive Board positions:

- District Chairman
- Vice-Chairman
- Secretary
- Director of Finance
- Director of Discipline and Appeals
- Director of Harassment, Abuse, Risk and Safety
- President – CMHA Junior Grads
- President – CMHA House League
- Referee-in-Chief
- Registrar
- Director-at-Large
- Past Chairman

5.2 The District Chairman, Vice-Chairman, Executive Secretary, Director of Finance, Director of Harassment, Abuse, Risk and Safety, Director of Discipline and Appeals and Registrar will be elected by a majority vote at the Annual General Meeting of the CMHA. The District XII Executive Board, at its discretion, may decide to have 1-2 Directors-at-Large.

5.3 The President of the CMHA Junior Grads, the President of the CMHA House League and the Referee-in-Chief will sit on the District Board. These positions will be elected at the Annual General Meetings of their respective Associations as per their respective By-Laws.

5.4 The Registrar could qualify for an honorarium. This requirement and the amount will be determined via majority vote of the District Executive Board each year.

5.5 Should any of the Executive Board position(s) remain vacant following the Annual General Meeting, the Executive Board shall appoint a replacement to fill the vacant position until the next Annual General Meeting.

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5.6 The day-to-day business of District XII shall be administered by the Executive Board, between meetings, according to the Constitution, By-Laws, Rules & Regulations of Hockey Canada, ODHA, ODMHA and District XII.

### **ARTICLE SIX – MEETINGS**

6.1 There shall be an Annual General Meeting (hereinafter the “AGM”) of District XII on or before May 31 in each year. The Executive Board will decide the exact place, date and time of this meeting.

6.2 Notice of the AGM shall be given in writing at least thirty (30) days in advance of the meeting and must be published in a manner that the majority of members are notified.

6.3 All proposed amendments to the Constitution, By-Laws and Rules & Regulations must be published at least fifteen (15) days in advance of the meeting.

6.4 The order of business at the AGM shall be as follows:

- 6.4.1. Call to order; roll call; approval of Agenda;
- 6.4.2. Adoption of Minutes of the Previous AGM; and any Special General Meetings held;
- 6.4.3. Business arising from the Minutes;
- 6.4.4. Report of the Chairman;
- 6.4.5. Report of the Vice Chairman;
- 6.4.6. Report of the Past Chairman;
- 6.4.7. Report of the Director of Finance (presentation of Financial Statements);
- 6.4.8. Report of the Jr Grads (to include presentation of Finances);
- 6.4.9. Report of the House League (to include presentation of Finances);
- 6.4.10. Report of the Referee-in-Chief (to include presentation of Finances);
- 6.4.11. Report of the Registrar;
- 6.4.12. Report of the Secretary;
- 6.4.13. Report of the Director of Harassment, Abuse, Risk & Safety;
- 6.4.14. Report of the Director of Discipline & Appeals;
- 6.4.15. Notice of Motion; Constitution, By-Laws, Rules & Regulations;
- 6.4.16. Appointment of a Returning Officer and Scrutineers
- 6.4.17. Nomination and election of District XII Executive Board;
- 6.4.18. New Business;
- 6.4.19. Adjournment;

6.5 A Special General Meeting (hereinafter the “SGM”) may be called at any time by the Chairman or if requested by a majority vote of the Executive Board.

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6.6 The quorum for the AGM or SGM shall be a quorum of the Executive Board (one half plus one of the filled positions on the Executive Board) plus any number of members of the CMHA that are in attendance.

6.7 The Executive Board is required to meet monthly.

### **ARTICLE SEVEN – ELECTIONS**

7.1 Executive Board officers are elected for a term of office for one (1) year. Terms of office expire on May 31 in each year.

7.2 Nominations shall be tabled and elections conducted at the AGM. The Returning Officer of the election and the Scrutineer(s) shall establish rules for the election.

7.3 No person shall be eligible for nomination or election to any office unless such person is a member of the CMHA or is a resident of District XII. Eligible persons may be nominated for any executive position with the exception of the position of District Chairman. Candidates for the position of District Chairman must have served at least two (2) years on the District XII Executive Board, the CMHA Junior Grads or the CMHA House League Executive Boards or the Referees Association.

7.4 No member may hold more than one (1) elected office on any Board in District XII at any one time. Members may hold an elected position on the District Executive Board and a non-elected position on one of the boards of the CMHA Junior Grads, CMHA House League or the Referees Association.

7.5 Any member in the CMHA as defined in Article Four - Membership shall be eligible to vote at District XII AGMs or SGMs. Proxy voting shall not be permitted. Only those persons entitled to vote at the meetings will be permitted to make motions, speak to motions, or second motions off the floor.

7.6 The District Chairman shall select a Returning Officer, who shall be a member of the CMHA, to supervise the conduct of the nominations and elections and not less than one (1) member to act as Scrutineer to assist the Returning Officer. The Returning Officer and Scrutineer shall not be candidates for office. They shall retain custody of the ballots and election registers during the conduct of the election.

7.7 Voting shall be on the basis of one vote for each voting member who must be present. Each eligible member desiring to vote shall sign an election register

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prepared by District XII. The method of voting shall be by show of hands unless a majority of the voting members decide that the method of voting shall be by ballot. The voter shall be given a ballot prepared by the District and shall be provided an opportunity to vote in secrecy. Ballots shall bear no number of marks, which might identify the voter. After marking the voter's ballot, the voter shall fold and place it in a secured ballot receptacle provided by District XII. Adequate safeguards to ensure a fair election shall be provided by the District XII officers and election officials.

- 7.8 Write-in candidates with the approval of the Executive Board shall be permitted to stand for elected office. The nominator and the seconder must be present at the AGM in order for the write-in nomination to be accepted.
- 7.9 A majority of votes cast shall be required for election. Where the election for an office results in a tie, a run-off election between the two nominees with the higher number of votes shall be conducted.
- 7.10 When nominations for each position have been completed and there are unopposed candidates, the Returning Officer shall declare such candidate or candidates duly elected by acclamation.
- 7.11 The positions of the newly elected Executive Board Members become effective on June 1 in the year of the election.
- 7.12 Where vacancies occur in any of the elected officers or positions of District XII, the Executive Board shall fill the vacancy until the next AGM.
- 7.13 In the case of a vacancy in the office of the District Chairman, the Vice-Chairman of the CMHA shall perform the District Chairman's duties until such time as the Executive Board appoints a new District Chairman. In the case of vacancy for both the District XII Chairman and the Vice-Chairman, the Executive shall appoint a new District Chairman and Vice-Chairman to perform their duties from amongst its Executive Officers until the next AGM or SGM.

### **ARTICLE EIGHT – AMENDMENTS**

- 8.1 The Constitution, By-Laws and Rules & Regulations of District XII shall only be amended at the AGM or SGM convened specifically for that purpose. Notice of the proposed amendment shall be handed to the Secretary, Chairman or Vice-Chairman in writing at least thirty (30) days prior to the date of the meeting and shall be available to interested parties at least fifteen (15) days prior to the date of the said meeting.
- 8.2 All proposed amendments to the District XII Constitution and By-Laws shall require a two-thirds (2/3) majority of those present and voting at an AGM or

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SGM, subject to the Rules of Quorum as defined in this Constitution. Sub amendments may be made and voted upon provided that sub amendments shall not alter the original intent of the proposed motion.

- 8.3 All proposed amendments to the District XII Rules & Regulations shall require a fifty percent plus one (50% + 1) majority vote of those present and voting at an AGM or SGM. Amendments are non-binding and subject to the Executive Board's discretion. Sub amendments may be made and voted upon provided that sub amendments shall not alter the original intent of the proposed motion.
- 8.4 If any provision of the Constitution shall be held invalid, the remainder of the Constitution shall not be affected.
- 8.5 District XII may, at regular Monthly Meetings, by a two-thirds majority vote of the Executive Board's voting members; a quorum being present, amend the Constitution and By-Laws to meet emergency or unusual situations. These amendments must be ratified at the next AGM or SGM following such changes(s). Any such amendments shall be included in the Chairman's report.
- 8.6 District XII may, at regular Monthly Meetings, by a fifty (50) percent plus one vote of the Executive Board's voting members; a quorum being present, amend the Rules & Regulations to meet emergency or unusual situations. These amendments must be ratified at the next AGM or SGM following such changes(s). Any such amendments shall be included in the Chairman's report.
- 8.6 All amendments passed at the District XII AGM shall become effective on June 1 of that year, unless specified otherwise at the time of the motion being passed.

### **ARTICLE NINE – FINANCIAL**

- 9.1 The general funds or property of District XII shall be used only for such purposes as specified in the Constitution or as may be required to transact and properly conduct its business.
- 9.2 The District XII Executive Board must authorize all monies paid out of the funds of the District.
- 9.3 Those officers authorized to sign for District XII are any two (2) of the District Chairman, Vice-Chairman or the Director of Finance.

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- 9.4 All District XII officers, inclusive of the elected officers of the various Associations, who are entrusted with any books or records of the District XII shall maintain and keep such books or records in good order and shall at all times have them available for authorized audit, examination or inspection.
- 9.5 All officers of District XII, inclusive of the elected officers of the various Associations who are entrusted with any books or records, at the expiration of their respective terms of office, or when removed or when their offices are declared vacant, shall deliver to their duly elected and qualified successors, and if there is no such successor, then to the District Chairman all books, papers, moneys, and other property in the possession belonging to District XII and they shall not be relieved from their obligation until they have complied with this requirement.
- 9.6 In the event of the dissolution of District XII, all funds and properties belonging to the District shall be disposed of in accordance with the direction of the Membership at an AGM or SGM.

### **ARTICLE TEN – INDEPENDENT REVIEW**

10.1 The books, financial records and accounts of District XII and its member Associations may be subject to an ad hoc review at the request of the Executive Board, either by an independent and duly qualified financial individual or by the District XII Executive board. A complete financial review or audit may be required when the Director of Finance (Treasurer or Finance Manager) of District XII and / or its Associations is vacated or every five (5) years. The decision to carry out or not this review is left to the discretion of the Executive Board. The expense of an independent review / complete financial review or audit shall be borne by the District or Association that initiated the review. A complete and proper statement of the standings of the books for the previous year will be submitted by the Director of Finance (Treasurer or Finance Manager) of each Association, League and District XII at their respective AGM.

### **ADDENDUM TO CONSTITUTION**

The above mentioned is believed to be an accurate reproduction of the Constitution of the Cumberland Minor Hockey Association. It is reproduced and provided as a convenience to its members. It may not include all amendments that have been passed since its reproduction and when the original Constitution was filed with District XII. Should any errors, omissions or discrepancies exist between this version and the original Constitution filed at District XII, the version filed with District XII shall be final and binding.