



**CONSTITUTION, BY-LAWS  
& REGULATIONS FOR**  
Manitoulin Panther Minor Hockey  
Association

revised  
*May 12, 2011*

## CONSTITUTION

### Article 1. Name:

The not-for-profit organization shall be called the Manitoulin Panther Minor Hockey Association.

### Article 2. Objective:

It will be a voluntary, non-discriminatory, and equal opportunity Association of Members designed to promote and foster Competitive Hockey in the District of Manitoulin, as it applies to carded, traveling or tournament N.O.H.A. rep teams.

### Article 3. Governing Bodies:

The Association will govern N.O.H.A. rep hockey in accordance with the Constitution, By-laws and Regulations of the N.O.H.A., which is governed by the O.H.F., which in turn is governed by Hockey Canada.

### Article 4. Government:

A) The governing body of the Association shall be called the "Executive Council."

B) All Executive Officers are to be elected annually by a majority of votes cast by the Registered Membership present at the Annual General Meeting.

C) No one shall be eligible to stand for an election to the office of President, unless having served in good standing, as a Member of the Executive Council, a Head Coach, or Manager in the Association **in any one of the last three (3) seasons prior to the AGM.**

D) The Executive Officers shall appoint all Directors as required.

### Article 5. Membership:

A) One (1) Annual Membership will be granted to each parent/guardian of each player playing in the current season, who at the time is in good standing.

B) An annual membership is granted to all elected Officers, all appointed Directors, Head Coaches, and Team Managers of Panther Hockey.

C) Applications for Annual Membership from the General Public will only be accepted during the months August through February in any fiscal year.

D) The Annual Membership fee for the General Public is two (2) dollars, and all purchased memberships must be approved by the Executive Council.

## BY-LAWS

### By-law 1. Membership:

A) All references made by the Association that relate to a specific sex, also relate equally and entirely to the opposite sex.

B) At the Annual General Meeting, only registered members in good standing are allowed to nominate, vote, or run for office.

C) At any one (1) time, no member shall cast more than one (1) vote.

D) Those members nominated and not present at the Annual Meeting must indicate, in writing, to the elections-officer, their intention to stand for office.

By-law 2. Composition and Duties of the Executive Council:

A) The Executive Council is comprised of:

1. President
2. Vice-president
3. Secretary
4. Treasurer
5. Past President
6. Directors.

B) The President shall preside at all Executive meetings and shall be an ex-officio member of all Committees. In general, it shall be the duty of the President to guide the activities of the Association. The Vice-president shall assist the President, and substitute when necessary. Also it shall be the duty of the Vice-President to chair a discipline committee and to record discipline procedures. The Treasurer will keep a record of all revenues and expenditures which will be suitable for an audit. The Secretary will compile all records of the activities of the Association and keep them in the form of minutes, together with all reports from various committees. The Past President shall assist the Executive Council as required and provide continuity from previous executives. The minimum term served here is 1 year. The Directors will chair committees established by the Executive Council. From the Directors, the following positions may be filled:

1. Ice Convener;
2. Fund-raising Director;
3. Coaching Director;
4. Referee assignor
5. Equipment manager and
5. Any other position deemed necessary.

C) For the General Account, Cheque signatures will be required from any two of the following: President, Secretary or Treasurer. For all other accounts two (2) signatures are required, one of which must be that of the Treasurer

By-law 3. Constitutional Amendments:

A) Notice of intent to move for a change, deletion, or addition to the Constitution, By-laws or Regulations of the Association must be in the hands of the Secretary at least fourteen (14) days prior to the Annual General Meeting. This motion must include the current article as it presently reads, the type of intent whether it be a change, a deletion or an addition, and a brief explanation outlining the rationale for this motion and it must be signed by a member in good standing.

B) The Association will have a set of Policies which will be separate from the Constitution. These Policies can be amended at any meeting of the Association by a simple majority vote.

C) All Policies derived prior to the Annual General Meeting are to be included with the proposed changes to the Constitution, By-laws and Regulations at the Annual General Meeting.

D) A 75% majority of the voting members at the AGM will be necessary in order to adopt any motions resulting in changes, deletions, additions or amendments to the Constitution. By-laws and Regulations require only a simple majority for adoption.

By-law 4. Meetings and Procedures:

A) The Executive Council shall meet once each month in order to implement the affairs of the Association. In an Emergency, when the Council is unable to meet, any board member may poll individuals and record such actions in the minutes of the next meeting.

B) At all regular meetings of the Association the Agenda shall include the following:

1. Information transfer (hand-outs etc.);
2. Meeting called to order;
3. Date of next meeting;
4. All Delegates including NOHA rep and Referee-in-Chief;
5. Coaches Reports;
6. Reading of previous Minutes;
7. Business Arising from the Minutes;
8. Reading and Business Arising from all Correspondence;
9. Reports from Committees;
10. General or New Business;
11. Reading of the Financial Reports and
12. Adjournment.

NOTE: The chair has the discretion to change the order of the agenda.

C) At all meetings of the Association, Robert's Rules of Order will be in effect.

D) Any Board Member may call a special meeting of the Executive Council.

E) The Annual General Meeting shall be held in May. It will consist of the following:

1. A complete rundown on the year's activities;
2. Opportunity to present new amendments or change the Constitution, By-laws, and Regulations;
3. Business for the coming year; and
4. Election of the new Executive Officers.

F) All delegations must submit in writing to the board, the **presentation** of the delegation in sufficient time, **three (3)** days before the meeting so the board may be better prepared to **digest the presentation** and render a timely response.

G) Rules on voting:

1. All motions are to be placed on the floor, seconded, discussed, and then voted on by a show of hands, unless the chair decides on a vote by ballot;
2. The President shall have the deciding vote in the presence of a tie at a regular meeting;
3. There will be no proxy vote;
4. Once a vote has been cast, it cannot be changed;
5. Voting Voices for the Association are members of the Executive Council, Head Coaches or Managers (maximum one (1) vote per team).
6. A) A Quorum is required before the minutes will be recorded and the meeting regarded as official.

B) A Quorum will consist of 60% of the existing Executive Council in attendance of which one must be either the President or Vice-President.

By-law 5. Executive Council Powers:

The Executive Council has the power to:

A) Formulate, prescribe and make rulings or decisions on any matter brought before it from any source.

B) Impose and enforce any penalties for any violation or breach of the Constitution, By Laws, Regulations, Codes of Conduct, Rules, or Policies of this Association or breach of any Decision or Rulings of the Executive Council.

C) Remove or remit on such terms and conditions as it deems fit any suspension or penalty that has been imposed by them.

D) Replace, discipline, release or change, by majority vote, any elected Board Member, Director, Coach, Manager, Trainer, or any other individual that is associated with this Organization that has proven himself to be detrimental to the Association by being remiss or neglectful of duty, or by conduct tending to impair his usefulness as a Member of the Association.

- E) Revoke or deny any Annual Membership for just cause.
- F) Supervise the collection of funds and monies and authorize expenditures.
- G) Call any meeting deemed necessary, and fix the time and place of such meeting not fixed by the Constitution, if requested by five (5) Executive Council Members.
- H) See that all revenues collected by the Association are used to sponsor and promote the interests and activities within the Association.
- I) Increase or decrease the number of Directors in the Association as the Executive Council deems fit.
- J) Ensure that the Constitutional objectives of the Association are always fulfilled.
- K) Increase or decrease the number of Hockey Teams belonging to the Association, so that the maximum number of eligible hockey players can benefit from our Association without decreasing the effectiveness or usefulness of the Association.
- L) Determine what financial assistance, if any, will be given to any Team, based on the individual team's efforts in the Association's fund-raising activities.
- M) When feasible, purchase jerseys and first aid supplies periodically as required. These purchased items are to remain the Property of the Association. The colour of choice for helmets is black.
- N) Set the registration fee and deadline for payment to include a family discount of 15% for the second player registered and 25 % for the third and subsequent player.

By-law 6. Releases:

A) In order to request a player release the player/parent/guardian shall first all be deemed to be in good standing with the Association/Club Team.

With compliance to the above (By-law 6 A) the following shall apply:

- 1) Releases to play on AAA hockey teams shall be granted automatically.
- 2) Releases for all other category teams below the AAA level shall be granted automatically providing there is no Panther Hockey Team for said player to play on.
- 3) Players cut from a Team will automatically be granted a release.
- 4) Should a Panther Team fold after sufficient tryouts, releases shall only be granted automatically to those players attending the tryouts.
- 5) Should an issue be deemed an extenuating circumstance, the Board will consider to review and determine whether a release shall be granted.
- 6) As in the case of [(4) the above] those players who did not attend Panther tryouts shall not be automatically granted a release.

By-Law 7. Registration Refund

In general, refunds will only be allowed when the player's resignation is the result of:

- (a) a player having registered for a team that is not iced or where the player cannot be placed on a team.
- (b) an injury or medical condition that prohibit a player from playing (a doctor's certificate may be required for any refund citing medical reasons/injury) ;
- (c) a player moving out of our area.

All requests for refunds must be submitted, in writing, to the Association's executive for approval. This request must be dated and signed by the parent/guardian and contain a reason for the request.

All refunds will be subject to a \$25.00 administrative fee. The remainder of the refund will be based on a pro-rated formula as follows:

- .. Before first ice time - 100% of registration fees\*
- .. Before October 1 - 80% of registration fees\*
- .. Before November 1 - 70% of registration fees\*
- .. Before December 1 - 60% of registration fees\*

“ Before January 1 - 50% of registration fees\*

\*All refunds shall be less the current costs of Hockey Canada’s Player Registration.

The only exception to this formula would be where a team is not iced in the division for which the player has registered or where the player cannot be placed on a team prior to their first game. Individuals falling within these criteria will be entitled to a full refund of registration fees.

No refunds will be issued after January 1<sup>st</sup> unless the player is injured, and will not participate for the remainder of the season, or if the player is moving out of our designated area.

Players suspended by the Panthers, NOHA, OHF or Hockey Canada are not eligible for refunds.

Please allow 3 weeks for processing from time of notification.

There will be no refunds for any amounts for rep tryouts and any team fundraising.

## REGULATIONS

### Regulation 1. Association:

- A) All Association Members must be over eighteen (18) years of age.
- B) The Panther Hockey Association, its Designates, Directors, Coaches, or Managers, will not be liable for any accidents or injuries, which may occur to its Members or Players during any organized activity or function.
- C) The Policy, *Risk Management for Panther Hockey*, is an addendum, to the Association’s Constitution, By-laws and Regulations.
- D) Where there is a conflict of interest, no Member of the Panther Hockey Association Executive may be part of any other Hockey Association.
- E) All Committee Reports dealing with expenditures and/or fund-raising must include a detailed financial statement or budget.
- F) The Association, upon approval, shall pay the costs for any related courses, training or upgrading for any Member of the Association.
- G) The Association, upon approval, shall pay the costs for any Member attending an out of town event as long as he/she is representing the Association at this event.
- H) Evaluations of all Team Staff will be completed no later than the meeting prior to the AGM.
- I) Directors may not be absent more than three (3) consecutive meetings in a row, without just cause.
- J) All selections for Head Coach will be done by a committee consisting of three (3) Board Members.

### Regulation 2. Member Teams:

- A) Approval to select less than fifteen (15) players per team is required from the Executive Council.
- B) Should it become necessary to use import players the selection of team players is to be done by a committee of three (3). Two (2) board members, not in conflict, & the coach will make up this committee.
- C) The parents are to select the tournaments the team will be attending from a list prepared by the coaching staff.
- D) Permission to apply to a tournament is required from the Executive Council.
- E) **Before making off island purchases a quote from a local supplier is required where possible.** Any purchases made by a Member Team for team equipment, jerseys & socks or anything else that is team-related, belong to the Association, whether or not the Association supplied any funding for the purchases.
- F) Team staff will be appointed by the Head Coach of the respective team and approved by the Executive.
- G) All Team Staff and Executive Members approved by the Association, must at all times, conduct themselves in a manner which will be exemplary to the Panther Minor Hockey Association. Failure to comply will result in a disciplinary hearing.

H) Requests for players moving to a higher category (progression) within the Association must be dealt with amongst the teams concerned. If, for any reason, satisfaction cannot be achieved, it will be the responsibility of the Coaches involved, to notify the Executive Council immediately, so action can be taken.

I) All fund-raising activities done by Member Teams that involve solicitation of the General Public must be approved by the Executive Council.

J) All Member Teams must submit a Projected Team Budget to the Executive Council, for approval, prior to the start of the season. This Budget is to detail team costs and fund-raising activities. At season-end the Actual Budget must be submitted.

K) The minimum funding by the Association for ice time shall be to pay for all league games and 1 (one) practice per week, only during the period from October through February inclusive providing that the schedule has been approved by the Ice Convener and said schedule is in compliance with the conditions as set out by the Arena Management.

L) For all games, the on ice Officials (Referee & Linesmen) will be selected by an Assignor approved by the District Referee in Chief.

M) Entry fees or performance bonds to any League for which the Member Teams play in, will be paid by the Association.

N) Any player whose registration is not paid in full after the deadline shall cease to participate in any team function until payment arrangements have been approved by the Board.

O) Tryout fees are to be determined by the Association. At all Team tryouts, all players must tryout for the Member Team comprising players in his respective age group, except when there are no tryouts for his respective age group. No player may tryout for more than one Team at a time. Cuts will be made at the discretion of the Head Coach with the approval of the Executive. If the minimum number of players as required by the NOHA do not attend try-outs, after a minimum of 3 to a maximum of 5 try-outs, with the approval of the Executive, the team shall fold.

P) All Player certificates and Staff cards purchased by the Association for each Member Team belong to the Association, not the Team, whether they are used or not.

Q) Teams are responsible for obtaining and paying time keepers.

R) When administering discipline to a Novice or an Atom player off-ice, parents/guardians of the player must be notified when such discipline is to be administered so they may be present if they wish. If parents/guardians are not available, the parent rep may be present to inform the parents/guardians of said discipline. All discipline will be documented.

S) All funds raised by a team that eventually folds belong to the Association and will be held for this age group next season.

T) The teams are to pay for the game officials from the 50/50 money collected. All short falls will be reimbursed by the Association at season end after the team submits to the board a proper reconciliation form.