



West Ferris Minor Hockey Association Constitution

Amended 1998, 2001, 2002, 2003, 2004, 2009

**WEST FERRIS MINOR HOCKEY ASSOCIATION
CONSTITUTION
AMENDED 1998, 2001, 2002, 2003, 2004, 2009**

ARTICLE 1 NAME

The official name of this organization shall be West Ferris Minor Hockey Association, hereinafter referred to as W.F.M.H.A.

ARTICLE 2 PURPOSE AND OBJECTIVES

- a) To govern and administer hockey in accordance with articles and by-laws within this W.F.M.H.A. Constitution.
- b) This Association shall convene, administer and set policy for all *representative and house league* hockey teams in the Tyke, Novice, Atom, Peewee, Bantam, Midget and Juvenile categories or any other category formed by and at the direction of the Executive Committee.
- c) Through the sport of hockey, to help youth to develop into good citizens of our community and to provide a wholesome outlet for youthful energy by fostering interest in their team and the game of hockey.
- d) To stress respect for officials.
- e) To promote the sport of hockey to the full extent of facilities and financial resources.
- f) To engage in activities to raise the funds necessary to meet the objectives of W.F.M.H.A.

ARTICLE 3 SCOPE OF OPERATION

- a) The W.F.M.H.A. operations shall be confined to the boundaries of the City of North Bay. Operation to be defined as: Registration, Team formation, Development and Discipline.
- b) The current executive shall, at their discretion, have the power to accept players from within District 5, as described by the N.O.H.A..

ARTICLE 4 MEMBERSHIP

- a) All persons qualifying for membership in accordance with By-law I, must register with the secretary before voting at any meeting of the W.F.M.H.A.
- b) There shall be honorary and voting members as defined in the By-laws.
- c) The Executive Committee may, upon unanimous approval, grant lifetime voting membership to long-time deserving members of W.F.M.H.A.

- d) The outgoing President shall be the immediate Past-President of the organization and a member of the Executive with all rights and responsibilities thereof.

ARTICLE 5 STRUCTURE

- a) There shall be an Executive Committee whose method of election shall be defined in the By-laws.
- b) The administration of W.F.M.H.A. shall be the sole responsibility of the Executive elected each year.
- c) Where W.F.M.H.A. enters into any agreement with any League, the Executive shall have the authority to assign members of the Executive Committee to assist the League Executive in the day-to-day operations of such League, as requested.
- d) The members of the Executive Committee shall chair standing committees as defined in the By-laws.

ARTICLE 6 OFFICERS

- a) The officers of the Association shall be members in good standing of the Association
- b) The officers of the Association shall be elected by the voting members of this Association.
- c) They shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Registrar and seven (7) Directors.
- d) They shall be elected by secret ballot.
- e) The duties of the officers are outlined in the By-laws.
- f) The Officers and Directors shall be elected for a two year term at the Annual Meeting, and shall take office June 1st. Elections for the President, Secretary, 2nd Vice President, and three (3) Directors shall take place in the even numbered years. Elections for the 1st Vice President, Treasurer, Registrar and four (4) Directors shall take place in the odd numbered years.

ARTICLE 7 QUORUM

A quorum for the purpose of conducting business of this Association shall consist of: Eight (8) members of the Executive at Executive Committee meetings. Twenty (20) of the voting members must be present to conduct business at an Annual or Special meeting.

ARTICLE 8 MEETINGS

- a) Executive meetings will be held in accordance with By-law 3 Items d and e.
- b) There shall be an Annual Meeting on or before the 31st of May each year.
- c) The President may call an Executive Meeting when s/he considers it necessary to conduct the business of the W.F.M.H.A.

- d) The Executive Committee may call a Special or General Meeting when this is considered necessary. Such a meeting must be called for a specific purpose.
- e) Twenty (20) voting members may request a Special Meeting where this is considered necessary. The quorum must be in accordance with Article 7.
- f) Procedure and rules of order for the conduct of meetings are outlined under By-law 6.

ARTICLE 9 AMENDMENTS TO THE CONSTITUTION OR BY-LAWS

- a) The Constitution can be amended by a 2/3 vote of the total members present and voting at an Annual or Special Meeting.
- b) A By-law may be amended or instituted by 50% plus one (1) of the total members present and voting at an Annual or Special Meeting.

ARTICLE 10 THE BILL EVANS AWARD

- a) This Award may be given at the discretion of the Executive Committee only and shall be for outstanding and meritorious services to W.F.M.H.A.
- b) **ORDER OF THE HELPING HAND**
The Executive Committee may award a certificate of excellence, "The Order of the Helping Hand", to one or more members in any given year, in recognition of general or specific services.

ARTICLE 11 COLOURS

The colors of the Association shall be white and royal blue. Hockey jerseys for all teams representing West Ferris Minor Hockey shall be white and royal blue. Teams may choose to purchase their own team suits – all representative team suits must be royal blue and white in colour and include the name West Ferris.

The name of all representative teams will be the West Ferris Blades.

ARTICLE 12 FINANCE

- a) The fiscal year of the W.F.M.H.A. shall be from the 1st day of June to the 31st day of May.
- b) The Treasurer will present a financial statement to the membership at the Annual Meeting.
- c) The Treasurer's functions and responsibilities are outlined in By-law 4, paragraph d.

BY-LAW I APPOINTMENT OF VOTING MEMBERS

- a) Those members eligible to vote at Annual or Special Meetings include:
 - i) All members of W.F.M.H.A. Executive and their spouses,
 - ii) Any person whose child or ward is registered with this Association
 - iii) All coaches, managers, trainers and convenors and their spouses.
 - iv) Associate members whose annual membership dues are paid a minimum of 14 days in advance of the vote.
 - v) The spouse of an associate member. No additional membership dues are required to be paid by the spouse of an associate member.
 - vi) Life members and spouses of the W.F.M.H.A.

b) ASSOCIATE MEMBERSHIP-DEFINED

- i) Any former member or members' family in good standing 18 years of age and over may apply for Associate Membership whether or not they reside within the boundaries of the City of North Bay.
- ii) Associate membership may be granted upon completion of an Associate membership form and payment of annual dues, to be determined annually by the W.F.M.H.A. Executive. Membership forms can be obtained from the Registrar.
- iii) Associate members shall be limited to voting at Annual or Special Meetings.
- iv) Associate memberships may be revoked by a two-third majority at a duly constituted Executive meeting. An associate member and his spouse whose membership has been revoked must be notified in writing by the President.

c) LIFE MEMBERSHIP - DEFINED

This award is considered the highest award that West Ferris Minor Hockey can bestow on any member.

- i) A member must have contributed meritorious service to W.F.M.H.A. in one or more of the following areas of involvement: Executive, Coach - Manager, Sponsorship, Officiating, Fundraising, Building.
- ii) From the Life Member Inductees, a committee of no fewer than two (2) persons, the chairperson of the Life Members plus the serving 1st. Vice President as chairman, shall meet each year prior to the Annual General Meeting to prepare a list of nominees for the consideration of the Executive Committee.
- iii) A Chairperson and Treasurer will be elected by the Life

Members to serve 2 years, at which time an election will be held for persons to serve in this position for the next 2 years. A Life Member can be elected to these positions as many times as the membership of the Life Members so desires. Elections can be called at any time prior to the W.F.M.H.A. Annual General Meeting by the Chairperson of the Life Membership Club or by two thirds of the Life Membership Club.

BY-LAW 2 VOTING (Annual and Special Meetings)

- a) Members of the Executive Committee.
- b) All members including persons defined in By-law 1(a)(b)(c).
- c) In no case may there be a vote by proxy.

BY-LAW 3 EXECUTIVE COMMITTEE

- a) The Executive Committee of the W.F.M.H.A. shall consist of fourteen (14) members comprising of seven (7) officers which are President, Immediate Past-President, First Vice-President, Second Vice-President, Secretary, Treasurer, Registrar and seven (7) Directors. Officers may only be elected after serving a minimum of one (1) term on the Executive Committee.
- b) Upon accepting office, all members of the W.F.M.H.A. shall pledge themselves to support the ideals, aims and objectives of the W.F.M.H.A. and render such decisions as they are called to make in the course of their duties, in a fair, impartial manner, without bias or prejudice. All decisions must ensure that the philosophy of "What's best for the kid" is first and foremost in the minds of the Executive.
- c) Executive Meetings shall be held monthly on a date selected as most convenient to the majority. These meetings may be suspended for one or more months during the off season but not for more than three months by a majority vote of the Executive Committee.
- d) Notice of all meetings shall be given to the Executive Members as far in advance as possible.
- e) Any Officer or Director, elected or appointed, who is absent for three consecutive meetings, may be deemed to have automatically tendered His/Her resignation. A replacement may be appointed by the Executive Committee.
- f) The W.F.M.H.A. Executive may appoint its President and/or one (1) or more members of the Association to act as liaison officers with any other Minor Hockey or Amateur Sport Association where deemed necessary. Duties of liaison officers shall be defined by the Executive Committee at the time of appointment.
- g) Vacancies that occur on the W.F.M.H.A. Executive Committee shall be filled by appointment from the membership.
- h) The Association shall be represented only by

members appointed by the Executive Committee, as deemed necessary.

BY-LAW 4 DUTIES OF THE OFFICERS-DEFINED

- a) **PRESIDENT** - Shall preside at all meetings of the W.F.M.H.A. Executive and will cast a vote in the event of a tie. S/he shall call meetings as deemed necessary; shall assume direction or enact suspension of any official where deemed necessary by the executive; shall act as signing officer together with the secretary on all contracts, player registration releases or other legal matters. In any matter requiring immediate decision, the President may take action with or without reference to members of the Executive Committee but such action shall be subject to ratification by the Executive Committee at the next scheduled meeting. S/he shall be Ex-officio member of all standing committees. S/he shall appoint all chairmen of standing committees.
- b) **FIRST VICE-PRESIDENT** - Shall perform the duties of the President in the latter's absence and shall have all the rights and powers of the President. S/he may chair any standing committee except the Finance Committee.
- c) **SECOND VICE-PRESIDENT** - Shall perform the duties of the President in the absence of the latter and First Vice-President. S/he shall have all the rights and powers of the President. S/he may chair any standing committee except the Finance Committee.
- d) **TREASURER** - Shall act as chairman of the Finance Committee; shall collect and properly record all monies involving the W.F.M.H.A.; shall pay all accounts upon Executive Committee approval, by cheque, countersigned by either the President or First Vice-President; shall submit regular financial statements to the Executive Committee; shall produce an annual financial statement reflecting all the financial activities of the fiscal year.
- e) **SECRETARY** - Shall keep a record of proceedings at Executive, Special and General meetings; at every meeting shall have minutes and record books, and such books, papers and letters relative to business which may be transacted at any meeting; shall deal with such correspondence as deemed necessary to fulfillment of the duties set forth; shall receive and file all letters received by W.F.M.H.A.; shall maintain a current register of the members of the W.F.M.H.A. Executive Committee with name, address, position and phone number; shall conduct registration of all voting members at General or Special meetings and will ascertain that voting qualifications are validated; will be a signing officer along with the President on player releases; shall file with the Ministry of Consumer and

Commercial relations the required Notices of Change in the Corporation, as necessary.

- f) **REGISTRAR**- Shall be responsible for the registration of all Minor Hockey players registered with W.F.M.H.A; shall receive and certify all registration certificates; shall maintain a register of all players in the W.F.M.H.A; shall be responsible for the advertising and coordination of all registration; shall liaise with any other Minor Hockey League with respect to resident West Ferris Minor Hockey players; shall be responsible to provide player lists, by category, upon request by the N.O.H.A., coaches, managers or any group, as directed by the Executive Committee; shall remit all registration money to the Treasurer along with the supporting documentation; shall be authorized to accept post-dated cheques on registration day, providing such cheques are dated no later than October 1st; shall prepare a list of "hardship" cases. Such list shall be confidential and reviewed by the President, Treasurer and Registrar only.
- g) **DIRECTORS** - Seven (7) shall chair standing committees (as defined) appointed by the Executive Committee and in addition, may be appointed to chair ad hoc committees, as and when required for any purpose relative to the betterment of Minor Hockey. The chairman of each committee must submit a written report to the Executive for distribution at the Annual Meeting.

DUTIES OF STANDING COMMITTEES

i) FINANCE COMMITTEE

The Treasurer, by right of his/her office, shall be chair of the committee. This committee shall submit a budget annually for the ensuing season incorporating recommendations pertaining to the financial welfare of W.F.M.H.A. Each standing committee will submit a proposed budget to this committee before the hockey season reaches its second week of operation in any year.

ii) COACHING COMMITTEE

The Head Coach, as appointed by the Executive Committee, shall function as the chair. This committee shall be the development co-ordinators responsible for the ongoing development of hockey players in all categories. It will be responsible for arranging ongoing team personnel development clinics, alone or in co-operation with the N.O.H.A. and shall ensure that all team personnel selected for the hockey season are properly qualified and able to carry out the committee's development programs. The committee shall be responsible for the selection of all coaches; may interview each applicant and submit its recommendations to the Executive Committee for approval prior to the formation of teams in any year.

iii) DISCIPLINE COMMITTEE

The Head Coach, the Head Convenor and one other member of the Executive shall be members of this committee. The Chair shall be as appointed by the Executive Committee.

iv) PROPERTY AND EQUIPMENT COMMITTEE

The Equipment Manager, as appointed by the Executive Committee, shall function as the Chair. This committee will be responsible for the acquisition and maintenance of all playing equipment such as sweaters, goaltending equipment and sponsors' crests; will ensure all equipment is kept in proper repair; will keep an accurate and up-to-date inventory of all equipment and property; keep a supply of extra playing equipment that might be required during the playing season; ensure that all playing equipment is returned and stored at the end of each playing season; ensure that team sweaters carry sponsors' crests, League crest and approved 'C' or 'A' where applicable. No modification to team sweaters will be permitted without prior approval of the Executive Committee.

v) PUBLICITY AND SPONSORSHIP COMMITTEE

This Committee will be responsible for the publicity and public relations of the Association. It will be responsible for obtaining and collecting team sponsorship. It will be responsible for obtaining team pictures for distribution to sponsors at the end of every playing season. It may be responsible for the preparation, production and distribution of a newsletter to all registered players, and the news media. The Chair shall be as appointed by the Executive Committee.

vi) PROMOTION COMMITTEE

This Committee's primary function will be as a fund raiser, responsible for all promotions carried out by the Association, with the exception of the Annual Atom, PeeWee and Bantam Hockey Tournaments. It will be responsible for all social activities, including Appreciation Night. The Chair shall be as appointed by the Executive Committee.

vii) TIMEKEEPING AND OFFICIATING COMMITTEE

This Committee will be responsible for the selection and training of timekeepers required for all league games played in North Bay. The Chair shall be as appointed by the Executive Committee.

viii) CONVENOR COMMITTEE

The Head Convenor, as appointed by the Executive Committee, shall function as the Chair. This Committee will be responsible for the distribution of schedules for each series. It will be responsible for the formation of all teams in co-operation with the Coaching Committee. It will appoint convenors for each league, where deemed necessary. Complaints or concerns addressed to this committee must be in writing. Any matter referred to this Committee which leads to dispute will be resolved by the Discipline Committee.

The Chair of this committee shall be a member of the Coaching Committee during coach selections.

BY-LAW 5 ANNUAL MEETING

- a) The Annual Meeting of the W.F.M.H.A. shall be held prior to the last day of May each year, preferably after the N.O.H.A. Annual General Meeting.
- b) For accounting purposes, the Executive shall establish the Association's fiscal year as: from the first (1st) day of June of the current year to the thirty-first (31st) day of May of the following year.
- c) The W.F.M.H.A. Executive in office shall schedule the Annual Meeting. Notice of Annual or Special meetings shall be publicized in the news media at least 14 days prior to the scheduled date.
- d) Notices of motion, correspondence, constitution amendments and other matters for consideration at an Annual or Special Meeting shall be made in writing to the W.F.M.H.A. Secretary not less than seven (7) days preceding the Annual or Special Meeting.
- e) The Executive Committee shall appoint a Sub-Committee to study, develop and properly prepare in advance all amendments to the constitution for presentation at the Annual Meeting.
- f) Prior to March 1st, the Executive will appoint a chairman and two other members of the Association to form a Nominating Committee to establish a proposed slate of executive members who would be willing to stand for election to the W.F.M.H.A. Executive at the Annual Meeting. Committee members may stand for election.
- g) Nominations for officers and directors in W.F.M.H.A. shall be submitted in writing to the Secretary of the Association not less than seven (7) days prior to the annual Meeting. All such nominations shall be accompanied by the written approval of the nominee.
- h) The President shall assign a person to conduct the annual elections.

BY-LAW 6 PROCEDURES AT MEETINGS

- a) The following procedure is mandatory at a special meeting:
 1. Call to order
 2. Presentation of credentials
 3. Special business for which meeting was called
 4. Adjournment
- b) The following procedure is mandatory at an Annual or General Meeting:
 1. Call to order
 2. Presentation of credentials
 3. Minutes of last Annual Meeting
 4. President's report
 5. Reports of Standing or Special Committees
 6. Correspondence
 7. Business which has been referred to the meeting by the Executive Committee

8. Special business of which a notice of motion has been given
 9. New Business
 10. At an Annual Meeting only: nomination and election of officers and directors.
 11. Adjournment.
- c) 1. The Chairman of the elections at the Annual Meeting shall not cast a vote for any elected office unless a tie vote exists.
2. Elections at the Annual Meeting shall be as follows:
- i) Voting shall be secret ballot.
 - ii) The Slate of Executive members as proposed by the nominating committee shall be presented to the Executive Committee prior to presentation to the membership.
 - iii) If an election for the post of President is required, it shall be held forthwith. Then for the post of First Vice-President, with an election held, if required, forthwith. Then for Second Vice-President, Treasurer, Secretary, Registrar and Directors, separately in that order, using the same election procedure outlined for President and First Vice-President.
 - iv) Any person nominated for one position and who is not elected to that position, may be nominated from the floor, when nominations are open, for any other post on the executive, for which elections have not yet been held.
 - v) A single, separate ballot shall be used for each post for which an election is held. When voting for position of Director, all seven Directors can be listed on one ballot.
 - vi) After each vote is completed and the name or names of those elected is declared, a motion shall be made from the floor to destroy the ballots.
 - vii) Voting shall not be allowed from those who arrive at the Annual Meeting after the chair has been turned over to the Chairman of elections.
3. Procedures at an Annual or General meeting shall be as follows:
- i) All motions must be in writing to the Secretary and signed by the Mover and Seconder before a vote on the motion is taken.
 - ii) A member wishing to address the members at a meeting shall rise and address the Presiding Officer and shall wait until he/she is recognized by the Presiding Officer before speaking.
 - iii) The Presiding Officer shall, when a debate has been concluded on any question, repeat the question or motion clearly so no member shall misunderstand the question on which he is required to vote. Once the question has been placed before the membership in this way by the Presiding Officer, no further debate will be allowed. In the event of one-half of the voting members present requesting a secret ballot on

the question, such a question shall be decided by secret ballot.

- iv) Roberts Rules of Order will be followed at all meetings.

BY-LAW 7 REGISTRATION AND OTHER FEES

- a) The registration fee for W.F.M.H.A. will be set by the Executive Committee after deliberations as to the cost of the operation of W.F.M.H.A. for the coming year.
- b) Representative team players shall be assessed an additional fee to help defray additional operating levied.

BY-LAW 8 REGULATIONS GOVERNING PLAYERS

- a) A player is defined as one who has registered with WFMHA by filling and signing the prescribed registration certificate.
- b) All players must meet age requirements and must have submitted proof of age to W.F.M.H.A.
- c) A player shall play for only ONE TEAM while registered with W.F.M.H.A.
- d) Official registration of all players shall be completed no later than November 1st. Late registration may be accepted only if approved by the Executive Committee.
- e) The Executive Committee may accept team entries providing player of such team meets registration requirements in By-Law 8 (a)(b)(c).
- f) The Association will support and encourage the operation of the Initiation Program throughout the playing season. The Coaching Committee will be granted discretionary powers to either support an existing program or introduce whatever system is required to develop hockey players in any age group.
- g) No registration refunds will be allowed after December 1st. There will be an administration charge of \$75 applied to all refunds and "special cases" will be up to the discretion of the W.F.M.H.A. Executive.
- i) A \$50 non-refundable fee is required for all tryouts of players who have not paid the full registration fee to W.F.M.H.A."

BY-LAW 9 PLAYING RULES

- a) All playing rules set out by the N.O.H.A., O.H.F. and C.H.A. shall be observed by W.F.M.H.A. teams.
- b) The Executive Committee may, at their discretion, impose certain rules covering the operation of all teams during any playing season.

BY-LAW 10 REGULATIONS GOVERNING

TEAMS

- a) W.F.M.H.A. teams shall not participate in any local or out-of-town tournaments without the permission of the Head Convenor or designate. The incoming executive will set policies regarding coaches' and managers' expenses and tournament fees for the coming year.
- b) Coaches and managers of W.F.M.H.A. teams must submit a financial statement monthly to the Treasurer by no later than the 1st of each month covering all revenues and expenditures of their respective teams.
- c) W.F.M.H.A. teams will not be permitted to enter into any promotional campaign to raise funds unless approval is obtained from the Executive Committee.

BY-LAW 11 LEAGUE INTERNAL PLAYOFFS

Upon completion of league play-offs and where ice time is available, the Executive Committee, upon the recommendation of the Head Convening committee and Head Coaching Committee, may arrange internal play-offs of W.F.M.H.A. league teams in any categories. The format and selection of championship teams and awards will be the joint responsibility of the Coaching and Convenor Committees.

BY-LAW 12 TRANSPORTATION RULE

No member of the WFMHA, Coach, Manager, Trainer or Player may consume any alcoholic beverage or partake of drugs for non medical use while on board any mode of transportation subsidized directly or indirectly by WFMHA, while representing WFMHA in any event. Infractions of this rule could result in suspension from WFMHA. Conduct and deportment expected of Coaches, Managers, Trainers and stick boys is clearly defined in the Coaches' and Managers' Manual.

BYLAW 13 OHF Code of Conduct

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Hockey Federation (OHF) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OHF and West Ferris Minor Hockey Association are committed to providing a sport environment in which all individuals are treated with respect. Members of the OHF shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated by the OHF, Member Partners or Local Associations.

During the course of all OHF and West Ferris Minor Hockey Association's activities and events, members shall avoid behaviour which brings OHF, Member Partners and Local Associations or the sport of hockey into disrepute,

including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

OHF members shall at all times adhere to the OHF and West Ferris Minor Hockey Association's operational policies and procedures, to rules governing the OHF and West Ferris Minor Hockey Association's events and activities and to rules governing any competition in which the member participates on behalf of the OHF and West Ferris Minor Hockey Association.

Members of the OHF and West Ferris Minor Hockey Association shall not engage in activity or behaviour which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OHF and West Ferris Minor Hockey Association, including the opportunity to participate in OHF and West Ferris Minor Hockey Associations' activities.

