

NAPANEE DISTRICT MINOR HOCKEY  
GENERAL OPERATING BY-LAW #1

(CONSTITUTION)

**Article 1**

The name of the organization is Napanee District Minor Hockey.  
(N.D.M.H)

**Article 2**

The objectives and aims of Napanee District Hockey are in general to promote, foster, improve and govern minor hockey in the Town of Greater Napanee and District and in particular:

- a) to foster among the members, supporters and players good sportsmanship and community spirit;
- b) the promotion of the game of hockey in our community;
- c) to provide general guidance and governance of program delivery and membership in accordance with O.M.H.A. and N.D.M.H.. Codes of Conduct;
- d) to instill in all players, team officials, game officials and members associated with the N.D.M.H. good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
- e) shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Organization shall be used solely for the purposes of the Organization and for the promotion of its objectives;

In so far as the recognition that there are two distinct levels of hockey provided by the Organization as set out and summarized below, the Organization will provide:

## Recreational Hockey/House League/Local League

The opportunity for all eligible individuals, given availability, to participate in recreational house league ice hockey, which will allow a player to participate in an environment for fun, physical exercise and fair play. All players will abide by the rules and regulations as set out by the N.D.M.H. and its governing bodies.

## Representative and AE Hockey/Rep/AE

Teams comprised of players, coaches and parents who desire a higher level of competition. Players and families are willing to make a commitment for additional time and finances to the operation of the team. All players will abide by the rules and regulations as set out by the N.D.M.H. and its governing bodies.

### **Article 3 – Divisions**

The N.D.M.H. shall consist of the following Minor Hockey Programs and Divisions made up of players as specified by the O.M.H.A. age regulations.

Initiation Program, Tyke Division, Novice Division, Atom Division, Pee Wee Division, Bantam Division, Midget Division, Juvenile Division.

The N.D.M.H. Board of Directors has the power to combine divisions when the lack of registration warrants it.

### **Article 4-Amendments**

(a) This By-Law may only be amended by a 75% majority vote of the eligible voting members attending an Annual General Meeting. Notice of intention to amend By-Law #1 must be filed with the Secretary, in writing, at least 15 days prior to the date of the annual meeting. The Secretary, at least 10 days before the annual meeting, shall post any proposed amendments along with the Agenda of the Annual Meeting for members.

### **Article 5- Fiscal Year**

The fiscal year will be a twelve-month period commencing May 1<sup>st</sup> and ending April 30<sup>th</sup> of the following year.

### **Article 6-Membership**

Membership shall be composed of all adults who have paid an annual membership fee of \$2.00. Each adult, at the time the annual membership is paid, shall receive a copy of the latest Constitution and By-Laws, if requested. All Board of Directors, Committee members, and all team officials must be paid up Members of N.D.M.H.

Each member, by accepting the rights and privileges of membership in the Organization agrees to:

(a) comply with and abide by the By-laws, Policies, Code of Conduct of the Organization, and the decisions of the Board

(b) conduct him/herself in a manner that is not improper, nor likely to endanger the welfare, interest or reputation of the Organization.

### **Article 7-Board of Directors**

A Board of Directors, each of who shall hold one of the following offices, shall manage the affairs of the Corporation:

President, Vice-President of O.M.H.A., Vice-President of House League, Vice President of Operations, Secretary, Treasurer, Chief of Referees, Registrar, Special Events Coordinator

Each of the above mentioned offices shall be filled by an election held at the Elections of Officers meeting, held in February of each year.

Also included on the Board of Directors, shall be three (4) more voting members; their titles to be as follows:

2<sup>nd</sup> Vice-President of O.M.H.A., 2<sup>nd</sup> Vice-President of House League, and 2<sup>nd</sup> Vice-President of Operations, Assistant Chief of Referees

These members' appointments and duties shall be assignees by the 1<sup>st</sup> Vice-Presidents, subject to approval by the Board of Directors.

The Board of Directors may enter into a contractual agreement with another party, providing that the solicitor of N.D.M.H. Inc. has reviewed and approved the agreement. Two of the three signing officers of N.D.M.H. Inc. must affix their signatures for the agreement to be valid and binding.

Directors shall serve without remuneration, and no Director shall directly or indirectly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Organization. Notwithstanding that, the Board of Directors may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Organization.

Every Director and Officer of the Organization shall respect the confidentiality of matters brought before the Board for consideration in camera. Should a breach in confidentiality be suspected, the President must be notified immediately. The President shall investigate the allegation and make a report to the Board. If the President is the accused, the Board will elect another Director to conduct the investigation and serve as Chair of the Board until the issue is resolved. The Board shall determine if corrective action is required, including resignation.

N.D.M.H. hereby consents that each and every Director of N.D.M.H. shall be deemed to have assumed office on the express understanding and condition the he/she, his/her heirs, executors, administrators, estate and effects respectively shall from time to time, and at all times, be indemnified and saved harmless out of the funds of N.D.M.H. from and against all cost, charges, and expenses whatsoever which such Director sustains or incurs in or about any action, against him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he/she sustains or incurs in, about, or in relation to the affairs thereof; provided however that he shall not be entitled to the indemnified and save harmless out of the funds of N.D.M.H. from and against any cost, charges and expense as are occasioned by his/her own willful neglect or default.

No Director, other Officer of N.D.M.H. or person carrying out duties for or on behalf of the Organization shall be liable for the acts, receipts, neglect or defaults of any other Director or Officer, employee, or person carrying out

duties for or on behalf of N.D.M.H.

### **Article 8-Accountant**

The Board of Directors shall appoint an Accountant each year at its annual meeting to prepare the operations' financial statement each year and the Accountant's report shall be submitted to the annual meeting for approval.

### **Article 9-Board of Directors Meetings**

1. A quorum shall be majority of the voting membership of the Board of Directors. Subject to Article 7, each Member of the Board, including the President shall be entitled to one (1) vote. Proxy voting is not allowed.
2. A majority of votes of the Directors present at a Board Meeting shall decide every question. Motions resulting in tie votes are lost. A declaration by the Chair that the motions has been carried or not carried by a particular majority and an entry to that effect has been made in the minutes of the meeting shall be conclusive evidence of the fact, without proof of the number or proportion of votes recorded for or against such motion.
3. The Board shall meet monthly on dates determined by the Board and at such other times as is necessary by notification from the Secretary.
4. In the event of a vacancy on the Board, the Board of Directors may appoint a person to fill the vacancy who is a member of the Organization.

### **Article 10-The Officers Duties and Powers**

1. (a) The Officers of the organization shall be:  
The President, Vice-President of House League, Vice-President of O.M.H.A., Vice-President of Operations, Secretary, Treasurer, Registrar, Chief of Referees, Special Events Coordinator.
- (b) Nominations for the various offices of the organization shall be made at least one week prior to the Election of Officers meeting by any member of the Organization.

(c) Nominations shall be accepted for the office of President only if those nominated have served on the Board of Directors of N.D.M.H.

(d) Any member of the Board of Directors missing two or more consecutive meetings without just cause may be removed from the office and replaced with a person appointed by the Board of Directors.

## 2. President :

(a) shall exercise, in addition to his or her own powers conferred by the Constitution, all duties and powers of the Board of Directors when it is impossible for him or her to obtain a vote of the Board of Directors in case of emergency and must be ratified by the Board of Directors at the first meeting after such emergency.

(b) shall be an Ex-Official member of all standing committees,

(c) The President, or a delegate appointed by the Board of Directors, shall represent N.D.M.H. at any meetings the Board of Directors feel the N.D.M.H. should be represented.

(d) shall carry out duties as assigned by the Board and report monthly to the board regarding activities and issues addressed in the prior month.

## 3. Vice-President of Operations shall:

(a) administer a support group of directors to provide support services and special programs for N.D.M.H.

(b) administer the operation of the hockey school.

(c) administer the operation of the power skating school by contracting skating instructors, organizing registration, providing ice time, meeting regularly with the instructors, arranging payment of instructors and meeting with parents as necessary to ensure a proper level of instruction for children.

(d) administer special fund raising initiatives, including corporate/private

sponsorship.

(e) manage N.D.M.H. equipment for the O.M.H.A. and House League teams, including: budget, purchase, cleaning, distribution, repair, retrieval, crestring and re-crestring, colour determination and replacement.

(f) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month.

4. Vice-President of O.M.H.A. shall:

(a) administer the orderly operations of Napanee's O.M.H.A. teams and their schedules.

(b) prepare and supervise in conjunction with the O.M.H.A. contact representative and other centers, the O.M.H.A. league schedule.

(c) in conjunction with O.M.H.A. coaches and managers and the contact representatives, co-ordinate the allotment of ice time for practices, exhibition games, regular league games and playoff games.

(d) administer a block of ice time, which has been designated for O.M.H.A. purposes at the beginning of the hockey season.

(e) in conjunction with the Vice-President of House League Operations administer any movement of players between the House League and the O.M.H.A. teams subject to any conditions imposed by this constitution.

(f) administer releases of players between N.D.M.H. and other organizations as requested. All such release requests shall be reported to the board prior to the release being granted or denied.

g) attend monthly O.M.H.A. meetings as N.D.M.H. representative.

h) coordinate coach selection process of the representative level teams.

i) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month.

5. Vice-President of House League shall:

- (a) administer the orderly operation of the N.D.M.H. House League and its schedule.
- (b) appoint and oversee six (6) (or as required) House League Divisional Conveners.
- (c) organize House League playoffs.
- (d) The Vice-President of House League shall accept applications for House League positions and recommend a slate of team officials to the Board of Directors. The Board of Directors shall discuss the slate and make appointments of team officials.
- e) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month

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6. Secretary shall:

- (a) keep an accurate record and present minutes of all Board of Directors meetings, Committee meetings, General meetings, to all Board of Directors, and other persons the Board of Directors deems necessary.
- (b) carry out correspondence, and answer inquiries at the direction of the Board of Directors.
- (c) notify the Board of Directors of the time, place and date of meetings.
- (d) assure the proper processing of all contracts.
- (b) be custodian of books, records, documents, and other instruments belonging to N.D.M.H.
- (c) make an agenda available to minor hockey members one week prior to monthly meetings upon request.
- (d) make minutes of all minor hockey meetings available to members



upon request.

(e) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month.

## 7. Treasurer

Responsibilities include:

a) collection of all registration fees and other payments on behalf of the Organization;

b) deposit all monies in the name and credit of the Organization in a timely fashion into an account at a Chartered financial institution as designated by the Board;

c) maintain full and accurate accounts of all receipts and disbursements of the Organization

d) administer all financing of O.M.H.A. teams under the jurisdiction of N.D.M.H. This area of responsibility will include such items as:

(i) ice costs

(ii) referee costs

(iii) gate receipts

(iv) O.M.H.A. registration and insurance costs

(v) a base budget based upon 17 registration fees for each

O.M.H.A. team, sponsor fees with additional funding as it becomes available from other N.D.M.H. fund-raising activities.

e) with such other signing Officers as designated by the Board, sign all proper cheques and other orders

f) disburse funds of the Organization upon receipt of proper vouchers and approval as required from the Board

g) at regular meetings or as requested by the Board, provide an accounting of the transactions made on behalf of the Organization and the financial position of the Organization

h) shall prepare or cause to be prepared, annual Financial Statements and shall report therein to the Annual General Meeting.

i) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month

8. Referee in Chief shall:

- (a) be responsible for developing and training of competent officials for both House League and O.M.H.A.
- (b) have the final say on officiating assignments and timekeepers.
- (c) give the Board of Directors, by August 15<sup>th</sup> of each year, a plan for the development and training of officials for both the O.M.H.A. division and the House League division.
- (d) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month

9. Registrar

Responsibilities include:

- (a) organizes and schedules annual registration of participants
- (b) prepares team lists
- (c) prepares affiliation lists and monitors changes
- (d) monitors all player fees are paid and forwarded to treasurer
- (e) ensures Organization meets all registration deadlines
- (f) collect all required information at registration
- (g) immediately inform executive members regarding any new information, i.e. signatures required that the conveners are to gather
- (h) ensures that all team officials are registered and hold the appropriate credentials
- (i) forwards all necessary team official information to the Board of Directors.
- j) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month.

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10. Special Events Coordinator shall:

- (a) organize and manage of all N.D.M.H. special events such as banquets, and tournaments as approved by the board of directors.
- (b) administer the budgets for each event.
- (c) report to the board following each event.
- (d) carry out duties assigned by the Board or President and report monthly to the board regarding activities and issues addressed in the prior month.

11. Committees

The Board of Directors shall have the authority to appoint such committee as it is deemed necessary for the efficient operation of the N.D.M.H.

**Article 11 - Rules and Regulations**

Notwithstanding any other provision contained in this Constitution and by-laws herein, the Board shall have the power to pass without any confirmation or ratification by the members of the Organization all necessary rules and regulations as they deem expedient related in any way to the operations of the Organization, including, without limitation, the conduct of members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the said Constitution or its By-Laws and do not contravene OMHA Regulations, Policies and Procedures.

**Article 12-Annual General Meeting**

- 1. Prior to May 1<sup>st</sup> the annual General Meeting date of N.D.M.H. shall be called by the President, with the actual date of the General Meeting to be within 30 days after the end of the fiscal year of the Corporation.
- 2. Fifteen (15) members present at a General Meeting shall constitute a quorum.

3. Notice of the Annual General Meeting shall be published in a local newspaper and the N.D.M.H. website at least 30 days prior to the meeting date.

### **Article 13-Rules of Order at the Annual Meeting**

1. Check of voting powers or credentials (to be noted in the minutes of this meeting).
2. President's welcome address.
3. Reading of the minutes of the previous Annual Meeting and all other General Meetings held since that time.
4. Discussion of the minutes.
5. Annual report of the Treasurer.
6. Reports of Officers.
7. Consideration of Constitution, By-Laws, and Amendments thereof,
8. New Business.
9. Meeting adjourned.

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### **Article 14-Appointment of Officials**

The Board of Directors shall in each year appoint such coaches, conveners, and O.M.H.A. contact persons as are necessary to operate the activities of the Corporation, and each such appointee shall sign a statement agreeing to abide by all regulations and by-laws of the Corporation.

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### **Article 15-Dismissal**

Any members of the Board of Directors may be dismissed by a unanimous vote of the remaining members of the Board.

The Board of Directors may remove anyone else from membership in the Corporation by a vote of a majority of the Board.

Any member of the Board of Directors or any member in the Corporation who is dismissed or removed by the Board of Directors will receive in writing a letter of explanation and will have the right to appeal in writing to the Board of Directors within 10 days of receiving said letter.

This bylaw is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Organization at a General Meeting of the Members of the Organization duly called and held at the Strathcona Paper Centre in the Town of Greater Napanee, Ontario at which a quorum was present on the 15<sup>th</sup> day of May, 2012.

President:

Secretary:

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## BY-LAW #3

### Article 1

O.M.H.A. Constitution, and the O.M.H.A. Rules of Operations will govern all O.M.H.A. teams.

### Article 2

All disputes regarding O.M.H.A. team operations will be directed in writing to the Vice-President O.M.H.A. of N.D.M.H., who will meet with the parties concerned. Any necessary disciplinary action will be taken only for just cause and in writing stating the reasons. An appeal can be made to - Board of Directors, if desired.

### Article 3

The Vice-President of O.M.H.A. shall accept applications for head coaches for all O.M.H.A teams for the upcoming season, and the Vice-President O.M.H.A. will recommend a slate of team officials to an Interview committee as appointed by the Board of Directors. Either the VP of O.M.H.A. or the VP of House League, both of who shall be responsible for the recommendation of head coaches to such teams as required, shall accept Head coach applications for possible Select Teams.

The Interview Committee shall discuss the slate and then make recommendations of head coaches for all O.M.H.A. teams to the Board of Directors.

The Board of Directors shall discuss these recommendations and appoint head coaches to all O.M.H.A. teams (including select if operated).

Once appointed, the O.M.H.A. Constitution, Rules of Operation and Articles in this section of the Constitution govern them.

The coach's term is from time of appointment until their team completes its season.

**Article 4**

Players rostered to O.M.H.A. teams may resign in writing. Players resigning before December 1 in the season may apply to the VP of House League for positions within the House League Division if available.

This bylaw is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Organization at a General Meeting of the Members of the Organization duly called and held at the Strathcona Paper Centre in the Town of Greater Napanee, Ontario at which a quorum was present on the 15<sup>th</sup> day of May, 2012.

President:

Secretary:

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## BY-LAW #4

### Article 1-House League Regulations

1. Each Division shall be operated by a Division Convener appointed after the Annual Meeting by the Board of Directors of N.D.M.H. on the recommendation of the VP House league.
2. The Division convener is required to have a coach and trainer for each team.
3. All personnel of the N.D.M.H. shall conduct themselves at all times in such a manner that will show good example to the participants of the division and reflect credit to the organization.
4. Punctuality being such an important factor in all phases of a player's life, the Division Convener shall require his or her personnel to arrive for each game at such time that all the teams shall begin their games when scheduled.
5. The Division Convener shall encourage the coaches to teach healthy attitudes and encourage good citizenship and to emphasize to the players their responsibility to themselves, their team, school, parents, friends and community.
6. Coaches in conjunction with the House League Conveners shall select the teams and each team shall consist of equal number of players when possible. The number of teams shall be governed by the ice time available and will therefore be set by the Board of Directors. The Board of Directors has the power to balance the teams in the Division at anytime if deemed necessary.
7. All players, regardless of their ability, shall enjoy equal time on the ice.
8. The Division Convener shall permit his/her coaches to use a hockey stick in his/her coaching capacity during the game drills, but shall require



the coach on the ice to relinquish the hockey stick before the start of the game.

9. The Division Convener shall require the coach to position him/herself at all times in a manner that will not interfere with the game while it is in progress. Instruction during the game shall be given on line change or after the whistle provided that the game is not delayed.

10. The buzzer system may be used in the Tyke Division. The Tyke Convener and Tyke coaches will decide the rules governing the buzzer system for the Tyke Division.

11. Officiating of games will be conducted according to the rules set down in C.A.H.A. Hockey Rules and the O.M.H.A. Hockey Rules and the N.D.M.H. Rules. Specifically Rule 18 covers the questioning of a referee's decision. Division Supervisors are to require their coaches to become familiar with this rule. Protests and remarks aimed at the officials by unauthorized players will not be tolerated. Complaints about officiating shall be accepted by the Division Convener, who will forward them to the Board of Directors and to the Referee-in-Chief.

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## **Article 2-Rules for House League Players**

1. Dressing rooms are provided for all teams and under no circumstances will players undress and dress in the stands. Separate dressing rooms are provided for male and female skaters.

2. In this league, body checking and deliberate infractions of the tripping, crosschecking, slashing, etc. variety are strictly forbidden and violators will be severely dealt with. A player who receives three (3) minor penalties during a game will be suspended for the rest of the game. If the third penalty occurs during the third period, the player will be suspended for the next league game.

Second Major and or Misconduct penalties within a season will result in a player being brought before the House League Committee for further disciplinary action. Deliberate and excessive violations will be reported and dealt with.

3. Players are required to conduct themselves as sportsmen at all times. If a player is penalized after a game has concluded (i.e.: while shaking hands), the player will be suspended for the next league game. Any other unbecoming conduct brought to the attention of the Board of Directors will result in the player being made accountable.

4. Players will not be allowed to play out of their own age grouping, except according to the Player Movement Policy of the NDMHA.

5. A hockey player rostered with an O.M.H.A. team in any centre shall not play on a Napanee House League Team.

6. Swearing, rough play in the rink, or damage to the rink by any player registered with N.D.M.H. will not be tolerated, and the offenders will be liable for game suspensions.

7. Any member and/or parents of the players who are registered in N.D.M.H. are bound by the NDMHA Code of Conduct, acknowledged by each member at the time of registration.

This bylaw is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Organization at a General Meeting of the Members of the Organization duly called and held at the Strathcona Paper Centre in the Town of Greater Napanee, Ontario at which a quorum was present on the 15<sup>th</sup> day of May, 2012.

President:

Secretary:

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