

**Constitution
of the
Ottawa Centre Minor Hockey Association**

Article 1 – Name of the Association

1. The name of the association shall be the “Ottawa Centre Minor Hockey Association”.
2. The association may also be referred to as “OCMHA” or the “Association”.

Article 2 – Purpose of the Association

1. To provide the Centretown, Glebe and Ottawa South communities of Ottawa with an organized association devoted to house league hockey playing for the enjoyment of Players, without the pressure of competitive playing. The Association is an integral part of District B – Bytown District of the Ottawa District Minor Hockey Association (“ODMHA”) and the Ottawa District Hockey Association (“ODHA”). By virtue of these affiliations, the Association is a member of the Hockey Canada, the governing body of amateur hockey in Canada.
2. The boundaries allocated to the Association are as follows:
 - a. On the north by the Ottawa River;
 - b. On the east by The Queen Elizabeth Driveway;
 - c. On the south by the Rideau River; and
 - d. On the west by Preston Street and Colonel By Drive.
3. To accept for registration, when appropriate, of those Players, in accordance with the following criterion of priority;
 - a. Players from within the Association’s boundaries;
 - b. Previous seasons’ Association Players who live outside the Association’s boundaries, but within District B;
 - c. Other Players from within District B; and then
 - d. Players from outside of District B.
4. To accept applications for registration without regard to race, colour, sex, creed or playing ability, and to offer each Player equal opportunity to participate in organized games of hockey.
5. To assist in the development of the playing ability and sense of fair play of its registered Players.

6. To ensure, to the extent possible, that no player wishing to participate will be excluded from participation due to legitimate adverse economic situation of his or her parents or guardians.

Article 3 – Divisions and Level of Play

1. The Association's organized hockey shall be divided into the following divisions, in accordance with the rules and regulations of the ODMHA and Hockey Canada.:

- a. Initiation Program (I.P.)
- b. Novice
- c. Atom
- d. PeeWee
- e. Bantam;
- f. Midget; and
- g. Juvenile.

2. Transfers between Divisions

- a. If, in the opinion of his or her coach and the Association's divisional convener, a Player exhibits ability substantially beyond that expected of participant in his or her division, such that he or she would benefit from higher level of play, the coach may recommend to the Executive Committee that the player be transferred to the division immediately above that in which he or she is registered.
- b. If, in the opinion of his or her coach and the Association's divisional convener, a Player exhibits ability substantially below that expected of participants in his or her division, such that his or her full enjoyment of the game is impeded, then the coach may recommend to the Executive Committee that the player be transferred to the division immediately below that in which he or she is registered.
- c. If the parents or guardians of a player described in Article 3.2 a) and b) disagree with the recommendation, the Executive Committee shall afford the Player's coach, convener and parents or guardians an opportunity to be heard on the matter.

3. Competitive caliber Players residing within OCMHA boundaries shall be directed to the representative associations for the ODMHA's District B (the Ottawa Sting and the Ottawa Junior 67s).

Article 4 – Membership and Fees

1. Unless the number of proposed registrants otherwise dictates, or the proposed registrant is ineligible to be registered, a proposed registrant shall be registered upon delivery to the Registrar of a completed contract of participation, executed by his or her parents or guardians and accompanied by such registration fee as shall be approved by the Executive Committee before each playing season.
2. Where circumstances described in Article 2.6 exist, the Executive Committee, or the person designated for this purpose by the Executive Committee, may waive, reduce or refund the registration fees in respect of such registrant.

Article 5 – Members of the Association

1. One parent or guardian for each registered Player shall be considered a Member of the Association.
2. A Member shall:
 - a. Be entitled to receive notice of, and to be eligible to attend General Meetings of the Association;
 - b. Be entitled to vote on issues raised at the General Meetings; and
 - c. Be eligible to be nominated and to serve as an Executive of the Association.

Article 6 – Executive Committee

1. The business of the Association shall be conducted by the Executive Committee, or by such person, persons or subcommittees to whom the Executive Committee may delegate the authority and responsibility. Subject to Article 16.5, the composition of such subcommittees shall be in the discretion of the Executive Committee.
2. The Executive Committee shall consist of all duly elected, appointed or deemed Executives of the Association.
3. The Executive Committee shall have full and exclusive responsibility and authority to fulfill the purpose and to pursue the objectives of the Association, and, without restricting the generality of the foregoing, shall have specific responsibility and authority:
 - a. To determine whether or not a Player should move up or down to the next level of play;
 - b. To approve the form of the contract of participation to be executed by the parents or guardians of all players;
 - c. To approve the registration fee to be charged by the Association;

- d. To determine if the registration fee should be waived, reduced or refunded in the circumstances described in Article 2.6;
 - e. To designate a person to make the determination referred to in Article 6.3.d);
 - f. To appoint Officials, as described in Article 9, and to specify their responsibilities;
 - g. To determine the rate to be paid to hired staff;
 - h. To authorize the expenditure of money by the Treasurer;
 - i. To delegate to the Treasurer the authority to make expenditures of money;
 - j. To resolve disputes concerning the interpretation of playing rules and regulations;
 - k. To fill vacancies on the Executive Committee, in the manner provided in this Constitution; and,
 - l. To remove Executives and Officials, in the manner provided in this Constitution.
4. Except as otherwise provided herein, all decisions of the Executive Committee shall be binding, and non-reviewable.

Article 7 – Executives

1. The Executives of the Association shall consist of:
 - a. A President;
 - b. A Past President;
 - c. A Vice President;
 - d. A Secretary;
 - e. A Treasurer;
 - f. A Registrar;
 - g. A Director of Communications;
 - h. A Director of Sponsorship;
 - i. A Director of Ice-time Allocation;
 - j. A Director of Risk and Safety;
 - k. A Director of Equipment;
 - l. A Director of Coaching;
 - m. A Director of Goaltender Development;
 - n. A Director of Outdoor Ice Program; and,
 - o. A maximum of two other Directors at Large

2. The Past President shall be an ex-officio member of the Executive Committee for the term immediately following the term during which he or she was the President of the Association.
3. The elected Executives shall assume their duties from the previous Executives at the next meeting of the Executive Committee following their election.
4. All Executives shall endeavor to use their best efforts to be present for all meeting of the Executive Committee.
5. The duties of the Executives are set out in Article 15.

Article 8 – Election, Terms of Office, Eligibility, Nomination, Resignation, Removal and Appointment of Executives

1. Election of Executives – Subject to Article 7.2 the Executives of the Association shall be elected at the Annual General Meeting to hold Office.
2. Terms of Office – Subject to their resignation, removal or inability to fulfill their responsibilities, Executives shall hold such Office for a term not to exceed the longer of one year, or until their successors are elected or appointed.
3. Eligibility – Only Members are eligible to be nominated for election or to be appointed as Executives of the Association.
4. More than one Office – One person may hold more than one Office.
5. Sharing of an Executive Office – An Executive Office may be shared between two persons in a manner satisfactory to the Executive Committee.
6. Nomination Rules – No nomination shall be accepted unless the person nominated consents, in a manner satisfactory to the Executive Committee, to his or her nomination.
7. Nominations at Annual General Meeting – Nominations may be made and accepted at any time prior to or at the Annual General Meeting.
8. Resignation – No resignation of an Executive shall be effective unless it is in writing, and is delivered personally to the Secretary of the Association.
9. Removal of Executives – If any person elected, appointed or deemed to occupy a position on the Executive Committee fails, by his or her actions or behaviour to comply with the stated objectives of the Association, or if the actions or attitudes of such person are consistently detrimental to the efficient functioning of the Association, the person may be relieved of his or her duties and authority by the vote of two thirds (2/3) of the members of the Executive Committee, taken on a secret ballot conducted by and in accordance with the procedures adopted by the Past President, or, in his inability or refusal to adopt procedures, in accordance with the procedures adopted by the President.
10. Appointment of Replacement Executives – In the event that any member of the Executive Committee resigns, is relieved of his or her responsibilities, otherwise ceases to hold office, or becomes unable to fulfill his or her responsibilities prior to the expiry of his or her term of Office, the Executive Committee may appoint a person to assume his or her responsibilities for the unexpired portion of the term of Office.

Article 9 – Appointment of Officials

1. The Executive Committee shall have the authority to appoint Officials, including , but not limited to, Conveners, Coaches, Assistant Coaches, Trainers, Managers and Timekeepers, and, where not specifically set out herein, to establish their authority and responsibilities.

Article 10 – Meetings of Members

1. For the purposes of this Constitution:

a. “Annual General Meeting” shall mean the General Meeting, called for the purpose of:

i. Discussing the affairs of the Association since the previous Annual General Meeting;

ii. Approval of amendments to the Association’s Constitution;

iii. Reviewing a Financial Report of the Association;

iv. Electing Executives for the ensuing year; and,

v. Discussing such other matters related to the Association as may be raised by the Executive Committee of the voting members.

b. “General Meeting” includes the Annual General Meeting.

2. All meeting, other than Executive Committee meetings, are deemed to be General Meetings.

3. All General Meeting are open to all Members of the Association.

4. General Meetings may be called by:

a. The President;

b. A majority of the members of the Executive Committee; or,

c. By written request signed and delivered to the Secretary by not less than five (5) Members of the Association.

5. All notices of General Meetings shall state clearly the purpose of the meeting and the details of the matters to be discussed.

6. Where the request for a General Meeting is received from the members of the Association, the Executive Committee shall call such meeting, and the Secretary shall send notice of such meeting, as soon as shall be practical, subject always to the minimum notice requirements set out in Article 10.7.

7. The dates of the General Meeting shall be determined by the Executive Committee, provided that a minimum of fifteen (15) calendar day’s notice of each such meeting shall be given to all voting members.

8. One each calendar year, the Executive Committee shall call an Annual General Meeting of Members. At such meetings:

a. No person shall cast a vote for an Office to which he or she has been nominated;

- b. Where two or more nominations have been received for the same office, a vote shall be called by the person acting as the presiding officer of the meeting, and the person who receives the greatest number of votes shall be elected to the position;
 - c. Where only one nomination is received in respect of a position, the Executive Committee shall acclaim the person to fill that position in the same manner as if he or she had been duly elected by a vote of the Members; and,
 - d. If any elected position remains unfilled, the Executive Committee shall appoint a person to fill such position.
9. The Executive Committee shall endeavor to call the Annual General Meeting during the playing season.
10. At all General Meetings, each Member shall be entitled to one vote.
11. All voting at General Meetings shall be done in person, with no proxy voting allowed.
12. A quorum for all General Meetings shall consist of ten (10) Members, present at the meeting.
13. All matters to be voted upon shall be decided by a simple majority of the Members present at the meeting.

Article 11 - Meetings of the Executive Committee

1. A meeting of the Executive Committee may be called at any time by:
 - a. The President or any other Executive acting on his or her behalf; or,
 - b. By written request signed by not less than three Executives, and delivered to the Secretary.
2. All notices of meetings of the Executive Committee shall state clearly the purpose of the meeting and the details of the matters to be discussed.
3. Where a request for a meeting of the Executive Committee is received from the Executives, the Executive Committee shall call such meeting, and the Secretary shall send notice of such meeting, as soon as shall be practical, subject always to the minimum notice requirements set out in Article 11.4.
4. A minimum of seven calendar day's notice of each meeting of the Executive Committee must be given to all Executives; provided that this requirement may be waived with respect to a particular meeting by the approval of all the members of the Executive Committee.
5. A quorum for all Executive Committee meeting shall consist of five (5) members of the Executive Committee, present at the meeting.
6. All voting at meetings of the Executive Committee shall be done in person, with no proxy voting allowed.
7. Unless otherwise indicated, all matters to be decided by the Executive Committee shall be so decided by the vote of a simple majority of the members of the Executive Committee present at the meeting.
8. Each Executive shall have one vote. No Executive may cast a second or deciding vote. In the event a vote results in a tie, the motion shall be declared to have been defeated.
9. If a motion in respect of a particular matter is defeated, a similar motion may be tabled once more

during the playing season; however, if it is defeated again, no similar motion may be tabled again until the next playing season. For the purpose of this paragraph, the President shall have the absolute, unfettered and non-reviewable authority to determine if a motion is similar to one previously tabled.

10. Unless otherwise unanimously agreed by the persons present, debate on any particular motion shall not exceed one hour.

Article 12 – Execution of Documents and Cheques

1. All documents or cheques requiring the signature of the Executives of the Association shall be signed by any two Executives chosen by the Executive Committee.

Article 13 – Fiscal Year

1. The fiscal year of the Association shall be July 1st to June 30th.

Article 14 – Appeals and Protests

1. The ODMHA Code of Discipline shall apply.
2. Notwithstanding Article 14.1 the Executive Committee shall have the authority to further discipline any Player or Official by:
 - a. Referral to the Executive Committee
 - b. Referral to the Discipline Sub-Committee, if such Sub-Committee has been established by the Executive Committee
3. Appeals to the Executive Committee shall be made in writing within seventy-two (72) hours of the time a decision has been rendered. All decisions made by the Executive Committee with respect to further discipline may be appealed to the ODMHA Council.

Article 15 – Duties of Executives

1. The President shall:
 - a. Preside over all General and Executive Committee meetings;
 - b. Be an ex-officio member of all Committees;
 - c. Exercise the general and active management of the Association; and,
 - d. Ensure that all orders and resolutions of the Executive Committee are carried into effect.
2. The Vice President shall:
 - a. Preside over all meeting in the absence of the President;

- b. Act as an aide to the President;
 - c. Preside over various committee meeting at the request of the President; and
 - d. Organize the schedule of interlocking games.
3. The Past President shall:
 - a. Act as an advisor to the President and the Executive Committee on all matters concerning the Association; and
 - b. Establish, if and as necessary, the procedures to be followed in connection with the removal of an Executive.
4. The Secretary shall:
 - a. Keep a record of all meetings, motions and resolutions;
 - b. Arrange the business details of all General and Executive Committee Meetings;
 - c. Notify all members of the Executive Committee of any meetings; and
 - d. Notify all members of the Association of any General Meeting.
5. The Treasurer shall:
 - a. Received and hold all monies of the Association in a bank account maintained for that purpose;
 - b. Keep an accurate record and reconciliation of all expenditures and receipts;
 - c. Make only such payments as are approved by the Executive Committee of for which the Executive Committee has granted him or her delegation of authority an decision;
 - d. Present a written statement of the Association's financial position at each Annual General Meeting and at any Executive Committee Meeting, when so requested by the Executive Committee;
 - e. Whenever possible, execute, in accordance with Article 12, all cheques drawn on the Association's bank account; and
 - f. Prepare the budget of the Association
6. The Registrar shall be responsible for:
 - a. The organization of the time place and system to be followed for the registration of players;
 - b. The mailing to prospective players of information pertaining to registration (including notice of competitive hockey tryouts)
 - c. The proper registration of all playing members (being the receipt of a completed contract together with the registration fee);
 - d. The verification of the true ages of the players by such methods as he or she may deem appropriate;
 - e. The production of team lists subsequent to the assignment by division conveners and coaches to teams;
 - f. The maintenance of a waiting list, in the event the team roster is full in any

division;

g. Ensuring that 'Transfer Forms' for players who reside outside the Association's boundaries are properly signed; and,

h. Making recommendations to the Executive Committee concerning the waiver, reduction or refund of registration fees.

7. The Director of Communications shall:

a. Assist the Executive Committee in communicating the activities and events of the Association to Players and Members of the Association and to prospective Players and Members of the Association;

b. Ensure that appropriate signage is posted at the Association's home arena;

c. Maintain a website for communicating activities and events of the Association; and,

d. Approve all changes and uses of the Association's brand, image and logo.

8. The Director of Sponsorship shall:

a. Make appeals to teams, players, Members and the community to sponsor teams or the association, and

b. Maintain a Sponsorship policy for the Association.

9. The Director of Ice-time Allocation shall:

a. Make certain that the ice time allocated to the Association is fully utilized

b. Sell the unused ice time to other area associations, whenever possible;

c. Provide the Treasurer with a detailed account of all ice time sold and paid;

d. Ensure that all Conveners are made aware of potential free ice-time for practice; and,

e. Ensure that the ice-time is divided equitably amongst all teams.

10. The Director of Risk and Safety shall:

a. Ensure that all teams have certified trainers with the appropriate qualifications;

b. Ensure that adequate health and safety equipment is provided or available to all team; and,

c. Maintaining records of the Officials qualifications; coaching certifications, Speak-Out courses and police record checks.

11. The Director of Equipment shall be responsible for:

a. The Control and Safekeeping of all Association equipment;

b. Jointly with the Director of Goaltending Development, ensuring that adequate equipment is made available to the goaltenders of the Association;

c. Reporting to the Executive Committee the requirement to replace equipment due

to wear and tear, loss or theft; and,

d. The proper marking of all equipment with the Association's identifying mark.

12. The Director of Coaching shall be responsible for:

a. Jointly with Conveners ensuring that each team has dedicated and qualified coaches;

b. Mentoring all new coaches and assisting in their development as coaches; and,

c. Sponsoring coaches in their further development of coaching skills.

13. The Director of Goaltending Development shall be responsible for:

a. Assisting Coaches in developing goaltenders' skills;

b. Jointly with the Director of Equipment, ensuring that adequate equipment is made available to the goalkeepers of the Association; and,

c. As required, provide skills development training specifically for goaltenders.

14. The Director of the Outdoor Ice Program shall be responsible for:

a. Recruiting volunteers to assist with the maintenance of the outdoor ice facility at Brewer Park;

b. Scheduling of ice time for Association teams at the outdoor ice facility; and,

c. Attending to other issues with respect to the outdoor ice facility.

15. The Director(s) at Large deemed by the Executive Committee to be necessary or advisable may be appointed by the Executive Committee, to fulfill such responsibilities as the Executive Committee may specify.

Article 16 – Playing Rules and Regulations

1. The Association shall abide by the Rules and Regulations of the Ottawa District Minor Hockey Association (ODMHA).

2. All Officials shall comply with these rules and regulations.

3. All disputes concerning interpretation of the playing rules and regulations shall be referred by the Conveners to the Executive Committee.

4. Where discipline matters are referred to Discipline Sub Committee established by the Executive Committee, the Committee shall consist of the President or the Vice President, and any two members of the Executive Committee. Except as otherwise set out herein, all decisions of the Discipline Committee shall be final binding and non-reviewable.

Article 17 – Amendments

1. This Constitution may be amended at any Annual General Meeting of the Association by a majority vote of the voting members present at such meeting.

Article 18 – Ratification

1. Ratification of the Constitution shall be deemed to revoke all the provisions of any previous constitution.

Approved in Ottawa, Ontario on April XX, 2009 at an Annual General Meeting of the Association

NAME, President

NAME, Secretary