

**BRIGHTON AND DISTRICT**  
**MINOR HOCKEY ASSOCIATION**

**CONSTITUTION**  
**&**  
**BYLAWS**



**REVISION EIGHTEEN - MAY 2007**

**BRIGHTON AND DISTRICT MINOR HOCKEY ASSOCIATION**

**CONSTITUTION & BYLAWS**

**REVISION EIGHTEEN - MAY 2007**

**ARTICLE 1: Name**

1.1 The organization shall be known as the “Brighton and District Minor Hockey Association”, member of the Ontario Minor Hockey Association, (O.M.H.A.). Reference to this association shall be referred to as “B.D.M.H.A.”

**ARTICLE 2: AFFILIATION**

2.1 The B.D.M.H.A. shall be, where deemed necessary, affiliated with the Ontario Minor Hockey Association. If such affiliation does exist the rules and regulations of that organization shall apply.

**ARTICLE 3: AIMS AND OBJECTIVES**

- 3.1 To promote, organize, supervise, and govern minor hockey for children within the Brighton district from the Senior Initiation Program to Midget.
- 3.2 To promote fair play, sportsmanship, team play, good fellowship and community spirit.
- 3.3 To provide, through a carefully organized tiered system of completion, an opportunity for every participant to take part and enjoy the game of hockey at his/ her skill level.
- 3.4 To encourage excellence positively without pressure by coaching, managing and general supervision to increase the individual knowledge of hockey and good sportsmanship.
- 3.5 To guarantee, through careful control of expenditures and active fundraising, that the cost of participation is maintained at the lowest in order to ensure that involvement in hockey is accessible to all.
- 3.6 To promote hockey not necessarily for the best but for the greatest number of participants.
- 3.7 To train and organize both coaches and referees for the improvement of the game of hockey.

**ARTICLE 4: DUTIES OF B.D.M.H.A EXECUTIVE**

It shall be the duty of the B.D.M.H.A executive to carry out the following:

- 4.1 Transact all business dealings associated with minor hockey in Brighton and district.
- 4.2 Establish a B.D.M.H.A. budget.
- 4.3 Obtain arena/canteen rental and establish an ice time schedule for all teams participating in B.D.M.H.A.

- 4.4 Ensure that the organization is being operated in accordance with the B.D.M.H.A constitution.
- 4.5 Ensure that all equipment, supplies, etc. owned by B.D.M.H.A are properly maintained and controlled.
- 4.6 Ensure that insurance coverage is obtained to protect all participants involved in B.D.M.H.A sanctioned events and activities.

**ARTICLE 5: EXECUTIVE**

5.1 The B.D.M.H.A executive shall consist of the following officers who will be elected for a period of two years, with an odd/even year basis as indicated. If a vacancy occurs prior to the completion of an officer's term it shall be handled as set out in article 7 of this constitution. (July 1997)

- 5.1.1 President (even)
- 5.1.2 Vice President (odd)
- 5.1.3 Treasurer-Registrar (even)
- 5.1.4 OMHA Representative (odd)
- 5.1.5 Head Coach (even)
- 5.1.6 Fund-raising Co-ordinator (even)
- 5.1.7 Secretary (odd)
- 5.1.8 Ice scheduler (even)
- 5.1.9 House League Rep (odd)
- 5.1.10 Equipment Manager (odd)
- 5.1.11 Tournament Director (even)

5.2 Committees shall be established for the following:

- 5.2.1 Tournaments
- 5.2.2 Social Events
- 5.2.3 There shall be other committees as may time to time be deemed necessary by the Executive officers.

**ARTICLE 6: EXECUTIVE RESPONSIBILITIES**

- 6.1 President: He / She shall by virtue of the office be the guiding force in the organization and shall preside at meetings of the Association.
- 6.2 Vice-President: He / She shall assume the duty of the President in the latter's absence or request. In addition, the Vice-President in conjunction with the Treasurer shall be responsible for registering of all individuals who wish to become members of the B.D.M.H.A. The Vice-President and the Treasurer shall ensure that all membership fees are paid in full by the designated date and all monies collected are submitted to the Treasurer. ( July 1997)
- 6.3 Treasurer-Registrar: He / She shall be responsible for keeping an accurate account of all receipts and disbursements in proper books of account and shall deposit all monies in the name of and to the

credit of B.D.M.H.A. chartered bank account. The treasurer, in conjunction with the Vice-President, shall be responsible for the registering of all individuals who wish to become members of the B.D.M.H.A. The Vice-President and the treasurer shall insure that all membership fees are paid in full by the designated date and all monies collected are submitted to the treasurer. ( July 1997)

- 6.4 OMHA Representative: He / She shall be responsible for representing B.D.M.H.A. at all OMHA meetings and advising the executive of any information that affect the organization. The OMHA Representative is responsible for negotiating all OMHA play-off contracts and advising the Referee-in-Chief of the contacts. ( July 1997)
- 6.5 Head Coach: He / She shall be responsible for the organization and the training of all coaching staff within the B.D.M.H.A. Coaches selection committee shall be responsible for the assignment of all team officials for all B.D.M.H.A. teams. Head Coach shall be responsible for police record checks on all team officials for all BDMHA teams prior to any participation with any BDMHA teams.
- 6.6 Fund Raising Co-ordinator: He / She shall be responsible for all funding activities conducted by or on behalf of the B.D.M.H.A. and/or it's member teams.
- 6.7 Secretary: He / She shall be responsible for all correspondence associated with B.D.M.H.A., which includes minutes of all meetings and maintaining the required records. He / She shall book monthly meeting in coordination with the President and ensure all Executive members have been notified of location and time. He / She will be responsible to book both the Fall/Annual General Meeting.
- 6.8 House League Representative: He/ She shall be responsible for representing B.D.M.H.A. at all House League meetings and advising the executive of any information that affect the organization. He / She is responsible for negotiating all play-off contracts and advising the referee-in-chief of the contacts
- 6.9 Ice Scheduler: He / She shall be responsible for the allocation of all ice time under the control of B.D.M.H.A. The ice scheduler has authority, within budget constraints, to purchase additional ice time as required and conversely return ice that is not required.
- 6.10 Equipment Manager: He / She shall be responsible for all hockey equipment owned by the B.D.M.H.A. He / She shall ensure that an accurate record is maintained pertaining to the issuing of such equipment and also be responsible for making any new purchases. The Equipment Mgr will carry-out the duties of House League Rep when he/she is unavailable to do so.
- 6.11 Tournament Director: He / She shall be responsible for the co-ordination of all tournaments sanctioned by the B.D.M.H.A. Setting dates prior to the start of the hockey season for all divisions, house league and rep, ensuring they are posted on the OMHA website to secure maximum participation.

#### **ARTICLE 7: TERM OF OFFICE**

- 7.1 Officers and /or Directors of the Corporation shall be elected for a term of two (2) years commencing on the 1<sup>st</sup> day of July and ending on the 30<sup>th</sup> day of June, two years hence.

**NOTE: If any member of the Executive of the B.D.M.H.A. should resign during his or her term of office, the Executive shall appoint a replacement until the next Annual General Meeting of Members of the B.D.M.H.A.**

- 7.2 No executive officer may hold the position of President, Vice-President, Treasurer, Head Coach or Fund-raising Co-ordinator for a period exceeding four (4) consecutive years. (July 1997)
- 7.3 No executive member may hold more than one executive position unless, due to resignation or illness of another member, the second position is for an interim period not to extend beyond the next annual general meeting. (2004)

#### **ARTICLE 8: VOTING RIGHTS**

- 8.1 Annual General Meetings: All registered members (see Article 13) who are in attendance at an Annual General Meeting are eligible to vote.
- 8.2 Executive meetings: With the exception of the President who has a tie breaking vote only, all Executive officers in attendance at an Executive meeting are eligible to vote.

#### **ARTICLE 9: ELECTION OF OFFICERS**

- 9.1 A nominating committee shall be established for the purpose of obtaining volunteers to run for office in the upcoming year. The Past President shall be the chairperson of the three member nominating committee which shall be convened not later than thirty (30) days prior to the election of new officers. The committee shall publish a list of candidates which have consented to let their name stand for nomination. Immediately preceding the election additional nominations will be accepted from the floor providing the nominee has given his/her consent.
- 9.1(a) Only persons with a minimum one (1) year previous experience on the Brighton & District Minor Hockey Association executive, in any position, can be nominated to the position of President.
- 9.2 The immediate Past O.M.H.A. Representative will serve for one year, after stepping down. He / She will act as an advisor to the Executive Committee and mentor the newly appointed O.M.H.A. Rep. He / She shall have full voting privileges until the mentor period of one year has ended.
- 9.3 Election of officers shall be conducted at the Annual General Meeting. Any person seeking an elected position with the Association must be in good standing with B.D.M.H.A., either in present term or previous years.
- 9.4 When more than one person is running for an executive position, time shall be allowed for these people to state their qualifications.
- 9.5 The position of Referee-in-Chief and Canteen Manager are appointed by the current Executive.

#### **ARTICLE 10: MEETINGS**

- 10.1 Meeting Format: During all meetings the chairperson shall ensure that parliamentary procedure is followed at all times. Therefore, all discussions must be addressed to the chair and directed to the chair. No one may take the floor until recognized by the chair.
- 10.2 Annual General Meetings: The Corporation shall hold an Annual General Meeting of it's members

not later than the 31<sup>st</sup> day of May in each year. The Annual General Meeting of members shall be held on such day and at such time as the Board of Directors or the President may determine. The Annual General Meeting of the members shall be held for the purpose of hearing and receiving the financial statements; electing such officers and /or directors and transacting any other business properly brought before the meeting.

- 10.3 Executive Meetings: Executive meetings shall be restricted to the elected Executive/ invited guests and shall be called by the President or at the request of at least two (2) members of the Executive. After being elected but prior to commencement of their term of office, newly elected members will be asked to attend Executive meetings as observers.
- 10.4 Committee Meetings: Committee meetings shall be called by the respective committee Chairperson for the purpose of organizing and directing the efforts of the committee.
- 10.5 Fall General Meeting: The Corporation shall hold a Fall General Meeting of its members not later than the 31<sup>st</sup> day of October in each year for the purpose of introducing the new Executive and /or coaches for the current hockey season.

#### **ARTICLE 11: EXECUTIVE QUORUM**

- 11.1 For the purpose of conducting the business of the B.D.M.H.A. an Executive quorum shall be comprised of : President or Vice-President and four (4) additional elected officers, two (2) of whom must be the Treasurer, Head Coach, Fund Raising Co-ordinator, Canteen Manager or Secretary.

#### **ARTICLE 12: FINANCIAL**

- 12.1 The B.D.M.H.A. shall be self-supporting, self-accounting organization, except that it shall apply to the Brighton Recreation Committee for equipment grants available from provincial government agencies.
- 12.2 The B.D.M.H.A. shall raise money from player registration fees, public sponsorship and donations. In addition, if required, it shall embark on fund-raising endeavours.
- 12.3 Profit obtained from the canteen counter sales shall be used to subsidize other expenditures of the B.D.M.H.A.
- 12.4 Accounting records in accordance with standard bookkeeping practises shall be maintained by the Treasurer. All monies of the Association shall be deposited to B.D.M.H.A. chartered account. Any withdrawals against said any two of, the Treasurer, President and Secretary must sign accounts. The latter two shall sign the same withdrawal only during the absence of the Treasurer.  
  
The Treasurer shall pay all accounts of B.D.M.H.A. by cheque. Such cheques must be signed by the Treasurer together with the President or Secretary. (1999)
- 12.5 At the close of the hockey season, the B.D.M.H.A. accounting books/records shall be turned over to an accountant for a review. This review shall be completed prior to the start of the next season so that the new Executive is aware of the financial position of the organization.
- 12.6 The B.D.M.H.A. Executive shall in its sole discretion select and/or employ any person or persons and pay any such person or persons to fulfill any duties that may be required as in their sole discretion they deem necessary and /or advisable. The amount of such remuneration to be decided and voted upon by the B.D.M.H.A. Executive. (1999)

- 12.7 Commencing with the 2002 hockey season, the manager from each hockey team within the B.D.M.H.A. is required to prepare and submit a team financial/fundraising statement to the parents/guardians and a copy of such team financial/fundraising statement to be forwarded to the Treasurer of the B.D.M.H.A. at the end of the hockey season.

**ARTICLE 13: REGISTRATION**

- 13.1 A registered member of B.D.M.H.A. shall include a parent or guardian of a player, a team officer, a member of the Executive. Those who have signed the official registration form issued by the Registrar. Registered members of the B.D.M.H.A. are limited to ONE vote, regardless of number of registered players within each household.

**NOTE: Any registered member of the association who is not in good standing or in arrears for the current season is not eligible to vote at the Annual General Meeting.**

- 13.2 Registration fees for the upcoming season shall be presented during the Annual General Meeting. There shall be established deadline for registration, which shall be publicly announced by the Executive prior to the start of the hockey season. No registrations shall be accepted after that final registration date unless they are approved via the Executive vote.
- 13.3 Commencing with the 2001 hockey season, the cut off date for reimbursement of registration fees will be November 1<sup>st</sup> in each year. Reimbursement of registration fees shall be pro-rated up to November 1<sup>st</sup>.

**Note: Any players wishing to register after the final date should notify the B.D.M.H.A. Registrar who will bring the player's request to an Executive meeting.**

**ARTICLE 14: BYLAWS:**

- 14.1 The B.D.M.H.A. does not accept any responsibility for injuries to players, officials or spectators.
- 14.2 The B.D.M.H.A. does not accept responsibility for debts incurred by individual or team. Any outstanding debts of a registered team within the B.D.M.H.A must be paid in full by season end.
- 14.3 Any player registered with B.D.M.H.A. comes under the jurisdiction of the B.D.M.H.A. Release of a registered player within the B.D.M.H.A. shall not be granted, no exceptions.
- 14.4 The Executive (quorum vote) has the right to suspend any player or team official who fails to abide by the rules and regulations contained in Article 3 or 15 or any other reason deemed detrimental to the B.D.M.H.A.
- 14.5 O.M.H.A. team banners will only be purchased by the Executive. Team officials must apply in writing to the Executive for approval. Banners will only be purchased for O.M.H.A. representative teams named playdown Finalists / Champions.

## **ARTICLE 15: RULES AND REGULATIONS**

- 15.1 B.D.M.H.A. teams participating in the Ontario Minor Hockey Association shall abide by all rules and regulations as specified by the O.M.H.A.
- 15.2 B.D.M.H.A. will carry out and support the Canadian Hockey Initiation Program as mandated by the OMHA. The B.D.M.H.A. is responsible for recruiting and giving guidance to the persons and team officials who organize and run the program.
- 15.3 B.D.M.H.A. teams participating in the interlocking house league shall abide by all rules and regulations as specified by the various organizations and arena boards.
- 15.4 Team officials are complete responsibility for the actions and behaviour of their team during participation within B.D.M.H.A. This includes any team function in association with the B.D.M.H.A.
- 15.5 No player or team official shall be allowed to participate in B.D.M.H.A. until he /she has completed the required registration form and parent or guardian has completed the Respect In Sport.
- 15.6 A person may only perform duties as team Head Coach of his/her same child for a maximum of three (3) consecutive years in BDMHA. After three (3) consecutive years the individual must refrain from performing as Head Coach for that same child's team for a period of no less than one(1) year. They cannot progress with same child through his / her entire minor hockey years. This would give other individuals a chance to teach the players different aspects of the game. Should there be no one willing to perform as Head Coach, the position may be extended for one year.
- 15.7 Players shall not be allowed to play for more than one team at one time, except in the following circumstances:
  - (a) House League Participant: At the discretion of the B.D.M.H.A. Head Coach and with the consent of the team coach a player may be moved to another team or to a higher division for a trial period of up to five (5) games. If a player remains with a team for six (6) or more games he/she shall be considered a member of that team for the duration of the hockey season and may not play for his / her former team.
  - (b) O.M.H.A. Participant: At the discretion of the BDMHA Head Coach and with the consent of the team coach, player and player's parents, a player may be moved to a higher O.M.H.A. age category to play in competition at any time. Said players first obligation rests with his/her age category but is not restricted to the five game rule as specified in (a). Player participation in two age categories is permitted only when sanctioned by the O.M.H.A.
- 15.8 Full protective hockey equipment as defined by the C.A.H.A. / O.M.H.A. rule book must be worn by all players for all games and team practices.
- 15.9 At the discretion of the Head Coach, a player not wishing to play for an O.M.H.A. team may be moved to a higher age group, in house league play, if he/she is considered too good for his/her team.
- 15.10 A team official (coach, manager, and trainer) must be attendance for all team games and practices.
- 15.11 Members of the Association, players, coaches, managers, trainers and Executive shall abide by the B.D.M.H.A. Constitution and shall conduct themselves like gentleperson's at all times during



their participation in minor hockey. Any criticism shall be in writing and directed to the appropriate Executive member.

- 15.12 No previously carded O.M.H.A. player of the B.D.M.H.A. shall be granted an O.M.H.A. waiver or release as first year Midget player to an O.H.A. Junior "C" Club.
- 15.13 Team ice time may be discontinued after said team is eliminated from season play-off competition. Game ice time may be available if requested by the team's coach/manager provided it is being used for organized exhibition games or practice and shall be at the teams expense.
- 15.14 Teams must obtain written approval from minor hockey Executive prior to requesting any financial assistance from B.D.M.H.A. sponsors.
- 15.15 Member teams must obtain approval from BDMHA executive for all fundraising activities.

**ARTICLE 16: AMENDMENTS**

Amendments to this constitution may be recommended by a registered member provided it is in the form of a written resolution and presented to the President seven (7) days prior to a general meeting. Such resolutions must be moved, seconded and carried by a two thirds (2/3) majority vote during a general meeting of the B.D.M.H.A.

**ARTICLE 17: APPROVAL**

This constitution as written, was approved by two-thirds ( 2/3) majority vote during a general meeting held by the B.D.M.H.A. at Brighton Public School on the twenty-first day of September 1981.

**BDMHA Constitution Revision # 18**

Witnessed by \_\_\_\_\_ , Jake DeGroot, President.



\_\_\_\_\_, Ellen DeVries , Secretary

Revision # 18: Dated May 3, 2007

**AMENDMENTS**

Revision One Dated September 1984  
Added: Note to Article 10.3

Revision Four Dated September 19,1985  
Change: To Article 7  
Added: To Article 9, 9.3

Revision Two Dated March 18,1985  
Added: To Article 6, 6.13  
Change: To Article 7  
Added: To Article 13, 13.2  
Change: To Article 15 Revision

Revision Five Dated March 14,1991  
Added: To Article 15, 15.11

Revision Six Dated October 16, 1991  
Added: To Article 9, 9.4

Revision Three Dated September 11,1985  
Added: To Article 15, 15.10

Revision Seven Dated October 14, 1994  
Added: To Article 15, 15.2

Revision Eight Dated June 21, 1996  
Change: To Article 5, 6, 7, 11, & 15.5  
Added: To Article 5.6

Revision Nine Dated March 21, 1997  
Deleted: Article 5.1.12 & 6.12  
Added: Article 5.1.4 & 6.4

Revision Ten Dated October 28, 1998  
Added: Article 14

Revision Eleven Dated July 1999  
Added: To Article 12.4  
Added: Article 12.6

Revision Twelve Dated March 22,2000  
Added: Article 15.1

Revision Thirteen Dated March 21,2001  
Added: Article 13.3 & 13.4

Revision Fourteen Dated May 8,2002  
Deleted: Article 7.1  
Added: Article 7.1  
Amended: Article 8.1  
Amended: Article 9.2  
Deleted: Article 10.2  
Added: Article 10.2  
Added: Article 10.5  
Amended: Article 12.5  
Added: Article 12.7  
Amended: Article 13.1  
Deleted: Article 13.4

Revision Fifteen Dated May 6,2004  
Amended: Article 5.1.3 & 6.3  
Added: Article 5.2.3  
Added: Article 7.3  
Amended: Article 13.3  
Amended: Article 15.11

Revision Sixteen Dated May 4, 2005  
Added: Article 15.1(a)  
Added: Article 15.14  
Added: To Article 6.10

Revision Seventeen . Dated May 3, 2006  
Amended : Article 6.5  
Amended : Article 15.5(a)  
Added : Article 9.1(a)

Revision Eighteen, Dated May 3, 2007  
Amended: Article 14.5  
Added: Article 15.4(a)