# Woolwich Minor Hockey Association (WMHA)

# Bylaws

Last Update: January 27 2020

**1. Glossary** **3**

**2. Duties of Officers and Directors** **3**

2.1. President 3

2.2. Vice President Representative Teams 3

2.3. Vice President Local League Teams 4

2.4. Vice President Coaching 4

2.5. Vice President Player Development 4

2.6. Vice President U9 & Below Program 5

2.7. Immediate Past President 5

2.8. Secretary 5

2.9. Treasurer 5

2.10. Directors 6

**3. Election of Officers and Directors** **6**

3.1. Elected Officers and Directors 6

3.2. Qualifications of Officers and Directors 6

3.2.1. President 6

3.2.2. Vice Presidents 7

3.2.3. Secretary 7

3.2.4. Treasurer 7

3.2.5. Directors 7

**3.3. Nomination, Election and Removal Procedures** **7**

**4. Appointments** **8**

4.1. Immediate Past President 8

4.4. Paid Staff 8

**5. Meetings** **8**

5.1. Annual Meetings 8

5.2. Executive Meetings 8

5.3. Special Meetings 9

5.4. Attendance 9

**6. Signing Authority** **9**

**7. Committees** **9**

**8. Amendments** **10**

# 1. Glossary

1. WMHA - Woolwich Minor Hockey Association.
2. OMHA - Ontario Minor Hockey Association.
3. Executive - The Directors and Officers as elected or appointed in accordance with the Constitution and/or Bylaws as applicable.
4. Members - The membership of the Association.
5. Annual Meeting - A meeting held annually with the general membership of the Association. Also referred as the AGM or Annual Meeting or Annual General Meeting.
6. EDHRA - Elmira District Hockey Referees Association.
7. Team Official - The Head Coach, Assistant Coaches and Trainer of a WMHA team.

# 2. Duties of Officers and Directors

## 2.1. President

1. Shall preside at all meetings of the Association and Executive with the usual privileges of the office.
2. Shall sign as a signing officer for the Association.
3. Shall sit on all committees as an ex-officio voting member.
4. Shall not be allowed to serve as Head coach of any WMHA Team.
5. Shall be advised and consulted in all discipline matters. All legal appeals to be addressed to the President who will delegate accordingly.
6. Position is a 2 year term, renewal once for a maximum of 4 years.
7. Position may be extended if no suitable replacement is available.
8. Shall act as a liaison to EDHRA or shall assign a designate.
9. Shall act as a representative of WMHA to all external affairs.

## 2.2. Vice President Representative Teams

1. Shall perform the duties of the President in their absence.
2. Shall be responsible for the organization and operation of the Representative teams.
3. Shall act as the liaison between WMHA and the Elmira Junior B Club.
4. Shall represent the WMHA at all Ontario Minor Hockey Association Meetings.
5. Shall represent the WMHA at all Representative League Meetings.
6. Shall approve the Team Officials for the Representative teams and shall have the authority to dismiss Team Officials for cause with prior consultation of the Executive.
7. Shall have the authority to enforce the Policies and Procedures established by the WMHA and affiliated representative leagues rules.

8. Shall sit on all committees as an ex-officio voting member.
9. Shall be one of three (3) signing authorities for financial disbursements. (Three signing officers are the President, Vice President Representative Teams, Treasurer)
10. Shall not be allowed to serve as Head coach of any WMHA Team.
11. Position is a 2 year term.

## 2.3. Vice President Local League Teams

1. Shall perform the duties of the President, if the President & Vice President Representative Teams are absent.
2. Shall be responsible for the organization and operation of the Local League and Select programs
3. Shall appoint Convenors deemed necessary to assist in the operation of the Local League and shall have the authority to dismiss a convenor for cause. May delegate authority to a convenor.
4. Shall represent the WMHA at all Local League governing meetings.
5. Shall approve the Team Officials for the Local League and Select teams and shall have the authority to dismiss Team Officials for cause with prior consultation of the Executive.
6. Shall have the authority to enforce the Policies and Procedures established by the WMHA and affiliated local leagues rules.
7. Shall not be allowed to serve as Head coach of any WMHA Team.
8. Position is a 2 year term.

## 2.4. Vice President Coaching

1. Shall serve as Chair of the Coaching Selection Committee.
2. Shall appoint members to the Coaching Selection Committee. These appointments will be made annually and must be approved by the Executive prior to the commencement of the hockey season.
3. Shall be responsible for recruiting coaches for both Representative, Local League and Select.
4. Shall be responsible to ensure all qualifications for Coaches (whether of Representative teams or Local League or Select teams) are completed and reviewed before positions confirmed. Ex. Police Record checks, coaching certification.
5. Shall educate the coaches on the Policies and Procedures of WMHA.
6. Shall not be allowed to serve as Head coach of any WMHA Team.
7. Position is a 2 year term.

## 2.5. Vice President Player Development

1. Shall be responsible for the organization and operation of all developmental and skill programs and clinics for all levels of WMHA.
2. Shall develop and update an instructional guide for all teams.

3. Shall have the authority to enforce the Policies and Procedures established by the WMHA.
4. Shall not be allowed to serve as Head coach of any WMHA Team.
5. Position is a 2 year term.

## 2.6. Vice President U9 & Below Program

1. Shall be responsible for the organization and operation of the OMHA U9 & Below Program
2. Shall work with the Equipment Committee to ensure Initiation equipment requirements are met (Ex. Boards, Dividers, Small Nets).
3. Shall have the authority to enforce the Policies and Procedures established by the WMHA.
4. Shall not be allowed to serve as Head coach of any WMHA Team.
5. Position is a 2 year term.

## 2.7. Immediate Past President

1. Shall sit on all committees as an ex-officio voting member.

## 2.8. Secretary

1. Shall keep complete and accurate records of the proceedings of the Association, including minutes of all meetings of the Executive and of each Annual Meeting.
2. Shall make all necessary arrangements for meetings of the Executive.
3. Shall notify the Executive of the time, location and date of meeting and supply them with a copy of the minutes of previous meetings.
4. Shall serve as signing officer of the Association for all legal matters, along with the President.
5. May be allowed to serve as a head coach of any WMHA team provided they have removed themselves from the Coach Selection Committee for the team in which they have applied.
6. Position is a 2 year term.

## 2.9. Treasurer

1. Shall keep an accurate record of all monies received and disbursed, shall deposit all monies in the bank, shall invest surplus funds in accordance with instructions of the Executive, and ensure all disbursements are made by cheque/e-transfer.
2. Shall present at each Annual Meeting a report of the year’s operation and duly audited or reviewed (as applicable) financial statement.
3. Shall have an up-to-date financial report at each Executive meeting.

4. Shall prepare the WMHA annual budget by the February Executive meeting for next fiscal year.
5. Shall advise the Executive on all financial matters and shall make recommendations for actions to maintain the financial stability and strength of the Association.
6. The year-end shall be March 31, annually.
7. Shall be one of three (3) signing authorities for financial disbursements. (Three signing officers are the President, Vice President Representative Teams, Treasurer)
8. Responsible to make arrangements with the Auditor or Reviewer, as applicable, then-appointed by the Members for the performance of an annual audit or review engagement of the financial records of WMHA, as applicable and in accordance with legislative requirements, and to present the results of such audit or review engagement, as applicable, to the Members at each Annual Meeting.
9. May be allowed to serve as a head coach of any WMHA team provided they have removed themselves from the Coach Selection Committee for the team in which they have applied.
10. Position is a 2 year term.

## 2.10. Directors

1. Shall chair at least one (1) committee
2. May be allowed to serve as a head coach of any WMHA team provided they have removed themselves from the Coach Selection Committee for the team in which they have applied.
3. Position is a 1 year term.

# 3. Election of Officers and Directors

## 3.1. Elected Officers and Directors

1. Where any of the following Officer or Director roles are vacant at the end of a term, either due to the expiration of an individual's term in such role or to a resignation or removal, the following shall be elected by secret ballot at each Annual Meeting: President; Vice Presidents (5); Secretary, Treasurer; Directors (up to 10).

## 3.2. Qualifications of Officers and Directors

### 3.2.1. President

1. Shall have served at least two (2) years on the Executive.
2. Shall reside within the Woolwich Minor Hockey catchment area.

### 3.2.2. Vice Presidents

1. Shall have served at least two (2) years as an Executive member, Local League Convenor, Representative Team Coach, or in some combination of the above.
2. Shall reside within the Woolwich Minor Hockey catchment area.

### 3.2.3. Secretary

1. Shall reside within the Woolwich Minor Hockey catchment area.

### 3.2.4. Treasurer

1. Shall reside within the Woolwich Minor Hockey catchment area.

### 3.2.5. Directors

1. Shall reside within the Woolwich Minor Hockey catchment area.

## 3.3. Nomination, Election and Removal Procedures

1. The Nominating Committee shall present a slate of nominees to the Annual Meeting for those of the following Executive positions that will be vacant in the upcoming year: President; Vice President (5); Secretary; Treasurer; Directors (up to 10)
2. The Nominating Committee shall prepare an official ballot for distribution at the Annual Meeting indicating the recommendations of the Nominating Committee.
3. In the case of any vacancy in any Officer role at any point during a term, the remaining members of the Executive shall have the authority to fill such vacancy by majority vote for the remainder of the term.
4. The Executive shall also have the authority to remove and to replace, by two-thirds (2/3) majority vote at any time, any Officer for failure to fulfill the responsibilities of the role as set out in the Bylaws at any time
5. The Executive shall also have the authority to add or remove, by majority vote at any time any Officer role from the slate of Officers of the Association; any such addition or removal shall be effective until the subsequent Annual Meeting of the Association, at which time such addition or removal shall be ratified or rejected by majority vote of the Members present. Such decision of the Members shall govern the composition of the slate of Officers of the Association going forward.
6. In the case that the Executive includes less than ten (10) Directors at any point during a term, the members of the Executive shall have the authority to appoint one or more additional Directors, to a maximum of ten (10) Directors, by majority vote for the remainder of the term.

7. In the case of any vacancy in any Director role at any point during a term, the remaining members of the Executive shall have the authority to fill such vacancy by majority vote for the remainder of the term.
8. The Executive shall also have the authority to remove and to replace any Director by majority vote for failure to fulfill the responsibilities of the role as set out in the Bylaws at any time.

# 4. Appointments

## 4.1. Immediate Past President

1. Upon election of a new President the former President shall automatically become Immediate Past President.

## 4.4. Paid Staff

1. Shall be a contracted and remunerated position.
2. Shall be a two-year term minimum, renewable at the end of each term as approved by the Executive.
3. Applications for this position will be accepted by the Executive and the successful applicant shall be appointed and contracted at the May Executive meeting each year, under terms and conditions as specified and approved by the Executive.
4. The Executive may appoint additional paid staff throughout the year as needed.
5. These are non-voting positions.

# 5. Meetings

## 5.1. Annual Meetings

1. An Annual Meeting of the Association, open to the public, shall be held by no later than June 15 of each season.
2. Notice of the Annual Meeting shall be made to the public at least two (2) weeks prior to the Annual Meeting.
3. Quorum at the Annual Meeting of the Association shall consist of two (2) Members in addition to the majority of the Executive.

## 5.2. Executive Meetings

1. Executive Meetings to be held once a month.

2. Executive Meetings may be cancelled at the discretion of the Executive. Ex. July or December.
3. Additional Executive Meetings may be added at the discretion of the Executive.
4. Quorum shall consist of the President or a Vice President plus three (3) Officers and not less than 50% of the then-current Directors.

## 5.3. Special Meetings

1. Special Meetings shall be called by the President or at the request of two (2) or more Executive members.

## 5.4. Attendance

1. Members of the Executive are expected to attend seventy percent (70%) of the meetings. If any Member of the Executive fails to attend seventy percent (70%) of Executive Meetings or misses more than two (2) consecutive meetings, the President and one other Officer shall meet with such Member to discuss the viability of such Member's continued participation in the Executive.

# 6. Signing Authority

1. The President and Secretary shall act as signing officers for all legal documents, contracts and other legal matters. The Vice President of Representative Teams shall have signing authority on an Emergency basis.
2. The President and Treasurer shall act as signing officers for all cheques. The Vice President of Representative Teams shall have signing authority on an Emergency basis.
3. Player releases are to be signed according to OMHA rules upon approval by the President and Secretary in consultation with the Vice President responsible for that area (Representative or Local League).

# 7. Committees

1. The Executive may establish committees to assist in the operation of the Association.
2. The Qualifications, Duties and Procedures for Committees are outlined in the Policies and Procedures of the Association.
3. It is recommended that Association should have the following Committees:
    a. Nominating Committee
    b. Constitution Committee
    c. Coach Selection Committee
    d. Fundraising Committee
    e. Sponsorship Committee
    f. Tournament Committee(s)

    g. Volunteer Committee
    h. Equipment Committee
    i. Player Safety Committee
    j. Communications Committee
    k. Spiritwear Committee
4. Additional Committees can be added at the discretion of the Executive.

# 8. Amendments

1. Changes or amendments to the Bylaws may be made by two-thirds (2/3) majority vote of the Executive members present at an Executive meeting.
2. All changes or amendments to the Bylaws since the prior Annual Meeting shall be effective until the subsequent Annual Meeting of the Association, at which time such changes or amendments shall be ratified or rejected by majority vote of the Members present.