



**CONSTITUTION AND BY-LAWS
OF THE
RICHMOND MUNSTER
MINOR HOCKEY ASSOCIATION**

Revised March 2013



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DEFINITIONS

CONSTITUTION shall refer to the Constitution of the Richmond Munster and District Minor Hockey Association.

ASSOCIATION shall refer to the Richmond Munster Minor Hockey Association

MEMBER It shall be understood that such reference shall mean male or female as the case may be. A “member in good standing” is defined as one or both parents, or legal guardian(s) of a registered player or alternatively, a player of legal age (18 years or older) and who has paid all RMMHA charges for the current year. Membership in the RMMHA is not a right - it is a privilege. Members must abide by the By-laws and their behaviour is expected to mirror the spirit of the RMMHA.

DIRECTOR shall refer to those persons who have been elected by the membership or appointed by the Executive Committee to carry on the day-to-day affairs of the Richmond Munster Minor Hockey Association.

CONSTITUTION

BE IT ENACTED AND IT IS HEREBY ENACTED AS THE BY-LAW OF THE ASSOCIATION (HEREINAFTER CALLED THE CORPORATION) AS FOLLOWS:

Article 1 - HEAD OFFICE

The Head Office of the RMMHA shall be in the Village of Richmond (P.O. BOX 1303, K0A 2Z0), in the Province of Ontario and at such places therein as the Executive

ARTICLE 2 – COPORATE SEAL

Until changed by Resolution of the Executive Officers, the Corporate Seal of the Corporation shall be in the form impressed in the adjoining space.

ARTICLE 3 - AIMS AND OBJECTIVES

The objectives of the Association is to foster, improve and perpetuate the sport of hockey, to encourage sportsmanship and fair play among its minor hockey players, coaches, managers and executives and to provide equal opportunity for all eligible players within the Association boundaries prescribed by the ODMHA to participate in the sport.

BY-LAWS

ARTICLE 4 – MEMBERSHIP

Members: Individuals shall become members of the RMMHA upon registration and payment of fees.

Voting Members: Regular membership shall be available to all persons living within the RMMHA boundaries who have children registered as participants in the RMMHA. Where registered players, living within the RMMHA have reached at least the age of 18 years, they may be considered regular members in place of parent(s). Each voting member present at the annual general meeting and special general meetings in good standing shall be entitled to one vote. Within a family unit the biological parent(s) or legal guardian(s) each have one vote with a maximum of two votes per family.

Associate Members: Individuals not resident within the RMMHA boundaries who have been properly transferred or waived in accordance with ODMHA, ODHA and Hockey Canada, shall become associate members of the RMMHA upon registration and payment of fees. Associate members shall not normally be voting members of the RMMHA.

Honourary Life Membership: Honourary life memberships may be granted by the board of directors to persons who, in the opinion of the board of directors, have made an exceptional contribution to the promotion of minor hockey in the area. Each honorary life member shall be entitled to one vote at a meeting of the members of the Corporation.

Termination: Membership in the association shall not be transferable and shall cease to exist upon a member's resignation, nonpayment of any annual membership dues, or death.

Resignation: A member may resign from membership in the RMMHA provided such member is in good standing at the time of doing so, by submitting his resignation in writing to the Secretary of the RMMHA. Upon such resignation becoming effective, such member shall forfeit all rights and privileges afforded by membership in the RMMHA.

ARTICLE 5 – BOARD OF DIRECTORS

The executive officers of the Association shall include:

1. President
2. Vice President-House
3. Vice President- Competitive
4. Director of Hockey Programs
5. Assistant Director of Hockey Programs
6. Director of Competitive Hockey Programs
7. Director of Canteen Operations
8. Director of Tournaments
9. Director of Fundraising
10. Director of Communications and Public Relations
11. Director of Risk & Safety
12. Director of Equipment
13. Ice Scheduler
14. Treasurer
15. Secretary
16. Past President
17. Registrar
18. Referee-in-Chief

The board is responsible for the day-to-day operations in accordance with the ODMHA, ODHA and Hockey Canada constitutions and by-laws & regulations. The board has the authority of set fees and determine refunds when necessary as well as the administration of discipline.

1. President

- (a) The President shall provide leadership to the RMMHA and shall preside at all meetings of the Members and the Board of Directors.
- (b) The President shall have the general management and supervision of the affairs and operations of the RMMHA and shall perform all duties as are customary for a president of a Minor Hockey Association.
- (c) The President may appoint from time to time such committees or sub committees as required to operate and administer the programs of the Association. Such committees shall appoint a chairman, who shall submit a written report of its recommendations and other such reports as may be required by the Board of Directors.
- (d) Prior to a member running for the position of President they must first have served as a Director on the RMMHA Executive.

(e) Has the right to suspend any player, bench staff, or member which must be immediately followed up with a hearing convened by the Chairman of the Disciplinary Committee.

(f) Only votes in case of ties.

2. Vice President

(a) The Vice President shall, in the absence of the President or in the case of the President's inability to act, perform all duties of the President.

(b) The Vice President shall render such assistance to the President as may be required by the President.

(c) In addition they will act as Chairperson of any disciplinary committee that may arise.

(d) In the case of a vacancy in the office of the President, the Vice President shall preside until such time that a new President is elected.

3. Director of Hockey Programs

(a) Shall monitor the activity of the entire RMMHA hockey programs.

(b) Exercise supervision over the Assistant Director of Hockey Programs.

(c) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Hockey Programs and with special committees as deemed required by the Board of Directors.

(d) To develop the structure of the RMMHA hockey program, giving due consideration to all divisions and categories of minor hockey and will present same to the Board of Directors for approval to ensure that it agrees with the Constitution, Bylaws and budget.

(e) Must have Coaches level certification or demonstrated qualifications accepted by the Board of Directors and Speak-out Clinic certification.

(f) Mandatory requirements for this position are:

1. Speak-out
2. Coachstream
3. Experience with RMMHA hockey programs.
4. Coaching experience is an asset.

4. Assistant Director of Hockey Programs

(a) Shall assist the Director of Hockey Programs in all his duties, in organizing the training and development programs and in recruiting coaches and in such other matters as are deemed appropriate by the board.

(b) Assistant Director of Hockey Programs shall be responsible of the Hockey Development Programs, ensuring the recruitment of a non-executive volunteer to perform the duties of the Hockey Development co-ordinator or perform the duties himself.

(c) Mandatory requirements for this position are:

1. Speak-out
2. Coach Intro
3. Experience with RMMHA hockey programs.
4. Coaching experience is an asset.

5. Director of Competitive

- (a) Shall coordinate and oversee the Tier III (Rep B) Competitive Program with our counterpart, ensuring that the RMMHA interests are represented.
- (b) Will ensure that the competitive hockey opportunities are publicized to members of the RMMHA.
- (c) Shall guide hockey coaching/player/team selection and development within the Tier III Competitive Program with our counterpart.
- (d) Shall provide hockey recommendations to the Director of Programs and Board of Directors when required.
- (e) Will represent the RMMHA at the ODMHA Competitive meetings.
- (f) Will act as a representative and voting member at the Ottawa B League meetings.
- (g) Shall provide direction and support to RMMHA players when wishing to tryout elsewhere for higher-level competitive programs, including Tier II and Tier I hockey programs.
- (h) Mandatory requirements for this position are:
 - c.5.5. Speak-out
 - c.5.6. Coachstream
 - c.5.7. Development 1 Certification.
 - c.5.8. Experience with RMMHA hockey programs.
 - c.5.9. Competitive coaching experience is an asset.

6. Director of Canteen Operations

Should monitor and supervise all activities associated with the canteen operation. It is the responsibility of the Director of the Canteen to fill the following positions.

- (a) Canteen scheduler-will post the available hours for the canteen and organize and arrange the volunteers to work these hours.
- (b) Person to collect and deposit all canteen revenues weekly.
- (c) Purchase agent who shall maintain required supplies for the canteen operation and who shall verify that the delivered quantities of supplies are correct.
- (d) Canteen cleaner who is responsible for cleaning the canteen prior to start up and weekly thereafter.

7. Director of Tournaments

- (a) Will lead the decision process, with input from the board of directors and host teams, to decide what tournaments will be hosted for the season.
- (b) Ensure that all tournaments are organized and conducted in a proficient manner.
- (c) Ensure that where appropriate and necessary all tournaments receive the sanction of the appropriate governing body.

(d) The Director shall ensure that all financial proceeds be transferred promptly to the Treasurer.

8. Director of Fundraising

- (a) Is responsible for all matters related to the solicitation of sponsorships and donations to support the financing of the RMMHA hockey programs.
- (b) Takes care of the fund in fundraising.

9. Director of Communications and Public Relations

- (a) The Director of Communication and Public Relations is responsible for major communications programs and vehicles within the RMMHA community.
- (b) The major form of communications is the RMMHA website and the Director of Communications and Public Relations is responsible for maintaining, management, and updating/removing content from this domain. This also includes but is not limited to external publicity, association photo day, internet presence, periodic newsletters, bulletin boards, trophy cabinets.
- (c) The Director of Communication and Public Relations is responsible for continuously improving mechanisms for maximizing the information exchange between the RMMHA board/players/coaches & other team officials/parents/referees.
- (d) The Director Communications and Public Relations is also responsible for working in conjunction with the Director of Fundraising in organizing the Royals Day and the Richmond Fair parade float.
- (e) It is the responsibility of the Director Communications and Public Relations to market the RMMHA Royals brand via community events and media.

10. Director of Risk & Safety

- (a) Create and maintain risk management files for the Association and other risk management information.
- (b) Promote effective risk management within the Association/League.
- (c) Work with the Executive to help identify major risks and make recommendations to reduce or manage those risks.
- (d) Attend Board of Director meetings and/or provide reports.

11. Director of Equipment

- (a) Shall maintain an accurate inventory of all equipment owned by the Association.
- (b) The Equipment Manager shall purchase and have equipment repaired as approved by the Board of Directors.
- (c) The Director of Equipment shall adhere to the Policies & Procedures when purchasing equipment for the Association.

12. Ice Scheduler

- (a) The Ice Scheduler, plans and manages the allocation of RMMHA ice time by submitting applications to the City.
- (b) Planning the distribution of ice time available to the Association for all practices, league games, exhibition games, tournaments, and all other ice activities.
- (b) Liaise with City to get extra ice or return ice.
- (c) Responsible for Competitive program ice allotment for RMMHA.
- (d) LCMHL Convenor for ice scheduling for league and playoffs.
- (e) Liaises with Referee scheduler for RMMHA.

13. Treasurer

- (a) The Treasurer shall have custody of the corporate funds and securities and shall keep accurate account of receipts and disbursements in a book belonging to the corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation and in such depositories as may be designated by the board of directors from time to time.
- (b) The Treasurer shall countersign with the President all cheques issued by the Corporation.
- (c) The Treasurer shall disperse the funds of the Corporation as may be ordered by the board, taking proper vouchers for such disbursement, and shall render to the President and Directors at the regular meeting of the board or whenever they may require it.
- (d) The Treasurer shall provide an account of his transactions and of the financial position of the Corporation.
- (e) The Treasurer must present a budget to the board of directors for approval each year by September 30th.
- (f) The Treasurer is responsible to provide a signed bank statement to be provided to the board every month.
- (g) The Treasurer should have a strong accounting background with a minimum of 5 years accounting experience to financial statement preparation.

14. Secretary

- (a) The Secretary shall keep a proper record of the proceedings of all meetings of the Members and Board of Directors and shall prepare proper minutes of every such meeting.
- (b) The Secretary shall have charge of all books, documents and papers of a non- financial nature, and perform other duties as determined by the Board of Directors.
- (c) The Secretary shall forward notices of all meetings of Members and the Board of Directors to each respective member.
- (d) The Secretary shall keep a record of Board of Directors necessary information determined from time to time as necessary.

15. Past President

By virtue of experience, the Past President shall be a source of guidance on past practices of the Association.

- (a) Specific additional duties of the Past President shall be determined by the Board of Directors.
- (b) The Immediate Past President, who shall be a voting director and officer, ex officio, (un-elected, he is automatically appointed until there is a new Immediate Past President) of the board. He shall assist the newly elected directors.
- (c) A President who resigns prior to the expiration of his full term of office shall not be entitled to become Past President.

15. Registrar

- (a) The Registrar shall be responsible for the registration of all players and coaches in the Association.
- (b) The Registrar shall ensure that all cards and team lists are correctly completed and forwarded to the District registrar.
- (c) The Registrar shall maintain a listing of all current players.
- (d) The Registrar shall maintain fee status of all players registered with the Association.
- (e) The Registrar shall provide lists of all registered players at a given division to the responsible Level Coordinators.

16. Referee in Chief

- (a) Referee in Chief is an appointed non-voting position by the Board of Directors.
- (b) The Referee in Chief will be responsible for the recruitment and training of an adequate number of competent referees.
- (c) The Referee-in-Chief will manage a supervision program and maintain wider liaison linkages with coaches, the RMMHA executive and his counterparts within the District and outlying areas.
- (d) He/she shall enforce the rules of the Canadian Amateur Hockey Association and the rules of the various leagues in which the teams are entered.
- (e) The Referee-in-Chief shall be a non-voting member of the disciplinary committee for all infractions, which involve on ice incidents.
- (f) The Referee-in-Chief shall report to the Board of Directors.
- (g) Attends (or appoints a representative) all ODMHA Referee in Chief meetings.

ARTICLE 6 - TERMS OF OFFICERS

Executive Officers shall serve a two year term and shall be eligible for re-election for additional terms. The Executive Officer positions will be divided into groups. These positions will be a two year term beginning and ending on odd and even years.

The following positions will begin and end on odd years:

- 1) Vice President of House
- 2) Director of Competitive
- 3) Assistant Director of Hockey Operations
- 4) Secretary
- 5) Director of Risk & Safety
- 6) Director of Equipment
- 7) Director of Tournaments
- 8) Director of Communications and Public Relations

The following positions will begin and end on even years.

- 1) President
- 2) Vice President of Competitive
- 3) Director of Hockey Programs
- 4) Treasurer
- 5) Director of Fundraising
- 6) Ice Scheduler
- 7) Registrar
- 8) Director of Canteen Operations

A vacant position of a Director who resigns in the first year of the term will be elected to a one year term at the next AGM.

ARTICLE 7 – RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

(a) The affairs of the Association shall be managed by a Board of Directors who may exercise all such powers and do such acts and things as may be exercised to carry on the day-to-day affairs of the Richmond Munster Minor Hockey Association.

(b) A director shall be eighteen (18) years of age or more and shall be a member of the Association.

(c) The Directors shall serve without remuneration and no Director shall directly or indirectly receive any profit from his position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred by him in the performance of his duties.

(d) Individuals may be elected to only one position on the board at any time. If that individual is appointed by the Board to additional positions, he shall have a single voting right at meetings. This will bring the net number of votes active on the board down accordingly.

ARTICLE 8 - PROTECTION OF DIRECTORS

(a) Every director or officer of the Association or other person who has undertaken or is about to undertake any liability on behalf of the corporation and their heirs, executors and administrators, and estates and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association, from and against:

(i) All costs, charges and expenses whatsoever which such director, officer or other persons sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office or in respect of any liability;

(ii) All other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by their own willful neglect or default.

(iii) Any Executive, who in the their role/duties on the RMMHA Executive, travels outside of the RMMHA boundaries is eligible to be reimbursed mileage at \$0.45 per KM (yearly maximum of \$1,000) ensuring mileage is calculated based on the lower of Royals home office/rink (Richmond Arena) or members home to location of event, and one Executive member per event is reimbursed.

(b) No director or officer for the time being of the Association shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in a receipt of act for conformity or for any loss, damage, or expense happening to the Association through the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act or any person, firm or corporation with who or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust in relation thereto unless the same shall happen by or through his own willful act or his own willful default.

ARTICLE 9 – EXECUTIVE COMMITTEES

(a) Composition

Ad hoc or standing committees formed to conduct the business of the Association shall consist of:

(i) A Chairperson who is a member of the Board

(ii) Board members are considered the Chair for their respective portfolios.

(b) Responsibilities

Each Executive Committee shall undertake such assignments as the Board may request and shall be responsible for:

- (i) The formulation and recommendations to the Board of Directors of policies affecting the program for which it is responsible and the determination and recommendation to the Directors of all annual and supplementary budgets pertaining to that program.
- (ii) The observance of such policies; the monitoring of expenditures in the operation of the program; and evaluation of the program.
- (iv) The preparation of an Annual Report of the program for which it is responsible, to be presented to the membership by the Board of Directors.

(c) Disciplinary Committee

Any player, bench staff or other member of the Association may be suspended for violation of the RMMHA bylaws including the Code of Conduct by the Disciplinary Committee of the Association. The Disciplinary Committee shall follow the ODMHA Discipline and Appeals hearing format and guidelines. Any person to be suspended by the Disciplinary Committee, shall receive notice of the meeting called for the purpose of considering the suspension and shall be entitled to appear at the hearing. The Disciplinary committee shall be comprised of a minimum of three executive officers, which should include President or Vice President and two others as selected by the Chair. It shall be the duties of the discipline and appeals committee to:

- (i) Establish the Code of Conduct for the RMMHA the provisions of which shall not be less than the ODMHA, ODHA and Hockey Canada Regulations Governing Discipline.
- (ii) Review and maintain detailed documentation on all suspensions levied to any player, team official, game official or Director of the RMMHA.
- (iii) Ensure that the provisions of the ODMHA, Regulations Governing Discipline, league or RMMHA Codes of Discipline have been adhered to.
- (iv) Determine if an additional suspension is warranted.
- (v) Establish and publish appeals fees and procedures.
- (vi) Receive and adjudicate all appeals addressed to the RMMHA.
- (vii) All voting members of a Committee convened to hear an appeal or to decide a disciplinary matter may introduce, amend or second a motion with the exception of the chairman who may introduce, amend or second a motion but may only vote in the case of a tie in which case he shall cast the deciding vote.
- (viii) The disciplinary committee shall report all disciplinary actions to the Board of directors at the next regular meeting of the Board after such action is taken.

(d) Coaching Selection Committee

There shall be a Coach Selection Committee which shall be comprised of the Director of Hockey Programs, who shall be chairman of the committee, the Assistant Director of Hockey Programs, and the President, or his designate. The Coaching Selection Committee shall select coaches on the basis of:

- (i) Hockey knowledge
- (ii) Previous experience
- (iii) The display of personal qualities exemplifying the aims and objectives of the Association.

ARTICLE 10 - EXECUTIONS OF INSTRUMENTS

Contracts, documents, or any instruments in writing requiring the signature of two of the following Board of Directors: President, Vice President, Treasurer, or Registrar. The Board of Directors shall have power from time to time by resolution to appoint any officer or officers, or any person or persons on behalf of the Association either to sign contracts, documents, or instruments in writing generally.

(a) ACCOUNTS

The Corporation shall maintain a minimum of two separate bank accounts designated as follows:

- a) General Association account;
- b) Fundraising account;

All cheques drawn on the association account shall require the signatures of the president and treasurer of the Association.

(b) PURCHASES

All purchases over the value of \$2,000.00 shall involve the structured comparison of alternate suppliers. In such cases, 2 or more suppliers shall be considered based on price, availability, service and support. Previous positive experience with a supplier may be considered relevant but may not completely replace the comparative process.

(c) REIMBURSEMENT FOR EXPENSES

The Association shall reimburse coaches, trainers, and other officials for clinics participated in, provided that such participation has prior approval of the Board of Directors.

ARTICLE 11 – ELECTION AND VOTING

(a) Thirty days prior to the Annual General Meeting the positions available for elections will be posted with the current Board Member's name and their intention. Each candidate for election as a Board of Director shall be nominated in writing by a Member (in good standing) which written nomination shall be delivered to the Secretary at least 14 full calendar days prior to the annual meeting. Nominations will be posted on the website 7 full calendar days prior to the annual meeting. After all the nominations have been tabled at the annual meeting, any person who has been nominated may withdraw by announcing his or her withdrawal to the President, who shall thereupon instruct the Secretary to strike the name from the list. A candidate may be nominated at the time of the annual meeting if the position is vacant.

(b) Election of the Directors shall be by secret ballot (if there is more than one candidate for the same position) distributed at the annual meeting. Those elected will be announced by name only. Vote tallies will not be disclosed. The voting procedures for the election of Directors will be conducted at the annual meeting as follows:

(i) There shall be a returning officer (Past President), who shall be responsible for the counting of the ballots on the completion of voting and shall be assisted by two (2) scrutineers. The returning officer shall be appointed by the President prior to the

meeting and approved by the membership prior to the elections. The returning officer shall prepare and distribute all ballots.

(ii) Voting shall be monitored by two (2) scrutineers who shall be appointed by the President, provided that such appointments shall be approved by the Members at the meeting.

(iv) Any candidate may request a recount of the ballots after the voting. The returning officer will conduct the recount of the ballots and shall be assisted by the two (2) scrutineers.

(v) Any ballots used in conducting of such votes shall be destroyed upon completion of the voting process with voting approval of the membership.

(c) The Past President shall be defined as the last President to have completed an elected term of office and is not the current President. The Past President gains his office by succession.

(d) No person shall be nominated for, or elected to, any office in the Association unless he is a member in good standing of the Association. Employees of the RMMHA that receive payment for their services are not eligible for election on the Board of Directors.

(e) A voting member may be nominated for any number of positions and may seek election to offices to which he has been properly nominated. Defeat in an election for a specific office does not disqualify him from seeking election to a subsequent office to which he has been properly nominated.

(f) A nominated voting member may be elected to only one Executive Office at the Annual General Meeting.

(g) Voting members currently suspended from the RMMHA shall not be eligible for election as Executive Officers.

(h) Election of all officers of the Association may be by secret ballot.

(i) Board of Directors positions remaining vacant following the Annual General Meeting will be filled by the Board of Directors by a 2/3 majority vote at a Board of Directors meeting.

(j) In the event that a Board of Director position becomes vacant during the year, for any reason, the following shall apply:

(i) Vacancies of Directors, however caused, shall, so long as a quorum of Directors remain in office, be filled by the Board of Directors but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancy.

(ii) The Past President

(iii) The position shall remain vacant.

ARTICLE 12 - RULES OF ORDER

(a) The President shall preserve order and decorum, and decide questions of order or practice, stating the applicable rule. His decision may be subject to an Appeal to the Association at a General Meeting.

(b) When a ruling of the President is appealed, he shall, without debate, put the question in the following words, "Shall the ruling of the President be upheld?" He shall have the right to defend his decision.

(c) The Secretary prior to debate or vote shall record all motions.

(d) The order of business at the Annual General Meeting shall be as follows:

- i) Calling the Meeting to order,
- ii) Approval of minutes of last Annual General Meeting.
- iii) President's Report.
- iv) Board of Director's Reports.
- v) New business, resolutions or matters that may properly be brought before the meeting.
- vi) Appointment of Two (2) Scrutineers.
- vii) Presentation of slate of nominees.
- viii) *Names may be stricken from ballot.*
- ix) Election of Board of Directors, vote by secret ballot.
- x) President Elect remarks.
- xi) Adjournment.

ARTICLE 13- QUORUM

No annual or other general meetings shall be constituted without a quorum of at least twenty (20) of its voting members who are in good standing and at least fifty percent plus one Executive Officers in attendance, one of whom must be the President or a Vice President. No Board of Directors meeting shall be constituted without a quorum of at least fifty percent plus one members of the Board of Directors. No sub-committee meeting shall be constituted with less than three members.

ARTICLE 14 - MEETINGS

The Association Board Members shall hold regular monthly meetings and any additional meetings as deemed necessary. The Association Annual General Meeting shall be held no later than April 30th. Special General Meetings may be requested at any time by thirty (30) members in good standing of the Association. An agenda must be provided and it is to be properly advertised for the entire membership 20 days in advance of the set meeting date. The business to be transacted at a special general meeting shall be limited to that specified in the call for the meeting.

ARTICLE 15 - FISCAL YEAR

The fiscal year end shall be on the 30th day of June, in each year.

ARTICLE 16 - PROFESSIONAL SERVICES

The Board Members shall have the power to consult with, or engage the services of Legal Counsel or other professional services as required.

ARTICLE 17 - CONTRACTS

The President shall sign contracts and engagements on behalf of the Association or Director of Hockey Programs and by the Treasurer.

ARTICLE 18 - OBLIGATIONS

All members of the Association shall abide by the provisions of the Constitution, Bylaws, Policies and Procedures of the Association.

ARTICLE 19 - INSPECTION BY MEMBERS

Any member shall have the right of inspecting any account or book or document relating to the finances of the Association. Such accounts, book or document shall be made available within twenty-one (21) days from such request in writing to the Treasurer.

ARTICLE 20 - PETITION AND REFERENDUM

No member shall send out, or cause to be sent out or circulated, any petition or communication relating to any resolution, referendum or proposal under consideration or that deals with the policy of the Association without first having advised the Board of Directors.

ARTICLE 21 - AMENDMENTS

(a) Amendments to the Constitution or By-laws may be proposed by a petition signed by at least ten (10) members of the Association or by a resolution adopted by two thirds (2/3) of the Executive Committee.

(b) Amendments to the Constitution or By-laws of the Association must be passed by a two-thirds (2/3) majority vote at an Annual General Meeting or Special Meeting.

(c) Amendments to the Constitution or By-laws shall be considered if received by the Secretary in writing thirty (30) days prior to a General Meeting.

(d) Twenty (20) days' notice of proposed amendments to the Constitution or By-laws shall be provided to all members of the Association.

ARTICLE 22 - BY-LAWS

The members of the Board of Directors may, by a two-thirds (2/3) majority vote, make new By-laws with respect to any of the matters provided for in this Constitution

and required for the operation of the Association. Such By-laws shall not take effect until they are submitted to the membership at the following Annual General Meeting or a Special Meeting for approval by two-thirds (2/3) majority vote.

ARTICLE 23 – RESIGNATION OR IMPEACHMENT

(a) Executive Members are required to attend meetings. Any Executive Member who fails to attend three consecutive meetings without notifying the Secretary, either directly or indirectly, of inability to attend, shall be deemed to have resigned. Any Executive Member that cannot attend a meeting shall send their report/update to the Secretary in a timely fashion.

(i) In the event that the Secretary cannot attend an Executive Meeting, they shall notify the President who will in turn appoint an existing Executive Member to record the Minutes of the Meeting.

(ii) The members of the Association, may, by resolution passed by at least two-thirds of the votes cast by Executive Members at an Annual General Meeting or a Special General Meeting or a Board of Director's meeting called for that specific purpose, remove any Executive Member before the expiration of that person's term of office, and elect another person or persons as set out in this Constitution or By-Laws.

(b) The members of the Board of Director, may, by resolution passed by at least two-thirds of the votes cast by Executive Members at an Annual General Meeting or a Special General Meeting called for that specific purpose or a Board of Director's meeting, remove any RMMHA volunteer before the completion of their term, and appoint another person or persons as set out in this Constitution or By-Laws.

ARTICLE 24 - GENERAL

Whenever applicable, unless a contrary intention appears throughout this Constitution, the singular shall include the plural and the masculine shall include the feminine.