



WMHA Constitution

ARTICLES

Article 1 - Organization

- 1 a) The association shall be known as the Walden Minor Hockey Association, and shall herein be referred to as the W.M.H.A.
- b) The W.M.H.A. shall be the sole governing body of this Association.
- c) The above name shall not be used for any reason unless authorized by the Executive Board.

Article 2 - Jurisdiction & Membership

- 2 a) All permanent residents of the Town of Walden and Whitefish Lake Indian Reserve #6, and parents or guardian of a paid up registrant eligible to participate fully in all capacities including elected positions.
- b) All residents of the former Town of Walden and Whitefish Lake Indian Reserve #6, who have previously participated in W.M.H.A. activities, and all other interested parties, shall qualify to participate in any non elected or non voting capacity subject to W.M.H.A. approval.
- c) A member of the W.M.H.A. is defined as follows:
 - i) All paid up registrants.
 - ii) The elected Executive.
 - iii) The appointed Executive.
 - iv) All team staff (up to five (5) per team maximum).
 - v) All W.M.H.A. committee members.
- d) No individual shall be permitted to participate in any W.M.H.A. activities (including tryouts) until his/her registration form is in the hands of the Treasurer.

Article 3 – Object

The objects of this association are:

- 3.1 To govern and administer hockey in accordance with articles, by-laws and regulations within this WMHA Constitution.
- 3.2 To develop and administer the sport of hockey in a manner that will encourage mass participation, improve skill levels, provide healthy physical activity and enjoyment of the game and promote the building of good character.



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- 3.3 To provide opportunities for all players to play the sport at levels appropriate to their degree of skill or interest through the development of HL and REP hockey without favor of one category over another or others.
- 3.4 To foster, encourage, promote, improve and perpetuate the sport of hockey within to the full extent of facilities and financial resources.
- 3.5 To develop coaches, officials and volunteers to carry out the expressed goals of our members and to emphasize and encourage the involvement of those volunteers who put the interests of the sport ahead of their personal interests.
- 3.6 To place the players and the game in the forefront and to provide the conditions necessary for a healthy program by encouraging internal co-operation between players, executives, coaches, managers and parents and externally by striving for harmony between this Association and the WER, the NDMHL and other leagues, the Municipal Arenas/Community Centres Department, and the NOHA.
- 3.7 To engage in activities to raise funds necessary to meet the objectives of WMHA.

Article 4 - Members of the Executive

- 4 a) The Elected Executive shall consist of:
 - i) permanent residents from within the Town of Walden.
 - ii) permanent residents of the Whitefish Lake Indian Reserve #6.
 - iii) a parent or guardian of a paid up registrant.
- b) The W.M.H.A. Executive shall be comprised of the following:

• President	• Referee-In-Chief	• Initiation Convenor
• Vice President	• Equipment Manager	• Pre Novice / Novice Convenor
• Secretary	• Technical Director	• Atom / Pee Wee Convenor
• Treasurer	• Publicity Chairperson	• Bantam / Midget Convenor
• Registrar	• Executive Assistant	• Fundraising Chairperson
• Scheduler	• REP Convenor	
- c) The above Elected Executive shall be elected at the Annual General Meeting for a one year term; except for the President, Secretary, Vice President and Treasurer who will be alternately elected for two year terms.
- d) No Elected Executive shall hold more than one position.
- e) The Immediate Past-President is invited to sit for one year on the Elected Executive, in a non voting capacity.



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- f) REP Tournament Chairperson will be appointed by the executive to manage the annual WMHA REP tournament. This role will not be an executive position but will be invited to advise, update and report to the executive.
- g) House League Tournament Chairperson will be appointed by the executive to manage the annual WMHA HL tournament. This role will not be an executive position but will be invited to advise, update and report to the executive.

Article 5 – Authorities

- 5 a) Elected Executive meetings will be called whenever deemed necessary by the President or by two (2) or more of the Executive Board.
- b) Each Executive member shall be notified by the Secretary as to the time and place of all meetings at least two (2) days in advance.
- c) A meeting shall be called preceding the hockey season and shall include Elected Executive, appointed Executive and team officials.
- d) The President shall vote only in case of a tie.
- e) Half plus one of the Executive members shall be considered quorum.
- f) The President shall, when appropriate, call for declarations of conflict of interest on the part of any elected member. If such declaration is made, that person shall abstain from the vote in question.
- g) In the event of a vacancy occurring during the year, the Executive may appoint a successor to the position.

Article 6 - Amendments to the Articles, By-laws, Policies & Procedures

- 6 a) Proposals for amendments to an Article of the constitution must be forwarded in writing and received by the Executive by May 1st. All proposed amendments received by that deadline must be posted on the WMHA website at least seven (7) days prior to the Annual General Meeting. All proposals submitted must contain the name and address of the proposer. All amendments must be accepted by a two thirds (2/3) majority vote of those in attendance at the Annual General Meeting.
- b) By-laws and Regulations in this constitution may be added, amended or deleted at regular, special, or annual meetings by a simple majority vote of eligible voters.
- c) Policies and Procedures may be added, amended or deleted at regular, special, or annual meetings by a simple majority vote of eligible voters.



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BY-LAWS

By-Law 1 - Duties and Powers of the Executive members

- 1 a) The duties of **President** shall be as follows:
 - he/she shall chair all meetings.
 - he/she shall notify the secretary of all meetings.
 - he/she shall see that the organization operates within the scope of the constitution.
 - he/she shall sign all cheques.

- b) The duties of the **Vice President** shall be as follows:
 - he/she shall perform all duties of the President in his/her absence and those delegated by the President.

- c) The duties of the **Secretary** shall be as follows:
 - to keep an accurate record of the proceedings of each meeting.
 - to assume responsibility for all general correspondence.
 - maintain constitution making sure amendments are changed in constitution.
 - post date and time of Semi-Annual, and Annual General Meeting.

- d) The term of office of the **Treasurer** shall be the same as the fiscal year of W.M.H.A. The duties of the Treasurer shall be as follows:
 - to prepare a budget for the upcoming season to be approved by the Executive prior to August 30th.
 - to keep an accurate account of all receipts and disbursements and prepare a financial report for all Executive meetings.
 - to prepare the W.M.H.A. annual statement which is to be presented to the Executive Board at the first meeting of the new Fiscal Year. Annual Financial Statement is to be audited at the discretion of the Executive Board.

- e) The duties of the **Registrar** shall be as follows:
 - he/she will schedule the registration dates and the volunteers.
 - he/she will keep a record of all registrants.
 - he/she shall coordinate lists with the House League, Regional House League and N.O.H.A. Convenors for accuracy & completeness. The Convenors will then forward the lists to the N.O.H.A.
 - he/she shall work with the treasurer to ensure all participants fees are in order.

- f) The duties of the **Scheduler** shall be as follows:
 - he/she shall be responsible to develop all W.M.H.A. House League in-house game schedules.



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- he/she shall coordinate all W.M.H.A. ice requirements with the N.O.H.A. and S.R.H.L. team management and all disputes will be handled by their respective Convenors.
- g) The duties of the **Referee In Chief** shall be as follows:
- he/she shall coordinate the scheduling of officials for all W.M.H.A. activities.
 - he/she shall have functional responsibility for the N.O.H.A. officials Convenor, S.R.H.L. officials Convenor and House League officials Convenor.
- h) The duties of the **Equipment Manager** shall be as follows:
- he/she shall have functional responsibility for all W.M.H.A. equipment and sweaters
- i) The duties of the **Technical Director** shall be as follows:
- Coordinates players and coaches training and educational programs for W.M.H.A.
 - Host clinics for player and coach development
 - Will help the Executive in transmitting the regional directives of WMHA, the NOHA, OHF, and CHA.
 - Shall guide hockey coaching / player development within the Initiation Division
 - Will assist where possible, the coaches and convenors.
- j) The duties of the **Publicity Chairperson** shall be as follows:
- he/she shall be responsible to advertise through media for all events he/she sees necessary.
 - he/she shall publicize all events of W.M.H.A. as necessary.
 - he/she shall keep W.M.H.A. members informed on Association changes, events and activities.
 - he/she shall have functional responsibility for all awards and monthly newsletters.
 - he/she shall have responsibility for thanking all sponsors other than tournaments.
 - he/she shall coordinate sponsors and tournament programs in conjunction with Tournament Convenor.
- k) The duties of the **Executive Assistant** shall be as follows:
- To assist the members of the executive as needed.
- l) The duties of the **REP Convenor** shall be as follows:
- he/she shall coordinate all N.O.H.A. activities for W.M.H.A. with the Executive.
 - he/she shall have functional responsibility to the Tournament Chairperson for the REP Tournament and for the Tournament of Champions (Play downs).
- m) The duties of a **House League Convenor** shall be as follows:
- he/she shall coordinate all in-house House League activities with the Executive.
 - he/she shall have functional responsibility for one or many House League divisions for W.M.H.A.



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- he/she shall have functional responsibility to the Tournament Chairperson for the in-house tournaments.
- n) The duties of the **Marketing & Promotion Chairperson** shall be as follows:
- he/she shall organize and co-ordinate fundraising special events as well as the solicitation of sponsorships, donations and grants to support the WMHA's program.
 - he/she shall chair the fundraising and sponsorship committee
 - he/she shall seek out and appoint persons to be available to help with fundraising and sponsorship activities
- o) The Executive Board shall have the power to suspend or expel members, team officials or players for notorious and continued foul play or unfair sportsmanlike conduct, failure to pay assessments or for persistent infringements of the rules of the Association.
- p) All members of the Executive shall be appointed by and be responsible to the membership.
- q) All correspondence, budgets, reports from meetings, letters, etc., regarding either House League or N.O.H.A. teams shall be made available to all members of the Executive.
- r) The order of business at Executive meetings shall be:
- Minutes of the last meeting.
 - Reading of correspondence.
 - Financial Report.
 - General Business.
 - Adjournment.
- s) Ice time to be allotted shall be determined by a meeting of the Executive who would have a total time given to them by the city's ice allocation committee. This meeting would determine the amount of ice time to be given to each age group. It would then be the responsibility of the Executive for the allotment of ice time according to the requirements of each age group, immediately following registration.
- t) With the exception of the Referee-In-Chief, no Honorarium will be paid to any member of W.M.H.A. or non member to perform any duty for W.M.H.A.

By-Law 2 - Finance (Registration, Sponsorship & Fundraising)

- 2 a) Fiscal year of the W.M.H.A. shall be July 1st to June 30th.
- b) All purchases exceeding \$150.00 must be authorized by the Executive. Any purchases under \$150.00 may be authorized by two (2) Elected Executive.



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- c) All invoices must be given to the Treasurer promptly.
- d) All cheques shall be signed by the President and the Treasurer, in the absence of either, the Vice President may sign the cheques.
- e) The registration fee shall be determined annually by the Executive.
- f) W.H.M.A will offer Walden residents who are playing initiation, first year of organized hockey or youngest third child within the same family with a special registration fee.
- g) Team financial statements must be presented to the W.M.H.A. - due once a month.
- h) The Executive, prior to August 30th, shall prepare a budget for the upcoming season. It will indicate the previous year's budgeted and actual amounts and the budgeted amounts for the upcoming season. The budget is to reflect, as actual as possible, anticipated revenues and expenditures. It must be adhered to as closely as possible.

By-Law 3 - Standing Committees

3 a) REP HEAD COACH SELECTION COMMITTEE

The REP Head Coach Selection Committee shall be comprised of the President as Chair, the REP Convenor (or alternate that the current executive appoints) and no less than (4) additional members. All members to be approved by the Executive.

b) DISCIPLINARY

W.M.H.A. will have a Disciplinary Committee to be comprised of the President, 2 additional Executive Members, 1 House League representative and 1 REP representative. The responsibilities of this committee will be to create and maintain a disciplinary code for W.M.H.A. as encouraged by the N.O.H.A. and the O.H.F. All recommendations of the committee are subject to executive approval.

c) AD HOC COMMITTEES

Ad-Hoc committees may be established by the Elected Executive on an as required basis.

d) REGISTRATION

The Registrar shall schedule and coordinate the registration dates.



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e) FUNDRAISING

Each fundraising event is to be pre-approved by the Executive.

Each REP and House League team manager will be accountable for submitting operating budgets for the team and the fundraising objective. All must be approved by the Executive.

The Publicity chairperson shall have responsibility for thanking all sponsors.

The Publicity chairperson shall coordinate sponsors and tournament programs in conjunction with Tournament Chairperson.

f) REP TOURNAMENT

The REP Tournament Chairperson will act as an advisor to the Executive.

The REP Tournament Chairperson is responsible for overseeing all activities related to the WMHA REP tournament.

The REP Tournament Chairperson will seek out and appoint persons to be available to help with the tournament.

The REP Convenor shall support the REP Tournament Chairperson.

The Marketing & Promotion chairperson shall coordinate sponsors and tournament programs in conjunction with REP Tournament Chairperson.

g) HOUSE LEAGUE TOURNAMENT

The HL Tournament Chairperson will act as an advisor to the Executive.

The HL Tournament Chairperson is responsible for overseeing all activities related to the WMHA HL tournament.

The HL Tournament Chairperson will seek out and appoint persons to be available to help with the tournament.

The HL Convenors shall support the HL Tournament Chairperson.

The Marketing & Promotion chairperson shall coordinate sponsors and tournament programs in conjunction with HL Tournament Chairperson.

h) N.O.H.A. TOURNAMENT OF CHAMPIONS (REP PLAY DOWNS)

The NOHA Tournament of Champions Chairperson will act as an advisor to the Executive.

The NOHA Tournament of Champions Chairperson is responsible for overseeing all activities.

The NOHA Tournament of Champion Chairperson will seek out and appoint persons to be available to help with the tournament.

The REP Convenor shall support the NOHA Tournament of Champions Chairperson.



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The Marketing & Promotion chairperson shall coordinate sponsors and tournament programs in conjunction with REP Tournament Chairperson.

By-Law 4 - Annual General Meeting

- 4 a) The following are entitled to vote at W.M.H.A. Annual and Semi-Annual General Meetings and Elections:
- i) Parents and guardians of paid up registrant (s) up to a maximum of two (2) per family.
 - ii) Elected Members of the Executive.
 - iii) Appointed Members of the Executive.
 - iv) All team staff members (up to a maximum of five (5) per team).
 - v) All W.M.H.A. committee members.
 - vi) No person is entitled to more than one vote.
 - vii) All former W.M.H.A. members at the discretion of the Executive.
- b) The Annual General Meeting shall be held within the month of May each year.
- c) A Semi-Annual General Meeting is to be held in the early part of each calendar year.
- d) The order of business at the Annual General Meeting shall be:
- Minutes of the Semi-Annual General Meeting (to be adopted).
 - Financial Report for the year.
 - Proposals for amendments to the constitution.
 - Election of executive for upcoming season.
 - New Business (New Executive).
 - Adjournment.
- The Financial Report shall consist of an income statement and balance sheet, itemizing all revenue sources, expenditures, assets and liabilities. The Financial Report shall be posted on the W.M.H.A. website.
- e) Election of officers will take place at the Annual General Meeting in May.
- f) Election of officials must be done by secret ballot.
- g) Notice of the Annual General Meeting and the Semi-Annual General Meeting dates be posted by December 1st on the W.M.H.A. website. This is the responsibility of the Executive Secretary.



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REGULATIONS

REGULATION 1 – Players

- 1 a) In the event that decisions are being made regarding a player registered in W.M.H.A. at an Executive meeting, that player's parent(s) or legal guardian(s) will be allowed to be present and participate in the discussion involving their child/ward. The decision of the Executive including all reasons for and against the decision will be forwarded in writing to the player's parent(s) or legal guardian(s) within 72 hours of the decision being rendered.
- b) There will be no movement of players between divisions or age groups without executive approval; the form "Player Movement between Divisions or Age Groups" must be submitted to the appropriate convenor.
- c) All player release shall be as per the "W.M.H.A. PLAYER RELEASE POLICY".
- d) If numbers permit, W.M.H.A. will allow girls to form a team and play in a local Girl's Hockey League.

REGULATION 2 - Player Development Program

- 2 a) That Walden Minor Hockey shall follow the Initiation Program for Novice age players as set out by CHA.

REGULATION 3 - House League

- 3 a) In Walden Minor Hockey House League,
 - i) The number of teams will depend on the number of volunteer coaches.
 - ii) If there is no coach by the end of September there will be no team.
 - iii) The number of players per team is to be determined by the Executive.
 - iv) If all registered players cannot be placed on a team, they will be selected based on the order of registration then placed on a waiting list.
- b) In Walden Minor Hockey House League, all players are to be given equal ice time. If this does not occur, the following results:
 - i) First infraction, the Convenor or member of the Executive will call the coach and inform him that said number is not being given equal ice time. The Convenor or member of the Executive would ensure that the coach is aware of the constitutional guidelines at this time.
 - ii) Second infraction, the Convenor or Executive will inform the coach that he/she has to appear before the Executive to explain why they were not giving equal time. At



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this time a suspension not to exceed 3 games will be assessed at the discretion of the Executive.

iii) Third infraction, said coach will be suspended by the Executive for the remainder of the season, or possibly the next season as well.

c) No body checking in all divisions for which a league exists.

d) W.M.H.A. will use a standard jacket style with logos approved by the executive.

REGULATION 4 – REP

4 a) Fielding of a REP team, at any level, will solely depend on the number of REP caliber players eligible and interested in playing at that level.

4 b) All REP team players, excluding goaltenders, must wear the following equipment (which primary color is black) standards :

- Pants, Helmets, Gloves

4 c) The following equipment is supplied for the season by the WMHA and must be returned in suitable condition and/or restore/replace by the player at the association's cost:

- Sweaters - 1 set per player (home & away)
- Garment bag – 1 bag per player

REGULATION 5 - Team Officials

5 a) That all on ice personnel in a leadership role from Novice age players down shall have completed the Initiation Instructor Program.

b) A copy of the constitution of W.M.H.A. will be given, read and discussed with all coaches and managers.

REGULATION 6 - Volunteers & Recognition

6 a) W.M.H.A. will acknowledge our volunteers annually with a volunteer event.

REGULATION 7 - Harassment & Abuse

7 a) All volunteers accept and follow the Harassment and Abuse Policies and Procedures as set out by the W.M.H.A., O.H.F. and the C.H.A. this includes the 10 steps of screening for the Prevention of Harassment and Abuse and the W.M.H.A. Code of Conduct dated April 9th, 2000 as adopted by the W.M.H.A.