CONSTITUTION

OF THE

HAMILTON MINOR

HOCKEY COUNCIL

Revised August 2008

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CONSTITUTION OF THE HAMILTON MINOR HOCKEY COUNCIL

HEAD OFFICE:

The Head Office of the Council shall be in the City of Hamilton.

SEAL:

The Seal, an impression whereof is stamped in the margin hereof, shall be the Seal of the Hamilton Minor Hockey Council.

ARTICLE 1:

NAME:

This organization shall be known as the Hamilton Minor Hockey Council Incorporated, and all references to the H.M.H.C., in this Constitution shall refer to the Hamilton Minor Hockey Council.

ARTICLE 2:

AIMS AND OBJECTIVES:

1a) To foster, promote and teach minor hockey within the City of Hamilton. To preserve the philosophy of recreational hockey and provide maximum opportunity for all eligible individuals to participate regardless of ability through the "AAA", "AA", "CHL", "RHL" and “H.L.S.” tiers.

1b) Membership in the Hamilton Minor Hockey Council consists of the following:
Chedoke Minor Hockey League, (an Incorporated Company)
Coronation Minor Hockey Association, (an Incorporated Company)
Dofasco Minor Hockey Association, (an Incorporated Company)
Hamilton Juvenile Division, (an Incorporated Company)
Lawfield Minor Hockey Association (an Incorporated Company)
Mohawk Minor Hockey Association (an Incorporated Company)
Mount Hamilton Minor Hockey Association, (an Incorporated Company)
Parkdale Coaches Association, (an Incorporated Company)
Rosedale Minor Hockey Association (an Incorporated Company)
Scott Park Community Hockey, (an Incorporated Company)
Hamilton City Hub Hockey League Incorporated
Hamilton Reps Inc.
provided that they remain in good standing and agree to abide by the Constitution & Bylaws of the H.M.H.C.

2. The Recreational Hockey Leagues will continue to operate as individual house league organizations, maintaining their community base and ice time standards, and being members of the Hamilton Minor Hockey Council, working with the Council for the betterment of minor hockey in Hamilton. If new recreational leagues are formed, they will be added to the above list of Recreational Hockey Leagues.

2.a The Recreational Hockey Leagues shall be responsible for the operation of the House League Select (H.L.S.) with rules approved by the RHL Committee and in accordance with those stipulated in the MHAO Handbook.

3. The Representative tiers, the CHL, the RHL's and all standing Committees are creatures of Council and responsible to Council. Refer to App. "A".

4. To promote, organize and conduct all team competition in the area of operation to the maximum of playing accommodation and financial resources. These to be administered by a group of appointed and elected volunteers.

5. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well-being.

6. To sponsor and promote such athletic, social and other activities as may contribute to the finances of the Council

ARTICLE 3:

AUTHORITY:

The authority to govern is vested in the BOARD OF DIRECTORS of the HAMILTON MINOR HOCKEY COUNCIL.

The Board of Directors will provide and insure availability for Technical Development, Risk Management, Member certification and screening and be responsible for all ice allocation, as outlined in Appendix B.

The Board of Directors will receive all Financial Statements for all member groups and ensure proper accounting procedures are in place.

The Board of Directors will insure all Constitutions and By-Laws are adhered to within all member groups.

The Board of Directors will monitor the affiliation agreements between the Tiers to ensure compliance. The Board of Directors will act as an arbitrator in all disputes.

ARTICLE 4:

H.M.H.C. BOARD OF DIRECTORS:

The Board of Directors of the Hamilton Minor Hockey Council shall be comprised of the elected and appointed officers from the membership.

The Council will be a voting body and it will deal with any issue common to all teams, as placed before it by the Board of Directors.

ARTICLE 5:

BOARD OF DIRECTORS:

The Board of Directors will be comprised of: Chairperson, Past Chairperson, RHL Director, Hub Director, Rep Director, RHL Alternate Director, Secretary/Treasurer, Chairman of the Technical Development Committee and up to FIVE Directors-at-Large. A representative of the Department of Culture & Recreation shall be an ex-officio member.

1. The Chairperson shall be elected for a term of two years and may seek re-election for consecutive terms. The Chairperson will be elected by the General Membership.

   The RHL Director shall be elected for a term of two years and may seek re-election for consecutive terms. The RHL Director shall be the Director of the Recreational House Leagues Convening Committee and will be elected by the Recreational Tier. The RHL Director will be the 1st Alternate to the Chair of the Board of Directors.

   The Hub League Director shall be elected by members of the HUB Tier in accordance with its Constitution. The Hub Director will be the 2nd Alternate to the Chair of the Board of Directors.

   The Rep Director shall be elected by the members of the Representative Tier in accordance with its Constitution. The Rep Director will be the 3rd Alternate to the Chair of the Board of Directors.

   The 4th Director shall be selected to hold office for one year and will be selected by the RHL Tier.

   Representatives of Recreational Hockey Leagues (10) shall be members of the H.M.H.C. Executive Council and shall be accorded the same voting privileges as all other H.M.H.C. members.

   The Secretary/Treasurer and the Chairman of the Technical Development Committee shall be elected for a term of two years and may seek re-election for consecutive terms. The Secretary/Treasurer and Chairman of the Technical Development Committee shall be elected by the General Membership.

   Recreational Hockey League Representatives will be appointed by each Recreational Hockey League.

Each Recreational Hockey League or Tier may, at their option, declare in writing an Alternate to the Council at such time as the Official Representative is declared. The Alternate would assume the capacity of the Official Representative in their absence. The 4th Director will have no alternate.

2. (A) To be eligible for the office of Chairperson, a candidate must have served as a member of the H.M.H.C. Board of Directors for the last two years.

   (B) In the event there are no nominations to, and candidates for the position of Chairperson, then nominations may be accepted by members of the Executive Council, providing such nominee(s) have been a member of the H.M.H.C Board of Directors for the past two years.

   (C) To be eligible for the office of Chairman of the Technical Development Committee or Secretary/Treasurer, a candidate must have served as a member of the Executive Council for the past year.

   (D) In the event there are no nominations to, and candidates for the positions of Secretary/Treasurer and Chairman of the Technical Development Committee, then nominations may be accepted from members of the RHL Executive Committee or members of a Tier Convening Committee, providing such candidate(s) has been a member of the H.M.H.C. in the past year.

3. (A) The Executive Council will have the authority to appoint replacements for appointed executive positions and committees when a vacancy occurs. Should a vacancy occur for an elected position, an election for that position will be held at the next membership meeting, subject to the requirements of Section 2. The membership shall be given two weeks (2) notice of such elections.

   (B) Any such election will refer only to the balance of the term of office where the vacancy exists.

3. Any member of the H.M.H.C. Board of Directors shall not hold more than one (1) office on the H.M.H.C. at any one time. No elected official may serve as an EXECUTIVE MEMBER of any R.H.L. during their term of office. Service to the H.M.H.C. as an elected member should not prevent any elected member from returning as an executive member to any R.H.L. or Tier Convening Committee once that term of office has expired or that person has declared he will not be standing for election or re-election to the Board of Directors.

5. Any elected member or appointed Board of Directors member is subject to discharge: if he contravenes, in any way, the Constitution, By-laws, or for conduct not befitting the intent or objectives of the H.M.H.C., or breaches the confidentiality of the H.M.H.C.

A recommendation for discharge of any Board of Directors member may be made by the H.M.H.C. Board of Directors. The recommendation will be brought before the H.M.H.C. membership meeting where a 2/3 majority vote of the attending members will be required for discharge.

5.2 The Board of Directors will be comprised of:
The Chairperson of the H.M.H.C.
The Past-Chairperson of the H.M.H.C.
The Director of the RHL Convening Committee
The Director of the City Hub League (or Alternate)
The Director of the REP Tier (or Alternate)
The 4th Director as appointed by the RHL Convening Committee
The Secretary/Treasurer of the H.M.H.C.
The T.D.C. Chairman of the H.M.H.C.
5 Directors-At-Large
The Presidents (or Alternates) of the member Recreational Hockey Leagues

5.3 A maximum of 5 Directors-At-Large will sit on the Board of Directors of the Hamilton Minor Hockey Council. Appointed by the Board of Directors of the HMHC and approved by the HMHC.

6. All H.M.H.C. Board of Director members and/or members of committees who are required to handle H.M.H.C. funds must be bondable to a figure established by the H.M.H.C. Board of Directors.

7. In the event there are no nominations to, and no candidates for one or more of the elected positions, the Chairperson shall fill the positions by appointment, subject to the requirements of Section 2(A) and 2(B), for a term of the Board of Directors.

8. The Board of Directors members shall serve without remuneration and no member shall directly or indirectly receive any profit from his position as such, provided that a member may be paid or reimbursed for reasonable expenses incurred by him in the performance of his duties.

9 . Honorary Life members may be appointed by the Board of Directors for exceptional dedication and contribution of time and effort to development and furtherance of minor hockey. Such members shall have voting rights subject to approval of the Executive Council.

10. In event that the elected Chairperson of the HMHC steps down, is removed or is incapacitated for any reason and unable to fulfill his/her term of office, the immediate Past-Chairperson shall fulfill these duties until an election for this position can be held at the next AGM. If the immediate Past-Chairperson is unable or unwilling to fulfill the duties of the Chairperson the Chair will be rotated between the Directors of the 3 tiers until an election can be held for the position of Chairperson at the next AGM.

ARTICLE 6:

COUNCIL MEMBERSHIP:

Membership in the Council shall consist of the following:

All Executive Officers
All Executive Council Members
All Committee Members
All Team Coaches (Assistant)*
All Team Managers *
All Team Trainers*

* Each team in the H.M.H.C. shall be granted one vote. One team member shall be appointed as the voting member.

ARTICLE 7:

SUSPENSION/TERMINATION OF MEMBERSHIP/LOSS OF STANDING/LOSS OF SANCTION:

1.1 Any member, Organization/Tier may resign from the Corporation by mailing written notice of resignation to the Secretary/Treasurer accompanied by payment of all monies owing to the H.M.H.C.

1.2 All Organizations/Tiers may be censured, suspended, expelled or declared not in good standing for breach of the Constitution and By-Laws of the H.M.H.C.

1.3 Termination of Organization/Tier, Membership, whether by resignation, expulsion, or otherwise, shall forthwith remove all rights within the H.M.H.C. of the member, but shall not be deemed to discharge any financial obligation of the member to the H.M.H.C. accrued prior to the date of such termination and then not fulfilled.

1.4 DEFINITION OF GOOD STANDING:
Any member, organization/tier, **must** comply with By-Law 2.6 (Registration), 2.14 & 2.15 (Assessments), 7.1 & 7.3 (Certification), 7.2 (Police Screening), 8.5 (Financial Statements), & By-Law 12.5 (Insurance).
In addition, each member (tier/association) must attend or be represented at 60% (minimum) of the following:
a) HMHC Council meetings
b) HMHC TDC meetings
c) HMHC Referee Development Group meetings
d) RHL Committee meetings (RHL Associations only)
Failure to comply with any of the above may result in a reprimand, Loss of Standing, or ultimately Loss of Sanction.

DEFINITIONS:

1) Loss of Standing means: Loss of voting privileges in the HMHC: Loss of participation in City Playdowns; and loss of participation in HMHC sponsored clinics/events.

2) Loss of Sanction means: Loss of Affiliation with the City of Hamilton (loss of subsidized ice); Loss of membership in the Alliance (loss of Insurance) in addition to those items outlined in Loss of Standing.

ARTICLE 8:

MEETINGS:

1.1 The H.M.H.C. Board of Directors meetings shall be held at least once monthly. A change in the meeting date can be made by the Chairperson within three (3) days of the regular meeting date.

1.2 The H.M.H.C. Executive Council meetings shall be held October, December, February, May (after AGM), June, August. The Chairperson can make a change in the meeting date within (3) days of the regular meeting date.

1.3 H.M.H.C. Annual General meeting shall be held once (1) each year on or before May 15, on a date set by the H.M.H.C. Board of Directors, at which time an election of Directors will take place and appointments may take place. A change in the meeting date can be made by the Chairperson within (3) days of the meeting date.

1.4 Notice of H.M.H.C. Annual General meeting shall be given by the Secretary/Treasurer to all members of the Council at least fourteen (14) days prior to the date of the meeting.

1.5 Notice of Board of Director meetings shall be given by the Secretary/Treasurer, to each H.M.H.C. Executive Committee member, at least seven (7) days prior to the regular meeting date.

1.6 Notice of Executive Council meetings shall be given by the Secretary/Treasurer to all Executive Council members, at least seven (7) days prior to the regular meeting date.

1.7 The Chairperson, or his delegate, may call a special Executive Council meeting or a General Membership Meeting at any time. Members may call a special meeting or a General Membership Meeting at any time providing their reason for such a meeting is in writing and on the signatures of thirty (30) members. On receipt of such a request, the Secretary/Treasurer shall notify the Executive Council.

2.1 A financial statement of the H.M.H.C. will be tabled.

2.2 Recommended changes in the Constitution and By-Laws of the Council shall be presented for approval.

2.4 A report by the Chairperson of the activities of the Council during the past season shall be given.

2.5 Notice of meetings may be given orally, telephoned, or delivered personally, electronically communicated or inserted in any official Council publication.

2.6 No error or omission in the notice of any Annual General Meeting, Board of Directors, Executive Council, shall invalidate such meeting.

3.1 The order of business at all meetings shall be as follows:

1. Call to order.
2. Reading of minutes of previous meeting.
3. Business arising from the minutes.
4. Secretary/Treasurer's report.
5. H.M.H.C. Board of Directors report.
6. Reports of the Chairmen.
7. Unfinished business.
8. New Business.
9. Chairmans Report (Annual General Meeting Only).
10. Correspondence.
11. Changes to the Constitution and By-Laws (Annual General meeting only)
12. Election and installation of H.M.H.C. Executive Officers. (Annual General Meeting Only)
13. Adjournment.

3.2 All meetings shall be conducted in accordance with H.M.H.C. Rules of Order. (See Appendix "F")

ARTICLE 9:

VOTING:

1. The H.M.H.C. Board of Directors shall deal with all money matters exceeding two hundred dollars ($200.00) as well as policies having to do with the overall H.M.H.C. program, subject to the approval of the Executive Council.

2. The Council membership shall deal only with agenda items as set out by the Board of Directors. Other items will be considered by Notice of Motion in writing.

3. All constituted members in "GOOD STANDING", shall have a vote.

4. At H.M.H.C. Council meetings, and committee meetings, a majority of members must be present to form a quorum.

5. At Council membership meetings, twenty-five (25) members, which shall include three (3) Board of Directors officers, must be present to form a quorum.

5.1 At all HMHC Board of Directors meetings 6 of the 13 members must be present to form a quorum (The 13 members are listed in Article 5, Section 5.2)

ARTICLE 10:

ELECTION OF THE H.M.H.C. BOARD OF DIRECTORS:

1. The election of the Board of Directors of the Council shall be held at the Annual General meeting. Such elections shall be conducted in the recognized way and voting shall be by secret ballot. A simple majority shall carry. The Chairman of the election shall be the Past Chairman, if he is not seeking a Board position, or an individual appointed by the Parks and Recreation Committee. At the Annual General meeting twenty-five (25) members must be present to form a quorum.

2. The Nominating Committee shall be responsible for providing a slate of officers for election having secured endorsement of the nominations by the nominees. The slate shall include as many candidates as are eligible and are willing to stand for office. In addition, the committee will notify the Secretary/Treasurer, who will notify the membership of the ensuing election. The proposed slate, a list of those members eligible for office and a notice of the Annual General meeting will be made available to each member at least two weeks (2) prior to the date of the Annual General meeting.

3. A member may stand for more than one office but may not hold more than one office in any given year.

4. Nominations for office may also be made from the floor at the time of election, or nominees may indicate their acceptance by proxy, on the appropriate form.

ARTICLE 11:

DUTIES OF BOARD OFFICERS AND COMMITTEE CHAIRMEN:

1.1 The Chairperson shall preside at all meetings of the Council with the usual privileges of his office. He will be an Ex-officio member of all committees.

1.2 In the absence of the Chairperson, his duties shall be performed by the Directors on a rotating basis.

2.1 The Past Chairman shall be the Chairman of the Discipline Committee and shall select, for appointment by the H.M.H.C. Executive Council, a minimum of four (4) members, whose duties are outlined in Appendix "B".

2.2 The Past Chairman may also be the Chairman of the Nominating Committee and shall select, for appointment by the H.M.H.C. Executive Council, not less than three (3) and no more than five (5) non-executive committee voting members who are not running for office. The members duties are outlined in Appendix "B".

2.3 The Past Chairman shall be the City Liaison; dealing with all matters pertaining to the City and the H.M.H.C.

3.1 The four Directors duties and responsibilities will be delegated by the Chairperson of the H.M.H.C.

3.2 The areas of responsibility of the four Directors, as delegated by the Chairperson, shall be:

a) The 1st Director shall be the Chairman of the Recreational Hockey League Committee as per the terms of Appendix "A" and shall also be:

- the Chairman of the Registration Committee and shall select, for appointment by the H.M.H.C. Executive Council, no more than four (4) members, whose duties are outlined in Appendix "B".

b) The 2nd Director shall be the President of the HUB League and shall be:

- Responsible for the operation of the City Hub League. He shall select, for appointment by the H.M.H.C. Executive Council, a Convening Committee as per the terms of Appendix "A".

c) The 3rd Director shall be the Director of the REP Tier and shall be:

Responsible for the operation of the Rep Tier; he shall select a Convening Committee as per the terms of Appendix "A".

d) The 4th Director shall be:

the RHL Representative to Council
the Vice Chairman of the RHL Committee.
Responsible to oversee the activities of the Selects in each RHL Association & chair the Select Discipline Committee

The Chairperson of the HMHC shall annually appoint a member of the Board of Directors to be the Chairman of the Constitution and By-Law Committee.

ARTICLE 12:

DUTIES OF THE SECRETARY/TREASURER:

- Record all minutes of all duly constituted Board of Dirctors, Council, Annual General meetings.

- Deal with all correspondence pertaining to the business of the H.M.H.C.

- Notify all members of forthcoming meetings.

- Receive and act on all correspondence.

- Be bondable up to an amount determined by the H.M.H.C. Executive Council.

- Serve as a member of the Ways and Means Committee.

- Keep a full and accurate account of all receipts and disbursements of the Council in proper books of account.

- Deposit all monies and other valuable effects in the name of the Council in a recognized financial institution as may from time to time be designated by the H.M.H.C. Executive Council.

- Have the books of the Council audited by an Audit Committee appointed by the H.M.H.C. Executive Council at least once a year. The fiscal year period shall end May 31st and the detailed financial statement must be presented for the membership no later than September 30th.

- Ensure that any combination of three (3) of the following members of the H.M.H.C. Board of Directors are signatories: The Secretary/Treasurer, the Chairperson and one of the Directors.

- Provide a current financial report as required by the H.M.H.C. Board of Directors.

- Insure that all expenditures exceeding two hundred dollars ($200.00) be approved by the H.M.H.C. Board of Directors and recorded in the minutes of the meeting at which approval is given.

ARTICLE 13:

STANDING COMMITTEES:

1. The following shall comprise the Standing Committees of the Council:

   - Registration Committee
   - Ice-Time Allocation Committee
   - Discipline Committee
   - Nomination Committee
   - Constitution and By-Laws Committee
   - Technical Development Committee
   - Referee Development Group
   - Low Income Committee

2. The Chairmen of the Committees shall be empowered to conduct the usual business of their Committee and shall report from time to time on the same to the H.M.H.C. Board of Directors.

ARTICLE 14:

PROTECTION OF ALL H.M.H.C. MEMBERS:

1. Limitation of Liability:

   No director, officer, or member of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act of conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the board for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any monies of the Corporation, shall be invested, or for any loss or damage arising from bankruptcy, insolvency, or tortuous act of any person with whom the monies, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same shall happen through his own wilful neglect or default.

2. Indemnity:

   Every director and officer of the Corporation and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of funds of the Corporation from and against:

   a) all costs, charges and expenses whatsoever that such director or officer sustains or incurs in or about any action, suit or preceding that is brought, commenced or prosecuted against them for in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and

   b) all other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs of the Corporation; except such costs, charges, or expenses as are occasioned by his own wilful neglect or default.

ARTICLE 15:

CHANGES IN THE CONSTITUTION & BY-LAWS:

1.1 The Articles of the Constitution & Bylaws shall not be amended, added to, or suspended except at an Annual General Meeting at which time a quorum of twenty-five (25) members will be required with at least two-thirds (2/3) majority vote of the Council members present and voting.

1.2 Notice of proposed amendments to the Constitution & Bylaws must be made in writing to the Constitution and By-Laws Committee not later than six (6) weeks in advance of the Annual General meeting.

1.3 The Constitution and By-Laws Committee shall forward to all H.M.H.C. members, through their respective Executive Council representatives written notice of proposed changes in the Constitution at least two (2) weeks prior to the Annual General Meeting when such changes will be considered.

1.4 Should a duly called Annual General Meeting not be held due to the lack of a quorum, the Chairperson may call another Annual General meeting within 6 weeks of the original date with a minimum 14 days notice given to the membership.
The members attending that Annual General Meeting will be empowered to conduct only those items of business as scheduled for the original meeting. No new items may be added to the original agenda.
1. Two of the Elected Board of Directors members must be present (Chairperson, Secretary-Treasurer, TDC Chairman, Past Chairperson)
2. Two of the Tier Directors must be present (RHL, HUB, REP)
3. 4 Council RHL Representatives or Council Alternates must be present.

4. 4 other HMHC members must be present.

ARTICLE 16:

INTERPRETATION:

In this Constitution and in all By-Laws of the H.M.H.C. thereafter passed, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number of the feminine gender, as the case may be, and vice-versa.

APPENDIX "A"

DUTIES OF THE RECREATIONAL HOUSE LEAGUE, CITY HUB LEAGUE, AND THE REPRESENTATIVE TIER CONVENING COMMITTEES.

RECREATIONAL HOUSE LEAGUE'S CONVENING COMMITTEE.

Recreational House Leagues shall select their own Executive Committees.

It shall be their responsibility to:

- Ensure the administration of the H.M.H.C. Constitution and By-Laws common to all RHL's, their general intent and objectives within their associations.

- Ensure the administration of the Constitution and By-Laws common to all RHL's, their general intent and objectives within their associations.

- Ensure the efficient function of games within their leagues.

- Ensure distribution of game and practice schedules, based on the number of teams entered.

- To assign minor game officials for all games scheduled within their own leagues.

- To bring details of H.C. and Alliance rules and regulations (if applicable), with H.M.H.C. additions and exceptions to the attention of all Coaches and Managers.

- To maintain discipline based on the Constitution and Bylaws of the H.M.H.C., to assist the Discipline Committee in dealing with any dispute involving players, coaches or managers in their leagues.

- To co-ordinate player movement within the RHL's and the CHL.

- To ensure the administration of the House League Select Program in accordance with its rules.

- To be responsible for fund-raising programmes proposed by the H.M.H.C. Executive Council and within their own tier.

- To co-ordinate Recreational House League tournaments as sanctioned by the H.M.H.C. Executive Council.

- To assist in obtaining sponsors and collecting sponsorship monies. All sponsors are to be informed of all activities of the Recreational House Leagues.

CITY HUB LEAGUE CONVENING COMMITTEE

The City Hub League Board of Directors shall select Division Coordinators for all Divisions.

The City Hub League Director shall be the President of the City HUB League.

It shall be their responsibility to:

- Ensure the administration of the H.M.H.C. Constitution and By-Laws and their general intent and objectives within their league.
- Ensure the administration of their Constitution and their By-Laws and their general intent and objectives within their league.
- Ensure the efficient function of games within their league.
- Ensure distribution of game schedules, based on the number of participating Recreational Hockey League teams entered.
- To assign minor game officials for all games scheduled within the league.
- To bring details of the HC and Alliance rules and regulations, with the H.M.H.C. additions and exceptions to the attention of all Coaches and Managers.
- To maintain discipline based on the Constitution and By-Laws of the H.M.H.C., to assist the Discipline Committee in dealing with any dispute involving players, coaches or managers in their league.
- To co-ordinate player movement within their league, with the participating Recreational Leagues or the "AA" tier.
- To be responsible for fund-raising programs proposed by the H.M.H.C. Executive Council and within their own tier.
- Hub teams are responsible to the HUB Convening Committee for budget and financial statements.
- The C.H.L.. reserves the right to review team budgets and financial records in response to parent concerns.
- To co-ordinate City Hub League tournaments as sanctioned by the H.M.H.C. Executive Council.
- Appoint a Referee Assignor and advise the HMHC accordingly

The City Hub League Convening Committee is empowered to conduct the usual business of the Tier and shall report from time to time to the H.M.H.C. Executive Council.

REPRESENTATIVE TIER CONVENING COMMITTEE

The Representative Director shall be the President of the REP Tier Convening Committee.

It shall be their responsibility to:

- Ensure the administration of the H.M.H.C. Constitution and By-Laws and their general intent and objectives within their tier.
- Ensure the administration of their Constitution and By-Laws and their general intent and objectives within their tier.
- Ensure the efficient function of games within their tier.
- Ensure distribution of game schedules as determined by the Alliance.
- To assign minor game officials for all games scheduled within their tier.
- To bring details of the HC and Alliance rules and regulations, with the H.M.H.C. additions and exceptions to the attention of all coaches and managers.
- To maintain discipline based on the Constitution and By-Laws of the H.M.H.C., to assist the Discipline Committee in dealing with any dispute involving players, coaches or managers of their tier.
- To co-ordinate player movement within the Representative Tier, and with the City Hub League and maintain a liaison with the M.H.A.O.
- To obtain the necessary number of sponsors and collecting sponsorship monies. They shall keep all Representative Tier sponsors informed of all activities of the Representative Tiers.
- To be responsible for fund-raising programmes proposed by the H.M.H.C. Executive Council and within their own tier.
- To audit each team's financial records.
- To co-ordinate Representative Tier tournaments as sanctioned by the H.M.H.C. Executive Council.
- Appoint a Referee Assignor and notify the H.M.H.C. accordingly.

The Representative Tier Convening Committee is empowered to conduct the usual business of their Committee and shall report from time to time to the H.M.H.C. Executive Council.

*** WHERE APPLICABLE, THE WORDS " REPRESENTATIVE TIER" WILL REPLACE REFERENCES TO " AAA AND AA ".

APPENDIX "B"

STANDING COMMITTEES

REGISTRATION COMMITTEE:

The House League Director shall select, for appointment by the H.M.H.C. Executive Council, one member from a Recreational Hockey League, one member each from the City Hub League, "AA" and "AAA" tiers, to form the Registration Committee.

It shall be their responsibility to ensure that the approved forms are obtained and printed prior to registration days. To determine the dates of registration days, the methods of registration and to define eligibility of players admitted to the Council.

ICE-TIME ALLOCATION COMMITTEE:

The Executive Committee shall be responsible for ice allocation.

They shall be responsible for obtaining all ice time available for the H.M.H.C. from the Department of Culture and Recreation. They shall be responsible for scheduling ice time for games and practices to all H.M.H.C. teams through the Convening Committees and the Recreational Hockey Leagues. Every attempt will be made to allocate both times and locations to ensure equitable distribution.

DISCIPLINE COMMITTEE:

The Past Chairperson shall select, for appointment by the H.M.H.C. Executive Council, at least one member from each, a Recreational Hockey League, one member from the City Hub League, "AA" and "AAA" Convening Committees, to form the Discipline Committee.

No member may vote if he is involved in the issue at hand. The Chairman of the Referee Development Group may also be an Ex-Officio member of this Committee.

The role of the Discipline Committee is to uphold the Constitution and By-Laws of the Hamilton Minor Hockey Council. They shall be responsible for ruling on all matters placed before them for consideration by the Board of Directors , the Executive Council, Recreational Hockey Leagues, Convening Committee or Tier Directors.

NOMINATING COMMITTEE:

The Past Chairperson shall select, for appointment by the H.M.H.C. Executive Council, one member from a Recreational Hockey League and one member each from the City Hub League, "AA" and "AAA" tiers, to form the Nominating Committee. They must be non-executive committee voting members who are not running for election.

They shall be responsible for providing a slate of officers for election having secured endorsement of the nominations by the nominees. The slate shall include as many candidates as are eligible and are willing to stand for office. In addition, the Committee will notify the Secretary/Treasurer, who will notify the Council membership of the ensuing election. The proposed slate, a list of those members eligible for office and a notice of the Annual meeting will be made to each Council member at least two (2) weeks prior to the date of the Annual meeting.

CONSTITUTION AND BY-LAWS COMMITTEE:

The Chairperson of the H.M.H.C. shall select, for appointment by the H.M.H.C. Executive Council, one member from a Recreational Hockey League, one member each from the City Hub League, "AA" and "AAA" tiers, to form the Constitution and By-Laws Committee.

The Committee shall be responsible for the Annual review of the Council's Constitution and By-Laws.

TECHNICAL DEVELOPMENT COMMITTEE:

The Technical Development Committee Chairman shall select for appointment by the H.M.H.C. Executive Council, a sufficient number of members deemed necessary to form the Technical Development Committee ensuring that all levels from Recreation to "AAA" are represented.

They shall be responsible for:

- maintaining the technical core program for the benefit of all levels.

- developing any other related programs or duties as delegated by the Chairperson of the H.M.H.C.

REFEREE DEVELOPMENT GROUP:

The Referee Development Chairman shall be responsible for the availability of qualified referees and minor officials for all games under the jurisdiction of the HAMILTON MINOR HOCKEY COUNCIL. He shall see to it that the rules of the game are adhered to in all instances. He shall be responsible for investigating complaints against officials and mediating them where possible.

He may select, for appointment by the HAMILTON MINOR HOCKEY COUNCIL Board of Directors, no more than three (3) assistants whose duties will be to carry out the directives of the Chairman. Those assistants shall be known as: Referee-Administrators.

The Referee Development Group membership will be as follows: R.D.G. Chairman, three assistants (3 max.), Rep Tier Assigner, Hub Tier Assigner, Referee In Chief from each House League Association.

The R.D.G. Chairman may serve as Hub or Rep Assigner as well as Referee In Chief for any Association.

The Chairman may be financially compensated for his duties at the discretion of the H.M.H.C. Board of Directors.

APPENDIX "D"

DETAILS OF TIER STRUCTURE

The tiered structure for Minor Hockey in Hamilton will develop a unified system which will be beneficial to all levels of Minor Hockey, from Recreational Hockey Leagues to "AAA" levels under the guidance of the Hamilton Minor Hockey Council.

The Tier System shall consist of the Recreational Hockey Leagues, the House League Select, the City Hub League, the "AA" level and the "AAA" level.

The RHL Tier, Hub Tier and Rep Tier will operate under the authority of the Hamilton Minor Hockey Council.

The Recreational Hockey Leagues will be affiliated with the City HUB League, which in turn, will be affiliated with the AA level so that there may be player movement between the three levels. Terms and conditions of these Affiliations will be documented in Affiliation Agreements
.
The AA level will be affiliated with the AAA level so that there may be player movement between the two levels.

There is to be liaison between the Reps, RHL'S and the CHL before any decisions are made on affiliation.

The attached flow chart represents the organizational structure, outlining the administration and operational channels of communication within the H.M.H.C. (See Appendix G).

The Council will be notified of the Convening Committees membership, to be responsible for the Recreational House Leagues, the City Hub League, the "AA" tier and the "AAA" tier.

The individual Recreational Hockey Leagues will operate under their own House League organization, and will see to the operation of the House League Selects.

Recreational Hockey Leagues will continue to operate out of their community based arenas.

All tiers will continue to operate out of City owned arenas.

The Representative Tier, C.H.L. and RHL's will maintain their own names and team colors. The RHL's will also maintain the names and colors of their House League Select Teams.

The identity of the H.M.H.C. will be established by its own logo.

Copies of each Tiers Constitution & Bylaws shall be filed with the Secretary/Treasurer.

The Chairman of the Referee Development Group shall be appointed by the HMHC Executive Committee. .

The R.D.G. Chairman shall be responsible to assist in the provision of qualified referees and minor officials for all games under the jurisdiction of the HMHC. He shall see to it that the rules of the game are adhered to in all instances. He shall be responsible for holding clinics in conjunction with the Technical Development Committee to see that Referees are qualified. He shall provide Supervision and Evaluations to referees to promote good work habits and development. He shall be responsible for investigating complaints against officials and mediating them where possible. He may select, for appointment by the HMC Executive Council, no more than three (3) assistants, whose duties will be to carry out the directives of the Chairman. Those assistants shall be known as Referee Administrators.

APPENDIX "E"

EXECUTION OF DOCUMENTS

1.1 **Cheques, Drafts, Notes, Etc.:**
All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.

1.2 **Execution of Documents:**
Documents requiring execution by the Corporation may be signed by the Chairperson, a Director, and the Secretary/Treasurer of any three directors, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.

1.3 **Books and Records:**
The Board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute are regularly and properly kept.

BANKING ARRANGEMENTS:

2.1 The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:

a) operate the Corporation accounts with the banker;

b) make, sign, draw, accept, endorse, negotiate, lodge, deposit, transfer, any of the cheques and orders for the payment of money;

c) issue receipts for and orders relating to any property of the Corporation;

d) execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and

e) authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

2.2 **Deposits of Securities:**
The securities of the Corporation shall be deposited for safe keeping with one or more banker, trust companies, or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by the resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

BORROWING BY THE CORPORATION:

3.1 Subject to the limitations set out in the by-laws or on the letters Patent of the Corporation, the Board may,

a) borrow money on the credit of the Corporation;

b) issue, sell or pledge securities of the Corporation; or

c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, right powers, franchises, and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation,

provided that, except where the Corporation borrows on the security of its real or personal property, its borrowing power shall be limited to borrowing money for the operating expenses.

3.2 From time to time the Board may authorize any director, officer, or employee of the corporation or any other person to make arrangements with reference to the money so borrowed or to be borrowed and as to the terms and conditions of the loan thereof, and as to the securit7y to be given therefor, with power to vary of modify such arrangements, terms and conditions and to give such additional security as the Board may authorize, and generally to manage transact, and settle the borrowing of money by the Corporation.

3.3 Borrowing arrangements are subject to prior approval of the Council.

APPENDIX "F"

H.M.H.C. RULES OF ORDER

1. The Chairperson, or in his absence, one of the Directors, shall be the Chairperson of all Board of Directors7, Executive Council, General Membership and Annual meetings.

2. No business, other than business referred to in Article 8.3 or By-Law 13 shall be considered at any meeting of the Hamilton Minor Hockey Council.

3. A motion to be considered by the Chairman must be moved and seconded. The mover and seconder must be recognized by the Chairman.

4. A motion to amend, or amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or an amendment to an amendment, shall be in order which is a direct negative to the resolution.

5. At the request of any member, upon the majority vote of those present, a question may be divided when practical.

6. After a motion or Resolution has been duly moved and seconded, it shall be deemed in possession of the members but may be withdrawn at any time with the approval of the majority of the members.

7. Where one or more members wish to speak, the Chairman shall determine in which order a member is entitled to speak.

8. Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous or offensive language, as well as any reflection on the Hamilton Minor Hockey Council or any of its members.

9. If a member, while speaking, is called to order, he shall cease speaking until the point of order is determined by the Chairman.

10. No member, except the Chairman of a Committee or the mover of a resolution shall speak more than five minutes at a time or more than once on the same question until all members wishing to speak have had the opportunity to do so, when he may be allowed to speak a second time.

11. The Chairperson shall take no part in the debate while presiding, but may yield the Chair to one of the Directors in order to speak on any question before the members, or to introduce a new question.

12. The Chairperson shall have the same rights as other members to vote on any question. In the case of a tie, he may give a casting vote, or, if he chooses to refrain from voting, in which case the motion does not prevail and the decision is in the negative.

    NOTE: THE CHAIRPERSON MAY VOTE ONLY ONCE ON ANY ISSUE.

13. Where a motion or resolution is under consideration, no motion or resolution shall be received except a motion or resolution having precedence in the following order:
    1. To adjourn
    2. Recess
    3. Question of privilege
    4. Appeal
    5. Point of Order
    6. Lay on the Table
    7. The previous question
    8. Postpone to a definite time
    9. Refer
    10. Amend
    11. The Main Motion
    12. Reconsider

    **NOTE: No. 1,2,4,5,6,7 and 9 are not debatable.

14. A motion for the previous question when regularly moved and seconded, shall be put in this form; "Shall the question now be put?". If adopted, the Chairperson shall proceed to take the vote on the resolution and amendments (if any) according to their priority. If an amendment or an amendment to an amendment is adopted the original resolution, as amended, shall be put to the members.

15. A motion to adjourn is in order except:
    (1) when a member has the floor
    (2) when members are voting

16. A motion to adjourn having been put and lost shall not be in order again, if there is further business before the members, until fifteen minutes has elapsed.

17. When a recorded vote is requested by any member of the Hamilton Minor Hockey Council, the vote shall be conducted by the Chairperson calling for those members voting in the affirmative to stand and be recorded by the Sec/Treas. and those members voting in the negative to stand and be recorded.

18. Any member may appeal the decision of the Chairperson. When the decision is appealed from, he shall state his decision and the reasons therefore from the Chair. The person appealing there from shall briefly state the reasons for the appeal, after which, without further debate, the question shall be put to the members.

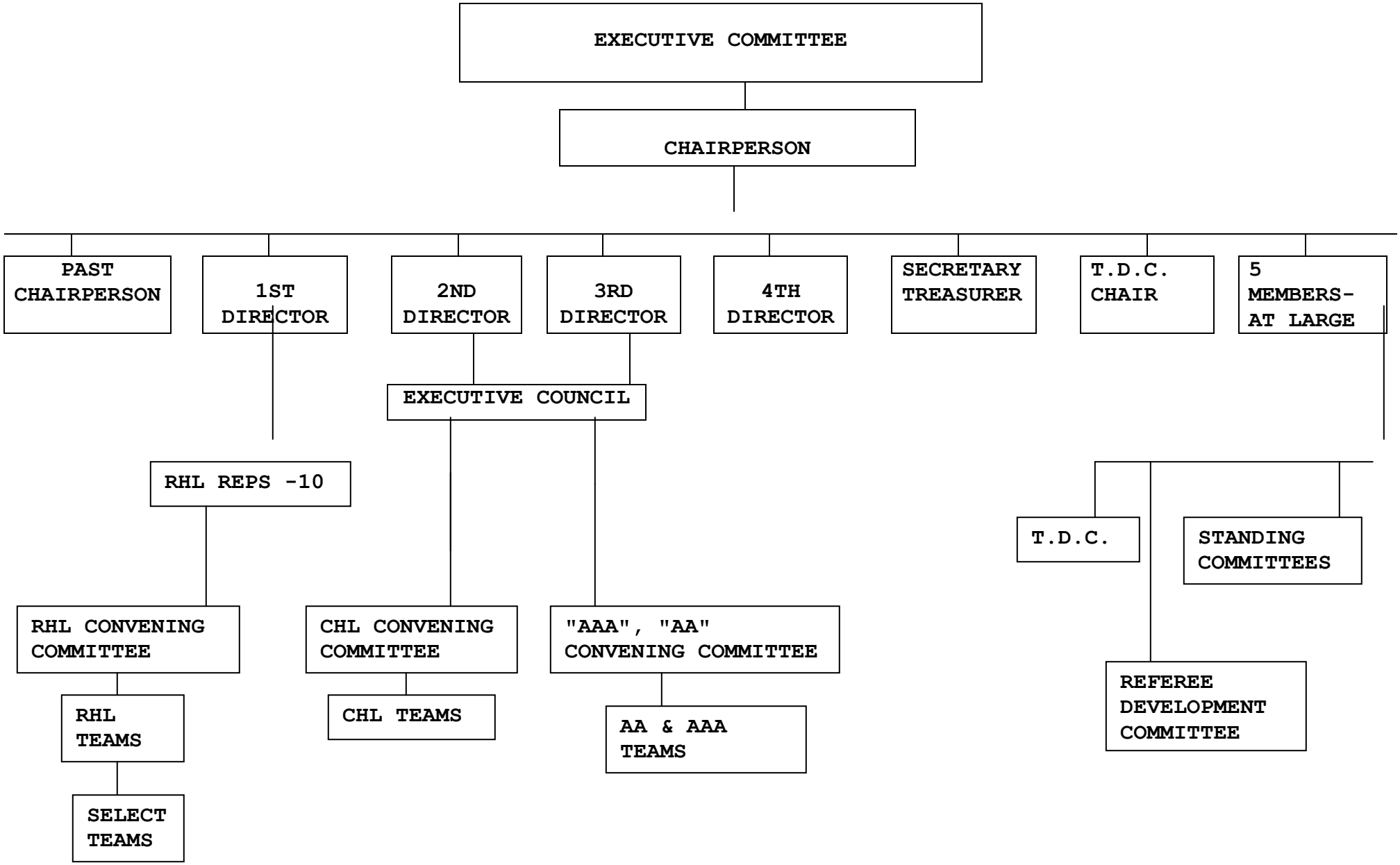
19. No member shall leave or enter a meeting during the reading of the minutes, while a vote is being taken or the installation of Officers.

20. After a question has been decided any two members who have voted in the majority may at the same time or next meeting, move reconsideration of the question.

21. Any member may request that the question, motion or resolution under discussion be read for the member's information at any time in a debate, but not as to interrupt a member speaking.

22. During meetings of the Hamilton Minor Hockey Council, unless permission is granted by the Chairperson or the Executive Council, all persons except members of the Hamilton Minor Hockey Council, shall be excluded from meetings of the Hamilton Minor Hockey Council.

23. All points of procedure not provided for in the preceding rules shall be decided in accordance with the Bourinot's Rules of Order.

APPENDIX "H'

HAMILTON MINOR HOCKEY COUNCIL FLOW CHART