



Espanola Minor Hockey Association  
Constitution and By-laws

1. The name of the Association shall be Espanola Minor Hockey Association and shall here- in be referred to E.M.H.A. The name of the E.M.H.A. shall not be used for any other purpose unless so directed by the executive.
2. The Espanola Eagles logo is the property of the Espanola Minor Hockey Association and shall not be reproduced or used for any purpose without the prior consent of the Executive. A request to use this logo must be submitted to the Executive to be discussed and a decision made at their next regularly scheduled Executive meeting.
3. The aims and purpose of the E.M.H.A. shall be :
  - a. To operate a program of hockey and related activities for players, coaches and league officials.
  - b. To provide a hockey experience for players, coaches, managers and league officials.
  - c. To promote sportsmanship, fair play, good citizenship, friendly competition, enjoyment and full participation for all team members.
4. The E.M.H.A. recognizes and accepts the Ontario Hockey Federation (O.H.F.) Harassment and Abuse Policies and published in 1999, and will do everything possible to ensure they are implemented, including the "10 Steps of Screening for the prevention of Harassment/ Abuse. As well as those standards outlined in Hockey Canada "Speak Out.
5. All rules and policies of the Northern Ontario Hockey Association (N.O.H.A.) and the Canadian Hockey Association (C.H.A.) will apply to the E.M.H.A., except otherwise listed in this constitution.
6. Membership in the E.M.H.A. shall consist of the following persons:
  - a. Parents/ guardians of a player registered in the E.M.H.A.
  - b. Coaches, assistant coaches, managers, trainers of a team under the jurisdiction of the E.M.H.A.
  - c. Officers and Directors of the E.M.H.A. (18 years and older)
  - d. E.M.H.A. lifetime members, if any
  - e. Referees under the E.M.H.A.
7. The E.M.H.A. Executive shall consist of the following members:
  - a. Officers: President, Vice President, Past President, Secretary/Registrar, Treasurer
  - b. Directors: Equipment Manager, Ice Scheduler, N.O.H.A. Representative (as needed if/when rep teams are iced), Awards and Publicity Coordinator, Ways and Means Coordinator, Coaches Coordinator, Trainers Coordinator, Tournament Coordinator.
8. The Officers and Directors shall be elected from the eligible voting members.
  - a. Officer positions of President, Vice President, Secretary and Treasurer

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shall carry a term of two years. Whereas, the President and Secretary shall commence their term on odd year season (e.g. 2007/08, 2008/09) and the Vice President and Treasurer shall commence their term on even year season (e.g. 2008/09, 2009/10).

- i. In ideal circumstances, Officers would have served as Directors for a minimum of 1 year prior to being elected to an Officer position. Therefore during the election process, preferential consideration will be provided to candidates who have previously served as Directors.
  - b. Should a vacancy occur in any position on the Executive other than the President position, the remaining Executive may appoint a successor to the position. The Successor will be chosen by majority vote at an EMHA executive meeting. The vacancy may be filled by an existing EMHA executive member should any member wish to fill the vacant role or by another eligible member of the association who expresses an interest in filling the vacancy.
  - c. Should a vacancy occur in the President position a Special General Meeting will be called as soon as possible but always within thirty (30) days to allow for nominations and election of a replacement President. The meeting will be held as soon as possible but always within 30 days. The Special General Meeting and the nature thereof must be publicized for seven (7) days prior to the date of the meeting. In the case where any other association member had run for the President position at the EMHA AGM and had been unsuccessful due to vote this member will be contacted by the EMHA Executive to determine if they are interested in running for this role again. Existing EMHA executive members will have the ability to run for the President position. Should an existing EMHA Executive member be successful in their bid to take on the President position the remaining executive may appoint a successor to their previous position as per clause 7. b.
  - d. Each member of the Executive shall prepare a report for each regular meeting. This report can be written or oral and becomes part of the minutes of each meeting.
  - e. E.M.H.A. Policies and Procedures shall be adapted by a quorum of the executive
  - f. In order for an elected or acclaimed member to be removed from his or her position, a vote of no less than 2/3rds of a quorum is required at an E.M.H.A. Special General Meeting.
8. The responsibilities and duties of each of the Officers and Directors Executive Positions are listed in the EMHA Executive Roles and Responsibilities Document.
9. Referee Manager
  - a. The members shall elect a person to fill the role of Referee Manager, if one not elected the executive may appoint a member into the position

The Referee Manager will not be part of the Executive but will be available to provide advice to the Executive when asked.

- i. Be responsible for the scheduling of referees and game officials for the E.M.H.A.
- ii. Shall refer to the Executive any matter which requires an Executive decision
- iii. Shall set-up through District Referee in Chief a refresher clinic for carded officials and level clinics as required to ensure an adequate number of officials are available.
- iv. Shall attempt to have a minimum of two evaluations performed of all officials (referees, linesman, score keeper) per season; one prior to December 31 and the second prior to commencement of playoffs

#### 9. Conflict of interest

- a. Every Officer or Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the E.M.H.A. shall make a full and fair declaration of the nature and extent of the interest at an Executive meeting.
- b. After making such a declaration, no Officer or Director votes on such a transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

#### 10. Indemnification of Officers and Directors

- a. Every Officer and Director of the Executive and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by E.M.H.A. from and against:
  - i. All costs, charges and expenses that he or she incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against his or her for and in respect to any act, deed, matter or thing whatsoever, made, done, or permitted by him or her in or about the execution of the duties of his or her office/ role/ position
  - ii. All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his or her own willful neglect or default; provided that, no Officer or Director of the Executive shall be indemnified by the E.M.H.A. in respect of any liability, costs, charges, or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of

which he or she is adjudges to be in breach of statute unless, in an action brought against him or her in his or her ?

- iii. The association will purchase and maintain such insurance for the benefit of its Officer and Directors and provide payment of premiums thereafter. Capacity as an Officer or Director, he or she has achieved complete or substantial success as a defendant.
- iv. All executive members are required to undergo a criminal check.

## 11. Registration

- a. The Registration Committee shall consist of the Secretary, Treasurer and Publicity members of the Executive
- b. The Registration Committee shall be responsible to organize and schedule registration for the E.M.H.A.
- c. Those registrations received after the posted deadline for said registration will be dealt with on an individual basis and may or may not be accepted as seen appropriate by the E.M.H.A.
- d. All registrations and ensuing team assignments will be at the discretion of the E.M.H.A. and the affected coaching staff.

## 12. EMHA Meetings

### a. Special General Meetings

- i. May be called by the President
- ii. May be requested by an eligible voting member provided this request is made in writing to the Executive fourteen (14) days prior to the date for such a meeting. It shall contain the signatures of ten (10) eligible voting members who are in agreement if requesting such a meeting.
- iii. Notice shall be properly posted seven (7) days prior and shall include date, location.
- iv. Will follow Parliamentary Rules of Procedure as laid out in Robert's Rules of Order.

### b. Annual Meeting

- i. Shall be held at the end of each season/ year.
- ii. Notice shall be properly posted thirty (30) days prior and shall include date, location.
- iii. At this time, final nominations will be accepted and elections will be held for the Executive positions as listed in the constitution.
- iv. At this time, proposed amendments to the constitution must be passed; proposed Constitution amendment changes must have been submitted to the Executive on the EMHA Official Motion to Change Form within a timeframe to allow for posting of same for a minimum of fifteen days (15) prior to the Annual Meeting. This timeframe will be laid out and publicized at the time that the AGM is announced. Proposed amendments will be voted on with a show of hands. Motion to change must receive 2/3 Majority Vote of those in attendance of the AGM.

- v. Will follow Parliamentary Rules of Procedure as laid out in Robert's Rules of Order.
  - vi. Shall occur before May 31<sup>st</sup> of the season/ year
- c. Executive Meetings
- i. May be called at the discretion of the President or by any three (3) Executive Officers.
  - ii. Will follow Parliamentary Rules of Procedure as laid out in Robert's Rules of Order.
  - iii. A quorum for Executive meetings shall be 50% of the current Executive members.

#### 15. Signing Authority and Reimbursement

- a. The Treasurer and President shall sign all cheques, drafts, etc.
- b. In the absence of the President, the Secretary may sign.
- c. Any expenditure must be authorized by the Executive. All claims for expenditures by the Executive must be received no later than one month (30 days) from receipt of the bill.
- d. All monies derived from any activity operated by the E.M.H.A. shall be deposited into one account, except in the case of any lottery revenue, where funds shall be deposited into a Trust account
- e. Should the E.M.H.A. cease to function, the assets will be turned over to the Town of Espanola, In Trust.
- f. The Vice President and one or two (1 or 2) members of the Executive, other than the Treasurer, President, or Secretary, shall conduct an audit of the books prior to the Annual General Meeting.

#### 16. General Conduct of Teams, Managers and Coaches

- a. House league Teams and Players
  - i. In all cases where a house league team wishes to enter a tournament, all of the players on that team shall be eligible to attend.
  - ii. In cases where not enough players are interested, the team can affiliate with teams in a lower division to bring their roster up, if so allowed by the tournament rules.
  - iii. All house league players registered with E.M.H.A. shall only be in one house league category at one time
- b. Team Managers
  - i. Shall be responsible for arranging all games played by their team in their division outside of the original schedule

- ii. If a game is postponed for any reason, the manager shall be responsible for ensuring an alternate date and time is arranged.
- iii. Shall report to the Executive all matters dealing with the parents of players of their team.
- iv. Shall ask the Executive for assistance on all cases where their actions could be deemed to be a conflict of interest.
- v. Shall investigate protests and complaints related to their team.
- vi. Shall submit equipment requests to the Equipment Manager
- vii. Following the hockey season, shall arrange to have all equipment cleaned and returned to the Equipment Manager for storage.
- viii. Shall report to the Ice Scheduler as required for all times used and/or cancelled by their team
- ix. Shall ensure their team adheres to the Fundraising Policy

c. Team Coaches and Assistant Coaches

- i. Shall be responsible for the equipment entrusted to the team
- ii. Shall be responsible for the collection and return of the Equipment to the Equipment Manager at the end of the season.
- iii. Shall ensure that players are dressed in full equipment as dictated by the CHA and NOHA prior to being permitted on the ice.
- iv. Shall ensure that the aims and purpose of the E.M.H.A. Constitution are adhered to by his team members.
- v. Shall be responsible for the conduit and that of their players at all times.
- vi. Must endeavor to prevent disorderly conduct before, during and after the game, on and off the ice.
- vii. Shall not dispute or show disrespect for the ruling of any official, but may advise the Referee in Chief of his or her concerns within forty-eight (48) hours.
- viii. Shall ensure team players do not jump on the goalie during or after the game
- ix. Are encouraged to attend coaching clinics when they are made available.
- x. Must provide equal ice time for all team players during regular season games and play-offs, unless special circumstances exist and can be justified.
- xi. Shall ensure their team adheres to the Fundraising Policy

17. Espanola Minor Hockey Association

- a. Espanola Minor Hockey Association will use the new Espanola Eagles logo that was designed for the 2010/2011 hockey season as our official logo for all correspondence and hockey teams moving forward

18. Financial Year

- a. The EMHA year with regard to executive duties and financial responsibilities shall be from June 1st to May 31st.

AMENDMENTS			
Section 7-a-i	Additional wording	In ideal circumstances, Officers would have served as Directors for a minimum of 1 year prior to being elected to an Officer position. Therefore during the election process, preferential consideration will be provided to candidates who have previously served as	May 2011
Section 9 –h-ii	Additional wording	For any tournament issues	May 2011
Section 16	New	Espanola Minor Hockey Association will use the new Espanola Eagles logo that was designed for the 2010/2011 hockey season as our official logo for all correspondence and hockey teams moving forward.	May 2011
New section 10	New/Removal	Remove Referee in Chief from a position on the executive to an ad hoc position section 5, 7 and any other section applicable.	April 2012
8d	Addition	To the role of secretary to add role of Registrar	April 2012
New Section (18)	New	Financial year end	April 2012
New Section (2)	Addition	The Espanola Eagles logo is the property of the Espanola Minor Hockey Association and shall not be reproduced or used for any purpose without the prior consent of the Executive. A request to use this logo must be submitted to the Executive to be discussed and a decision made at their next regularly scheduled Executive meeting.	May 2016
Section 6a	Additional Wording	To the title of Secretary add Registrar "Secretary/Registrar"	May 2016
Section 6b	Additional Wording	To the title of N.O.H.A. rep add (as needed if/when rep teams are iced)	May 2016
Section 6b	Additional Wording	Add "Coordinator" to Awards and Publicity and Ways and Means positions	May 2016
Section 6b	Change	Remove House League Representative (up to two positions) and replace with Coaches Coordinator.	May 2016
Section 6b	New	Add Trainers Coordinator	May 2016



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Section 7b & c	Change	<p>b. Should a vacancy occur in any position on the Executive other than the President position, the remaining Executive may appoint a successor to the position. The Successor will be chosen by majority vote at an EMHA executive meeting. This vacancy may be filled by an existing EMHA executive member should any member wish to fill the vacant role or by another eligible member of the association who expresses an interest in filling the vacancy.</p> <p>c. Should a vacancy occur in the President position a Special General Meeting will be called as soon as possible but always within thirty (30) days to allow for nominations and election of a replacement President. The special General Meeting and the nature thereof must be publicized for seven (7) days prior to the date of the meeting. In the case where any other association member had run for the President position at the EMHA AGM and had been unsuccessful due to vote this member will be contacted by the EMHA Executive to determine if they are interested in running for this role again. Existing EMHA executive members will have the ability to run for the President position. Should an existing EMHA Executive member be successful in their bid to take on the President position the remaining executive may appoint a successor to their previous position as per clause 7. b.</p>	May 2016
Section 8 and 9	New/Removal	Remove job descriptions and replace with: "The responsibilities and duties of each of the Officers and Directors Executive Positions are listed in the EMHA Executive Roles and Responsibilities Document"	May 2016
Section 14bii	Change	Revise Notice Period for AGM from seven (7) days to thirty (30) days	May 2016
Section 14biv	Change	At this time, proposed amendments to the constitution must be passed; proposed Constitution amendment changes must be have been submitted to the Executive on the EMHA Official Motion to Change Form within a timeframe to allow for posting of same for a minimum of fifteen days (15) prior to the Annual Meeting. This timeframe will be laid out and publicized at the time that the AGM is announced. Proposed amendments will be voted on with a show of hands. Motion to change must receive 2/3 Majority Vote of those in attendance of the AGM.	May 2016