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# PORT CREDIT HOCKEY ASSOCIATION CONSTITUTION



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## **ARTICLE ONE: DEFINITIONS**

### **1.1 DEFINITIONS**

- a. "Annual General Meeting" shall be referred to in this Constitution as AGM and means a meeting of the members of the Association that is held once per year following the end of each season.
- b. "Association" means the Port Credit Hockey Association
- c. "Association Representatives" means the representatives of the Association duly appointed pursuant to this Constitution and pursuant to the By-laws of the Mississauga Hockey League to represent the Association in its interactions with the Mississauga Hockey League.
- d. "Board of Directors" shall be referred to in this Constitution as the Board and means the Board of Directors of the Association, each member of which having been duly nominated and elected as a member of the Board.
- e. "Cheques" shall mean and include cheques drawn on any bank account held in the name of the Association, bank drafts, money orders, bills of exchange or other instruments of financial exchange.
- f. "Constitution" means this Constitution of the Association, as amended from time to time, and any By-laws of the Association, as amended from time to time.
- g. "Corporation" means the Port Credit Hockey Association.
- h. "Director" means a member of the Board of Directors.
- i. "Initiation Program" may be referred to as "Paperweight Program and/or IP". "Paperweight Program" is the PCHA brand name for Initiation Program Hockey for 4, 5 and 6 years-old's. These terms may be used interchangeably.
- j. "MHL" means to the Mississauga Hockey League, the hockey league with which the Association is affiliated, and which supervises the Association, and which is affiliated with the Greater Toronto Hockey League as a Division member.
- k. "Member" or "Members" means a member or members of the Association.
- l. "Motion" means a Notice of Motion in writing in the prescribed form as set out in the Rules and Regulations of the Association, as amended from time to time.
- m. Regulations of the Association, as amended from time to time.
- n. "Officer" means an officer of the Association.

## **ARTICLE TWO: GENERAL PROVISIONS**

### **2.1 NAME**

The name of the Corporation shall be the Port Credit Hockey Association.

### **2.2 SEAL**

The seal, an impression of which is affixed in the margin of this Constitution, shall be the corporate seal of the Association.

### **2.3 AIMS AND OBJECTIVES**

The aims and objectives of the Association are to:

- a. encourage children to play the game of hockey,
- b. provide a full and fair opportunity to each player to participate on an equitable basis,
- c. teach and promote to all participants the values of fair play and respect,
- d. foster, develop, promote, and improve the hockey and skating skills of all participants.



## 2.4 AFFILIATION

The Association shall be affiliated with the MHL and shall abide by the Rules and Regulations of the MHL, as amended from time to time.

## 2.5 BANKING

The Association shall maintain such bank accounts as is necessary for the prudent and efficient management of the financial resources of the Association. Such accounts shall be maintained with a recognized Canadian financial institution ("the Association's financial institution") and at a branch office of such institution that is located in the City of Mississauga, unless the Board agrees, by resolution, to maintain such bank accounts at a branch office that is located elsewhere.

The Authorized Signing Officers of the Association shall be the President, the Vice-President A Teams, the Vice- President House League and the Treasurer. All cheques issued for the payment of accounts of indebtedness of the Association shall be signed by the Treasurer and either the President or the Vice-President A Teams or the Vice- President House League in such manner as the Board shall, by resolution, determine from time to time.

The Treasurer and either the President or the Vice-President A Teams or the Vice President House League may authorize an employee of the Association's financial institution to effect any payments of accounts of indebtedness of the Association.

The Treasurer and either the President or the Vice President A Teams or the Vice-President House League shall endorse all cheques for deposit to the account and for the credit of the Association, or in the alternative, any of such cheques may be endorsed "for deposit" to the account and for the credit of the Association using the Association's bank deposit stamp for this purpose.

No payments of accounts of indebtedness of the Association shall be made by cash. Any function or activity of the Association that would involve the receipt of cash must be approved by the Board prior to such function or activity taking place.

The Treasurer and either the President or the Vice-President A Teams or the Vice-President House League may settle, balance and certify the financial books, records and accounts of the Association with the Association's financial institution.

## 2.6 FISCAL YEAR

The fiscal year end date of the Association shall be the 30th of April in each year, unless the Board agrees, by resolution, to another date.

## 2.7 INTERPRETATION

Unless the context otherwise requires, the interpretations set out below shall apply to this Constitution, as duly enacted by the Board:

- a) reference to and words importing the singular number shall mean and include the plural,
- b) reference to and words importing the plural number shall mean and include the singular,
- c) reference to and words importing the masculine gender shall mean and include the feminine gender,
- d) reference to and words importing the feminine gender shall mean and include the masculine gender,
- e) reference to persons shall include firms and corporations, as appropriate.



## **ARTICLE THREE: THE ASSOCIATION**

### **3.1 MEMBERS**

The Members of the Association shall consist of:

- a. all players playing in the Association in the current fiscal year,
- b. each parent or guardian of a player described in 3.1(a) above,
- c. all coaches, assistant coaches, managers, assistant managers, trainers, conveners, age group liaisons,
- d. all members of the Board from the preceding fiscal year,
- e. such other individuals who are admitted as Members by the Board.

### **3.2 GENERAL MEMBERSHIP MEETINGS**

The meetings of the Members shall be held at any location in Mississauga as the Board may determine, and on such days as the Board may determine. At a minimum, an AGM shall be held each year after the end of the fiscal year and before the Annual General Meeting of the MHL, at which AGM various matters of business, both general and special, may be transacted.

The President shall act as the Chair of each meeting of the Members.

Notice of the location, date and time of each meeting of the Members shall, no later than ten (10) calendar days prior to the date fixed for the holding of such meeting, be advised by e-mail and/or posted on the PC website, provided that a meeting of the Members may be held at any time and place without such notice if all of the Members are present at the meeting.

The Association may, at any meeting of the Members, transact such business as the Association at any special or general meeting of the Members is authorized to transact.

The agenda for each AGM shall include, but shall not be restricted to, the following:

Confirmation of the number of Members in attendance in person at the AGM:

- a. Presentation of the minutes of the last AGM,
- b. Presentation of the President's Report,
- c. Presentation of the Treasurer's Report,
- d. Disclosure of correspondence initiated by the Association and received by the Association,
- e. Tabling of Notices of Motion,
- f. Transaction of new business,
- g. Election of members to the Board.

### **3.4 VOTING**

Each Member, excluding all players, shall be entitled to one vote at all meetings of the Members.

At all meetings of the Members, each matter shall be decided by a majority of votes of the Members who are in attendance in person at the meeting, unless this Constitution or any other law requires otherwise. Proxy votes shall not be accepted and shall not be counted. The Chair of a meeting shall not vote unless it is necessary for the Chair to vote to break a tie in the voting on any matter.

The vote to decide a matter shall be conducted by a show of hands. The Chair shall verbally declare the result of the show of hands on a matter and the Secretary shall duly record the result in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted



and the results of such vote shall be verbally declared by the Chair and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter.

## ARTICLE FOUR: BOARD OF DIRECTORS

### 4.1 MANDATE

The affairs of the Association shall be managed by the Board who may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not by this Constitution or any special resolution of the Association or by any other law expressly directed or required to be done by the Association at an AGM or other general meeting of Members.

The Board shall manage or supervise the management of the affairs of the Association and shall exercise such powers and do such acts as may be exercised or done by the Association in furthering the aims and objectives of the Association.

Each member of the Board, in carrying out his mandate as above described and as a Director, shall be responsible to the Board as a whole.

No member of the Board shall receive remuneration of any kind for acting as a Director.

### 4.2 POWERS

The Board may, in managing or supervising the management of the affairs of the Association, enter into on behalf of the Association, or cause the Association to enter into, in its name, any agreement or contract which the Association may lawfully enter into and, save as hereinafter provided, in general, may exercise all such other powers and do all such other acts and deeds as the Association is by its Letters Patent and / or Supplementary Letters Patent, this Constitution, or otherwise, authorized to do.

The Board may, by two-thirds majority of the Directors in attendance in person at a meeting of the Board, enact amendments to this Constitution that are consistent with this Constitution, and such amendments shall have full effect until the next AGM. Each of such amendments shall be presented at the AGM for ratification and may be ratified by a two-thirds majority vote of the Members in attendance in person at the AGM. If any such amendment does not receive the support of such two-thirds majority of votes, such amendment shall become null and void.

### 4.3 MEMBERS

The Board shall consist of not less than nine (9) Directors and not more than twenty-five (25) Directors. All Directors of the Association shall be Officers of the Association.

### 4.4 QUALIFICATIONS

To be eligible to become a Director, a person must:

- a) be at least 18 years of age,
- b) be of sound mind,
- c) be a Member at the time the person is elected a Director or within ten (10) calendar days thereafter,
- d) be bondable,
- e) not be an undischarged bankrupt nor have filed for bankruptcy in the past twelve (12) months,
- f) provide a current Police Security Clearance that is satisfactory to the Board and the MHL Board,
- g) not be a director or officer of another hockey association affiliated with the MHL,
- h) not be a director or officer of the MHL.

If a Director or the spouse of a Director becomes a director or officer of the MHL or another hockey association affiliated with the MHL, the Director must immediately disclose this fact to the Board. The Board



shall, at the next meeting of the Board, decide by simple majority vote whether the Director shall continue in his position as a Director and Officer with Port Credit.

## 4.5 ELECTION

Each Director, with the exception of the Past President, shall have been nominated for the position and shall have been voted a Director by Members at the AGM.

Each elected Director shall hold office until the first AGM after the date on which he was elected or until his successor shall have been duly elected. Each Director shall be retired at each AGM and shall be eligible for re-election if otherwise qualified.

The immediate Past President shall conduct the election of members to the Board. Each vote to decide whether a Member shall become a Director shall be conducted by a show of hands. The Past President shall verbally declare the result of a show of hands on each vote and the Secretary shall duly record the result of each vote in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the particular matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted and the results of such vote shall be verbally declared by the Past President and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the particular matter.

At the time a Director is elected to the Board, or within ten (10) calendar days thereafter, the Director shall apply for a Police Security Clearance and shall promptly deliver the results of that Police Security Clearance to the President or the First Vice President, as designated, as soon as it is received by the Director.

## 4.5 REMOVAL

The President may remove any Director before the expiration of his term of office for reason of discreditable conduct, subject to a review for consideration by the Directors at the next regular meeting of the Board. A complaint of discreditable conduct must be made by Notice of Motion in the prescribed form by a Member and delivered to the President, and the Director must be given a copy of the Notice of Motion seven (7) calendar days prior to the meeting of the Board at which the review is to be conducted. At this meeting, the Director shall be provided a full and fair opportunity to present his response to the Notice of Motion. At the conclusion of the presentation by the Director of his response, there shall be a vote as to whether the Director shall be removed. The removal of a Director shall require the vote of two-thirds of the Directors in attendance in person at the meeting, excluding the Director who is the subject of the review, who shall not be eligible to vote.

If a Director is duly removed, the President shall, subject to the provisions of paragraph 4.4 herein, appoint another Director to assume the duties of the removed Director, and such appointed Director shall discharge the duties of the removed Director until the next AGM.

## 4.6 VACANCIES

A vacancy or vacancies on the Board, however caused, may, so long as a quorum of Directors remains in office (see paragraph 4.8 below), be filled by the Board from among qualified Members, if the Board shall see fit to do so. If the Board decides to not fill all of the vacancies on the Board, and a quorum of Directors remains, such vacancy or vacancies shall be filled at the next AGM. If at any time there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancy or vacancies or such number of vacancies as is required to establish a quorum.

If the number of Directors is, at any time, increased, a vacancy or vacancies equal to the increase shall be deemed to have occurred and such vacancy or vacancies shall be filled in the manner provided above.

## 4.6 MEETINGS



A minimum of nine (9) Directors in attendance in person at a meeting shall constitute a quorum for the transaction of business.

Except as otherwise required by law, the Board may hold its meetings at any place or places as it may from time to time determine, provided that the meetings shall take place in the City of Mississauga unless otherwise unanimously agreed upon in advance by the Board.

Board meetings shall be called by the President, the Vice-President A Teams, the Vice-President House League or the Vice-President Initiation Program, or by the Secretary upon receiving unanimous direction in writing from at least five (5) Directors.

The Board may appoint a day or days in any month or months for regular meetings at any hour to be named and no notice need be sent of such regular meetings.

A Board meeting may be held without notice immediately following each AGM.

No formal notice of any Board meeting shall be necessary if all the Directors are present, or if each of those Directors who is absent has provided his prior consent in writing to the Board that such meeting may be held in his absence.

Notice of each Board meeting shall be communicated by telephone, email or facsimile to each Director not less than three (3) calendar days prior to the date the meeting is to take place or by regular mail to each Director not less than five (5) calendar days prior to the date the meeting is to take place. The statutory declaration of the Secretary or the President that notice has been given pursuant to this paragraph 4.8 shall be sufficient and conclusive evidence of the proper giving of such notice.

The Board may consider or transact any business as either special or general at any meeting of the Board.

Any Director who is not in attendance in person at three (3) consecutive meetings of the Board and who has failed to provide prior notice to the Board that he shall not be in attendance at such meetings may be removed from the Board.

## 4.7 VOTING

Each Director shall be entitled to one vote at all meetings of the Board.

At all meetings of the Board, each matter shall be decided by a majority of votes of the Directors who are in attendance in person at the meeting, unless this Constitution or any other law requires otherwise. Proxy votes shall not be accepted and shall not be counted. The Chair of a meeting shall not vote unless it is necessary for the Chair to vote to break a tie in the voting on any matter.

The vote to decide a matter shall be conducted by a show of hands. The Chair shall verbally declare the result of a show of hands on a matter and the Secretary shall duly record the result in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted and the results of such vote shall be verbally declared by the Chair and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter.





## **ARTICLE FIVE: OFFICERS**

### **5.1 OFFICES**

The Offices of the Association shall consist of the following:

- a. President \*
- b. Past President \*
- c. Vice-President A - Teams \*
- d. Vice-President House League \*
- e. Vice-President Initiation Program \*
- f. Treasurer \*
- g. Registrar \*
- h. Secretary \*
- i. Sponsorships Director(s)
- j. Event Director
- k. Equipment Director
- l. Branding, Uniforms & Apparel Director, Website, Communications Marketing and Head Convenor
- m. Tournament Director
- n. Discipline Director
- o. such other offices as the Board may determine from time to time

\* Executive

### **5.2 QUALIFICATIONS**

To be eligible to become an Officer, a person must:

- a. be at least 18 years of age
- b. be of sound mind
- c. be a Member at the time the person is elected or appointed an Officer or within ten (10) calendar days thereafter
- d. be bondable
- e. not be an undischarged bankrupt nor have filed for bankruptcy in the past twelve (12) months
- f. provide a current Police Security Clearance that is satisfactory to the Board
- g. not be a director or officer of the MHL or another hockey association affiliated with the MHL
- h. meet all requirements as set out by the MHL

It is desirable that a person nominated to be President shall have previous experience as a member of the Board.

If an Officer or a person who is nominated to be an Officer and whose spouse is a director or officer of the MHL or another hockey association affiliated with the MHL must disclose this fact to the Members and to the Board at the time he is nominated to be an Officer.

If an Officer or the spouse of an Officer becomes a director or officer of the MHL or another association in the MHL, the Officer must immediately disclose this fact to the Board. The Board shall, at the next Board meeting, decide by simple majority vote whether the Officer shall continue in his position as an Officer and Director.

### **5.3 ELECTION OR APPOINTMENT**

The Board shall elect the President, the First Vice President, the Second Vice President, the Third Vice President, the Secretary, the Treasurer and the Registrar from among the Directors at the first meeting of the



Board following the AGM. The position of the Past President is not an elected position but is automatically occupied by the past president. These will become the Executive of the Port Credit Hockey Association.

The President shall, at the first meeting of the Board after the AGM, appoint the Sponsorships Director(s), the Event Director, the Equipment Director, the Branding, Uniform, Apparel, Website communications, Marketing Director & Head Convenor, the Tournament Director, the Discipline Director, and such other offices as the Board may determine from time to time.

Any remaining officers shall be nominated and elected by the Board.

If the Board does not elect a person to an existing office, the incumbent to that office shall hold that office until a successor is elected, provided that such person is a Director.

All Officers, whether elected or appointed, shall report to the Board.

## 5.4 REMOVAL

An Officer may be removed from his office before the expiration of his term of office for reason of discreditable conduct. A complaint of discreditable conduct shall be made by Notice of Motion in the prescribed form by a Member and delivered to the President for review and consideration by the Directors at the next meeting of the Board. The Board shall provide a copy of the Notice of Motion to the President, the Past President, the First Vice President, the Vice-President House League and the Vice-President Initiation Program at least seven (7) calendar days prior to the meeting of the Board at which the review is to be conducted. At this meeting, the Officer shall be provided a full and fair opportunity to present his response to the complaint. At the conclusion of the presentation by the Officer of his response, there shall be a vote as to whether to remove the Officer. The removal of an Officer shall require the vote of two-thirds of the Board in attendance in person at the meeting, excluding the Officer who is the subject of the review, who shall not be eligible to vote.

If an Officer is duly removed, the President shall appoint a Member to assume the duties of the removed Officer, and such appointed Officer shall hold the office of the removed Officer until the next AGM.

The President may be removed from his office before the expiration of his term for reason of non-confidence. A Notice of Motion in the prescribed form for a vote of confidence shall be made by a Director and submitted to the Board for review and consideration at its next meeting. The Board shall provide a copy of the Notice of Motion to the President, the Past President, the Vice-President A Teams, the Vice-President House League and the Vice- President Initiation Program at least seven (7) calendar days prior to the meeting of the Board at which the vote of confidence is to be conducted. The President shall have a full and fair opportunity to present his position as to why he believes he is and remains fit to continue with the duties of his office. At the conclusion of the review, there shall be a vote as to whether to remove the President. The removal of the President shall require the vote of two-thirds of the Directors in attendance in person at the meeting, excluding the President who shall not be eligible to vote.

If the President is duly removed, the Vice-President A Teams shall assume the responsibilities of the President and shall, immediately upon the removal of the President, form an interim nomination committee for the sole purpose of soliciting nominations for the office of President, and within fourteen (14) calendar days of the removal of the President, call a general meeting of the Members to elect a new President. Other nominations for President may be presented at this general meeting and shall be accepted by the interim nomination committee.

## 5.5 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the:

- a. President
- b. Past President
- c. Vice-President A - Teams



- d. Vice-President House League
- e. Vice-President Initiation Program
- f. Treasurer
- g. Registrar
- h. Secretary

Except as otherwise required by law, the Executive Committee may hold its meetings at any place or places as it may from time to time determine, provided that the meetings shall take place in the City of Mississauga unless otherwise unanimously agreed upon in advance by the Executive Committee.

Executive Committee meetings shall be called by the President, the Vice-President A - Teams, the Vice-President House League or the Vice-President Initiation Program.

The Executive Committee may appoint a day or days in any month or months for regular meetings at any hour to be named and no notice need be sent of such regular meetings.

No formal notice of any Executive Committee meeting shall be necessary if all members of the Executive Committee are present, or if each of those members of the Executive Committee who is absent has provided his prior consent in writing to the Executive Committee that such meeting may be held in his absence.

Notice of each Executive Committee meeting shall be communicated by telephone, email or facsimile to each member of the Executive Committee not less than three (3) calendar days prior to the date the meeting is to take place or by regular mail to each member of the Executive Committee not less than five (5) calendar days prior to the date the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this paragraph 5.5 shall be sufficient and conclusive evidence of the proper giving of such notice.

The Executive Committee may consider and deliberate on any matter pertaining to the affairs of the Association and may make recommendations to the Board, to any Director, or to any officer of the Association, or to any combination thereof, at any time and as the Executive Committee sees fit.

Any member of the Executive Committee who is not in attendance in person at three (3) consecutive meetings of the Executive Committee and who has failed to provide prior notice to the Executive Committee that he shall not be in attendance at such meetings may be removed from the Executive Committee.

## ARTICLE SIX: DUTIES OF OFFICERS

### 6.1 PRESIDENT

The President shall:

- a. act as Chair of all meetings of the Members, the Board, and the Committees of the Board and ex officio shall be a member of all of such Committees of the Board. The Chair shall not vote at meetings of the Members, the Board or the Committees of the Board unless the Chair's vote is required to break a tie in the voting on any matter
- b. be responsible for the general management and supervision of the affairs and operation of the Association in accordance with this Constitution, as amended from time to time, subject to the Board's power to define the responsibilities of the President
- c. together with the Secretary, sign the Constitution and all amendments thereto
- d. from among members of the Board at its first meeting following the last AGM, nominate and make appointments to the following offices:
  - Sponsorships Directors
  - Events Director
  - Equipment Director



- Branding, uniforms, apparel, website, communications, marketing Director and Head Convenor
  - Tournament Director
  - Discipline Director
  - one (1) House League Convenor for each age group
  - such other offices as the Board may determine from time to time.
- e. nominate and appoint four (4) Association Representatives to the MHL as required by the By-Laws of the MHL, provided that two (2) of the Association Representatives shall be the Vice-President House League and the Vice-President Initiation Program
- f. nominate a Paperweight Division Convenor
- g. upon being nominated as President, or within ten (10) calendar days thereafter, sign an Acknowledgement of Fiduciary Duties and Undertaking as to Confidentiality in the prescribed form and deliver such signed copy to the MHL
- h. assume such other powers and perform such other duties as the Board may, from time to time, assign

In the event the President is unable or unwilling to carry out his responsibilities, the Vice-President A Teams and the Vice-President House League may jointly carry out such responsibilities, failing which, a Director, elected by a vote of two-thirds of the Board in attendance in person at a meeting for such vote, may carry out such responsibilities until the President is able and willing to carry out his responsibilities or is replaced by a person duly elected by the Board.

## 6.2 PAST PRESIDENT

The President of the Association for the fiscal year that immediately precedes the current fiscal year shall be a voting member of the Board for the current fiscal year.

## 6.3 VICE-PRESIDENT A TEAMS

The Vice-President A Teams shall:

- a. assist the President
- b. act as a member of the Coaching Committee
- c. assist the registrar in assigning players to "A" and "Gold" teams within the Association
- d. be responsible for all administrative matters of the Association

## 6.4 VICE-PRESIDENT HOUSE LEAGUE

The Vice-President House League shall:

- a. assist the President
- b. be responsible for all operating matters related to House League level hockey
- c. assign all practice ice for the association
- d. fulfill the role of Head Coach for all house league teams
- e. act as a member of the Coaching Committee, and shall be responsible for the coordinating and directing of all coaches, assistant coaches, managers and trainers
- f. receive applications for coaching positions, complete an assessment of each applicant and present his assessments, together with his recommendations, to the Coaching Committee for approval
- g. assist the registrar in assigning coaches, assistant coaches, managers and trainers to House League teams within the Association

## 6.5 VICE-PRESIDENT INITIATION PROGRAM

The Vice-President Initiation Program shall:

- a. assist the President
- b. be responsible for all operating matters related to Paperweight hockey
- c. serve as Head Coach for Paperweight hockey
- d. act as a member of the Coaching Committee, and shall be responsible for the coordinating and directing of all coaches, assistant coaches, managers and trainers



- e. receive applications for coaching position, complete an assessment of each applicant and present his assessments, together with his recommendations, to the Board for approval
- f. assist the registrar in assigning coaches, assistant coaches, managers and trainers to Paperweight teams within the Association
- g. be responsible for the orientation, education and development of coaches
- h. ensure that regular meetings of the coaches are held

## 6.6 TREASURER

The Treasurer shall:

- a. prepare and provide to the Ontario Ministry of Consumer and Commercial Relations all required notices and submissions on such dates as required by said Ministry
- b. keep full and accurate account of all receipts and disbursements of the Association in proper books of account, which shall include, but not be limited to, a general ledger, to be balanced on a monthly basis
- c. maintain copies and records of all correspondence, reports and other relevant information pertaining to the affairs of the Association
- d. deposit all monies or other valuable securities in the name and to the credit of the Association in accounts maintained with the Association's financial institution as set out in paragraph 2.5 above
- e. disburse funds on behalf of the Association under the direction of the Board and receive proper receipts for such disbursements
- f. provide an account of all transactions and interim and financial statements of the Association to the Board upon request by the Board
- g. present to the Members at the AGM unaudited financial statements for the current fiscal year and make available unaudited financial statements reviewed by a Chartered Accountant for the previous fiscal year
- h. together with one other Authorized Signing Officer as set out in paragraph 2.5 above, sign all cheques for disbursements made on behalf of the Association
- i. conduct the financial affairs of the Association, as directed by the Board, in a manner consistent with the fostering of good public relations
- j. ensure that the Board receives a sealed cost estimate from at least two (2) suppliers for any planned expenditure on behalf of the Association that will exceed \$500.00
- k. determine whether any Member has or may in future have an interest in the selection of any supplier over the selection of another supplier or other suppliers for the same planned expenditure, and shall notify the Board of such interest consistent with sound business practice and budget management, ensure that the Association patronizes its sponsors; specifically, in the event that a sponsor submits a cost estimate that is not the most competitive of the cost estimates received for a planned disbursement, and prior to making a purchase decision, invite the sponsor to submit a new cost estimate

## 6.7 SECRETARY

The Secretary shall:

- a. attend all meetings of the Board, create a written record of the minutes of each meeting and shall maintain and store such written records as appropriate
- b. distribute the minutes of the previous Board meeting and the agenda for the next Board meeting to all members of the Board within fourteen (14) calendar days after the previous Board meeting
- c. at each meeting of the Board, present the minutes of the previous meeting of the Board for approval
- d. prepare and provide to the MHL all required notices on such dates as required by the MHL
- e. together with the President, sign the Constitution and all amendments thereto



## 6.8 SPONSORSHIPS DIRECTOR(S)

The primary goal of the Sponsorships Director(s) is to identify and source team sponsors for the funding of sweaters and socks for all "A" level and House League teams. The secondary goal of the Sponsorships Director(s) is to identify and source other sponsors as directed by the Board for the funding of other hockey related functions and activities.

The Sponsorships Director(s) shall:

- a. be responsible for promoting the Association to existing and prospective sponsors
- b. ensure that sponsorship agreements are signed, collect sponsorship fees from the sponsors and deliver such signed agreements and sponsorship fees to the Treasurer
- c. regularly communicate with the Association's sponsors, donors and contributors regarding the activities of the Association
- d. distribute sponsorship plaques, appreciation plaques and such other gifts of appreciation as approved by the Board

## 6.9 EVENTS DIRECTOR

The Event Director shall be responsible for assisting and overseeing various annual Association and community events. Such as:

- Dinner and Dance
- Coaches vs Coaches Charity Hockey Game
- Port Credit Steelhead game
- Canada Day Parade in Port Credit
- Trophies & Banquet
- Team and Player Photographs

Members of the board may volunteer to be responsible for coordinating an event with the guidance of the Events Director.

- Dinner and Dance Coordinator
- Coaches vs Coaches Charity Hockey Game Coordinator
- Port Credit Steelhead game Coordinator
- Canada Day Parade in Port Credit Coordinator

be responsible for organizing PC's participation in the annual Canada Day parade in Port Credit by getting young volunteers to march in the parade; set up PC's parade float; have handouts/flyers made

## 6.10 TROPHIES & BANQUET COORDINATOR

The Trophies and Banquets Coordinator shall:

- a. be responsible for ordering trophies and awards pertaining to the Association in accordance with the budget established from time to time by the Board for this purpose, and shall ensure that all trophies and awards are available in time for the annual banquet
- b. distribute sponsorship plaques, appreciation plaques and such other gifts of appreciation as approved by the Board to the Sponsorships Directors for distribution to the sponsors
- c. attend to all arrangements relating to the annual banquet for the players of the Association

## 6.11 PHOTOGRAPHS COORDINATOR

The Team and Player Photographs Coordinator shall:

- a. by October 15th of each year, obtain sealed cost estimates in accordance with paragraph 6.6(j) above and in accordance with the budget established from time to time by the Board for this purpose for the completion and delivery to the Association of individual photographs of each player and photographs of each team



- b. ensure that completed photographs are distributed to each team for distribution to players and other Members

## 6.12 EQUIPMENT DIRECTOR

The Equipment Director shall:

- a. be responsible for maintaining a detailed inventory log of all pieces of goalie equipment that are the property of the Association and that are in the possession of any Member, and for retrieving such property of the Association at the end of each fiscal year
- b. be responsible for purchasing all goalie equipment in accordance with the budget established from time to time by the Board for this purpose, and for receiving and distributing such goalie equipment for use by the teams within the Association

## 6.13 UNIFORM & APPAREL COORDINATOR

The Uniform & Apparel Coordinator shall:

- a. by February 1st of each year, obtain sealed cost estimates in accordance with paragraph with the budget established from time to time by the Board for this purpose for the completion and delivery to the Association of sweaters and apparel for each team
- b. ensure that sweaters and apparel are distributed to each team prior to the start of the season

## 6.14 WEBSITE COORDINATOR

The Website Coordinator shall:

- a. TBD

## 6.15 COMMUNICATIONS AND MARKETING COORDINATOR

The Communications and Marketing Coordinator shall:

- a. TBD

## 6.16 HEAD CONVENOR

The Head Convenor shall:

- a. TBD

## 6.17 TOURNAMENT DIRECTOR

The Tournament Director shall:

- a. be responsible for organizing and conducting all tournaments operated by the Association, including, but not limited to, distributing applications for entry, receiving completed applications for entry, determining which teams will be invited to play in a particular tournament, developing tournament game schedules, receiving approved player rosters and receiving required travel permit documentation
- b. be responsible for the completion and distribution of all travel permits and tournament forms for Pre-Novice Division, House League and "A" level teams
- c. be responsible for submitting all game sheets to the MHL

## 6.18 DISCIPLINE DIRECTOR

The Discipline Director shall have the power to expel or suspend any Member, subject to approval by a two-thirds majority of the Directors in attendance in person at a meeting of the Directors for such vote.

The Discipline Director shall:

- a. receive and consider all Notices of Motion regarding the conduct of any Member or Members
- b. for each Notice of Motion described in 6.13(a) above, provide to the Board at a meeting of the Board for which notice has been properly given recommended action steps in order to respond to the Notice of Motion in an appropriate and timely fashion



- c. receive and consider all formal notices of disciplinary action levied or taken by the MHL against any Member
- d. if necessary, represent any Member who is the subject of a notice of disciplinary action as set out in paragraph 6.13(c) above

**6.19 HOUSE LEAGUE CONVENORS**

Each House League Convenor shall:

- a. act as the representative for his assigned age group within the Association to the MHL during the MHL's convening period;
- b. regularly communicate with the coaches in his assigned age group and the Head Coach for House League hockey;
- c. report to the Vice-President House League

**6.20 HONOURARY DIRECTORS**

The President shall, at the AGM, present the names of honorary members to the Board for approval. The election of honorary members must be unanimous. An honorary member shall be a member of the Association and shall have no voting rights on the Board.

**ARTICLE SEVEN: REGISTRAR AND PRE-NOVICE DIVISION CONVENOR**

**7.1 REGISTRAR**

The Registrar shall report to the First Vice President and the Secretary.

The Registrar shall:

- a. receive all applications for registration from players or their parents or guardians for play in the Association in each fiscal year
- b. maintain a documents file for each player, which file shall include a legible copy of acceptable identification which proves the age of the player
- c. obtain permission to skate and approval for all releases after consulting with the Board
- d. register teams with the MHL
- e. maintain an affiliated players list
- f. issue bench passes to all coaches and assistant coaches

**7.2 PAPERWEIGHT DIVISION CONVENOR**

The Paperweight Division Convenor shall report to the President.

The Paperweight Division Convenor shall be responsible for the following in the Paperweight Division only:

- a. the convening of all players
- b. all discipline related matters, in consultation with the President
- c. the equitable allocation to the teams of the ice time made available to the Paperweight Division, as allocated by the Vice-President House League

**ARTICLE EIGHT: CONDUCT OF BUSINESS**

**8.1 USE OF REVENUES**





All revenues received by the Association, including, but not limited to, player registration fees, sponsor fees, proceeds from fundraising events, donations, gifts and game receipts shall be used solely for the purpose of furthering the aims and objectives of the Association as set out herein.

## 8.2 HONORARIUMS

At the discretion of the executive, by a simple majority vote by the executive, may issue honorariums to members of the executive and board to help in costs incurred by being an active member of the board.

## 8.3 BOOKS AND RECORDS

The Board of Directors shall ensure that all necessary books and records of the Association required by the Constitution or by applicable statute or law are regularly and properly maintained.

All books and records generated by a Director on behalf of the Association shall remain the property of the Association and shall be provided to the Secretary no later than the date of the last Board meeting before the AGM. The Secretary shall place such books and records in an annual file and maintain and keep such files as appropriate.

## 8.4 BORROWING

The Directors may, from time to time, borrow up to \$10,000.00 on the credit of the Association solely for the purpose of furthering the aims and objectives of the Association. If the Directors propose to borrow an amount of money that is greater than \$10,000.00, such proposal shall be reported to the MHL and to the City of Mississauga.

The Directors may charge, mortgage, hypothecate or pledge all or any of the real or collateral property of the Association to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Association.

## 8.5 NOTICE

Notice, as required by the Articles of this Constitution, with exception of notice of a proposal to amend the Constitution or to create or amend the By-laws of the Association, shall be communicated:

- a. verbally in person, or by telephone, email or facsimile to each member entitled to receive notice not less than three (3) calendar days prior to the date of the meeting at which the subject matter of the notice is to be reviewed or
- b. by letter delivered by regular mail to each member entitled to receive notice not less than five (5) calendar days prior to the date of the meeting at which the subject matter of the notice is to be reviewed, each of such letters to be addressed to the respective member at his address as it is recorded in the books of the Association, and such notice or notices shall be deemed to have been given on the date on which such notice or notices are deposited at or in an office, depot or mailbox of Canada Post or an authorized agent thereof.

The statutory declaration of the Secretary or the President that notice has been given pursuant to this Constitution shall be sufficient and conclusive evidence of the proper giving of such notice.

Notice of a proposal to amend this Constitution or to create or amend the By-laws of the Association shall be communicated verbally in person, or by telephone, email, facsimile or by letter delivered by regular mail and addressed as set out in paragraph 8.5(b) above, to each Member entitled to receive notice not less than fifteen (15) calendar days prior to the date of the meeting at which the proposed amendments are to be reviewed.

## 8.6 ERROR OR OMISSION IN NOTICE



No error or omission in the form, content or timing of delivery of notice of any meeting or adjourned meeting of the Members shall invalidate such meeting or render void any of the proceedings of such meeting.

## 8.7 ADJOURNMENTS

Any meetings of the Members or of the Directors may be adjourned to any time and from time to time as the attendees at such meeting see fit, and all business matters that were to be transacted at the original meeting may be transacted at such adjourned meeting as might have been transacted at the original meeting so adjourned.

No notice is required to adjourn a meeting. A meeting may be adjourned notwithstanding that a quorum is not present.

## 8.9 CONFLICT OF INTEREST

A member of the Board or of a Committee of the Board who has an interest which could conflict with or be perceived to conflict with the interests of the Association shall disclose such interest at a meeting of the Board before acting on behalf of the Association or participating in a vote on a matter which gives rise to a potential conflict of interest. The Board shall then decide by a majority of votes of the Directors who are in attendance in person at a meeting of the Board whether the Member shall act on behalf of the Association or participate in the vote.

## 8.10 RULES AND REGULATIONS

The Board may from time to time, as decided by a majority of votes of the Directors who are in attendance in person at a meeting of the Board, make rules and regulations, subject to this Constitution, to further define the duties of Officers and the procedures to be followed in the conduct of the business of the Association.

# ARTICLE: NINE COMMITTEES

## 9.1 CONVENING COMMITTEE

A Convening Committee shall be formed in each year consisting of the President, the Vice-President House League and such other person or persons as the Board may decide, and shall be chaired by the President. During the month of September in each year, and in consultation with all of the coaches, the Convening Committee shall assign players to teams in the various levels of the Association.

Thereafter, the Convening Committee shall assess the parity of skill among the teams in each level, and should the Convening Committee recognize a need for greater parity among the teams in any level, and subject to any recommendations made to the Association by the MHL, shall re-assign players to different teams and / or levels in order to achieve greater parity in each level.

## 9.2 COACHING COMMITTEE

A Coaching Committee shall be formed in each year and shall consist of the President, the Vice-President A Teams, the Vice-President House League, the Vice President Initiation Program and such other person or persons as the Board may decide. The Coaching Committee shall appoint Members as coaches, assistant coaches, managers and trainers, subject to the approval of the Board.

## 9.3 OTHER COMMITTEES

The President may establish other committees as he deems necessary and shall define the functions and responsibilities of each of such other committees. The members of these committees do not need to be Directors, with the exception of the Chair.



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## 9.4 CHAIR FOR EACH COMMITTEE

A voting member of the Board shall be Chair of each committee.

# PORT CREDIT HOCKEY ASSOCIATION CONSTITUTION



DULY ENACTED this            day of            ,

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

The foregoing Constitution is hereby duly enacted by the Directors pursuant to the Corporations Act, Ontario, as evidenced by the respective signatures hereto of all of the Directors.

Dated the        day of            ,

\_\_\_\_\_  
William Beaton - President

\_\_\_\_\_  
Robert Wiseman – Past President

\_\_\_\_\_  
Frank Candeloro – Vice-President House League

\_\_\_\_\_  
Dale Bafaro – Vice President “A” Division

\_\_\_\_\_  
Jeff Little – Vice-President Initiation Program

\_\_\_\_\_  
Karen Santaguida – Registrar/Secretary

\_\_\_\_\_  
William Thompson - Treasurer

\_\_\_\_\_  
Tom Shields - Discipline

\_\_\_\_\_  
Steven Franks – House League Mentor

\_\_\_\_\_  
Russell Dickens – Branding/Uniforms/Apparel/Website

\_\_\_\_\_  
Todd Arkell - Sponsorship

\_\_\_\_\_  
Nick Bolarinho – Head Convener

# PORT CREDIT HOCKEY ASSOCIATION CONSTITUTION



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Greg Sabat – Equipment Manager

Joselyn Dulnuan – Team Photos & Special Events

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Dominic Ierullo – Marketing/Dance Director

Tom Fatsis – Paperweight Convenor

---

Tim Steenkist - Director

Bart Martino – Director

---

Al MacDonald – Paperweight Sponsorship