



Chedoke Minor Hockey League

Community, Fair Play, Recreation
Est. 1994

CHEDOKE MINOR HOCKEY LEAGUE CONSTITUTION

ARTICLE 1 – GENERAL

(A) Name and Reference

This organization shall be known as Chedoke Minor Hockey League Incorporated and shall be non-profit. All references in this constitution to the Chedoke Minor Hockey League incorporated shall be indicated by CMHL.

All references to persons, positions, meetings and other activities will relate to CMHL unless otherwise stated. CMHL shall be a member association of the Hamilton Minor Hockey Council operating under the auspices of the Parks and Recreation Committee of the City of Hamilton. All references in the Constitution to the Hamilton Minor Hockey Council shall be indicated by HMHC.

(B) Head Office

The Head Office of CMHL shall be in the City of Hamilton, and will operate from the Chedoke Twin Pad Arena.

(C) Seal

The Seal, an impression of which is available in the Chedoke Minor Hockey office, shall be the Seal of Chedoke Minor Hockey League Incorporated.

(D) Operations

The fiscal year-end of CMHL operations shall be June 30.

(E) Divisions of Play

CMHL shall encompass five divisions for players aged seven to seventeen (ages as of December 31 of the current hockey season) and where numbers warrant.

These divisions are in compliance with the Alliance/RHL age realignment.

Junior Divisions		Senior Divisions	
Novice	Ages 7-8	Bantam	Ages 13-14
Atom	Ages 9-10	Midget	Ages 15-17
Pee wee	Ages 11-12		

ARTICLE 2 - MANDATE AND GUIDING PRINCIPLES

The Mandate and Guiding Principles of CMHL shall be:

1. Foster, promote and teach amateur hockey within the City of Hamilton. To preserve the philosophy of recreational hockey, offering all eligible players the maximum opportunity to participate.
2. Promote, organize and conduct all team competition in the area of operation to the maximum of playing accommodation and financial resources and to administer the program through a group of appointed and elected volunteers.
3. Develop and encourage sportsmanship, community spirit and good fellowship among all participants and members for the betterment of the physical, mental and social well-being of all players and volunteers.
4. Provide a healthy environment for all members and players where verbal, physical or emotional abuse will not be tolerated. As such, through procedures set out in the By-laws, CMHL will take action against obscene or profane language, threatening, menacing or intimidating behaviours, or any behaviour or action considered untoward in an emotional way. To protect all parties involved in the Discipline Committee must investigate alleged instances of any type of abuse.
5. As such, all members of the Board of Directors, all Convenors, Coaches, Assistant Coaches, Managers and Trainers must provide a completed Police Check or, if appropriate, a signed waiver annually. Refer to the CMHL By-laws for complete details on CMHL's Volunteer Screening Policy.
6. Provide members the right to voice their concerns and/or appeal decisions made through procedures set out for such purposes in the By-laws of CMHL.
7. Sponsor and promote athletic, social and other activities as may contribute to the betterment and financial position of CMHL.
8. Affiliate with and support the activities of HMHC for the good of Minor Hockey in this City.
9. Adhere to the Zero Tolerance of Violence policy of the Recreation Department of the City of Hamilton.

ARTICLE 3 - MEMBERS AND THEIR RIGHTS

1. The membership of CMHL shall consist of:
 - a. All current members of the Board of Directors
 - b. Members of those committees appointed and approved by the Board or the Executive
 - c. The Head Coach of any team
 - d. Other approved volunteers
 - e. Families with one or more registered players who are in good standing
2. A member in good standing shall include a parent or guardian of a child or children currently registered with CMHL and other individuals who are not in arrears of any financial obligation to the league or under suspension or disciplinary action.

ARTICLE 4 - INSURANCE

The Board of Directors shall, at all times, obtain and maintain appropriate insurance coverage so as to protect and indemnify members or volunteers engaged in activities on behalf of CMHL from such liabilities reasonably arising therefrom.

ARTICLE 5 - CHANGES TO THE CONSTITUTION

Any member may propose a change to the Constitution for consideration at the Annual General Meeting. A member must submit the proposed change in writing or email to the Secretary at least 30 days in advance of the meeting date.

The Secretary shall make the written or emailed proposed change available to all interested members via email, or posting at the arena or on the league web site at least 20 days prior to the meeting date.

The proposed change shall require the voted approval of 2/3 of those members in attendance in order to pass.

ARTICLE 6 - CHANGES TO THE BY-LAWS

1. The By-laws of the CMHL can be reviewed and modified by the Board of Directors at any time via a majority vote (50% plus one) in a quorum of the Elected Officers in attendance at any duly-constituted Board Meeting.
2. The By-laws of the CMHL shall in no way conflict with the Rules, Regulations and Policies of the CMHL's governing bodies including but not limited to HMHC, RHL, Alliance, OHF and Hockey Canada, nor shall they conflict with this Constitution.
3. In addition to Board-sponsored changes, any member may propose a change to the By-laws at any time.
4. A member must submit the proposed change in writing or email to the Secretary.
5. The proposed changes will be added to the agenda at the next available Board Meeting for discussion and vote.
6. The proposed change shall require the voted approval of 50% plus one in a quorum of the Elected Officers in attendance in order to pass.

ARTICLE 7 - BOARD OF DIRECTORS

(A) Authority

The members delegate authority to govern to the Elected Officers according to the Constitution and By-laws of CMHL.

(B) Composition

The Board of Directors shall be comprised of the following elected and appointed officers from the membership. All references to the members of the Board of Directors shall be indicated by the Other Board or Board Members.

The Elected Officers will be comprised of:

- a) President
- b) Vice-President, Administration
- c) Vice-President, Operations
- d) Vice-President, Committees
- e) Vice-President, Junior Divisions (Novice, Atom, and Peewee)
- f) Vice-President, Senior Divisions (Bantam, Midget)
- g) Secretary
- h) Treasurer
- i) Select Director, Junior Divisions (Novice, Atom, Peewee)
- j) Select Director, Senior Divisions (Bantam, Minor Midget, Midget)
- k) Director of Registration
- l) ~~Tournament Director~~

The Appointed Officers will be comprised of:

- a) Vice-Treasurer
- b) Convenors (one in each Division)
- c) Referee-In-Chief
- d) Technical Development Committee (TDC) Liaison
- e) Committee Chairs
- f) Special Advisor
- g) Web site Administrator
- h) Select Tournament Director
- i) House League Tournament Director

Elected and Appointed Officers shall have the rights, powers and authority as granted to them in accordance with the Constitution and By-laws.

(C) Election of the Board Members

- a) The election of the Board members must be held at least annually at the Annual General Meeting.
- b) Voting shall be by secret ballot. Election Procedures are detailed in the Chedoke Minor Hockey By-laws.
- c) Each individual position shall be nominated and voted upon separately to ensure that the voting membership clearly understand which particular position each nominee is standing for.
- d) The Nominating Committee shall be responsible for soliciting and receiving names of members to provide a slate of officers for election having secured endorsement of the nominations by the candidates. 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.
- e) The Secretary shall post and make available the proposed slate at least 30 days prior to the date of the Annual General Meeting.
- f) All Elected Officers shall be elected to hold one specific office for no longer than a two-year term and may seek re-election.
- g) A term of office is defined as April 1 to March 31.
- h) The Elected Officers and the Referee-In-Chief shall hold only one office during each term without the approval of the Elected Officers.
- i) To be eligible for the office of President, a candidate must have served as a Board Member for at least one term. In the event that there are no nominations to, or candidates for, the position of President as qualified above, then nominations may be accepted from the membership.
- j) To be eligible for any other elected office, a candidate must have been a member of CMHL for at least one season.
- k) Any person running for the position of Treasurer must demonstrate an appropriate accounting background. A new Treasurer shall assume the position on July 1 to allow the former Treasurer to complete the books and records of the current year for auditing and to give a transition period for the change in personnel.
- l) A member may stand for more than one elected office position.
- m) Nominations for office may also be made from the floor at the time of election.
- n) All absent nominees must indicate their willingness to accept a nomination by written proxy.

(D) Duties of the Elected Officers and Appointed Officers

The elected or appointed officers may exercise only the powers and duties of their office as defined or set out in this Constitution unless otherwise determined by a majority vote of the Elected Officers or the board at a regular scheduled monthly meeting or if necessary an Emergency meeting of the Elected Officers (all executive members must be notified). All Elected and Appointed Officers shall comply with Article 7.E.13 of this Constitution.

a) President

The President shall:

1. Preside at all meetings of the Board and General Meetings with the usual privileges of the office
2. Notify HMHC of all proposed fund-raising projects
3. Represent and speak for CMHL at all meetings of the Hamilton Minor Hockey Council (HMHC) and Recreational House League (RHL).
4. Under direction from a majority vote of the Elected Officers, appoint volunteers for the positions of:
 - i. Vice-Treasurer
 - ii. Referee-In-Chief
 - iii. Technical Development Committee (TDC) Liaison
 - iv. Committee Chairs
 - v. Special Advisor
 - vi. Web site Administrator
 - vii. Select Tournament Director
 - viii. House League Tournament Director
5. Ensure that all elected officers are kept abreast of changes within the RHL, the HMHC and any other governing body, which will directly or indirectly effect the day-to-day operations of CMHL.
6. Schedule pre-determined monthly meetings during the hockey season (September to March) and at least bi-monthly during the off-season, and ensure that all correspondence received has been communicated to the Elected Officers at each monthly meeting.
7. Ensure that any and all correspondence which addresses a complaint is directed to the Discipline Committee for recommendation and action as required.
8. President or designate must sit on all committees in order to preserve and maintain the philosophies, procedures and integrity of CMHL.

b) Vice-President, Operations

The Vice-President Operations shall:

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Provide to the Elected Officers written status reports for each committee such as, but not limited to, Sponsorship Committee, Trophies and Equipment and Sweater Committees. These reports can be used as the basis for motions to be voted on by the Board Members and Elected Officers at the regularly scheduled monthly meetings.

c) Vice-President, Committees

The Vice-President Committees shall:

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Provide to the elected officers written status reports for each committee such as but not limited to Pictures Committee, Special Events Committee and Super Saturday Committees. These reports can be used as the basis for motions to be voted on by the Board Members and Elected Officers at the regularly scheduled monthly meetings.

d) Vice-President, Administration

The Vice-President of Administration shall:

1. Be guided by the President and the elected officers.
2. Fill in for any Elected Officer who may be absent.
3. Monitor/approve all ice time for all regular season House League games and practices. The House League final schedule will be subject to majority vote approval by the Elected Officers.
4. Maintain and update list of Members not in good standing due to non-payment of fees. This is to be completed in orchestra with the Treasurer.
7. Work with the Director of Registration to ensure the registration process has been completed.
8. Maintain and update a list of all suspensions for Chedoke players and team personnel.

e) Vice-Presidents, Junior and Senior Divisions

The Vice-Presidents of Junior and Senior Divisions take their direction from the President and the Elected Officers.

The Vice-President Junior Divisions shall be responsible for the House League divisions of Novice, Atom and Peewee. The Vice-President Senior Divisions shall be responsible for the House League divisions of Bantam and Midget.

They shall:

1. Appoint convenors and coaches for the teams under their direction, with confirmation of a majority vote of the Elected Officers.
2. Ensure that all Police Checks are returned prior to December 31 of the current season.
3. Host pre-season meetings with all Junior/Senior Division House League convenors and coaches to ensure all volunteers are following the policies, procedures and philosophies of CMHL.
4. Approve and where necessary provide Team rules for all House League Teams, as per the By-laws.
5. Approve and provide guidance on all Junior/Senior Division House League Team budgets before they are issued. Follow up on the budgets at regular intervals.
6. Work with the Vice-President Operations in allocating sponsors to teams in the Junior/Senior Division House League.
7. Where possible, have all coaches/convenors selected for the next season before the end of the current operational year. If a VP-Elect has been identified, primary responsibility for this task then falls to that individual.
8. Ensure that all required coaching certificates have been received and forwarded to the Registrar.

f) Treasurer

The Treasurer shall:

1. Be charged with the overall responsibility of all financial matters of CMHL.
- ~~2. Keep a full and accurate account of all receipts and disbursements of CMHL in proper books of account.~~
3. Recommend for appointment by majority vote of the elected Directors an elected Director to deposit all moneys and valuable effects in the name of the CMHL in a recognized financial institution as may from time to time be designated by the CMHL Board.
4. Recommend for appointment by majority vote of the elected Directors a Vice-Treasurer. See Appendix A. In the absence of a Vice-Treasurer, the Treasurer shall assume these duties.
- ~~5. Pay proper invoices for items in the approved budget, up to the item total of the approved budget. Any invoices for a budgetary excess must have the approval of the Elected Officers,~~
- ~~6. Pay proper invoices over \$500 not included on the approved budget only when approval has been recorded in the minutes of a meeting of the Elected Officers.~~
- ~~7. Pay proper invoices of \$500 or under not included on the approved budget with appropriate diligence and oversight.~~
8. Review the monthly financial statements with the Vice-Treasurer to determine if any adjustments are required including signing off on bank reconciliations for accounts which support the cash on hand and investments, if any, and make available the monthly statements at monthly Board meetings.
9. Prepare for review the annual financial statements by August 31. These statements can be reviewed by an external accountant. They must be approved by the Elected Officials and be available for approval by the members at the Annual General meeting,
10. Present a proposed budget for the ensuing year for approval of the membership at the Annual General Meeting.
11. Provide a year- to-date financial statement at meetings of the Board and Elected Officers.
12. Furnish a copy of the year-end financial statement to HMHC.
13. Register and monitor as required all fundraising activities carried out under the name of Chedoke Minor Hockey League.

g) Secretary

The Secretary shall:

1. Prepare the Order of Business prior to the meeting with a list of the items to be dealt with and to ensure that it is in the hands of the chair before the meeting begins and copies to be given to the other members of the board.
1. Record and maintain all minutes of all duly constituted Board, General and Annual meetings.
2. Inform HMHC and government officials of the Officers of our Incorporated Body as required under the rules of Incorporation.
3. Deal with all correspondence pertaining to the business of CMHL.
4. Provide the Elected Officers with written or verbal status reports of the Newsletter Committee.
5. Notify all members of forthcoming meetings and add items for discussion from each member.

h) Select Directors, Junior and Senior Divisions

The Select Directors shall:

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Take all concerns of disciplinary action including dismissal to the Disciplinary Committee.
3. Where possible, have all coaches selected for the next season before the end of the current operational year. If a Director-Elect has been identified, primary responsibility for this task then falls to that individual.
4. Participate as a member of the Select Coach Selection Committee and recommend the selection and/or dismissal of Select coaches for approval by the Elected Officers.
5. Approve all Select team budgets and rules before distribution. Monitor Select team finances during the season.
6. Host a pre-season meeting with all Select coaches to ensure all volunteers will follow the policies, procedures and philosophies of CMHL.
7. Oversee all Fundraising initiatives for Select teams in conjunction with each team's Treasurer.
8. Keep the Board and Treasurer apprised of Select fundraising activities.
9. Inform the Board of all Select operations and concerns.
10. Ensure Select tryouts and team schedules are regularly updated on the CMHL web site.
11. Ensure Select coaches are qualified in compliance with HMHC and Alliance requirements.
12. Represent CMHL at HMHC discipline committee hearings involving CMHL Select players or team officials.
13. Work with the Vice President Administration to ensure reasonable practice schedules for Select teams

i) Director of Registration

The Director of Registration shall:

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Ensure that the necessary forms are obtained prior to registration dates.
3. Determine, in accordance with HMHC guidelines, the dates of registration days, the methods of registration and the eligibility of players admitted to the program.
4. Conduct registration and maintain proper records including the verification of eligibility
5. Arrange and set up pre-registration and registration day in conjunction with the Board.
6. Ensure the accuracy of numbers of players registered into divisions so as to minimize any possibility of overbooking.
7. Ensure all registration forms are completely filled out accurately.
8. Develop a system to furnish full player and volunteer listings and other such appropriate information to the Board, Convenors, coaches, HMHC and the Alliance as required.
9. Appoint with a majority vote of the Elected Officers, members to assist with the functions associated with the Registration activities.
10. Ensure that all required team staff certifications have been received.

(E) Administration

1. A Board member shall serve without remuneration and no member shall directly or indirectly receive any profit from their position as such, provided that a member may be paid or reimbursed for reasonable expenses incurred by them in the performance of their duties.
2. Any members of committees who is required to handle CMHL funds shall not be bankrupt.
3. The Elected Officers shall appoint three signing officers from amongst themselves, one of which shall be the Treasurer. Any two officers of the three shall sign any cheque. No spouses or those living common-law, or related to another shall have signing privileges. All signing officers must furnish authorization for CMHL to obtain a report from a credit-reporting agency at the expense of CMHL.
4. Persons entrusted with CMHL funds shall be fully responsible for the care and custody of those funds and must maintain such records, books of accounting records as may be required by CMHL or by the Business Corporations Act.
5. The Elected Board shall appoint replacements for appointed 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 General or Annual Meeting. The membership shall be given two weeks' notice of such elections. Any such election will refer only to the balance of the term of office, where vacancy exists.
6. Elected Officers/Board members may be subject to discharge if they contravene, in any way, the Constitution and/or By-laws and league regulations of CMHL, or for conduct not befitting the intent or objectives of CMHL, or breaches the confidentiality of CMHL. When the discharge process is initiated from within the ranks of the Elected Officers through the Disciplinary Committee who recommends the discharge of a Board member, the remaining members of the Elected Officers shall vote on the recommendation based on the findings and facts along with the recommendation from the Disciplinary Committee. A 2/3 majority of those members in attendance will be required for discharge.
7. When the discharge process is initiated from within the ranks of the general membership through the Disciplinary Committee who recommends the discharge of a Board member, the membership shall vote on the recommendation at a General meeting where a 2/3 majority of those members in attendance will be required to support the discharge.
8. A Board member shall not participate in voting or other such decision-making processes if there is a conflict of interest with that member's participation on an issue or concern. Every Board member shall disclose any conflict or possible conflict of interest that an individual may have either personally or through a partnership, affiliation, association or corporation which the individual is associated with on a non-arms-length basis. Such apparent or perceived conflicts shall be decided on by a simple majority vote of those members of the Board in attendance at such a meeting where the possible conflict is disclosed.
9. Elected members of the Board and the Referee-In-Chief may not be a coach, assistant coach, trainer or manager of any CMHL House League or Select Team nor any other minor hockey team without the permission by way of a majority vote of the Elected Executive officers at a regular scheduled Executive Monthly Meeting.
10. Convenors cannot coach a team in the same division in which they convene. (Refer to Convenor's duties)
11. In the instance where disciplinary action set out by the Discipline Committee, the member(s) of CMHL to have had this action levied against them will forfeit any rights to an elected or appointed position with CMHL for a one year period after the discipline action has been taken subject to majority decision of the Elected Executive Officers.
12. Honorary Life Members may be appointed by the Board for exceptional dedication and contribution of time and effort to development and furtherance of minor hockey. Such members shall have voting rights at Annual or General Meetings.
13. All Board Members shall faithfully perform the duties properly required of them to a level reasonably expected of a person elected or appointed to their position.
14. All members of the Board of Directors, all Convenors, Coaches, Assistant Coaches, Managers and Trainers must adhere to CHML's Volunteer Screening Policy. See Article 2 of the Constitution and the CMHL By-laws for details.

ARTICLE 8 - COMMITTEES

1. The following may comprise the committees of CMHL:
 - a) Constitution and By-laws Committee
 - b) Disciplinary Committee
 - c) Equipment and Sweaters Committee
 - d) Jackets, Trophies and Pictures Committee
 - e) Fundraising Committee
 - f) Nominating Committee
 - g) Special Events Committee
 - h) Sponsorship Committee
 - i) Select Coach Selection Committee
2. The Chairs of the committees shall be empowered to conduct the usual business of their committee and shall report as required to the Board for approvals.
3. The Board must approve members of all committees.

ARTICLE 9 – VOTING

1. All eligible members shall have a vote at General and Annual Meetings. Eligible members are entitled to one vote.
2. The voting procedures are detailed in the By-laws.
3. The members shall vote upon and approve the annual budget at the Fall General Meeting.
4. All items over \$500.00 not recorded on that budget shall be voted upon the Board at duly-organized Board meetings.
5. At Board meetings, each Board member shall have one vote. In the case of a tie vote, the President (or designated meeting Chair) must promote further discussion or reconvene to attempt to obtain majority support. As a last resort, the President (or designated meeting Chair) may choose to have their vote break the tie.
6. Elected Members may vote electronically or by proxy providing that details of the issue under discussion have been circulated in advance of the vote, and the member has demonstrated an understanding of the issue via their submission.

ARTICLE 10 – MEETINGS

(A) Frequency

1. An Annual meeting shall be held once each year between February 1 and March 31, at which time an election of Elected Officers may take place and appointments may take place. The current Board shall decide the date. The Annual and any General meetings are open to all members.
2. A General meeting shall be held early in the Fall for the upcoming hockey season and for the purpose of presenting to the membership for vote and approval of the annual financial statements and interim financial report, the proposed operating budget for the upcoming season and introductions of all elected and appointed volunteers.
3. The Elected Officers meetings shall be held at least monthly with meetings as necessary being held by the Board to follow up on their activities and concerns. The President can make a change in the meeting date within 3 days of the regular meeting.
4. The President, or designate, may call a Board meeting at any time. The President, or designate, may call a General meeting at any time other than the Fall Meeting described in point 2 above.
5. Members may request a special General or Board meeting at any time providing their reason for such a meeting is in writing and contains the signatures of 20 individual member families. Such request shall be delivered to the President. On receipt of such a request, the President shall have the Secretary immediately notify the Board and additionally follow the Notification guidelines in Article 10.B.1.

(B) Notification

1. The Secretary shall post the notice for the Annual and General meetings 45 days in advance of the meeting date in the Chedoke Twin Pad Arena lobby and additionally may also post notification on the league web site, send emails to the league membership, distribute a league Newsletter, post notices in the local daily newspaper or provide printed notes to each player.
2. For special General meetings requested by 20 member families, the requested date must be at least 30 days from the delivery date of the request to the President.
3. For special Board meetings requested by 20 member families, the meeting will be set for the next meeting of the Board that is more than 10 days from the delivery date of the request to the President.
4. Members desiring to attend any committee meetings shall contact the chair of that committee for the next meeting date.

(C) Quorum

1. To be valid and proper, each meeting must have the required quorum.
2. At General and Annual meetings, whoever attends constitutes the quorum.
3. At Elected Officers and Committee meetings, a majority (50% plus 1) of members of said Elected Officers or Committee must be present to form a quorum.

(D) Content of Meetings

1. All Annual and General meetings shall be conducted in accordance with the Rules of Order procedures attached in Appendix C. The Chair of the Constitution Committee or designate will enforce and interpret the Rules of Order.
2. The President shall give a report on significant CMHL activities.
3. The Treasurer shall present a year to date financial statement at any Annual and General meeting.
4. The order of business of agenda items at all General Membership Meetings shall be as follows:
 - a) Call to order
 - b) Adoption of Agenda
 - c) Reading of Minutes of previous meeting
 - d) Reports
 - i. President's
 - ii. Vice President, Operations
 - iii. Vice President, Committees
 - iv. Vice President, Administration
 - v. Vice President, Junior Divisions
 - vi. Vice President, Senior Divisions
 - vii. Secretary – Correspondence, etc.
 - viii. Treasurer
 - ix. Director of Registration
 - x. Select Director, Junior Divisions
 - xi. Select Director, Senior Divisions
 - xii. ~~Tournament Director~~
 - xiii. Discipline Committee
 - e) Unfinished business
 - f) New business

APPENDIX A - APPOINTED POSITIONS

All Appointed Officers shall be appointed by way of a majority vote of the Elected Officers and are non-voting positions.

Vice-Treasurer

1. Keep a full and accurate account of all receipts and disbursements of CMHL in proper books of account.
2. Prepare cheques to pay proper invoices for items in the approved budget, up to the total of the approved budget. Any cheques prepared for invoices for a budgetary excess must have the pre-approval of the Elected Officers.
3. Prepare cheques for invoices over \$ 500 not included on the approved budget only when approval has been recorded in the minutes of a meeting of Elected Officers.
4. Prepare cheques for invoices of \$ 500 or under not included on the approved budget with appropriate diligence and oversight.
5. Prepare the monthly statements and bank reconciliation to be reviewed with the Treasurer
6. Prepare the annual financial statements by August 31 to be reviewed with the Treasurer.
7. Register and monitor as required all fundraising activities carried out under the name of CMHL.

Convenors

Convenors are appointed for the Novice, Atom, Peewee, Bantam and Midget divisions. Convenors shall:

1. Convenors shall not coach a team within their own division unless on an interim basis only and in the absence of a qualified coach.
2. Convenors shall manage their divisions within the rules and procedures of the CMHL under direct guidelines and advice of the Vice Presidents, as well as regular consultation with their Vice Presidents and the coaches.
3. Convenors shall participate with their Vice Presidents in evaluations and drafts for the respective divisions so as to create balanced teams.
4. Collect any documents, cards, rosters, etc. as required and return same to their respective Vice President before the November 1 of the current hockey season.
5. Follow up suspensions or discipline problems in conjunction with their Vice President and the Chair of the Discipline Committee.
6. Host a pre-season, mid-season and possibly end or post-season meeting with their Vice President and coaches to discuss any problems or to record any suggestions for future improvements.
7. Maintain ice curfews on games.
8. Collect loaned goaltending equipment at season's end and forward to the equipment coordinator.
9. Distribute team sweaters.
10. Distribute newsletters and other handouts to their division.
11. Act in the capacity of the first referral for coaches and/or parents who have concerns.
12. Monitor practices and ensure coaches are following the procedures as laid down by the TDC liaison.
13. Recommend changes to rules.
14. Supply division information for the newsletter.
15. Ensure that coaches understand the philosophy of fair play, the winning/losing perspective of fun and participation above the importance of winning.
16. Monitor all game sheets in their division and note penalties, suspensions, etc.
17. Escalate issues of improper coach behaviour immediately to the Vice President and the Discipline Committee.

Referee-in-Chief

The Referee-in-Chief shall:

1. Select, for approval by the Board, no more than two assistants whose duties will be to carry out the directives of the Referee-in-Chief. Those assistants shall be known as the Referee Administrators.
2. Provide qualified referees and minor officials for all House League games under the jurisdiction of CMHL,
3. Ensure that the rules for the game are adhered to in all instances,
4. Hold regular refresher clinics to ensure that referees are performing to established standards,
5. Supervise, educate and improve the skills of House League officials within the organization,
6. Ensure that all officials are certified by and registered with the HMHC,
7. Monitor officials in game situations and assist them in their improvement,
8. Schedule officials for all House League games and playoffs and for any approved exhibition games,
9. Furnish to the Treasurer for payment, official FEES for games officiated, and
10. Bring to the Board proposals for rule changes, concerns or suggestions.

Special Advisor

1. The immediate Past President shall fill this position of Special Advisor. In the event there is no immediate Past President or should the immediate Past President decline this opportunity, the Board shall appoint another individual they deem appropriate.
2. The purpose for having a Special Advisor is to provide CMHL with the valuable insight and experience that a Past President can offer to current members of the Board for their information and consideration.
3. A Past President is deemed to be a former CMHL President who left and remains in good standing.

Technical Development Committee (TDC) Liaison

1. A non-elected volunteer member shall be appointed Chair and shall liaise with the Technical Development Committee of HMHC.
2. The Chair may put forward for approval, additional members to serve on the committee.
3. The Committee shall:
 - a) Act as a resource group of experienced hockey volunteers who will prepare a core development program for players and coaches,
 - b) Assemble a lending library of hockey manuals and hockey training videos,
 - c) Assist coaches with improved practice drills and evaluation methods,
 - d) Run clinics, at no charge, for coaches, officials and trainers under the auspices of the HMHC, and
 - e) Apply the principles of the core development program that serves all levels of hockey for all age groups and guides hockey coaches as to what skills should be learned at various ages and offers drill diagrams designed to teach those skills.
 - f) Attend all player evaluations to decide if any player movement to a higher age group is warranted
 - g) Attend all coaches meetings to ensure that all bench staff understand their certification requirements

Web site Administrator

1. Creating and maintaining all features of the website
2. Acting as the league contact with our web provider
3. Establishing access levels, and providing access, for executive members and team representatives
4. Creating and distributing documentation as required
5. Monitoring content posted to team pages for appropriateness
6. Gathering content and sending out league wide email messages
7. Setting up, maintaining and monitoring the online registration system
8. Recruiting, training and supervising divisional statisticians

Select Tournament Director

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Be responsible for the Sanctioning of the Tournament and the Registration of the Participating teams.
3. Be responsible for the Promotion and Awareness of the Tournament in the local media.
4. Be responsible in conjunction with the League Treasurer for the Finances of the Tournament.
5. Host a pre-Tournament meeting with all Volunteers to provide training on the Registration desk procedures, fund raising and the game sheet completion.
6. Be responsible for all Fundraising initiatives for the Tournament in conjunction with the Treasurer.
7. Be responsible for the creation of the Tournament schedule and the procurement of the necessary ice time to complete the Tournament.
8. Act as the Chair of any meetings for the Tournament Rules.
9. If to be included in the tournament, be responsible for the Tournament Program and the acquiring of advertisers and the printing of the completed program.
10. Be responsible for the co-ordination and execution of the Volunteer Schedule to successfully execute the Tournament.
11. Be responsible for the Tournament website and the posting of Tournament game results.
12. Be responsible for the assignment of referees and convenors.
13. Be responsible for the participant awards, trophies and Championship Banners.
14. Be the deciding opinion should there be any appeals or disputes during the Tournament

House League Tournament Director

1. Be guided by the President and follow directives of a majority vote of the Elected Officers.
2. Be responsible in conjunction with the League Treasurer for the Finances of the Tournament.
3. Host a pre-Tournament meeting with all Volunteers
4. Be responsible for all Fundraising initiatives for the Tournament in conjunction with the Treasurer.
5. Be responsible for the creation of the Tournament schedule and the procurement of the necessary ice time to complete the Tournament.
6. Act as the Chair of any meetings for the Tournament Rules.
7. Be responsible for the co-ordination and execution of the Volunteer Schedule to successfully execute the Tournament.
8. Be responsible for the Tournament website and the posting of Tournament game results.
9. Be responsible for the assignment of referees and convenors.
10. Be responsible for the participant awards, trophies and Championship Banners.
11. Be the deciding opinion should there be any appeals or disputes during the Tournament
12. Establish balanced teams in each Division with the input of the House League Vice-Presidents.

APPENDIX B - COMMITTEES

Constitution and By-Laws Committee

1. The Board shall appoint a combination of three to six elected and non-elected volunteer members to form the Constitution and By-laws Committee. In the absence of non-elected members willing to volunteer, the Board shall form the Committee from amongst their elected members.
2. The Board shall designate one of these volunteers as Chair, and the Chair must be an elected Member.
3. The Committee shall be responsible for the annual review of the Constitution and By-laws and for bringing all recommended changes before the Board for approval.

Disciplinary Committee

1. The Special Advisor shall be appointed Chair and shall select, for approval by the Board, two or four additional members to form the Disciplinary Committee, and one to two alternate members. In the absence of a Special Advisor, the Board shall appoint the Chair.
2. The role of the Committee is to uphold the Constitution and By-laws and Regulations of CMHL, the HMHC and any other governing body with which CMHL is affiliated.
3. No member may vote if directly or indirectly involved in the issue at hand.
4. The Referee-in-Chief shall be a member of this committee.
5. It shall be responsible for ruling on all matters placed before them for consideration by the Board or a member of CMHL basing their decisions on the rules and precedents set by CMHL's governing bodies.

Nominating Committee

1. The Board shall select three members and shall designate one as the Chair. They must be voting members who are not running for election.
2. 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.
3. In addition, the committee will notify the Secretary, 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 meeting will be made to each member at least two weeks prior to the date of the Annual meeting.
4. The Chair of the Nominating Committee shall chair the election processes of the Board.

Special Events Committee

The Vice-President, Operations and Vice-President, Committees shall:

1. Recommend a non-elected volunteer member to be designated Chair of Special Events .
2. Seek out other volunteers to form the Special Events Committee and appoint with majority vote approval of the Elected Officers, other members to assist with the functions associated with Special Events.

The Special Events Committee is responsible to oversee these key areas:

1. All Special Events and Championship Day (Super Saturday)
2. Jackets, Trophies and Pictures

The Special Events and Championship Day Committee shall:

1. Inform the arena manager of special events well in advance,
2. Arrange officials for special event home games in collaboration with the Referee-in-Chief,
3. Arrange for practice ice time for these teams in conjunction with the Vice President Administration,
4. Set and produce a budget for the special event subject to approval of the Board,
5. Acquire team sweaters for special events in collaboration with Treasurer and Vice President of
6. Administration,
7. Arrange for game schedules, presentations, music, etc. for Championship Day in conjunction with the
8. Board,
9. Notify sponsors, through the Sponsorship Chair or any upcoming special events, and
10. Arrange for scorekeepers and timekeepers.

The Jackets, Trophies and Pictures Committee shall:

1. Obtain a minimum of two quotes for team pictures and submit same to the Board for approval,
2. Engage the services for the approved photo service on behalf of the Board,
3. Prepare a schedule in collaboration with the Vice President Administration for all House League team photos in an effort to have all team photos completed and available for distribution as soon as possible.
4. Recommend for approval by the Board, listings of the suppliers, costs and types and numbers of trophies and awards to be purchased each year for Championship Day. (Minimum of two, preferably three quotes),
5. Order awards/trophies, arrange for delivery, engraving and other items necessary for Championship Day,
6. Order appreciation plaques for House League sponsors. (Photo supplied by the Picture coordinator, names by the Sponsorship coordinator),
7. Arrange for the presentation of awards in conjunction with the Special Events coordinator and Board members on Championship Day,
8. Maintain the main trophy case and update engravings and plaques of divisional winners.
9. Coordinate, under direction of the Board, the sale of jackets as approved by the Board (styles and colours to be decided by the Board). A minimum of three quotes will be required by the Board,

Sponsorship Committee

Under the direction of the Vice-President Operations a non-elected volunteer member shall be appointed Chair and shall select for appointment by the Board three members to form this committee. The Treasurer shall be an ex-officio member of this committee.

The Sponsorship Committee shall:

1. Obtain the necessary number of sponsors, collect all sponsorship moneys and keep all sponsors informed of all CMHL activities,
2. Solicit sponsorship for House League teams under the rules of HMHC and the CMHL policies,
3. Inform the Vice-President of Administration of sponsor's names and of any particular preference the sponsor indicates with respect to division or teams,
4. Keep records of all sponsors, contact persons, addresses, phone numbers and postal codes,
5. Arrange, in conjunction with the Treasurer, all invoicing and collection of sponsorship fees,
6. Supply a financial report to the Treasurer on a monthly basis,
7. Attend meetings of the Board as required to present a report on the financial status of the Sponsorship Committee,
8. Submit for prior approval of the President or Vice Presidents, copies of correspondence to be submitted to sponsors,
9. Supply to the Board a copy of all information sent out to potential sponsors, and
10. Ensure all sponsors receive Game and Playoff schedules for their team, an invitation to come to the rink to watch those games, a copy of the CMHL Newsletter, an invitation to participate in the presentations and activities of Championship Day, team picture and appreciation plaque at the end of the season and an invitation to participate again in the upcoming season.

Equipment and Sweater Committee

Responsibility of Vice President Operations.

Appoint with majority vote approval members to assist with the functions associated with administration and maintenance of Equipment and Sweaters.

Any purchases shall be made by purchase order only and will require the approval of both the Chair of this committee and the Treasurer.

1. Secure and maintain the team's equipment.
2. Maintain an accurate inventory of available and borrowed equipment.
3. Ensure that equipment is returned at the end of each season cleaned, dried and in good repair.
4. Provide to the Executive a minimum of three quotes for the purchase of additional/replacement equipment and sweaters.
5. Coordinate the inventory, tendering, ordering and purchasing of all equipment and sweaters necessary for the operation of CMHL.
6. Be responsible for the care and upkeep of equipment used by the teams, and
7. Make available for sale the standard CMHL jackets and other articles.

Fundraising Committee

Responsibility of Vice President Administration.

Appoint with majority vote approval members to assist with the functions associated with Fundraising.

1. Ensure that all necessary licenses and/or permits are properly obtained,
2. Coordinate and promote any approved fundraising venture,
3. Furnish a financial statement in conjunction with the Treasurer at the completion of each fundraising venture,
4. Furnish a monthly financial statement to the Treasurer on the status of the overall fundraising program,
5. Notify HMHC, through the President, of all fundraising products,
6. Submit to the Board, copies of all anticipated correspondence concerning fundraising activities and seek approval from the Board,
7. Ensure that all moneys received or paid are done so only through the Treasurer,
8. Present an annual fundraising budget, to the Board for approval, and
9. Raise money through various activities, which the Board deems necessary for the economic and social betterment of CMHL.

The Newsletter Committee

Responsibility of the Secretary.

1. Publish the CMHL Newsletter three times annually. E.g. Registration Day, end of December and early March prior to Playoffs.
2. Ensure that copies are supplied to:
 - a) All House League teams through respective Convenors or emailed to all members
 - b) All Sponsors through Sponsorship Chair
 - c) All Board Members
 - d) Arena Manager
 - e) HMHC via the President
 - f) Posted to the league web site

It is not expected that the Newsletter Committee members create the newsletter, rather it is their task to collect, collate and publish various information and news items as supplied by the Elected Officers, Convenors, Coaches, Parents and Players.

Select Coach Selection Committee

Responsibility of Junior and Senior Select Directors.

1. Appoint with majority vote approval members to assist with the functions associated with identifying Select Head Coach candidates
2. Review applications received for Select coaching and identify those to proceed to an interview
3. Identify the candidates to be presented to the Board for approval
4. Refer to and follow Chedoke's By-laws detailing the complete Select Coach Selection process

APPENDIX C – RULES OF ORDER

1. No business, other than business referred to in this Constitution or the By-laws shall be considered at any meeting.
2. A motion to be considered by the Chair must be moved and seconded. The Chair must recognize the mover and the seconder.
3. 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 direct negative to the resolution.
4. At the request of any member, upon the majority vote of those present, a question may be divided when practical.
5. After a motion or resolution has been duly moved and seconded, it shall be deemed in possession of the members but it may be withdrawn at any time with the approval of the majority of the members.
6. Where one or more members wishes to speak, the Chair shall determine in which order they are entitled to speak,
7. Every member, while speaking, shall adhere to the question under debate; avoid all personal, unbecoming or offensive language, as well as any disparaging reflection on CMHL or any of its members.
8. No member, except the Chair 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, after which the member may be allowed to speak a second time,
9. If a member while speaking is called to order, that member shall cease speaking until the point of order is determined by the Chair,
10. The Chair shall take no part in the debate while presiding, but may yield the Chair to the Vice-Chair in order to speak on any question before the members, or to introduce a new question.
11. The Chair shall have the same rights as other members to vote on any question. In 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. The Chair shall have only one vote on any issue.

This Constitution was approved by the CMHL Membership on _____.

President's Name (Print) _____.

President's Signature _____ Date _____.