

Pickering Hockey Association
June 2009

CONSTITUTION

Definitions & Short Forms

“PHA” means the Pickering Hockey Association

“BOD” means the PHA Board of Directors

“HL” means House League

“Select” means Select House League

“AE” means Alternate Entry in the Representative Level

“Rep” means Representative Program

1.0 MISSION STATEMENT

- 1.1 The purpose of the PHA is to:
promote and encourage minor hockey in the City of Pickering regardless of race, ability or financial circumstance. promote a harmonious and co-operative relationship with the residents of the City of Pickering protect the interests of the members of the PHA.

2.0 NAMES AND COLOURS

- 2.1 The nickname for P.H.A. Representative teams is the "Panthers".
- 2.2 The Official Colours of the PHA shall be red, white and black. and white or any other such colours as unless approved by the BOD and ratified by the members.

3.0 DIRECTORS

- 3.1 The BOD shall include the President; Vice Presidents 1st through 13th, Secretary and Treasurer, the Past President shall not be an Director.
- President
 - Treasurer
 - Secretary
 - 1st Vice President
 - 2nd Vice President, Ice
 - 3rd Vice President, OMHA
 - 4th Vice President, House League
 - 5th Vice President, Head Coach
 - 6th Vice President, Purchasing
 - 7th Vice President, Conveners
 - 8th Vice President, Complaints and Discipline
 - 9th Vice President, Social and Fundraising
 - 10th Vice President, Hockey School
 - 11th Vice President, Select

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- 12th Vice President, Development

- 3.2** The BOD shall be elected for a two year term of office at the End of Season General Meeting with of the Board elected each year. Voting will be by secret ballot and all members may vote to a limit of 2 votes per family. A majority vote will carry. The newly elected Directors will take office 2 weeks after their election.
- 3.3** The BOD shall have the authority to deal with matters pertaining to the operation of the PHA.
- 3.4** The BOD may remove or replace a Director failing to carry out their duties.
- 3.5** All votes of the BOD shall pass with a majority vote
- 3.6** The Treasurer shall be the signatory of all cheques issued by the PHA and must be co-signed by the President, 1st V.P. or Secretary.
- 3.7** Releases of players obligated to the PHA must be signed by the President, and the Secretary or VP, OMHA.
- 3.8** A committee appointed by the BOD shall be responsible for the selection of coaches and oversee the selection of managers and training staff of all teams. This committee will be headed by the VP, Coaches.
- 3.9** To be eligible to be elected a BOD, a candidate must be 18 years of age at the time of their election and live in the City of Pickering.
- 3.10** A person may not be on the BOD if: they are a coach, manager, trainer or on the executive with any other minor hockey association.
- 3.11** A person may not hold more than one position on the BOD at any time, however, they may stand for nomination and election at the End of Season General Meeting. In the event that they are elected, their previous position immediately becomes vacant and it must be filled by election at the same End of Season General Meeting.
- 3.12** Any individual who misses 3 consecutive BOD meetings may be removed from their position by the BOD. The BOD shall have the authority to replace the said member without election.
- 3.13** Any decision by the BOD may be made with a majority vote.
- 3.14** All activities and decisions made by VPs shall be reported to the BOD at meetings.

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4.0 DIRECTORS

- 4.1 The BOD shall meet once a month, or more often at the discretion of the President.
- 4.2 A quorum for the BOD meetings shall be one half plus one.
- 4.3 When the President is unable to attend a meeting, he/she shall appoint a designate to chair the meeting.
- 4.4 The Mid Season General will be held no later than the March 15 of each year and the BOD and all members of the PHA will be invited to attend.
- 4.5 The End of Season General will be held no later than the end of May of each year and the BOD And all members of the PHA will be invited to attend.
- 4.6 The election of the BOD positions that expire each year will be conducted at the Annual End Of Season General Meeting by secret ballot and a majority vote will carry. The positions will be voted on in the order of position listed in Article 3.1
- 4.7 Any member entitled to vote at any meeting shall have the right to vote by proxy provided said Proxy is deposited with the Secretary at least 72 hours prior to the meeting and in no instance may an individual hold more than one proxy. All proxies shall expire at the conclusion of the meeting.
- 4.8 Any PHA bylaw or rule may be created, amended or repealed by any BOD meeting provided a majority of the BOD votes in favour of such amendment, enactment or repeal. Such amendment, enactment or repeal shall not become permanent until approved by a majority vote at a General Meeting of the members.
- 4.9 The agenda for the BOD meeting shall be the following:
 1. Call to order and roll call of Directors
 2. Reading of minutes of the previous meeting and approval
 - 2 Chairperson's report
 3. Business arising from minutes
 4. Directors' reports
 6. New Business
 7. Adjournment

5.0 MEMBERSHIP

5.1 There will be three (3) classes of membership in the PHA:

Active Membership

- Shall include all elected or appointed Directors or Officials and all Convenors, Coaches, Managers and Trainers appointed for the current season and all registered players

Parent/Guardian Membership

- Shall include all parents and or legal Guardians of registered players.

Honorary Lifetime Membership

- Includes those whom are nominated to be Honorary Lifetime Members by any Member of the Association and are subsequently approved by the BOD.

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- 5.2 The BOD shall be responsible for maintaining a list of Active Members of the PHA, whom may attend and vote at any general meeting of the PHA.
- 5.3 Other than Honorary Lifetime Memberships, all memberships shall commence upon
- 5.4 The completion of tryouts in May of each year and shall terminate on the day preceding the end of tryouts of the following May,
- 5.5 PHA membership is not transferable and can be terminated by the BOD, through resignation or as described in section 5.4 above.

6.0 BOARD OF DIRECTORS

All BOD's Directors shall act in the best interest of the PHA at all times. All Directors shall report to the BOD any changes or decisions that fall within their job description.

6.1 President:

- a) Shall ensure that regular meetings of the BOD are held.
- b) Shall supervise the management of the PHA in accordance with the Bylaws.
- c) Shall represent the organization or appoint a designate(s) as deemed appropriate by the President.
- d) A minimum of 1 year experience on the PHA Board are a pre-requisite for any member to seek election for the position of President of the PHA.

6.2 Secretary

- a) Shall keep minutes of all BOD and General Meetings and shall supply the BOD with a copy of those minutes as soon as possible.
- b) Shall notify the members of the general meetings as determined by the BOD.
- c) Shall keep copies of correspondence.
- d) Shall maintain all Rules, By-Laws, Constitution and Discipline Guidelines or other governing document of the PHA

6.3 Treasurer

- a) Shall maintain all financial records.
- b) Shall prepare a budget.
- c) Shall oversee banking.
- d) Shall prepare financial statements as required by the BOD.
- e) Shall arrange for the collection and deposit of all PHA monies.
- f) Shall supervise the PHA bingo.

6.4 First Vice President-Tournaments & Pictures

- a) Shall act as the President in his/her absence
- b) Shall be responsible for organizing and running PHA REP Tournaments
- c) Shall be responsible for the organizing and running of PHA pictures

6.5 Second Vice President-Ice

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- a) Shall act as President in his/her absence and in the absence of the first VP
- b) Shall be responsible for obtaining and allocation of ice time on a fair and equitable basis
- c) Shall attend the REP PROGRAM scheduling of ice

6.6 Third Vice President - Rep Program

- a) Shall be in charge of the Rep Program affairs.
- b) Shall assist the 2nd V.P. Ice when arranging ice time for REP PROGRAM home games, practices and playoff games.

6.7 Fourth Vice President-House League

- a) Shall be in charge of house league affairs.
- b) Will supervise House League committees.
- c) Shall organize and operate the house league tournament.
- d) Shall be responsible for arranging and supervising the PHA registration process

6.8 Fifth Vice President-Head Coach

- a) Shall call meetings for coaches throughout the hockey season.
- b) Shall be the main point of contact for REP coaches..
- c) Shall facilitate the selection of REP coaches.

6.9 Sixth Vice President-Purchasing

- a) Shall supervise all purchasing.
- b) Shall keep an accurate record of inventory.
- c) Shall purchase from the City of Pickering merchants where possible and if it is in the best interest of the PHA.

6.10 Seventh Vice President-Convenor

- a) Shall supervise conveners.
- b) Shall oversee all teams.
- c) Shall ensure that all players given equitable ice time.
- d) Shall assist the V.P. Head Coach & V.P. House League in assessing coach's abilities.

6.11 Eighth Vice President-Complaints & Discipline

- a) Shall be responsible for the enforcement and maintenance of all rules that apply to the people participating in PHA related activities.
- b) Shall be responsible for fulfilling the requirements of the Conduct Management Plan.

6.12 Ninth Vice President-Social Activities and Fund-raising

- a) Shall co-ordinate fund-raising projects for all teams.
- b) Shall oversee social events including but not limited to the end of year house league banquet.
- c) Shall keep a financial record of fund-raising activities sponsored by the BOD.

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6.13 Tenth Vice President-Sponsorships

- a) Shall ensure that all sponsors receive recognition whenever possible.
- b) Shall assist the Treasurer in collecting all sponsorship monies.
- c) Shall solicit house league & hockey school sponsors and maintain relationships with those sponsors.

6.14 Eleventh Vice President - Hockey School

- a) Shall oversee the Hockey School program including placements of players, appointments of instructors.
- b) Shall work with the VP of House League and the P of Conveners on the movement of players to the house league.

6.15 Twelfth Vice President - Select/AE

- a) Shall be responsible for Select/AE program.
- b) Shall organize and operate the Select/AE tournaments.
- c) Shall attend the Select/AE scheduling meetings.

6.15 Thirteenth Vice President - Development

- a) Shall investigate and implement development methods for both coaches & players.
- b) 2. . Shall ensure that all information pertaining to hockey clinics, first aid clinics or other related training is available to all coaches, managers and trainers.

6.16 Past President

- a) Shall assist the President if requested.
- b) Shall act as an advisor to the BOD.

7.0 GENERAL

7.1 All team attire must be approved by the BOD.

7.2 No member shall directly or indirectly profit from their association with the PHA.

7.3 The BOD may reimburse any member for their out of pocket expenses.