

IROQUOIS FALLS MINOR HOCKEY ASSOCIATION

2022-2023 CONSTITUTION

1. As amended and revised at the annual meeting.
2. This Organization shall be called: IROQUOIS FALLS MINOR HOCKEY ASSOCIATION
3. **(Revised April 2005)** The I.F.M.H.A. through its affiliation with the Northern Ontario Hockey Association is a partner of the Ontario Hockey Federation, which is a branch of Hockey Canada, the governing body of amateur hockey in Canada.
4. Its object is: To foster and encourage the sport of amateur hockey within all categories within territory under its control
5. **(Amended June 2023)** The Constitution of the I.F.M.H.A. shall not be altered except at the Annual meeting, and the notice of the proposed alteration shall be given to the Secretary in writing by an officer, at least 3 weeks before the date of the meeting and shall be forthwith notify the Board of Directors of the proposed changes. An amendment of the Constitution shall be made only at the Annual Meeting and by two-thirds majority of the members voting there on. Notification of the I.F.M.H.A. AGM date, time and location shall be posted on the associations social media page(s), website, and in The Enterprise at least 21 days before the date of the AGM meeting.
6. **(Revised April 2013)** Team fundraising must be done through I.F.M.H.A.
No I.F.M.H.A. team will go out and solicit funds or donation of any type from our local businesses unless okayed by the Executive of the day. IFMHA will provide a form for teams to go out and fundraise. If a form is not filled out and signed by the President of IFMHA, there will be NO FUNDRAISING. Once the fundraising event is over, there has to be a financial report handed back to the executive of the day, before another event can take place. Failure to do so will result in a fundraising ban to the team for the year. Fundraising may be done to raise funds for the following:
 - extra tournament fees.
 - team travelling uniforms.
 - buses
 - team rooms for tournaments/NOHA play downs.
 - year end party.
 - officials for exhibition games.
 - etc....

Each team shall provide an expense report to the Treasurer by December 31st indicating fundraising dollars and expenses. A second report will be required by March 31st at end of season; to ensure proper handling of finances. All fundraising must abide by the above rules. Failure to comply with the rules will lead to the disbanding of the team.

7. At a General or Regular meeting, once a motion has been discussed and passed or discussed and defeated, this motion cannot be tabled again unless 75% of the Executive approved this change.

8. **(Amended June 2023)** All parents will be given a link to both the Iroquois Falls Minor Hockey Constitution as well as the policies and procedures manual upon signing up their child/children with the I.F.M.H.A. during registrations.
9. **(Amended June 2023)** All purchases done by I.F.M.H.A. will be done locally (within territory) and awarded to the nearest vendor provided the price is not more than 10% of the lowest price for the identical item. All purchases of association operating equipment =>\$2500 require 3 quotes from 3 vendors one of which must include a local provider (if available). All skills or like events, where quality standard is dependent on knowledge and qualification, which are ran or hosted by the association, preference will be given to the most qualified and competent.
10. **(Amended June 2023)** A player who registers with I.F.M.H.A. and decides at a later date that they do not want to play; they will not receive monies back if they quit the team.
11. **(Amended June 2023)** All regular meetings will be held on a monthly basis and the meetings only last not more than 2.5 hours **unless a motion is passed that the meeting can be extended**. All items are to be put on the agenda one week prior to the meeting and any emergency will be dealt with at a special meeting. The meeting will proceed as per articles within the agenda.
12. **(Amended June 2023)** Coaches Selection
The procedure will be coaches to fill out application supplied by I.F.M.H.A. Interviews to be conducted by a select panel of 3 or 5 members hired by the I.F.M.H.A. on a volunteer basis. Upon completion of interviews, they will make their recommendations to I.F.M.H.A. on coaches for the upcoming season. The I.F.M.H.A. board has the final say on the coach selection. They will vote by secret ballot. Voting will apply to all members of the board excluding: President, applying coaches that sit on the board, and immediate family members of the board (immediate family being-Mothers, Fathers, Wives, Husbands, Sisters, Brothers of applying coach) The President will only vote if there is a tie. I.F.M.H.A will endeavor to only assign coaches to the position of head coach on one team per season provided there are sufficient qualified/interested individuals. Otherwise, the executive board of the day may elect to assign the head coach position on more than one team to the same individual.
13. No transportation will be funded by I.F.M.H.A.
14. All coaching staff with I.F.M.H.A. must be certified.
15. **(Amended June 2023)** I.F.M.H.A. can operate teams from U7 to U18.
16. All parents will be advised of team affiliation once affiliations have been established.
17. **(Amended June 2023)** All I.F.M.H.A. hockey teams will have mandatory team participation in their home ice tournaments but will not have to pay the tournament registration fee.
18. **(Amended June 2023)** All bills to be paid by the Association are to be handed directly to the Treasurer invoiced directly via mail service or e-mailed to the Association Secretary.
19. **(Amended June 2023)** Any vacancy within the executive during the year shall be posted immediately for three weeks via IFMHA website and social media. Anyone wishing to apply may do so in writing, and mail or e-mail it to I.F.M.H.A. secretary.

20. All meetings of the I.F.M.H.A. shall be governed by Robert's Rules of Order.

21. (Tryout Permission and Release Forms DELETED June 2023)

22. A person shall become a member of the I.F.M.H.A. by making an application to the secretary of the I.F.M.H.A. for a MEMBERSHIP for the current hockey season as a player/parent or coach/trainer. Any person regardless of being a hockey player/parent can be part of the I.H.M.H.A. Memberships shall be renewed annually by the payment of membership dues (the amount to be decided by the executive of that hockey year), or by registering yourself, or child for the current playing season. Membership in the I.F.M.H.A. shall imply acceptance by the members of the rules and regulations of the I.F.M.H.A. constitution, By-Laws or decisions of the Board of directors by any member of the I.F.M.H.A. shall render such member liable to suspension by the Board of Directors.

23. OFFICERS AND THEIR DUTIES

The Board of Directors will consist of 13 officers: President, Vice-President, Secretary, Treasurer and 9 directors. All are to be elected annually by ballot. If after being elected to the board, a member misses more than **2 consecutive meetings** without a valid reason, his term of office will be terminated, and the remaining Board members will name a replacement. To be eligible for the position of President or Vice President, a person must have served at least one year on the board of Directors. All required board members must be present at least 50% of the meetings throughout the year excluding the AGM or will not be re-elected at the following AGM.

Duties

PRESIDENT

- To preside over all meetings.

VICE PRESIDENT

- To act on behalf of the President when he is not available.

RECORDING SECRETARY

- To record the minutes of the meetings.
- To type all minutes of previous meetings and distribute them.
- To take roll call and absentees at meetings and distribute them.
- To take charge of all documents belonging to the organization.
- To file all documents away for future references.
- To conduct correspondence as directed.
- To read important correspondence or the gist of it at meetings.
- To answer correspondence and to send out correspondence.

TREASURER

- To maintain a record of all financial transactions made on behalf of the Association.
- To maintain such bank accounts as are deemed necessary for the efficient operation of the association.
- To prepare financial reports for each meeting.
- To pay bills tendered.
- To present a financial statement at all annual meetings and to have books audited annually.

REFEREE IN CHIEF

- To ensure that officials are present for each game played.
- To ensure that all games are officiated in a professional manner.
- Is answerable to the Board of Directors for the conduct of his officials.

ICE SCHEDULER/STATISTICIAN

- To prepare a schedule for regular, tournament, playoff season.
- Game sheets must be ready and in cafeteria mailbox before each game.
- To keep all records of games played.
- Schedule must be approved by the board of Directors before circulation.

EQUIPMENT DIRECTOR

- To take inventory of all equipment pre and post season.
- To notify executive if new equipment needs to be purchased or equipment needs to be repaired.

U11 to U18 DIRECTOR (Amended June 2023)

- To be liaison between all rep teams and the executive i.e., to be in charge of all rep team affairs; coaches' guidelines; card signing; payment of fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

U7 to U9 DIRECTOR (Amended June 2023)

- To be liaison between all house league teams and the executive i.e., to be in charge of all house league affairs; coaches' guidelines, card signing, payment fees, accept all requests for fundraising, bills, and to make sure that each team puts in their team stories in the local media.

TOURNAMENT CHAIRPERSON – new April 2005

- To sanction tournaments.
- To send out invitations for the tournaments.

- To meet with the home team and their parents.
- To order trophies/medals. Game stars for the tournament.
- To accept registrations from out-of-town teams.
- To ensure that the tournament is run efficiently (door schedule/music/prizes).
- The tournament chairperson is not expected to attend regular meetings. He/She will report to the board of Directors prior to the tournament, will get a budget from the board of Directors, and will report with a financial statement at the end of the tournament.

24. **(New June 2023)**

- i) Iroquois Falls Minor Hockey will adhere to the policies and procedures as set out within the IFMHA Policy and Procedure Manual for all ongoing business or mandates set out by any of their aforementioned governing bodies (NOHA, OHF and Hockey Canada)
- ii) Should the rules or standards of the game change based on league mandates or governing body (NOHA), amendments may be made to the policy and procedure manual pending a 51% majority vote by the board of the day
- iii) All motions for amendments to the IFMHA Policy and Procedure manual which are defeated within a regular scheduled meeting will adhere to IFMHA Constitution Section 7 in terms of re-tabling where a 75% majority of the executive members is required.

25. **(New June 2023)** Coaches will be required to first read and sign the Policies and Procedures of the I.F.M.H.A. and the Coaches Guidelines and then will be required to adhere to these, throughout their service year. All amendments proposed by coaches or variations to specific rules must be approved by the board of the day and brought to their attention prior to the provision being made. Any and all violations of these rules may result in coaching staff being removed from consideration in following years.