



PREDATORS

**NORTH CENTRAL ONTARIO
HOCKEY ASSOCIATION**

CONSTITUTION

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NORTH CENTRAL ONTARIO HOCKEY ASSOCIATION

CONSTITUTION

1.0 **The Association**

- 1.1 The organization is known as the North Central Ontario Hockey Association and is referred to as the NCOHA.
- 1.2 The NCOHA is incorporated as a non-profit organization. Business is carried on without purpose of financial gain for its members. Any profits to the NCOHA are used in promoting its objectives.
- 1.3 Teams playing for the NCOHA are known as the Predators. The NCOHA team colours are those of the Nashville Predators of the NHL.
- 1.4 The NCOHA has jurisdiction of “AAA” hockey within the boundaries established by the Ontario Minor Hockey Association (OMHA).
- 1.5 The following minor hockey associations are included in the zone: Almaguin, Bala, Bracebridge, Coldwater, Gravenhurst, Humphrey, Huntsville, Mactier, Midland, Orillia, Parry Sound, Penetang, Port Carling and Trout Creek.
- 1.6 The NCOHA is a member of the Eastern “AAA” Hockey League (ETA).
- 1.7 The NCOHA is a member of the OMHA and the Ontario Hockey Federation (OHF).

2.0 **Objectives of the Association**

- 2.1 To promote, encourage and foster the development of “AAA” hockey in the zone.
- 2.2 To support community-based hockey in local associations to meet the needs of players below “AAA” level.
- 2.3 To provide the opportunity to all zone players to play at the highest level of competitive hockey possible.
- 2.4 To promote sportsmanship as well as championship.

3.0 **Classes of Membership**

3.1 ***General Information***

Membership in the NCOHA may be granted to any resident within the zone who is in good standing with their local minor hockey association.

3.2 ***Classes of membership in the NCOHA are as follows:***

3.2.1 *Class 1 Members – Executive Committee*

Class 1 members are those persons elected to the Executive Committee or those persons appointed by the Executive Committee to fill a vacancy in its number. Class 1 members are given one vote per member.

3.2.2 *Class 2 Members – Team Officials*

Class 2 members are team officials including coaches, managers and trainers of NCOHA teams. Class 2 members are elected by the Class 2 members of their team and are given one vote per team. Class 2 members may attend all members meetings and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

3.2.3 *Class 3 Members – Hockey Players*

Class 3 members are registered players in good standing with the NCOHA. Class 3 members are not entitled to a vote. Class 3 members may attend members meetings, and, by invitation, Meetings of the Executive Committee and/or Committees of the NCOHA.

3.2.4 *Class 4 Members – Parent/Guardian*

Class 4 members are parents or legal guardians of registered players in good standing with the NCOHA. Each couple or custodial single parent is entitled to one vote per registered player. Class 4 members may attend members meetings and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

3.2.5 *Class 5 Members – Affiliate Players*

Class 5 members are those players who are affiliated to NCOHA teams in the hockey season, and who are in good standing with their hockey association. Class 5 members are not entitled to a vote. Class 5 members may attend members meetings, and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

3.3 *One Person-One Class of Membership*

Although it is possible for a member to be qualified for more than one class of membership in the NCOHA, no person may hold membership in more than one class. It is therefore, mandatory that each member declare themselves, prior to the start of any meeting, and advise the chairman of the membership class they wish to represent. Once the meeting starts, the member must remain in that class of membership and may not change to another category or class of membership.

3.4 *Membership Not Transferable*

The interest of a member in the NCOHA is not transferable.

3.5 *Publicising Membership*

No member or entity whose representative is a member may authorize or permit its sponsors, suppliers, or others to advertise or publicize in any way, for promotional purposes, its affiliation with the NCOHA through such membership, or permit or Authorize use, of NCOHA official marks, seals, or symbols, without prior written

Consent of the NCOHA.

4.0 Meetings of Members

4.1 *Regular Meetings*

Executive Committee meetings will be held monthly at the call of the President. Notice will be given to each Executive Committee Member by the Secretary at least 14 days before the time when the meeting is to be held. No notice of a meeting will be necessary if all the Executive Committee Members present or if those absent waive notice or otherwise signify their consent to such meeting being held. The Executive Committee may appoint a day or days in any month or months for regular meetings at a specific place and hour.

4.2 *Special Meetings*

A special meeting of the Executive Committee may be held from time to time at the call of the President or at least 1/3 of Executive Committee Members who sign a request for same and deliver it to the Secretary. Notice must comply with the time period referred to in Section 4.1 and must specify clearly the purpose for which the meeting is being called. The only business which may be transacted at a special meeting is that referred to in the notice.

4.3 *Place of Meeting*

Meetings of the Executive Committee will be held in locations which are available within the NCOHA zone.

4.4 *Chair*

The President or in his/her absence, a Vice-President will be Chair of any meeting of the Executive Committee.

4.5 *Votes to Govern*

At all meetings of the Executive Committee, every question will be decided by a simple majority of the votes cast on the question; and, in case of an equality of votes, the Chair of the meeting will be entitled to a second or casting vote.

4.6 *Proxies*

Executive Committee Members may not appoint a proxy to represent themselves for any reason whatsoever.

4.7 *Conflict of Interest*

Executive Committee Members will declare to the Executive Committee any actual or perceived conflict of interest pertaining to any matter undertaken by the Executive Committee and/or Corporation, previous to any undertaking. As well, an Executive Committee Member will refrain from discussing or voting on any undertaking. Necessary action regarding any conflict of interest may be determined by the Executive Committee.

4.8 ***Remuneration***

Executive Committee Members will receive no compensation, either directly or indirectly, for acting as such and will not receive, either directly or indirectly, any profit from their office. They will be paid reasonable out-of-pocket expenses properly incurred by them in carrying out business on behalf of the NCOHA and as approved by the Executive Committee.

4.9 ***Order of Business***

The order of business at any meeting of Members will be at the Discretion of the Chair of the meeting and will be as follows:

- (a) Call to order
- (b) Reading and confirming of minutes
- (c) Representative/Convener reports
- (d) Committee reports
- (e) Financial report
- (f) Motions
- (g) Correspondence
- (H) Other business
- (i) Adjournment

4.10 ***Annual General Meeting (AGM)***

The AGM will be held at such time and on such day prior to May 31 in each year as the Executive Committee may from time to time determine. The purpose of the AGM is for receiving the reports and statements, electing Executive Committee Members for the transaction of such other matters as may properly be brought before the meeting.

4.11 ***Votes to Govern***

At any meeting of Members, every question will, unless otherwise required by the Constitution of the NCOHA, be determined by the majority of votes cast on the question.

4.12 ***Show of Hands***

Any question at a meeting of Members will be decided by a show of hands unless a ballot is required. A simple majority will be sufficient. The result of the vote so taken will be announced by the Chair and entered into the minutes of the meeting. The result of the vote will be the decision of the members upon the said question.

4.13 ***Ballots***

The Chair may require, or any person entitled to vote on the question may demand, a ballot. The result of the ballot will be the decision of the members upon the said question.

4.14 ***Casting Vote***

In the case of an equality of votes at any meeting of Members either upon a show of

hands or upon ballot, the Chair of the meeting will be entitled to an additional or casting Vote.

4.15 *Amendments*

- 4.15.1 The Constitution of the NCOHA will not be amended except at the AGM or at a Special Meeting of the Membership.
- 4.15.2 Any Association Member may propose an amendment by submitting the proposal in writing to the Secretary of the Executive Committee at least 4 weeks prior to the meeting.
- 4.15.3 The most recent revisions and additions to the Constitution or Procedures will be underlined.
- 4.15.4 Spelling and grammatical errors may be corrected without requiring an amendment.

5.0 **Executive Committee Members**

The Executive Committee of the NCOHA will be managed by Executive Committee Members, whose number will not be greater than fourteen (14). Two-thirds (2/3) of those Executive Committee Members present will constitute a quorum.

5.1 *Composition of the Executive Committee*

The Executive Committee will consist of the following Executive Committee Members:

- (a) President
- (b) Past-President
- (c) Vice-President
- (d) Secretary
- (e) Treasurer
- (f) OMHA Rep
- (g) ETA Rep
- (h) Registration Convener
- (i) Ice Scheduling Convener
- (j) Fundraising Convener
- (k) Public Relations Convener
- (l) Equipment Convener

And any such additional Executive Committee Members as may be required to fill the remaining position as may be determined from time to time by special resolution of the Executive Committee.

5.2 *Termination of Office*

The office of an Executive Committee Member will be vacated upon the occurrence of any of the following:

- (A) If an Executive Committee Member resigns by delivering to the Secretary of the NCOHA their written resignation. The resignation will take effect at the time of such delivery, unless a later date is specified in the letter of resignation.

- (b) If passed by at least two-thirds (2/3) of the votes cast at a duly called meeting of Members or Executive Committee, a resolution that such Executive Committee Member be removed from their position.
- (c) Automatically upon an Executive Committee Member being absent from three (3) consecutive meetings during their term, without having given a reasonable explanation to the President, in advance.

5.3

Powers and Duties

Without limitations on the powers of the Executive Committee to manage the affairs of the NCOHA, the Executive Committee Members will:

- (a) Assume the responsibility for organizing the NCOHA, in accordance with the regulations and policies of the OMHA, its affiliated associations or regulatory body such as the CAHA.
- (b) Control the affairs and conduct the business of the NCOHA and do all things necessary to ensure receipt of needed revenues and adequate control of projected Expenditures.
- (c) Receive and act upon all matters of discipline including, but not limited to, all disagreements, grievances, protests, suspensions and unbecoming conduct of its members wherever dictated by the Procedures of the NCOHA or to matters pertaining to the Constitution of the NCOHA.
- (d) Be empowered to establish such Standing Committees and Ad Hoc Committees as deemed necessary from time to time, and to appoint the Chair of such Committees, and to alter the composition of Committees appointed by it and to terminate appointments of Committee Members or to dissolve such Committees.
- (e) Uphold the Constitution of the NCOHA and establish, amend or alter policies, as they evolve, to enable the NCOHA to comply with the aims and objectives described in the Constitution.
- (f) Arrange for and approve all team sponsors and ensure that all fees are made payable to the NCOHA.
- (g) Arrange all ice times and approve all practice times, games and tournaments for all NCOHA teams.
- (h) Fill any vacancy which may occur in its number.
- (i) Review at least once annually, the Constitution and the Procedures of the NCOHA, and recommend any changes.
- (j) Determine registration procedures, fees, dues, assessments, charges and other budgetary requirements, on an on-going basis and administer and control monies, funds, donations and investments of the NCOHA.
- (k) Subject to governing law, purchase and maintain such insurance as determined by the OMHA and the ETA.

5.4 *Election and Term*

The Executive Committee Members will be elected at each AGM to hold office until the next AGM. Election will be by ballot and a simple majority will carry. Retiring Executive Committee Members will be eligible for re-election, if qualified. Persons nominated for the position of President must have served on the present Executive Committee for at least one year or for 2 years on past NCOHA Executive Committees.

Any member in good standing wishing to be elected for an Executive Committee position, but unable to attend the AGM, **must** submit their name to a Nominating Committee/Executive Committee member.

5.5 *Vacancies*

Vacancies of Executive Committee Member's positions may be filled by appointment at a Special Meeting of the Executive Committee, provided that the remaining Executive Committee Members constitute a quorum.

5.6 Duties and Responsibilities

5.6.1 *President*

The President will:

- (a) Chair all meetings of the NCOHA
- (b) Chair the Policy Committee
- (c) Act as Chief Executive Officer of the NCOHA
- (d) Exercise the powers of the Executive Committee in case of emergency
- (e) Execute documents as a signing officer of the NCOHA
- (f) Sit on all Committees as an ex-officio voting member

5.6.2 *Past President*

The immediate Past-President will have such powers and duties, if any, as may from time to time be assigned to him/her by the Members, Executive Committee or Executive Committee Members.

5.6.3 *Vice-President*

The Vice President will:

- (a) Chair the Coaching Selection Committee
- (b) In the absence of the President or in the event of the President's inability to act, will have and exercise all powers of the President.
- (c) Will enforce all policies set out by the Executive Committee of the NCOHA.

5.6.4 *Secretary*

The Secretary will

- (A) Organize and chair the Annual Meeting of the NCOHA
- (b) Perform all general secretarial duties; maintain filing of all correspondence.

- (c) Retrieve Association's mail from post office and disburse the Same.
- (d) Respond to correspondence pertaining to the operations of the NCOHA.
- (e) Give notice of all meetings as directed by the Executive Committee; draft an agenda in co-operation with the President.
- (f) Keep an accurate record of all proceedings of the NCOHA and maintain up-to-date mailing lists of all Executive Committee Members, delegates, and coaching personnel.
- (g) Record the minutes of all general and Executive Committee Meetings and forward to all Executive Committee Members prior to the next meeting.
- (h) Publish the notice of the Annual General Meeting of the NCOHA on public notice boards at all zone participating arenas, at least 6 weeks prior to the date of the meeting.
- (i) Execute documents as one of the signing officers for the NCOHA.
- (j) Be the custodian of the association's seal.

5.6.5 *Treasurer*

The Treasurer will:

- (a) Chair the Budget and Finance Committees.
- (b) Keep a record of all monies received and disbursed; deposit all monies in the bank, make all disbursements by cheque as directed and approved by the Executive Committee.
- (c) Provide the Executive Committee with a financial report on a monthly basis.
- (e) Present at each Annual General Meeting a report and updated financial statement and ensure that an annual audited statement is completed and available in a reasonable period at the end of the NCOHA's year of operations.
- (f) Upon retiring the position, the Treasurer will immediately return to the Association all books, papers, vouchers, money and other records or property of the Association.

5.6.6 *OMHA Representative*

The OMHA Representative will:

- (a) Chair the Discipline Committee; sit on the Policy Committee.
- (b) Represent the NCOHA at all OMHA or related Association Functions.
- (c) Approve or delegate authority to approve all schedules, exhibition or tournament Games.
- (d) Perform all duties and responsibilities as outlined in the OMHA/OHF manual of Operations.
- (e) Obtain appropriate coverage of all insurance policies for the NCOHA.

5.6.7 *ETA Representative*

The ETA Representative will:

- (a) Attend all meetings of the NCOHA.
- (b) Represent the NCOHA at all ETA or related Association functions.
- (c) Perform all duties and responsibilities as outlined in the OHF Manual of Operations.

5.6.8 ***Registration Convener***

The Registration Convener will:

- (a) Chair the Registration Committee.
- (b) Co-ordinate the registration of all players and members of the NCOHA in conjunction with the participating centres.
- (c) Issue complete players' lists at commencement of season's play or shortly thereafter to all Executive Committee Members, OMHA and ETA Representatives and coaching staff.
- (d) By September 15th, provide the home centres with a list, by team, of all signed players and all unsuccessful candidates that tried out for NCOHA teams.
- (e) Keep a proper receipt book of all monies received from registered players as well as forward a copy to the Treasurer.
- (f) Oversee and implement registration procedures of all players under the jurisdiction of the NCOHA.
- (g) Receive, verify and maintain all waivers submitted by potential participants. Also, ensure that any players who are trying out who require waivers, submit such waivers before participation in any NCOHA activity.

5.6.9 ***Ice Scheduling Convener***

The Ice Scheduling Convener will:

- (a) Obtain all necessary ice time for the Association.
- (b) Compile a master schedule of all games and practices and distribute to all Executive Committee Members, as well as post at all arenas.
- (c) Resolve ice conflicts and update ice schedules as required.
- (d) Be available to attend all OMHA/ETA scheduling meetings.

5.6.10 ***Fundraising Convener***

The Fundraising Convener will:

- (a) Chair the Fundraising Committee.
- (B) Plan and organize fundraising events for the NCOHA.
- (C) Consider for approval all fundraising activities.
- (D) Prepare or delegate to prepare proper statements of all fundraising and social functions to present the same to Executive Committee Members.

5.6.11 ***Public Relations Convener***

The Public Relations Convener will:

- (a) Inform all media within the NCOHA district regarding NCOHA events.
- (b) Co-ordinate pictures for all teams in the NCOHA.
- (c) Obtain up-to-date statistics for all divisions on a regular basis.
- (d) Communicate to all Executive Committee Members and team officials the workings and activities of the NCOHA by monthly newsletters.

5.6.12 *Equipment Convener*

The Equipment Convener will:

- (a) Keep an accurate and current inventory of all equipment.
- (b) Recommend to the Executive Committee all reasonable purchasing, maintenance, disbursement and disposal of all equipment for the Association teams.
- (c) Be available to assist all Association teams with equipment needs.
- (d) Be responsible for supervising the return of all Association equipment from the teams at the end of the playing year.
- (e) Be responsible for properly storing equipment during the off-season.

6.0 **Other Committees**

The following Committees will be established by the Executive Committee of the NCOHA to ensure the orderly functioning of the Association. All Committee decisions will be reported to and are subject to ratification by the NCOHA Executive.

6.1 *Coaching Selection Committee*

The Coaching Selection Committee will be chaired by the Vice President and will include two (2) additional Executive Committee members.

The Committee will delegate a knowledgeable individual who will interview coaches and team officials applying for "AAA" positions. The Committee will inform the Executive Committee of their choices for the various coaching positions.

6.2 *Discipline/Ethics Committee*

The Discipline/Ethics Committee will be chaired by the OMHA Rep.

The Committee will exercise authority and discretion in a fair and impartial manner in accordance with NCOHA and OMHA policies and guidelines. Furthermore, the Committee will be guided by the relative authorities, directives and statutes governing minor hockey at large.

The Committee will have the authority to dismiss coaches, team officials or teams, subject to ratification at an Executive Committee meeting, within 72 hours of a Documented incident.

The Discipline/Ethics Committee will be empowered to:

- (a) Receive complaints.
- (b) Investigate as deemed necessary.
- (c) Receive verbal/written submissions.
- (d) Make findings for fact.
- (e) Render decisions.
- (f) Set standards of behaviour with NCOHA.
- (g) Teach and promote mandatory conduct.

More Specifically:

- (a) The Discipline/Ethics Committee will function as a 'Sub-Committee'.
- (b) The Discipline/Ethics Committee will consist of four (4) members of the Executive Committee: OMHA Rep., ETA Rep, and two (2) additional Executive Committee members, appointed annually.
- (c) In the event one or more of the Committee Members declare a conflict of interest on any matter under consideration, substitution of said member(s) will be made from within the Executive Committee. No less than four (4) members will be empowered to act on any matter falling within the mandate of the Discipline Committee. Consequently, the quorum required for all Discipline/Ethics Committee hearings, in all cases, will be comprised of 'four authorized members'. If circumstances arise, one of the four Discipline/Ethics Committee members will assume the responsibilities of Chair.
- (d) Notwithstanding, the added duties, the Chair will be equally empowered to vote as a regular member.
- (e) Detailed notes will be maintained on all members coming before the Discipline/Ethics Committee. One of the members will be designated for this Task.
- (f) The detailed notes will accurately reflect the person's present, official deliberations, correspondence/reports, witness(es) accounts, past history and Decisions/judgements.
- (g) In all cases requiring formal process by the Discipline/Ethics Committee, the Person(s) against whom allegations of improper conduct have been made, will be advised in writing of the allegations.
- (h) The involved person(s) will be advised of the date, time and place of the relevant Discipline/Ethics Committee hearing.
- (i) The individual will be invited to attend, and if so desired, be prepared to present a defence, reply or call witnesses in response to the allegations.
- (j) Failure by the involved person(s) to attend the Discipline/Ethics Committee hearing, will in no way, prevent the Committee from otherwise proceeding with the matter under consideration.
- (k) The Discipline Committee may reserve judgement pending further information or deliberation, deemed necessary to arrive at a fair resolution. Final decisions rendered by the Discipline/Ethics Committee, will be presented in writing, to the involved person(s).
- (l) Final dispositions made by the Discipline/Ethics Committee become effective from the time that formal notice is given in writing, to the involved person(s).
- (m) The involved person(s) will have recourse to the Protest and Appeal Committee as defined with the NCOHA Policy Manual.
- (n) Such recourse will apply to all decisions rendered by the Discipline/Ethics Committee.

- (O) In all cases, the decision handed down by the Discipline/Ethics Committee, will be binding and mandatory saving for, and unless, the involved person(s), serve formal appeal notice, in writing, to the NCOHA Executive Committee.
- (p) In all cases involving players, a team official, preferably the team manager, will be in attendance at the relevant Discipline/Ethics Committee hearing.

6.3 *Protest and Appeal*

The Protest and Appeal Committee will be appointed by the Executive Committee and will be comprised of one (1) member of the Executive Committee and two (2) non-members of the NCOHA, should the Executive Committee decide that the appeal should be accepted. The Committee will have the authority to:

- (a) Receive complaints.
- (b) Investigate as deemed necessary.
- (c) Hear submission.
- (d) Make findings of fact, and
- (e) Render decisions on all matters of importance involving compliance with the policies of the NCOHA by any of its members.

6.3.1 The Committee will exercise its authority and discretion fairly, reasonably and in accordance with the policies of the NCOHA and the rules of natural justice.

6.3.2 In the event a member of the Committee has a conflict of interest in relation to any matter before the Committee, that member will be disqualified from acting, thereby ensuring impartiality of the Committee. All decisions of the Committee will be final and binding on the NCOHA.

6.4 *Budget/Finance Committee*

The Budget/Finance Committee will be chaired by the Treasurer and will include the OMHA Representative, Fundraising Convener, Ice Scheduling Convener and the Equipment Convener.

The Committee will draft a budget at the start of the current year to be used as a guide for all related financial matters of the NCOHA for approval by the Executive Committee.

6.5 *Registration Committee*

The Registration Committee will be chaired by the Registration Convener and will include the Vice President, OMHA Representative and the Treasurer.

The Committee will carry out registration duties in accordance with NCOHA guidelines.

The Committee may also deny playing privileges to any player if registration fees are not paid

6.6 *Fundraising Committee*

The Fundraising/Sponsorship Committee will be chaired by the Fundraising Convener

and will include the Vice President and Treasurer.

The Committee will obtain sponsorship in accordance with NCOHA/OMHA/OHF guidelines and will also carry out fundraising activities in accordance with NCOHA Guidelines.

6.7

Policy Committee

The Policy Committee will be chaired by the President and will include the Past President, Vice President, the OMHA Rep and the Treasurer.

The Committee will be responsible for reviewing policies and present proposed Amendments as it may deem necessary and appropriate to the Executive Committee.