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**CONSTITUTION OF THE  
ENNISMORE MINOR HOCKEY ASSOCIATION**

**(April 2025)**

# **Constitution of the Ennismore Minor Hockey Association**

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### **Mission Statement:**

We, the members of the EMHA, will endeavour to create a healthy environment in which our youth can participate in amateur hockey. We will strive to nurture good sportsmanship and fellowship between athletes, in order that they can heighten their physical, mental and social well-being.

### **Article C.1-Name**

- C.1.1 The name of the organization shall be called the Ennismore Minor Hockey Association (hereafter “EMHA”).
- C.1.1 (a) This name is to be used with any advertising, tournaments, or announcements concerning the Association.

### **Article C.2-Affiliation**

- C.2.1 The Association shall be an affiliated club of the Ontario Minor Hockey Association (“OMHA”) and under this affiliation comply with the OMHA Manual of Operations.
- C.2.2 The Association shall be the sole governing body for minor hockey within the former Township of Ennismore within the Township of Selwyn and the Association’s legal boundaries as established by the OMHA.

### **Article C.3-Objectives**

#### **The Ennismore Minor Hockey Association’s Objectives shall be:**

- C.3.1 To provide player and team instruction, and to promote minor hockey at the club level, both competitive and non-competitive, for all eligible players.
- C.3.2 To ensure affiliation with suitable leagues for all teams formed.
- C.3.3 To emphasize good sportsmanship from ALL players, coaches, managers, trainers, executive members and parents.
- C.3.4 To encourage all those involved to play the game for the game’s sake, with proper respect for other competitors, referees and fans.
- C.3.5 To carry out the business of the Association without purpose of gain by its members, and to use any profits of the Association for the promoting of its objectives.

### **Article C.4-Membership**

- C.4.1 Membership in the Association shall be composed of ALL families residing in the Township of Selwyn, or the Association’s legal boundaries, as defined by the OMHA, on the basis of ONE membership per family unit. Said family must have registered a minor hockey player for the membership year. Individual person(s) that do not have a registered minor hockey player within EMHA, however volunteer in the capacity of a OMHA certified registrant on an approved EMHA roster, shall be granted membership status and its entitlements therein. Only one vote under this

membership per family unit shall be allowed.

- C.4.1a** Membership in the Association shall include recipients of the Doug Dart Memorial Award (inducted as lifetime members to EMHA). Said individuals shall be granted membership status and its entitlements for life. This membership is not transferable. This membership carries a vote in addition to any paid membership should said membership apply. Only one vote per person shall be permitted; notwithstanding C.4.1.
- C.4.2 Membership may be granted for a two-year tenure, by the Executive, to an interested resident of the Township of Selwyn, or the Association's legal boundaries, for the purpose of filling vacant Director's positions following the Annual General Meeting. This membership status must be to a maximum of two persons on the basis of ONE membership per family unit.
- C.4.3 Membership in the Association must be renewed each year per Article C.4.1.
- C.4.4 By holding membership in the Association, persons are entitled to attend and vote at the Annual General and General Meetings and to hold office in the Association.

#### **Article C.5-Amendments**

- C.5.1 The Constitution and By-Laws shall be discussed by the Executive prior to the Annual General Meeting for the purpose of recommending changes, if any.
- C.5.2 Amendments to the Constitution and By-Laws, will be accepted in writing ONLY, by the Secretary of the Association no later than 21 days prior to the Annual General Meeting. A 2/3 majority vote of those members present will be required for passage.
- C.5.3 By-Laws may be amended by elected and/or appointed Executive members by a 2/3 majority vote at any duly constituted Executive Meeting. The general membership shall be advised immediately of such amendments.
- C.5.4 Amendments to the Constitution and By-Laws approved at any Annual General Meeting shall come into force immediately.





## **By-Laws of the Ennismore Minor Hockey Association**

### **Article B.1-Executive**

B.1.1 The Executive Committee shall consist of the Executive Officers and Directors.

B.1.1A Executive Officers shall consist of President, Vice-President, Secretary, Treasurer, and OMHA Representative/Ice Scheduler.

B.1.1B Directors shall consist of Registrar, Director of Coaching, League of Eastern Ontario ("LEO") Representative, Initiation Program, IT/Social Media Director and Sponsorship.

B.1.1C Should any vacancy occur during the term of office, the Executive Committee shall have the power to fill that vacancy following the rules in the Constitution.

B.1.1.D An Executive Member who is absent from three consecutive meetings without sufficient cause shall, upon a motion passed by a majority of the Executive Committee, cease to be a member of the Executive Committee and the Executive Member shall be notified of the passed motion.

B.1.1.E The Executive Committee shall have the power to take action within the scope of the Constitution and By-laws. Without limiting the foregoing, the Executive Committee shall more particularly:

- 1) Appoint such standing Committees, Officials or other voluntary personnel, as it shall consider necessary for the efficient operation of the EMHA. The following committees or individuals shall be appointed by the Executive Committee:
  - a. Development (reports to Director of Coaching)
  - b. Equipment (reports to Vice-President)
  - c. Banquet (reports to Vice President)
  - d. Fundraising (reports to President)
  - e. Referee-in-Chief (reports to OMHA Rep)
  - f. Head Trainer (reports to Director of Coaching)
- 2) A written report outlining the committee or member's activities for the past year will be submitted to the Secretary by the representatives of the above committee at the Annual General Meeting.

- B.1.1.F The Executive Committee shall have the privilege of forming a Nomination Committee.
- B.1.1.G To be eligible for nomination as President or Vice President, the nominee shall have been a member of the Executive Committee.
- B.1.1.H The President, at the discretion of the Executive Committee, may remain in Office for a period of not more than two years.
- B.1.1.I An Executive Officer shall preside at all meetings of the Executive Committee.
- B.1.1.J** The President, Vice President and Treasurer, shall have the authority as signing officers for all contracts or other legal matters.
- B.1.1.K The Vice-President shall provide updates to the Executive Committee for all appointed positions reporting into the role. In addition the role shall perform such duties as are assigned by the President.
- B.1.1.L A member of the Executive Committee shall endeavour not to hold more than two positions in the EMHA.
- B.1.1.M The President or his designate shall have the power to suspend any player or coaching staff member for nonpartisan conduct on or off the ice and/or abusive language to any of the officials or players. The President shall have the power to impose such suspension in respect to any incident which may occur in any scheduled games, exhibition games, practices, as well as any EMHA event. All suspensions shall remain in effect until dealt with by the Executive of the EMHA.
- B.1.2 The Executive Committee shall, by simple majority vote, appoint person(s) to fill vacant Executive posts for the remainder of the term.
- B.1.3 Executive Committee members are to be elected annually and serve 2-year tenure.
- B.1.4 The Presidency shall be limited to any member of the Association. **The Executive Officers shall NOT consist of more than one family member per household.**
- B.1.5 The President or his/her appointee shall preside at ALL meetings of the Association. A Vice-President shall perform the duties of the President in his/her absence.
- B.1.6 The Executive Committee shall establish duties of the Executive Officers, Directors, and Appointed positions.
- B.1.7** *Amended to remove. Motioned and approved removal as per April 15th, 2025 EMHA executive meeting.*
- B.1.8 The Secretary shall notify the Executive Committee members of the time and place of all meetings. He or she shall keep on file, all correspondence, and shall read it at

the Executive Committee meetings. The Secretary shall also keep an accurate record of the proceedings of the Association, revise and maintain the constitution as required and perform such duties as shall be necessary for the good and welfare of the Association.

**B.1.9.A**

The Treasurer shall be responsible for reporting to and working with the EMHA Bookkeeper. They shall keep accurate records of all motions of payments and report to bookkeeper all payments required by EMHA, they will report at each meeting and at the Annual General Meeting the reports provided by the Bookkeeper.

They shall, within 30 days after the Association's year-end (May 31st), turn over and provide all records necessary for the Bookkeeper to submit review audit to the Association accountant. They shall attend all Association meetings (Executive or General) and be prepared to give interim financial (verbal or written) reports when requested. They will be one of three board members with signing authority for the EMHA bank accounts.

**B.1.9.B**

The Bookkeeper will be responsible for reporting to and working with the EMHA Treasurer. The Bookkeeper shall be responsible for the depositing and disbursing of ALL Association funds, and be given access to EMHA banking information but will not have signing authority on accounts. They shall keep accurate records of ALL Association financial transactions. They will provide up to date financial statements required at each EMHA executive meeting and AGM and will attend the AGM to answer any questions from the membership. They shall within 30 days after the Association's year-end (May 31 st), turn over ALL records, bankbooks, etc., to the Association's accountant for a Review Engagement of the Association's financial affairs for the 12 months ending May 31 st annually. The Bookkeeper will be paid for their position at a rate of \$6.00 per EMHA registrant. This rate will be calculated on the number of registrants as of the third Tuesday in December and is to be paid in two installments, one prior to Dec 31 st and one prior to May 31 st.

**B.1.10**

Cheques must be signed by two (2) of the three appointed signing Officers (President, Vice-President and the Treasurer). Cheques for expenditures less than \$250.00 may be issued without vote by the Executive, all cheques \$250.00 and greater are for voting by the Executive.

**B.1.11**

A committee led by the Secretary shall be established annually to review the Constitution and any other EMHA policies prior to the February executive meeting. Any recommended changes must be presented to the board at a duly constituted executive meeting, prior to the Annual General Meeting.

**B.1.12**

Other committees may be formed as need arises. All committees must report back to the Executive for approval and action where it is necessary.

**B.1.13**

The OMHA Representative and EMHA Ice Scheduler are two separate positions within the executive committee. These positions may be held by two separate people. The Ice Scheduler will be paid for their position at a rate of



\$24 per EMHA registrant. This rate will be calculated on the number of registrants as of the third Tuesday in December and is to be paid in two installments, one prior to Dec 31st and one prior to May 31st.

The OMHA Representative/Ice Scheduler shall be responsible for:

- 1) **Shall** ensure that all team electronic rosters are completed and submitted to the OMHA office no later than the first league game of the current hockey season.
- 2) **Shall** ensure that all roster lists are completed no later than the 1<sup>st</sup> of December of the current hockey season.
- 3) **Shall** ensure that each team is given and submits a completed Affiliated Players to the OMHA by the January deadline.
- 4) **Shall** ensure that notification of any league meetings are passed on to the League Contacts.
- 5) Shall be the contact between the EMHA and the Referee-In-Chief.
- 6) **Shall** ensure that all league game sheets are uploaded via the *Gamesheet* app.
- 7) Shall notify any league team of player major penalties, misconducts or game suspensions, including any tournament or playoff penalty and/or game suspension and report to OMHA.
- 8) Shall, along with the President, represent the EMHA at any hearing directed by the OMHA, involving EMHA players or coaches.
- 9) Shall attend the Annual OMHA meeting with related expenses paid for by the EMHA.
- 10) Shall attend the Executive meetings to give an update of any issues that may arise from time to time.
- 11) Shall represent EMHA at all EOMHL meetings with mileage paid for by EMHA
- 12) Shall correspond on a continual basis with the Parks & Recreation Assistant of SEL Township and other Municipalities from whom EMHA obtains ice contracts.
- 13) Shall make recommendations to the Executive Committee of the amount of ice time required on a yearly basis for their approval.
- 14) **Shall** not give any ice up without consulting the President and/or Vice President.
- 15) Shall correspond on a regular basis with the League contacts to ensure all ice requirements are being met.
- 16) Shall endeavour to ensure that a method is put in place to ensure fairness is given to all teams when any team for any reason gives up ice.
- 17) **Shall** attempt to give teams, at minimum, one ice time each week.
- 18) Shall post weekly ice times one week in advance.

#### **B.1.14 Director Responsibilities**

##### **Registrar:**

- 1) The Registrar shall enlist at least one member of the Executive Committee to assist in the registering of hockey players with the EMHA

- 2) Shall set up online registration (working with IT/Social Media Director) in which members sign up for the upcoming hockey season.
- 3) Shall distribute online registration information, refund policy, and provide receipts.
- 4) Shall provide the Executive Committee with the number of players in each division.
- 5) Shall maintain records of all hockey players registered as per OMHA Rule and Regulations.
- 6) Shall submit to the Secretary of the EMHA a copy of all registered hockey players with the EMHA
- 7) Shall submit to the Executive Committee, all new, late, or transferred registrants for approval.
- 8) Shall correspond with parents, coaches, and Executive Committee members on an as needed basis.
- 9) Shall strive to collect all outstanding registration related amounts with the assistance of the EMHA Treasurer.

**Director of Coaching:**

- 1) Provide updates to the Executive Committee for all appointed positions reporting into the role.
- 2) Advertise for all teams' staff requesting written applications, which will include a Vulnerable Sector check for the present hockey season and ensure all are completed by confirming on HCR. Organize a coaching committee which shall consist of five (5) members. Three (3) of those shall be Executive members (President or Vice President, Coaching Director, and one (1) other). Two additional members shall be non EMHA members with no direct ties to the EMHA.
- 3) Interview applicants which the Director of Coaching deems appropriate for the given position based on review of each applicant's coaching application and pertinent information such as coaching file, qualifications, parent evaluations and past experience. In the case that there are no appropriate applicants, the Coaching Director shall attempt to establish a team parent as a main team contact until a coach can be named.
- 4) Make recommendations to the Executive Committee for approval of the coaching positions.
- 5) Any coaching committee member, whose name appears on any team staff list, will not be permitted to take part in the process of nominations for the said member that has applied.
- 6) No person shall be added to the staff of any team without consulting the Director of Coaching.
- 7) Shall, along with league representatives, are responsible for holding a Coaches' and Managers' meeting prior to the start of the season, informing the staff of all Rules and Regulations that EMHA abide by.
- 8) Will report at least monthly of any problems with any team staff.

- 9) Make recommendations at the end of the season for potential coaching staff for the upcoming season.
- 10) Shall ensure that the coaching staff is kept abreast of any correspondence that may assist them in running their team.(i.e. rule changes, promotions, etc.)
- 11) Shall maintain an up to date registry of all team staff with certifications, disciplinary actions and citations for current hockey season.
- 12) Shall set up and advise potential coaches, trainers, and managers of necessary certificates required for each position including coach's certification, trainer's certification and respect-in-sport course.
- 13) Shall provide all Coaching staff with a current directory of all registered OMHA certification clinics.
- 14) Shall provide LEO Representative, OMHA representative and Registrar a team list at the conclusion of all tryouts.

#### **League of Eastern Ontario (LEO) Representative:**

- 1) Shall represent EMHA at all LEO meetings with mileage paid for by the EMHA.
- 2) Shall handle all correspondence between League and EMHA
- 3) Shall offer input at League meetings and vote on the vested interest of the EMHA, however prior to any vote involving a major change must notify the Executive Committee for input and possible direction.
- 4) Shall maintain a close liaison with the OMHA Representative and Ice Scheduler.
- 5) Shall schedule all LEO games between competing centres with the available ice times given to him/her by the EMHA Ice Scheduler
- 6) Shall assist LEO coaches and players regarding issues involving the League
- 7) Shall ensure that all LEO game sheets are uploaded via the *Gamesheet* App.
- 8) Shall notify LEO team staff of any team staff or player major penalties, misconducts, or game suspensions and report to the LEO OMHA Convenor and EMHA / OMHA Representative for Organization records.
- 9) Shall submit all Local League (LL) team rosters to the LEO

#### **IT/Social Media Director:**

- 1) Shall be responsible for the creation of and maintenance of the EMHA website.
- 2) Shall be responsible for making periodic changes/updates to the EMHA website and respective social media platforms, as requested.
- 3) Shall make necessary updates to the website's schedule/calendar as needed by an Executive member, within 12 hours of request. Administration rights will be granted to any necessary member, as needed, with the approval of the executive committee.
- 4) Shall provide a monthly report for EMHA Executive, advising the Executive on current challenges, recommended changes, and new or underutilized technologies available to EMHA.
- 5) Shall ensure the safe handling and storage of all digital files pertinent to the EMHA, and that these files are made available to the Executive members upon request.

- 6) **Shall** support the executive committee and coaches with access to various online forms, surveys and necessary information to complete work tasks.
- 7) **Manage** and moderate all social media accounts registered to EMHA.

#### **Initiation Program Director:**

- 1) Shall be the primary contact person for any correspondence pertaining to the EMHA's Initiation Program.
- 2) Shall, in concert with the Director of Coaching, appoint the coaches of each team in the Initiation Program.
- 3) Shall ensure that IP coaching staffs are kept abreast of correspondence that may assist them in running their team.
- 4) **Shall** be responsible for holding an IP coaches meeting prior to the season to ensure that teams are aware of, and are following the specific rules of the Initiation Program, outlined in Hockey Canada's U7 and U9 pathway programs, as well as the pertinent Policies of the EMHA.
- 5) **Shall** determine the division of players in order to create each team in the Initiation Program.
- 6) If necessary, shall create an IP House League Schedule, in concert with the Ice Scheduler.
- 7) Shall report monthly on the state of the Initiation Program.
- 8) Shall be in charge of organizing the IP Year End Celebration.

#### **B.1.15 Appointed Role Responsibilities**

##### **Development:**

- 1) Shall be knowledgeable in the area of minor hockey development – specifically hockey skills and skating.
- 2) Shall report directly to the Director of Coaching.
- 3) **Shall** plan and administer EMHA pre-season development skates, under the guidance and support of the Coaching Director, Ice scheduler and Registrar.
- 4) **Shall** plan and administer all Development Ice for goalies and players (U9-U15) throughout the season.

##### **Equipment:**

- 1) Shall ensure that all hockey equipment owned by EMHA is maintained in a good state.
- 2) Shall report directly to the Vice-President.
- 3) Shall sign out and maintain ledger of all hockey equipment for the hockey season and ensure that the said equipment is returned in a good state.

- 4) Shall arrange for the handling, storage, repairing and cleaning of all hockey equipment owned by EMHA
- 5) Shall when necessary and at the approval of the Executive, purchase equipment as needed.

### **Sponsorships:**

- 1) Shall maintain a record of all sponsors.
- 2) Shall report directly to the Vice-President.
- 3) Shall be the liaison between sponsors and the EMHA
- 4) Shall keep a record of paid and unpaid sponsors and provide the Treasurer names of any unpaid sponsors by December 1<sup>st</sup> of current hockey season.
- 5) Shall attempt to obtain new sponsors as required for EMHA teams.

### **Banquet:**

- 1) Shall be responsible for the organization and overseeing of the Annual Banquet/Award Ceremony.
- 2) Shall make recommendations to the Executive Committee as to which type of banquet/ceremony and related expense for their approval.
- 3) Shall update and maintain the trophy case at least once yearly.
- 4) Shall report directly to the Vice-President.

### **Fundraising:**

- 1) Shall be responsible for hosting a minimum of one fundraising event per year.
- 2) Shall get prior approval from the executive for all fundraising events.
- 3) Shall be responsible for collecting and reporting all money related to fundraising events and reporting to the Treasurer. All cash-in-hand from events will be delivered to the Treasurer within 24 hours of the event. Any remaining funds/money transfers will be delivered to the Treasurer within 2 weeks after the event.
- 4) Shall provide a report within 30 days of each event with all event information and financials to the executive.
- 5) Shall report directly to the President.

### **Referee-In-Chief:**

- 1) Shall appoint referees for all games requested. His/her appointments are final.
- 2) When a referee does not put in an appearance it shall be immediately reported to the OMHA representative or designate in his/her absence, who will then notify the Referee-in-Chief.
- 3) Shall through clinics, train and supply sufficient referees to satisfy the demand of the Association.
- 4) Shall encourage and promote upgrading of referees to OMHA and O.H.A. standards.
- 5) The Referee in Chief shall receive an annual honorarium of \$250.00.
- 6) Shall attend at least one Executive Meeting.
- 7) **Shall** report directly to the OMHA Rep.

**EMHA Head Trainer:** Applicants for EMHA Head Trainer must hold a HTCP Training Certificate and have at least one (1) year experience as a minor hockey trainer.

- 1) Evaluate and provide education and support to team trainers
- 2) Ensure proper recording and tracking of injuries and return-to-play protocols.
- 3) Demonstrates values of the Hockey Trainer Certification Program
- 4) Liaise with Regional Safety Leader, within OMHA (at the OMHA office).
- 5) Promote safety and risk management throughout EMHA
- 6) Assists in identification of training needs for EMHA
- 7) Has ability to mentor, communicate, and assist in dispute resolution.
- 8) Shall report directly to the Director of Coaching

### **Article B.2-Meetings**

- B.2.1 The annual meeting of the Association will be held no later than May 30, at a place selected by the Executive. The date shall be declared 30 days in advance.
- B.2.2 Meeting attendance:
- 1) Anyone is welcome to attend, but ONLY those entitled to vote may receive a ballot for the purpose of voting (see Constitution, Article C.4).
  - 2) Each Executive member will have one vote. The vote shall be in addition to the membership vote allowed in C.4.1. In cases where Executive members and family members both exercise the right to vote, only one vote will be allowed per person.
- B.2.3** Notice of the Annual General Meeting must be made public at least 30 days prior to the meeting and its purpose clearly defined, by means of email/social media to coaches and each paid member.
- B.2.4 No member shall speak twice on the same subject without permission from the Chairman, unless in explanation, but the mover may speak once in reply.

- B.2.5 A member desiring to speak or submit a motion, shall rise and remain standing and address the chair. He/she shall confine the remarks to the question, and shall not be interrupted unless a point of order.
- B.2.6 Upon a point of order being raised while a member is speaking, or when called to Order by the chair, he or she shall at once resume their seat. The point shall be stated by a member objecting, the chair shall rule upon the objection without debate. The decision of the Chair will determine whether the matter may continue.
- B.2.7 When a motion is under debate, no other motion shall be entertained, except one to lay question on the table or to amend it.
- B.2.8 An amendment, which entirely changes the subject of the original motion shall not be entertained as an amendment or substituted for the original motion.
- B.2.9 After a motion has been stated by the Chair, the motion becomes property of the Association. But it may be withdrawn at any time prior to amendment, unless this is objected to by a member.
- B.2.10 There shall be no debate upon any motion after the Chair has put it to the meeting.
- B.2.11 Where a vote is called it shall be taken by a show of hands unless two members desire a vote by secret ballot. This ballot shall be taken in such a manner as the Chair directs.
- B.2.12 No proxy votes are to be recognized at any meeting for any reason whatsoever.
- B.2.13 **Agenda-Order of Business- Annual General Meeting**
- 1) Open meeting
  - 2) Reading of minutes- last Annual General Meeting
  - 3) President's Remarks
  - 4) Correspondence- reading of same
  - 5) Treasurer's Report
  - 6) Registrar's Report
  - 7) Convenor's Report
  - 8) Amendments (Constitution and By-Laws)
  - 9) Notice of Motion
  - 10) General Business (per past year)
  - 11) New Business- Arising from General Business
  - 12) Election of Officers
  - 13) New President's Remarks (if applicable). New Executive takes over June 1st annually
  - 14) New Business- Arising from election of officers for new year
  - 15) Adjournment

**B.2.14 Agenda – Executive Meetings**



- 1) Open Meeting
- 2) President's remarks
- 3) Correspondence
- 4) New business
- 5) Treasurer's report
- 6) Directors reports
- 7) Business arising from Treasurer's and Directors reports
- 8) Date and time of next meeting
- 9) Adjournment

**B.2.15** Regular Executive meetings are held on the third Tuesday of the month. Meetings are held at least once monthly, year-round.

**B.2.16** Special membership meetings shall be called by the President on the request of 5 or more members.

**B.2.17** A Quorum shall consist of:

- 1) Executive Meetings - majority of the elected and/or appointed Executive Members present (e.g. 4 of 7)
- 2) Annual General Meeting - majority of members with a minimum of 25 members present.

**B.2.18** Each Member of the Executive Committee has the right to put forth motions and vote in meetings at which they are in attendance. No votes by proxy are permitted. Appointed members are not extended motion or voting privileges. The President or presiding Chair are excluded from putting forth motions, though as a member of the Executive body, are entitled to exercise voting privileges. In the matter of a tie the President/Chair may at their discretion cast the decisive vote.

**B.2.19** Motions/Voting by way of e-mail: Should an issue arise requiring the vote and approval of the Executive, which due to time constraints, cannot be delayed until such time as the next scheduled Executive meeting and/or there be insufficient time to schedule an interim meeting of the Executive members, an electronic vote by way of e-mail may be granted. The guidelines for this process are to be as follows:

- 1) Requests for consideration are to be circulated to all sitting Executive members. All details and information pertaining to the request must be clearly outlines and included.
- 2) The actual motion must be put forth by an Executive member.
- 3) The motion is to be seconded.
- 4) Each member may vote only once and must ensure their vote circulated to all to ensure the proper recording of votes.
- 5) The motion will remain open for a time period of 48 hrs from the time of the motion being put forth. If no response has been received by the 48hr time

period deadline then the vote of that sitting Executive member will be recorded as 'no response/absent'.

- 6) The Secretary will monitor and document all incoming votes for record keeping purposes.
- 7) **Secretary** is to advise all Executive members of the outcome and distribute a copy of the completed 'Record of Motion' document once the 48-hour time period has passed and the motion is closed.

B.2.20 The Executive of the Association shall meet with **ALL** team coaches, managers, trainers, etc. at least once prior to the start of the playing season for the purpose of clarifying objectives, aims and discipline expected, etc., of the Association. An additional check-in will be scheduled, as needed, in January, prior to the leagues playoffs. Further meetings throughout the season shall be called as the need arises.

### **Article B.3-Finances**

B.3.1 The Treasurer shall prepare and present a budget for the next fiscal year within 90 days after the fiscal year end to the Executive. They shall have the assistance of the Executive as required. An approved budget is to occur within 30 days of being presented by the Treasurer.

B.3.2 Registration fees for the coming year are to be set prior to the Annual General Meeting.

B.3.3 Association accountants are to be appointed by the Executive prior to the fiscal year end to complete a Review Engagement for the fiscal year (see Article B.1.9)

### **Article B.4-Registration**

B.4.1 All documents, including birth certificates, and other documents required shall be turned over to the registrar for submission to the OMHA

### **Article B.5-Team Management**

B.5.1 Those persons wishing to coach an Association team, shall apply upon request, to the Executive in writing for the same, each year stating team requested, their experience, qualifications, etc. The decision of the Executive in awarding teams to individuals shall be final. If a dispute arises, it is to be presented to the Executive to be resolved.

B.5.2 Trainers and/or Assistant Coaches, Managers may be appointed by respective coaches and/or managers.

B.5.3 Gate receipts are for use of each team. Admission prices are set by each respective league (ie: LEO, EOMHL). The collection of gate receipts is the responsibility of each team's management.

- B.5.4 Payment of referee fees for regular and post-season play are the responsibility of each team. If at the end of the post-season there were not sufficient gate receipt revenues to cover referee fees (the minimum required number of referees and linesman as per OMHA rules and/or contracted games), the team will be reimbursed by EMHA upon request if copies of all gate receipt forms as well as a summary of the gate receipts revenues and referee payments listed by home game are provided to the EMHA Treasurer for review as documentation to support the shortfall.
- B.5.5 The Association will not be responsible for any debts incurred by any team or team official unless approval is received from the Executive after a vote on the same. (Article B.2.18)

#### **Article B.6- Player Eligibility**

- B.6.1 All players residing within the former Township of Ennismore within the Township of Selwyn and its legal boundaries as established by the OMHA Proof of address may be required, in particular where Rural Routes and Post Office Box Numbers are used. This is to be determined by the Registrar/executive committee. The number of eligible 'out-of-bounds' players will be determined annually by the executive committee, prior to the start of the applicable season.

#### **Article B.7- Constitution Review**

- B.7.1 Constitution to be reviewed at General Meeting and adopted by members and duly signed by President, Vice-President and Secretary and dated each year.