



Constitution/Articles of Incorporation

For

Carleton Place Minor Hockey Association

Version 11.1

10 July 2024



Amendment History:

Version	Date	Description
1.0	1991	
2.0	March 1995	
3.0	February 1999	
4.0	April 2000	
5.0	April 2003	
6.0	April 2004	
7.0	April 2012	
8.0	April 2015	<p>Article 4 – Removed Statistician and added Life Member. Addition of By-Law 12.</p> <p>Removed all references to CHA and replaced with Hockey Canada.</p> <p>Removed all references to ODHA and replaced with Hockey Eastern Ontario.</p> <p>Defined ODMHA.</p>
9.0	April 2019	<p>First Vice President (Hockey Operations) role added and references to role included as needed throughout the Constitution.</p> <p>Second Vice President (Administration) role added and references to role included as needed throughout the Constitution.</p>
10.0	April 2021	<p>Adjustment of wording to remove gender references throughout the document.</p> <p>Adjustment to the Age Division names of the programming levels.</p> <p>Amendment of “HEO Minor” and “ODMHA” to “HEO”.</p> <p>Amendment to By-law 7 – Certification of Officials.</p> <p>Amendment to By-law 9 – Appeals and Protests</p>

Carleton Place Minor Hockey Association

Version	Date	Description
11.0	July 2024	<p>The entire Constitution has been overhauled to ensure alignment with the Ontario Not-for-Profit Corporations Act (ONCA). The notable additions and changes are listed below:</p> <ol style="list-style-type: none"> 1. Updated Article 1 to include affiliation. 2. Updated Article 3 to include general membership details. 3. Renamed Article 4 to "Organization," now including dissolution, association property, and governing rules. 4. Incorporated previous Articles 5 through 11 into the new document either as By-Laws or Policies. 5. Added a new By-Laws section. 6. Added Rules and Regulations in Annex A. 7. Moved By-Laws 1, 2, 3, 4c, 4d, 5, 6, 7, and 11 to Annex A. 8. Removed By-Laws 4a and 4b as they are now captured in Section 8. 9. Moved By-Laws 8 and 10 to Section 8. 10. Moved By-Law 12 to Section 9. 11. Introduced new By-Law 4e. 12. Removed By-Law 9 as it was for information only. 13. Updated and added Duties of Executive Officers to Schedule A. 14. Removed Appendix I. <p>The Board has approved the new Constitution, but it must be ratified at the next Annual General Meeting (AGM).</p>
11.1	Nov 2024	<p>Amended By-Law 3.01 to include the distribution of redacted minutes on CPMHA.ca</p>

ARTICLE 1: IDENTITY NAME AND AFFILIATION

- 1.1 The organization shall be known as the Carleton Place Minor Hockey Association, hereinafter referred to as “CPMHA” or the Association.
- 1.2 CPMHA is a member of District Four (D4) of the Hockey of Eastern Ontario (HEO), which reports to Hockey Canada, the governing body of amateur hockey in Canada.
- 1.3 The Association shall have jurisdiction to govern all minor hockey within its boundaries as approved by HEO.
- 1.4 Head Office – 75 Neelin St, Carleton Place, ON, K7C 2V8

ARTICLE 2: OBJECTIVE

- 2.1 The objectives of CPMHA are to foster, improve and perpetuate the sport of hockey; to encourage sportsmanship and fair play among its members; to exercise a general supervision and direction over its players, team and game officials and executive officers with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship; and to provide equal opportunity for all eligible players within the prescribed Association boundaries to participate in the sport.

ARTICLE 3: MEMBERSHIP

3.1 General

- 3.1.1 Wherever used in this document the word “member” shall be deemed to include, where the context permits, any team or individual registered with CPMHA or participating in games or activities of any kind sponsored by or organized by the CPMHA; “individual” shall include, where the context permits, any person, player, coach, manager or official affiliated with or associated with, in any game or activity sponsored or organized by CPMHA.
- 3.1.2 Membership in the CPMHA is voluntary, but application for or acceptance of membership entails acceptance by the binding authority of all the rulings and decisions of the Executive and acceptance of the governing authority of the CPMHA, subject to properly conducted protests and appeals provided for by the Bylaws.

3.2 Members

- 3.2.1 Individuals shall become members of the CPMHA upon registration and payment of fees if applicable or upon their endorsement as an Honorary Member.

3.3 General Members (voting)

- 3.3.1 General Members are defined as, the Directors, Officers, Team Officials, Life Members, and the registered participant who has reached the age of majority as defined by the Province of Ontario and who reside within the CPMHA boundaries and who have paid their registration fees. Where the participant has not reached the age of majority in Ontario, a parent or guardian of the participant is considered as the general member.

ARTICLE 4: ORGANIZATION

4.1 Structure

- 4.1.1 The CPMHA Executive is composed of CPMHA members elected during the Annual General Meeting, constituting Directors and Officers collectively referred to as the "Executive" or "Board." Directors within the Executive hold voting privileges during both general meetings and special meetings, enabling them to actively contribute to decision-making processes and initiatives. This structure ensures that the Board, consisting of elected Directors and Officers, plays a crucial role in the governance and decision-making activities of the CPMHA.
- 4.1.2 The board will comprise a minimum of 7 Directors.
- President
 - Secretary
 - Vice-President, Hockey Operations
 - Vice-President, Admin
 - Registrar
 - Treasurer
 - Secretary
 - Level Convenors
 - U7 Convenor
 - U9 Convenor
 - U11 Convenor
 - U13 Convenor
 - U15 Convenor
 - U18 Convenor
 - U21 Convenor

Carleton Place Minor Hockey Association

- Director Risk & Safety
- Equipment Manager
- Tournament/Event Coordinator

4.1.3 Officers:

- Ice Scheduler
- Competitive Representative
- Coach Mentor
- Webmaster
- Past President
- Referee in Chief

4.2 Dissolution

- 4.2.1 If the Association were to be dissolved for any reason, any disbursement of the assets of the Association will be decided on by a vote of the membership at a meeting called for that purpose.
- 4.2.2 A majority vote is required of the votes cast to dissolve the Association.

4.3 Association Property

- 4.3.1 All information and equipment obtained on behalf of the Association is the sole property of the Association and must be returned to the President upon termination or vacancy of office.

Standard Organizational by-law

Section 1 – General

1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- a. "Act" means the [*Not-for-Profit Corporations Act, 2010 \(Ontario\)*](#) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Board" means the board of directors of the Corporation;
- c. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- d. "Chair" denotes the individual serving as both the chair of the Board and the president of CPMHA;
- e. "Corporation" means the corporation that has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*;
- f. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- g. "Member" means a member of the Corporation;
- h. "Members" means the collective membership of the Corporation; and
- i. "Officer" means an officer of the Corporation.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the *Act*, the provisions contained in the articles or the *Act*, as the case may be, shall prevail.

1.04 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.05 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

Section 2 - Directors

2.01 Election and Term

1. The Directors shall be elected by the Members at the first meeting of Members and at each succeeding annual meeting. The expected duration in office for each executive member shall be two (2) years and shall not normally exceed three (3) years.
2. The Past President shall also be a member of the Executive during the time that his/her successor holds office.
3. The Executive shall decide by majority vote, who among them shall, in the absence of the President, substitute for the President and assume all the duties and responsibilities of the position.

2.02 Vacancies

The office of a Director shall be vacated immediately:

1. If the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
2. If the Director dies or becomes bankrupt;
3. If the Director is found to be incapable by a court or incapable of managing property under Ontario law; or
4. If, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

1. If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution.
2. A quorum of Directors may fill a vacancy among the Directors.

3. If there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
4. If the president vacates the position, the Vice President of Hockey Operations will immediately assume the role. The board will convene within 7 days to vote on an interim president.
5. Except for the Competitive Representative and Past President, officers shall be appointed by a committee formed by the President. This committee should consist of no fewer than three directors, including the President.

2.04 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors except those powers set out in the *Act* that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the *Act*, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

1. The Directors listed below may be reimbursed up to a maximum of \$200 for expenses incurred in the performance of their duties. This limit will be renewed if required at the monthly executive meeting. Please refer to the reimbursement policy for further details.
 - i. CPMHA President;
 - ii. Event Coordinator; and
 - iii. Equipment Manager.
2. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the *Act* and the law applicable to charitable corporations are complied with, including Ontario [Regulation 4/01](#) made under the *Charities Accounting Act*.

Section 3 - Board Meetings

3.01 Calling of Meetings

1. The President may call additional meetings of the Executive at any time they deem it necessary, provided that sufficient notice (7 days) of the meeting is provided to all Executive members.
2. The President shall call a Special Meeting of the Executive within seven (7) days of receiving a request to do so from three (3) or more members of the Executive. The President of the Association or, in the President's absence Vice President, or Secretary shall chair meetings of the Executive.
3. A quorum will be declared for a meeting of the Executive if six (6) of the Executive members are present. The Council cannot receive motions or make decisions requiring a vote without a majority. The majority being defined as fifty (50) % +1 of filled voting members. Any motions being brought forward must be on the agenda.
4. Agenda items must be distributed five days prior to the meeting.
5. Attendance at meetings of the Executive is restricted to members of the Executive. Individuals may be invited to the meeting by one or more Council member(s) with the permission of the President.
6. A redacted copy of the Board Meeting minutes will be made available to its members once approved by the board.

3.02 Regular Meetings

The Executive will meet monthly at a place as decided by the President of the Association. The meeting may take place virtually, via telephone or in person.

3.03 Chair

The president shall preside at Board meetings. In the absence of the President, the Directors present shall choose one of their members to act as the Chair.

3.04 Voting

1. Each Director has one vote, no proxy votes allowed.
2. Questions arising at any Board meeting shall be decided by a majority of votes. Voting on issues raised at meetings of the Executive will be carried out in the following manner:
3. A motion must be made to implement a decision or take a specific action.
4. A member, other than the person making the motion, must second the motion.
5. Motions can be made by any member of the Executive.
6. There will be a discussion prior to a vote, during which time each Council member will have the opportunity to express an opinion on the issue. At any time during the discussion of a duly seconded motion, the motion can be amended or tabled for disposition at a later meeting, by a motion, a second, and a majority vote of Executive members present.

7. The method of voting at any regular CPMHA meeting shall be by a show of hands, unless it is decided by one-third (1/3) of the voting members present at any such meeting that the method of voting shall be by ballot.
8. The President cannot vote except to break a tie.

3.05 Participation by Telephonic or Electronic Means

Subject to the provisions of the articles, if any, a meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means, attends a meeting of Directors is deemed for the purposes of the Act to be present at the meeting.

Section 4 – Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Investments

The Board of Directors is empowered to invest the Organization's funds as outlined in this bylaw and in adherence to Ontario's nonprofit investment regulations. Permitted investments include low-risk options such as government and provincial bonds, certificates of deposit, money market funds, and high-quality corporate and municipal bonds within Ontario. Speculative or high-risk investments like derivatives, hedge funds, and cryptocurrencies are prohibited.

4.03 Financial Year

The financial year of the Corporation ends on the 31st day of March in each year.

Section 5 – Duties

5.01 Duties

1. The duties of the Directors and Officers are described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.
2. Provided they meet the necessary qualifications, members of the Executive can volunteer and serve as coaches, trainers, managers, or team treasurers for CPMHA.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the *Act* and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the *Act*.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

1. Executive members are required to notify the Executive of situations where a conflict of interest might exist in the execution of duties related to the Association. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. The Executive shall decide whether the member should be excluded from discussion and/or voting.
2. At regular Executive and Committee meetings, members must declare the conflict or potential conflict to other members and remove themselves from the meeting room until the business concerning this conflict has been concluded.
3. Declared conflicts must be recorded in the minutes of each meeting.

Section 8 - Members

8.01 Members

Membership in the Corporation shall consist of persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the *Act*.

8.03 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.

2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

8.04 Code of Conduct

1. This Code of Conduct identifies the standard of behaviour that is expected of all CPMHA members which includes players, coaches, parents, volunteers and the executive.
2. The CPMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect. Code of Conduct for Parents, Players can be found on the CPMHA website.
3. It is the Executive's unwavering expectation that ALL members of the CPMHA will conduct themselves in a dignified and respectful manner at all times.
4. Players will at no time allow individuals who may request sexual favours, or use threats of reprisal for rejection, to go unreported.
5. The CPMHA Executive may reprimand or suspend any member, team official, team, individual, player, parent, guardian or spectator under the CPMHA jurisdiction, for any conduct, individual or collective, on ice or off, that in the opinion of the Executive is either:
6. Contrary to the principles of the Code of Discipline set out by the Hockey Canada and HEO;
7. A serious or continuing infraction of the playing rules, or the Constitutions, By-Laws, Duties, Rules and Regulations of the CPMHA, HEO, Hockey Canada or any other affiliated minor hockey organization or association; or
8. Detrimental to the interests of, or a discredit to the CPMHA and its members.
9. During the course of all CPMHA activities and events, members of the CPMHA shall conduct themselves in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the CPMHA.
10. Members shall avoid behaviour that brings the CPMHA or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol and non-medicinal use of drugs, and behavior that endangers the safety of others. Failure to comply with this Code of Conduct may result in disciplinary action.

8.05 Executive Authority

1. The Executive and/or Standing Committees of the Association shall render all decisions on behalf of the Association that are delegated by the By-laws and that do not require a vote of the membership.
2. They shall be authorized to deal with any emergency requiring immediate resolution.
3. Committee decisions may be appealed to the Executive within 48 hours of the decision rendering, notification to be made to the President and Committee Chairperson.

4. The Executive has the power to appoint sub-committees from its membership or otherwise employ individuals for the handling of special or specified business.
5. The Executive has the power to regulate the nature of recording financial transactions and to supervise the collection of fees and funds of the Association and the expenditure of monies.
6. For disciplinary issues, Risk & Safety, along with the level convenor involved, will investigate to gather all relevant facts and present them to the President, VP of Hockey Operations, and VP Admin. After the initial briefing, a minimum of two executive members will meet with all parties involved to determine if disciplinary action is required. In consultation with the President, Vice President (Operations), VP Admin, and Risk & Safety, executive members have the authority to suspend a player from hockey activities for disciplinary reasons for no more than one meaningful game. When this discipline is applied, Risk & Safety will enforce the suspension. Additionally, the President, with the support of at least three Executive members, has the authority to suspend players, coaches, assistant coaches, trainers, managers, and parents from hockey affairs. This may include game suspensions and time suspensions. The President also has the authority to call a CPMHA hearing in matters that are not conclusive.
7. For suspensions issued by CPMHA, the involved parties have 48 hours to appeal the decision and request a hearing. Appeals must be sent to the President, who will appoint a board of at least 6 Executive members to reconsider the case and determine if the suspension was the appropriate course of action.
8. The Executive members of CPMHA have the authority to enforce the CPMHA Code of Conduct and HEO rules at all HEO sanctioned events that involve teams from CPMHA. They have the right to warn and remove CPMHA members from the arena stands if their conduct is deemed detrimental to the game. A warning shall be issued before any action is taken. If action is taken, a third party shall always be present to witness the instructions given and actions taken. Spectators cannot be asked to leave the lobby area. A disciplinary hearing may be called to rule in these matters if further sanctions are warranted.
9. A time suspension shall not exceed 7 days for members waiting for an CPMHA hearing panel to rule regarding an incident.
10. The following describes the scope of a suspension:
 - a. CPMHA Game suspensions: the player, or staff member cannot participate in bench activities during a meaningful game.
 - b. CPMHA Time suspensions: the player, staff member, or parent may not participate in any hockey activities, including dressing room, bench, and on/off ice activities for a specified period including all games and practices during this time.

8.06 Player Evaluations

1. All player evaluations conducted by CPMHA shall remain confidential and shall not be disclosed to any members, parents, or third parties unless:
 - a. Required by law; or
 - b. Approved by the board of directors in specific circumstances deemed necessary and appropriate.
2. Access to individual player evaluations shall be restricted to the following individuals only:
 - a. The player's parent(s) or guardian(s), in accordance with para 1;
 - b. The coaching staff responsible for the evaluation process;
 - c. Designated board members involved in the review of player evaluations.
3. All individuals involved in the evaluation process, including evaluators and board members, are required to uphold the confidentiality of evaluation results.
4. Any breaches of confidentiality shall be subject to disciplinary action by the board of directors.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

- 1) The President of the Association will chair the Annual General Meeting. If the President is unable to chair the meeting or is absent, the Vice President will chair the meeting.
- 2) The Annual General Meeting shall be held prior to the end of the current hockey season (April 30th) of each year. The exact time and place of the AGM is to be decided by the Executive.
- 3) A notice to members must be advertised to the members by publishing it on the Association's website or by posting it at all arenas within the Association's boundaries or by publishing it in the local newspaper thirty days prior to the scheduled Annual General Meeting. The notice shall list the time and place, positions that are open for election and the order of business. Within five days of the AGM the notices shall be amended to contain any proposals for Constitutional Amendments.
- 4) The Annual General Meeting will be open to all members of the Association and to other individuals invited by the Board. The presence in person of a least twenty (20) members shall be necessary to constitute a quorum at General Meetings.

5) Any protest or appeal arising from an election or voting procedure at a General Meeting shall be made in writing to any Executive who shall forward it to the President for immediate review. The President shall appoint an ad hoc committee of at least three (3) impartial and independent CPMHA members to hear and finally decide such protest or appeal. The Review Committee shall make their decision known to the President without undue delay.

- a) The order of business at the Annual General Meeting shall be:
- (1) Calling the meeting to order
 - (2) Reading of minutes of previous Annual General Meeting
 - (3) President's report
 - (4) Vice Presidents report
 - (5) Committee reports
 - (6) Treasurer's report
 - (7) D4 comments
 - (8) Questions from the membership
 - (9) New business, resolutions or matters that may properly be brought before the meeting
 - (10) Presentation of slate of nominees
 - (11) Call for nominations from the floor
 - (12) Elections of Executive
 - (13) Adjournment

9.02 Elections

The President shall appoint a member of the Association to chair the election. This individual cannot cast a vote except to break a tie. The election chair will be responsible for resolving any disputes that arise during the nominating and voting process.

1. Voting will proceed one position at a time in the following order, assuming that the position is up for election in a given year:
 1. President;
 2. Vice President, Operations;
 3. Vice President, Admin;
 4. Secretary;
 5. Registrar;
 6. Treasurer;
 7. Risk & Safety;
 8. Level Convenors;
 9. Tournament/Event Coordinator;
 10. Equipment Manager;
2. Candidates may be nominated for more than one position on the Executive but can be elected to only one position.
3. To be eligible for nomination to the position of President, a member must have served as an elected member of the Executive for at least 1 year.
4. Any voting member of the Association may nominate an individual to a position on the Executive. Each candidate for election may be nominated in writing by a member and

such nomination shall be delivered to the Secretary at least five (5) days prior to the Annual General Meeting; or a candidate may be nominated at the Annual General Meeting provided the candidate has indicated in person or writing that they are willing to stand for election. To be considered the nominee must consent to stand for election (verbally or in writing), and a voting member must second the nomination. A nominee need not be present to be considered. A closing of nominations will be called prior to the election for each position.

5. After all nominations have been closed, any person who has been nominated may withdraw by announcing their withdrawal to the President, who shall thereupon instruct the Secretary to strike the name from the list.
6. Members with unpaid fees or members under suspension are not eligible to nominate individuals to the Board, to second a nomination, to be nominated or to vote in elections or vote on other business at the AGM.
7. The election chair will appoint two members to count ballots and a third member to act as a scrutiner. These individuals will be eligible to vote.
8. The results of each vote for an Executive position will be reported prior to opening the floor to nominations for the next position.

9.03 Life Members

1. Any current CPMHA Executive Member may make a motion at any monthly Executive Meeting to nominate an individual who:
 1. retired from CPMHA Executive in good financial standing; and
 2. has served a minimum of five (5) years on the CPMHA Executive; and
 3. whose knowledge and history as a past CPMHA Executive member would be valuable to a current CPMHA Executive.
2. Upon approval of the nomination by two-thirds (2/3) majority vote of the then current Executive Members, the nominee will be advised and upon their acceptance, will be appointed as a Life Member.

9.04 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

1. Each general member is granted one voting right at both Annual and General Meetings. During registration, it's essential to specify the registered voter/s. Furthermore, it is essential to note that these votes must be personally cast and cannot be delegated through proxy representation.
2. The method of voting at the Annual General Meeting (AGM) or Special General Meeting of the CPMHA shall be by ballot unless it is decided by one-third (1/3) of the voting members present at any such meetings that the method of voting shall be by a show of hands.
3. Questions arising at any meeting shall be decided by a majority of the eligible votes of those present, save and except in matters where a two-thirds (2/3) majority is required by

the Constitution. In the case of an equality of votes the President or committee chairperson shall have the deciding vote, but otherwise shall not vote.

4. Any member who has reached the age of eighteen by the date of the AGM may vote.
5. A member must be present to vote, no proxy votes allowed.

9.05 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and if a meeting of the Members is adjourned by one or more adjournments for an aggregate of less than 30 days, it is not necessary, that any person be notified of the meeting that continues the adjourned meeting, other than by announcement of all of the following at the time of an adjournment:

1. The time of the continued meeting.
2. If applicable, the place of the continued meeting.
3. If applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.06 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, and others who are entitled or required under any provision of the *Act* or the articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Adoption and Amendment of By-laws

10.01 Amendments to By-laws

1. The Board may from time to time in accordance with the Act amend or repeal and replace this By-law.
2. By-laws and regulations of the Association shall be considered and published in the CPMHA Constitution and shall be established or amended only by a proposal of members of the Executive and approved by a majority vote of the members present at an Executive or General Meeting.
3. The members of the Executive may, by a two-thirds (2/3) majority vote, make new By-laws with respect to any of the matters provided for in this Constitution and required for the operation of the CPMHA.
4. Any changes to the By-laws and/or Regulations of the Association shall take effect immediately and shall remain in effect until ratification at the next Annual General Meeting.

10.02 Amendments to Constitution

1. No member shall send out, or cause to be sent out or circulated, any petition or communication relating to any resolution, referendum or proposal under consideration or that deals with the policy of the CPMHA without first having advised the Executive.
2. Amendments to the Constitution or By-laws may be proposed by a petition signed by at least ten (10) members of the CPMHA or by a resolution adopted by two-thirds (2/3) of the Executive.
3. Amendments to the Constitution or By-laws of the CPMHA must be passed by a two-thirds (2/3) majority vote at an Annual General Meeting or Special Meeting.
4. No amendment to the Constitution shall be considered unless such amendment is in writing and provided to the Secretary not later than 30 days prior to the Annual General Meeting. The Secretary will provide a copy of the proposed amendments to the members of the Executive at least 5 days prior to the AGM.
5. All Constitutional amendments must be advertised to the members 5 days in advance of the meeting. They may be advertised by publishing them in the Association's website, posting them in the Association's arenas, or by mail.

Policy and Procedures

REGISTRATION

1. Registration fees shall be set by the Executive.
2. CPMHA will sponsor the following divisions:
 - a. U7
 - a. U9
 - a. U11
 - a. U13
 - a. U15
 - a. U18
 - a. U21 ** Provided there are sufficient registrants.
2. Player ages shall be as per Hockey Canada Rules.
3. Any player whose registration fee has not been paid in full by September 1st shall be suspended until fees are paid in full. Any player who has previous season fees that are outstanding will not be allowed to play until those fees are paid in full and arrangements for payment for the current season are made.

BOUNDARIES

1. The boundaries of the CPMHA can be found at [HEO Maps and Home Association](#).

TEAM ROSTERS

1. An initial team list must be provided to the President and Registrar by October 15th, and a final team roster by November 15th.

GAMES

1. All Coaches are to play all players on their teams on an equal ice-time basis. Any infraction of this rule will be dealt with by the Executive. "IF A PLAYER PAYS A PLAYER PLAYS."
2. Individual leagues will have jurisdiction over the duration of games.
3. Teams may affiliate up to a maximum of 19 players but may only dress a maximum number equivalent to the team roster size or up to 15 players plus one goalie, exceptions may be approved by level convenor.

CPMHA EQUIPMENT

1. Any player not turning in ANY of the CPMHA equipment (goalie equipment, sweaters etc.) shall be charged the full replacement cost of the said article at the next registration. If a player is missed at the time of registration, their ice time and team placement will be withheld until payment is made.

CERTIFICATION OF OFFICIALS

1. The CPMHA Executive will be responsible for the selection and appointment of CPMHA Head Coaches.
2. Training requirements for coaches, assistant coaches, trainers, on-ice helpers, and managers can be found at [Certification / Qualification Requirements | Hockey Eastern Ontario](#).
3. All Head Coaches, Assistant Coaches and Trainers are required by Hockey Canada to obtain trained status and/or certification. Coach and Trainer Certification Resources, including current requirements and course registrations can be found on the HEO website.
4. All Executive members are eligible as Team Officials as long as they possess the required qualifications.

VULNERABLE AND CRIMINAL RECORD CHECKS

1. Any individual intending to volunteer for CPMHA must undergo a vulnerable sector check every three years, or more frequently if deemed necessary by the CPMHA Executive.

REFUND POLICY

1. Full refund minus insurance expenses will be given to any player withdrawing before September 15th
2. Up to December 31st, if you withdraw your child from CPMHA, you will receive a partial refund based on the date the request is received by the Registrar and Treasurer.
3. No refunds will be issued after December 31st. Players who are expelled or suspended are not entitled to a refund.

Schedule A

DUTIES OF EXECUTIVE MEMBERS

PRESIDENT

- 1) Shall preside at all Annual, Special and General Meetings of the CPMHA, and shall only vote in case of a tie. They shall generally perform the duties usual to the office of President and may, at their discretion, order the calling of meetings of the CPMHA or its committees, and must call a meeting at the request of at least three (3) members of the Executive.
- 2) The President shall be an ex-officio member of all CPMHA Committees. By virtue of their position, they shall be a voting member of the HEO Minor or its District Committee.
- 3) Shall exercise, in addition to their own authority conferred upon them by the Constitution and Bylaws, all duties and powers of the Executive when it is impossible for the President to obtain a vote of the Executive in case of emergency, it being understood that such actions as may have been taken be referred to the Executive as soon as possible for approval or rejection at the next Regular or Special Meeting.
- 4) The President shall coordinate and delegate the activities of all Executive positions in the administration of the CPMHA program.
- 5) Shall be one of the second cheque-signing officers.
- 6) Shall represent CPMHA at all HEO Minor league meetings or appoint another member of the Executive to fulfill this function who will vote as directed by the CPMHA Executive when required to vote at League Meetings.
- 7) Must resign from this position should they be elected to the League Executive.
- 8) Shall sign all contracts and engagements on behalf of the Association.
- 9) On termination of the term of office, all correspondence, records, and materials incidental to the office are to be turned over to the successor within thirty (30) days.

VICE-PRESIDENT, HOCKEY OPERATIONS

1. In the absence of the President or in the case of the President's inability or unwillingness to act, perform all duties pertinent to the office of the President.
2. Render such assistance to the President as may be required.
 - a. Assist the President, Coach Mentor, Director Risk and Safety, and Convenors with the operational activities of the CPMHA, including by addressing and resolving issues and challenges.
 - b. Develop an association Development Plan.
3. Review HEO policies.
4. In consultation with the President, set registration caps for all levels.
5. Develop an evaluation plan.
6. Assist Ice Scheduler with setting conditioning and evaluation dates.
7. Create Conditioning and evaluation spreadsheets and ensure coaches are available for conditioning and evaluations, convenor's are to assist in populating spreadsheets.
8. Review coach applications and create spreadsheets for each level of available coaches and share with convenors.
9. Assist with evaluations and address any anomalies.
10. Once teams are formed, in consultation with the President and coach mentor select CPMHA coaches.
11. Assist Convenors with personal issues within their level.
12. Assist in the development and approve tournament schedules.
13. Be present for CPMHA hosted tournaments.
14. Assist tournament coordinator as required.

SECOND VICE-PRESIDENT, ADMINISTRATION

1. The Second Vice President (Administration) shall be responsible for overseeing the administrative activities of the CPMHA. These activities include but are not limited to.
 - a. Maintaining and updating the CPMHA Constitution and Bylaws as needed
 - b. Developing and maintaining a common look and feel for all CPMHA documents, presentations, webpages and social media platforms and updating those artifacts as needed.
 - c. Working with the Webmaster to ensure the CPMHA website and social media platforms have the most up to date information, including documents, presentations, and links.
 - d. Working with the Webmaster to ensure the CPMHA website and social media platforms have the most up to date information, including documents, presentations, and links.
 - e. Coordinating fundraising and sponsorship.
 - f. Work with registrar and level convenors to assist with managerial requirements.

2. The Second Vice President (Administration) shall, in the absence of the President and First Vice President (Hockey Operations), or in the case of the President's or First Vice President's (Hockey Operations) inability or unwillingness to act, perform all duties pertinent to the office of the President.

PAST PRESIDENT

1. Shall be the source of guidance to the Executive on all matters relating to the past conduct of business of the CPMHA. They shall be a full member of the Executive and shall enjoy full privileges in respect to nominating and voting.
2. Shall assume additional duties as assigned by the Executive.

TREASURER

1. The Treasurer shall have charge of all books pertaining to the financial business of the CPMHA and all books incidental to the association. The Treasurer shall have care and custody of the funds of the CPMHA and deposit the same in the name of the CPMHA in such bank or banks as the Executive may direct. The Treasurer shall also have care and custody of the securities of the CPMHA.
2. Shall be a co-signing authority for the bank accounts along with the President, Vice-President; Operations, and Vice-President; Administration.
3. The Treasurer shall, together with another board member who has bank signing authority physically sign all cheques. All electronic payments must be processed in the banking app ScotiaConnect. All new "recipients" set up by the treasurer require an electronic approval from another member with signing authority. Electronic Fund Transfer (EFT) payments require an electronic approval from another member with signing authority prior to sending the EFT payment. E Transfers require approval (via email) from another member with signing authority prior to sending the E transfer payment to the recipient.
4. The Treasurer shall keep an accurate record of all monies received and disbursed to the satisfaction of the Auditors.
5. The Treasurer shall coordinate and prepare an annual budget for approval by the Executive.
6. The Treasurer shall, with the approval of the Executive, invest surplus CPMHA funds as per subsection 4.02 Investments.
7. The Treasurer shall prepare an annual report giving the receipts and disbursements of that year and shall present such report at the Annual General Meeting. Copies of the report shall be made available to all members attending the Annual General Meeting
8. On termination of the term of office, the Treasurer shall be responsible for the payment of all outstanding bills and the closing of all books to the end of the fiscal year, March 31st. All correspondence, records and materials incidental to the office are to be turned over to the successor within ninety (90) days.
9. Maintaining proper monthly records include reconciling the bank account monthly, maintaining accounting records, ensuring financial controls are in place, ensuring registration fees are reconciled with the correct member. Provide monthly financial statements: statement of operations, statement of financial position and statement of cash

- flows at an executive meeting. If a bookkeeper/accountant is used the treasurer is to ensure proper and frequent communication to ensure the flow of business is not halted.
10. Ensure the safe keep of financial records are properly maintained and stored in a location known and approved by the executive members.
 11. Immediately identify any financial irregularities and bring to the attention of the board member.
 12. Collect and distribute all incoming Association mail.

SECRETARY

1. Record, transcribe, and distribute the minutes of all Executive, Special and Annual General Meetings.
2. The Secretary shall ensure that notices of all Annual General Meetings or Special Meetings are posted and advertised at least twenty (20) days prior to the date of the said meeting.
3. Collect committee minutes and make them available to the Executive upon request.
4. Arrange meeting places and notify all who should attend.
5. Maintain and publish a current listing of all members of the Executive.
6. Maintain the filing system for all CPMHA records, including past records. Maintain archives of all documents necessary to provide an accurate historical perspective on the operations of the Association.
7. Update the Ontario Registry to reflect the Directors and Officers appointments or removals as required.
8. Receive duly presented requests for amendment(s) to the Constitution, and post as required.
9. Coordinate the production of printed or electronic material at the request of the Executive or the President.
10. On termination of the term of office, all correspondence, records, and materials incidental to the office are to be turned over to the successor within thirty (30) days.

REGISTRAR

1. Shall maintain registration information and fee status of all players registered with the CPMHA including preparation of all documentation required by HEO and Hockey Canada, and shall pass a copy of all such information to the President and Treasurer.
2. Collect the designated 'member' for each registration and in conjunction with the Secretary to maintain the membership list.
3. Shall sort names of registrants by age groups and forward to the Level Convenors.
4. Shall keep a general list of all registrants.
5. Shall be responsible for the administration of Hockey Canada registration and insurance.
6. Shall supply the District Registrar and league officials with team lists as per District and league regulations.
7. Shall ensure that transfer requests are actioned appropriately and in a timely manner.

8. Ensures all volunteers are current in their certification.
9. Liaison with other branch and associations registrars in order for the flow of business is not halted.

LEVEL CONVENORS

1. Conveners shall administer all matters relating to the daily operation of the house league program within their respective divisions, and in doing so shall ensure compliance with the CPMHA Constitution, By-laws, Regulations, and Executive decisions to include:
 - a. Sending welcome message to their respective level
 - b. Setting conditioning groups;
 - c. Reviewing conditioning spreadsheet to ensure adequate coaching staff for each conditioning period;
 - d. Assisting with team evaluations;
 - e. Assisting in soliciting team officials;
 - f. Actively communicating with parents.
2. Act as liaison between the Executive, team officials, and members of their respective divisions.
3. Ensure team officials within their respective divisions are aware of and comply with all CPMHA Regulations and Executive decisions regarding the administration of the hockey program and team conduct, initiating corrective action by reporting violations to VP Operations and Risk & Safety.
4. Organize, implement, and monitor the operation of the hockey program within their respective divisions as approved by the Executive.
5. Assist other Executive members in the administration of activities respecting their division as directed in the By-laws, Regulations and by Executive decisions.

ICE SCHEDULER

The Ice Scheduler plans and manages the allocation of Association ice time by

1. Representing the Association in conjunction with the President in all negotiations related to the procurement of ice time for Association use.
2. Planning the distribution of ice time available to the Association for all practices, league games, exhibition games, tournaments, and all other ice activities approved by the Executive, in accordance with the policies and aims and objectives of the Association.

EQUIPMENT MANAGER

1. Shall be responsible for all hockey equipment owned by the Association and may appoint assistants.
2. Shall maintain an accurate inventory of all equipment owned by CPMHA.
3. Shall be responsible for issuing and tracking of CPMHA equipment.

Carleton Place Minor Hockey Association

4. Shall arrange for the cleaning and repairing of equipment prior to storing upon approval of the Executive.
5. Shall maintain an updated inventory of equipment for Association records.
6. Shall be responsible for a budget determining requirements for new equipment for the following year.
7. Shall be responsible for emergency purchases, when required, upon approval of the Executive.
8. Shall ensure that all equipment issued to respective teams and players is returned immediately following the playing season.

DIRECTOR OF RISK & SAFETY MANAGEMENT

1. Shall be responsible for the administration and operation of the CPMHA Risk and Safety program.
2. Shall coordinate Association Risk and Safety initiatives.
3. Be responsible for the coordination, reporting, and record keeping pertaining to accident and/or injury claims/reports.
4. Ensure compliance with the Canadian Hockey Association Handbook.
5. Provides support and direction to CPMHA members on Risk and Safety issues.
6. Shall be responsible to ensure all safety programs, policies, initiatives and directives of Hockey Canada, the HEO and District 4 are communicated to the CPMHA Executive.
7. Identifies and communicates identified risks to CPMHA membership and makes suggestions as to action required to correct the problem.
8. Maintains a close working relationship with coaches to ensure safety programs, policies and directives are being adhered to.
9. Ensures confidentiality in all matters pertaining to Risk and Safety concerns.
10. Provides direction and support to CPMHA on matters of Harassment and Abuse
11. Investigates and documents all matters pertaining to allegations of Harassment and/or Abuse.
12. Provides recommendations to the President and VP Operations in regard to complaint investigations.
13. Promotes, educates, and communicates **Fair Play** in the sport of minor hockey.
14. Sits as a member of the CPMHA hearing committee in matters related to violations.
15. Promotes the use of a signed "**Code of Conduct**" for all coaches, players, managers, on-ice officials and parents.
16. Interacts-as required-with the District 4 Risk and Safety officer.
17. Attends monthly District Risk and Safety meetings and reports back to CPMHA Executive.
18. Provides updates to District Risk and Safety Officer as required.

TOURNAMENT COORDINATOR

1. Shall in conjunction with the President and Ice Scheduler be responsible for setting the CPMHA annual tournament dates and submitting them to the HEO office to ensure that they are officially sanctioned.

2. Will set the tournament format and rules in consultation with the president and VP Hockey Operation.
3. Will ensure all teams participating in the tournaments have received the schedule and tournament rules.
4. Shall ensure compliance with all rules set out by HEO for tournaments : [Sanctioning a Tournament | Hockey Eastern Ontario](#)
5. Shall work with CPMHA treasurer to ensure team registration fee is collected before registration in tournament is confirmed.
6. Will work with level convenors and team managers to review expectations and responsibilities of host teams.
7. Will be the prime contact for local tournaments as listed in HEO. Will field calls of interest from teams wishing to participate in our local tournaments.
8. Shall ensure that all CPMHA team officials are aware of the current Tournament Policy between the Town of Carleton Place and the CPMHA concerning events held at the Carleton Place Arena. Represents the CPMHA in discussions with Town Officials regarding any revisions to the Tournament Policy
9. Coordinate all CPMHA events such as the year- end banquet.

COACH MENTOR

1. The Coaching Coordinator with input from the Coaching Staff will monitor the hockey program within the different levels and make program adjustments where required. Will develop appropriate hockey clinics throughout the season and provide guidance to the coaching staff on all technical matters. The CPMHA Executive will be responsible for the selection and appointment of CPMHA Coaches.

WEBMASTER

1. Operate and maintain the CPMHA website.
2. Shall notify the general public of date and fee structure for registration in local media including social media, where deemed appropriate by the executive.
3. Operate and maintain all social media accounts (Instagram and Facebook).