

**South/Southeast London Hockey Association**  
**CONSTITUTION**

**Article I. Name**

This organization will be called the **South/Southeast London Hockey Association** Incorporated and any reference to “**SSELHA**” or "the Association" in this Constitution and Bylaws, will mean the **South/Southeast London Hockey Association** Incorporated.

**Article II. Authority**

This Association, through its Board of Directors, will govern the hockey activities of its members, players and individuals.

**Article III. Aims and Objectives**

1. The objective of the Association is to foster and encourage the sport of minor hockey. The aims of the Association are:
2. To provide the youth of our community with the opportunity to learn and play hockey.
3. To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player’s skill and abilities.
4. To encourage the participation of interested persons and organizations wishing to volunteer their services in the administration and support of the Association’s affairs.
5. To foster and develop sportsmanship, team discipline, self-discipline, self-confidence, respect for others and enjoyment through participation in hockey.

**Article IV. -**

The Association will be a member of the Greater London Hockey Association, the Minor Hockey Alliance of Ontario, **Ontario Hockey Federation and Hockey Canada**.

**Article V.**

Subject to the requirements of the Bylaws of the Association, the members at any Annual General Meeting, or Special General Meeting convened specifically for such purposes, may adopt, amend, revise or repeal the Bylaws or Regulations of the Association by a majority vote of the members present in person.

## **Article VI. Constitutional Revision**

Subject to the Bylaws of the Association, the members may, by a majority vote of members present, revoke, amend or alter the Constitution of the Association at an Annual General Meeting or a Special General Meeting specifically called for that purpose.

### **Section 6.01 Membership**

Members of the Association Will include:

- (a) Officers and Directors of the Association;**
- (b) each parent or legal guardian of one or more registered players;**
- (c) registered team officials**
- (d) persons appointed by the Board of Directors to fulfill voluntary responsibilities on behalf of the Association.**

The Association will have full right to establish conditions of membership and to refuse membership to persons failing to satisfy those conditions.

### **Section 6.02 Annual General Meeting**

A general meeting of the Association will be held annually at a place, date, and time determined by the Board of Directors.

The business of the Annual General Meeting will include:

- (a) presentation and adoption of the minutes of the previous Annual General Meeting and any Special General Meetings held during the hockey year;**
- (b) reports of Officers, Directors and Committees;**
- (c) the report of the auditors for the previous hockey year;**
- (d) the interim financial statements for the current hockey year;**
- (e) appointment of auditors for the ensuing year;**
- (f) motions to adopt, amend, revise or repeal Articles of the Constitution**

- or By-Laws for which due notice has been provided;
- (g) motions to adopt, amend, revise or repeal the Regulations of the Association for which no due notice is required;
- (h) other business of interest and concern to the members;
- (i) **election of Officers; Directors shall be solicited to fill volunteer positions.**
- (j) adjournment.

### ***Section 6.03 Special General Meetings***

- (a) A Special General Meeting of the Association will be called by the Board of Directors within six weeks of the receipt, by the Secretary, of a written request for such a meeting signed by at least fifty voting members of the Association.
- (b) The written request will specify the business to be transacted at this meeting and only the specified business will be transacted.
- (c) The Board of Directors, by resolution, will have full authority to convene a-Special General Meeting.

### ***Section 6.04 Due Notice of General Meetings***

- (a) Written notice of the General Meetings will be posted on the Association **website and an e-mail notice will be sent by the registrar to all SSELHA registered families** , a minimum of 30 days in advance of the meeting. Communication of General Meetings will also be made at Parent Rep Meetings, Convenor/Coaches Meetings and any other Association and/or team functions.
- (b) Any member may move, at a general Meeting, to adopt, amend, revise or repeal any Article of the Constitution or any By-Law of the Association, provided that written notice of the motion is received by the Secretary at least twenty days prior to the meeting.
- (c) The text of this section will form part of the notice of any General Meeting.

### **Section 6.05      *Voting at a General Meeting***

#### **Voting at a General Meeting**

- (a) Each member of the Association will be entitled to one vote on each question, motion, resolution or nomination.**
- (b) A member of the Association must vote in person.**
- (c) At all General Meetings, every question will be decided by a majority of votes present.**
- (d) In the case of a tie vote, the President of the Association or Chair of the meeting (if President is not available a Vice President may sit as Chair) will be entitled to cast the deciding vote.**

### **Section 6.06      *Composition of the Board of Directors***

Subject to the Constitution and By-Laws of the Association, the affairs of the Association will be managed by a Board of Directors ( Appendix A) who will have full authority to conduct the business of the Association.

- (a) In the absence or inability of the President, the Vice Presidents will fulfill the duties and responsibilities of President.**
- (b) The President, Treasurer, Secretary and Registrar will be, ex officio, members of the Board of Directors.**
- (c) In addition to Officers and Directors, the immediate Past President will be an ex officio member of the Board of Directors**
- (d) Vacancies on the Board of Directors maybe filled by resolution of the Board of Directors.**
- (e) The Treasurer, Secretary and Registrar positions will be non elected positions.**

## **Section 6.07     *Duties of Officers of the Association***

- (a) The President, Vice Presidents, Treasurer, Secretary and Registrar will be officers of the Association.**
- (b) The positions of Secretary and Treasurer or Secretary and Registrar may be held by the same person.**
- (c) No person may be nominated for, acclaimed to or elected to the position of President unless that person has served as an Officer or Director of the Association.**
- (d) The President will be elected by the members of the Association at the Annual General Meeting and will hold office until the adjournment of the second Annual General Meeting thereafter.**
- (e) The duties and responsibilities of the President will include:**
  - (i) chairing meetings of the Board of Directors **and all General/Special meetings;****
  - (ii) signing on behalf of the Association all By-Laws, documents and certificates;**
  - (iii) representing the Association at the Operations Committee Meetings of the G.L.H.A.;**
  - (iv) representing the Association within the community.**
  - (v) The President may delegate any of the foregoing duties and responsibilities to the Vice Presidents or any Officer or Director of the Association.**
- (f) The President will have full authority to suspend any team, team official, or individual player for conduct prejudicial to the aims and objectives of the Association.**
- (g) The Vice Presidents will be elected by the members of the Association at the Annual General Meeting and will hold office for one year.**
- (h) The Secretary**
  - (i) will attend all meetings of the Board and ensure that all facts and minutes of the Board's proceedings are recorded.**

- (ii) The Secretary shall be the custodian of all correspondence, contracts and other documents belonging to the Association.**
- (iii) The Secretary will ensure all proper notice required by the Constitution and By-Laws of the Association are provided to all members- and-Directors as required.**
- (iv) The Secretary will fulfill other administrative duties and responsibilities as determined by the President.**

**(i) The Treasurer**

- (i) will keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and will deposit all monies in the name and to the credit of the Association in the designated bank.**
- (ii) The Treasurer will disburse the funds of the Association, taking proper vouchers therefore and present to the Board of Directors, at its regular meeting an account of all transactions and the financial position of the Association.**
- (iii) The Treasurer will also perform other duties and responsibilities that may be required by the Association.**
- (iv) The Treasurer and President shall be the appointed signer officers of the Association's bank account. A third officer may also have authority at the discretion of the board.**

**(j) The Registrar**

- (i) will process and record all player registrations and account for the collection of all registration fees.**
- (ii) The Registrar will perform other duties and responsibilities that may be required by the Association.**

**Section 6.08      *Resignation or Impeachment***

- (a) Any Officer or Director who fails to attend board meetings throughout his/her term may be subject to termination of that position at the discretion of the sitting board.**
- (b) Any member of the SSEHLA shall be subject to suspension from the Association and its activities if that person contravenes, in any way, the Constitution and Bylaw of the Association.**

**Section 6.09 *Disciplinary Committee***

- (a) The committee will be comprised of the President, Past President, Vice President Forest City, Vice President House League and the appropriate Division Convenor. A majority decision of the Disciplinary Committee will determine the disciplinary action and/or suspension. For coaching issues, the committee may also call on the Head Coach convenor and members of the Coaching Selection Committee to participate.**

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## South/Southeast London Hockey Association

### BYLAWS

#### Bylaw 1

##### 1. Eligibility

Participation is open to all residents within the geographic area of the City of London designated as follows:

North Boundary - Thames River

West Boundary - Andover Drive, Beachwood Ave (east side of streets)

South Boundary – 2 roads prior to Regina Mundi College

East Boundary – Veteran's Memorial Parkway (Formally HWY 100, includes Summerside, Hamilton Rd south of Thames River and farm properties in this area)

##### 2. Registration

All participants must be registered on the designated **SSELHA** registration form, accompanied by the appropriate fee before taking part in any **SSELHA** activity.

The registration forms are the property of the **SSELHA**. The forms or information therein will not be distributed without the approval of the Board.

The form may be electronic or paper as the board dictates.

Refunds of registration fees can be obtained from the treasurer on proof of registration and return of any property belonging to the **SSELHA**. Refunds of registration fees are subject to the terms/conditions set by the association which will be available during the registration period. Suspended players are not eligible for any refund.

##### 3. Age Divisions

The Board will determine the teams that are to operate each season.

Any player who has registered with **SSELHA** cannot play for any other league, with the exception of a school league.

All players registered with **SSELHA** will play in their appropriate age division. Exceptions for House League situations must be referred by the appropriate convenor to the V.P. House League.

##### 4. Uniforms and Equipment.

It is the responsibility of team coaches to ensure that all equipment issued to their team by **SSELHA** is returned to the Equipment Convenor in good condition.

It is their further responsibility to ensure that all players wear approved protective equipment for all practices and games.

Sweaters will be supplied to all teams and are to be retained by the team coaches.

Goalie-equipment will-be-supplied-to-Tyke and Novice-Division teams.

CSA approved helmets and face masks and BNQ approved neck guards are to be worn at all time on the ice and on the bench.

## **Bylaw 2**

### **Responsibility of House League Convenors**

The operation of the various house league divisions will be the responsibility of the convenors under the direction of the Vice-President - House League. These responsibilities include player assessment, team formation, player movement and dealing with minor hockey problems which arise during the hockey season.

The convenor has the authority to move players from team to team within the division.

The convenor should provide a brief report of the division activities at the monthly Board meetings.

## **Bylaw 3**

### **Responsibility of Team Officials**

Each team official will be responsible for the observance of the Constitution and By-Laws of the Association.

Team officials will ensure that any communication is consistent with the policies and guidelines of the SSELHA. This includes, but is not limited to, Websites and Advertising.

Team officials are accountable for all activities of the team. No team official will remain in the dressing room or otherwise with a player unless accompanied by another adult or parent of a player.

All on ice team officials/helpers must wear CSA approved helmets with the chinstrap properly fastened under the chin.

Team officials are responsible for assisting in SSELHA promotions when requested.

Team officials may not raise and may not permit to be raised, any money in any way other than by means authorized by the Executive Committee. They are not to approach sponsors, the general public or any outside sources for financial support of any matter without the prior approval of the Executive Committee.

The appointment of team officials will be subject to the approval of the Board and /or the appropriate Vice-President.

Anyone participating under the influence of alcohol or drugs will be dismissed. Smoking is not permitted on the ice, on the bench or in the dressing rooms.

Team officials are expected to set a good example for their teams by their conduct and deportment.

Coaches are responsible for controlling the conduct and actions of players on the ice, on the bench and in the dressing rooms.

Coaches are responsible for the return of all **SSELHA** property at the end of the season. Team officials must be AWARE as per the CANADIAN HOCKEY LIABILITY POLICY.

Parent/Child hockey games are NOT permitted.

#### Bylaw 4

##### Conduct and Discipline

Any coach who deems disciplinary action to be necessary against a player must inform the Division

Convenor. If direction is required as to the severity of the action, the Division Convenor will review the situation with the appropriate Vice President to ensure uniformity of action within SSELHA. Such disciplinary action is subject to review by, and appeal to the Disciplinary Committee

#### Bylaw 6 Communications

It is the responsibility of all members of the **SSELHA** to project a positive image of the **SSELHA**. All questions, complaints or criticisms should be directed to the appropriate individual or committee as soon possible and/or raised at the regular monthly Board meeting.

#### Bylaw 7 Regulations

**SSELHA** teams participating in the Forest City Hockey League and/or the Community Hockey League will be governed by the respective Rules and Regulations of those leagues.

## South/Southeast London Hockey Association

### APPENDIX A

#### Board of Directors

- \$ President
- \$ Vice President - Administration
- \$ Vice President - Forest City
- \$ Vice President - House League
- \$ Treasurer
- \$ Secretary
- \$ Registrar
- \$ Hockey Development Convenor
- \$ Ice convenor
- \$ Referee Convenor
- \$ Forest City Hockey League Rep. (2)
- \$ Community Hockey League Rep. (2)
- \$ Tyke Convenor
- \$ Novice Convenor
- \$ Atom Convenor
- \$ Peewee Convenor
- \$ Bantam Convenor
- \$ Midget convenor
- \$ Bingo Convenor
- \$ Assistant Bingo Convenor
- \$ Parent Rep Convenor
- \$ Sponsor Convenor -
- \$ Tournament Convenor
- \$ Equipment Convenor
- \$ Sweater Convenor
- \$ Head Coach Convenor
- \$ Coach Mentor
- \$ Webmaster
- \$ Director at large ( 3)