



HOCKEY EASTERN ONTARIO

AA / A HOCKEY LEAGUE

CONSTITUTION

Adopted April 2016



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CONSTITUTION

ARTICLE 1 - NAME AND MEMBERSHIP AFFILIATION

1. This Branch “AA” & “A” League, is authorized by Minor Council to operate as a Branch league for district “AA” - “A” teams commencing with the 2007-2008 Hockey Eastern Ontario Minor hockey season, shall be known as the “Hockey Eastern Ontario Minor AA / A Minor Hockey League, herein after also referred to as the “HEO Minor AA / A”, or “League”.
2. The HEO MINOR AA / A League will operate divisions, Major Atom, Minor & Major Pee wee, Minor & Major Bantam, and Minor & Major Midget.
3. The HEO MINOR AA / A League will operate divisions Major Novice, Minor & Major Atom, Minor & Major Pee wee, Major Bantam.
4. The Executive Committee and Board of Directors of the HEO MINOR AA / A is authorized by Minor Council to operate the “AA” - “A” League under the guidance and direction of the Executive Committee of Hockey Eastern Ontario Minor, herein after referred to as the HEO Minor.
5. The HEO MINOR AA / A, by virtue of its membership in the Hockey Eastern Ontario, is a member of Hockey Canada, the governing body of amateur hockey in Canada.
6. A copy of the HEO MINOR AA / A, Constitution, By-Laws and Playing Rules, duly updated to reflect all amendments and revisions, shall be submitted for approval of the Executive Committee of HEO Minor by September 30th of each playing season.

ARTICLE 2 - AIMS AND OBJECTIVE

1. To provide a full Branch league for district teams of players of participating minor hockey associations of the HEO MINOR at the Branch “AA” - “A” level.
2. To promote fair play and sportsmanship, and to develop the skills of the players in the league, through the provision of a competitive environment.
3. To exercise general care, supervision, and direction over players, teams, officials, parents and executives of the league. To ensure compliance with the HEO MINOR AA / A’s Constitution, By-Laws and Playing Rules.

ARTICLE 3 – MEMBERSHIP

1. Membership and therefore participation, in the HEO MINOR AA / A “AA” - “A” League is open to all HEO MINOR Districts provided such membership is consistent with the regulations of the HEO MINOR and HC. All such shall agree to abide by and comply with all Leagues, HEO MINOR and HC rules and decisions.



2. Participating members are required to pay league registration fees for each team in accordance with the rates and policies established by the League. Failure by any Member Association to pay the required fees is subject to possible suspension from league participation and fines as determined by the Executive committee.

ARTICLE 4 - LEAGUE LOGO AND NAME

1. The “AA” - “A” League logo and name shall not be used or altered under any circumstances unless the Executive Committee has granted prior written authorization.

ARTICLE 5 - THE BOARD OF DIRECTORS

1. A Board of Directors, who shall act in accordance with this Constitution and such By-Laws that may be enacted by the Board, shall conduct the business and affairs of the League.
2. The Board of Directors of the League shall consist of both an elected executive; plus appointed members, as specified below:
 - a) President
 - b) First Vice-President
 - c) Vice President in Charge of Finance (Treasurer)
 - d) Director Risk & Safety
 - e) Secretary
 - f) Convenor for each Division
 - g) A representative from each active participating association
 - h) Web Site Administrator (Non-Voting)
 - i) Ice Scheduler (Non-Voting)
 - j) “AA” - “A” League Referee-in-Chief
 - k) League past President
 - l) HEO MINOR League Representative (Non-Voting)
3. The term of office of the elected Board of Directors of the League shall commence at the HEO MINOR AA / A AGM closing and continue until the next Annual AGM Meeting. The past President will assist in the transition phase and preparation for the HEO MINOR AGM. He will if requested attend the HEO MINOR AGM in an advisory capacity.
4. The Executive Committee will consist of the President, Vice-President, Vice-President in Charge of Finance (treasurer), Director Risk & Safety and the Secretary. Should one of these elective positions not be filled at the Annual Meeting or becomes vacant before his/her term expires, the Board of Directors shall appoint a replacement to fill the vacant position until the next Annual Meeting.
5. The immediate Past President: may attend all meetings and act in an advisory capacity. He/She shall when called upon perform the duties of the President in the absence of the present President, Vice President, and the Vice President in Charge of Finance. He/She shall have the rights & powers of the President during regular meetings that he/she has been called upon to chair. When called upon he may hold the position of Chairperson of a standing committee. When acting as President, he/she shall not vote except when such vote is needed to break a tie.



ARTICLE 6 – APPOINTED BOARD MEMBERS

1. The Executive Committee shall appoint persons to fill the following board positions for their designated terms of office; Division Conveners, League Scheduler, Web Site Administrator, League Referee Chief (Must be approved by Branch Referee Chief & HEO MINOR) and Media Manager.

ARTICLE 7 – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. The Constitution and By-Laws of the HEO MINOR AA / A shall not be amended except at the Annual Meeting. Notice of proposed amendments shall be provided to the Secretary in written form no less than ten days (10) prior to the posted date of the Annual Meeting.
2. All proposed amendments to the Constitution and By-Laws shall be made by motion and require a two-thirds majority of voting members present at the Annual Meeting. No amendments to any amendment may be proposed at the Annual Meeting, except that changes to improve the clarity of the motion may be made if agreed upon by a two-thirds majority vote of the voting members present.

ARTICLE 8 – AMENDMENTS TO PLAYING RULES

1. Amendments to the playing rules may be recommended at any Board of Directors meeting. All proposed amendments must be in the form of a motion and duly seconded. Motions shall require approval by simple majority of the Board members prior to implementation. Playing Rules are contained in a separate document. The executive committee can at times for the betterment of playing rules make a decision prior to a monthly meeting and have a motion and vote to confirm or reject the new change at the next regular league meeting.

ARTICLE 9 – BOARD OF DIRECTORS MEETINGS

1. Board of Directors meetings shall be at the call of the President or as provided in the Constitution or By-Laws. In addition:
 - a) The Secretary shall give notice of meetings to all members at least five (5) days prior to each meeting.
 - b) As a general rule, the Board of Directors shall hold a minimum of five (5) meetings during the current playing season, including the coaches/managers meeting.
 - c) If for any reason a meeting has not been called by the President within thirty (30) days after being requested in writing by four or more Board members, a meeting may be called and chaired by an elected member. Such meeting is subject to the rule of quorum and shall be legal and constitutional.
 - d) The quorum for the Board of Directors meetings shall be eight (8) members, of which two must be members elected at the Annual Meeting.
 - e) Attendance at any Board of Directors meeting shall be open to any Hockey Eastern Ontario/Hockey Eastern Ontario Minor or Association Executive in good standing; as well as any interested observers or invited guests who may be admitted where the Chair grants permission.



- f) In the event that a member of the Board of Directors, excluding the elected officers or appointed members, is unable to attend a Board of Directors meeting, he/she shall be entitled to send an alternate to represent him/her; full voting privileges will be granted.
- g) Emergency meetings of the Board of Directors may be called without the usual five (5) day notice provided that three (3) members of the executive committee agree to such a meeting.

ARTICLE 10 – ANNUAL MEETINGS

1. The Annual Meeting must be convened once every year during the month of April.
2. The purpose of the Annual Meeting shall be to review the activities of the past playing season, to consider policies aimed at improving the League's operations for the coming playing season in light of the League's stated aims and objectives and to carry out elections.
3. Voting members must be in good standing prior to the commencement of the Annual Meeting.
4. The quorum for the Annual Meeting shall be eight (8) members, of which two must be elected members of the Board of Directors, or their designated representatives. The President, Vice-President, Treasurer, Secretary or appointed members may not designate a substitute representative.
5. The agenda for the Annual Meeting shall be prepared by the Secretary and must include the following essential annual business:
 - a) President's Annual Report
 - b) Vice-President's Annual Report
 - c) Vice President in Charge of Finance (Treasurer's) Annual Report
 - d) Director Risk, Safety
 - e) Convener's Annual Reports
 - f) League Scheduler's Annual Report
 - g) Web Site Administrator Annual Report
 - h) "AA" & "A" Referee-in-Chief's Annual Report
 - i) Constitutional and By-Laws Amendments
 - j) Amendments to the Playing Rules
 - k) Election of President, Vice-President, Vice President in charge of Finance, (Treasurer), Director Risk , Safety & Administration and League Secretary.
6. Voting at the Annual Meeting shall be by "secret ballot", with the following voting privileges
 - a) Each elected member of the Executive Committee will have one vote each, with the exception of the executive or board member running the election. He/she will only vote in the case of a tie.
 - b) Each Division Convener will have one vote.
 - c) Each appointed member will have one vote.
 - d) Each Association Representative or designate will have two vote as per teams registered in the League at the close of the current playing season.



7. To be eligible as a candidate for election to the Executive Committee, the nominated person must have served on the current Board of Directors for at least one (1) year.
8. Members holding two “voting” positions; may only cast one vote on any issue.
9. There will be no voting by proxy. Attendance at the Annual Meeting shall be opened to interested observers, invited guests, HEO MINOR or Association Executive.

ARTICLE 11 – THE BOARD OF DIRECTORS

PRESIDENT:

1. The President of the HEO MINOR AA / A League shall preside at all Board of Directors meetings; he/she shall not vote except in the case of a tie when he/she shall cast the deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The President or designate will be the representative of the League to the HEO MINOR Executive and Minor Council. He/she will co-sign cheques and documents on behalf of the League.

FIRST VICE PRESIDENT:

1. The Vice-President will act as Chairperson for all Appeals; all discipline hearings involving the conduct of any player, team official, parent, Board of Directors member, Association Executive member; whose conduct is deemed as being detrimental to the interests and image of the HEO MINOR AA / A. In addition, the Director shall be responsible to compile and maintain a master listing of all suspensions incurred by member teams.
2. The Vice President shall perform the duties of the President in the latter's absence or at his request and he/she shall then have all the rights and powers of the President; he/she or she may hold the position of Chairperson of an Ad Hoc Committee or any Standing Committees. When acting as President, he/she shall not vote except when such vote is needed to break a tie. He/she will co-sign all cheques and documents for the league.

VICE PRESIDENT IN CHARGE OF FINANCE (TREASURER) SHALL:

1. Prepare all cheques presented with proper documentation to be co-signed by the President or Vice-President or Secretary.
2. Keep an accurate record of all monies received and disbursed.
3. Provide thorough prepared statements as well as a bank statement at each regular board and Annual Meeting.
4. Provide by May 25th of each year, a final financial statement to the Board of Directors detailing the past season's finances, and shall also provide a copy to the President, HEO MINOR.
5. Prepare a draft budget for the coming playing season and provide details to each member association of HEO MINOR AA / A by June 1st of each year.
6. Prepare a final budget at the beginning of each playing season, to determine participating team fees, and present to the Board of Directors for approval.



DIRECTOR RISK & SAFETY & ADMINISTRATION

1. The Director of Risk & Safety will act as the Liaison and administrator for all Risk & Safety Issues. He/She will arrange if necessary a hearing for all risk & safety complaints. He/she will form an add hock committee to look into the complaint. He/she will Chair or appoint a Chairperson to oversee the complaint. He/she will have 3 executives or other members from Risk & Safety committees to assist in this task.

SECRETARY

1. Issue notices of all meetings
2. Provide to all members of the Board of Directors, a copy of the minutes of all board meetings and issue special notices or announcements as required.
3. Maintain records of all proceedings and meetings
4. Have custody of all documents and records pertaining to the affairs of the league.
5. Organize and prepare all documentation for the coaches/managers meeting.
6. Organize and prepare all documentation for the Annual Meeting. Accept notices of proposed amendments no less than ten days (10) prior to the Annual Meeting. Provide copies of all amendments to the Board of Directors no less than six days (6) prior to the Annual Meeting.
7. Act as Chairperson of the Nominating Committee, advertise and accept nominations for the Executive officers of the League.
8. Conduct the election of officers at the Annual Meeting. He/she may request a member of the HEO MINOR in good standing to perform the election.

NOTE BY LAW 5. D) No member of the Executive Committee or Board of Directors may hold more than one elected office within the League at one time, unless approved by the Board of Directors.

ARTICLE 12 - POWERS AND DUTIES

1. The Executive Committee will operate the day to day operational duties of the league.
2. The Executive Committee and or the Board of Directors of the League shall have ultimate and full operational control of the affairs of the League.
3. The Executive Committee may suspend or otherwise discipline any associations, coach, assistant coach, trainer, manager, player, parent or any other official connected with any organization or association participating in the League for failure to comply with the HEO MINOR AA / A's Constitution, By Laws and Playing Rules. Such disciplinary action may include the imposition of a monetary penalty, the deduction of points and the expulsion of an individual from the Board of Directors.
4. Notwithstanding the provisions of By-Law 2 part 3, the Executive Committee or the full Board of Directors may suspend or expel any association, team or team member that refuses to accept or comply with a ruling issued by either of those bodies.
5. Any person, team or association subject to a suspension, fine or other disciplinary action under the HEO MINOR AA / A's Constitution, By-Laws or Playing Rules may appeal said fine or suspension to the Discipline and Appeals Committee of the HEO MINOR. All appeals made under this provision; must be received by the Secretary, HEO MINOR Discipline and Appeals Committee together with the appropriate fee, no later than 72 hours following written notification of the fine,



suspension or other disciplinary action by the appropriate disciplinary body of the HEO MINOR AA / A. The right to appeal under By-Law 2 does NOT entitle the appellant to a waiver of the suspension, fine or other disciplinary action pending the result of the appeal.

6. The Executive Committee shall determine all questions arising from emergencies not provided for in this Constitution, By-Laws or Playing Rules.

ARTICLE 13 - REGISTRATION

1. Registration fees for teams participating in each Division shall be those approved by the Board of Directors and shall, as a minimum be sufficient to cover administration, awards, and special events and referee costs if applicable.
2. Registration fees shall be made payable to the HEO MINOR AA / A AA - A League and provided to the AA - A League Treasurer as follows:
 - a) September 1st - \$400.00 per team
 - b) October 30th – one half of the balance owing for the season
 - c) December 20th – the remainder of the outstanding fees
3. Failure by any association to make payments on time could result in a penalty of \$100.00 per month effective October 1st of the current playing season

ARTICLE 14 – CONFLICT OF INTEREST CODE

1. No member of the Board of Directors shall act in the capacity as coach, assistant coach, manager or trainer of any member team.
2. No member of the Board of Directors may enter into any business dealings with the League in exchange for any financial considerations.
3. No member of the Board of Directors may enter into, directly or indirectly, providing a sponsorship or any financial assistance to any member team of the League.
4. No member of the Board of Directors shall be a paid employee, full or part time, of Hockey Canada, HOCKEY EASTERN ONTARIO, HEO MINOR or any professional hockey organization or club.



ARTICLE 15 – LEAGUE TROPHIES

1. The “AA” - “A” League will provide trophies for the regular season and play-off champions for each division the League operates. All trophies are the sole property of the HEO MINOR AA / A League and cannot be altered in any way without the consent of the Executive Committee. Each winning district association will be permitted to retain any trophy for display purposes from the time it is won until October 1st of the following playing season. Trophies that are not returned by the requested date or cannot be located or are received in a damaged state, the applicable associations may be held liable for a penalty not to exceed \$300.00.

ARTICLE 16 – ASSOCIATION NAME AND TEAM COLOURS

1. Any new or existing association that introduces or alters their associations name or colour scheme in any manner must first have prior written approval from the HEO MINOR AA / A Executive Committee before proceeding with any changes or adjustment.

ARTICLE 17 – REFEREE COMPLAINTS ON OR OFF ICE

1. This will be HEO MINOR - HEO MINOR AA / A League policy concerning Referee complaints.
2. All complaints **MUST BE RECEIVED IN WRITING** from “AA” - “A” league teams. These complaints will be responded to by league officials under the following criteria.
3. Complaints from teams concerning on or off ice officials or officiating must be forwarded by the team in writing, to the League Association Representative of your team. The representative will forward the written complaint to the League 1st Vice President. No complaint from a team will be replied to unless it has been properly forwarded in writing by the association to the League “AA” - “A” Vice President.
4. Upon receipt of a complaint the Vice President of the HEO MINOR AA / A League will forward to the HEO MINOR AA / A League Referee In Chief (RIC) for further action. If it is an abuse issue all copies will be immediately forwarded to the Director of Risk and Safety as well as the 1st Vice President.
5. Once the League RIC reply is received, the league will review the reply, and if no further action is required by the League it will then pass it on to the association representative. The league will file the complaint and mark the file as closed.
6. Once the file is closed by the League if the association representative is not satisfied he or she may pursue the complaint through their respective District Chairperson or the Branch HEO MINOR Referee Chief.
7. Any District Chairman, Association Presidents and or Vice Presidents who forward referee complaints in writing to the league concerning officiating will be dealt with in the same manner by the HEO MINOR AA / A Vice President. The same complaint procedure will be followed to the conclusion of the complaint.



ARTICLE 18 - HEO MINOR AA / A Racial slur Policy

Team officials, players, parents making racial slurs either on or off the ice during any HEO MINOR AA / A games or activities.

1. Racial Slurs or any of this type of behaviour and attitude has no place in our society and certainly not within our League. Association Representatives appointed to the HEO MINOR AA / A League by individual districts teams are leaders in the eyes of your coaches and players. As Leaders, it is your responsibility to explain to all teams from your associations within the HEO MINOR AA / A League that this is very inexcusable behaviour and will not be tolerated. Any disrespectful attitude toward another individual will not, under any circumstances be tolerated in this League.
2. Any incidences of this type of offence within the HEO MINOR AA / A League, will be dealt with severely, and forwarded to the HEO MINOR for possible further action.
3. As Association Representatives and coaches within the HEO MINOR AA / A League I would urge you to forward and discuss this with all your teams.
4. Thank you in advance for your co-operation in attending to this very important matter.
5. Individual HEO MINOR AA / A Convenors, & Executive email addresses are on the web site at: www.oemhl-aa.ca

Director Risk & Safety

- a. rscadmin@oemhl-aa.ca

ARTICLE 19 - GAME SHEET PROCEDURES

1. Please note this is the official Ontario East-est Minor Hockey League “AA” - “A” policy concerning game sheets within the League. I would impress upon you to pass this on to all your teams at all levels. This League policy is posted, on the League Website. (Note: View the HEO MINOR handbook art. 9 c) coach’s role.)
2. The white copy of all game sheets is to be retained by the team. The team representative must send the game sheet within 24 hours in the stamped, addressed envelope provided. The Team representative must report within 24 hours all suspend-able offences to the League Convenor. (Note the Convenor may immediately require a follow-up fax or email of the game sheet).
3. The team official reporting must also report all suspend-able offences to their respective District Chairperson or individual discipline person assigned this task by their individual District Chairperson. {Note: see HEO MINOR AA / A Playing rule 17 in its entirety with special attention to 17 e.}
4. It is the responsibility of League Convenors to administer the suspension by verifying that the offending player has properly served the suspension.
5. Once the Team has been given the white copy of the game sheet, the Referees must retain the 3rd or 4th copy of the game sheet. They must fill out the proper game report form produced by the referee group and send by e-mail or fax to the HEO MINOR as well as the District Chairpersons or individual League.
6. Individual HEO MINOR AA / A Convenors, & Executive email addresses are on the web site at: www.oemhl-aa.ca