

CHATHAM-KENT CYCLONES AAA HOCKEY

CONSTITUTION

(Updated June 28, 2023)

1.1 NAME:

The name of the organization shall be Chatham-Kent Cyclones AAA Hockey, known as the Chatham-Kent Cyclones and hereinafter shall be referred to as the Cyclones or the Association.

1.2 HEAD OFFICE:

The Head Office of the Association shall be in the Province of Ontario and at such place herein as the Chatham-Kent Cyclones Board of Directors may from time to time determine.

1.3 INTERPRETATION:

Throughout the Constitution and By-laws unless the context otherwise requires:

- i. The singular includes the plural.
- ii. "Board" means the Chatham-Kent Cyclones Board of Directors and may be used interchangeably with the word "Executive".

1.4 AIMS AND OBJECTIVES:

The aims and objectives of the Cyclones are as follows:

- i. Promote, encourage, govern, and organize "AAA" hockey in the Chatham-Kent Zone (Zone).
- ii. Cooperate with and recognize the integrity of the Centres within the Zone.
- iii. Provide "AAA" hockey for all those players in the Zone where there are enough to form a team.
- iv. Provide the best competition for the teams organized in the Zone.
- v. Promote fair play and sportsmanship with the Zone.

1.5 AFFILIATION:

- i. The Cyclones shall affiliate with a Member Partner of the Ontario Hockey Federation (O.H.F.)
- ii. The Cyclones shall be comprised of players from the following local associations: Blenheim, Chatham, Dresden, Ridgetown, Tilbury and Wallaceburg as well as other local associations as designated by the member partner of the O.H.F.
- iii. It is understood that the Cyclones will operate within the member partner of the O.H.F. as a Zone and shall not be based in one centre.

1.6 MEMBERSHIP:

Membership in the Association shall be open to all residents of the Municipality of Chatham-Kent including affiliated associations and their parents or legal guardians, who are authorized by the O.H.F member partner Rules and Regulations to play hockey in the Zone and any other individuals who are admitted as members by the Board of Directors regardless of their sex orientation, gender identity, gender expression, ancestry, colour, race, ethnic origin, creed, or disability.

1.7 ADMINISTRATION:

Administration of the Association is as follows:

- i. The Board shall consist of the Executive and Elected and Appointed Directors as per the By-laws.
- ii. Upon death, resignation, or incapacitation of any elected or appointed officer, or in the event of failure of any officer to carry out the duties of their office, the Board may declare said office vacant and shall appoint a successor to fill said office for the remainder of the term of that office.
- iii. The powers and duties of the President, Vice-President, Secretary, Treasurer, Registrar, and the Elected and Appointed Board of Directors shall be provided for in the By-laws.

1.8 PROTECTION OF DIRECTORS AND OFFICERS:

No director or officer of the Organization shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee or the joining in any receipt or act for conformity for any loss, damage or expense happening to the Organization through the insufficiency or deficiency of title to any property acquired by the Organization or on behalf of the Organization or for the insufficiency of any security in or upon which any of the money of or belonging to the Organization 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 their representative office or trust or in relation thereto unless the same shall happen by or through their wrongful and wilful act or through their own wrongful and wilful neglect or default.

1.9 RESPONSIBILITY FOR ACTS:

The directors for the time being of the Association shall not be under any duty or responsibility in respect of any contract, act, or transaction whether or not made, done, or entered into, in the name or on behalf of the Association, except such as shall have been submitted to and authorized or approved by the Board.

1.10 ELECTION OF THE BOARD OF EXECUTIVE DIRECTORS:

The election of the Board of Directors will be held at the Annual General Meeting as stated in the By-laws.

1.11 AMENDMENTS:

Amendments to the Constitution may occur as follows:

- i. The Constitution may be amended at any Annual General Meeting (A.G.M.) by a two-third (2/3) majority vote of the membership present and voting at the time such amendments are presented to the A.G.M.
- ii. Proposed amendments to the Constitution by members in good standing shall be presented in writing to the Secretary no later than fifteen (15) days prior to the A.G.M., or the amendment will not be proposed at the A.G.M. The Secretary shall provide a copy of all proposed amendments to the Board of Directors prior to the A.G.M.
- iii. Amendments or revisions of the Constitution shall be effective on the first day of the administrative year following the A.G.M.
- iv. The Board of Directors may amend the Constitution at any time with a 2/3 majority vote at any regularly scheduled Board meeting. Amendments approved at a Board meeting shall only be effective until the next following A.G.M. at which time the change must be voted on in order to continue in effect.

1.12 MEETINGS:

- i. The Cyclones Annual General Meeting will be held in May or June of each year, at a time and place to be decided by the Executive. Notice of such meeting shall be posted on the Cyclones' website and all Organizational social media platforms not less than thirty (30) days prior to meeting.
- ii. The Board will meet monthly, except for July and August, at a place and time to be decided by the Executive. Additional Board meetings may be called by the Executive on the request of three (3) or more of the Board of Directors. Forty-eight (48) hours' notice must be provided to all Board members in order to call an additional Board meeting unless the forty-eight (48) hour requirement is waived by a majority of Executive members.
- iii. Any submission by a General Member of the Association to a Board meeting must be submitted in writing to the President or Secretary prior to the meeting at which it is to be discussed. A reply will be forwarded to the General Member after the submission has been discussed.

1.13 RULES AND REGULATIONS:

- i. The Cyclones will be governed by the rules and regulations of Hockey Canada (H.C.) and the member partner of the O.H.F.
- ii. The Board shall have the power to enact, amend, change, add to or delete any rules and regulations specifically governing the Cyclones under conditions as outlined in the Rules and Regulations, Subsections, Additions and Amendments.
- iii. Members will be required to abide by the Rules and Regulations including but not limited to the Code of Conduct as established by the O.H.F. Member Partner.

CHATHAM-KENT CYCLONES AAA HOCKEY

SECTION 2 - BY-LAWS

(Updated June 28, 2023)

Chatham-Kent Cyclones AAA Hockey (Election Chart)

Election for President
Election for Vice President
Election for Secretary
Election for Registrar
Election for Treasurer
Election for Eleven (11) Directors at Large
(Coaching Director, Grievance Director, Equipment Manager, Sponsorship, Fundraising and Publications Director, and U10 to U16 Directors)

- The Past President's position is considered an ex-officio director position
- No later than the second meeting following the A.G.M. (May/June), Director roles are determined from within the Board allowing Directors at Large to fill positions in which they are best suited.

2.1 BOARD OF DIRECTORS:

- i. The affairs of the Association shall be administered by the Board of Directors (Board) which shall include the President, Vice-President, Past President, and a maximum of fourteen (14) elected Directors as well as additional Board appointed Directors. Any Board appointed Director shall not have voting rights but shall assist in the efficient operation of the organization.
- ii. To be eligible as a candidate for President or Vice-President, an individual must have served as a Board member for the previous (1) year and must be a member in good standing. Rational – To allow for greater movement of Directors to President or Vice-President due to circumstances where the President or Vice-President can no longer serve the membership. Also, to allow more Board members to be involved with the Board.
- iii. Each Director shall be at least eighteen (18) years of age.
- iv. Board members must be committed to attend a minimum 80% of all Board meetings.
- v. The Board of Directors may fill vacancies of the Board of Directors, however caused.
- vi. The members of the Executive Committee shall hold office for a period of two (2) years. They may seek re-election at the Annual General Meeting.

2.2 VOTING - EXECUTIVE COMMITTEE:

Questions arising at any meeting of the Executive Committee shall be decided by a majority vote. In case of an equality of votes, the President shall cast the deciding vote. All votes at such meetings shall be by a show of hands unless a ballot is requested by a member in attendance.

2.3 DUTIES OF THE EXECUTIVE COMMITTEE:

PRESIDENT (ELECTED)

The President shall:

- i. when present, preside at all meetings of the members and of the Board of Directors,
- ii. be charged with the general management and supervision of the affairs and of the Board of Directors,
- iii. be an ex-officio member of all committees,
- iv. represent the organization at all functions, and
- v. attend Alliance Hockey meetings.

VICE-PRESIDENT (ELECTED)

The Vice-President shall:

- i. attend all Board meetings,
- ii. support the President in all internal operations,
- iii. step in when the President is unavailable:
 - presiding over meetings of the members and of the Board of Directors.
 - general management and supervision of the affairs and of the Board of Directors.
- iv. be an ex-officio member of all committees,
- v. represent the organization at all functions, and
- vi. attend Alliance Hockey meetings.

PAST PRESIDENT (Ex-Officio Director)

The Past President shall:

- i. attend all Board meetings,
- ii. act as an advisor to the Board of Directors and shall provide assistance to Executive members, when necessary,
- iii. be responsible to organize and Chair the Annual General Meeting, and
- iv. chair the Nomination Committee.

SECRETARY (ELECTED)

The Secretary shall:

- i. be the clerk of the Board of Directors and shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose,
- ii. act as Association representative to the member partner of the O.H.F. and the League, and
- iii. perform such duties as may from time to time be determined by the Board of Directors.

REGISTRAR (ELECTED)

The Registrar shall:

- i. maintain a registration database,
- ii. be responsible for all matters relating to the registration of players and the liaison with the Association and the Alliance regarding registration and player movement,
- iii. be responsible for keeping records of registration and team composition,
- iv. act as Association representative to the member partner of the O.H.F. and the League, and
- v. perform such duties as may from time to time be determined by the Board of Directors.

TREASURER: (ELECTED)

The Treasurer shall:

- i. pick up and distribute the mail including the handling of correspondence,
- ii. keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account,
- iii. deposit all monies or other valuable effects in the name and to the credit of the Cyclones in such bank or banks as may from time to time be designated by the Board of Directors,
- iv. disburse the funds of the Association under the direction of the Board of Directors,
- v. collect a preliminary budget, signed by all parents of the team by September 15 and shall collect a year-end financial statement,
- vi. coordinate all sponsorship and fundraising activities which require municipal licensing,
- vii. be one of the signing officers (along with the President, Secretary or Treasurer) on all license applications and related reports to the Municipality,
- viii. follow up with those individuals or teams that have outstanding reports required by the Municipality to be sure that the reports are completed in an acceptable and timely manner,
- ix. provide a report at all Board meetings with regards to Bingo and other related activities,
- x. render the Board of Directors at the regular meeting an account of all their transactions as Treasurer and the financial position,
- xi. co-ordinate the budget and budget policy,
- xii. be responsible for securing a financial statement arranged through an independent accounting firm for presentation at the A.G.M. each year, and
- xiii. be responsible for arranging insurance coverage as required by the organization for such things as Directors and Officers Liability etc.

EQUIPMENT MANAGER (ELECTED AS DIRECTOR AT LARGE)

The Equipment Manager shall:

- i. attend all Board meetings,
- ii. recommend necessary equipment purchases for the budget committee,
- iii. maintain accurate records as to equipment issued to and collected from teams,
- iv. provide an inventory count of all equipment in sufficient time to be included in the annual Treasurer's report,
- v. be responsible for arranging equipment repairs when necessary, and
- vi. provide a monthly report to the board.

DIVISIONAL DIRECTORS – 7 POSITIONS (ELECTED AS DIRECTORS AT LARGE)

Divisional Directors shall:

- i. attend Board meetings,
- ii. supervise tryouts registration including collecting necessary tryout forms, fees and assigning tryout jerseys,
- iii. complete player registration forms and ensure registration fees are collected per organization payment schedule,
- iv. assist the equipment manager in issuing and collecting equipment,
- v. ensure all team officials have current police check, Speakout, Coach and/or trainer certification, and
- vi. approve all fundraising and report activities to the next Board meeting.

DIRECTOR OF SPONSORSHIP, FUNDRAISING AND PUBLICATIONS (ELECTED AS DIRECTOR AT LARGE)

The Director of Sponsorship, Fundraising and Publications shall:

- i. continually endeavour to expand the sponsorship and fund-raising income of the Organization,
- ii. chair and be responsible for formation of the Cyclones Day fundraising committee.

DIRECTOR OF COACHING (ELECTED AS DIRECTOR AT LARGE)

The Director of Coaching shall:

- i. attend Board and Chair Coaches' meetings,
- ii. make coaches aware of responsibilities as outlined in the team operations manual,
- iii. coordinate mentoring of coaches as needs shall arise,
- iv. circulate and review printed material as supplied by the league,
- v. review / recommend appropriate education material,
- vi. review suspension reports with coaches as provided by statisticians,
- vii. enforce the appropriate rules as provided by Hockey Canada, the O.H.F., the O.H.F. member partner and the Cyclones, and
- viii. provide a monthly report to the Board.

GRIEVANCE DIRECTOR (ELECTED AS DIRECTOR AT LARGE)

The Grievance Director shall:

- i. attend all Board meetings,
- ii. assist parent(s), when requested, to interpret the Team Operations Manual and/or Constitution,
- iii. facilitate the Informal or Formal Conflict Resolution Process as outlined in the Cyclones' Conflict Resolution/Mediation Process,
- iv. advise the Board when a formal complaint has been received,
- v. notify the President and/or Vice President of any situation that occurs during any Alliance approved/sanctioned event involving the Cyclones which may require disciplinary action against any team, player, team staff, or parent, and
- vi. manage player and member disciplinary/dispute resolution actions as directed by the President.

OTHER DIRECTORS

Other Directors shall:

- i. be responsible for the general management, supervision, and efficient operation of their respective areas of responsibility as assigned in addition to other duties that may be assigned from time to time and may assist other individuals in their duties.

2.4 EXECUTION OF DOCUMENTS:

- i. Deeds, transfers, licenses, contracts, and engagements on behalf of the Cyclones shall be signed by two (2) of either the President, Vice-President, Secretary, or Treasurer.
- ii. Notwithstanding any provisions to the contrary contained in the By-laws on the Association, the Board of Directors may at any time by resolution, direct the manner in which, and the person or persons by whom any instrument, contract or obligation may or shall be executed.

2.5 BOOKS AND RECORDS

The Directors shall see that all necessary books and records required by the By-laws or by any applicable statute or law are regularly and promptly kept.

2.6 MEMBERSHIP

There shall be four (4) classes of members

- i. Life Members – Life Membership is the highest honour that can be bestowed and is awarded only for distinctive service. Life members shall be limited to a maximum of five (5) persons. The person or persons nominated for life membership shall be presented to the A.G.M. by motion. Such motion for life membership may only be presented by the Board of Directors.
- ii. Associate Members – Including, but not limited to Coaches, Assistant Coaches, Managers, Trainers, Directors, Officers, and all volunteers who are approved and accepted as members by the Board of Directors.
- iii. Players – Players who are registered and active in the program.
- iv. Parents or Guardians – Parents or Guardians of active players.

2.7 PLAYER REGISTRATION

There shall be a registration fee payable for all players as established by the Board of Directors. If registration fee is not paid prior to or at registration, the player is in default and shall thereupon automatically cease to be a member. Any player may on payment of all unpaid dues or fees, plus any late fee, be reinstated at the discretion of the Board.

2.8 ANNUAL AND OTHER MEETINGS OF MEMBERS

- ii. The A.G.M. or any other general meeting of the membership shall be held at the head office or elsewhere in Ontario as the Board of Directors may determine.
- iii. At every A.G.M., in addition to any other business that may be transacted, the report of the Directors, a financial report shall be presented, a Board of Directors elected, and an accounting firm appointed for the ensuing year.
- iv. The Board of Directors by a majority vote shall have the power to call a General Meeting of the members. Public notice and advertisement of meetings, annual or general, shall state the time, place and nature of business and shall be published and advertised thirty (30) days in advance.
- v. No error or omission in giving notice for any meeting, whether annual or general, of the members shall invalidate such meeting or make void any proceeding.
- vi. Prior to the A.G.M. the current Board of Directors shall appoint a Nominating Committee (Committee) composed of between three to five members from amongst the members. This Committee shall prepare a slate of members for the positions on the Board of Directors, for election at the A.G.M.
- vii. Nominations for a position on the Board of Directors may be submitted to the Secretary, in writing fifteen (15) days prior to the A.G.M. Nominations must be signed by two (2) members in good standing and by the person nominated. Further nominations may be accepted from the floor at the A.G.M.
- viii. The order of business at all meetings may be as follows:
 - a) Call to Order
 - b) Special Business
 - c) Minutes of previous meeting
 - d) Business arising from the minutes
 - e) Treasurer's report
 - f) Other reports
 - g) Unfinished business
 - h) New Business
 - i) Correspondence
 - j) Constitution and by-law amendments (at A.G.M)
 - k) Election of Board of Directors (at A.G.M.)
 - l) Adjournment

2.9 QUORUM OF MEMBERS

A quorum for the transaction of business at any meeting of members shall consist of not less than four members present in person.

2.10 VOTING OF MEMBERS

- i. Members in good standing shall be entitled to vote at all Annual General Meetings and General meetings. Active players shall not be entitled to vote.
- ii. At all General meetings, every question shall be decided by majority of votes of the members present in person. Every question shall be decided in the first instance by a show of hands unless any member demands a poll. In the case of an equality of votes, the President shall cast the deciding vote.

2.11 AMENDMENTS TO THE BY-LAWS

The by-laws shall be the working rules of the Cyclones Executive Committee and can be amended by a simple majority at any meeting of the Board of Directors.