

MISSISSIPPI THUNDERKINGS MINOR HOCKEY CLUB

CONSTITUTION AND BY-LAWS

EST 2020



ARTICLES OF CONSTITUTION

ARTICLE 1. NAME AND JURISDICTION

- 1.1 The organization shall be known as the Mississippi Thunderkings Minor Hockey Club, hereinafter referred to as “MTKMHC” or “MTK”
- 1.2 All MTKMHC teams shall operate under the control and direction of the MTKMHC Executive Board
- 1.3 MTKMHC shall have jurisdiction to govern and administer Competitive “B” minor hockey within District 4 for players from Almonte Pakenham Minor Hockey Association (APMHA) and Carleton Place Minor Hockey Association (CPMHA) and/or any other areas so authorized by the district 4
- 1.4 The MTKMHC shall operate under the guidance and direction of Mississippi Thunder kings Minor Hockey Club Executive Board hereinafter referred to as “MTKMHC Executive Board” or “the Board”
- 1.5 MTK Executive will follow industry standards as defined by the Canadian Centre for Cyber Security with regards to user account security on the MTK website. This is to ensure the protection of the MTK website.
 - a. Administrator accounts have elevated privileges. MTK will use the principle of least privilege by assigning users the minimum level of access required to perform their tasks.
 - b. Only MTK Executives will possess administrator accounts and those will be limited to the MTK President, Communications Director, Director of Ice Scheduling and Webmaster.
 - c. All other accounts will be provided with access as defined in step a.
 - d. MTK will conduct yearly reviews, post AGM, to remove all team related accounts as well as any accounts associated with MTK executives where that individual(s) have left the position.
 - e. It is the responsibility of the Communication Director, Director of Ice Scheduling and Webmaster to report any suspicious activity on the MTK website to the Executive.

ARTICLE 2. OBJECTIVES

2.1 The objectives of the MTKMHC are as follows

- a. Provide, wherever possible, a competitive “B” hockey program giving due consideration to all divisions of minor hockey played within the boundaries of District 4
- b. Maintain and increase interest in the game of hockey by providing to all who desire, where it has in its power to do so, the opportunity to participate in area “B” competitive hockey giving due consideration to their individual capabilities
- c. Exercise a general supervision and direction over its players, teams and game officials and Executive members. Emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship
- d. The MTKMHC shall participate in the branch leagues as set out for district “B” competitive hockey

ARTICLE 3. MEMBERSHIP

- 3.1. Wherever used in the Constitution or Bylaws, the word “member” shall be deemed to include
- All teams and any person, player, coach, manager registered and in good standing with the MTKMHC
 - Current Executive Board Members (elected and appointed)
 - Current and Past President
- 3.2. Membership in the MTKMHC is voluntary, but application for or acceptance of membership entails acceptance by the binding authority of all the rulings and decisions of the MTKMHC Executive Board and acceptance of the governing authority of the MTKMHC
- 3.3. Any breach or violation by any member or team of any provision of the Constitution and/or any decision or ruling of the Board shall upon receiving written notice be under immediate suspension from membership. The suspension may be removed or remitted at the sole discretion of the Board

ARTICLE 4. AMENDMENT OF CONSTITUTION AND BY-LAWS

- 4.1. Any amendments to the Constitution or By-Laws shall be made only at the Annual General Meeting and by the majority of members present and voting thereon.
- a. Proposed amendments shall be submitted to the Director of Communication in writing, a minimum of four (4) weeks prior to the date of the Annual General Meeting
 - b. The Director of Communication will share all proposed amendments to the Board
 - c. Notice of the proposed amendments will be made available in writing to all voting members of the MTKMHC at least 12 days in advance of the Annual General Meeting
 - d. Notice of the date of the Annual General Meeting will be made available in writing to all voting members at least 21 days in advance of the Annual General Meeting

ARTICLE 5. ELECTION OF THE EXECUTIVE BOARD MEMBERS

- 5.1. In accordance with the related Bylaws, elections of Executive Member Positions will occur at the Annual General Meeting
- 5.2. Notice of Executive Positions up for election will be made available in writing at least 21 days in advance of the Annual General Meeting
- 5.3. Nominations for open Executive Positions must be submitted in writing by 18:00 h 14 days prior to the date of the Annual General Meeting.
- 5.4. Notice of nominations for open Executive positions will be made available in writing to all voting members at least 12 days in advance of the Annual General Meeting.
- 5.5. Nominations will not be accepted from the floor of the Annual General Meeting, and all unfilled executive positions will be filled by appointment by the Board at the next MTKMHC Executive Board Meeting after the Annual General Meeting date.

BY-LAWS

BY-LAW 1. MTKMHC EXECUTIVE BOARD

- 1.1. The MTKMHC Executive Board shall consist of the President, Past President, Vice-president of Hockey Operations, Vice-President of Administration, 2 Association Competitive Reps, 2 Association Directors at Large and the following Directors of Risk & Discipline, Communication, Equipment, Finance, Scheduling, and Registration.
- 1.2. The signing officers for the MTKMHC shall be the President, the Director of Finance and one (1) of the Vice-President of Administration or the Vice-President of Hockey Operations or designate.
- 1.3. The Board shall be responsible for the business and administration of the MTKMHC.
- 1.4. All executive members shall undergo a police record check and sign a confidentiality agreement.
- 1.5. No member of the Board shall borrow, use or cause to be used funds belonging to the MTKMHC for their personal use or the personal use of others.
- 1.6. The Board shall, prior to the end of each season's operations, arrange for an inspection of its financial books and submit its records upon request from District 4 or change of role in Director of Finance in time for the Annual General Meeting. An inspection committee shall be established whose responsibility it is to review the records on a yearly basis for submission to District 4 if requested. The Board shall appoint from its membership or the general membership three trustees for the committee.
- 1.7. The Board shall govern over the affairs of the MTKMHC and shall have the power to fill any vacancy that may occur in its Board, to amend or alter the Rules and Regulations of the Club, and shall advise members of the same.
- 1.8. An Executive Board member may be removed from their term of office prior to its expiry through a resolution passed by all other Executive Board members, or the district 4 Executive Board.

BY-LAW 2. MTKMHC EXECUTIVE BOARD – ELECTIONS AND APPOINTMENTS

- 2.1. The President role shall be elected by ballot at the Annual General Meeting for a two-year term, subject to the following provisions:
 - a. No person shall be eligible to run for the position of President unless they have served one full term (2 years) in the past two (2) years as an elected or appointed member of the MTKMHC Executive Board
 - b. A 3rd party may be included in the selection process at the request of 1 or both Presidents
 - c. In absence of a candidate, the Board may consider someone eligible based on other criteria
- 2.2. The Vice-President of Hockey Operations role shall be elected by ballot at the Annual General Meeting for a two-year term subject to the following provision.
 - a. No person shall be eligible to run for the position of Vice-President of Hockey operations unless they have served a minimum of one full season as Association Competitive Rep or Director of Risk & Discipline in the past two (2) years as an elected or appointed member of the MTKMHA Executive Board
 - b. In absence of a candidate with the above provisions, a person shall be eligible to run for the position of Vice-President of Hockey operations with a minimum of 2 years experience as a competitive hockey coach possessing the minimum Developmental 1 (or equivalent) coaching certification
- 2.3. The Vice-President of Administration role shall be elected by ballot at the Annual General Meeting for a two-year term subject to the following provisions:
 - a. No person shall be eligible to run for the position of Vice-President of Administration unless they have served a minimum of one full season as Association Competitive Rep or Director of Communications, Finances or Registration in the past two (2) years as an elected or appointed member of the MTKMHC Executive Board.
 - c. In absence of a candidate with the above provisions, a person shall be eligible to run for the position of Vice-President of Administration with a minimum of two (2) years experience as a member of the APMHA or CPMHA Executive in any of the following roles Operations/Administration, Communications, Finances or Registration.
- 2.4. The Director of Risk & Discipline role shall be elected by ballot at the Annual General Meeting for a two-year term subject to the following provisions:

- a. No person shall be eligible to run for the role of Director of Risk & Discipline unless they have served a minimum of one (1) full season as Director of Risk & Discipline for a Minor Hockey Association, or have sat on any disciplinary committees for any minor hockey associations, or have five (5) plus years coaching experience, or have extensive professional understanding of the risk & discipline role (for example police officer)
- 2.5. The following MTKMHC Executive Board positions shall be elected by ballot at the Annual General Meeting for a two-year term as follows:
- a. Even Years at the time of Election
 - Vice-President of Administration
 - Director of Risk & Discipline
 - Director of Finance
 - Director of Equipment
 - Secretary
 - b. Odd Years at the time of Election
 - Vice-President of Hockey Operations
 - Director of Communications
 - Director of Ice Scheduling
 - Director of Registration
- 2.6. The following MTKMHC Executive Board positions will be filled yearly by the coordinating Association President, as voted in based on their Constitution and Bylaws by voting members of the MTKMHA Executive Board.
- Director at Large – President of APMHA
 - Director at Large – President of CPMHA
- 2.7. The following MTKMHC Executive Board positions will be appointed yearly by the coordinating Association President in consultation with the MTKMHC President and will be voting members of the MTKMHC Executive Board.
- Association Competitive Rep from APMHA
 - Association Competitive Rep from CPMHA
- 2.8. The Board can create non-voting positions and/or committees that will be appointed annually by the President and approved by the Board as needed. These positions/committees can be but are not limited to the following.
- Referee in Chief (RIC)
 - Webmaster

Special Event Coordinator
Special Event Committee
Special Advisor

BY-LAW 3. MTKMHC EXECUTIVE BOARD - SPECIFIC DUTIES BY POSITION

3.1. MTKMHC President

Within the jurisdiction of the MTKMHC, shall

- a. Preside over all MTKMHC Executive Board meetings, the Annual General Meeting and direct the overall operations of the MTKMHC
- b. Act as a signing officer for the MTKMHC.
- c. Exercise the powers of the Board in case of emergency and report such cases to the Board at its next meeting.
- d. Qualifies to sit on any MTKMHC committees and will only exercise voting privilege in the event of a tie.
- e. Represents the MTKMHC at District and League Meetings.
- f. Assign OBMHL liaison responsibilities to members of the Board as required
- g. Present any required Documentation to the Governing bodies or District as requested.
- h. Not possess the role of Head Coach on any MTKMHC Team.
- i. Reassign the duties of any Executive Member Role with approval from the Board as required
- j. Only exercises voting privilege in the event of a tie.

3.2. MTKMHC Vice-President of Hockey Operations

Within the jurisdiction of the MTKMHC, shall

- a. In the absence of the President, exercise the powers and perform the duties of President.
- b. Coordinate the Coach Selection Committee comprised of The Vice-President of Administration, the 2 Association Reps and any additional members as approved by the executive.

- c. Recommend any necessary upgrading of the coaching skills for the coaches under the MTKMHC
- d. Recommend to the Director of Risk & Discipline any disciplinary action which may be necessary with respect to any coach under the jurisdiction of the MTKMHC
- e. Oversee the adherence of MTKMHC policies and procedures by coaches, teams, players and members.
- f. Participate in MTKMHC Committees as requested
- g. Organize/support certification clinics as required.
- h. Attend MTKMHC Executive Board Meetings as scheduled
- i. Attend OBMHL meetings as required

3.3. MTKMHC Vice-President of Administration
Within the jurisdiction of the MTKMHC, shall

- a. In the absence of the President, and VP of Hockey Operations exercise the powers and perform the duties of President
- b. Oversee the administration needs of the MTKMHC
- c. Coordinate the yearly inspection with the Director of Finance and if requested submit to District 4 for review
- d. Coordinate the MTKMHC Registration with the Director of Registration
- e. Coordinate all necessary communications to MTKMHC members with the Director of Communication
- f. Participate in MTKMHC Committees as requested
- g. Attend MTKMHC Executive Board Meetings as scheduled
- h. Attend OBMHL meetings as required

3.4. MTKMHC Director of Risk & Discipline

Within the jurisdiction of the MTKMHC, shall

- a. Manage the Association's TTM system
- b. Manage all game incidents that result in suspensions
- c. Provide analysis of suspensions to the Board and other organizations, such as OBMHL, District and/or HEO and HEO Minor as required
- d. Chair the Association's Discipline and Appeals Committee
- e. Represent MTKMHC members at District or Branch disciplinary hearings
- f. Manage the overall safety of the hockey operations for MTKMHC
- g. Track police record checks of all volunteers in the association
- h. Attend MTKMHC Executive Board Meetings as scheduled

3.5. MTKMHC Director of Finance

Within the jurisdiction of the MTKMHC shall

- a. Act as a signing officer for the MTKMHC
- b. Be responsible for all MTKMHC banking
- c. Submit, for the approval of the Board, a budget for the coming hockey season no later than Sept 1st
- d. Keep an accurate account of all receipts and disbursements
- e. Provide the Board with a monthly statement showing income and expenditures, and variance from the established budget
- f. Prepare a financial report prior to the end of the season and arrange for an inspection or audit of the books and records in time for the Annual General Meeting and submit to District 4 if requested
- g. Attend MTKMHC Executive Board Meetings as scheduled

3.6. MTKMHC Director of Equipment

Within the jurisdiction of the MTKMHC shall,

- a. Submit, for the approval of the Board, a proposed equipment budget for the coming hockey season no later than July 1st
- b. Coordinate the purchase and accrurement of all necessary equipment which may include but not limited to Jerseys, Jersey Bags, pucks, pylons, trainer kits
- c. Keep an accurate account of all purchases and submit receipts to the Director of Finance in a timely manner
- d. Coordinate the distribution and collection of all MTKMHC Equipment
- e. Keep an accurate account of MTKMHC Equipment Inventory
- f. Submit, for the approval of the Board, a final equipment budget for the ending hockey season no later than May 1st
- g. Attend MTKMHC Executive Board Meetings as scheduled
- h. After AGM advise the new Executive Board the status of, or need for RFP(Request for Proposal) for :
 - i. Game jerseys, game socks, tryout/practice jerseys and/or ii. clubwear

3.7. MTKMHC Director of Registration

Within the jurisdiction of the MTKMHC shall,

- a. Coordinate online registration for MTKMHC tryouts
- b. Provide updated registrant lists weekly to the President, the VP of Hockey operations and Coaches leading up to tryouts
- c. Provide a final list of registrants to the President, the VP of Hockey Operations and Coaches prior to the first conditioning ice time.
- d. Oversee creation of team lists with coaches/managers and work with the District Registrar to complete official MTK Rosters
- e. Create MTK team Rosters within the MTK website
- f. Attend MTKMHC Executive Board Meetings as scheduled

- 3.8. MTKMHC Director of Communication
Within the jurisdiction of the MTKMHC shall,
- a. Oversee all communication of the MTKMHC
 - b. Manage the MTKMHC website
 - c. Attend MTKMHC Executive Board Meetings as scheduled.
- 3.9. MTKMHC Director of Scheduling
Within the jurisdiction of the MTKMHC shall,
- a. Oversee all allocation of MTKMHC contracted ice
 - b. Coordinate ice contracts with the appropriate town or minor hockey association
 - c. Work with the OBMHL Ice Scheduler and Convenors for MTKMHC game submission
 - d. Upload schedules to the MTKMHC website/team calendars in a timely manner
 - e. Attend MTKMHC Executive Board Meetings as scheduled
- 3.10. MTKMHC Association Competitive Rep
Within the jurisdiction of the MTKMHC shall,
- a. Act as a liaison between their home association (APMHA or CPMHA), home association members that are part of the MTKMHC and the MTKMHC Executive Board
 - b. Provide reports to their home association (APMHA or CPMHA) as required
 - c. Participate in MTKMHC Coach Selection and Team Selection Committees
 - d. Participate in additional MTKMHC Committees as requested
 - e. Attend MTKMHC Executive Board Meetings as scheduled
- 3.11. Director at Large – Association President
Within the jurisdiction of the MTKMHC shall,

- a. Act as a liaison between their home association (APMHA or CPMHA), home association members that are part of the MTKMHC and the MTKMHC Executive Board as needed/required
- b. Attend MTKMHC Executive Board Meetings as scheduled as needed/required

3.12. MTKMHC Secretary

Within the jurisdiction of the MTKMHC shall,

- a. Record and share minutes from all MTKMHC Executive Board Meetings, including the Annual General Meeting
- b. Coordinate all MTKMHC Executive Board Meetings
- c. Attend MTKMHC Executive Board Meetings as scheduled

BY-LAW

4. MEETINGS AND QUORUM

- 4.1. The Annual General Meeting of the MTKMHC shall be held by May 31st of each year.
- 4.2. All meetings of the MTKMHC Executive Board shall be at the call of the President, except as outlined under item (4.3) below.
- 4.3. At the request of three MTKMHC Executive Board members, a meeting of the MTKMHC Executive or the General Members shall be convened.
- 4.4. A quorum for meetings of the MTKMHC Executive Board shall consist of a simple majority of Executive Members. A quorum for the Annual General Meeting shall be majority of the members present as per By-Law 5.
- 4.5. MTKMHC Executive Board meetings shall be held once a month during the hockey season, but may be postponed as required.

BY-LAW

5. VOTING

- 5.1. The following shall be eligible to vote at the Annual General Meeting:
 - a. MTKMHC Executive Board Member
 - b. MTKMHC Registered Team Official
 - c. One (1) representative per player registered with MTKMHC (parent or legal guardian)
 - d. no one individual shall have more than one (1) vote
- 5.2. To be eligible to vote, the member must be in good standing.
- 5.3. Imported players (representatives) are not eligible to vote.
- 5.4. There shall be no proxy votes.
- 5.5. Voting for amendments will be done by show of hands, unless a majority of the members present requests a closed ballot.
- 5.6. Voting for Executive Board member positions will be done by closed ballot.

BY-LAW

6. CONTRAVENTION OF THE CONSTITUTION AND RULES AND

REGULATIONS

- 6.1. Any member, official, Executive Board member, or team found in contravention of this Constitution or of the MTKMHC's Policies, as set forth in the MTKMHC Policy Manual, may be subject to disciplinary action by the Club. Disciplinary action may include (but is not limited to) warnings, fines, suspensions, withholding of ice, and expulsion.
- 6.2. Contraventions which put at risk or affect player safety will result in immediate disciplinary action
- 6.3. The MTKMHC Executive Board, the President or their delegate, or the MTKMHC Discipline and Appeals Committee shall have the power to suspend, expel or discipline any coach, manager, player, trainer, and other official or person connected with any Club team under their jurisdiction. The Director of Risk & Safety will report, for ratification, to the next General Meeting of the Board, all suspensions, expulsions, and disciplinary actions.
- 6.4. In accordance with HEO MINOR By-Laws, suspensions, expulsions, or discipline may be assessed for such actions as infringement of playing rules, conduct un-becoming to hockey, refusing to accept or obey rulings of the Club, District or League(s), for

BY-LAW

notorious and continued foul play, unfair, unsportsmanlike conduct, individually or collectively, on the ice or any rink where a hockey match is being played or at a meeting or gathering in the interests of the game.

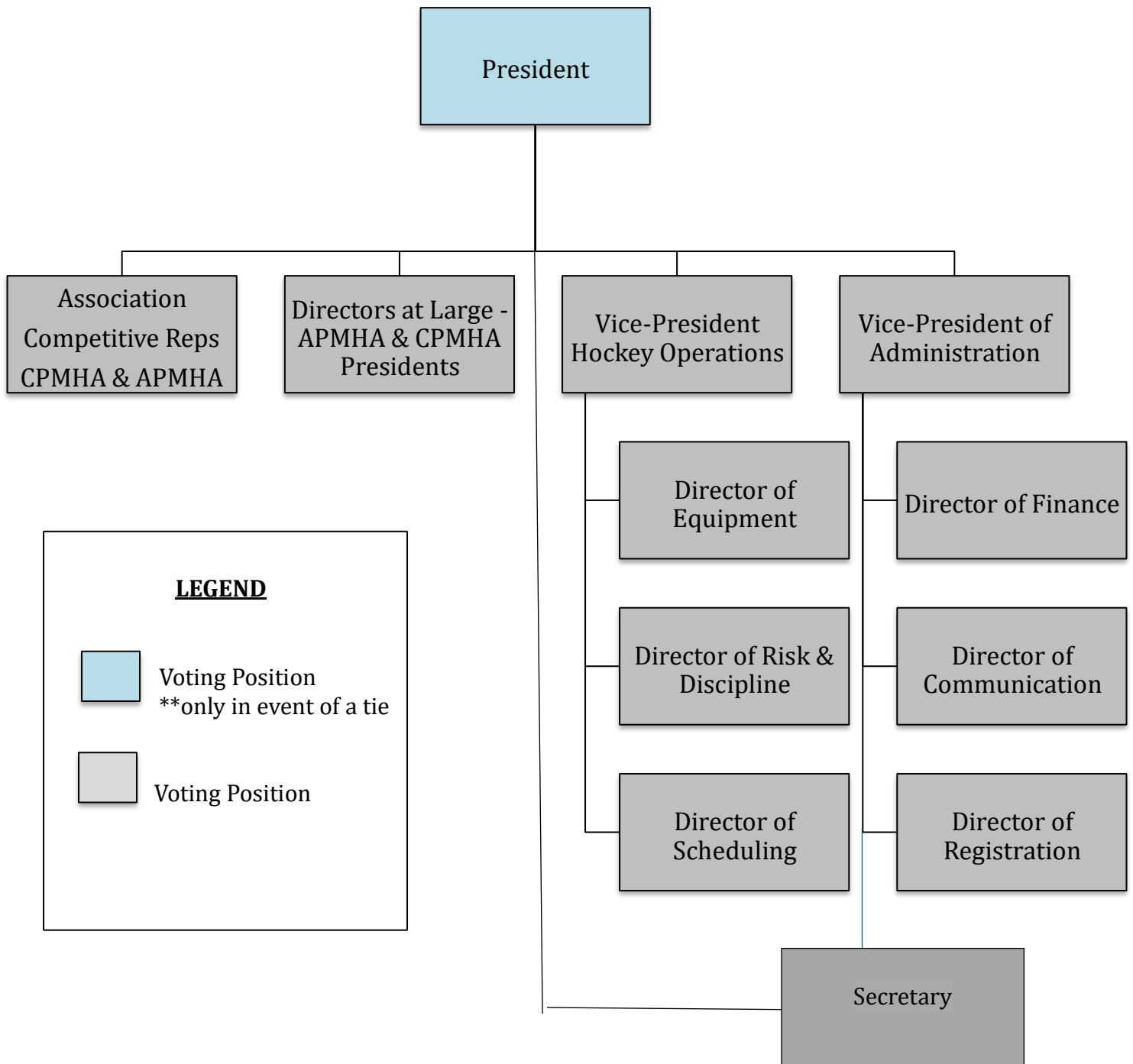
7. DISSOLUTION

- 7.1. In the event that the MTKMHC is dissolved or ceases to operate for any reason, its material assets shall be liquidated and all remaining funds after payment of all outstanding debts and obligations shall be distributed among the membership as follows:
 - a. Members (players) who have paid fees in anticipation of the upcoming season shall first have those fees refunded in their entirety.
For greater certainty, the money will be paid to the parent of the player who signed the membership application.
 - b. Any funds that remain after the dissolution of the corporation will be distributed to the APMHA and CPMHA member associations. Distribution of funds will be pro-rated based on the number of participants per association the prior season.
- 8.1. The Secretary will:

BY-LAW

- a. Oversee all communication of the MTKMHC
- b. Record and share minutes from all MTKMHC Executive Board Meetings, including the Annual General Meeting
- c. Manage the MTKMHC website
- d. Coordinate all MTKMHC Executive Board meetings
- e. Attend MTKMHC Executive Board Meetings as scheduled

APPENDIX A: HIERARCHY OF MTKMHC EXECUTIVE BOARD POSITIONS



VERSION CONTROL

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Version Control	Date	Author	Approval	Notes
1.0	Document completed April 28, 2020	S. Doxsee	By MTK Executive May 6, 2020 By APMHA Executive May 14, 2020 By CPMHA Executive May 21, 2020	
2.0	Revised May 2021	J. Downey	MTK AGM April 29, 2021	
3.0	June 2022	J. Downey	MTK AGM June 1, 2022	
4.0	May 2023	A.Tunks	MTK AGM April 26, 2023	
5.0	May 2024	A. Tunks	MTK AGM May 8, 2024	
6.0	June 2025	J. Hewitt	MTK AGM April 29, 2024	