

UNITY MINOR HOCKEY ASSOCIATION (UMHA)

Constitution

Revision 1 - April 30, 2025

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CONSTITUTION

Article 1 - Name

The name of this Association shall be the "Unity Minor Hockey Association", hereinafter referred to as the UMHA.

Article 2 - Objectives

1. To promote, govern and improve organized hockey within the territory of its control.
2. To stress the values, appreciation and skills involved in hockey.
3. To exercise general supervision and direction over the playing interests of players, coaches, managers, and executives with the emphasis on the development of good character, citizenship, and sportsmanship.
4. To ensure enjoyment of the game by all team members while also promoting competition.
5. To develop as many teams at each level as is practical.
6. Ensure all Association members are familiar with the content and philosophies of the Unity Minor Hockey Constitution and Bylaws.
7. Ensure coaches and managers promote the content and philosophies of the Unity Minor Hockey Constitution and Bylaws.

Article 3 - Definitions

1. The words set out below shall have the meaning set out below:
 - a. **"Association"** means Unity Minor Hockey Association.
 - b. **"Board"** means the Board of the Association as constituted herein.
 - c. **"Executive"** means the Executive as constituted herein.
 - d. **"Member"** shall mean a member of the Association
 - e. **"Member in good standing"** shall mean all members of the Association who have paid their fees and have NO fines, suspensions, or disciplinary actions against them.
 - f. **"Registration Year"** shall be in accordance with the Hockey Sask regulations.
 - g. **"AGM"** shall refer to the Annual General Meeting of the Association
2. This Association shall be the governing body of minor hockey in Unity, Saskatchewan and shall govern within the framework of Hockey Saskatchewan.
3. This Association, by virtue of its affiliation with Hockey Saskatchewan, is a member of Hockey Canada, the governing body of amateur hockey in Canada.
4. The Unity Minor Hockey Association shall have direct jurisdiction to register and govern all age groups of minor hockey in the town of Unity from U5 through U18.

Article 4 - Membership & Membership Fees

1. Membership in UMHA shall commence July 1 and end the following June 30.
2. The following shall be members of UMHA:
 - a. The parent or guardian of any player or official under the age of 18 years of age registered with UMHA
 - b. A person granted a membership by the Board who does not qualify under 2(a) above, upon such circumstances as the Board deems necessary
3. Membership is open to all players not affiliated with any other Associations
4. Members of the current hockey year are allowed one vote per family on voting matters at the Annual General Meeting.

Article 5 - UMHA Board

1. The Board of UMHA shall consist of the President, Vice-President, Secretary, Treasurer and the following:
 - a. Member at Large
 - b. Past President
 - c. U5/U7 Coordinator
 - d. U9 Coordinator
 - e. U11 Coordinator
 - f. U13 Coordinator
 - g. U15 Coordinator
 - h. U18 Coordinator
 - i. Referee Coordinator
 - j. Equipment Coordinator
2. Additional representative positions to be undertaken by the Board Members above.
 - a. Female Representative
 - b. Player Development Representative
 - c. Ice scheduler
 - d. Registrar
 - e. AA Representative
 - f. Website administrator
3. The elective members of the Board shall be elected at the Annual General Meeting for a term of two years on the following intervals:
 - a. Odd Years - President, Treasurer and Member at Large
 - b. Even Years - Vice President, Secretary, Referee Coordinator
 - c. Annually – All Coordinators
4. In order to be voted in as President, one must serve on the board for a minimum of 2

years. In the event that no present board member wishes to assume the role of the President, this shall be overturned and a nomination may come from the membership.

5. Board Member Duties

a. President

- i. To preside over all general, Executive, special and annual meetings.
- ii. To give notice of all such meetings and to have all concerned notified.
- iii. To oversee the general business of the UMHA.
- iv. To be an ex-officio member of all committees of the Association.
- v. To vote only in the event a vote is tied for the purpose of breaking the tie.

b. Past President

- i. Provides advice and mentorship to the incoming President. Past President terms are for 1 year only.

c. Vice President:

- i. Assume the duties of the President in his or her absence.
- ii. Act as main contact for all UMHA coaches
- iii. Serve as member of Player Development Committee
- iv. Organize sponsorship committee and oversee annual sponsorship
- v. All duties as assigned by the Executive

d. Secretary

- i. To keep an accurate record of the proceedings of all meetings of the Association.
- ii. Manage correspondence for all matters internal or external to the Association.
- iii. To distribute notice and minutes of all meetings.
- iv. All duties as assigned by the Executive

e. Treasurer

- i. To keep an accurate record of all monies received and disbursed and report at each regular meeting.
- ii. To prepare a budget for the upcoming year.
- iii. Delegate financial authority as deemed appropriate by the Executive to division coordinators and/or team managers.
- iv. Provide necessary records for third party financial audits.
- v. Collect all member registration forms and payments through the online program.
- vi. Apply for, monitor, and close all team 50/50 permits with the SLGA in a timely manner.
- vii. Order all financial supplies needed for teams to operate throughout the season.
- viii. Supply Coordinators with the proper documents for each team to record their team finances.
- ix. All duties as assigned by the Executive

f. Members-at-Large

- i. Members at large can be elected to the Executive board at the Annual General Meeting as determined necessary by the Executive. Duties may include appointment to committees, special projects, and general support to the Executive.
- g. Division Coordinators
 - i. Responsible for the coordination of a designated age division.
 - ii. Work closely with and report to the board as required.
 - iii. Serve as a member of ice allotment, tournament, and other committees.
 - iv. Attend all UMHA meetings.
 - v. Notify all players and coaches of initial practice schedules until regular practices start.
 - vi. Be in attendance and ensure all teams are picked fairly.
 - vii. Ensure proper registration and affiliation of players and coaches on their respective teams.
 - viii. Act as a mediator and neutral contact for parent complaints and concerns.
 - ix. Ensure managers and coaches know who their affiliated players are.
 - x. All duties as assigned by the Executive
 - xi. U7 coordinator, in consultation with U7 coaches and managers, may assign any player, who cannot skate an unassisted length of the ice in a reasonable amount of time by Dec 1, to a learn-to-skate program. A prorated minor hockey fee refund would be issued.
- h. Female Representative
 - i. Responsible for representing the interest of our female hockey players by sharing knowledge of potential opportunities for them to play, whether that's on mixed teams, all girls, advanced team tryouts (AA, AAA), carded teams, etc.
 - ii. Attend the Western Prairie AGM and NW Sharks AGM
- i. Referee Coordinator
 - i. Responsible for arranging referees and linesmen for each game.
 - ii. Ensure current Hockey Sask guidelines are being followed.
 - iii. Responsible for the development of all officials.
 - iv. Work closely with all officials to see that all rules and regulations of hockey are being adhered to and good standards of officiating are maintained.
 - v. Ensure referees and linesmen are paid in accordance with the current Hockey Sask rate schedule and in coordination with the treasurer
 - vi. Set a minimum age for referees that is consistent with Hockey Sask recommendations and/or requirements.
 - vii. All duties as assigned by the Executive.
- j. Equipment Coordinator
 - i. Responsible for the distribution of UMHA team jerseys and goalie equipment to the team managers and coaches.
 - ii. To collect all such jerseys and equipment at the end of the season.
 - iii. To monitor the condition of jerseys and equipment and provide the

- Executive with recommendations for replacement as required.
 - iv. All duties as assigned by the Executive.
 - k. Player Development Representative
 - i. Coordinate with Ice Scheduler, Division Coordinators, and Coaches to book additional player development opportunities, whether that be special events, such as power skating clinics, goalie camps, checking camps, etc, or special instructors coming to individual team practices to work with the players and coaches.
 - l. Ice Scheduler
 - i. Coordinate with the Town of Unity Recreation Director to allocate ice time to all teams for the purpose of practices, games, tournaments, and special events.
 - ii. Notify the Town of Unity Recreation Director with game time adjustments, cancellations, need of ice time to reschedule games, etc.
 - m. Registrar
 - i. Add new members to the Hockey Canada registry and update any existing members with changes if needed.
 - ii. Validate permanent addresses and retrieve waiver approvals from members.
 - iii. Complete tasks assigned to UMHA's Hockey Canada registry account. Ie. release approvals, address changes.
 - iv. Confirm all incoming and outgoing releases with the UMHA President.
 - v. Submit teams and coaching staff to Hockey Canada for approval.
 - n. AA Representative
 - i. Attend all meetings with AA committees for the North West and West Central areas.
 - ii. Keep all local players up to date with the latest developments regarding opportunities for advancement within the surrounding AA programs.
 - iii. Represent UMHA interests at all AA meetings and report findings to the Board.
 - o. Website administrator
 - i. Keep the UMHA website up to date with current information.
6. The Past President shall be the outgoing President. In the event that person is unable to serve the term, the board may appoint another person who has served as president of the association in the past.
7. Any member of the Board may be disqualified and removed from the Board by a $\frac{2}{3}$ majority vote of the Board for conduct or behavior that has been or may be harmful to the Association or contrary to the stated Vision or goals of the Association.
8. Any position on the Board not filled at the UMHA AGM or left vacant due to resignation or disqualification shall, as soon as is practicable, be filled by a member of the Association, appointed by the Executive and shall hold that position for the remainder of the term for

that position.

9. No person shall be elected to the Board in his or her absence.
10. To qualify for nomination for;
 - a. Any Board position, the candidate must be a member of the Association and in good standing with the Association and Hockey Sask.
11. Board Member Expectations
 - a. Uphold the Constitution and By-Laws and act in the best interest of UMHA.
 - b. Apply fairness principles to all actions and dealings with Association members.
 - c. Actively participate in Board meetings.
 - d. Support all decisions made by the Executive board.
 - e. Actively participate in committees and executing action items of the Executive.
 - f. Board members are required to attend a minimum of 70% of scheduled and unplanned board meetings.

Article 6 - Executive

1. The Executive shall consist of the following:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Junior Coordinator (One of the following: U7, U9, or U11 Coordinator)
 - f. Senior Coordinator (One of the following: U13, U15, or U18 Coordinator)
 - g. Member at Large
2. The President of the Association shall be the chairman of the Executive.
3. The Executive may delegate to the Board such powers and duties as the Executive may, from time to time, prescribe.
4. The President or Vice President and two other members of the Executive shall constitute a quorum at any meeting of the Executive.

Article 7 - Meetings and Voting of the Association

1. The AGM of the Association shall be held on a date as directed by the Executive and before the end of the membership year.
2. A quorum for all meetings of the Association shall consist of 10 or more members of the Association.
3. The Executive may call meetings of the Association whenever deemed necessary.
4. A Member in good standing shall be entitled to vote on all motions at meetings of the Association. All such votes will be counted as one vote per family.
5. There shall be no voting by proxy.
6. Every motion shall be decided by the majority of votes cast. All votes shall occur by show of hands unless a member makes motion for a secret ballot.
7. Any attendees at the Annual General Meeting may present names of candidates for the

open Board positions. Approval of the nominee must be obtained before the nomination is accepted.

Article 8 - Meetings of the Board

1. The Board shall meet at least once per month, during the hockey season.
2. Meetings of the board will be for communication purposes and general coordination of the activities of the association.
3. The President may call a meeting of the Board at any time.

Article 9 - Meetings and Voting of the Executive

1. The Executive shall meet as often as duties require and, in any place, suiting its convenience.
2. The President may call a meeting of the Executive at any time.
3. Every motion shall be decided by the majority of the votes cast.
4. Voting by proxy will not be allowed.
5. The minutes of the Executive Meeting shall be presented at the next Board meeting.

Article 10 - Signing Officers

1. Signing officers for the Association shall be the Treasurer, the President and the Vice President. All cheques of the Association shall require the signature of two signing officers. At no time shall the two signing officers be from the same household.

Article 11 - Powers and Duties of the Board

1. To exercise complete control of all Minor Hockey Players, Coaches, Assistant Coaches, Managers, Officials, Trainers, and Team Officials registered within the Association.
2. The Board shall establish a coach selection committee to provide recommendations for all Team officials. The Board shall approve team officials for all teams within the Association and govern the selection of all Coaches, Assistant Coaches, Managers, Trainers, and any other Team Officials, for all teams within the Association upon such guidelines as are established by the Bylaws of the Association;
3. Any person nominated for a position on the Board may only be elected to a single position.
4. All positions that are vacant following the UMHA Annual General Meeting will be elected by a simple majority of the current Executive.
5. Committees shall be formed as needed to address both one time and on-going matters.

Article 12 - Powers and Duties of the Executive

1. Deal with disciplinary issues in accordance with any Bylaws established by the Association in conjunction with relevant coordinators

2. The members of the Executive shall have the power to pass bylaws, rules, or regulations they deem fit for the benefit of the Association as detailed in Article 17.
3. Signing of player releases from UMHA can only be signed by the President, with the approval of the Executive.
4. The Executive shall have the power to suspend or discipline any coach, manager, player, trainer, referee, parent/guardian or other official connected with any member team
5. Authorize all proposed budgets submitted by the Board.
6. Propose and manage budget approved at the AGM.

Article 13- Registration of Players

1. All players must be registered with UMHA before they will be allowed to participate in Association activities.
2. Registration dates will be set by the UMHA Executive during which time all Registrations must be in; late registrations may be accepted. The Executive shall vote on all late registrations after consulting with coaches and coordinators.
3. A late registration fee or fees, in accordance with a registration schedule, may be established by the Executive prior to each season. The Executive may make an exception for a new first-time family registering with UMHA.
4. Any discrepancy involving the Division to which a player belongs will be decided by the Executive.
5. No registered/certified player or team shall compete outside the Association without written permission of the Executive.

Article 14– Appeals

1. Any player, coach, assistant coach, manager, trainer, parent, spectator or team within the Association shall have the right to appeal any suspension in addition to and/or above the Hockey Sask ruling.
2. All appeals and evidence shall be submitted to the UMHA Executive in accordance with Hockey Sask and shall require a protest fee. The Executive shall review the relevant documentation and determine if the appeal is necessary. If UMHA sends in the appeal to Hockey Sask and the suspension is upheld the appeal fee is non-refundable.

Article 15- Concessions

1. Any request for a concession to any UMHA bylaws must be in writing and submitted to UMHA. Applications must be made by the individual who desires the concession from UMHA. The document shall clearly indicate that if a concession is granted; it will be for the current season only. It shall also indicate that the applicant shall have the right to be present when the concession is reviewed by UMHA. A concession request shall be heard within 30 days of the date the concession request was received. The secretary shall

supply, in writing, the decision of UMHA within seven days of the date the decision is arrived at to the people making the request for the concession. The decision shall be final and binding.

Article 16– Committees

1. The Executive has the right to appoint any committees to assist any position on the UMHA Board.
2. The Board will appoint members from the Board or the Association to all committees.
3. The Board will determine the number of members on all committees.
4. All Committees shall have at least one Board member who shall report on committee activities to the Board.

Article 17– Amendments to the Constitution or Bylaws

1. The articles of this constitution may be amended as follows:
 - a. Amendments shall be made only at the AGM;
 - b. Written notice of motion for amendments must be given to the Executive not later than 15 days prior to the AGM.
 - c. The Executive shall advertise notice of the proposed amendments on the UMHA website for two consecutive weeks prior to the AGM.
 - d. At the AGM, a 2/3 majority of members present will be required to carry the motion.
 - e. UMHA at any annual, special, general, or Executive meeting may adopt, amend, revise or repeal rules or regulations for the governance of this organization provided that 14 days' notice in writing has previously been given to the Secretary of the organization and communicated to the members of the Executive at least 7 days prior to the holding of such meeting. At any Executive meeting so held, the notice herein required may be waived by a majority vote.

Article 18- Copies of Constitution

1. The Executive may appoint a committee to annually update the Constitution.
2. The current Constitution shall be published on the Association website.

Article 19– Dissolution

1. In the event that the UMHA should be dissolved by a 2/3 majority vote of those members present at an AGM, the Executive will prepare a plan for distributing all funds and assets among deserving sports organizations within the Unity area. Said plan will be presented, amended as required and ratified at a final Membership Meeting called for that purpose, whereupon the Board shall resign and cease to represent and act for UMHA.