

ADULT RECREATIONAL HOCKEY LEAGUE
CONSTITUTION

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ARTICLE ONE

1.1 DEFINITIONS

“Annual General Meeting” shall be referred to in this Constitution as AGM and means a meeting of the Members of the League that is held once per year following the end of each season

“ARHL” means the Adult Recreational Hockey League

“CARHA Hockey” means the Canadian Adult Recreational Hockey Association

“Cheques” shall mean and include cheques drawn on any bank account held in the name of the League, bank drafts, money orders, bills of exchange or other instruments of financial exchange

“Constitution” means this Constitution of the League, as amended from time to time, and any By-laws of the League, as amended from time to time

“Executive Committee” means the Executive Committee of the League

“League” means the Adult Recreational Hockey League

“Member” or “Members” means a member or members of the League

“Motion” means a Notice of Motion in writing in the prescribed form as set out in the Suspension Guidelines of the League, as amended from time to time

“Officer” means an officer of the League

“Players’ Area” means the ice surface of an arena, all of the dressing rooms in an arena, all of the corridors leading from the dressing rooms to the ice surface and the players' benches

“Registration Deadline” shall mean November 30th of the season preceding the season in which a team intends to participate in the League

“Team Director” means the person who represents the affairs of the team in all League matters

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ARTICLE TWO GENERAL PROVISIONS

2.1 NAME

The name of the League shall be the Adult Recreational Hockey League and may from time to time be referred to as the ARHL or the League.

2.2 AIMS AND OBJECTIVES

The aims and objectives of the League are to:

- a) encourage male and female adults over the age of eighteen (18) years in (insert geographic area) to play the game of hockey;
- b) facilitate quality hockey experiences by enabling players to participate fully to the extent of their abilities and by promoting the values of safety, fair play and sportsmanship;
- c) promote the benefits of increased levels of physical activity and physical fitness; and
- d) foster the development of strong, lasting fellowship among participants.

2.3 AFFILIATION

The League and each team within the League shall be affiliated with CARHA Hockey, the organization that provides innovative hockey benefits and valuable solutions to recreational hockey leagues and associations across Canada, and shall abide by the Constitution, Regulations and Official Rule Book of CARHA Hockey (the “governing documents”), as amended from time to time.

Where the governing documents of the League, as amended from time to time, conflict with the governing documents of CARHA Hockey, the governing documents of CARHA Hockey shall take precedence.

2.4 BANKING

The League shall maintain such bank accounts as is necessary for the prudent and efficient management of the financial resources of the League. Such accounts shall be maintained with a recognized Canadian financial institution (“the League’s financial institution”) and at a branch office of such institution that is located in (insert geographic area), unless the Executive Committee agrees, by resolution, to maintain such bank accounts at a branch office that is located elsewhere.

The Authorized Signing Officers of the League shall be the President, the Vice President and the Treasurer. All cheques issued for the payment of accounts of indebtedness of the League shall be signed by the Treasurer and either the President or the Vice President in such manner as the Executive Committee shall, by resolution, determine from time to time.

The Treasurer and either the President or the Vice President may authorize an employee of the League’s financial institution to effect any payments of accounts of indebtedness of the League.

The Treasurer and either the President or the Vice President shall endorse all cheques for deposit to the account and for the credit of the League, or in the alternative, any of such cheques may be endorsed “for deposit” to the account and for the credit of the League using the League’s bank deposit stamp for this purpose.

No payments of accounts of indebtedness of the League shall be made by cash. Any function or activity of the League that would involve the receipt of cash must be approved by the Executive Committee prior to such function or activity taking place.

The Treasurer and either the President or the Vice President may settle, balance and certify the financial books, records and accounts of the League with the League’s financial institution.

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2.5 SEASON

The season end date of the League shall be the last Sunday of April in each year, unless the Executive Committee agrees, by resolution, to another date.

2.6 INTERPRETATION

Unless the context otherwise requires, the interpretations set out below shall apply to this Constitution, as duly enacted by the Executive Committee:

- a) reference to and words importing the singular number shall mean and include the plural;
- b) reference to and words importing the plural number shall mean and include the singular;
- c) reference to and words importing the masculine gender shall mean and include the feminine gender;
- d) reference to and words importing the feminine gender shall mean and include the masculine gender;
- e) reference to persons shall include firms and corporations, as appropriate.

SAMPLE

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ARTICLE THREE
THE LEAGUE

3.1 MEMBERS

The Members of the League shall consist of:

- a) all players who have been accepted to play in the League for the current season by the Executive Committee, in their sole and absolute discretion;
- b) all coaches, managers, trainers and timekeepers who have been accepted into the League in the current season by the Executive Committee, in their sole discretion; and
- c) the Executive Committee.

Membership in the league can be terminated at any time and for any reason at the sole and absolute discretion of the Executive Committee.

3.2 MEETINGS

The meetings of the Members shall be held at any location in (insert geographic area), as the Executive Committee may determine, and on such days as the Executive Committee may determine. At a minimum, an AGM shall be held each year within sixty (60) days after the end of the season, at which AGM various matters of business, both general and special, may be transacted.

The President shall act as the Chair of each meeting of the Members.

Notice of the location, date and time of each meeting of the Members shall, no later than ten (10) calendar days prior to the date fixed for the holding of such meeting, be published in a newspaper of local circulation, provided that a meeting of the Members may be held at any time and place without such notice if all of the Members are present at the meeting.

The League may, at any meeting of the Members, transact such business as the League at any special or general meeting of the Members is authorized to transact.

The agenda for each AGM shall include, but shall not be restricted to, the following:

- (a) Confirmation of the number of Members in attendance in person at the AGM;
- (b) Presentation of the minutes of the last AGM;
- (c) Presentation of the President's Report;
- (d) Presentation of the Treasurer's Report;
- (e) Disclosure of correspondence initiated by the League and received by the League;
- (f) Tabling of Notices of Motion;
- (g) Transaction of new business;
- (h) Election of members to the Executive Committee.

3.3 VOTING

Each Member shall be entitled to one vote at all meetings of the Members.

At all meetings of the Members, each matter shall be decided by a majority of votes of the Members who are in attendance in person at the meeting, unless this Constitution or any other law requires otherwise.

Proxy votes shall not be accepted and shall not be counted. The Chair of a meeting shall not vote unless it is necessary for the Chair to vote to break a tie in the voting on any matter.

The vote to decide a matter shall be conducted by a show of hands. The Chair shall verbally declare the result of the show of hands on a matter and the Secretary shall duly record the result in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted and the results of such vote shall be verbally declared by the Chair and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter.

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ARTICLE FOUR
EXECUTIVE COMMITTEE

4.1 OFFICES

The Executive Committee of the League shall consist of the following offices:

- a) President
- b) Past President
- c) Vice President
- d) Secretary
- e) Treasurer
- f) Discipline Director
- g) one (1) Team Director from each team operating an active franchise in the League in the current season, provided that a Team Director cannot be a person elected or appointed to one of the positions listed in a) through f) above in the current season
- h) such other offices as the Executive Committee may determine from time to time

Each Officer shall be a member of the Executive Committee and each member of the Executive Committee shall be an Officer.

4.2 MANDATE

The affairs of the League shall be managed by the Executive Committee who may exercise all such powers and do all such acts and things as may be exercised or done by the League and are not by this Constitution or any special resolution of the League or by any other law expressly directed or required to be done by the League at an AGM or other general meeting of Members.

The Executive Committee shall manage or supervise the management of the affairs of the League and shall exercise such powers and do such acts as may be exercised or done by the League in furthering the aims and objectives of the League.

Each member of the Executive Committee, in carrying out his mandate as above described and as an Officer, shall be responsible to the Executive Committee as a whole.

No member of the Executive Committee shall receive remuneration of any kind for acting as an Officer.

4.3 POWERS

The Executive Committee may, in managing or supervising the management of the affairs of the League, enter into on behalf of the League, or cause the League to enter into, in its name, any agreement or contract which the League may lawfully enter into and, save as hereinafter provided, in general, may exercise all such other powers and do all such other acts and deeds as the League is by this Constitution, or otherwise, authorized to do.

The Executive Committee may, by two-thirds majority of the Executive Committee in attendance in person at a meeting of the Executive Committee, enact amendments to this Constitution that are consistent with this Constitution, and such amendments shall have full effect until the next AGM. Each of such amendments shall be presented at the AGM for ratification and may be ratified by a two-thirds majority vote of the Members in attendance in person at the AGM. If any such amendment does not receive the support of such two-thirds majority of votes, such amendment shall become null and void.

4.4 MEMBERS

The Executive Committee shall consist of not less than (insert number) Officers and not more than (insert number) Officers.

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4.5 QUALIFICATIONS

To be eligible to become an Officer, a person must:

- a) be at least 18 years of age;
- b) be of sound mind;
- c) be a Member at the time the person is elected an Officer or within ten (10) calendar days thereafter;
- d) be bondable;
- e) not be an undischarged bankrupt nor have filed for bankruptcy in the past twelve (12) months;
- f) provide a current Police Security Clearance that is satisfactory to the Executive Committee;
- g) not be a director or officer of another hockey league or association.

It is desirable that a person nominated to be President shall have previous experience as a Member.

If the spouse of an Officer becomes a director or officer of another hockey league or association affiliated with CARHA Hockey, the Officer must immediately disclose this fact to the Executive Committee. The Executive Committee shall, at its next meeting, decide by simple majority vote whether the Officer shall continue in his position as an Officer.

A person who is nominated to be an Officer and whose spouse is a director or officer of another hockey league or association affiliated with CARHA Hockey must disclose this fact to the Members and to the Executive Committee at the time he is nominated to be an Officer.

Subject to paragraph 4.6 herein, no person may hold the same office for more than (insert number) years consecutively, provided that the time an Officer spends in office completing the unexpired term of another Officer will not be counted when calculating the amount of time the Officer has held his office.

4.6 ELECTION

The President, Vice President, Secretary and Treasurer shall have been nominated for the position and shall have been voted an Officer by Members at the AGM.

The President shall, at the first meeting of the Executive Committee after the AGM, appoint the Discipline Director, the Registrar and such other offices as the Executive Committee may determine from time to time.

Each elected Officer shall hold office until the first AGM after the date on which he was elected or until his successor shall have been duly elected. Each Officer shall be retired at each AGM and shall be eligible for re-election if otherwise qualified.

The immediate Past President shall conduct the election of members to the Executive Committee. Each vote to decide whether a Member shall become an Officer shall be conducted by a show of hands. The Past President shall verbally declare the result of a show of hands on each vote and the Secretary shall duly record the result of each vote in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the particular matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted and the results of such vote shall be verbally declared by the Chair and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the particular matter.

At the time a Member is elected to the Executive Committee, or within ten (10) calendar days thereafter, the Member shall apply for a Police Security Clearance and shall promptly deliver the results of that Police Security Clearance to the President or the Vice President, as designated, as soon as it is received by the Member.

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If the Executive Committee does not elect a person to an existing office, the incumbent to that office shall hold that office until a successor is elected.

4.7 REMOVAL

An Officer may be removed from his office before the expiration of his term of office for reason of discreditable conduct. A complaint of discreditable conduct shall be made by Notice of Motion in the prescribed form by a Member and delivered to the President for review and consideration by the Executive Committee at its next meeting. The Executive Committee shall provide a copy of the Notice of Motion to the Past President and the Vice President at least seven (7) calendar days prior to the meeting of the Executive Committee at which the review is to be conducted. At this meeting, the Officer shall be provided a full and fair opportunity to present his response to the complaint. At the conclusion of the presentation by the Officer of his response, there shall be a vote as to whether to remove the Officer. The removal of an Officer shall require the vote of two-thirds of the Executive Committee in attendance in person at the meeting, excluding the Officer who is the subject of the review, who shall not be eligible to vote.

If an Officer is duly removed, the President shall, subject to the provisions of paragraph 4.5 herein, appoint another Officer to assume the duties of the removed Officer, and such appointed Officer shall discharge the duties of the removed Officer until the next AGM.

The President may be removed from his office before the expiration of his term for reason of nonconfidence. A Notice of Motion in the prescribed form for a vote of confidence shall be made by an Officer and submitted to the Executive Committee for review and consideration at its next meeting. The Executive Committee shall provide a copy of the Notice of Motion to the President and the Past President at least seven (7) calendar days prior to the meeting of the Executive Committee at which the vote of confidence is to be conducted. The President shall have a full and fair opportunity to present his position as to why he believes he is and remains fit to continue with the duties of his office. At the conclusion of the review, there shall be a vote as to whether to remove the President. The removal of the President shall require the vote of two-thirds of the Executive Committee in attendance in person at the meeting, excluding the President who shall not be eligible to vote.

If the President is duly removed, the Vice President shall assume the responsibilities of the President and shall, immediately upon the removal of the President, form an interim nomination committee for the sole purpose of soliciting nominations for the office of President, and within fourteen (14) calendar days of the removal of the President, call a general meeting of the Members to elect a new President. Other nominations for President may be presented at this general meeting and shall be accepted by the interim nomination committee.

4.8 VACANCIES

A vacancy or vacancies on the Executive Committee, however caused, may, so long as a quorum of Officers remains in office (see paragraph 4.9 below), be filled by the Executive Committee from among qualified Members, if the Executive Committee shall see fit to do so. If the Executive Committee decides to not fill all of the vacancies on the Executive Committee, and a quorum of Officers remains, such vacancy or vacancies shall be filled at the next AGM. If at any time there is not a quorum of Officers, the remaining Officers shall forthwith call a meeting of the Members to fill the vacancy or vacancies or such number of vacancies as is required to establish a quorum.

If the number of Officers is, at any time, increased, a vacancy or vacancies equal to the increase shall be deemed to have occurred and such vacancy or vacancies shall be filled in the manner provided above.

4.9 MEETINGS

A minimum of (insert number) Officers in attendance in person at a meeting shall constitute a quorum for the transaction of business.

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Except as otherwise required by law, the Executive Committee may hold its meetings at any place or places as it may from time to time determine, provided that the meetings shall take place in (insert geographic area) unless otherwise unanimously agreed upon in advance by the Executive Committee.

Executive Committee meetings shall be called by the President or the Vice President, or by the Secretary upon receiving unanimous direction in writing from at least (insert number) Officers.

The Executive Committee may appoint a day or days in any month or months for regular meetings at any hour to be named and no notice need be sent of such regular meetings.

An Executive Committee meeting may be held without notice immediately following each AGM.

No formal notice of any Executive Committee meeting shall be necessary if all Officers are present, or if each of those Officers who is absent has provided his prior consent in writing to the Executive Committee that such meeting may be held in his absence.

Notice of each Executive Committee meeting shall be communicated by telephone, email or facsimile to each Officer not less than three (3) calendar days prior to the date the meeting is to take place or by regular mail to each Officer not less than five (5) calendar days prior to the date the meeting is to take place. The statutory declaration of the Secretary or the President that notice has been given pursuant to this paragraph 4.8 shall be sufficient and conclusive evidence of the proper giving of such notice.

The Executive Committee may consider or transact any business as either special or general at any meeting of the Executive Committee.

Any Officer who is not in attendance in person at three (3) consecutive meetings of the Executive Committee and who has failed to provide prior notice to the Executive Committee that he shall not be in attendance at such meetings may be removed from the Executive Committee.

4.10 VOTING

Each Officer shall be entitled to one vote at all meetings of the Executive Committee, provided that a Team Director cannot vote on a matter that involves his team only and / or a player(s), coach or manager on his team only.

At all meetings of the Executive Committee, each matter shall be decided by a majority of votes of the Officers who are in attendance in person at the meeting, unless this Constitution or any other law requires otherwise. Proxy votes shall not be accepted and shall not be counted. The Chair of a meeting shall not vote unless it is necessary for the Chair to vote to break a tie in the voting on any matter.

The vote to decide a matter shall be conducted by a show of hands. The Chair shall verbally declare the result of a show of hands on a matter and the Secretary shall duly record the result in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter. However, should any Member in attendance in person at the meeting, prior to a showing of hands on any matter, demand that the vote on such matter be conducted by written ballot, then such vote shall be so conducted and the results of such vote shall be verbally declared by the Chair and duly recorded by the Secretary in the minutes of the meeting, which recording shall be deemed to have fully and sufficiently disposed of the matter.

Except as otherwise required by law, the Executive Committee may hold its meetings at any place or places as it may from time to time determine, provided that the meetings shall take place in (insert geographic area) unless otherwise unanimously agreed upon in advance by the Executive Committee.

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ARTICLE FIVE
DUTIES OF OFFICERS

5.1 PRESIDENT

The President shall:

- a) act as Chair of all meetings of the Members and the Executive Committee. The Chair shall not vote at meetings of the Members or the Executive Committee unless the Chair's vote is required to break a tie in the voting on any matter;
- b) be responsible for the general management and supervision of the affairs and operation of the League in accordance with this Constitution, as amended from time to time, subject to the Executive Committee's power to define the responsibilities of the President; together with the Secretary, sign the Constitution and all amendments thereto;
- d) from among the Members at its first meeting following the last AGM, nominate and make appointments to the following offices:
 - i. Discipline Director
 - ii. Registrar
 - iii. such other offices as the Executive Committee may determine from time to time.
- a) assume such other powers and perform such other duties as the Executive Committee may, from time to time, assign.

In the event the President is unable or unwilling to carry out his responsibilities, the Vice President may carry out such responsibilities, failing which, an Officer, elected by a vote of two-thirds of the Executive Committee in attendance in person at a meeting for such vote, may carry out such responsibilities until the President is able and willing to carry out his responsibilities or is replaced by a person duly elected by the Executive Committee.

5.2 PAST PRESIDENT

The President of the League for the season that immediately precedes the current season shall be a voting member of the Executive Committee for the current season.

5.3 VICE PRESIDENT

The Vice President shall report to the President.

The Vice President shall:

- a) assist the President;
- b) be responsible for negotiating contracts for the purchase of ice time for the League in accordance with the budget established from time to time by the Executive Committee for this purpose and, together with one other Authorized Signing Officer as set out in paragraph 2.4 above, the signing of all contracts related to the purchasing of ice time for the League;
- c) develop and complete the schedule for all regular season, playoff and exhibition games for the League and deliver such schedule to each team in the League at least seven (7) days prior to the date of the first game on the schedule;
- d) assign practice ice time to teams in the League;
- e) be responsible for all administrative matters of the League;
- f) carry out the responsibilities of the President in the event the President is unable or unwilling to carry out his responsibilities;
- g) communicate information from CARHA Hockey to the League;
- h) be responsible for the communication of information from the Executive Committee to the Members;
- i) identify and source League sponsors;

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- j) ensure that sponsorship agreements are signed, collect sponsorship fees from the sponsors and deliver such signed agreements and sponsorship fees to the Treasurer;
- k) regularly communicate with the League's sponsors, donors and contributors regarding the activities of the League;
- l) be responsible for ordering awards for players, teams and sponsors in accordance with the budget established from time to time by the Executive Committee for this purpose, and for the distribution of such awards, and shall ensure that all such awards are available in time for the annual banquet;
- m) attend to all arrangements relating to the annual banquet for the Members;
- n) be responsible for organizing and conducting all tournaments operated by the League, including, but not limited to, distributing applications for entry, receiving completed applications for entry, determining which teams will be invited to play in a particular tournament, developing tournament game schedules, receiving approved player rosters and receiving required travel permit documentation;
- o) issue Member passes, as required;
- p) be responsible for submitting all game sheets to the Executive Committee.

In carrying out his duties, the Vice President may request the help of any Member.

5.4 SECRETARY

The Secretary shall report to the President.

The Secretary shall:

- a) attend all meetings of the Executive Committee, create a written record of the minutes of each meeting and shall maintain and store such written records as appropriate;
- b) distribute the minutes of the previous Executive Committee meeting to all Officers within fourteen (14) calendar days after the Executive Committee meeting;
- c) distribute agenda for the next Executive Committee meeting fourteen (14) calendar days prior to that meeting;
- d) at each meeting of the Executive Committee, present the minutes of the previous meeting of the Executive Committee for approval;
- e) together with the President, sign the Constitution and all amendments thereto;

5.5 TREASURER

The Treasurer shall report to the President.

The Treasurer shall:

- a) keep full and accurate account of all receipts and disbursements of the League in proper books of account, which shall include, but not be limited to, a general ledger, to be balanced on a monthly basis;
- b) maintain copies and records of all correspondence, reports and other relevant information pertaining to the affairs of the League;
- c) deposit all monies or other valuable securities in the name and to the credit of the League in accounts maintained with the League's financial institution as set out in paragraph 2.4 above;
- d) disburse funds on behalf of the League under the direction of the Executive Committee and receive proper receipts for such disbursements;
- e) provide an account of all transactions and interim and financial statements of the League to the Executive Committee upon request by the Executive Committee;
- f) present to the Members at the AGM unaudited financial statements for the current season and audited financial statements (or a letter of exceptions) from a Chartered Accountant for the previous season and make available all documentation required to facilitate an annual audit of the records of the office of the Treasurer;
- g) together with one other Authorized Signing Officer as set out in paragraph 2.4 above, sign all cheques for disbursements made on behalf of the League;
- h) conduct the financial affairs of the League, as directed by the Executive Committee, in a manner consistent with the fostering of good public relations;

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- i) ensure that the Executive Committee receives a sealed cost estimate from at least two (2) suppliers for any planned expenditure on behalf of the League that will exceed \$500.00;
- j) determine whether any Member has or may in future have an interest in the selection of any supplier over the selection of another supplier or other suppliers for the same planned expenditure, and shall notify the Executive Committee of such interest;
- k) consistent with sound business practice and budget management, ensure that the League patronizes its sponsors; specifically, in the event that a sponsor submits a cost estimate that is not the most competitive of the cost estimates received for a planned disbursement, and prior to making a purchase decision, invite the sponsor to submit a new cost estimate.

5.6 DISCIPLINE DIRECTOR

The Discipline Director shall report to the President.

The Discipline Director shall have the power to suspend any Member, pursuant to this Constitution and the Suspension Guidelines of the League, subject to approval by a two-thirds majority of the Executive Committee in attendance in person at a meeting of the Executive Committee for such vote.

The Discipline Director shall:

- a) receive and consider all Notices of Motion regarding the conduct of any Member or Members;
- b) for each Notice of Motion, provide to the Executive Committee at a meeting of the Executive Committee for which notice has been properly given recommended action steps in order that the Executive Committee may respond to the Notice of Motion in an appropriate and timely fashion;
- c) receive and consider each Match Penalty Reporting Form submitted by an on-ice game official regarding the conduct of any Member during a game and respond in a timely way to the Member and the Member's Team Director.

5.7 REGISTRAR

The Registrar shall report to the President.

The Registrar shall:

- a) receive all applications from players for registration for play in the League in each season;
- b) maintain a documents file for each player, which file shall include a legible copy of acceptable identification of the player;
- c) register teams with CARHA Hockey;
- d) maintain an affiliated players list.

5.8 HONOURARY DIRECTORS

The President shall, at the AGM, present the names of honorary members to the Executive Committee for approval. The election of honorary members must be unanimous. An honorary member shall be a member of the League and shall have no voting rights on the Executive Committee.

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ARTICLE SIX
CONDUCT OF BUSINESS

6.1 USE OF REVENUES

All revenues received by the League, including, but not limited to, player registration fees, sponsor fees, proceeds from fundraising events, donations, gifts and game receipts shall be used solely for the purpose of furthering the aims and objectives of the League as set out herein.

6.2 BOOKS AND RECORDS

The Executive Committee shall ensure that all necessary books and records of the League required by the Constitution or by applicable statute or law are regularly and properly maintained. All books and records generated by an Officer on behalf of the League shall remain the property of the League and shall be provided to the Secretary no later than the date of the last Executive Committee meeting before the AGM. The Secretary shall place such books and records in an annual file and maintain and keep such files as appropriate.

6.3 NOTICE

Notice, as required by the Articles of this Constitution, with the exception of notice of a proposal to amend the Constitution or to create or amend the By-laws of the League, shall be communicated:

- a) verbally in person, or by telephone, email or facsimile to each member entitled to receive notice not less than three (3) calendar days prior to the date of the meeting at which the subject matter of the notice is to be reviewed; or
- b) by letter delivered by regular mail to each member entitled to receive notice not less than five (5) calendar days prior to the date of the meeting at which the subject matter of the notice is to be reviewed, each of such letters to be addressed to the respective member at his address as it is recorded in the books of the League, and such notice or notices shall be deemed to have been given on the date on which such notice or notices are deposited at or in an office, depot or mailbox of Canada Post or an authorized agent thereof.

The statutory declaration of the Secretary or the President that notice has been given pursuant to this Constitution shall be sufficient and conclusive evidence of the proper giving of such notice.

Notice of a proposal to amend this Constitution or to create or amend the By-laws of the League shall be communicated verbally in person, or by telephone, email, facsimile or by letter delivered by regular mail and addressed as set out in paragraph 6.3(b) above, to each Member entitled to receive notice not less than fifteen (15) calendar days prior to the date of the meeting at which the proposed amendments are to be reviewed.

6.4 ERROR OR OMISSION IN NOTICE

No error or omission in the form, content or timing of delivery of notice of any meeting or adjourned meeting of the Members shall invalidate such meeting or render void any of the proceedings of such meeting.

6.5 ADJOURNMENTS

Any meetings of the Members or of the Executive Committee may be adjourned to any time and from time to time as the attendees at such meeting see fit, and all business matters that were to be transacted at the original meeting may be transacted at such adjourned meeting as might have been transacted at the original meeting so adjourned.

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No notice is required to adjourn a meeting. A meeting may be adjourned notwithstanding that a quorum is not present.

6.6 CONFLICT OF INTEREST

A member of the Executive Committee who has an interest which could conflict with or be perceived to conflict with the interests of the League shall disclose such interest at a meeting of the Executive Committee before acting on behalf of the League or participating in a vote on a matter which gives rise to a potential conflict of interest. The Executive Committee shall then decide by a majority of votes of the Executive Committee who are in attendance in person at a meeting of the Executive Committee whether the Member shall act on behalf of the League or participate in the vote.

6.7 RULES AND REGULATIONS

The Executive Committee may from time to time, as decided by a majority of votes of the Executive Committee members who are in attendance in person at a meeting of the Executive Committee, make rules and regulations, subject to this Constitution, to further define the duties of Officers and the procedures to be followed in the conduct of the business of the League.

DULY ENACTED this day of , 20__

PRESIDENT

SECRETARY

SAMPLE

**ADULT RECREATIONAL HOCKEY LEAGUE
CONSTITUTION**

The foregoing Constitution is hereby duly enacted by the Executive Committee of the League.

Dated the _____ day of _____, 20__.

Full legal name

SAMPLE

**ADULT RECREATIONAL HOCKEY LEAGUE
CONSTITUTION**

NOTICE OF MOTION
FOR REVIEW AND CONSIDERATION OF A MEMBER'S CONDUCT

Member whose conduct it is proposed be reviewed and considered:

Name _____

Address _____

Telephone _____

Email _____

Notice of Motion submitted by:

Name _____

Address _____

Telephone _____

Email _____

Description of Member's Conduct to be Reviewed and Considered

Date on which Member's Conduct Occurred _____

Location at which Member's Conduct Occurred _____

Signed:

Print Name

Signature

Date

This Notice of Motion is to be delivered to the Discipline Director of the Adult Recreational Hockey League