

## Neepawa Natives Junior A Hockey Club

### Constitution

**Name:** The corporate name of the organization is the Neepawa Natives Junior A Hockey Club Inc. **hereby known as Neepawa Titans.**

**Definition:** The Neepawa Titans is a non-profit public corporation located in the Town of Neepawa, MB with fiscal year determined by the Board of Directors in discussions with the accountant.

**Mission Statement:** The Neepawa Titans mission is:

- 1) To provide the players a comprehensive and personal development program. The corporation believes strongly in the development and citizenship of players and will strive to provide an environment in which they exposed to experiences which facilitate learning, independence, and development of a positive self image.
- 2) To provide the players a venue to advance their hockey abilities.
- 3) To provide the people of western Manitoba with a quality product for their entertainment.
- 4) To provide the young hockey players of western Manitoba a place and a team that they admire and strive to become a part of.

**Government:** Neepawa Titans shall be composed of Elected Board of Directors and Non-elected members at large. The club shall be governed by an Elected Board of Directors of no less than seven (7) and no more than fifteen (15).

**Annual General Meeting (AGM):** an annual general meeting shall be held on or before Aug 1<sup>st</sup> each year. The date of each AGM shall be fixed by the Board of Directors and shall be open to the general public but only those holding memberships in the corporation shall vote.

**Members at Large:** Community members may join the Neepawa Titans for a fee of \$20. Individuals must purchase a membership before they may be eligible to vote at the AGM or participate at the Board of Directors level.

**Elections:** At the annual AGM any vacancies on the Board of Directors will be filled by election. The Board of Directors may fill open positions prior to the AGM. These positions will be by appointment by the current board of Directors and will be confirmed at the following AGM. Anyone can be appointed to the Board of Directors following these criteria are reached:

- 1) The individual must be a member or be eligible to be a member
- 2) The individual must be at least 18 years of age
- 3) The Board of Directors must have a majority vote of 51%
- 4) Individuals appointed are not eligible to Executive positions until the following AGM

## **Board of Directors:**

**Duties:** The duties of the Neepawa Titans Board of Directors are:

- 1) To determine and effect the policies of the corporation to assist in running the Hockey club
- 2) To provide the equipment and facilities as required to meet the objectives of the corporation
- 3) To ensure sufficient income, to carry out its objectives and to enter into contracts necessary to carry into effect its objectives and keep or cause to be kept adequate records of all transactions
- 4) To volunteer participation in committees that allow the successful functioning of the hockey club.

**Formation:** In order to finance the operation of the corporation the corporation's bank requires guarantees of individuals in the event there is a loss by the corporation. The corporation has seven (7) individuals who have consented to sign guarantees and in light of this the Board shall be made up as follows:

- i) Each of the individuals who sign a guarantee shall automatically be a Director in the Board of Directors and each shall be allowed to appoint one other person to the Board. If a Guarantor Director is not at a meeting the other director appointed by the Guarantor may cast 2 votes.
- ii) Each Guarantor will have the opportunity to exercise or waive this right annually in writing.
- iii) If a Board member is no longer guaranteeing the indebtedness of the corporation he and his appointee shall cease to be Board members at the next AGM unless elected. Any replacement guarantor and his or her appointee shall have the opportunity to exercise their right to become a member of the Board or waive this right annually in writing.
- iv) The balance of the Board of Directors shall be elected at the AGM.

**Components:** The Board of Directors will consist of Executive and Non-Executive members.

**Executive:** shall have the responsibility to review all financial activities of the Hockey club, compose an annual budget, review and update contracts of staff, and to guide the activities of staff including hockey operations, publicity, promotion, advertising and sales.

- 1) Past President- The Past President shall guide the President and Board of Directors, may participate in committees and carry out such other duties as may be required.
- 2) President- The President will be responsible for calling and chairing all meetings of the Board of Directors, be an ex-officio member of all committees and carry out such other duties as may be required.
- 3) Vice President- The Vice-President shall, in the absence of the President, carry out all the duties and assume all of the responsibilities of the President and carry out such other duties as may be required.
- 4) Secretary- shall give notice and attend all meetings, keep an accurate and complete record of the minutes of all meetings and all transactions of the Board and be responsible for all official documents of the Board, ensuring they are kept accurate and up-to-date.

The President, Vice-President and Secretary will be elected by the Board of Directors from members of the Board of Directors following the AGM.

**Non-Executive:**

- 5) Governor- shall represent the corporation on the league Board of Directors.
- 6) Treasurer- shall oversee the bookkeeper and all the financial matters of the board, ensuring other directors are adequately informed of financial related issues to ensure good decision-making.
- 7) Onside Chair- shall oversee the formation of teams consisting of members from inside and outside the Board that facilitate the organization, finances and facilitation of all public reaching events. The Onside Chair will report on activities including but not limited to special gameday initiatives, Sportsman's Dinner, Awards Banquet and Parent Weekend at the monthly meeting of the Board.
- 8) Billet Chair- shall oversee the securing of billet families, placement of players to billet families and manage any concerns relating to the billeting process between team, player and billet family.
- 9) Fundraising Chair- shall oversee the licensing, organization and facilitation of all fundraising initiatives including but not limited to Gameday 50:50, Cash Draw and Cash Draw 50:50, and special draws or fundraising events.
- 10) Open Director

**Term:**

The Directors shall elect the Executive from the Directors for a two (2) year term immediately following the AGM.

No Director shall serve in the same Executive position for more than two (2) terms unless approved by majority vote (minimum 66%) of the Directors.

Executive positions may be combined by vote of Directors.

**Meetings of the Board:**

Regular monthly meetings of the Board shall be held at such time and place as may be determined by the Board and not less than nine (9) times during the year. The secretary shall give the notice of each regular meeting stating therein the time and Place of the meeting.

Special meetings of the Directors may be called by the President or any three (3) Directors at any time but not less than 24 hours notice shall be given unless the quorum agrees, and an attempt is made to contact all Board of Directors members. The President shall direct, stating the items of business to be discussed, with only those items advertised being discussed at such special meeting.

**Voting:**

- a) At the AGM all members are entitled to one vote per person
- b) At Board of Directors meetings only elected or appointed Directors are eligible to vote.

**Quorum:** A regular meeting shall consist of members who amongst them represent 51% of all board members.

## **Committees:**

At the first regular meeting of each year, the Board from amongst its members shall elect or appoint the following committee chairs who will have responsibility to build the committee from Board and Non-Board members.

- 1) Volunteer- shall oversee the formation of volunteer teams consisting of members from inside and outside the Board that volunteer at routine and special events with teams including but not limited to PA Announcers, Security, Door Workers, 50:50, Online Scoring, Gameday Support, Anthem Singing, Penalty Box workers, Game Clock and Game Sheet.
- 2) Gameday- shall oversee the organization and staffing of all activities resulting in a professional appearance and natural flow within the game. Shall be responsible for all activity on and off the ice and at arena on game days not directly involving players and coaches.
- 3) Onside- shall consist of teams consisting of members from inside and outside the Board that facilitate the organization, finances and facilitation of all public reaching events including but not limited to special gameday initiatives, Sportsman's Dinner, Awards Banquet and Parent Weekend at the monthly meeting of the Board.
- 4) Fundraising- shall ensure that all fundraising initiatives are properly licensed, organized and facilitated including but not limited to Gameday 50:50, Cash Draw and Cash Draw 50:50, and special draws or fundraising events.
- 5) Billet- shall assist with the securing of billet families, placement of players to billet families and the management any concerns relating to the billeting process between team, player, and billet family. The billet committee may also be asked for support in securing volunteers for other committees or special events.

If any vacancy occurs in any committee, throughout the course of the year, the Board shall fill the vacancy by appointing another member of the Board to chair that committee. Each committee shall meet at the call of the President if the President deems such call necessary.

## **Banking:**

The Board shall, from time to time, designate a Chartered Bank or Lending institution in which the funds of Neepawa Titans are to be kept on deposit and may authorize the opening of such accounts as may be necessary or that are required be relevant legislation. The Board shall by resolution designate and authorize its signing officers to carry on its banking business. These officers shall be any two of the Executive.

## **Rules of Order:**

Roberts Rules of Order shall be the parliamentary authority for matters of procedure not specifically covered by this constitution

## **Employees:**

The Board of Directors may hire staff to assist in carrying out the decisions of the Board. All staff must be on contract with the terms, duties and remuneration clearly identified and approved by the Board. A Job Description and expectations shall be provided to all staff in writing.

### **Amendments to the Constitution:**

This constitution may be amended after notice of proposed amendment received by the Board of Directors 30 days prior to any AGM. Any proposed amendment shall be circulated by the Secretary to all members, tabled and voted on at the AGM. The motion will be considered passed with affirmative vote of 75% of the members present.