



**Prairie Storm  
Minor Hockey Association  
(PSMHA)**

**Constitution**

*Amended:  
October 1978, November 1996,  
March 2001, April 2002,  
March 9, 2004, April 14, 2006,  
April 13, 2008, April 19, 2009  
June 10, 2010*

The name of the organization shall be known as the:  
**Prairie Storm Minor Hockey Association, and abbreviated as PSMHA.**

The purpose of the PSMHA shall be:

To promote and make available minor hockey for all regardless of skill.

To coordinate, compile and administer minor hockey activities according to the constitution and bylaws.

The PSMHA will set guidelines to follow for the purpose of coordinating minor hockey activities within the jurisdiction of the Saskatchewan Hockey Association and Hockey Canada.

## **BYLAWS**

### **BYLAW 1 - MEMBERSHIP**

The membership in PSMHA will consist of everyone who has a player currently registered with PSMHA.

### **BYLAW 2 - ORGANIZATION STRUCTURE**

The organization shall be a registered non-profit corporation in the Province of Saskatchewan.

### **BYLAW 3 - BOARD OF DIRECTORS AND OFFICERS**

The Executive shall consist of the following positions:

President

Vice President

Treasurer

Secretary

Registrar

Equipment Manager

Balgonie Rep

Pilot Butte Rep

White City/Emerald Park Rep

Administrative Assistant

Administrative and Development Coordinator ( non voting)

Member at Large/Website

Referee In Chief

Marketing Coordinator

#### **BYLAW 4 - ELECTION OF OFFICERS**

- 1) The PSMHA Executive Board shall consist of members of the membership.
- 2) Elected Terms will be two year terms with the following:  
  
Odd number years shall elect the President, Registrar, Equipment Manager, Balgonie Representative, Referee in Chief, Pilot Butte Representative and Marketing Coordinator.  
  
Even number years shall elect the Vice-President, Treasurer, Secretary, White City/Emerald Park Representative, Administration and Development Coordinator, Administrative Assistant, and Member at Large.
- 3) Election of Officers shall be held at the PSMHA Executive and team representatives meeting in January.
- 4) The incumbent officers will attend Executive meetings as non-voting members and shall be installed at the Annual General Meeting.
- 5) Conveners will be filled by appointment, or volunteering at the discretion of the President and the Executive. They are directly responsible to the Executive.

#### **BYLAW 5 - EXECUTIVE MEETINGS**

- 1) Special Meetings  
Special Executive meetings will be at the call of the President as required.
- 2) Attendance at Meetings  
An Officer is entitled to receive notice of and to attend and be heard at every meeting of members and Executive.
- 3) Removal of Officers
  - a) The Executive Board shall have the power, by vote of three fourths (3/4) of the Executive members present at a duly called Executive Meeting, may expel or suspend any member of the Board from the position in question on the basis that his/her

conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interests or reputation the Association.

b) No Officer or Director shall be removed or suspended from the position in question without being notified of the charge in writing against him/her and without having first been given an opportunity to be heard by the Executive Board at a duly called meeting for that purpose.

c) An Officer is entitled to submit to the Association a written statement giving the reasons for his resignation or the reasons why he opposes any proposed action or resolution where he or she:

(i) resigns;

(ii) receives a notice or otherwise learns of a meeting of members called for the purpose of removing him or her from office; or

(iii) receives a notice or otherwise learns of a meeting of Officers or members at which another person is to be appointed or elected to fill the office of Officer, whether because of his resignation or removal or because his or her term of office has expired or is about to expire.

d) The Association shall immediately make public any disclosures submitted in subsection (3a,b,c).

#### 4) Quorum

A quorum shall be 50% of Officers at duly called Executive meetings.

#### 5) Vacancy

If a vacancy occurs in the elected part of the Executive, nominations are to be brought forward by the Executive. The Executive will strive for a consensus, however if one cannot be reached, an Executive vote will take place. Any positions filled in this manner will carry out the remainder of the term.

## **BYLAW 6 - ANNUAL GENERAL MEETINGS**

The PSMHA shall hold an Annual General Meeting at the call of the President not later than April 30th, of any year. When special meetings are needed they will be called by the President.

### Voting Privileges

Every family who has a son or daughter as a member of PSMHA shall be entitled to a maximum of 1 (one) vote at the AGM.

## **BYLAW 7 - MONTHLY COACHES MEETINGS**

The PSMHA Executive and the team representatives will meet on the first Sunday of every month during the operating season.

Available and relevant information will be included on the PSMHA website whose address is: [www.psmha.ca](http://www.psmha.ca).

## **BYLAW 8 - COMMITTEE APPOINTMENTS**

The PSMHA Executive may appoint Committee(s) to assist in the effective operation of Association Affairs.

## **BYLAW 9 - DISCIPLINE**

The PSMHA shall rule on all matters of discipline, they shall be empowered to impose suspensions, and add on to any suspensions given out by SHA that they see fit, up to and including indefinite suspension or permanent suspension.

The Executive Board will have the authority to select a Discipline Committee to convene to and report directly to the Board.

## **BYLAW 10 - EMPOWERMENT**

The PSMHA shall be empowered to rule on cases which are not covered by the constitution or its bylaws. These decisions must be reported to the next general meeting for the purpose of adding or amending bylaws to reflect these decisions.

## **DECISIONS BINDING**

The PSMHA Executive shall consider all recommendations or suggestions from general annual meeting but shall not be bound by them.

## **DISSOLUTION**

Should the PMSHA ever dissolve, all monies owing must be paid up and any extra monies and all equipment owned by PSMHA shall be turned over to an agreed upon non-profit charity(ies) as per SHA recommendations.

Similarly, the PSMHBA License and bingos revert back to the minor hockey association that will succeed PSMHA to which Balgonie is the sponsoring center.

## **DUTIES AND POWERS OF EXECUTIVE**

### President

- a) Shall preside at all Annual General, Executive and special meetings and shall act as the chief Executive of the association.
- b) Shall be an ex-officio member of all committees.
- c) In case of tie votes, he/she shall cast the deciding vote.
- d) Shall call regular meetings of his/her Executive.
- e) Shall have the power to call special meetings of the Executive or the total membership as he/she deems necessary.
- f) Shall give direction to all Executive members and team reps when carrying out their duties.
- g) Shall perform other duties as are normally expected of a president of such an association.
- h) Shall generally oversee the business of PSMHA.
- i) Shall, along with the Executive, prepare a list of duties to be assigned to the officers appointed by the Executive.
- j) Shall perform such duties as the Executive may from time to time determine.
- k) Attend all AGMs for the association
- l) Be responsible for Chairing and Developing the Agenda for the annual AGM of the association
- m) Authorizes all player releases from the association

### **For the year of 2010-2011 the president has agreed to do the following:**

- a) Shall be the liaison with SLGA and the bingo hall.
- b) Shall schedule bingo workers.
- c) Shall keep an accurate record of bingos worked for each member.
- d) Shall ensure deposit of bingo and break-open funds and keep an accurate record of all financial affairs pertaining to bingo and break-open funds.
- e) Shall sign cheques from bingo and break open account(s) with a co-signer from the Executive.

### Vice President

- a) During the absence of the President, the vice-president shall carry out all duties of the President.
- b) Shall assist the President to carry out his/her duties as well as perform such duties as the Executive may from time to time determine.
- c) Shall assure that the PSMHA is represented at all league meetings and coordinate all league activities.
- d) When deemed necessary by the Executive to be responsible for acquiring corporate, civic, provincial and federal sponsorship for programs of the PSMHA.
- e) Shall accept assignments as a Division Director as required.

### Secretary

- a) Shall keep the minutes of all Executive meetings, general meetings and special meetings, and make public on the PSMHA Website.
- b) Shall notify the Executive and/or the membership of the time and places of all regular and special meetings.
- c) Shall keep all reports, all correspondence, and all important information on file.
- d) Shall perform such duties as the Executive from time to time determine.
- e) Shall prepare in an orderly manner all documents which are forwarded to a printer for duplication.
- f) Shall prepare and distribute a Coaches package before the beginning of each hockey season.
- g) Shall prepare and distribute to the membership information of pertinence.
- h) Shall accept assignments as a Division Director as required.
- i) Will review and draft all changes seen necessary yearly for the executive to pass on updating the constitution and policy and procedure documents.
- j) Return all PSMHA webmail

### Treasurer

- a) Shall deposit all funds to an account of the association and shall keep an accurate record of all financial affairs pertaining to the association.
- b) Shall make up a budget each year with the help of Executive to present to membership.
- c) Shall sign all cheques with a co-signer from the Executive.
- d) Shall prepare monthly financial statements for regular, semi-annual and Annual meetings.
- e) Shall immediately after the Annual General Meeting make arrangements to establish signing authority.
- f) Shall perform such duties as the Executive from time to time determines.

- g) Shall look after all the incorporation documentation for the association and arrange for yearly audits

#### Registrar

- a) Shall collect all registrations and fees and associated forms and make sure all players, coaches, officials, and teams are registered in the SHA and all leagues.
- b) Shall keep a record of all teams in the PSMHA.
- c) Shall receive and certify all certificates submitted to him/her on behalf of the players applying for registration in the PSMHA, and to keep a register of all players in the PSMHA.
- d) Shall process receive applications, certifications and evaluations of all coaches for PSMHA,
- e) Shall compile and register a list of all coaches submitted to him/her on behalf of the coaches applying for and being registered with teams in PSMHA, and to keep a register of all coaches and their certification dates in PSMHA.
- f) Shall process all certifications and inform Division Directors.
- g) Shall follow up on lists forwarded to SHA and ensure that lists are processed and returned to PSMHA and to coaches in a reasonable time.
- h) Shall provide to SHA and any league that PSMHA teams are associated with a list of affiliate players as soon as possible after league play starts.
- i) Maintain the hockey Canada data base
- j) keep track of all criminal record checks for coaches
- k) keep track of all disclosure documents for players
- l) provide each team with an official team roster

#### Equipment Manager

- a) Shall keep an accurate inventory of all minor hockey equipment on hand and keep an updated list of the whereabouts of such equipment.
- b) Shall collect team bond fees at the start of each season and submit them to the treasurer to be deposited.
- c) Shall be responsible for the distribution and collection of minor hockey equipment at the beginning and end of each season.
- d) Report to the Executive all progress and what is needed to be purchased, replaced or repaired and present a short term and long term plan to keep our equipment in good shape.
- e) Shall accept assignments as a Division Director as required.
- f) Shall perform such duties as the Executive from time to time determines.

#### Balgonie Representative

- a) To communicate with the Balgonie and attend the regular meetings with the association in Balgonie responsible for the Balgonie

Stardome regarding fees, start up, shut down, etc. To serve as a liaison for Balgonie parents and players.

- b) To be the official spokesman for his/her community
- c) Shall accept assignments as a Division Director as required.
- d) Shall perform such duties as the Executive from time to time determines.

#### Pilot Butte Representative

- a) To communicate with and attend the regular meetings with the Pilot Butte Recreation Board regarding fees, start up, shut down, etc.
- b) To serve as a liaison for Pilot Butte parents and players.
- c) To be the official spokesman for his or her community
- d) Shall accept assignments as a Division Director as required.
- e) Shall perform such duties as the Executive from time to time determines.

#### White City/Emerald Park Representative

- a) To communicate with and attend the regular meetings with the Communiskate Board regarding fees, start up, shut down, etc.
- b) To serve as a liaison for White City/Emerald Park parents and players.
- c) To be the official spokesman for his/her community
- d) Shall accept assignments as a Division Director as required.
- e) Shall perform such duties as the Executive from time to time determines.

#### Referee in Chief

- a) Seek out and coordinate all minor hockey officiating needs.
- b) Shall work closely with the referee assignor to assure that the interests of both the PSMHA and the referees are addressed
- c) Shall be the spokesman for PSMHA to the referees.
- d) Shall receive and compile information on the performance of referees and linesman to assure that the concerns of the membership are being addressed in an expedient manner.
- e) Shall perform such duties as the Executive from time to time determines.
- f) Direct the Executive on the matter of referee's fees to enable him to carry out his functions successfully.
- g) Shall accept assignments as a Division Director as required.
- h) Report to regular meetings.
- i) shall establish and maintain an officials mentorship program

#### Member at Large

- a) Duties to be determined by Executive.
- b) Shall accept assignments as a Division Director as required.
- c) Shall maintain the PSMHA website and provide education of same

### Marketing Coordinator

- a) Duties to be determined by Executive.
- b) Shall accept assignments as a Division Director as required.
- c) Shall maintain a sponsorship package for the website

### Administration and Development Coordinator: Paid Staff

- a) Shall be the liaison with league officials/ice schedulers and home rink schedulers.
- b) Shall provide the league(s) home game and playoff ice times.
- c) Shall assign and communicate practice ice to PSMHA teams via email.
- d) Shall keep a record of each teams' assigned PSMHA ice for the season and provide to treasurer for billing purposes.
- e) Shall perform such duties as the Executive from time to time determines.
- f) shall be available for consultation during HRI scheduling meetings
- g) Shall provide a report to Executive at monthly meetings
- h) Shall work with referee in chief for recruitment of officials
- i) Schedule, coordinate and attend all tryout evaluations
- j) Develop, coordinate and schedule conditioning camps for novice to midget ages pre-season
- k) advise the board on potential grants
- l) prepare the final ice reports at the AGM

### Administrative Assistant

- a) Duties to be determined by Executive.
- b) Shall accept assignments as a Division Director as required.
- c) Shall help the treasurer with all invoicing

### **Division Director Duties will be as follows:**

**The Learn to Play and Initiation Director** shall:

- (a) be responsible for the PSMHA Learn to Play and Initiation category;
- (b) conduct meetings and attend meetings regarding the Learn to Play and Initiation category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (i) conduct pre-season meetings or emails with coaches
- (e) produce an information letter/email for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; as well as a coaches/manager book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;

- (i) ensure that each of the coaches has access to the Hockey Canada Initiation Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Initiation Category at the Annual General Meeting of the Association.
- (l) participate in player evaluation process

The **Novice Director** shall:

- (a) be responsible for the PSMHA Novice category;
- (b) conduct meetings and attend meetings regarding the Novice category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings/emails with coaches (e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; as well as a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Novice Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Novice Category at the Annual General Meeting of the Association
- (l) participate in player evaluation process;

The **Atom Director** shall:

- (a) be responsible for the PSMHA Atom category;
- (b) conduct meetings and attend meetings regarding the Atom category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (i) conduct pre-season meetings/emails with coaches
- (e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Atom Program curriculum;

- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Atom Category at the Annual General Meeting of the Association.
- (l) participate in player evaluation process;

The **Pee Wee Director** shall:

- (a) be responsible for the PSMHA Pee Wee category;
- (b) conduct meetings and attend meetings regarding the Pee Wee category;
- (c) submit any written reports to the Executive Board of Directors as required;
- (d) conduct pre-season meetings /emails with coaches(e) produce an information letter for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches/managers book.
- (g) ensure that a league schedule is processed;
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Peewee Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;
- (k) submit a report regarding the Pee Wee Category at the Annual General Meeting of the Association;
- (l)participate in player evaluation process;

The **Bantam Director** shall :

- (a) be responsible for the PSMHA Bantam category;
- (b) conduct meetings and attend meetings regarding the Bantam category as required by the Executive Board of Directors;
- (c) submit any written reports to the Executive Board of Directors as required;
- (i) conduct pre-season meetings / emails with coaches
- (e) produce an information letter /email for all parent/guardians as approved by the Director of Operations;
- (f) ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations; and a coaches managers book.
- (a)ensure that a league schedule is processed;
- (b)Attend South Saskatchewan Meetings.
- (h) encourage all on-ice personnel to complete all required program and coaching clinics;
- (i) ensure that each of the coaches has access to the Hockey Canada Bantam Program curriculum;
- (j) ensure all teams have completed medical history forms prior to first game of the season;

- (k) submit a report regarding the Bantam Category at the Annual General Meeting of the Association;
- (l) participate in player evaluation process;
- (m) report all major suspensions to the board immediately

The **Midget Director** shall:

- (a) act as a liaison for PSMHA Midget players
- (b) attend meetings of PSMHA as well as any Midget Conferences/Meetings
- (i) participate in player evaluation process; and know the rules in the Coach/Manager book as well as have access to all SHA rule books.
- (d) submit a report regarding the Midget program at the Annual General Meeting of the Association.
- (e) report all major suspensions to the board immediately.

## **AMENDMENTS**

Amendments to the constitution shall be made at the annual meeting which will be held not later than April 30 each year. Amendments must be submitted in writing to the Executive no later than 4 weeks before annual meeting. Proposed changes to the Constitution shall be posted for public viewing at least 2 weeks before the annual meeting. Amendments will require a majority (51%) of attending members for adoption.

By Laws can be amended at any Executive Board Meeting by vote at any time.

Previous Amendments

Amended 1978 President R.P. Antochow, Secretary/Treasurer L. Kolb

Amended 1996 President R. Koch, Secretary K. Woods

Amended 2001 President M. Holt

Amended 2001, 2002, 2004 Secretary D. Sametz

Amended 2006 Secretary T. Lorenz

Amended 2008 Secretary M.Hladun

AMENDED 2010 SECRETARY N. PHILLIPSON