

**NOTICE OF A SPECIAL GENERAL MEETING
OF CHARLOTTETOWN MINOR HOCKEY ASSOCIATION INC.**

To: All Current Members of Charlottetown Minor Hockey Association Inc.

TAKE NOTICE THAT a special general meeting of the Members of Charlottetown Minor Hockey Association Inc. (the "Company") will be held on the 15th day of May, 2024, to address the proposed amendments to the Constitution of the Company. The proposed amendments are set out in Schedule "A", attached to this Notice. The current constitution is attached as Schedule "B" to this Notice.

The meeting will be held at the West Royalty Community Centre, 1 Kirkdale Road, Charlottetown, PE commencing at 7 o'clock in the afternoon on May 15, 2024.

DATED at Charlottetown, Prince Edward Island, this 7th day of May, 2024.

BY ORDER OF THE CHAIR

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**ACKNOWLEDGEMENT AND CONSENT**

I, the undersigned Member of Charlottetown Minor Hockey Association Inc., hereby acknowledge receiving notice of and consent to the holding of the meeting of which I have been notified above and do hereby consent to the transaction of all business thereat.

DATED: May , 2024.

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Signature of Member

## **SCHEDULE "A"**

1. The members in attendance shall waive the notice period prescribed in Clause 20.00 of the Constitution by majority vote.

The following amendments must be enacted by a two-thirds vote of those members in attendance and voting.

1. Clauses 3.01, 3.02, 3.03, and 3.04 are repealed and the following substituted:
  - 3.01 A parent or legal guardian who has a child registered with the Association, has paid all annual registration fees, and has no outstanding fees owed within the Association, shall be a voting member in good standing to the Association and may exercise the right to vote at the Annual General Meeting or any Special General Meeting at which they are present.
  - 3.02 An Executive Member, duly elected under the Constitution, shall be a member of the Association and may exercise the right to vote at the Annual General Meeting or any Special General Meeting at which they are present.
  - 3.03 A coach, manager, official, or other person approved by the Executive Committee, who is not described in Articles 3.01 or 3.02, shall be a member of the Association, without the right to vote at the Annual General Meeting or any Special General Meeting at which they are present.
  - 3.04 Any player of a team under which CMHA exercises authority shall be a member of the Association, without the right to vote at the Annual General Meeting or any Special General Meeting at which they are present.
  - 3.05 A non-voting member may propose business, other than amendments to this Constitution, for consideration at an Annual General or Special General Meeting.
  - 3.06 A voting member shall continue to be a member for the period up to the first player registration date of the following hockey season at which time the re-registration and payment for at least one child will renew their membership in good standing.
2. Clause 5.00 is repealed and the following substituted:
  - 5.00 GOVERNMENT
  - 5.01 The Association shall be governed by the Board of Directors, assisted by the Executive Committee.
3. Clauses 6.01 and 6.02 are repealed and the following substituted:
  - 6.01 The Board of Directors shall consist of the Executive Officers and Division Directors. All members of the Board of Directors other than the Executive Officers shall be appointed by the Executive Committee, in accordance with the bylaws of the Association.
  - 6.02 Division Directors shall include the Directors of the U7, U9, U11, U13, U15, and U18 Divisions.

4. Clauses 7.01 and 7.02 are repealed and the following substituted:
  - 7.01 The Executive Committee shall consist of the following officials: President, Director – Finance, Director – Team Services, Director – Communications, Director – Operations, Director – Officiating, Director – Development, Director – Member Services, Director – Female Hockey.
5. Clause 8.00 is repealed.
6. Clauses 9.01, 9.02, 9.03, 9.04, 9.05, and 9.06 are repealed and the following substituted:
  - 9.01 The Annual General Meeting of the Association marks the conclusion of the current hockey year and the beginning of the new hockey year, and shall be held not later than June 15 each year.
  - 9.02 A Special General Meeting may be called at any time by the President, by a majority of the Executive Committee, by a signed petition of ten (10) voting members in good standing, or where otherwise required by this Constitution.
  - 9.03 Notice of the Annual General Meeting or a Special General Meeting shall be posted on the CMHA website, and may be advertised through other channels including, but not limited to, the current general email list, local news publications, and social media accounts curated by the Executive Committee a minimum of seven (7) days before the date of the meeting.
  - 9.04 A change in meeting place or time, due to unforeseen, uncontrollable, or otherwise reasonable circumstances, is acceptable if the Executive Committee makes its best effort to notify all members in the most expedient and efficacious manners available.
  - 9.05 A change in meeting place or time, not due to causes identified in 9.04 shall not occur without seven (7) days notice as prescribed in 9.03.
  - 9.06 The Executive Committee shall meet frequently as deemed necessary, but not less than monthly, to conduct the business of the Association. An Executive Committee Meeting may be called by the President or on request of any four (4) Executive Committee members.
  - 9.07 The Board of Directors shall meet frequently as deemed necessary, but not less than monthly, to conduct the business of the Association. A Board of Directors Meeting may be called by the President or on request of any four (4) members of the Board of Directors.
  - 9.08 The President shall chair all meetings of the Association. In the absence of the President, a member appointed by a majority of the Executive Committee in attendance shall act as chairperson.
  - 9.09 Where a quorum is not met for a given meeting, the meeting shall be adjourned for a period of at least four (4) days after the date of the initial meeting. During these four (4) or more days, the Executive Committee shall work to further advertise the revised date. This process shall repeat until quorum is met for a meeting.

7. Clauses 10.01, 10.02, 10.03, and 10.04 are repealed and the following substituted:

10.01 Five (5) Executive Officers shall constitute a quorum at an Executive Committee Meeting.

10.02 Five (5) Executive Officers shall constitute a quorum at a Board of Directors Meeting.

10.03 Ten (10) voting members shall constitute a quorum at the Annual General Meeting.

10.04 Ten (10) members with voting privileges shall constitute a quorum at a Special General Meeting.

8. Clause 12.01 is repealed and the following substituted:

12.01 The Executive Committee positions shall be for terms of one (1) to three (3) years, as determined by the Executive Committee prior to calling for nominations, and each position shall be elected by majority vote at the Annual General Meeting.

9. Clause 13.02 is repealed and the following substituted:

13.02 The Director- Finance shall submit a financial report to the Annual meeting of the Association.

10. Clause 14.00 is repealed.

11. Clause 16.01 is repealed and the following substituted:

16.01 There shall be a Discipline Committee.

12. Clause 20.00 is repealed and the following substituted:

20.00 Amendments

20.01 The Constitution shall be amended by a two-thirds majority vote of the voting members present at the Annual General Meeting or Special General Meeting.

20.02 Any voting member in good standing may propose a Constitutional or by-law amendment for consideration.

20.03 All submissions for amendments shall be submitted, in writing, to the Executive Committee at least twenty-one (21) days before an Annual General or Special General Meeting.

20.04 All proposed amendments shall be advertised at least fourteen (14) days prior to the Annual General or Special General Meeting.

20.05 Any amendment proposed less than twenty-one (21) days before an Annual General or Special General Meeting but before said meeting is called to order must receive unanimous assent to be considered by the voting members in attendance at an Annual General or Special General Meeting.

- 20.06 No amendments may be brought forth once an Annual General or Special General Meeting has been called to order by the President, or an Executive Member acting as chair of the meeting.

**SCHEDULE "B"**

SCHEDULE "C"

CONSTITUTION

CHARLOTTETOWN MINOR HOCKEY ASSOCIATION INC.

|            |   |                           |
|------------|---|---------------------------|
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*J.P. Snow.*

CONSTITUTION

1.00 NAME

This organization shall be known as the Charlottetown Minor Hockey Association/<sup>INC.</sup>(CMHA), hereinafter referred to as the Association.

2.00 OBJECTIVES

The objectives of the Association are:

- (a) to provide recreational and competitive hockey programs for the children of its members;
- (b) to promote, govern, and improve organized minor hockey within the City of Charlottetown;
- (c) to promote hockey knowledge and skills, and habits of good sportsmanship, among all players in all CMHA programs,
- (d) to foster goodwill with other sports governing associations, and
- (e) to contribute to community spirit among its members and their children.

3.00 MEMBERSHIP

3.01 Any person who is a resident of Charlottetown, or who is the sole owner of real property located in Charlottetown, is eligible to become a member of the Association upon payment of the membership fee established by the bylaws.

3.02 In case of married persons, membership shall be held by the person signing the application form and paying the required fee.

3.03 Special membership in the Association may be conferred on any individual who has previously been a member of the Association, subject to the approval of the City of Charlottetown Recreation Committee.



3.04 Life membership in the Association may be awarded by majority vote at the annual meeting of the Association, on the recommendation of the Board of Directors.

4.00 PLAYING RIGHTS

Any member, or the child of any member, is eligible to participate in the CMHA hockey program within the assigned age divisions, upon payment of the membership fee. All players must be registered with the Association before being permitted to participate in the hockey program.

5.00 GOVERNMENT

The Association shall be governed by the Board of Directors, assisted by the Executive Committee. In addition, there shall be a CMHA Hockey Council which shall represent the interests of the membership in the intervals between annual meetings.

6.00 BOARD OF DIRECTORS

6.01 The Board of Directors shall consist of the Executive Officers, Division Directors, Equipment Manager, and Chairmen of Standing Committees. All members of the Board of Directors other than the Executive Officers shall be appointed by the Executive Committee, in accordance with the bylaws of the Association.

6.02 Division Directors shall include the Directors of the Novice, Atom, Pee Wee, Bantam, Midget, Juvenile, and Representative Teams Divisions.

7.00 EXECUTIVE COMMITTEE

7.01 The Executive Committee shall consist of the Past President, President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Referee-in-Chief, all of whom shall be elected by the membership in accordance with the bylaws of the Association.

7.02 The City of Charlottetown shall be represented on the Executive Committee by a non-voting liaison officer appointed by the City Recreation Department.

8.00 HOCKEY COUNCIL

The CMHA Hockey Council shall consist of the Board of Directors, Team Management of all CMHA approved teams, and Chairmen of Special Committees. All members of the Hockey Council other than the Board of Directors shall be appointed in accordance with the bylaws of the Association.

9.00 MEETINGS

9.01 Executive Committee meetings shall be held at least bi-weekly from August to May in each year, or as often as the President deems necessary.

9.02 The Board of Directors of the Association shall meet at least monthly from August to May inclusive.

9.03 The Hockey Council shall meet three times each year during the hockey season, between October 1st and April 30th.

9.04 The annual meeting of the Association shall be held during the first fifteen days in May of each year, following publication of notice of meeting at least three days in advance of the meeting.

9.05 Special meetings of the Association shall be called by the President on request of three members of the Executive Committee, or on the written request of ten members of the Association. No subject shall be discussed or considered at any special meeting except that specified in the notice of meeting, which shall be published at least three days in advance of the meeting.

9.06 A general meeting of the Membership may be called by the President at any time, subject to the approval of a majority vote of the Executive Committee.

10.00 QUORUM

10.01 A quorum of the Executive Committee shall be four members.

10.02 A quorum of the Board of Directors shall be nine members.

10.03 A quorum of the CMHA Hockey Council shall be twenty members.

10.04 A quorum of the annual meeting shall be thirty members.

11.00 VOTING RIGHTS

Only members of the Association present at annual or special meetings of the Association shall be eligible to vote at such meetings. Decisions shall be by majority vote on all motions.

12.00 TERM OF OFFICE

12.01 The term of office of all members of the Executive Committee shall be one year from the date of the annual meeting at which they were elected, provided that all officers shall continue in office until successors are elected at the next annual meeting.

13.00 ANNUAL REPORTS

13.01 The President shall submit an annual report to the annual meeting of the Association.

13.02 The Treasurer shall submit a financial report to the annual meeting of the Association.

14.00 CITY RECREATION COMMITTEE

The Association shall invite the City of Charlottetown Recreation Committee to appoint a non-voting member to the Executive Committee for the purpose of facilitating liason with the City Recreation Department, and to serve as Ice Co-ordinator between Rink Management and Division Directors.

15.00 BYLAWS

The Association shall adopt bylaws, consistent with this Constitution to provide for the operation of the Association.

16.00 STANDING COMMITTEES

16.01 There shall be a Ways and Means Committee, a Discipline Committee, and a Committee on Coaches Development.

16.02 The membership and duties of Standing Committees shall be as stated in the bylaws.

17.00 SPECIAL COMMITTEES

The Board of Directors or Executive Committee may establish such Special Committees from time to time as they deem necessary to improve the CMHA program, and their duties shall be stated in the motion authorizing their appointment.

18.00 VACANCY

In the event of a vacancy occurring on the Executive Committee the Board of Directors shall appoint a replacement for the remainder of the unexpired term.

19.00 SUSPENSION OF MEMBERSHIP

19.01 On the recommendation of the Discipline Committee, the Board of Directors may revoke the membership of any member for conduct deemed to be detrimental to the success of the CMHA hockey program or to the achievement of the objectives of the Association, and any membership so revoked may not be renewed until the Board is satisfied that the person whose membership was revoked is willing to comply with the requirements of the Association governing his future conduct.

19.02 Any member whose membership has been revoked will be ineligible to attend any meeting or activity conducted by the Association unless and until his membership has been renewed.

20.00 AMENDMENTS

Amendments to this constitution may be enacted at special or annual meetings of the Association, by two-thirds vote of those present and voting, subject to one month's prior notice of the amendment having been submitted to the Board of Directors and published in a Charlottetown paper with the notice of meeting.