

CONSTITUTION

of the Minnedosa Minor Arena Association

Article 1: Name

The Association shall be called the "Minnedosa Minor Arena Association" (hereinafter called the "association").

Article 2: Objectives

The Objectives of the Association shall be:

1. To develop, encourage and sponsor minor athletic sports with Minnedosa Arena.
2. To buy, sell, lease or otherwise acquire such buildings, assets and equipment as may be considered desirable for the furtherance of sport in the Minnedosa Arena.
3. To arrange and supervise such athletic contests as may be considered desirable.
4. Promote and implement Hockey Manitoba Initiation Program.

Article 3: Officers

1. The Officers of the Association shall be:

A President, Past President, Vice-President, Secretary and Treasurer, who shall be elected at the Annual Meeting of the Association, who shall by virtue of their election be members the Executive of the Association.

2. The affairs of the Association shall be administered by an Executive of eleven members, who shall be:

- a) President
- b) Vice-President
- c) Past President
- d) Secretary
- e) Treasurer
- f) Building Chairperson
- g) Tournament Chairperson
- h) Registration Chairperson
- i) Equipment Chairperson
- j) Hockey Chairperson
- k) Figure Skating Chairperson
- l) Concession Chairperson
- m) Promotion Chairperson
- n) Referee-in-Chief

3. Elections shall alternate from year to year:

Even years - President, Vice President, Secretary, Equipment Chairperson, Registration Chairperson, Promotion Chairperson, Figure Skate Chairperson,

Odd years - Treasurer, Tournament Chairperson, Building Chairperson, Hockey Chairperson, Concession Chairperson, Referee-in-Chief

All positions are for two year terms, but not limited to only two years.

4. The President, or in his absence the Vice-President, or in the absence of both, the Past-President shall preside at all meetings of the Association. In the absence of all the above, a Chairman shall be appointed by vote of the members present.
5. It shall be the duty and responsibility of the Secretary to see that proper books and records covering all transactions of the Association are kept and to see that the assets of the Association are properly safeguarded.
6. The Treasurer shall be responsible for the proper accounting of all monies received and paid by the Association. At each regular meeting of the Executive, he shall present a statement showing receipts and disbursements to date, together with the bank balance, commencing with the cash on hand and/or in the bank at the beginning of the year. He shall also report to the Executive at each meeting the standing of the membership and present a statement showing current liabilities outstanding.
 - a. The financial year of the Association shall begin on the first day July of each year and end on the last day of June of the next year. The financial statement, upon completion, will be reviewed by the three officers of the Association.
7. Duties of Building Chairperson - To inspect building and facilities, set up maintenance programs, organize volunteer labour and ensure caretakers' duties are properly completed.
8. Duties of Tournament Chairperson - To organize and coordinate and collect fees for all tournaments sponsored by the Association.
9. Duties of Registration Chairperson - To organize and supervise the collection of fees as set by the board for each season of hockey.
10. Duties of Equipment Chairperson - to be responsible for the upkeep and maintenance of sports equipment belonging to the Association.
11. Duties of Hockey Chairperson - To organize volunteer coaches and managers and convey equipment and other needs of hockey teams to the Association.

Prior to the start of each hockey season the Hockey Chair will convene a committee of Board members to review all coaching and managing applications. Final approval of all team staff will be made by the Minor Hockey Board. Each fall the registration ad will include a call for any interested coaches and managers to contact the Hockey Chair to express their interest.
12. Duties of Figure Skating Chairperson - To coordinate the needs of the figure skaters with the Board of the Association; to coordinate the registration of and fees for figure skaters.
13. Duties of the Concession Chairperson - To coordinate the needs of the concession with the Board of the Association.
14. Duties of Promotion Chairperson - to coordinate advertising of signage for lower level rink boards and upper level wall space as well as maintain regular newsletter for distribution to membership.
15. Duties of the Referee-in-Chief: to supervise the recruitment and development of new referees; to maintain and develop existing referees; to schedule referees for games and tournaments held at the Minnedosa Arena.

Article 4: Meetings

1. There shall be a General Meeting of the Association each year.
2. The Secretary shall in the issue of the Minnedosa Tribune, published immediately prior to the date of the meeting, publish a notice of the time and place of the meeting.
3. Special meetings of the Association may be called:
 - a) By the President as he deems necessary.
 - b) At the written request of three members of the Association.
4. At all meetings of the Association, seven or more members shall constitute a quorum.
5. Notices of Special Meetings shall be published in the issue of the Minnedosa Tribune published immediately prior to the date of the Special Meeting which shall advertise the business to be considered at the Special Meeting.
6. The following order of business shall be observed at the Annual Meeting of the Association:
 - a) Reading of minutes of previous Annual or Special Meeting, as the case may be.
 - b) Consideration of matters arising therefrom.
 - c) Consideration of reports.
 - d) Election of officers and an auditor at the Annual Meeting.
 - e) General business.
 - f) Adjournment.

Article 5: Membership

1. Membership in the Association shall be open to those residents of the Town of Minnedosa and District.
2. All members of the Association may vote at the General Meetings.
3. All members of the Association shall be entitled to hold office.

Article 6: Nominating Committee

1. Each year, not later than the end of March, the Executive at a properly constituted meeting shall appoint a committee of three members as a Nominating Committee.
2. The Nominating Committee shall appoint its own Chairman.
3. It shall be the duty of the Nominating Committee to nominate candidates for office and Executive in the Association at the Annual Meeting.
4. At the Annual Meeting, the President shall call for a report of the Nominating Committee and immediately call for other nominations from the floor for the offices therein referred to.
5. In the event that there are two or more nominations for an office, an election shall be held by ballot and balloting shall continue until one of the candidates shall obtain 50% of the votes cast, the lowest candidate dropping out.
6. When there is a tie, the chairman shall give the casting vote but shall not otherwise be entitled to vote.

Article 7: Executive

1. The President may call such meetings of the Executive as he may deem necessary and at such a meeting four members shall constitute a quorum.
2. The President, or in his absence, the Vice-president, or in his absence the Past President, shall preside at all meetings of the Executive. In the absence of all the above, a Chairman shall be appointed by the members of the Executive present.

3. Each member of the Executive, other than the presiding officer, is entitled to one vote. In the case of a tie vote, the presiding officer shall have a casting vote. The majority of the votes cast shall govern at all meetings of the Executive.
4. The Executive shall have the power to appoint such Special Committees and delegate to them such powers as may be deemed advisable and it shall not be necessary that all the members of such committee be members of the Executive. The President shall be ex-official member of all the committees.
5. The Executive may employ such officials or persons for such time and at such remuneration and delegate to them such duties as it, in its discretion, may consider necessary and advisable.
6. All accounts for payment must be properly vouched by the Treasurer, or the President, or in his absence, the Vice-President. The payments of such accounts are to be duly ratified at the next succeeding meeting of the Executive. The President or Treasurer or Vice-President, or any two of them, shall sign and countersign all cheques drawn on the Association's bank.
7. An account shall be kept in the name of the Association at such Chartered Bank or Credit Union as may be determined by the Executive. All monies received for or on behalf of the Association shall be deposited promptly therein by the Treasurer. In the case of a vacancy occurring in the membership of the Executive, the Executive by majority vote may appoint a new member from the list of members at the last preceding Annual Meeting, for the unexpired term of the office only.

Article 8: Audit

The books and records of the Association and Concession Committee shall be audited at least once a year by an Auditor, duly appointed by the members at the Annual Meeting.

Article 9: Concession Manager

The position of Concession Manager shall be tendered yearly from April 15 - April 30.

It shall be the duty of the Concession Manager to supply and manage a staff to perform the duties as outlined in the tender.

The tender shall be settled by the officers of the Association and two other members of the Executive elected to perform this duty no later than the end of May.

Article 10: Amendments to Constitution

Any member may offer amendments to the Constitution by sending the proposed amendments, in writing, to the President and Secretary not later than ^{thirty} days prior to the date of the Annual meeting. Upon receipt of the proposed amendments, the President and Secretary shall immediately endeavor to inform as many members as possible of the proposed amendments. The amendments shall be considered at the Annual Meeting. A two thirds vote of all members present at the Annual Meeting is required to pass such amendments to the Constitution. This document shall be reviewed annually.

Revised at the AGM on April 22, 2013