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1. Administration

A. Annual Budgets

1. The FSMH President shall be responsible for presenting an annual budget to the FSMSA, which accurately reflects all financial aspects of the hockey operations, by the 31st of July each year.
2. In addition to the Sports Coordinator, the President, 1st Vice president and 2nd Vice President must be involved in the budget procedure.

B. Accounting and Auditing

1. The Sports Coordinator and the FSMSA Treasurer and/or the FSMSA office accounting clerk shall work together to prepare and administer an adequate system that shall, in accordance with approved accounting procedures, ensure correct measurement and control of revenues and expenditures of FSMH operations.





2. A year-end report will be made available to the FSMH membership at the end of the hockey season and tabled at the Annual General Meeting

2. Meetings

A. Regular Meetings

Meetings of the FSMH Executive shall be held as often as necessary. Unless canceled for summer recess, they shall take place monthly.

B. Special Meetings

A special meeting may be called on the instructions of the President or any 3 (three) Executive members of the FSMH, providing all Executive members have been duly informed. No business can be conducted unless there is a quorum of Executive Members in attendance.

C. Quorum

A quorum of the Executive shall consist of one member of more than 50% of the filled positions on the Executive. Vacant positions are excluded for purposes of calculating quorum requirements.

D. Attendance

1. As part of each member's commitment to the board, attendance at Regular Meetings is mandatory. Understanding these are voluntary positions and circumstances do arise which may make it difficult to attend all meetings.
2. All members must attend a minimum of 7 Regular Meetings per year and are not permitted to miss more than 2 Regular Meetings in a row.
3. In the event a member is unable to fulfill these attendance requirements, sanctions towards the member may take the form of:
 - I. A written reprimand
 - II. A loss of voting rights
 - III. An expulsion
 - IV. A combination of the above
4. The President shall ensure that each incident is reviewed and dealt with by a committee of not less than three people.



E. Conduct of Regular Meetings

1. The following forms a general guideline for the order of business at any regular meeting. The agenda may be modified if required.
 - I. Reception of Visitors
 - II. Review/Adopt the Agenda
 - III. Review/Adopt Minutes of Previous Meeting (Regular/Special)
 - IV. Old Business
 - V. Reports
 - VI. Working Committee Updates
 - VII. New Business
 - VIII. Adjournment

F. Minutes

- a. The minutes of FSMH meetings shall include a record of those in attendance, those sending regrets, motions considered and their disposition.
- b. Copies of the meeting minutes shall be kept on file at the FSMSA office and be available for review by any FSMSA members in good standing.
- c. Records retention for FSMH meeting minutes is 3 years + current.

G. Voting

- a. Every Executive member present shall vote on every matter unless excluded by a majority of the Executive from voting by reason of perceived conflict of interest.
- b. The only time that the President will vote is in the event of a tie vote by the members present. He/she will cast their vote in order to break the tie.

H. Motions

- a. Each member shall have the privilege of proposing motions for consideration by the Executive with a requirement of a seconder.
- b. On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate. However, closure shall not take place until every member choosing to speak has had the opportunity to do so.
- c. Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer.
- d. A proposer has the right to withdraw the motion at any time.

3. Annual General Meeting (AGM):

- a. FSMH shall hold an AGM open to all FSMH members in good standing, at least once per hockey season. Due notice of the Annual General Meeting will be advertised to all participating members and those interested in the hockey program, with a minimum of four weeks notice.



- b. Only members of FSMH in good standing may attend the AGM and are eligible to vote. Proxy votes are not allowed. Members have the privilege of standing for or nominating a representative for election for each position. Amendments to the FSMH Policies and Procedures cannot be made at the AGM. However, attendees at the AGM can express their concerns and elect members that are dedicated to working on the FSMH Board to promote and institute their consensus.
- c. FSMH should use the AGM to respond to concerns and report details as to their ideas, initiatives, and policy changes in relation to the operations of the minor hockey program. FSMH members can petition FSMH at least 21 (twenty-one) days prior to an AGM with a written request to the President for any topic they wish to have added to the agenda.
- d. An annual report from all Directors and Level Directors is to be made available and filed with the minutes of the AGM.
- e. Any FSMH member in good standing that wishes to run for any vacant executive position at an AGM, must complete the online intent form, which will include the position that they are applying for as well as a contact address and phone number, to FSMH no less than 21 days prior to the scheduled AGM.
- f. The agenda for the AGM will be finalized at least seven days prior to the meeting. FSMH Executive members shall receive the agenda by e-mail. As well, copies of the agenda and the names of the individuals who are applying for positions will be posted on the FSMH website and made available at the FSMSA office for the general public.
- g. Only members who have served on the Board for a minimum of one full term (two years) within the past three years and are committed to the fair management and integrity of FSMH, are eligible to be nominated for the positions of President, 1st Vice President, and 2nd Vice President.

4. Executive Positions

A. Voting Member Elections

Any executive positions left vacant following the AGM will be filled through an election process by motion, by an Executive majority, with full voting privileges, at subsequent executive meetings.

- 1. Elected in even-numbered years for two-year terms:
 - I. President
 - II. RAC Vice President



- III. Female Director
- IV. U13 - Director
- V. U11 - Director
- VI. U7 - Director
- VII. Elite Director
- 2. Elected in odd-numbered years for two-year terms:
 - I. FSMH Vice President
 - II. Public Relations/ Sponsorship Director
 - III. Elite Director
 - IV. U15/18 – Bantam Director
 - V. U9 -Director
- 3. Elected every year for a 1-year term:
 - I. Equipment Director(s)

B. Non-voting Member Elections

Non-voting positions will also be elected by the Board of Directors after the Annual General Meeting.

- a. Elected every year for a 1-year term:
 - I. Members(s) at Large

5. Sponsorship

FSMH shall encourage corporations, businesses, and organizations to become sponsors of the FSMH program. Sponsorship fees and guidelines for sponsors shall be set by the FSMH Executive.