

**ADMINISTRATION GUIDELINES**

Established: September 8 , 1999

Amended: August 7, 2018

1. The Executive shall follow Robert's Rules of Order.
2. Executive discussions are not to be repeated outside of Executive meetings, and no outside discussions on voting members votes.
3. It is not appropriate for an Executive member to put forward a money motion that involves a relative.
4. Any Executive member absent for 3 consecutive meetings, without just cause, will have their status reviewed by Discipline Committee.
5. Executive members not being able to attend meetings to contact the Administrator &/or Secretary.
6. There is a charge of \$200 for PMHA to send out a mass email for all businesses. Okanagan Hockey School is exempt.
7. Each Executive member should be given an Executive Manual at the beginning of term, and a meeting to discuss Regulations or Guidelines at the beginning of the term should be held to be certain Executive members understand the Regulations or Guidelines.
8. When Regulations or Guidelines are ignored and not carried through, such situations are to be turned over to the Discipline Committee for immediate action.
9. Each Executive member should maintain a book listing job descriptions for the position held. This book is to be turned over at the end of the season to the Secretary for the new Executive at the AGM. Contents should include: responsibilities and other information that may be of value.
10. Executive members are discounted one (1) registration fee for the current season for the oldest child per family. Executive members who do not remain on the Board during the current season will be subject to the applicable pro-rated fees towards their waived registration.
11. Executive members are discounted membership fees for the current season.
12. Executive members may serve on only one Minor Hockey Association Executive.
13. Referee-in-Chief, Ice Ambassador, President and Vice President cannot be coach, assistant coach or trainer of any team in PMHA without permission from the Executive.
14. No one is to order or spend over \$100.00 from General Revenue without approval from Executive, unless already in an approved budget. Any purchasing for PMHA that could cause a conflict must be sent for a minimum of three (3) sealed quotes. Sealed tenders to be opened at Executive meeting.
15. No one Executive member shall hold more than two (2) Executive positions.
16. Directors must enforce all Regulations or Guidelines.
17. \$250 team deposit required by each team at beginning of season.
18. Electronic vote timeline is 48 hours with majority of votes.