



# BRADFORD WEST GWILLIMBURY MINOR HOCKEY ASSOCIATION BY-LAW

February 27, 2007

BRADFORD WEST GWILLIMBURY MINOR HOCKEY ASSOCIATION BY-LAW NO. 1

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS .....	4
2. REGISTERED OFFICE/ BOUNDARIES AND SEAL .....	5
3. MISSION OF THE ASSOCIATION .....	5
4. AFFILIATIONS .....	5
5. CLASSES OF MEMBERSHIP .....	6
6. TERMS OF MEMBERSHIP AND ELIGIBILITY .....	6
7. MEETINGS OF THE MEMBERSHIP .....	8
8. MEMBERS OF THE BOARD .....	10
9. PROCEDURE FOR ELECTION OF THE BOARD .....	11
10. BOARD RESPONSIBILITIES .....	12
11. DUTIES OF BOARD .....	15
b) President; .....	15
12. EXECUTION OF DOCUMENTS .....	20
13. FINANCIAL YEAR .....	20
14. BANKING ARRANGEMENTS .....	20
15. BORROWING BY THE ASSOCIATION .....	21
16. NOTICE.....	21
17. PASSING AND AMENDING BY-LAWS .....	22
18. REPEAL OF PRIOR BY-LAWS .....	23
19. RULES OF PROCEDURE .....	23
20. EFFECTIVE DATE .....	23

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**REVISION LOG**

<b><u>SECTION</u></b>	<b><u>CONTENT</u></b>
9.2 & 11.1	By-Law Amendment 2008-02-26: - Ice Convenor Position removed as Board Member to Paid Position.
9.2 & 11.1	By-Law Amendment 2009-02-26: - Changes to Tournament Director Position, Introduction of a: Representative & AE Tournament Director House League & Local League Tournament Director.

BRADFORD WEST GWILLIMBURY MINOR HOCKEY ASSOCIATION

BY-LAW NO. 1

A By-law relating generally to the conduct of the affairs of the Bradford West Gwillimbury Minor Hockey Association.

BE IT ENACTED as a by-law of Bradford West Gwillimbury Minor Hockey Association as follows:

**1. DEFINITIONS**

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
- a. "Association" means BWGMHA Minor Hockey Association (or such other name as the Association may in the future legally adopt);
  - b. "Board " means an individual who has been elected to the Board Members of the Association;
  - c. "Board" mean the individuals who hold the offices enumerated in Article 11;
  - d. "BWGMHA" means Bradford West Gwillimbury Minor Hockey Association.
  - e. "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
  - f. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
  - g. "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
  - h. "Members" means all classes of membership in the Association as provided for in section 5.
  - i. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  - j. "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  - k. "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board Members of the Association.
  - l. "Volunteer Worker" means any person over 18 years of age who serves in the interest of the Association.
- 1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

## **2. REGISTERED OFFICE/ BOUNDARIES AND SEAL**

- 2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in the Town of Bradford West Gwillimbury, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act.
- 2.3 The BWGMHA official boundaries encompasses the Town of Bradford West Gwillimbury area of governance as follows or as they are changed by the Town of BWG:

North – Line 13 South Side

South – Highway #9 North Side

East – 20<sup>th</sup> Side Road & Canal Road

West – Line 7 West of Hwy #27

## **3. MISSION OF THE ASSOCIATION**

- 3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Town of Bradford West Gwillimbury including:
- a) the opportunity for all eligible individuals to participate in recreational house league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
  - b) the development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
  - c) to instil in all players, coaches, managers, trainers and members associated with the BWGMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
  - d) the Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its goals and objectives.

## **4. AFFILIATIONS**

- 4.1 The Association shall have the following affiliations:
- a) The Association shall be a member of the OMHA; and,
  - b) The Association shall be a member of York Simcoe Minor Hockey League.
  - c) The Association shall be a member of Simcoe Region Minor Hockey League.

## **5. CLASSES OF MEMBERSHIP**

5.1 There shall be two (2) classes of Membership in the Association:

1. Active Membership;  
Volunteer Worker Approved by the Board
2. Parent/Guardian Membership;

## **6. TERMS OF MEMBERSHIP AND ELIGIBILITY**

6.1 Terms and Eligibility

a) Active Membership:

Active Members shall include all elected or appointed Board or officials, and all, coaches, managers and trainers appointed for the current season, and all registered players and volunteer workers who are at least 18 years of age. Members in this classification will be allowed one vote per person.

b) Parent/Guardian Membership:

Parent/Guardian members shall include all parents and or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years. Each Parent, custodial couple, single parent/Guardian member(s) of a registered player(s) shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

c) One Person – One Class of Membership:

Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare himself/herself prior to the start of any meeting of the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

6.2 Membership List

Subject to Section 6.7 herein, the Secretary of the Board shall prepare and maintain a list of current Active Members', Volunteer Worker approved by the Board and Parent, Custodial couple, single parent/Guardian Members. This list shall be kept at the head office and updated as necessary and made available to all Board Members. Such list of Members shall be used to determine eligibility to attend and vote at any meeting of the Membership.

6.3 Membership Year

Unless otherwise determined by the Board, every Membership, shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

#### 6.4 Termination

- a) A membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Registrar shall immediately inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Board to be contrary to the stated OMHA Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

#### 6.5 Membership Fees

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, however the Board may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

#### 6.6 Right to Vote

All Active Members and Parent/Guardian Members shall be entitled to notice of and to vote at all Meetings of Members of the Association.

#### 6.7 Record Date

Individuals, who are Members of the Association at least 42 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 42 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

## **7. MEETINGS OF THE MEMBERSHIP**

### **7.1 Annual General Meeting of Members**

- a) The Annual General Meeting shall be held each year before the 31<sup>st</sup> day of May each year, at a time, place and day determined by the **Board**, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;
- b) approval of the agenda;
- c) approval of the minutes of the previous Meeting of the Membership;
- d) receiving reports of the activities of the Association during the preceding year;
- e) receiving information regarding the planned activities of the Association for the current year;
- f) receiving and approving the report of the Treasurer of the Association from the previous year and a projected financial position for the current year;
- g) presentation of current Audited statement;
- h) consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
- i) transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing (4 Weeks) immediately preceding the Annual General Meeting;
- j) election of the new Board.

### **7.2 Additional General Meetings of Members**

In addition to the Annual General Meeting described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

### **7.3 Notice**

- a) Annual General Meeting;

The notice of the Annual General Meeting (AGM) to be held before the 31<sup>st</sup> day of May each year, shall set out the agenda, including particulars of any other business to come before the meeting. The time and the place of the Meeting, and such notice shall be conveyed to all Members recorded for such Members in the records of the Association. Such notice shall be posted in all Association Arenas at least thirty (30) days prior to the date of the Meeting.

b) Additional General Meetings of the Membership:

Notice of any Additional General Meetings of the Membership shall be conveyed to all Members recorded in the records of the Association. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.

c) Error or Omission in Notice:

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

7.4 Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 2/3 of the eligible members present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5 Voting Procedures:

- a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;
- b) The Board member presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;
- c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

7.7 Adjournments:

Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

7.8 Chair:

In the absence of the President and the Vice-Presidents, the Members entitled to vote and present at any Meeting of the Membership shall choose another Board as Chair and, if no Board Members are present or if all the Board Members present decline to act as Chair, the Members present shall choose any Member present to be Chair.

**8. MEMBERS OF THE BOARD**

8.1 Composition

Members of the Board -

- i) President
- ii) Vice President Rep Hockey & OMHA Delegate
- iii) Vice President Local League & Simcoe Region Delegate
- iv) Vice President House League
- v) Treasurer
- vi) Secretary

a) Eligibility

A Board Member:

- i) shall be eighteen (18) or more years of age;
- ii) shall not be an undischarged bankrupt or of unsound mind;
- iii) shall be an active Member of the Association at the time of his or her election or appointment;
- iv) shall remain a Member of the Association throughout his or her term of office.
- v) must have been a sitting member of the, Board for 1 year or more within the immediate preceding 3 years span.

b) Number of Members of the Board:

The affairs of the Association shall be managed by a Board, which consists of **14** elected Board Members.

c) Executive Term of Office:

- i) At the April General meeting of Members of the Association, the Members of the Association shall elect a number of Board equal to the number of Board whose term is ending shall be elected to the Board for two (2) year terms each.
  - i. Implementation of Rotation of Board
  - ii. In order to establish a rotation of the Board, the election of Board next following the implementation of this By-law shall provide for the election of the Board; the election of six (7) Board for a term of two (2) years each and the election of seven (7) Board for a term of one (1) year each. Thereafter, all Board positions whose term is ending shall be elected for two (2) year terms going forward.
- ii) The term of all incumbent Board at the date of adoption of this By-law shall expire and terminate by special resolution of the Board following the Annual General Meeting prior to May 31st that follows said meeting.

d) Change in Number of Board:

The Members of the Association may by special resolution increase or decrease the number of its Executives. Any change in the number of Board shall be in compliance with prevailing Ontario laws and regulations.

## **9. PROCEDURE FOR ELECTION OF THE BOARD**

### 9.1 Nominations:

The election of Board shall take place at the Annual General Meeting of the Membership. No election of a Board Member is effective without consent (verbal at the AGM meeting, or given in writing prior to the election or appointment). Nomination Forms for the Board are available each year from the Secretary and must be submitted in writing or nominated at the AGM meeting. The Nomination Form must contain the nominee's name and two (2) nominators who are Members of the Association.

### 9.2 Board Positions:

The Board shall consist of **14** members of the following;

- a) Past President - (immediate) – No voting privileges
- b) President - Elected - (2) year term
- c) Vice President Rep Hockey & OMHA Delegate - Elected - (2) year term,
- d) Vice President Local League & Simcoe Region Delegate – Elected – (2) year term
- e) Vice President House League – Elected – (2) year term
- f) Treasurer - Elected - (2) year term
- g) Registrar – Elected – (2) year term
- h) Secretary - Elected - (2) year term
- i) Abuse & Harassment Convenor - Elected - (2) year term
- j) Head of Hockey Auxiliary - Elected - (2) year term
- k) Tournament Director (Rep & AE) - Elected - (2) year term
- l) Tournament Director (HL & LL) – Elected – (2) year term
- m) Technical Development – Elected - (2) year term
- n) Equipment – Elected – (2) year term

### 9.4 Vacancies:

Any vacancy occurring on the Board may be filled only for the remainder of the current term of the vacated position by Resolution of the Board then in office provided there is a quorum of Board then in office. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. The Board shall appoint a replacement Board within thirty (30) days after the Board position was vacated.

## 9.5 Termination

### a) Removal of Member by the Board

The Board will have the power, by majority vote to remove any Board before the expiration of his or her term of office. The Board shall then appoint a replacement Board within thirty (30) days after the Board position was terminated.

### b) Absenteeism

Unless otherwise determined by the Board, the absence of a Board from three (3) consecutive Board Meetings or the absence of a Board Member from four (4) out of any eight (8) Consecutive Board Meetings shall be deemed to be a resignation of the said Board.

### c) Resignation

A Member of the Board may resign his or her Position by submitting a letter of resignation to the President of the Association and /or Secretary.

## 10. **BOARD RESPONSIBILITIES**

### 10.1 Governance:

The Board shall govern the Association in compliance with the objects, powers, By-Laws and Policies of the Association, Rules of Operation and all applicable laws and regulations.

### 10.2 **Board Meetings**

#### a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet not less than ten (10) times per year.

#### b) Special Board Meetings

Special Board Meetings may be called by the President or a Vice-President in the absence of the President or on petition in writing to the Secretary signed by any three Board Members. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.

### 10.3 Notice of Board Meetings

- a) Notice shall be communicated to all Board Members at least seven (7) days in advance of the Meeting, unless all Board Members agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;

- b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.
- c) No formal notice of any Board Meeting shall be necessary if all the Board are present or if those absent signify their consent to the Meeting being held in their absence.

#### 10.4 Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Executive may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### 10.5 Adjournment of Board Meetings

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

#### 10.6 Quorum

A quorum for a Board Meeting shall be a Majority of Board. No business of the Board shall be transacted in the absence of a quorum.

#### 10.7 Voting Rights

Each Board member, present at a Board Meeting, including the Board member, shall be entitled to one vote. The Board member shall have a second vote in the event of a tie vote.

#### 10.8 Voting Procedures

A majority of votes of the Board present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Board present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

#### 10.9 Remuneration

Board Members shall serve without remuneration and no Board shall indirectly or directly receive any remuneration, salary or profit from the position of Board or for any service rendered to the Association; provided that, the Board may establish Policies relating to the reimbursement of Board for reasonable expenses incurred in the performance of their duties as Board of the Association.

#### 10.10 Conflict of Interest

- a) Every Board who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.
- b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Executive is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Board assumes the office.
- c) After making such a declaration, no Board shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- d) If a Board has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Board Member is not accountable to the Association for any profit or personal gain realized from the contract or transaction or other matter.
- e) If a Board fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Board Member shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

#### 10.11 Indemnification of Board Member

Every Board Member of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Board Member of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Board Member, he or she has achieved complete or substantial success as a defendant.
- c) the Association may purchase and maintain such insurance for the benefit of its Board Member as the Board may from time to time determine.

#### 10.12 Confidentiality

Every Board Member and Officer of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera.

## 10.13 Rules of Operation

Notwithstanding any other provision contained in this By-law, the Board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of its members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law. Such prescribed rules and regulations shall have force and effect until the next AGM when they shall be confirmed. In the event of default of confirmation at such AGM the regulations shall, at and from that time, cease to have force and effect until the next AGM.

## **11. DUTIES OF BOARD**

### 11.1 Duties of Board

#### a) Past President:

The Past President shall:

- i) be available to assist any Board requiring assistance in the completion of his or her functions;
- ii) carry out other duties as assigned by the Board, Board Committee, or the President.

#### b) President:

The President shall:

- i) represent the Association in the Community;
- ii) act as Chair of the Board Committee, and at all Meetings of the Membership;
- iii) exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv) be a non-voting Member of all committees and sub-committees of the Association;
- v) report regularly to the Board on matters of interest;
- vi) delegate tasks as necessary.
- vii) select Ad-Hoc committees as required;

#### c) Vice President of Rep Hockey & OMHA Delegate:

1. The Vice President of Rep Hockey & OMHA Delegate shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Board requiring assistance in the completion of his or her functions;
- iv) be the primary contact for the OMHA;
- v) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches and Board.
- vi) carry out duties as assigned by the Board, Board Committee or the President;
- vii) present a report regarding Representative Hockey Operations to the Board;
- viii) appoint the members of the representative hockey operations committees;

2. VP of Rep - Additional Duties;

- i) operate the Representative Hockey Program pursuant to the Policies of the Association;
- ii) establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- iii) recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- iv) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
- vi) select Ad-Hoc committees as required;
- vii) recommend policy to the Board regarding Representative Hockey Operations.

d) Vice President Local League & Simcoe Region Delegate;

The Vice President Local League & Simcoe Region Delegate shall:

- assume the duties of the President in the absence for any reason of the President;
- i) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- ii) be available to assist any Board requiring assistance in the completion of his or her functions;
- iii) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches.
- iv) carry out duties as assigned by the Board, Board Committee or the President;
- v) select Ad-Hoc committees as required;

e) Vice President House League Hockey;

1. The Vice President House League Hockey shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Executive requiring assistance in the completion of his or her functions;
- iv) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches.
- v) carry out duties as assigned by the Board, Board Committee or the President;
- vi) appoint the members of the representative hockey operations committees;

2. VP House League - Additional Duties;

- i) operate the House League Hockey Programs pursuant to the Policies of the Association;
- ii) establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;
- iii) recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;
- iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association;
- v) present a report regarding House League Hockey Operations to the Board;
- vi) select Ad-Hoc committees as required;
- i) recommend policy to the Board regarding House League Operations.

f) Treasurer:

The Treasurer shall:

- i) Signing Authority for cheques and any financial transactions plus one additional signor (President, Vice Presidents, Secretary)
- ii) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- iii) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
- iv) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- v) evaluate, review and recommend financial policy to the Board Committee and to the Board;
- vi) chair the Budget Committee;
- vii) carry out duties assigned by the Board, the Board Committee or the President.
- viii)select Ad-Hoc committees as required;
- ix) prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
- x) liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
- xi) finalize schedule of budget submissions from all committees on an annual basis;
- xii) recommend policy to the Board regarding financial budgeting and planning.

g) Registrar:

The Registrar shall:

- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii) carry out duties assigned by the Board, the Board Committee or the President.

h) Secretary:

The Secretary shall:

- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Board Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- iv) recommend policy to the Board regarding internal and external communications of the Association;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) maintain the membership list referred to in Section 6.2;
- vii) carry out duties as assigned by the Board, the Board Committee or the President.

i) Abuse & Harassment Convenor;

The Abuse & Harassment Convenor shall:

- i) implement and enforce all OMHA Risk Management Programs;
- ii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
- iii) carry out volunteer screening as per policy and guidelines;
- iv) assist as requested with implementation of Risk Management Programs;
- v) carry out other duties as assigned by the **Board, Board** Committee, or the President.
- vi) Select Ad-Hoc committees as required;

k) Head of Hockey Auxiliary;

The Head of Hockey Auxiliary shall:

- i) Arrange for Team Photos;
- ii) Present approved Association apparel proposal for tenders
- iii) carry out other duties as assigned by the **Board, Board** Committee, or the President.
- iv) Select Ad-Hoc committees as required;
- v) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- vi) actively pursue new sponsorship projects;
- vii) manage and supervise current sponsorship endeavours;
- viii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association;
- ix) present a report regarding sponsorship to the Board;
- x) recommend policy to the Board regarding sponsorship.

n) Representative & AE Tournament Director;

The Representative & AE Tournament Director shall:

- i) Organizes and co-ordinates the BWGMHA Representative & AE tournaments following OMHA rules and association rules.
- ii) Acts as contact person for all applicants to our Representative & AE tournaments.
- iii) Prepares financial statement to present to the Board following the Representative & AE tournaments.
- iv) Carry out other duties as assigned by the Board, Board Committee, or the President.
- v) Select Ad-Hoc committees as required;

o) House League & Local League Tournament Director;

The House League & Local League Tournament Director shall:

- i) Organizes and co-ordinates the BWGMHA House League & Local League tournaments following OMHA rules and association rules.
- ii) Acts as contact person for all applicants to our House League & Local League tournaments.
- iii) Prepares financial statement to present to the Board following the House League & Local League tournaments.
- iv) Carry out other duties as assigned by the Board, Board Committee, or the President.
- v) Select Ad-Hoc committees as required;

p) Technical Director:

The Technical Director shall:

- i) organize clinics for start of season (PRS, Trainers, coaches, CHIP).
- ii) organize goalie, body checking and power skating clinics.
- iii) for purposes of establishing, implementing and evaluating on ice and off ice technical development programs liase with the VP Local League, VP House League and the VP Representative Hockey;
- iv) recruit and train volunteers to perform the functions required for technical development;
- v) liase with the OMHA concerning the coach mentor program;
- vi) carry out other duties as assigned by the Board, Board Committee, or the President.
- vii) select Ad-Hoc committees as required;

q) Equipment Convenor:

The Equipment Convenor shall:

- i) maintain an inventory of all equipment owned by the Association;
- ii) collect rental fees and security deposits for all goalie equipment leased;
- iii) solicit bids and purchase hockey equipment, as required;
- iv) maintain and repair all equipment owned by the Association;
- v) solicit bids and arrange the purchase of year end awards;
- vi) submit to the Budget Committee in each year an estimate of revenues and expenditures for the next fiscal year of the Association;
- vii) present a report regarding purchasing and equipment to the Board;
- viii) recommend a policy to the Board regarding purchasing and equipment.
- ix) carry out other duties as assigned by the Board, Board Committee, or the President.
- x) Select Ad-Hoc committees as required;

## **12. EXECUTION OF DOCUMENTS**

### **12.1 Execution of Documents:**

The Board may from time to time appoint any Board Member or Members or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.

### **12.2 Books and Records:**

The Board shall ensure that all necessary books and records of the Association required by the By-laws of the Association or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

## **13. FINANCIAL YEAR**

13.1 The financial year of the Association shall terminate on the 30th day of April in each year.

## **14. BANKING ARRANGEMENTS**

### **14.1 Banking Resolution:**

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- a) operate the accounts of the Association with a bank or a trust company;
- b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) issue receipts for and orders relating to any property of the Association;
- d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

### **14.2 Deposit of Securities**

- a) All BWGMHA bank deposits and monetary holdings must be in the form of bank accounts of Guaranteed Investment Certificates – not high risk investments such as mutual funds or stocks or bonds or lotteries.

- b) The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall be determined from time to time by resolution of the Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

## **15. BORROWING BY THE ASSOCIATION**

### 15.1 Borrowing Power:

Subject to the limitations set out in the Letters Patent, Supplementary Letters Patent, By-laws or Policies of the Association, the Board may by Resolution authorize the Association to:

- a) borrow money on the credit of the Association;
- b) issue, sell or pledge securities of the Association.

### 15.1 Borrowing Resolution:

From time to time, the Board may authorize any Board or Officer of the Association or any other person to make arrangements with reference to the monies so borrowed or to be borrowed and as to the terms and conditions of any loan, and as to the security to be given therefore, with power to vary or modify such arrangements, terms and conditions, and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

## **16. NOTICE**

### 16.1 Computation of Time:

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

### 16.2 Omissions and Errors:

The accidental omission to give notice of any Meeting of the Board or Members or the non-receipt of any notice by any Board or Member or by the auditor of the Association or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Board, Member or the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

16.3 Method of Giving Notice:

Whenever under the provisions of this By-law of the Association, notice is required to be given, such notice may be given either personally or by telephone or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Board, Officer or Member at his or her address as the same appears in the records of the Association. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member, Board or Officer shall be his or her last address in the records of the Association.

**17. PASSING AND AMENDING BY-LAWS**

17.2 The Board and a member in good standing may recommend amendments to the By-laws of the Association from time to time, to the Membership.

17.2 If the Board intends to discuss amendment of the By-laws of the Association at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Executive not less than ten (10) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.

- 17.3
- a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
  - b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
  - c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
  - d) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.
  - e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

**18. REPEAL OF PRIOR BY-LAWS**

18.1 Repeal:

All prior By-laws of the Association, including the document entitled the "Constitution" of the Association are hereby repealed.

18.2 Proviso:

The repeal of all prior By-laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

**19. RULES OF PROCEDURE**

19.1 The Rules contained in the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

**20. EFFECTIVE DATE**

20.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at Bradford Community Centre in the Town of Bradford West Gwillimbury, Ontario, and at which a quorum was present on the 27<sup>th</sup> day of February, 2007.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary