

Sioux Lookout Minor Hockey Association



Constitution and By-laws

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Constitution of the Association

Article 1 – Name

This Organization shall be known as Sioux Lookout Minor Hockey Association and shall hereinafter be referred to as “the Association.”

Article 2 – Authority & Affiliations

The Association has full and complete jurisdiction over all minor hockey in the Municipality of Sioux Lookout and surrounding area as prescribed by the Branch.

The Association is a member of Hockey Northwestern Ontario, which it hereby recognizes as having full and complete jurisdiction over all amateur hockey in that part of Northwestern Ontario from the 85th meridian to the Manitoba border.

Article 3 – Objectives

The objectives of the SLMHA are to form, operate and improve organized IP, Novice, Atom, PeeWee, Bantam, Midget age divisions of single A house league, AA and or Special Affiliate AA hockey in the Sioux Lookout and surrounding area under the authority of “Hockey Canada” and “Hockey Northwestern Ontario”, and:

- a) to establish divisions for teams in the various age groups within its jurisdiction and conduct house league competitions in these divisions.
- b) to hold tournaments and invite teams from other associations to participate at said tournaments and also to make provisions for teams to travel to other associations to participate in tournaments;
- c) to enable the development of and participation in AA ice hockey and provide opportunities for players to participate at the highest competitive level;
- d) to instill in all players, coaches, managers and members associated with the Association good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play, and;
- e) to promote and encourage a standardized progression or step by step approach to teaching the fundamentals of hockey, otherwise known as the Hockey Canada Initiation Program.

Article 4 – Membership

There shall be three (3) classes of membership in the Association:

- Active Membership;
- Parent/Guardian Membership; and
- Life Membership.

Article 5 – Amendments to Articles

The articles shall only be amended at an Annual General Meeting, by two-thirds majority vote of those people entitled to vote, who are present at the meeting.

Article 6 – Amendments to By-laws

The by-laws shall only be amended at an Annual General Meeting or at a Meeting of the Members called by the executive, by a simple majority vote of those people entitled to vote, who are present at the meeting.

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By-laws of the Association

By-Law 1 – Definitions

1.1 General

In this By-law and all other governing documents and policies of the Association, unless the context otherwise requires:

- a. "Association" or "SLMHA" means Sioux Lookout Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- b. "Branch" means Hockey Northwestern Ontario (or such other name as the Branch may in the future legally adopt);
- c. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
- d. "Executive" means the Board of Directors of the Association;
- e. "Executive Member" means an individual who has been elected, acclaimed or appointed to the Executive of the Association;
- f. "Members" means all classes of membership in the Association as provided for in Bylaw 4.
- g. "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Executive of the Association.
- h. "Member-in-good-standing" is a member that meets the following criteria:
 - no outstanding sanctions or suspensions by the association or its affiliates
 - no outstanding fees owing to the Association
 - no outstanding property of the Association

All terms defined in the Corporations Act have the same meaning in this By-law and all other governing documents and policies of the Association.

By-Law 2 – Executive

2.1 Duties of the Executive

Collectively, by way of voting on matters before it, the Executive shall:

- administer all affairs of the Association;
- conduct the Association business and authorize the expenditures of the Association;
- fill any vacancies on the Executive that may occur;
- suspend or lift any suspension of any team, team official or player;
- appoint or dismiss any committee, and;
- decide on any matter not covered by the Constitution and By-laws

2.2 Eligibility for Membership on the Executive

To hold a position on the Executive, one must:

- be eighteen (18) years of age or over.
- not have been removed from an executive position by way of an Executive vote in the previous year.
- not have resigned from his/her executive position the previous year without cause deemed just by the current Executive.

Article 7 – Amendments to Policies, Regulations and History

The policies, regulations and history of the Association may be enacted, amended or rescinded at any Executive Meeting, by a simple majority vote of Executive Members.

2.6 Vacancies on the Executive

Any positions left vacant after the AGM or if an Executive member resigns or is removed from the Executive, the positions shall be filled by way of appointment. A candidate must declare their intention to be considered for the vacant position in writing to the Chair of the Nominating Committee. If two or more eligible candidates express an interest in the vacant position, then a ballot will be carried out at a meeting of the Executive. If one eligible candidate expresses interest, they may be accepted and appointed by a simple majority vote.

2.7 Duties and Responsibilities of Executive Members

2.7.1 President

- Oversee all operations of the Association and shall be entitled attend all meetings of the Association.
- Preside as Chair at all meetings of the Association.
- Be a member of all committees of the Association.
- Call special Executive meetings at his/her discretion.
- Act as the official spokesperson for the Association
- Exercise the powers of the Executive in an emergency. Such exercise of power is subject to ratification at the next Executive meeting.
- Hold the power to temporarily suspend teams, players or officials if need be, pending decision by the Disciplinary Committee and subject to ratification at the next Executive meeting.
- Prepare a written report on Association activities for the Annual General Meeting

2.7.2 Vice President

- Perform such duties as assigned by the President and act as an alternate for the President as required.
- Schedule ice time for all Association practices, games, tournaments and sponsored events.

2.7.3 Secretary

- Keep an accurate record of all proceedings of the Association
- Maintain a contact list of all Executive members, complete with mailing addresses, telephone numbers and email addresses.
- Receive and record all correspondence of the Association and forward to the appropriate Executive member, if necessary
- Notify the Executive members of the time and place of all meetings.
- Publish notice of the Annual General Meeting at least 45 days prior the meeting.
- Distribute the minutes of each Executive meeting to Executive members prior to the next regular meeting
- Post the approved minutes on the SLMHA website.
- Maintain a separate ongoing record of all motions passed by the Executive.
- Prepare a membership list for the Annual General Meeting and any meetings of the members

2.3 Voting Privileges

Each of the positions listed below are voting members of the executive. If a single person fulfills the duties of more than one position, that executive member is still only entitled to one vote at a meeting of the executive. Although convenor may enlist the help of a co-convenor, the convenor elected/acclaimed at the AGM or appointed by the Executive shall be the only voting member of the executive.

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President
6. Registrar
7. Referee-in-Chief
8. Communications Coordinator
9. Bench Coordinator
10. Equipment Manager
11. Awards & Sponsorship Coordinator
12. Fundraising Coordinator
13. Goalie Convenor
14. IP Convenor
15. Novice Convenor
16. Atom Convenor
17. Peewee Convenor
18. Bantam Convenor
19. Midget Convenor*
20. Girls Convenor*
21. AA Convenor*

* - if the program is currently active

2.4 Election of Executive Members

Executive members are elected to each position at the Annual General Meeting. Nominations are made from the floor at the AGM. A person may accept a nomination in absentia if they provide a letter to the Chair of the Nominating Committee stating their willingness to let their name stand and accept the position if elected or acclaimed. A Nominating Committee may meet prior to the AGM to seek out individuals to fill positions for the upcoming year.

2.5 Term of Office of Executive Members

The term of office for all positions on the executive begins at the changeover meeting following the AGM. For executive members appointed by the Executive, the term begins when the motion to appoint the executive member is carried.

The term of office for all positions on the Executive ends at the changeover meeting following the AGM. In the case of the Past President, the term ends only when a new president is elected, acclaimed or appointed.

- Select the recipient of the Most Improved Referee award.
- Arrange for payment to the referees.

2.7.8 Communications Coordinator

- Update and maintain the Association website on a regular basis.
- Responsible for public relations, including reports and press releases to the media regarding the operations of the Association.
- Receive regular updates from division convenors and post news, results and photos to the Association website.

2.7.9 Bench Coordinator

- Liaise with the Executive on behalf of the coaches in the association
- Recruit coaches, trainers and on-ice help for each division
- Facilitate selection of coaches, trainers and on-ice help for all divisions within the association and make recommendations to the Executive for head coach assignments
- Inform all coaches, trainers and on-ice help of the resources and support available through the Bench Coordinator.
- Advise coaches and convenors in organizing practices
- Meet with coaches to discuss problems and solutions
- Ensure a good working relationship between team coaches by encouraging consensus decision-making.
- Inform the Executive of all serious incidents involving coaches, trainers or on-ice help
- Coordinate clinics for coaches, trainers and on-ice help
- Monitor and evaluate all coaches, trainers and on-ice help as required
- Assist with evaluation of players and team selection in each division

2.7.10 Equipment Manager

- Maintain all equipment of the Association
- Make recommendations to the Executive for purchases of new equipment
- Ensure that trainer bags are fully stocked at the beginning of the year and replenish as necessary
- Keep records of all equipment that is assigned to individuals and teams
- Ensure at the end of the season that all equipment is accounted for at the end of the season.
- Arrange for the cleaning and repair of all equipment at the end of the season, as required.

2.7.11 Awards & Sponsorship Coordinator

- Organize, purchase and maintain trophies for the Association.
- Maintain a record of the winners of all Association awards and trophies and update the Association history annually.
- Act as the legal holder of all cups and trophies held in trust by the Association.
- Provide award selection guidelines to division convenors regarding the choosing of individual awards at the end of each season.
- Coordinate and distribute local sponsors across all divisions, equitably.

2.7.4 Treasurer

- Establish and maintain appropriate systems for bookkeeping, payments, lodgements & petty cash
- Receive and record all fees and deposits payable to the Association and deposit into the Association's operating account
- Receive and record all proceeds of any Association fundraising activities and deposit into the Association's operating account
- Receive and record all invoices payable by the Association.
- Make all payments by cheque drawn from the Association operating account, signed by any two of the signing authorities of the Association
- Establish an annual operating budget, monitor revenues and expenditures and immediately report to the Executive on any variances that would materially affect the Association's financial position.
- Prepare and present monthly financial statements to the Executive, including income statements, balance sheets, cheque disbursements, accounts payable and accounts receivable
- Prepare and present annual financial statements to the Association membership at the Annual General Meeting
- Ensure the Association's finances are audited regularly, minimum 5 years
- Ensure compliance with relevant legislation

2.7.5 Past President

- Sit in an advisory capacity with voting privileges at Executive meetings
- Chair the Nominating Committee

2.7.6 Registrar

- Coordinate all phases of player registration.
- Devise and update registration forms as required.
- Receive all registration documentation and input and update information in the Hockey Canada Registry (HCR).
- Receive and enter all registration fees and deposits in the HCR and forward to the Association treasurer.
- Register all Association teams (including local High School teams) in the HCR and add players and bench staff as requested by the league convenor.
- Request transfers of players and bench staff through HCR
- Provide league convenors with up-to-date official rosters, contact information for each player and volunteer lists
- Provide team trainers with copies of player medical records
- Notify HNO of all changes to the Executive members
- Prepare income tax receipts and distribute to the parents/guardians of SLMHA players.

2.7.7 Referee-in-Chief

- Recruit, train, and discipline all referees for the Association.
- Assign referees and linesmen, as required, for all scheduled games.

2.7.12 Fundraising Coordinator

- Oversee all fundraising activities of the Association, which may include management of the foodbar
- Organize volunteers for fundraising activities
- Prepare a written report on fundraising activities for each executive meeting
- Prepare a written report on fundraising activities for the Annual General Meeting

2.7.13 Goalie Convenor

- Organize clinics accessible to goalies in all divisions and of all development levels
- Research goalie development resources and distribute to all coaches

2.7.14 League Convenors

- Assist the Registrar in registering players for the division
- Run the day-to-day operations of the division.
- Manage concerns of parents, players or bench staff within the division. Investigate concerns and bring forward to the President for further action, if necessary.
- Report any infraction of the rules or Association policies that may require disciplinary action to the President as soon as possible.
- Coordinate player evaluation and team selection with the coaches in the division.
- Coordinate award selection for division awards, in accordance with the Awards Policy
- Prepare a written report on division activities for each executive meeting
- Prepare a written report on division activities for the Annual General Meeting
- Assist the Bench Coordinator with the recruitment and assignment of coaches, trainers, and on ice-help for the division.
- Advise parents and bench staff of all decisions of the Executive that affect the division.

2.8 Removal of Executive Members

Any member of the Executive who misses three (3) consecutive meetings may be removed at the discretion of the Executive.

- Organize the end of year celebration with the divisions convenors and order all trophies, medal, nameplates, and certificates.

3.2 Special Meeting of Members

3.2.1 Timing

The Executive may call a Special Meeting of Members at any time, if necessary. The Executive shall call a Special Meeting of Members if requested by 10 or more members of the Association in writing. Such a request shall include the purpose for calling the meeting and the names and signatures of the members requesting the meeting.

3.2.2 Notice

The Membership is to be informed through the local news media at least fourteen (14) days in advance by the Secretary. The notice shall include any items to be transacted at the meeting.

3.2.3 Quorum

Quorum for any Special Meeting of the Members shall be 10% of the total members, plus one. For example, if there were 153 members (any class of member), quorum would be at least 16 voting members.

3.2.4 Agenda

The agenda for the Annual General Meeting shall have the following items:

- Call to Order
- Attendance
- Approval of Agenda
- Business (limited to the item(s) described in the notice)
- Adjournment

3.2.5 Voting

Voting at the Special Meeting of Members shall be done by a show of hands. Each member in good standing present shall be entitled to one vote.

3.3 Executive Meeting

3.3.1 Timing

The Executive will hold regular monthly meetings throughout the year. The Executive shall determine the date and time of regular meetings. The President may also call a meeting at any time, if required.

3.3.2 Notice

There is no requirement for publishing notice for Executive meetings.

3.3.3 Quorum

Quorum for any Executive meeting shall be a minimum of 10 executive members, including at least one of the President or Vice President, at least one of the Secretary or Treasurer and at least three (3) league convenors (IP, Novice, Atom, Peewee, Bantam, Midget, AA, Girls). Executive members may participate via "live" electronic means (ie: teleconference, videoconference).

3.3.4 Agenda

The agenda for Executive meeting shall be set by the President, or designated Chair for the meeting.

3.3.5 Voting

Voting at Executive meetings shall be done by a show of hands. Each Executive member present at the meeting shall be entitled to one vote. Executive members participating via electronic means, shall state whether they are in-favour, against, or abstaining from any motions before the board.

By-Law 3 - Meetings

3.1 Annual General Meeting

3.1.1 Timing

The Association is required to call at least one General Meeting during the current hockey season. This meeting must occur before June 1st of the current year.

3.1.2 Notice

The Membership is to be informed through the local news media at least forty-five (45) days in advance by the Secretary.

3.1.3 Quorum

Quorum for the Annual General Meeting shall be 10% of the total members, plus one. For example, if there were 153 members (any class of member), quorum would be at least 16 voting members.

3.1.4 Agenda

The agenda for the Annual General Meeting shall have the following items:

- Call to Order
- Attendance
- Approval of Agenda
- Minutes from the Previous AGM
- President's Report
- Financial Report
- Reports of Executive Members
- Election of Executive Members
- General Business
- Amendments to the Constitution (if necessary)
- Amendments to the Bylaws (if necessary)
- Adjournment

3.1.5 Voting

Voting at the AGM shall be done by a show of hands. Each member in good standing present shall be entitled to one vote.

In the case of the election of Executive Members, voting shall be done by secret ballot.

3.1.6 Notices of Motion

Notices of motion and constitutional amendments shall be in writing and sent to the secretary forty-five (45) days in advance of the meeting. To make a motion to request amendments to the Constitution and or Bylaws a member must file their notice with the following information to the Association.

- The Article or Bylaw number you are requesting to be changed. Both the specific number and the name of the Article or Bylaw must be given.
- The name of the Member who is submitting the Motion.
- The current wording of the entire article or bylaw you are requesting to change as it appears in the current constitution.
- Describe the change you are requesting.
- Provide an explanation as to why you are requesting the change.
- Provide the exact wording of the entire section as it is to appear in the Constitution.

3.4 Emergency Executive Meeting

3.4.1 Timing

The President may also call a meeting at any time, if required.

3.4.2 Notice

The executive members are to be informed by email at least 48 hours prior to the emergency meeting.

3.4.3 Quorum

Quorum for any Executive meeting shall be a minimum of 10 executive members, including at least one of the President or Vice President, at least one of the Secretary or Treasurer and at least three (3) league convenors (IP, Novice, Atom, Peewee, Bantam, Midget, AA, Girls). Executive members may participate via "live" electronic means (ie: teleconference, videoconference).

3.4.4 Agenda

The agenda for Executive meeting shall be set by the President, or designated Chair for the meeting.

3.4.5 Voting

Voting at Executive meetings shall be done by a show of hands. Each Executive member present at the meeting shall be entitled to one vote. Executive members participating via electronic means, shall state whether they are in-favour, against, or abstaining from any motions before the board.

3.5 e-Voting

Matters that may be decided on at an Executive Meeting may be conducted by electronic mail, at the discretion of the President. In the event that the President is unavailable, the Vice President can initiate and conduct a vote by email. Electronic voting is to be conducted in accordance with the e-Voting Policy of the Association

3.6 Committee Meetings

3.6.1 Timing

Committees shall hold meeting as required to do the work of the committee.

3.6.2 Notice

There is no requirement for publishing notice for committee meetings.

By-Law 4 – Members

4.1 Membership Definitions

The eligibility requirements for each class of members shall be as follows:

4.1.1 Active Membership:

Active Members shall include all elected and appointed Executive Members, and all coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age. Members in this classification will be allowed one vote per person and may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association.

4.1.2 Parent/Guardian Membership:

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

4.1.3 Life Membership:

Life Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Life Members by any Member of the Association and the granting of Life Memberships must be confirmed by a majority vote of the Members at the Annual General Meeting or Special Meeting of the Membership.

4.2 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.

4.3 Membership List

The Secretary of the Association shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Life Members. This list shall be updated as necessary and made available to all members of the Executive. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

4.4 Terms of Membership

Unless otherwise determined by the Executive, every Membership, other than Life Memberships 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.

4.5 Termination of Membership

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Executive members.

Members whose conduct is considered by the Executive to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Executive to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive to resign from the Association. If they do not resign, the Executive shall give proper notice of motion, to be considered at the next Executive 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 Executive Meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

4.6 Membership Fees

Registration fees shall be established annually and resolved by the Executive. All registration fees for all children registered must be paid for Parent/Guardian Members to be considered members in good standing.

4.7 Right to Vote

All Active Members, Parent/Guardian Members and Life Members, who are considered members in good standing, shall be entitled to notice of and to vote at the Annual General Meeting and all Special Meetings of Members of the Association.

4.8 Right to Refuse Membership

The Association reserves the right not to accept for membership any person if it has reason to believe that such acceptance would be prejudicial to the fulfillment of the beliefs stated in Article 3 of this Constitution.

4.9 Right to Revoke Membership

The Association reserves the right to revoke the membership at any time of any person who conducts himself or herself in a manner that is prejudicial to the maintenance of a wholesome environment in which minor hockey can grow and be an asset to those who enjoy playing the game of hockey. Such action may result in a player or team official being refused the right to continue.

By-Law 5 – Financial

5.1 Financial Year

Until otherwise ordered by the Executive, the financial year of the Association shall end on the last day of April of each year.

5.2 Execution of Instruments

Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Association by any two (2) of the President, Vice President, or Treasurer.

5.3 Banking Arrangements

The banking business of the Association shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the Executive. Such banking business or any part thereof shall be transacted under such agreements, instruments and delegations of powers as the Executive may from time to time prescribe or authorize.

5.4 Deposit of Securities for Safekeeping

The securities of this Association shall be deposited for safekeeping with one (1) or more banks, trust companies or other financial institutions to be selected by the Executive. Any and all securities so deposited by the Board may be withdrawn from time to time only upon the written order of the Executive, signed by the authorized signing Officers and in such manner as shall, from time to time, be determined by resolution of the Executive and such authority may be general or confirmed by a specific instance. The Executive may authorize the earnings from securities or trust funds to be placed in the general account of the Association.

5.5 Remuneration

The Executive members shall serve as such without remuneration but, shall be entitled to be paid their travelling and other expenses properly incurred by them in attending meetings and other activities authorized by the Executive.

5.6 Stabilization Fund

The Executive shall establish and maintain a Stabilization Fund hereinafter called 'the Fund'. The Fund is to provide the Association with a reserve in case of financial hardship for the Association.

All monies received by the Branch for the Fund or payments to the Fund shall be authorized by the Executive, shall be for the express purpose of increasing the Fund to meet the future needs of this Association.

All monies and investments shall be kept at a recognized financial institution resident in Canada and shall comply with all the laws of Canada.

The Finance Committee shall manage the Fund. The Treasurer shall report annually to the Membership all activity within the Fund.

All monies received shall be invested to earn income for the purpose before herein set out in this by-law. Any excess earnings shall be reinvested for the purpose of increasing the Fund

There shall be no withdrawal of capital from the Fund for any purpose of the Association without the approval of the Membership by at least a two-thirds (2/3) vote. Notice of the purpose and the amount of the proposed withdrawal will be given to all Members by one of following: registered letter, electronic mail, fax or courier at least thirty (30) days before the date of the meeting.

By-Law 6 – Conflict of Interest

6.1 Executive Members

A conflict of interest is deemed to arise when an Executive member is involved:

- In any issue materially affecting their interest as an Executive Member of an amateur Hockey Association, team or League.
- In receiving remuneration of any amount or any gift for any position of the Association.
- In any issue materially affecting their personal interest while holding any position in the Association.

When a conflict is deemed to have arisen, the Executive member involved:

- Shall immediately notify the President (or Vice President, if the President is in conflict).
- Shall be requested to absent himself from the meeting, unless requested by the Chair to say when any item is being discussed by the Executive or any of its Committees.
- Shall not solicit information on any such item.
- Shall not be provided any information on any such items by any Executive member.

Any person seeking election as an Executive member shall declare any conflict of interest in advance of seeking election to such office.

The Executive by a duly made motion, may declare an Executive member in conflict if it is their perception that a conflict has occurred.

6.2 Coaches

No person shall hold a coach and a convenor position in the same division, unless approved by the Executive.

6.3 Referees

No person will be permitted to hold a coaching or convenor position and referee games in the same league, except in an emergency situation, and with the approval of the President.

By-Law 7 – Committees of the Association

7.1 Finance Committee

7.1.1 Purpose

The Finance Committee is a standing committee of the Executive. The committee oversees all financial aspects of the organization.

7.1.2 Roles and Responsibilities

Set the registration fees for the upcoming year.

Set the budget for the upcoming year.

Assess the Association's financial position, including risks and opportunities.

Oversee the audit process of the Association's finances.

Monitor the Stabilization Fund and make recommendations on the use of any surplus funds

Make recommendations to the Executive on changes to finance and administration policies of the Association.

7.1.3 Members

The committee shall have three to five members of the executive. The chair of the Finance Committee shall be the Treasurer. The Registrar shall be a member of the committee.

7.2 Nominating Committee

7.2.1 Purpose

The Nominating Committee is a standing committee of the Executive. The committee oversees filing vacancies on the Executive.

7.2.2 Roles and Responsibilities

Determine executive positions that are or may become vacant.

Seek out candidates with appropriate skill sets to fill vacancies.

7.2.3 Members

The committee shall have three to five members of the executive. The chair of the Nominating Committee shall be the Past President.

7.3 Discipline Committee

7.3.1 Purpose

The Discipline Committee is a standing committee of the Executive. The committee deals with all formal complaints regarding the conduct of any player, coach, volunteer or parent, and presents recommendations to Executive.

7.3.2 Roles and Responsibilities

Investigate allegations of misconduct

Impose sanctions against players, coaches, volunteers or parents involved in serious incidents to the Executive. All rulings of this Committee are subject to ratification by Executive.

Recommend changes to Association policies to alleviate recurring issues.

7.3.3 Members

This Committee shall be comprised of the President, Vice President, Referee-in-Chief and the Convenor of the division involved. Should one of these people be unavailable, the Past President shall replace that person on the Committee. When there is a disciplinary meeting involving a Coach, the Bench Coordinator shall be a member of the committee. In the event that a member of the Disciplinary Committee is in a conflict of interest, he/she will declare it and the President or Vice President (in the event that the President is in conflict) will appoint a replacement

7.4 Ad Hoc Committees

Ad Hoc committees may be struck at any time at the discretion of the President. These committees are formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

By-law 8 – Appeals

8.1 General

Notice of an appeal must be received in writing within seven (7) days of a Disciplinary Committee ruling being ratified by the Executive. The notice shall be given to the President of the Association, and shall include: the decision being appealed, the grounds for the appeal, the relevant facts and any witness statements.

8.2 Appeals Committee

As all decisions of the Discipline Committee are ratified by the Executive, appeals are made to the Executive directly by the Appellant, in a closed session at a regular Executive Meeting or an Emergency Executive Meeting called for that purpose.

Appeals shall be heard within 7 days of receiving notice unless both parties mutually agreed to extend the timeline.

8.3 Fees

Appeals shall have a \$100.00 non-refundable fee, which must be paid at the time of notice.

An appeal being filed on the behalf of a minor, shall have said fee waived.

8.4 Appeals Process

Appeals are to be heard in an in-camera session of an Executive meeting.

All individuals attending an appeal shall be invited by the Chair. Invitations are to be extend to Members of the Disciplinary Committee, the Appellant and any witnesses

- The Appellant will present the Appeal.
- Through the Chair, Executive members may ask for clarification and more information from the Appellant.
- Through the Chair, Executive members may ask for clarification and more information from the any witnesses present.
- The Chair of the Discipline Committee is given an opportunity to respond to the appeal.
- Through the Chair, Executive members may ask for clarification and more information from the Disciplinary Committee Chair.
- The Appellant, witnesses and members of the Disciplinary Committee (who are not conflicted members of the Executive) are excused to allow the Executive to deliberate.
- The Appeal Committee shall be given 48 hours to make their ruling. The Committee shall provide a written ruling on their findings and provide a copy of the ruling to the Appellant.

All decisions of the Appeal Committee shall be final.

8.5 Further Action

If the Appellant is not satisfied with the ruling of the executive after appeal, they will be directed to further options available through the Branch.

8.6 Conduct

At all times individuals must conduct themselves in an appropriate manner.

At any time the Chair can stop the proceedings and excuse individuals who are disorderly. An Appellant found to be disorderly will automatically forfeit the appeal and risk further suspension and/or removal from the Association.

All statements are to be given through the Chair of the Executive Committee. At no time are Appellants, disciplinary committee members or witnesses to address one another directly.

At no time can legal representation participate in an Appeal hearing.

8.7 No Other Recourse

In order to preserve as far as possible the purity of amateur hockey, any recourse to the courts of any jurisdiction by a member or individual before all rights and remedies of the letters Patent and By-laws of the Breach have been exhausted shall entail the immediate suspension and disqualification of any such member or individual.

By-law 9 - Indemnity and Protection of Executive Members

9.1 Limitation of Liability

No member of the Executive shall be liable for the acts, receipts, neglects or defaults of any other Executive member, Volunteer or Employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Association, for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Branch shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same are occasioned by his own willful neglect or default.

9.2 Indemnity

Every Executive member and his heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Branch from and against:


- All costs, charges and expenses that such Executive member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of, any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of this office.
- All other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs of this Branch except such costs, charges and expenses as are occasioned by his own willful neglect or default.

By-Law 10 – Effective Date


This Constitution and these By-laws shall come into force when confirmed by the Members.
PASSED by the Members this 18th day of May 2023

Signatures

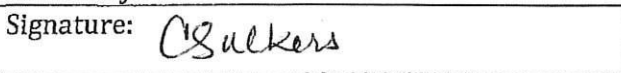
President

Signature: 	Print Name: Tiffany Thompson
Date: May 29, 2023	

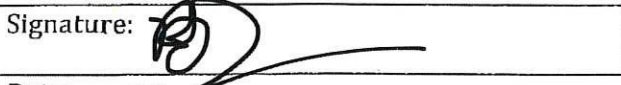
Vice President

Signature: 	Print Name: Melissa Slade
Date: June 2/23	

Secretary

Signature: 	Print Name: Celine Sulkers
Date: May 29, 2023	

Treasurer

Signature: 	Print Name: Brian Calleja
Date: June 2/25	

History of the Association

Presidents

Life Members

Award Recipients