

# **ANCASTER MINOR HOCKEY LEAGUE**



## **BY – LAWS**

**Revised May 19, 2006**

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# Ancaster Minor Hockey League Inc.

## 1. BY-LAWS

A by-law relating generally to the conduct of the affairs of the Ancaster Minor Hockey League Inc.

BE IT ENACTED as a by-law of Ancaster Minor Hockey League Inc. as follows:

- 1.1 In this By-law and all other By-laws and Resolutions of the League, unless the context otherwise requires:
- (a) "League" means Ancaster Minor Hockey League (or such other name as the League may in the future legally adopt);
  - (b) "Board" means the Board of Directors of the League;
  - (c) "CHA" means the Canadian Hockey Association (or such other name as the CHA may in the future legally adopt);
  - (d) "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;
  - (e) "Director" means an individual who has been elected to the Board of Directors of the League;
  - (f) "Letters Patent" means the Letters Patent incorporating the League, as from time to time amended by the Supplementary Letters Patent;
  - (g) "Officers" means the individuals who hold the offices enumerated in Article 11;
  - (h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  - (i) "OMHA" means the Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  - (j) "Policies" means written statements governing issues affecting the affairs of the League, which have been considered and approved by the Board of Directors of the League.
  - (k) AMHL means the Ancaster Minor Hockey League Incorporated
  - (l) "Members" means all classes of membership in the same League as provided for in section 5.
  - (m) "Custodial Parent" means the parent who holds the same address as the registered player.
- 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 League

## 2. REGISTERED OFFICE AND SEAL

- 2.1 The Corporate Seal of the League 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 of the League shall be in the former Town of Ancaster (now City of Hamilton), in the Province of Ontario and thereafter as the League may from time to time determine by special resolution of the members pursuant to the Corporations Act. The League may establish such other offices within Canada as the Board may deem expedient by resolution.

## **MISSION OF THE LEAGUE**

- 3.1 The purpose of the League is to organize, develop and promote minor ice hockey for the youth of the former Town of Ancaster (now City of Hamilton), 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 in the highest competitive level;
  - c) to instill in all players, coaches, managers and members associated with the CHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
  - d) the League shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the League shall be used solely for the purposes of the League and for the promotion of its objects.

## **4. AFFILIATIONS**

- 4.1 The League shall have the following affiliations:
- (a) The League shall be a member of the OMHA;
  - (b) The League shall be a member of the Tri-County Minor Hockey League;
  - (c) The League shall operate in cooperation with the Recreation and Parks Department of the former Town of Ancaster (now City of Hamilton).

## **5. CLASSES OF MEMBERSHIP**

- 5.1 There shall be three (3) classes of Membership in the League
- (a) Active Membership;
  - (b) Parent/Guardian Membership;
  - (c) Honourary Lifetime Membership.

## 6. TERMS OF MEMBERSHIP AND ELIGIBILITY

### 6.1 (a) Active Membership:

Active Members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least eighteen (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 custodial parents and or legal guardians of registered players in good standing. **Each custodial Parent/Guardian member of a registered player shall be entitled to vote** and may attend membership meetings and, by invitation, meetings of the Board and Committees of the League.

### (d) Honourary Lifetime Membership:

Honourary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the League. Individuals may be nominated to be Honourary Lifetime Members by any Member of the League and the granting of Honourary Lifetime Membership must be confirmed by a majority vote of the Board of Directors.

**Honourary Members will have a vote at the Annual General Meeting and may attend, by invitation, meetings of the Board and Committees of AMHL.**

### (d) 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 League, 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, Parent/Guardian Members, and Honourary Lifetime Members. This list shall be kept at the head office and updated as necessary and made available to all Directors. 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, other than Honourary Lifetime Memberships shall commence on or after September 1 in each year, and shall lapse and terminate on the 31<sup>st</sup> day of August next following the date on which such Membership commenced.

#### 6.4 Termination:

- a) Membership in the League shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the League 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 League if applicable to that classification of membership. 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 League. The Secretary shall inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the League 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 League. 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 and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors may, at its sole discretion, grant a request for such a refund in extenuating circumstances.

#### 6.6 Right to Vote

All Active Members, Parent/Guardian Members and Honourary Lifetime Members shall be entitled to notice of and to vote at all Meetings of Members of the League.

#### 6.7 Record Date

Individuals, who are Members of the League at least thirty-five (35) days in advance of any General Meeting of the Members of League, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least thirty-five (35) 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

The Annual General Meeting shall be held no later than June 30 of every year; at a time, place, and date 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:

- a) approval of the agenda;
- b) approval of the minutes of the previous Meeting of the Memberships;
- c) receiving reports of the activities of the League during the preceding year;
- d) receiving information regarding the planned activities of the League for the current year;
- e) receiving and approving the report of the Auditor of the League from the previous year and a projected financial position for the current year;
- f) appointment of the Auditor for the ensuing year;
- g) consideration of any proposed amendments to the Letters Patent or By-laws of the League;
- h) election of the new Board.

### 7.2 Additional General Meetings of Members

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:  
Notice of the Annual General Meeting to be held no later than June thirtieth (30<sup>th</sup>) of 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 mailed to all Members at their last known addresses recorded in the records of the League and shall be posted in all League 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 mailed to all Members at the last known addresses recorded in the records of the League. Such notice shall be posted in all League 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 twenty-five (25) members eligible to vote and 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 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 League, shall decide every question proposed for consideration at Meetings of the Membership;
- b) The Chair 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 required or requested, 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 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 League 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-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be chair.

## 7.9 Amendments

No amendments to the Constitution may be made from the floor of the Annual General Meeting.

## 8. BOARD OF DIRECTORS

### 8.1 Composition

#### (a) Eligibility

A Director:

- (i) shall be eighteen (18) or more years of age;
- (ii) shall not be an undischarged bankrupt or of unsound mind;
- (iii) shall be a Member of the League at the time of his or her election or appointment;
- (iv) shall remain a Member of the League throughout his or her term of office.

#### (b) Number of Directors

The affairs of the League shall be managed by a Board, which consists of twelve (12) elected Directors and three (3) appointed ex officio members plus the Past President.

#### (c) Rotation of Directors

The members of the League shall elect the following positions.

On the odd years, the following positions will be elected:

- (i) President
- (ii) Secretary
- (iii) Director of Rep Hockey and OMHA contact
- (iv) Director of Senior House League
- (v) Director of Initiation Program
- (vi) Director of Special Events

On the even years, the following positions will be elected:

- (i) Vice President
- (ii) Treasurer
- (iii) Director of Junior House League
- (iv) Director of Sponsorship and Publicity
- (v) Director of Equipment
- (vi) Director of Coach and Player Development

#### (d) Term of Office

Those elected to positions on the Board shall serve from May 1 to April 30 (two years following), or the adjournment of the Annual General Meeting at which they were elected until the adjournment of the Annual General Meeting two years following (which ever come later in the year). Each Director will be elected for a two year term with half of the Board being elected on the even year, and half being elected on the odd year, as specified in Section 8.1 c.

(e) Change in Number of Directors

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

## **9. PROCEDURE FOR ELECTION OF DIRECTORS**

### 9.1 Nominations

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the Secretary by January 31<sup>st</sup>. A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the League. Such completed form must be delivered to the Secretary a minimum of three (3) weeks prior to the election.

### 9.2 Board Positions

The Board shall consist of the following:

- (a) Immediate Past President
- (b) President
- (c) Vice President
- (d) Secretary
- (e) Treasurer
- (f) Director of Rep Hockey and OMHA Contact
- (g) Director of Senior House League
- (h) Director of Junior House League
- (i) Director of Sponsorship and Publicity
- (j) Director of Special Events
- (k) Director of Equipment
- (l) Director of Coach and Player Development
- (m) Director of Director of Initiation Program

### 9.3 Election Procedures

The Chair of the Nominations and Elections Committee shall post in all League arenas a listing of all individuals who have been nominated for election to the Board fifteen (15) days prior to the election date. Such listing shall identify what position each nominee is seeking election for. Nominations may also come from the floor at the Annual General Meeting, only for those positions not previously receiving nominees. The vote shall occur by secret ballot with no proxies. The Nominations committee shall count the ballots and announce the elected candidate.

### 9.4 Vacancies

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a

quorum of Directors 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 Director within thirty (30) days after the Board position was vacated. The appointee shall be granted all of the privileges and voting rights of an elected Director.

## **10. BOARD RESPONSIBILITIES**

### 10.1 Governance

The Board of Directors shall govern the League in compliance with the objects, powers, by-laws and Policies of the League, 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 twelve (12) times a 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 Directors. 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 Directors at least seven (7) days in advance of the Meeting unless all Directors 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 League;
- (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 Directors 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 Director 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 50% plus one of filled Director positions. No business of the Board shall be transacted in the absence of a quorum.

#### 10.7 Voting Rights

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

#### 10.8 Voting Procedures

A majority of votes of the Directors 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 Director 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

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

#### 10.10 Conflict of Interest

- (a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the League 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 Director 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 Director assumes the office.

- (c) After making such a declaration, no Director 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 Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the League for any profit realized from the contract or transaction or other matter.
- (e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the League for all profits realized, directly or indirectly, from such contract or transaction or other matter.

#### 10.11 Indemnification of Directors

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

- (a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about and 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 willful neglect or default; provided that, no Director of the League shall be indemnified by the League 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 Director, he or she has achieved complete or substantial success as a defendant.
- (c) The League may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

#### 10.12 Confidentiality

Every Director and Officer of the League 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 members, member teams and guest, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law.

The Rules of Operation should not deal with such things as: fees and dues of members; qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of officers; execution of documents; establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws. Rules of Operation should strictly deal with only those day-to-day matters directly affecting the member teams and players such as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time to name a few.

## 11. OFFICERS AND RESPONSIBILITIES OF OFFICERS

### 11.1 Elected/Appointed Directors

- a) The Elected Directors of the League shall consist of a President, Vice-President, Secretary, Treasurer, Director of Sponsorship and Publicity, Director of Special Events, Director of Equipment, Director of Junior House League, Director of Rep Hockey and OMHA Contact, Director of Senior House League, Director of Coach and Player Development, and Director of Director of Initiation Program.
- b) Appointed Directors shall be the Past President, Referee in Chief, Prevention Services Manager and Tournament Manager.
- c) A Director shall not hold more than one office.

### 11.2 Assistants to Officers

The Board of Directors may appoint such assistant(s) to Officers of the League as the Board may determine by Resolution from time to time.

### 11.3 Eligibility for Office:

- a) The President must have served on the Board for at least two (2) years immediately prior to election of this position.
- b) The League shall endeavour to nominate as Treasurer a Director who has employment experience and skills in accounting procedures.

### 11.4 Term of Office

The elected Officers shall hold Office until the April General Meeting held approximately two (2) years after the Officers are elected.

### 11.5 Termination of Officers

#### (a) Removal for Cause

The Board, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his or her term of Office.

#### b) Absenteeism

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

#### (c) Resignation

An Officer of the League may resign his or her Office by submitting a letter of resignation to the President of the League.

#### (d) Removal of Director by Membership

Provided that notice specifying the intention to pass such a resolution has been given with the notice of the meeting, eligible voting Members of the League, by a resolution passed by at least two-thirds (2/3) of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term.

## **11.7 Responsibilities of Directors**

### **a) President:**

The President shall;

- i) represent the League in the Community;
- ii) act as Chair of the Board, and at all Meetings of the Membership;
- iii) exercise general supervision of the League in accordance with Policies determined by the Board;
- iv) be a non-voting Member of all committees and sub-committees of the League
- v) report regularly to the Board on matters of interest;
- vi) delegate tasks as necessary;
- vii) serve as Chair of the Disciplinary Committee;
- viii) provide leadership to the Executive Committee in identifying and formulating policies that will improve the caliber of hockey and further the aims of the Ancaster Minor Hockey League;
- ix) co-sign, with the Treasurer or Vice-President, all cheques issued by the League;
- x) be a Member of the Executive Committee
- xi) must attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches.

### **b) Vice-President:**

The Vice-President 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 Director requiring assistance in the completion of his or her functions;
- iv) carry out duties as assigned by the Board, the Executive Committee or the President;
- v) serve as a Member of the Disciplinary Committee;
- vi) serve as Chair of the Grievance Committee;
- vii) call and chair Executive Committee meetings as required;
- viii) be a Member of the Executive Committee;
- ix) co-sign, with the Treasurer or President, all cheques issued by the League;
- x) must attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches.

c) Treasurer:

The Treasurer shall:

- i) ensure adherence to and implementation of financial Policies in the financial Administration of the League;
- ii) ensure the submission of the books of account to the Auditor of the League at the end of the financial year;
- iii) 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;
- iv) evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- v) chair the Budget Committee;
- vi) carry out duties assigned by the Board, the Executive Committee or the President.
- vii) Co-sign, with the President or Vice-President, all cheques issued by the League
- viii) Pay all verified invoices, as received, by Ancaster Minor Hockey League
- ix) Be a member of the Executive Committee

d) Secretary

The Secretary shall:

- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that League 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 League'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 League and all communications within the League;
- iv) recommend policy to the Board regarding internal and external communications of the League;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) carry out duties as assigned by the Board, the Executive Committee or the President;
- vii) be responsible for the preparation, distributing and posting of League newsletters on a regular basis, including notification of the Annual General Meeting;
- viii) be a Member of the Executive Committee
- ix) be responsible for the renewal of Director's Insurance each May

e) Director of Rep Hockey and OMHA Contact

The Director of Rep Hockey and OMHA Contact shall:

- i) be responsible to the Board for the operations and conduct of the various division of the Rep teams;
- ii) participate on the committee for the selection of the Rep Coaches and preparation of recommendations to the Board;
- iii) after the Rep tryouts, provide the names of signed players to the Board, and names of players released prior to the starting of the House League seasons;
- iv) be a member of the Disciplinary Committee set up to discipline any manager, coach or player guilty of violating the aims, objectives or rules of the Rep program;
- v) must attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches.
- vi) ensure that all required police checks (Consent for Disclosure Forms) are submitted;

- vii) be responsible to maintain the League's statue with the OMHA;
- viii) be responsible to ensure the League and the players are insured through the OMHA;
- ix) attend all required OMHA and Tri-County meetings and report back to the Board any and all changes of information pertinent to the running of the League;
- x) ensure that all player's cards and necessary documents are distributed to Rep and House League Convenors for the distribution to the appropriate coaches and returned to the OMHA;
- xi) ensure that OMHA and CHA rulebooks are obtained and distributed to Rep and House League Convenors for distribution to the appropriate coaches as well as all Directors
- xii) work with the Director of Ice Scheduling to coordinate schedules and practices of the rep teams
- xiii) work with the Director of Special Events to coordinate events
- xiv) perform other duties as assigned by the Board.

f) Director of Junior House League

The Director of Junior House League shall:

- i) be responsible to the Executive for the operations of the, Novice, Atom and Peewee divisions of the House League;
- ii) recommend appointments of the League Divisional Convenors in their divisions;
- iii) recommend, in conjunction with the President, Director of Coach and Player Development, all manager and coaches necessary to operate the teams in their various divisions;
- iv) work with the person responsible for Ice Scheduling to coordinate schedules and practices within their divisions of the House League;
- v) in cooperation with the Referee in Chief, ensure an high caliber of officiating competence in handling all House League regular and playoff games within their divisions;
- vi) coordinate schedules presented by Divisional Convenors for their divisions in the House League;
  
- vii) attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches
- viii) ensure that all required police checks (Consent to Disclosure Forms) are submitted;
- ix) perform other duties assigned by the Board;
- x) be a Member of the Disciplinary Committee set up to discipline any manager, coach or player guilty of violating the aims, objectives or rules of the Junior House League.
- xi) Work with the Director of Special Events to coordinate events

g) Director of Senior House League

The Director of Senior House League shall:

- i) be responsible to the Executive for the operations of the Bantam, Minor Midget and Midget/Juvenile divisions of the House League;
- ii) recommend appointments of the League Divisional Convenors in their divisions;
- iii) recommend, in conjunction with the President, Director of Coach and Player Development, all coaches necessary to operate the teams in their various divisions;
- iv) work with the person responsible for Ice Scheduling to coordinate schedules and practices within their divisions of the House League;

- v) in cooperation with the Referee in Chief, ensure an high caliber of officiating competence in handling all House League regular and playoff games within their divisions;
- vi) coordinate schedules presented by Divisional Convenors for their divisions in the House League;
- vii) attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches
- viii) ensure that all required police checks (Consent to Disclosure Forms) are submitted;
- ix) perform other duties assigned by the Board;
- x) be a Member of the Disciplinary Committee set up to discipline any manager, coach or player guilty of violating the aims, objectives or rules of the Senior House League.
- xi) Work with the Director of Special Events to coordinate events
- xii) Attend Interlock meetings and report back to the Board

h) Director of Sponsorship and Publicity

The Director of Sponsorship and Publicity shall:

- i) be responsible for maintaining sponsors in the League and soliciting new sponsors;
- ii) maintain sponsor and picture boards and provide a list of sponsors quarterly to the Board;
- iii) be responsible for the collection of sponsorship moneys;
- iv) develop a positive relationship with representatives of the local media including press, radio and television;
- v) promote and facilitate media coverage of the League and its activities;
- vi) perform other duties as assigned by the Board.

i) Director of Special Events

The Director of Special Events shall:

- i) be responsible for fundraising and other special League events such as Picture Day, Bull Dog Day, Awards Day and the sale of League jackets, hats, pins and other promotional items;
- ii) be responsible for maintaining and updating the League's trophies and trophy cases
- iii) be responsible for coordinating and providing all Special Awards for Ancaster Minor Hockey Awards Day;
- iv) perform other duties as assigned by the Board.

j) Director of Equipment

The Director of Equipment shall

- i) obtain prices and, subject to approval by the Board, purchase all necessary approved equipment and sweaters for the operation of the League and the safety of the players;
- ii) assist coaches and managers in the distribution of equipment to players at all times;
- iii) arrange pickup, storage and insurance of all equipment purchased by the League;

- iv) record equipment assigned to coaches and players;
- v) ensure collection of deposits on goalie equipment;
- vi) provide the Board with an inventory list of equipment quarterly;
- vii) update and maintain League equipment;
- viii) perform other duties as assigned by the Board.

k) Director of Coach and Player Development

The Director of Coach and Player Development shall:

- i) be responsible for arranging Coaches' Clinics, Hockey Schools and Trainers' Clinics and any program that will aid in the continual improvement of the players and coaches in the League;
- ii) assist in the selection of all coaches;
- iii) be responsible, along with the coaches, for coordinating and maintaining all players' evaluation program sheets;
- iv) attend tryouts, games, and practices for the evaluation of coaches and players including the cases of application for player mobility;
- v) coordinate the development of coaches through and with the assistance of the League Convenors;
- vi) be responsible for obtaining and maintaining player and coach development resources;
- vii) distribute and collect coach curriculum and development materials (Mitron and others);
- viii) recruit and chair a committee to assist with fulfilling the above responsibilities;
- ix) perform other duties as assigned by the Board.

l) Director of Initiation Programs

The Director of Initiation Program shall:

- i) be responsible to the Board for the operations and conduct of the CHIP and Pre-Novice programs
- ii) appoints all volunteers and coaches required to run the Initiation Program
- iii) makes recommendations as necessary to improve the running of the IP program
- iv) responsible for the running, organization and implementation of the IP program
- v) appoints Head Instructor of IP Program
- vi) ensures all required police checks (Consent for Disclosure) are submitted
- vii) works with person responsible for Ice Scheduling to coordinate ice time
- viii) works with Director of Special Events to coordinate events works with Coaches to implement practices and games
- ix) provide information to parents on the functioning of the IP program
- x) organize practice sessions for coaches
- xi) attends IP sessions as required
- xii) liaises with OMHA as necessary on IP matters
- xiii) be a member of the Disciplinary Committee set up to discipline any manager coach, volunteer or player guilty of violating the aims, objectives of the Initiation Program
- xiv) perform other duties as assigned by the Board"

11.8 Ex-Officio Members

The following shall be Ex-Officio members of the Board and shall be appointed by the Board:

a) Past President

The Past President shall:

- i) serve as Chair of the Nomination Committee with two (2) other members of the League;
- ii) arrange to advertise for nominations for the various elected and appointed positions of responsibility as indicated by the Constitution;
- iii) act as Chair of the "Election of Officers" at the Annual General Meeting;
- iv) perform other duties as assigned by the Board;
- v) be a Member of the Disciplinary Committee;
- vi) be a Member of the Executive Committee.

b) Referee in Chief

The Referee in Chief shall:

- i) check with the person responsible for Ice Scheduling to ensure that referees are appointed for all games and that these referees have the appropriate Level to referee the games they have been appointed to;
- ii) conduct meetings as required to improve and ensure the quality of officiating in the League;
- iii) enforce the rules of play as described in Policies and Procedures Article III;
- iv) ensure in accordance with Policies and Procedures Article I that protective equipment is worn and safety is practiced by all players and coaches at all times in the League;
- v) consult with the Board on all protests, suspensions and aspects of discipline, and shall do so immediately following the infraction.
- vi) Assist in recruitment of new officials
- vii) Line up training of officials – obtain facilities for same (i.e. ice and classroom)
- viii) Ensure a CHOP certification program is available to all officials
- ix) Ensure that all officials have copies of all rules.
- x) Evaluate and rate officials on an ongoing basis and suggest improvements.
- xi) Ensure that new officials have experienced Officials with them.

c) Prevention Services Manager

The Prevention Services Manager shall:

- i) review and make recommendations for the League Constitution related to the Code of Conduct included in the OMHA guidelines in conjunction with the Ontario Hockey Federation (OHF) and the Canadian Hockey Association (CHA);
- ii) receive complaints of abuse and/or harassment from players, parents, Executive Members, and community members related the League;
- iii) Identify if a complaint falls within the jurisdiction of the League, the OMHA, and/or the Hamilton Wentworth Police Services;
- iv) provide liaison for the League with the OMHA on all abuse and harassment issues;
- v) provide investigation, mediation and conflict management services as required, with appointed Board Members of the League;
- vi) provide a written report to the Grievance Committee for all complaints received, including recommendations. All Disciplinary actions will be through the Disciplinary Committee;
- vii) Develop education and training programs for coaches, players and parents in conjunction with the Director of Coach and Player Development.

c) Tournament Manager

The Tournament Manager shall:

- i) be responsible for organizing and managing the League sanctioned tournaments with the assistance of a committee
- ii) Perform other duties as assigned by the Executive

## 12. COMMITTEES OF THE BOARD

### 12.1 Standing Committees:

The following committees shall be Standing Committees of the Board:

- a) Executive Committee;
- b) Nominations and Elections Committee;
- c) Grievance Committee;
- d) Disciplinary Committee.

12.2 Nothing in this By-law shall be construed to limit the ability of the Directors and Membership of the League from abolishing or creating Standing Committees by By-law or from establishing such ad hoc committees or subcommittees by Directors' Resolution as may be desired or required from time to time.

### 12.3 Executive Committee

- a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, Secretary, Treasurer and Past President and shall be responsible for the day to day management of the affairs of the League, including monitoring of all Committees to ensure all Policies of the League are being complied with.
- b) The Executive Committee shall:
  - i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;
  - ii) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
  - iii) present a report regarding the activities of the Executive Committee to the Board;
  - iv) recommend policy to the Board regarding management and administrative issues related to the League;
  - v) deal with any other matters assigned to it by the Board or the President.
  - vi) ensure that the required quorum of three (3) members is present to hold a meeting.

### 12.4 Grievance Committee

- a) The Grievance Committee shall be formed to hear the complaints of parents and coaches. The Grievance Committee shall deal with uncomfortable situations that occasionally occur between parents and coaches; and ensure that the system is used correctly, and that anyone wishing to register a grievance address their complaint to the Grievance Committee and deposit it in the League mail box or

submit the written complaint to the Vice-President of the League, who shall serve as the Chair of the Grievance Committee.

- b) The Grievance Committee shall:
  - i) receive reports and/or recommendations from the Prevention Services Manager and review such reports and/or recommendations with the Executive Committee.

#### 12.5 Disciplinary Committee

- a) The Disciplinary Committee shall be formed to address situations of alleged non-compliance with the rules and regulations governing the League, including the Canadian Hockey Association (CHA), Ontario Hockey Federation (OHF), OMHA, and rules of other governing bodies. A Discipline Committee will also be formed to deal with unacceptable actions by a League player, coach, parent and/or guardian, Member or referee.
- b) The Disciplinary Committee shall:
  - i) Consist of three (3) members: the President, who shall serve as chair, and include as members the Vice-President and the appropriate program Director;
  - ii) in an appropriate and timely matter, interview those involved in an alleged incident and any person(s) who have pertinent information;
  - iii) report back to the Executive Committee with recommendations for actions to resolve the issues and penalties to be levied;
  - iv) ensure that any and all appeals to the decisions of the Disciplinary Committee are made to the full Board.

#### 12.6 Nominations and Elections Committee

- a) The Nominations and Elections Committee shall be chaired by the Past President and consist of one (1) Member of the House League and one (1) Member of the Representative Hockey League.
- b) The Nominations and Elections Committee shall:
  - i) solicit nominations for each Board position, which is to become vacant including nominations for each Annual General Meeting;
  - ii) be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-law;
  - iii) present a report regarding Nominations and Elections to the Board;
  - iv) recommend policy to the Board regarding Nominations and Elections.

## 12.7 Standing Committee Procedure

- a) All Standing Committees shall comply with all By-laws, guidelines, Policies and Procedures of the League as determined by the Board of Directors of the Membership of the League, from time to time, and also shall comply with all requirements of the OMHA, the OHF, the CHA, and, if applicable, any other hockey organizations with which League teams are participating.
- b) Meetings:  
Each Standing Committee shall meet at the call of the Chair.
- c) Notice:  
Notice of all Meetings of the Standing Committee shall be communicated to all Members of the Standing Committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- d) Quorum:  
A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- e) Voting Rights:  
Each Member of a Standing Committee present at a Meeting shall be entitled to one vote; in the case of an equality of votes, the Chair shall have a second or deciding vote.
- f) Minutes:  
Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.
- g) Annual Report  
Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the League.

## 12.8 Sub-Committees and Ad Hoc Committees

The Standing Committee Procedure shall also govern the Procedure of all sub-committees and ad hoc committees of the League.

## **13. EXECUTION OF DOCUMENTS**

### 13.1 Execution of Documents

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

### 13.2 Books and Records

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

## **14. FINANCIAL YEAR**

#### 14.1 Financial Year

The Financial Year of the League shall terminate on the 30<sup>th</sup> day of April in each year.

### **15. BANKING ARRANGEMENTS**

#### 15.1 Banking Resolution:

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the League, 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 League, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- a) operate the accounts of the League with a bank or 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 League;
- d) authorize any officer of the bank or trust company to do any act or thing on behalf of the League to facilitate the business of the League.

#### 15.2 Deposit of Securities

The securities of the League 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 League signed by such Director or Directors, agent or agents of the League, 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.

### **16. BORROWING BY THE LEAGUE**

#### 16.1 Borrowing Power:

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

- a) borrow money on the credit of the League;
- b) issue, sell or pledge securities of the League;
- c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the League, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the League.

#### 16.2 Borrowing Resolution:

From time to time, the Board may authorize any Director or Officer of the League 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 manage, transact and settle the borrowing of money by the League.

## **17. NOTICE**

### **17.1 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.

### **17.2 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 Director or Member or by the auditor of the League or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Director, Member or the Auditor of the League may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken there at.

### **17.3 Method of Giving Notice**

Whenever under the provisions of this By-law of the League, 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 Director, Officer or Member at his or her address as the same appears in the records of the League. 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, Director or Officer shall be his or her last address in the records of the League.

## 18. PASSING AND AMENDING BY-LAWS

- 18.1 The Board and a **Member in good standing** may recommend amendments to the By-laws of the League from time to time, to the Membership.
- 18.2 If the Board intends to discuss amendment of the By-laws of the League at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than fifteen (15) 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.
- 18.3
- 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 League. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) 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 (2/3) 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 League fifteen (15) 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.

## 19. REPEAL OF PRIOR BY-LAWS

### 19.1 Repeal:

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

### 19.2 Proviso:

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

## 20. RULES OF PROCEDURE

- 20.1 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 League in all cases to which they are applicable, and in which they are not consistent with the By-laws or other governing documents or laws affecting the League.

## 21. EFFECTIVE DATE

- 21.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the League 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 League at a General Meeting of the Members of the League duly called on the 19<sup>th</sup> day of March, 2003 in the former Town of Ancaster (now City of Hamilton), Ontario, and at which a quorum was present on the 4<sup>th</sup> day of May, 2003.

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Chair

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Secretary