



Wasaga Beach Minor Hockey Association

By-Laws

**Adopted at the Annual General Meeting
on April 29th, 2018**

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A By-Laws relating generally to the conduct of the affairs of the Wasaga Beach Minor Hockey Association.

BE IT ENACTED as By-Laws of Wasaga Beach Minor Hockey Association as follows:

1. DEFINITIONS

In this By-Laws and all other Policies of the Association, unless the context otherwise requires:

- a. "Association" means the Wasaga Beach Minor Hockey Association (or such other name as the Association may in the future adopt);
- b. "Executive" means the Board of Officers of the Association;
- c. "CHA" means the Hockey Canada (or such other name as the CHA may in the future legally adopt);
- d. "Officer" means an individual who has been elected to the Executive of the Association;
- e. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- f. "OMHA" means the Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- 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. "WBMHA" means the Wasaga Beach Minor Hockey Association;
- i. "Members" means all classes of membership in the Association as provided for in section 5;
- j. "AAA Zone" means the designated geographic zone as established by the OMHA for the purpose of AAA eligibility.

2. REGISTERED OFFICE

The name of the organization shall be the Wasaga Beach Minor Hockey Association, hereinafter referred to as the Association.

The registered head office of the Association shall be in the in the Town of Wasaga Beach in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the By-Laws. The Association may establish such other offices within Canada, as the Executive may deem expedient by resolution.

3. MISSION OF THE ASSOCIATION

3.1 Purpose of the Association

The purpose of the Association is to:

- a. organize, develop and promote minor ice hockey for all ages up to and including the Juvenile age division for players for which the Association is responsible;
- b. provide the opportunity for all eligible individuals to participate in recreational house/local 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;
- c. provide for the development of, and participation in, representative ice hockey and provide the opportunity to participate at the highest competitive level;
- d. instill in all players, team officials, parent reps, referees and members associated with the WBMHA good sportsmanship, correct and proper behavior on and off the ice, respect for authority and team play;

The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.

4. AFFILIATIONS

The Association shall have the following affiliations:

- a. The Association shall be a member of the OMHA; and
- b. The Association shall operate in co-operation with the Recreation Department and Parks and Facilities Department of the Town of Wasaga Beach.

5. CLASSES OF MEMBERSHIP

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

- a. Active Membership;
- b. Parent/Guardian Membership;
- c. Honorary Lifetime Membership.

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1 Terms and Eligibility

- a. Active Membership. Active Members shall include all elected or appointed Officers or officials, and all convenors, team officials and parent reps 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.
- b. Parent/Guardian Membership Parent/Guardian members shall include each custodial couple or single parent and or legal guardians of registered and rostered players in good standing where the registered and rostered player is under the age of eighteen (18) years. **Each individual parent or legal guardian** of a registered and rostered player shall be entitled to one vote and may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association.
- c. Honorary Lifetime Membership. Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Executive. Honorary Members will have no vote but may attend members meetings and by invitation, meeting of the Executive and Committees of WBMHA.

6.2 One Person – One Class of Membership

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

6.3 Membership List

Subject to Section 6.7 herein, the Secretary of the Executive shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept by the Secretary and updated as necessary and made available to all Officers. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.4 Membership Year

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

6.5 Termination

- a. Membership in the Association shall not be transferable and shall terminate upon a

Member's resignation or death.

- b. Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the Executive.
- c. Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears as of the beginning of the regular hockey season shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.
- d. 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.

6.6 Membership Fees

The Executive shall establish registration fees annually. Fees for any un-expired term of membership are normally not refundable, but the Executive may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

6.7 Right to Vote

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

6.8 Record Date

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 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 on or before April 30th each year, at a time, place

and day determined by the Executive, 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 Membership;
- c. Receiving reports of the activities of the Association during the preceding year;
- d. Receiving information regarding the planned activities of the Association for the current year;
- e. Receiving and approving the report of the Examiner of the Association from the previous year and a projected financial position for the current year;
- f. Consideration of any proposed amendments to the By-Laws of the Association;
- g. transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. on March 10th, immediately preceding the Annual General Meeting;
- h. Election of the new Executive.

7.2 Additional General Meetings of Members

In addition to the Annual General Meeting, described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Executive. 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 on or before April 30th in 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 shall be posted in the local newspaper, the Wasaga Beach Arena bulletin board, **and on the Association's website** 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 posted in the local newspaper, the Wasaga Beach Arena bulletin board, **and on the Association's website** at least thirty (30) days prior to the date of the meeting.

7.4 Quorum

A quorum for an Annual General Meeting or Additional General Meeting shall be a minimum of 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 to adjourn, or to take a recess.

7.5 Voting Procedures

- a. A majority of votes cast by Members entitled to vote, unless otherwise required by the By-Laws of the Association, 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 requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 No Proxies

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

7.7 Adjournments

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

7.8 Chair

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

8. EXECUTIVE

8.1 Composition

a. Eligibility

An Officer shall be eighteen (18) or more years of age. Must not be in a state of bankruptcy.

b. Number of Officers

The affairs of the Association shall be managed by an Executive, which consists of **at least 13** elected Officers.

c. Term of Office

The Officers shall be eligible to be elected or appointed for one year.

d. Change in Number of Officers

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

9. **PROCEDURE FOR ELECTION OF OFFICERS**

9.1 Nominations

The election of Officers shall take place at the Annual General Meeting of the Membership **or at an Additional General Meeting of the Membership.**

9.2 Board Positions

The Board shall consist of the following **Officers**:

President – Elected

Past-President – Immediate

Vice-President – Elected

Treasurer – Elected

Secretary – Elected

Georgian Bay Minor Hockey League (GBMHL) Representative/OMHA Centre Contact/AAA Representative – Elected

Georgian Bay Triangle Local League (GBTLL) Representative – Elected

Equipment Manager – Elected

Registrar – Elected

Referee in Chief – Elected

Sponsorship and Fundraising Chairperson – Elected

Kitchen Manager – Elected

Parent Representative Liaison – Elected

Coaching Liaison – Elected

9.3 Election Procedures

A nomination form shall be posted on the Wasaga Beach Arena bulletin board and on the Association's website to allow the nomination of people for election to the Executive. Nomination forms shall be available at least thirty (30) days before any General Meeting of the Membership during which elections will be conducted. The forms shall identify what position each nominee is seeking election for. Nominations may also come from the floor during any General Meeting of the Membership where elections are being conducted.

9.4 Vacancies

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

9.5 Termination

a. Removal of Officer by the Membership

Members may submit a motion to remove an Officer, for cause, prior to expiration of their term by submitting written notification to the Executive with 10 signatures of other members in good standing supporting the motion. A copy of this motion shall be communicated to the Officer 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.

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

b. Absenteeism

Unless otherwise determined by the Executive, the absence of an Officer from three (3) executive meetings (regularly scheduled/special meetings), without due cause, shall be deemed to be a resignation of the said Officer from the Executive.

c. Resignation

An Officer of the Executive may resign his or her position by submitting a letter of resignation to the President of the Association. If an Officer resigns from their position during their term of office, without due cause (e.g. work, health, or family reasons), they may not return to any position for the remainder of the term they vacated plus two

additional terms. If an Officer holds two (2) positions on the Executive, they may resign from one (1) position without affecting the other but may not be returned to the position that they vacated that term.

d. Neglect of Duties

If at any time during their term of office an Officer neglects their duties, as outlined in the By-Laws, they may be removed from their position by a two-thirds (2/3) majority vote in favor of such action by the remainder of the Executive. Such a vacancy would be filled in the manner referred to in Section 9.4. The defaulting Officer shall be notified of the time and place of the vote.

10. EXECUTIVE RESPONSIBILITIES

10.1 Governance:

The Executive shall govern the Association in compliance with the By-Laws and the Rules of Operations of the Association, and all applicable laws and regulations.

10.2 Executive Meetings

a. Regular Executive Meetings

Except as otherwise required by law, the Executive 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 Executive shall meet not less than ten (10) times per year.

b. Special Executive Meetings

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

10.3 Notice of Executive Meetings

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

b. Notice shall include a tentative agenda in the case of a regular Executive Meeting and shall specify the business to be conducted in the case of a Special Executive Meeting.

10.4 Adjournment of Executive Meetings

Any Executive 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.

10.5 Quorum

A quorum for an Executive Meeting shall be more than 50% of the Officers plus (+) one (1). No business of the Executive shall be transacted in the absence of a quorum.

10.6 Voting Rights

Each Officer, present at an Executive Meeting, excluding the Chair, shall be entitled to one vote. The Chair presiding at an Executive Meeting shall have a vote only in the event of a tie vote.

10.7 Voting Procedures

A majority of votes of the Officers present at an Executive 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 an Officer 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.

10.8 Remuneration

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

10.9 Conflict of Interest

a. Every Officer who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at an Executive Meeting and have such declaration recorded in the meeting minutes.

b. The declaration of a conflict of interest shall be made at the Executive Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Officer is not at the date of that Executive Meeting interested in the proposed contract or transaction or other matter, at the next Executive Meeting held after the Officer assumes the office.

c. After making such a declaration, no Officer shall vote or participate in discussions 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 an Officer has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Officer is not accountable to the Association for any profit realized from the contract or transaction or other matter.

e. If an Officer fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Officer shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

10.10 Indemnification of Officers

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

a. all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and

b. all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; provided that, no Officer of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as an Officer, he or she has achieved complete or substantial success as a defendant.

c. The Association will purchase Director's Liability Insurance for the benefit of the Officers.

10.11 Confidentiality

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

10.12 Executive Bond Hours

Every Officer of the Executive **is expected to** serve the bond hours deemed necessary by the Executive to run the tournaments and special events. These bond hours do not include Executive meetings or the time needed to perform the duties required by their position on the Executive.

11. OFFICERS & RESPONSIBILITIES OF OFFICERS

11.1 Elected/Appointed Officers

The Elected Officers shall be the President, Past President, Vice-President, Treasurer, Secretary, Georgian Bay Minor Hockey League Representative, Georgian Bay Triangle Local League Representative, Equipment Manager, Registrar, Referee In Chief, Fundraising and Sponsorship Chairperson, Parent Representative Liaison, Kitchen Manager, Coaching Liaison.

11.2 Assistants to Officers

The Executive may appoint such assistant(s) to Officers of the Association as the Executive may determine by Resolution from time to time.

11.3 Eligibility for Office

- a. The President must have served on the Executive for one (1) full term prior to election.
- b. The Association shall endeavor to nominate as Treasurer an Officer who has employment experience and skills in accounting procedures.

11.4 Term of Office

The elected Officers shall hold the term of their Office until **the changeover at the first Regular Meeting of the Executive following an election.**

11.5 Termination of Officers

a. Removal for Cause

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

b. Resignation

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

11.6 Vacancies in Office

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, an Executive Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Executive.

The Executive shall fill vacancies in other Offices for the balance of the un-expired terms from among those eligible to serve.

11.7 Responsibilities of Officers

a. **President**

The President shall:

- (1) represent the Association in the community and lead the Association to its goals and objectives;
- (2) act as chair of the Executive, the Executive Committee and at all meetings of the Membership;
- (3) act as signing officer, along with the Vice-President and Treasurer, on all the Association's bank accounts;
- (4) exercise general supervision of the Association in accordance with Policies determined by the Executive; and
- (5) be responsible for Criminal Reference Checks.

b. Vice-President

The Vice-President shall:

- (1) assume the duties of the President in the absence, for any reason, of the President;
- (2) organize and act as Tournament Director for all Local League tournaments;
- (3) exercise oversight over the activities of the Silver Stick Committee;
- (4) chair and supervise the activities of the Local League Tournament Committee;
- (5) act as signing officer, along with the President and Treasurer, on all the Association's bank accounts;
- (6) convene or arrange for all Local League Tournaments to be convened by members of the Local League Tournament Committee or Officers of the Executive; and
- (7) carry out other duties as assigned by the Executive, the Executive Committee or the President.

c. Treasurer

The Treasurer shall:

- (1) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- (2) present the annual financial report to the Membership at the Annual General

Meeting;

- (3) act as signing officer, along with the President and the Vice-President, on all the Association's bank accounts;
- (4) be responsible for accurate and correct accounting and handling of all Association funds and present a monthly report to the Executive; and
- (5) carry out other duties as assigned by the Executive, the Executive Committee or the President.

d. Secretary

The Secretary shall:

- (1) record or delegate the recording of the minutes of all General Meetings of the Membership, Executive Meetings and Executive Committee Meetings;
- (2) ensure that Association records are regularly and properly kept;
- (3) recommend policy to the Executive regarding internal and external communications of the Association;
- (4) publicize all Association events;
- (5) advertise for paid duty positions;
- (6) act as the Association's webmaster;
- (7) carry out other duties as assigned by the Executive, the Executive Committee or the President.

e. Past President

The Past President shall:

- (1) be available to assist any Officer requiring assistance in the completion of his or her functions;
- (2) preside over meetings if the President and the Vice-President are absent; and
- (3) carry out other duties as assigned by the Executive, the Executive Committee or the President.

f. Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Representative

The Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Representative shall:

- (1) act as a contact between the Georgian Bay Minor Hockey League and the Association;
- (2) attend all relevant meetings;
- (3) manage all Rep team rosters, including their Affiliated Players, using Hockey Canada's online registry database (i.e. HCR);
- (4) attend the OMHA Annual General Meeting;
- (5) attend the annual Rep pre-season scheduling meeting;
- (6) act as a liaison with the AAA Zone Governing Committee; and
- (7) carry out other duties as assigned by the Executive, Executive Committee, or the President.

g. Georgian Bay Triangle Local League Representative

The Georgian Bay Triangle Local League Representative shall:

- (1) attend all relevant meetings;
- (2) attend the OMHA Annual General Meeting;
- (3) attend the annual Local League pre-season scheduling meeting;
- (4) manage all Local League team rosters, including their Affiliated Players, using Hockey Canada's online registry database (i.e. HCR); and
- (5) v) carry out other duties as assigned by the Executive, Executive Committee, or the President.

h. Equipment Manager

The Equipment Manager shall:

- (1) be responsible for inventorying, replacing, and the signing out of all equipment owned by the WBMHA; and
- (2) carry out other duties as assigned by the Executive, the Executive Committee, or the President.

i. Registrar

The Registrar shall:

- (1) ensure all players are registered and paid in full prior to the start of the season; and
- (2) ii) carry out other duties as assigned by the Executive, Executive Committee, or the President.

j. Referee In Chief

The Referee In Chief shall:

- (1) assign referees for all games;
- (2) recruit and set up training for new referees; and
- (3) carry out other duties as assigned by the Executive, Executive Committee, or the President.

k. Sponsorship and Fundraising Chairperson

The Sponsorship and Fundraising Chairperson shall:

- (1) chair and supervise the activities of the Sponsorship and Fundraising Committee;
- (2) solicit local sponsors and maintain contact with all sponsors throughout the year;
- (3) review and coordinate all Association and team fundraising activities; and
- (4) carry out other duties as assigned by the Executive, the Executive Committee or the President.

l. Kitchen Manager

The Kitchen Manager shall:

- (1) ensure that the kitchen is stocked;
- (2) manage the activities of the Kitchen Committee;
- (3) obtain liquor licenses when necessary;
- (4) conduct an inventory of kitchen supplies before and after each tournament and at the end of the season; and

- (5) carry out other duties as assigned by the Executive, the Executive Committee or the President.

m. Parent Representative Liaison

The Parent Representative Liaison shall:

- (1) meet with all team Parent Representatives prior to the start of the season;
- (2) keep track of all time box bond hours worked during the season;
- (3) arrange for staffing of the kitchen during all tournaments (Silver Stick and Local League);
- (4) arrange for staffing of the time box during all Local League tournaments;
- (5) advise the Treasurer of the number of bond hours worked by each parent/legal guardian; and
- (6) carry out other duties as assigned by the Executive, the Executive Committee or the President.

n. Coaching Liaison

The Coaching Liaison shall;

- (1) keep team officials informed and updated on all relevant Executive decisions and new or important OMHA and League decisions and rules;
- (2) possess the qualifications needed to coach any team for the Association;
- (3) possess the qualifications needed to perform the trainer's duties for any team in the Association;
- (4) have a minimum of two years' actual minor hockey coaching experience;
- (5) act as a Coach-At-Large for the Association as needed;
- (6) coordinate any activity or training directly related to the safety of players or coaches;
- (7) act as liaison between all Association team officials and the WBMHA Executive;
- (8) ensure completion and maintain proper OMHA documentation regarding all player injuries; and

- (9) Carry out other duties as assigned by the Executive, the Executive Committee or the President.

12. COMMITTEES OF THE EXECUTIVE

12.1 Standing Committees

The following committees shall be Standing Committees of the Executive:

- a. Executive Committee
- b. Silver Stick Committee
- c. Coach Selection Committee
- d. Disciplinary Committee
- e. Local League Tournament Committee
- f. Kitchen Committee

Nothing in these By-Laws shall be construed to limit the ability of the Officers and Membership of the Association from abolishing or creating Standing Committees by By-Laws or from establishing such ad hoc committees or subcommittees by Executive's Resolution as may be desired or required from time to time.

12.2 Executive Committee

- a. The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary, the Treasurer, the Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Representative, the Georgian Bay Triangle Local League Representative, the Equipment Manager, the Registrar, the Referee In Chief, the Fundraising and Sponsorship Chairperson, the Parent Representative Liaison, the Kitchen Manager, the Coaching Liaison, and the Past President, and shall be responsible for the day to day management of the affairs of the Association, including oversight of all Committees to ensure compliance with all Policies of the Association.
- b. The Executive Committee shall:
 - (1) conduct the business of the Association, authorizing all expenditures in connection therewith;
 - (2) enter all clubs in competition and appoint coaches by October 1st each year.
 - (3) approve all Team Officials;

- (4) approve all fundraising programs;
- (5) determine registration fees;
- (6) approve all team sponsorship;
- (7) have full control over the affairs of the Association, having the power to deal with all disagreements and protests, any unbecoming conduct on the part of the Team Officials, players or members, either on or off the ice, or any matter pertaining to the objectives of the Association;
- (8) deposit all monies in a selected chartered bank under the name of the Association;
- (9) have the authority to develop any new policies as required during the hockey season related to any matter pertaining to the objectives of the Association (new policies developed or implemented during the hockey season will be inserted into the Rules of Operation and amendments may be made at the next General Meeting of the Membership);
- (10) review the remuneration for paid duty positions annually;
- (11) provide for the annual examination of all Association books by the accounting firm approved by the membership at the Annual General Meeting;
- (12) approve members of the Disciplinary Committee and Coaching Selection Committee before the start of every hockey season; and
- (13) deal with any other matters assigned to it by the Executive or by the President.

12.3 Silver Stick Tournament Committee:

- a. The Silver Stick Committee shall be chaired by the Silver Stick Director and be comprised of up to eight (8) other individuals approved by the Executive. The Silver Stick Director shall be a signing officer on the Silver Stick bank account.
- b. The Silver Stick Tournament Committee shall:
 - (1) plan and operate all the Silver Stick tournaments, having all expenditures approved by the Executive;
 - (2) appoint conveners and additional members (also approved by the Executive) to assist in the operation of the tournaments;
 - (3) determine the number of hours of volunteer time (i.e. bond hours) required and present it to the Executive for approval by October 1st;

- (4) receive full bond hours and any additional members approved by the Executive shall receive the number of bond hours in relation to the number of hours worked during tournaments;
- (5) maintain separate financial records from the Association, with all monies being kept in the Silver Stick bank account, which shall be separate from the Association General Account;
- (6) submit an annual budget for approval by the Executive not later than July 30th; and
- (7) transfer the annual proceeds, less a pre-determined float, to the Association's General Account.

12.4 Coach Selection Committee

- a. The Coaching Selection Committee shall be comprised of the Coaching Liaison and a minimum of two (2) other members approved by the Executive. Coaching Selection Committee members shall have a broad hockey knowledge and background.
- b. The Coaching Selection Committee shall:
 - (1) establish guidelines for the evaluation and selection of coaching applicants;
 - (2) review all applications and prior year's coaching evaluations submitted for each coaching applicant;
 - (3) solicit coaching applications, including recruiting potential coaches from outside the Association;
 - (4) interview all coaching applicants;
 - (5) recommend applicants to the Executive for appointment as Head Coach for each team

12.5 Disciplinary Committee

- a. The Disciplinary Committee shall be comprised of at a minimum of three (3) people with valid Criminal Record Check (CRC) and Vulnerable Sector Check. Members of this committee shall carry forward year to year with the approval of the Executive. In the event that new members are required, the remaining committee members may suggest replacement(s) for approval by the Executive. The Executive will interview and approve all new members.
- b. The Disciplinary Committee shall:
 - (1) receive all Code of Conduct complaints, in writing, from the President or

Designate;

- (2) act in accordance with the OMHA Rules and Regulations;
- (3) have two members investigate all complaints with no more than one (1) member from the Association conducting interviews;
- (4) meet to review the findings from the investigations and determine what, if any, disciplinary action is required;
- (5) report its findings to the Executive (through the President or Designate) who will have the discretion to add to the disciplinary actions taken by the Disciplinary Committee but may not take away from those disciplinary actions; and
- (6) maintain records of all investigations conducted in a secure location only to be accessed by committee members.

12.6 Local League Tournament Committee

- a. The Local League Tournament Committee shall consist of the Vice President and up to five (5) other individuals approved by the Executive.
- b. The Local League Tournament Committee shall:
 - (1) plan and operate all Local League tournaments, having all expenditures approved by the Executive.
 - (2) appoint conveners and additional members (also approved by the Executive) to assist in the operation of the tournaments;
 - (3) determine the number of hours of volunteer time (i.e. bond hours) required and present it to the Executive for approval by October 1st; and
 - (4) receive full bond hours and any additional members approved by the Executive shall receive the number of bond hours in relation to the number of hours worked during the tournaments.

12.7 Kitchen Committee

- a. The Kitchen Committee shall consist of the Kitchen Manager and up to three (3) other individuals approved by the Executive.
- b. The Kitchen Committee shall:
 - (1) purchase food and maintain an inventory of food items purchased in support of the operation of the kitchen;

- (2) produce menus with pricing for each event;
- (3) setup and cleanup the kitchen before and after each day that the kitchen is in operation;
- (4) brief volunteers selected to assist with the operation of the kitchen at the start of each day that the kitchen is in operation;
- (5) remain on call (via phone and email) to assist the volunteers whenever the kitchen is being operated; and
- (6) perform any other duties assigned by the Kitchen Manager with respect to the operation of the kitchen.

13. PAID DUTY POSITIONS

Remuneration for paid duty positions will be reviewed annually by the Executive.

13.1 Ice Convenor

a. The Ice Convenor shall:

- (1) Attend all relevant meetings.
- (2) Be responsible for scheduling all games and practices.
- (3) Inform all team officials and Referee In Chief of all games.
- (4) Attend OMHA Annual General Meeting.
- (5) Attend annual pre-season scheduling meeting

13.2 Door Attendant

a. The Door Attendant shall:

- (1) Adhere to game schedule as communicated by Referee in Chief.
- (2) Collect admission from spectators at all games and account for all funds for deposit by the Treasurer.
- (3) Attend all relevant meetings.

13.3 Books and Records

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

14. FINANCIAL YEAR

The financial year of the Association shall terminate on the 31st day of March in each year.

15. BANKING ARRANGEMENTS**15.1 Banking Resolution**

- a. The Executive shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the chartered bank that the Executive has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:
- (1) Operate the accounts of the Association with a chartered bank or a trust company;
 - (2) 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;
 - (3) Issue receipts for and orders relating to any property of the Association;
 - (4) Authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

15.2 Deposit of Securities

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

16. NOTICE**16.1 Computation of Time**

In computing the date when notice must be given under any provision of this By-Laws 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. PASSING AND AMENDING THE BY-LAWS

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

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

18. REPEAL OF PRIOR BY-LAWS

18.1 Repeal

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

18.2 Proviso

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

18.3

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

19. RULES OF PROCEDURE

The Rules contained in the most current edition of "Rules of Order" by Herb Perry and Susan Perry shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or other governing documents or laws affecting the Association.

20. EFFECTIVE DATE

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

The By-Laws is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the Wasaga Stars Arena in the Town of Wasaga Beach, Ontario, and at which a quorum was present on the 28th day of April, 2013.