

# **HUNTSVILLE MINOR HOCKEY ASSOCIATION**



## **CONSTITUTION & BY-LAWs**

# HUNTSVILLE MINOR HOCKEY ASSOCIATION CONSTITUTION

## OHMA Manual of Operations

In the event of a dispute leading to a conflict between the provisions of By-laws and the OMHA manual of operations then in force, the latter shall prevail, provided the same is not in contravention of the applicable governing laws of Canada and its provinces, whether statutory or otherwise.

## ARTICLE 1: DEFINITIONS

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
- a. "Act" mean the *Not-for-Profit Corporations Act*, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
  - b. "Arrears" means in default for 15 days.
  - c. "Association" means Huntsville Minor Hockey Association (or such other name as the Association may in the future legally adopt).
  - d. "Board" means the Board of Directors of the Association.
  - e. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
  - f. "Director" means an individual who has been elected to the Board of Directors of the Association.
  - g. "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent.
  - h. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).
  - i. "OMHA" means 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 Association, which have been considered and approved by the Board of Directors of the Association.
  - k. "Members" means all classes of membership in the Association as provided for in section 5.

All terms defined in the Not-For-Profit Corporations Act, 2010 (Ontario) have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

## ARTICLE 2: NAME, REGISTERED OFFICE and SEAL

- 2.1 This organization shall be known as the "HUNTSVILLE MINOR HOCKEY ASSOCIATION", referred to hereafter as HMHA, an accredited member of the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), and Hockey Canada (HC).
- 2.2 The office of the HMHA shall be in the Town of Huntsville, Province of Ontario, or at such place as the HMHA Directors may from time to time determine.
- 2.3 Teams representing the HMHA shall be known as the **HUNTSVILLE OTTERS** and use the following colors for uniforms:
- Home - White with Navy/Yellow/Silver trim  
Away – Navy with White/Yellow/Silver trim
- 2.4 The official logo of Huntsville Minor Hockey Association (HMHA) shall be any of the image files shown below, between subsections 2.4 and 2.5 only:



- 2.5 The Seal shall be the corporate seal of the Association. The Seal should remain in the possession of the Secretary.
- 2.6 From time to time the HMHA Board may give permission to HMHA teams to wear colours other than the official colours listed in order to participate in programs offered by the OMHA and/or Hockey Canada whereby jerseys and socks are provided to teams.

## ARTICLE 3: PURPOSE and OBJECTIVES

- 3.1 The objective of the HMHA is to promote, govern, encourage and teach minor hockey skills for age groups U5 through U21 in the territory under the jurisdiction of the HMHA, as defined by the OMHA (hereinafter referred to as "Huntsville and Area").
- 3.2 To foster among its members, supporters and teams, a general community spirit, and to encourage sportsmanship, correct and proper behaviour on & off the ice, respect for authority, and team play amongst all participants regardless of ability, race, creed, colour or financial circumstances.
- 3.3 To maintain and increase interest in the game of hockey within Huntsville and Area.

- 3.4 To develop, organize and manage team competitions within our limitations and financial resources.
- 3.5 To oversee and coordinate all hockey and related activities for all teams and members of the HMHA.
- 3.6 The Board shall follow the guidelines of the OMHA and Hockey Canada to provide standards for the coaches and bench staff of each team with the HMHA, parents and guardians, concerning the conduct of players, coaches and bench staff on and off the ice.

#### **ARTICLE 4: AFFILIATION**

- 4.1 The HMHA is a member of the OMHA and may become affiliated with any hockey league or leagues, or any other organization whose purposes and objectives are similar, as determined by the HMHA Board.

#### **ARTICLE 5: STRUCTURE & CLASSES OF MEMBERSHIP**

- 5.1 The HMHA shall encompass all the hockey teams and administrators who operate under the jurisdiction of the HMHA, and who comply with the HMHA Constitution, By-laws, and Regulations; and are in good standing.
- 5.2 Membership to HMHA shall include Active Members, Associate Members, and Participating Members.
  - a. Active Member (Volunteers)
    - i. Shall include all team staff (coaches, managers and trainers), all board members (elected or appointed), all elected or appointed league conveners and volunteers, and all those persons authorized by the HMHA Directors to be directly involved with the administration of the HMHA. Membership shall commence immediately on being elected or appointed to office and remain in effect for the term of office.
  - b. Associate Member (Parents/Guardians)
    - i. Shall include one (1) parent or legal guardian per player currently registered with the HMHA. An associate member may represent only one registered player during a given season. Each Associate Member shall be entitled to one (1) vote, and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.
  - c. Participating Member (Players)
    - i. Shall include all players currently registered in the HMHA. Membership shall commence on the day which the player registered with HMHA for the current playing season and terminate on March 31<sup>st</sup> of the following year.

#### **5.3 Membership Year**

Unless otherwise determined by the Board, every Membership shall commence on or after April 1st in each year and shall lapse and terminate on the 31st day of March.

#### 5.4 Membership List

The Secretary shall prepare and maintain a list of current Active Members, Associate Members and Participating Members. This list shall be kept updated as necessary and made available to all members. Such a list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership. Membership lists will only be used for minor hockey purposes and will never be given, traded or sold except as required by law.

#### 5.5 Termination of Membership

- a. Any member may resign from the HMHA, upon acceptance by the Board, by mailing or delivering written notice of resignation to the President, accompanied by all monies owing to the HMHA.
- b. Membership shall terminate upon a Member's death. A new Associate Member shall be designated for the bereaved player.
- c. Members in good standing shall be those admitted to Membership and who have paid, or made accepted arrangements to pay, all required membership fees to the Association. Members whose Membership fees are in arrears shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The President shall inform those concerned of this suspension in writing with an associated timeline.
- d. Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association within 14 days. If they do not resign, the Board shall give proper notice of a motion, to be considered at the next Board meeting, requesting the expulsion of these Members for a timeline determined by the Board. 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. A letter will be sent to the Member with final result.
- e. Members may be censured, suspended or expelled for breach of the Constitution or By-laws of the HMHA, or for any act, omission or conduct which the Board deems to be detrimental to the welfare of the HMHA.
- f. All matters respecting censure, suspension and expulsion of Members, and any termination of membership shall be within the exclusive control of the Board.
- g. Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith terminate all rights of membership of the member concerned. Such termination shall not be deemed to discharge any financial obligation of the member accrued to the HMHA prior to the date of such termination, and not then fulfilled.
- h. Membership to the HMHA is not transferable.
- i. Should any of the elected Directors, through absence or illness or for any other

reason be unable to discharge his/her duties, the Board on a majority vote may appoint another member of this Association to act in his/her place until a new slate of Directors is elected at the next Annual General Meeting (AGM).

- j. Only the Board shall have the authority to suspend any player, coach, manager, or any other members of the Association whose conduct is detrimental to the best interest of the Association for the balance of the season. However, an individual coach or manager can suspend a player temporarily pending a hearing with the Board. Upon evidence of misconduct, the Board member recommending suspension shall have the authority to notify the offending party or parties that suspension will be recommended. The President shall convene a hearing, as per article 17.02, for the offending party or parties no later than three days after he/she is notified that the suspension is being recommended by a Board member.

#### 5.6 Membership Fees

Registration fees shall be established annually by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board may, in its sole discretion, grant a request for such a refund in extenuating circumstances. These include, but are not limited to:

- a. A player injury or medical condition that prohibits a player from playing as established by a medical professional. HMHA is not responsible for covering any costs related to this process.
- b. A player moves out of the HMHA area and is unable to complete the current hockey season.
- c. Extenuating family circumstances as determined by the Board.

#### 5.7 Right to Vote

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

#### 5.8 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.

### **ARTICLE 6: AREA OF JURISDICTION**

- 6.1 The HMHA shall operate within the territorial and political boundaries of the Town of Huntsville. This may also include any other areas as accepted and approved by the Directors of the HMHA and the OMHA.

### **ARTICLE 7: MEMBER RESPONSIBILITIES**

#### 7.1 Active & Associate Members

It is the responsibility of all Active and Associate members to respect and comply with all HMHA policies, ideals, and rules and regulations of the game as determined by the HMHA, the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and

Hockey Canada (HC):

- a. Assist the HMHA programs in the promotion of sportsmanship and positive attitudes.
- b. Recognize the authority of all league and arena officials, and to assist them in exercising that authority.
- c. Ensure that participants have safe and approved equipment for all games and practices,
- d. Comply with coaching staff regulations and ensure that participants arrive at the arena when requested.
- e. Support and encourage all participants on the ice, and to refrain from negative comments to game officials, or any of the participants.
- f. Strictly prohibit the use of alcoholic beverages, or any illegal drugs, use of profanity, or unacceptable social conduct in or around arena facilities or while attending team related activities.
- g. Failure to comply with these responsibilities may result in action by the Board suspending membership privileges, and/or expulsion from arena properties).

## 7.2 Participating Members

It shall be the responsibility of the Participating Members to respect and comply with all HMHA policies, ideals, and rules and regulations of the game as determined by the HMHA, the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada (HC):

- a. Attend all games, practices and team events, as scheduled by their coaching staff.
- b. Ensure that all personal protective equipment is safe and approved for use.
- c. Exhibit due respect for their coaching staff, all game officials, HMHA officers and volunteers of the HMHA.
- d. Respect and properly maintain all equipment of the HMHA.
- e. The use of any alcoholic beverages or any illegal drugs is strictly prohibited and grounds for termination of membership.
- f. Refrain from the use of profanity or unacceptable social conduct while attending team activities.
- g. Respect the facilities where they are privileged to play, either home or away.
- h. Conduct themselves appropriately while on arena property, and to obey all non-smoking and all other arena regulations.
- i. Display a high degree of sportsmanship, teamwork and positive attitudes at all times, on behalf of their teams and the league.
- j. Failure to comply with these responsibilities may result in action by the coaching staff and/or the Directors to suspend membership privileges, or dismissal from the team after an appropriate hearing is held as outlined in the Manual of Operations Disciplinary section.

## ARTICLE 8: MEETINGS OF THE MEMBERSHIP

### 8.1 Location and Date

The Annual General Meeting (AGM) of the HMHA shall be held at such place and date as may be determined by the Board. The AGM shall be called no later than April 30th, and the Directors shall present to the Members a summary of the HMHA activities since the last AGM, as well as a financial statement detailing revenues and expenses since the last AGM. Any member of the

HMHA in good standing may attend and speak at the AGM. At the discretion of the current Board, the AGM may be held virtually.

## 8.2 Notice of Annual General Meeting (AGM)

Notice of the AGM shall be given by the Secretary by posting on the HMHA website and sending to the last known email address of all Members, at least thirty (30) days prior to the meeting date. Such notice shall set out the agenda, including particulars of any other business to come before the meeting.

## 8.3 Order of Business at General Meeting

The order of business at all Annual General Meetings, where applicable, shall be as follows:

- a. Approval of agenda.
- b. Reading and approval of the minutes of previous AGM and/or Special Meeting.
- 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 & approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year.
- f. Consideration of any proposed amendment to Letters Patent or 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 pm April 1st, immediately preceding the Annual General Meeting.
- h. Election of the new Board.
- i. Status report from the President or delegate.
- j. Amendments to the Constitution or By-laws.
- k. Notices of Motion

The order of business may be altered at any meeting by a two-thirds vote of the members present.

## 8.4 Additional General/Special Meetings of Members

In addition to the Annual General Meeting described in Article 8.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board, at the request of not less than 10% of membership or as permitted by the Corporations Act. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

Notice of any Additional General/Special Meetings of Members shall be given by the Secretary by publicizing such a meeting on the HMHA website and sent to the last known email address of all members at least ten (10) days prior to the meeting date. Such notice shall set out the agenda, including particulars of any other business to come before the Meeting.

## 8.5 Errors in Notice of Annual General Meeting

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.



## **Quorum**

A quorum for an Annual General Meeting or Special General Meeting shall be a minimum of 20 Members eligible to vote and present physically or virtually, provided that the following conditions are met:

Proper notice of AGM is given by:

- a. posting on Website 30 days prior
- b. membership is notified via email 30 days prior
- c. membership is notified via social media 30 days prior

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.

### **8.6 Voting at Annual General Meeting or Additional/Special General Meetings**

- a. All Active Members of the HMHA in good standing shall be entitled to one (1) vote.
- b. Associate Members, in good standing, shall have one (1) vote.
- c. Board Members shall be entitled to an additional vote for being a Board member.
- d. No person under the age of 18 (as of the date of the AGM) shall be entitled to vote.
- e. The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote.
- f. Unless otherwise provided by the Constitution and By-laws, all questions arising at any meeting of the HMHA shall be decided upon by a majority of votes. Voting shall be by a show of hands or unless a secret ballot is required by the Chair or requested by any Member entitled to vote for any Notice of Motion. In the case of virtual meetings, the voting may be done using the electronic polling features embedded into the virtual meeting software.
- g. 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.
- h. A declaration that a motion has been carried shall be entered into the minutes.

### **8.7 Proxies**

There shall be no proxies at any Meeting of the Members. Electronic attendance for meetings and voting is prohibited.

### **8.8 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 an adjournment may be made notwithstanding that quorum is not present.

### **8.9 Chair**

In the absence of the President and a 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.

#### 8.10 Rules of Conduct for AGM or Additional/Special General Meeting

- a. Any member desiring to speak must do so by addressing the Chair and will be limited to a reasonable length of time, as determined by the Chair.
- b. The member presenting a motion or new business shall speak first to the motion or new business at the meeting. Should the member wish to be heard again in rebuttal to any previous speaker, he/she must do so through the Chair.
- c. The Chair will decide on rules of order; however, an appeal of the Chair decision may be made and overturned by a two-thirds (2/3) vote to override such decision.

### ARTICLE 9: MANAGEMENT OF THE HMHA

#### 9.1 Directors of the HMHA

The affairs of the HMHA shall be managed by a Board of Directors, who, upon election or appointment, and throughout their term of office shall be an 'Active Member' of the HMHA. All officers of the HMHA, either elected or appointed, shall be Directors of the HMHA.

#### 9.2 Eligibility

- a. Shall be eighteen (18) or more years of age.
- b. Shall not be an undischarged bankrupt or of unsound mind.
- c. Shall be a Member of the Association at the time of his or her election or appointment and in good standing.
- d. Individuals may only accept nominations for a single board position and may not run for multiple positions.
- e. Previous Board members who have resigned from the Board in the most recent term must receive Board approval before their nomination for a future term shall be deemed valid.
- f. Generally, immediate family members (parents, brother/sisters, children), people who are married or who otherwise hold themselves out to be in a union as partners in a personal relationship shall not occupy positions on the Board together. Exceptions may include whether those people are the only willing volunteers (typically to fill a vacant position after the AGM) and if the Board approves.

#### 9.3 Number of Board Members

The affairs of the Association shall be managed by a Board. Board members shall remain a Member of the Association throughout his or her term of office.

The Board shall consist of:

1. President (two-year term) - Elected in odd years
2. Vice President – OMHA Contact (two-year term) – Elected in even years
3. Registrar (two-year term) - Elected in odd years
4. Treasurer (two-year term) - Elected in even years
5. Ice Scheduler (two-year term) - Elected in odd years
  - a. Rep Ice Scheduling Convener may be established to support the Ice Scheduler. This is a non-voting position that shall be appointed upon Board Approval.
  - b. LL Ice Scheduling Convener may be established to support the Ice Scheduler. This is a non-voting position that shall be appointed upon Board Approval.

6. Secretary/Communications (one-year term) – Elected
7. Director - Rep Hockey (one-year term) - Elected
8. Director - LL U7-U9 Hockey (one-year term) – Elected
  - a. Conveners may be established to support the Director at each age division. This is a non-voting position that shall be appointed upon Board Approval.
9. Director - LL U11-U18 Hockey (one-year term) – Elected
  - a. Conveners may be established to support the Director at each age division. This is a non-voting position that shall be appointed upon Board Approval.
10. Director – Officials (Referees) (one-year term) - Elected
11. Director - Minor Officials (one-year term) - Elected
12. Director - Sponsorship/Fundraising (one-year term) - Elected
13. Director - Player/Coach Development (one-year term) - Elected
14. Director - Head Trainer (one-year term) - Elected
15. Director - Equipment (one-year term) - Elected
16. Director - Tournaments (one-year term) - Elected
17. Immediate Past President - Non-voting member

#### 9.4 Procedure for Election of Directors

- a. The Board shall post on the HMHA website a listing of all open Director positions for election.
- b. The election of Directors shall take place at the Annual General Meeting (AGM) 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 HMHA Website up to 30 days prior to the AGM. A Nomination Form must be completed by a nominator who are Members of the Association, and such completed form must be submitted not later than 4:00pm 10 days prior to the AGM.
- c. An individual needs to be in attendance at the Annual General Meeting to be considered for election.
- d. The Board shall post on HMHA website, a listing of all individuals who have been nominated for election to the Board as they are received and minimum 7 days prior to AGM. Such a listing shall identify what position each nominee is seeking an election for.
- e. Nominations may also come from the floor at the Annual General Meeting for vacant positions, however, in such cases the individual nominated must be present at the Annual General Meeting and agree to stand for the election. Also, a nomination from the floor must be seconded by a member present at the meeting.
- f. 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. The Board shall invite applications from the Membership via email, website, social media, etc., for appointment to the vacancy on the Board. The Board shall strive to vote and appoint a replacement Director within fifteen (15) days after the Board position was vacated or is vacant. This process shall continue until the position is filled.

#### 9.5 Termination of Board Member

- a. Removal of Director by Membership - Directors may be censured, suspended or expelled from the Board for breach of the Constitution or By-laws of the HMHA, or for any act, omission or conduct which the Board deems to be detrimental to the welfare of the HMHA, provided an appropriate hearing was held and a motion was passed by two thirds of vote.
- 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 five (5) out of any eight (8) consecutive Meetings without reasonable cause may be deemed to be a

- resignation of the said Director from the Board.
- c. Resignation - A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association.

#### 9.6 Board Resignations

A Director shall resign by delivering written notice to the President of HMHA. The resignation shall take effect at the time of such delivery, unless a later date is specified in the resignation.

In the event of a resignation by the President, the Vice-President shall be vested with all powers of, and shall perform all the duties of, the President. Any remaining vacant positions shall be filled in accordance with section 9.4.f.

### **ARTICLE 10: BOARD RESPONSIBILITIES**

#### 10.1 Governance

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

#### 10.2 Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place(s) as the President or, in his/her absence, a Vice-President, may from time to time determine. The Board shall meet not less than ten (10) times per year. A set schedule of monthly meetings until the next AGM shall be set by the Board. The meeting schedule shall be posted to the HMHA website to allow sufficient notice of meetings for the membership.

Board meetings are not open to the Members unless otherwise invited to attend.

#### 10.3 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.

#### 10.4 Membership Requests/Delegations

A member from HMHA may request to attend in person the start of a Board Meeting to present a request or proposal. Said request shall go to the President who shall determine its merit. Only one (1) Request/Delegations is permitted per board meeting. Said Member shall be given 5 minutes to speak about the matter and then be available for questions from the Board. The matter shall be discussed further amongst the board during the New Business section of the agenda with only Board members present. The delegate will be advised of the Board decision by the Secretary following the meeting.

#### 10.5 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 Association.

- b. Notice shall include a tentative agenda, minutes from previous meeting 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.

#### 10.6 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.

#### 10.7 Meetings of Board & Quorum

The Board meetings shall be called by the President, and based Board positions as outlined in Article 9.4, a Quorum required to conduct business of the HMHA shall consist of 60% of the eligible Directors. Unfilled Director Positions do not apply when determining Quorum. No business of the Board shall be transacted in the absence of quorum. Meetings may be held electronically at the call of the Chair.

#### 10.8 Voting of Board

All questions arising at any meeting of the Board shall be decided by a majority of votes. Voting shall only occur during a regularly scheduled meeting of the board. Voting shall not occur electronically either through email or any other electronic form outside of a Board meeting.

Each Director shall be entitled to one (1) vote. Votes may be taken by ballot if demanded by any Director present, but in the absence of any such demand, the vote shall be by a show of hands – assent or dissent.

The meeting Chair shall not have a first vote but shall have a tie-breaking vote at any Board meeting. A declaration that a question has been carried shall be entered into the minutes. In the case of virtual meetings, the voting may be done using the electronic polling features embedded into the virtual meeting software.

#### 10.9 Remuneration

The Directors of the HMHA shall serve without remuneration. No Director may directly or indirectly receive any profit from his position as a director. A Director may be reimbursed reasonable expenses incurred in the performance of his/her duties.

#### 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 Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.
- b. The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the 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 Article, the Director is not accountable to the Association 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 Article, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.
- f. Any Director of the HMHA who is directly or indirectly involved in a material interest in a proposed contract or matter before the Board, shall declare that interest at a meeting of the Board.
- g. Such disclosure shall be made when the question of entering into a contract or agreement is first made by the Board, or in any case, at the first opportunity afterwards.

#### 10.11 Indemnities to Directors

Every Director of the HMHA, and his/her heirs, executors and administrators and estates and effects, respectfully, shall at all times be indemnified and saved harmless, out of the funds by HMHA, from and against all costs, charges and expenses whatsoever which the Director or officer sustains or incurs in or about any action, suit or proceeding, which is brought, commenced or prosecuted against him/her for, or in respect of any act, deed, or matter of thing whatsoever made, done, or permitted by him/her in or about the execution of the duties of his/her office; and all other costs, charges and expenses whatsoever which the Director or officer sustains or incurs in or about, or in relation to the affairs thereof, except the costs, charges or expenses occasioned by his/her willful neglect or default.

#### 10.12 Confidentiality

Each Director of the HMHA shall respect confidentiality of all matters brought before the Board. Upon being elected to the Board, each member shall be required to sign the HMHA Confidentiality Agreement (CA).

#### 10.13 Operations Manual

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 Association all necessary rules and regulations as they deem expedient related in any way to the operations of the Association, including, without limitation, the conduct of members, member teams and guests.

The Operations Manual should not deal with such things as: qualification, admission, transfer, classes and termination of memberships; composition of the board, qualification and election of directors; meetings of directors and/or members; appointment and duties of directors; 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. The Operations Manual should strictly deal with only those day-to-day matters directly affecting the member teams and players. These include but are not limited to games, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player registration, and equipment.

Once an issue regarding a Policy or Procedure contained within the Operations Manual is

addressed and voted on, it cannot be readdressed within the current season, excluding the AGM.

#### 10.14 Order of Business at Board Meeting

The order of business at all Executive Meetings shall be as follows:

- a. Call Meeting to Order/Confirm Quorum.
- b. Approval of Agenda.
- c. Reading and Approval of the Minutes of the previous AGM and/or Special Meeting.
- d. Discussion of any Outstanding Business from Previous Minutes.
- e. Correspondence Received – Hockey Canada/OMHA.
- f. Presidents Report.
- g. Treasurers Report.
- h. Directors Reports.
- i. Reports of Standing Committees.
- j. Reports of Special Committees.
- k. New Business.
- l. Adjournment.

10.15 A Team Official (coach, trainer, manager, parent rep) from each HMHA team may be requested to attend in person the start of a Board Meeting to provide a Monthly Team Report or provide a written Monthly Team Report. A Board meeting may be called without notice immediately following the Annual General Meeting (AGM) of the HMHA.

10.16 The Board may conduct or transact any business of the HMHA at any meeting of the Board.

10.17 The President shall be responsible to recommend candidates for Standing Committees of the HMHA if they are not filled voluntarily.

All Standing Committee's members must be approved by the Board at the first regular meeting of the Board following the AGM or during the next regular meeting after the committee is enacted.

10.18 The Board shall be responsible for liaison of the matters of the HMHA with other similar organizations, and with Municipal authorities.

10.19 It is the responsibility of the Board to:

- a. Control all of the affairs of the HMHA.
- b. Fill in any vacancies that may occur on the Board, (such appointments shall complete the term of office for the vacancy created).
- c. Appoint such team officials and other league officials and conveners as may be required to carry out the duties of operating the teams of the HMHA.
- d. Establish working policies and practices, which promote and foster an environment that allows the members to enjoy the game to the fullest, in a safe and organized manner.
- e. Ensure that procedures are in place to implement the rules and regulations of our governing bodies, the OMHA, OHF, HC and the regulations of the HMHA.
- f. Communicate any rule or policy changes to all members of the HMHA, and to keep members informed of the affairs of the HMHA.
- g. Assign Directors and other competent members to all operating committees, and ensure

the committees fulfill their duties.

- h. Comply with all the Municipal regulations regarding use of rental facilities,
- i. Ensure all coaching staff, trainers and managers are in compliance with current OMHA and HC certificate program requirements, and to provide access to the training programs required
- j. Establish programs and procedures to assist in teaching of skills and player development
- k. Establish procedures for the assignment of coaching staffs for all teams.
- l. Establish screening procedures for all volunteers in contact with participants, as well as all Directors of the HMHA.
- m. Safeguard the monies and assets of the HMHA, and adequately document by the use of appropriate audit procedures.

#### 10.20 Powers

The Directors may administer the affairs of the HMHA in all things, and make, or cause to be made for the HMHA any kind of contract which the HMHA may lawfully enter into, and except as hereinafter provided, may generally exercise all such other acts and things as the HMHA is authorized to exercise and do.

### **ARTICLE 11: DUTIES OF THE DIRECTORS**

No member of the Board nor member of the Association nominated for a Board position may hold a position on a Board or Executive of another hockey Association unless a Directorship position/duty is created to fill a need. It is the understanding that if you fulfill one of the following positions on the HMHA Board, you are also committing to sharing your knowledge with your predecessor whether you remain on the executive or not.

#### **PRESIDENT**

Eligibility – Persons nominated for this position must have served on the previous Board for at least one year or for two years on past Boards of HMHA or another hockey association (within last 10 years).

Duties:

- 1. Preside at all meetings of the Board and the Association, with the usual privileges of offices.
- 2. Lead in the continuing development of the HMHA philosophy and assist in the continuing development of coaching and hockey skills for the Association.
- 3. Act as the representative of the HMHA in the community.
- 4. Use their background and knowledge in a position of arbitrator or problem solver for the Association.
- 5. Designate necessary tasks to be fulfilled by appropriate members of the Board.
- 6. Be an Ex-officio member of all committees.
- 7. Chair the Discipline and Ethics Committee.
- 8. Act as a representative of HMHA to OMHA or other recognized governing body.
- 9. Attend and represent the HMHA at all OMHA meetings.

#### **PAST PRESIDENT**

Eligibility – The immediate past president upon completion of their term shall remain on the Board for a period of not less than one year in the position of Past President.

Duties:



1. Avail themselves to the President, directly, and the Board indirectly, their knowledge and experience for immediate and future guidance.
2. Perform such duties as assigned by the President.
3. Act as a member of committees as assigned by the President.

#### **VICE-PRESIDENT - OMHA CONTACT**

Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.

Duties:

1. Perform the duties of the President in the event of illness or absence.
2. Act as liaison person for the HMHA in all OMHA related matters.
3. Keep a complete list of all OMHA team rosters and affiliated player lists for reference.
4. Act as liaison between team managers and local OMHA Referee co-coordinator for referee assignment for all scheduled games, game changes and tournaments.
5. Attend and represent the HMHA at all OMHA meetings.
6. Act as a member of committees as assigned by the president.
7. Perform such duties as assigned by the President.

#### **REGISTRAR**

Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.

Duties:

1. Assist Board in determining registration costs for all participants.
2. Update Online Registration costs and packages on the HMHA website.
3. Register all teams, players and officials, tournaments, and Association members for insurance purposes.
4. Keep on-going lists of players registering for summer camps as well as players trying out for rep teams for the Rep Director.
5. Create lists of players entering Local league for the Local League Directors. Add team lists to the HMHA website.
6. Work with the Treasurer to determine method of bank deposits for registration funds.
7. Collect registration money from all registered players.
8. Act as a member of committees as assigned by the president.

#### **TREASURER**

Eligibility – The Association would prefer that all nominated people have a strong and experienced background in the accounting or banking field. The successful candidate shall be bondable in the appropriate amount at the expense of the Association should this be deemed necessary.

Duties:

1. Pay all accounts by Association.
2. Keep an accurate record of all monies received and dispersed and all accounts payable and receivable by acceptable accounting practices and in proper books of account.
3. Present a financial statement to the Board at the AGM.
4. Make payments only for invoices received.
5. Be an integral part of the annual budget development.
6. Deposit all funds for optimum interest in a Board approved financial institution under the name of the HUNTSVILLE MINOR HOCKEY ASSOCIATION.
7. Monitor finances and make Board aware of any late season potential cash flow problems.
8. Keep current files on all Association registered players.

9. File taxes with a certified professional accountant.
10. Act as member of committees as assigned by the President.

### **ICE SCHEDULER**

Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.

Duties:

1. Liaison with Town representatives regarding ice allocation policy and scheduling ice times.
2. It is the policy of HMHA that any changes in the previous year ice schedule be approved by the current Board.
3. Changes to the template are to be dictated by such things (but not restricted to) ice availability, number of teams, program changes, etc. Changes are not to be made to accommodate any individuals' personal preferences or agendas.
4. Book all ice time, before the start of the season, for the year at the Huntsville and other designated arenas.
5. Divide ice time between age groups and competition levels (i.e. Tyke minor/major (U7), novice (U9), atom (U11), peewee(U13), bantam(U15), midget (U18), (and juvenile) and Local League, and Rep into games/practices.
6. Compile and post a master schedule on the HMHA website.
7. Continually update all schedules and handle ice time conflicts.
8. Attend League scheduling meetings or designate an alternate.
9. Act as a member of committees as assigned by the president.
  1. The Ice Scheduler may at their discretion, recruit individuals to assist and support the role as a Convener.
  2. Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.

### **SECRETARY/COMMUNICATIONS**

Eligibility – Although not essential, all nominated persons should have some word processing skills.

Duties:

1. Send out an meeting agenda and record the minutes of these meetings.
2. Distribute minutes to all members of the Board for the next general meeting.
3. Keeps orderly files on and be responsible for all incoming and outgoing correspondence pertaining to HMHA business.
4. Update the website and social media as required with upcoming events and news articles.
5. Turn over all files to the successor at the end of term.
6. Compile an accurate information list of Board members, giving position and telephone numbers, and give a list to each executive member.
7. In charge of communications to the general membership.
8. Assist the Registrar with their duties as required including but not limited to Vulnerable Sector Checks.
9. Act as a member of committees as assigned by the president.

### **DIRECTOR - REP HOCKEY**

Eligibility – Should have a good understanding of how representative hockey operates. Previous hockey managers are good candidates.

Duties:

1. Act as the Manager of all Representative coaches, managers, and bench staff.

2. Contact for the rep teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
3. Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the Rep Hockey and distribute schedules to the coaches.
4. Oversee the placement of all players on teams in a reasonably equitable manner and shall post updated team rosters in the arena.
5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
6. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
7. Act as a member of committees as assigned by the president.

## **DIRECTOR - LL U7-U9 HOCKEY**

Eligibility – Should have a good understanding of how recreational hockey operates.

Duties:

1. Act as the Manager of all Local League coaches, managers, and bench staff.
2. Contact for the Local League teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
3. Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the LL and distribute schedules to the coaches.
4. Oversee the placement of all players on teams in a reasonably equitable manner.
5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
6. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
7. Act as a member of committees as assigned by the president.
  - a. The Director - LL U7-U9 Hockey may at their discretion, recruit individuals to assist and support the role as a Convener.
  - b. Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.

## **DIRECTOR - LL U11-U18 HOCKEY**

Eligibility – Should have a good understanding of how recreational hockey operates.

Duties:

1. Act as the Manager of all Local League coaches, managers, and bench staff.
2. Contact for the Local League teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
3. Work with the Ice Scheduler in the scheduling of games, practices and playoffs for the LL and distribute schedules to the coaches.
4. Oversee the placement of all players on teams in a reasonably equitable manner.
5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
6. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
7. Act as a member of committees as assigned by the president.
  - a. The Director - LL U11-U18 Hockey may at their discretion, recruit individuals to assist and support the role as a Convener.

- b. Conveners are not permitted a vote at the HMHA Board table and are not required to attend Board Meetings.

### **DIRECTOR – OFFICIALS (REFEREES)**

Eligibility – All nominated persons shall hold a current referee card and be member in good standing of the Referee's Association.

Duties:

1. Be responsible for the assignment of referees in a consistent and equitable manner.
2. Present to the Treasurer invoices for all individuals that have refereed. These invoices must list, individually, the names, hours worked and the amounts the referees are owed.
3. Encourage and promote the addition and use of referee prospects in order to maintain a supply of referees for the future. By designating fair and equal referee assignments, the less experienced referees do not stay that way.
4. Supervision of the referees is informal in nature in preparation for the formal supervision of referees by OMHA official supervisors. Do an equitable amount of refereeing.
5. Hold local clinics when ice time permits to instruct local league referees.
6. Act as a member of the Discipline and Ethics Committee.

### **DIRECTOR - MINOR OFFICIALS**

Eligibility – Should have a good understanding of how minor officiating operates.

Duties:

1. Compile list of eligible timekeepers (age 12+).
2. Work with previous timekeepers at the beginning of season to establish availability and to gather contact information.
3. Receive weekly schedule from Ice Scheduler and schedule timekeepers according to schedules.
4. Maintain timekeeper boxes at the arena with information re: playoff games, rules, Rep/Local League games.
5. Organize a Timekeepers course in the Fall (if necessary).

### **DIRECTOR - SPONSORSHIP/FUNDRAISING**

Eligibility – Should have a good understanding of fundraising initiatives and sponsorship procurement.

Duties:

1. Be responsible for maintaining a strong liaison between the Association and its sponsors, and act as its spokesperson.
2. Promote and encourage new sponsors to fill the vacancies left by departing sponsors as the need arises.
3. Collect tenders/quotes from photographers and submit to the HMHA Board for approval of team pictures.
4. Create a schedule for pictures to be taken of all teams.
5. Distribute completed pictures to all teams.
6. Create sponsor photo plaques and distribute to all sponsors.
7. Receive fundraising requests from team Managers and assist in assuring they fall within Town guidelines.
8. Act as a member of committees as assigned by the president.

### **DIRECTOR - PLAYER/COACH DEVELOPMENT**

Eligibility – It is recommended that nominated persons shall hold a 'Level Coach' certificate (minimum) or be interested in attending a course.

Duties:

1. Chair the Coaching Selection Committee which shall endeavour to fill all coaching positions for all age groups and competition levels.
2. Be responsible for the ongoing research, education, and implementation of skills for the coaches.
3. Recommend further player development opportunities during the playing season.
4. Research and organize available funding programs and clinics.
5. Organize and supervise the prep skates and tryout selections.
6. Host Coaching Orientation Sessions for all levels and division to review HMHA guidelines and procedures, discuss practice structures/plans and answer any questions.
7. Oversee coaching requirements and certifications.
8. Organize a Goalie Clinic for all HMHA goaltenders.

## **DIRECTOR - HEAD TRAINER**

Eligibility – Hold current HTCP certification. Have a minimum of one year hockey experience in Trainer position. Be on an at-large or team roster with the association. Have a strong interest in promoting safety in hockey. Be willing to act as a mentor/coach for all Trainers in the association. Be able to provide timely responses to questions or requests.

Duties:

1. Lead your Association's safety and risk management programs for the benefit of participants, parents and volunteers in the Association's hockey programs and activities.
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Board members and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs, and activities.
4. Provide Board with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.
5. Provide leadership for volunteer Trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
6. Promote and ensure that volunteer Trainers with the Association apply and abide by the 'Responsibilities' and 'Code of Conduct' of the HTCP.
7. Monitor and provide feedback to volunteer Trainers and other Association members and stakeholders to promote and instil excellence in the principles and application of the hockey safety and risk management program.
8. Ensure that each participant, parent, and volunteer is aware of and adheres to the principles and practices of the HTCP.
9. Collect, monitor, and ensure proper security and disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder.
10. Oversee requirements and certifications for all trainers.
11. Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HMHA.

## **DIRECTOR - EQUIPMENT**

Eligibility – Should have a good understanding of purchasing and procurement.

Duties:

1. Keep an accurate and current inventory of all equipment.
2. Recommend to the Board all reasonable purchasing, maintenance, disperse and disposal of all equipment for the Association teams.
3. Be responsible for the ordering of pucks, water bottles, Local League socks/jerseys (if needed), Rep/Select socks & jerseys (if needed), trainer bags, jersey bags, goalie sticks (for local league only), tryout jerseys and any goalie equipment that we may need for current or next season. All purchases must be approved by the Board.
4. Be available to assist all Association teams with equipment needs.
5. Be responsible for supervising the return of all Association equipment from the teams at the end of the playing year. This includes pucks, trainer bags, water bottles, and any equipment that has been loaned to a team. These should be returned to the team locker.
6. Provide to all Association managers and coaches a declaration list of all Association equipment on loan to each team and have responsible team official sign for the equipment.
7. Provide access to team officials for the HMHA storage room and team equipment locker.
8. Update and outfit the HMHA storage room as deemed necessary.
9. Be responsible for properly storing equipment for the off-season, particularly the goaltending equipment.
10. Check lockers for any remaining pairs of local league socks (and also the spare locker that has extra socks) so that they can be ordered for the next year hockey season.
11. Co-ordinate with the Director – Sponsorship/Fundraising at the beginning of the season, so that any teams that have a sponsor change can have their jerseys changed.
12. Act as a member of committees as assigned by the President.

## **DIRECTOR - TOURNAMENTS**

Eligibility – Should have a good understanding of the operations of tournaments.

Duties:

1. Work with Ice Scheduler to set dates for tournaments based on ice availability.
2. Contact the OMHA and pay fees to have tournaments sanctioned and posted on [www.omha.net](http://www.omha.net).
3. Have tournaments posted to HMHA website.
4. Order trophies and prizes for tournaments based on # of entries per tournament.
5. Correspond with teams about attending tournaments.
6. Ensure payment is collected from each incoming team and give report to treasurer relating to revenue/expenses.
7. Work with respective team managers to create a schedule
8. Make tournament schedules.
9. Listen to complaints from teams regarding tournaments and try to resolve disputes.
10. Reconcile with OMHA regarding games played.

## **ARTICLE 12: HMHA COMMITTEES**

### **12.1 Coaching Selection Committee**

A Coaches Selection Committee shall consist of a minimum of three and a maximum of five members. The Chair of the Coaching Selection Committee shall be the Director – Coach/Player Development.

In the interest of consistency and fairness, all members of the Coaching Selection Committee shall be the same for all coaching interviews done during the selection process for that given year. If the Chair or any member of the selection committee desires to apply for a coaching position, they must designate a substitute to oversee the selection committee for that year. The intention to designate a substitute must be made and voted on by the Board. Otherwise, no member of the Committee may apply for a coaching position.

Members of the Coaching Selection Committee must disclose any potential conflict or risk (previous coach, family relation, friend, personal connection, child close friends with candidate's child, etc.) with the HMHA Board prior to any coach's evaluation. The HMHA Board will decide if this individual(s) should continue to participate in the evaluation process to ensure the selections are executed without bias. This shall be documented in the meeting minutes.

The Board shall disclose any thoughts or concerns to the Coaching Selection Committee that may factor in the evaluation results prior to the committee beginning any coach's evaluations.

The Coaching Selection Committee decision shall be final and will be provided to the Board at the next scheduled meeting.

Should there be no candidates at any particular level, potential coaches may be contacted, and their names may be brought forward to the Board for a vote at the next possible Board meeting.

Coaches must be interested in providing leadership in ethics, and rules to play competitive but fun hockey; must hold or obtain valid credentials, as per HMHA/OMHA regulations; must be willing to provide a PSVC to the HMHA Board upon request.

## 12.2 Discipline and Ethics Committee

The Discipline and Ethics Committee shall consist of the Chair (President) and at least two (2) of the Vice-President, Treasurer, Registrar, Ice Scheduler or associated Level Director of the HMHA for each individual situation. If any member of the Committee is absent or unable to perform his/her duties for any reason whatsoever, the Committee Chair may appoint a new member to fill the vacancy on a temporary basis, with reference to the Board. The President obtains the right to include additional Board members to the Committee as he/she sees fit.

Should the situation include the President, the Vice-President shall assume the duties of the Chair.

The Committee shall have the powers to hear all complaints or disciplinary matters which pertain to any violation of the rules or regulations of the HMHA, or which pertain to the action of any player, manager, coach, or other members of the coaching staff, or HMHA representative while acting in the capacity as such, or which pertains to the act, omission or conduct of any of the above persons which is alleged to be detrimental to the HMHA.

All people appearing before the Committee shall be given full opportunity to be heard.

The Committee shall as soon as possible after the conclusion of the hearing make a report to the HMHA Board, recommending appropriate actions be taken and documented as outlined in the Operations Manual Disciplinary Section.

Recommendations of the Committee will be brought forward to the next Board Meeting for vote and ratification.

All other people involved in the hearing will be notified of the outcome of the hearing.

#### 12.3 Constitution and MOP Review Committee

The Constitution Review Committee may be appointed by the President and shall consist of a Chair and at least two (2) other Directors. The Committee shall be responsible for reviewing the articles of the Constitution and By-laws at minimum once every two years, and to recommend any revisions that may from time to time be required to keep the HMHA abreast of current conditions and affairs. The Committee recommendations shall be presented to the Board in a timely fashion so that any motion to amend may be prepared within the time constraints at the Annual General Meeting as per Article 14.02.

#### 12.4 Other Committees/Working Groups

Other Committees/Working Groups may be appointed by the President.

### **ARTICLE 13: AMENDMENTS TO THE CONSITUTION AND BY-LAWS**

13.1 Amendments to the HMHA Constitution and By-laws may only be made at the Annual General meeting of the HMHA.

13.2 All proposals for amendments to the Constitution or By-laws of the BMHA shall be submitted in writing to the HMHA Secretary a minimum of thirty (30) days prior to the AGM. Individuals submitting amendments must attend or assign a designate to attend on their behalf, at the AGM to speak to the proposed amendment. All proposed amendments will be posted on the HMHA website no later than 7 days prior to the scheduled date of the AGM.

13.3 A Special General Meeting may be called to address changes to the Constitution to ensure compliance with any provincial acts. All normal general meeting rules continue to apply.

### **ARTICLE 14: BANKING ARRANGEMENTS**

14.1 The banking business of the HMHA, or any part thereof, shall be transacted with such bank or trust company as the Board may designate, approve or authorize from time to time, by resolution. All banking business, or any part thereof, shall be transacted on the HMHA's behalf by one or more officers and/or other persons as the Board may delegate, approve or authorize from time to time by resolution. The delegate(s) shall be authorized to undertake the operation of the HMHA's accounts, the making, signing, drawing, accepting, endorsing, lodging, depositing or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders relating to any property of the HMHA. The delegate(s) may execute any required agreement relating to any such banking business and may authorize an officer of such bank to act on the HMHA's behalf to facilitate such banking business.

14.2 Audit: A review engagement of the financial books of the HMHA shall be conducted annually. A copy of the financial records shall be provided to requesting members no later than 5 days prior to the Annual General Meeting. An Audit of the financial books for the HMHA may by



conducted, and a written report must be submitted to the Board as soon as the auditor's report is received by the Treasurer.

#### **ARTICLE 15: FISCAL YEAR**

- 15.1 Unless otherwise ordered by the Board, the fiscal year of the HMHA shall end on the 31st day of March in each year.

#### **ARTICLE 16: GUIDELINES**

- 16.1 The HMHA will endeavor to enter Teams for competition in the Ontario Minor Hockey Association leagues and playoffs.
- 16.2 Each team in the HMHA shall have, as a minimum, a coach, manager and trainer registered with the HMHA. All team officials shall have, as a minimum, the certification requirements as outlined by the OMHA.
- 16.3 All OMHA team rules and regulations are recognized as rules and regulations of the HMHA.
- 16.4 All teams applying for participation in tournaments or exhibition games out of the Province of Ontario must have approval of the Board.
- 16.5 Each HMHA division shall supply distinctive playing jerseys and socks for the teams in the HMHA.
- 16.6 Team Sponsors for the HMHA shall be solicited only by the Director – Sponsorship/Fundraising or his/her delegates, for the express purposes of finding sponsors within the area to sponsor the Association, and all of its teams and members equally. No persons other than the Director – Sponsorship/Fundraising or their delegates shall have the right to directly approach a HMHA sponsor for their individual member player, or teams, for individual gain. Members not part of the Board, or a delegate of the Director – Sponsorship/Fundraising may reach out to the Director to discuss any opportunities for the organization in a constructive manner.
- 16.7 Players cannot participate in hockey activities until they have been duly registered for that season or event. Players may not participate in any league games or practices until the fees have been paid to the HMHA, or satisfactory payment arrangements have been made via the HMHA Treasurer.
- 16.8 A player must secure a Permission to Skate, Non-Resident Passport (NRP) or 3.5 Waiver from the Board in order to become eligible to play for another hockey organization outside the HMHA unless otherwise specified by the governing body.
- 16.9 The Board shall be the official voice for the HMHA for all hockey matters and business. Any person acting on behalf of the HMHA without approval of the Board may be suspended indefinitely.
- 16.10 Signing officers for the HMHA shall be the President, Secretary, and/or Treasurer. Additional signing officer(s) may be added as required for special purpose accounts as designated by the Board.

- 16.11 A Director shall declare a conflict of interest when he/she or any family member is directly involved in the business at hand. He/she may be asked to withdraw from the meeting while discussions and voting on the matter take place.
- 16.12 All HMHA teams and players shall comply with the registration requirements of the Ontario Minor Hockey Association, by completing their registration via the Hockey Canada Registry System.
- 16.13 Any parent/guardian who interferes in any manner with the on-ice officials, the team officials, the players, or with the playing of the game, may be ejected from the arena facility for the balance of that game, and for an extended period by the HMHA Board. These members will be subject to disciplinary action via the guidelines in place within the Manual of Operations Disciplinary Section, and the published Parent Code of Conduct.
- 16.17 Any protest or appeal to an OMHA suspension or decision must be submitted to OMHA in accordance with their regulations. These cases shall be handled by the VP – OMHA.
- 16.18 In accordance with Hockey Canada Guidelines each family of a registered player must have one (1) parent or legal guardian complete the Respect in Sport program.

#### **BY-LAW 17: EFFECTIVE DATE**

- 17.1 This Constitution and By-laws shall come into force on April 9, 2025 without further formality after approval by the Members of the HMHA as hereinafter set out.

The foregoing Constitution and By-laws are hereby ratified, sanctioned, confirmed and approved by the affirmative vote of the Board of the HMHA at the Annual General Meeting of the Members of the HMHA duly called and held on the 9TH day of April, 2025.

Approved by the Board of Directors of Huntsville Minor Hockey Association at the Town of Huntsville, District Municipality of Muskoka this 29th day of May 2025.

#### **Board of Directors**

**Corey Moore**

Executive - President

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**Alicia Cox**

Executive Registrar

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**Darcy Bullock**

Executive - Vice President/OMHA  
Contact

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**Christina Cook**

Secretary/Social Media

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**Dean Bryant**

Executive - Treasurer

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**Kaitlyn Baker**

Director - Ice Scheduler

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**Jaime Rudge**

Director - Representative Hockey

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**Holly MacLeod**

Director - Local League U7-U11

---

**Vince Ouimet**

Director - Local League U13-U18

---

**Chris Copeman**

Director - Officials (Referee)

---

**Nicole Kirkpatrick**

Director - Minor Officials

---

**Tammy McDowall**

Director - Sponsorship/Fundraising

---

**Nick Andrews**

Director - Player/Coach  
Development

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**Cara McQueen**

Director - Equipment

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**Josh Barkey**

Director - Head Trainer

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**Kerri Moyer**

Tournament Director

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