

DUNDAS MINOR HOCKEY ASSOCIATION

BY-LAW # 1



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BY-LAW NO. 1

This By-Law relates to the conduct of the affairs of the Dundas Minor Hockey Association.

BE IT ENACTED as a by-law of the Dundas Minor Hockey Association as follows:

1.0 DEFINITIONS

1.1 In this By-law and all other By-laws and Resolutions of the Association including the Rules of Operation, unless the context otherwise requires:

- (a) "Association" means the Dundas Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- (b) "Board" means the Board of Directors of the Dundas Minor Hockey Association;
- (c) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
- (d) "Director" means an individual who has been elected or appointed to a voting position on the Board of Directors of the Association;
- (e) "DMHA" means Dundas Minor Hockey Association
- (f) "HC" means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
- (g) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
- (h) "Officers" mean the individuals who hold the offices enumerated Section 12.
- (i) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- (j) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- (k) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- (l) "Members" means all classes of membership in the Association as provided for in Section 5.0
- (m) "Member in Good Standing" means a member who has paid their membership fees to date.
- (n) "Registered Household" means that address on a player's registration form

1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

2.0 REGISTERED OFFICE AND SEAL

- 2.1 The Corporate Seal of the Association shall be in the form as the Board may, by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in the Town of Dundas, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act. The Association may establish such other offices within Canada, as the Board may deem expedient by resolution.

3.0 MISSION

The mission of the DMHA is to organize, develop and promote minor hockey in the community of Dundas in the following ways:

- a. Foster the maximum opportunity for youth to participate in minor hockey within the community of Dundas
- b. Instil in all players, coaches, managers and members good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play
- c. Foster among its members, supporters and teams, a general community spirit
- d. Maintain and increase interest in the game of hockey
- e. Exercise general care, supervision and direction of the playing interests of its teams and players
- f. Organize Representative Hockey teams to best represent the DMHA and the community of Dundas in OMHA Leagues and to teach the players how to best make use of their skills in a competitive environment and to best coordinate those skills to the benefit of their team
- g. Organize a House League to provide a recreational environment wherein all players receive training in the skills of hockey and an equal opportunity to play with all other players of equal or comparative skill levels
- h. **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**

3.0 AFFILIATIONS

- 3.1 The Association shall have the following affiliations:
- (a) The DMHA shall be a member of the OMHA
 - (b) The DMHA shall operate in cooperation with the Department of Parks and Recreation of the City of Hamilton

5.0 MEMBERSHIP

- a) Membership in the DMHA shall be open to any person who is interested in minor hockey and supports the aims and the objectives in the DMHA and shall become effective upon payment of a membership fee (Section 5.6)

- b) Members are entitled to seek a position on the Executive and vote at the Annual Meeting and General Meetings and attend DMHA Executive Meetings as observers.
- c) It is herein specifically stated that this Association is a contract based entity, wherein any applicant for membership, by applying for such membership is offering to follow the by-laws, regulations and policies of the Association, as they exist from time to time, as evidenced by the submission of the application form and attendant dues and fees: the Board of directors, and thereby the Association, completes the contract by accepting the applicant as a member, as evidenced by acceptance of the dues and fees, and therein agrees to follow its own bylaws, regulations and policies, as they exist from time to time.

5.1 Classes of Membership

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

(c) Active Membership

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

(d) Parent/Guardian Membership

Parent/Guardian members shall include all parents and or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years. All Parent/Guardian Members may attend membership meetings, meetings of the Board and, by invitation, meetings of Special Committees of the Association. One Parent/Guardian member per registered household shall be entitled to vote at General Meetings of the Membership.

(e) 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 Board of Directors

Honorary Members shall be entitled to vote and may attend membership meetings, meetings of the Board and by invitation, meetings of Special Committees of the Association.

5.2 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.

5.3 Membership List

- a) Subject to Section 5.8 herein, the Administrator of the Association shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept at the DMHA office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.
- b) It is the responsibility of the members to provide the association with any changes to their contact information including street address, email address and phone numbers.

5.4 Membership Year

Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime Memberships, shall commence on or after June 1st in each year, and shall lapse and terminate on the 31st day of May the following year.

5.5 Termination of Membership

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members whose membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Executive shall inform those concerned of this suspension in writing.

5.6 Membership Fees

- a) The registration fee for any DMHA player will include the DMHA membership fee.
- b) Registration fees, including the membership fee, shall be established annually by the Budget Committee and resolved by the Board.
- c) Membership Fees for any unexpired term of membership will not normally be refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances. Request for refund must be submitted in writing to the Board.

5.7 Right to Vote

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

5.8 Meeting Record Date

Individuals who are Members of the Association are entitled to notice at least three (3) weeks in advance of any General Meeting of the Members of the Association and to vote at such General Meeting of Members.

6.0 MEETINGS OF THE MEMBERSHIP

6.1 Annual General Meeting of Members

- a) The Annual General Meeting of the membership shall be held within 60 days of season end at a time, place and day determined by the Board. Rep try-outs do not need to be completed in full for the AGM to be held.

At the AGM, the transaction of at least the following business is to be set out in the agenda:

- i) approval of the agenda;
 - ii) approval of the minutes of the previous Meeting of the Membership;
 - iii) receiving reports of the activities of the Association during the preceding year;
 - iv) receiving information regarding the planned activities of the Association for the current year;
 - v) receiving and approving the report of the Auditor of the Association from the previous year and projected financial position for the current year;
 - vi) consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
 - vii) 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 three (3) weeks prior to the Annual General Meeting;
 - viii) election of the new Board.
- b) Notice of Motion, correspondence, constitutional or by-law amendments or other such matters which are to be considered by the membership must be submitted in writing to the Secretary at least three (3) weeks prior to the date of the Annual Meeting.
 - c) The Executive shall inform the membership of the date of the Annual Meeting at least three (3) weeks in advance of that date but no later than the House League Championship Day.

6.2 Additional General Meetings of Members

- a) In addition to the Annual General Meeting described in Article 6.1, the President or the Executive by majority vote, may call a General Meeting of the Membership at such times and places as they may decide. The business to be transacted at such additional General Meetings shall be limited to that specified in the notice calling the General Meeting.
- b) Notice of all General Meetings and the agendas thereof shall be given to the membership at least two (2) weeks in advance of the date of the meeting.

6.3 Notice of Meetings of the Membership

- a) Annual General Meeting:
Notice of the time and the place of the Annual General Meeting shall be e-mailed to all Members at the last recorded e-mail address for such members in the records of the DMHA. Notice of the AGM shall also be posted on the DMHA Website and the DMHA Bulletin Board. All above notices will be posted at least three (3) weeks 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 e-mailed to all Members at the last recorded e-mail address for such members in the records of the DMHA. Notice of Additional General Meetings shall also be posted on the DMHA Website and the DMHA Bulletin Board. All above notices will be posted at least two (2) weeks prior to the date of the Meeting.

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

6.4 Quorum for Meetings of the Membership

A quorum for an Annual General Meeting or any Additional General Meetings of the Membership shall be a minimum of 10 (ten) 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.

6.5 Voting Procedures at Meetings of the Membership

- a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership.
- b) One (1) Parent/Guardian Member vote per registered household will be allowed.
- c) Proxies will not be permitted. Members must be present in person at all General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Annual General Meeting or an Additional General Meeting of the Membership.
- d) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote
- e) At 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. Whenever a vote by show of hands has been taken upon a question, 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 will be taken as conclusive evidence for or against the motion.

6.6 Adjournments of Meetings of the Membership

Any Meeting of the Members of the DMHA 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.

6.7 Chair of Meetings of the Membership

The current President of the DMHA shall act as Chair of all Meetings of the Membership.

In the event that the President is not able to sit as Chair, the current Executive Vice-President of the DMHA shall act as Chair at Meetings of the Membership.

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 Board Member as Chair.

If no current Board Member is present or if all the Board Members present decline to act as Chair, the Members present shall choose any Member present to be Chair.

7.0 EXECUTIVE BOARD OF DIRECTORS

- a) The general management of the DMHA shall be vested in an Executive Board of Directors. The Executive shall further have a RepTeam Committee, a Junior House League Committee and a Senior House League Committee each of which shall govern the affairs of the Rep and House League Teams respectively.
- b) The Board shall consist of the following;
 - a) Past President
 - b) President
 - c) Executive Vice President
 - d) Vice President, Junior House League
 - e) Vice President, Senior House League
 - f) Vice President, Representative Hockey
 - g) Vice President, Hockey Development
 - h) Treasurer
 - i) Special Events Director
 - j) Sponsorship Director
 - k) Public Relations Director
 - l) Equipment Manager
 - m) Ice Scheduler
- c) The executive shall be responsible for all hockey related operations and the financial integrity of the DMHA. It shall have the authority, within the limits of this constitution, to establish all committees, working groups, rules, regulations and policies which it believes will benefit the DMHA.
- d) The signing authority shall be vested in the Treasurer and the President.
- e) Newly elected Executive Members shall begin their term the day after the Annual General Meeting but no later than May 31st. All Committees shall hold office at the discretion of the Executive; however, all Committees shall dissolve on the day after the Annual General Meeting but no later than May 31st of each year to be reconstructed by each new Executive as set forth by this Constitution.

7.1 Composition of the Executive Board of Directors

- (b) Eligibility:
 - i) All Members in Good Standing may seek the elected and appointed positions comprising the Executive Board of Directors.
 - ii) To be eligible for the position of President, a member must have been a member of the Executive Committee for a period of at least one (1) year.
 - iii) A Director must:
 - i. be at least eighteen (18) years of age
 - ii. be a Member of the Association at the time of his or her election or appointment
 - iii. remain a Member of the Association throughout his or her term of office
 - iv. not be under suspension due to a disciplinary matter

c) Number of Directors:

The affairs of the Association shall be managed by a Board, which should consist of:

-nine (9) elected Directors:

- President
- Executive Vice-President
- Vice-President, Representative Hockey
- Vice-President, Senior House League
- Vice-President, Junior House League
- Public Relations Director
- Special Events Director
- Sponsorship Director
- Equipment Manager

-three (3) appointed Directors:

- Vice President, Hockey Development
- Treasurer
- Ice Scheduler

d) Terms of Office

- i) A Director shall be eligible to be elected or appointed for four (4) consecutive terms in the same Director position and shall not be eligible for election or appointment to the same Director position for a fifth (5th) consecutive term.
- ii) Each year at the Annual General Meeting of Members of the Association, the Members of the Association shall elect each of:
- a President, a Vice-President, a Director of Junior House League, a Director of Senior House League and a Director of Representative Hockey for one (1) year terms each;
 - a number of Directors equal to the number of Directors whose term is ending shall be elected to the Board for two (2) year terms each:
 - The Public Relations Director and Special Events Director shall be elected in odd numbered years
 - The Sponsorship Director and Equipment Manager shall be elected in even numbered years
- (i) In order to establish a rotation of Directors on the Board, the election of Directors next following the implementation of this By-law shall provide for the election of the President, Vice-President, Director of Junior House League, Director of Senior House League and Director of Representative Hockey for one (1) year terms; the election of two (2) Directors for a term of two (2) years each and the election of two (2) Directors for a term of one (1) year each. Thereafter, a number of Directors equal to the number of Directors whose term is ending shall be elected for two (2) year terms each;
- (ii) In order to implement the provisions of this Bylaw, the term of all incumbent Directors of the Association at the date of adoption of this Bylaw, shall expire and terminate on the date of the April General Meeting next following the date of implementation of this Bylaw.
- d) Change in Number of Directors
The Association may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.

8.0 PROCEDURES FOR ELECTION OF EXECUTIVE DIRECTORS

- a) The following positions shall be elected by the membership at the Annual Meeting as per the designated terms of office as described in section 7.1 (c).
 - President
 - Executive Vice President
 - Vice President of Senior House League
 - Vice President of Junior House League
 - Vice President of Representative Hockey
 - Sponsorship Director
 - Equipment Manager
 - Special Events Director
 - Public Relations Director
- b) The elected Executive Board of Directors shall have the responsibility to appoint for the upcoming season the positions of:
 - Treasurer
 - Ice Scheduler
 - Vice-President of Hockey Development
- c) The Executive shall have the authority to fill vacancies in its ranks after the Annual Meeting by appointment, until the next Annual General Meeting

8.1 Nominations for Elected Executive Director Positions

- a) No election or appointment of a Board Member is effective without consent given prior to the election or appointment.
- b) The Nominating Committee as directed by the Executive Committee shall post and /or advertise for candidates for the Executive/Board of Directors at least three (3) weeks in advance of the AGM.
- c) Updated Nomination Forms for the Board shall be available each year and the membership notified of its availability.
- d) Nominations prior to the AGM will be accepted in writing by completion of the Nomination Form given such nominee has been nominated by any two members in writing up to two (2) weeks prior to the AGM. The nominations committee must have consent in writing of any nominee to be so nominated, prior to the AGM. The nominee will be included in the slate of candidates which will be voted on at the AGM.
- e) Nominations from the floor will **NOT** be accepted during the AGM.
- f) Nominees do not need to be in attendance at the AGM. Their nomination will be considered as long as they have submitted their consent in writing as per 8.1 d).
- g) For positions for which there is only one nominee, a majority vote will be required for that person to be acclaimed to that position. If the association does not vote that person into the position, that person is not eligible for that position on the executive board for the remainder of that season.

8.2 Election Procedures

- a) The Chair of the Nominations and Elections Committee shall post on the DMHA Website and DMHA Bulletin Board, a listing of all individuals who have been nominated for election to the Board at least one (1) week before the Annual General Meeting of the Membership. Such listing shall identify what position each nominee is seeking election for.
- b) Elections for positions will be voted upon by the membership as per Section 6.5

8.3 Vacancies on the Executive Board of Directors

- a) A vacancy of any of the positions other than President, occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall make all possible attempts to appoint a replacement Director within thirty (30) days after the Board position was vacated.
- b) In the event the President is unable to perform his or her functions as outlined in the Constitution, the Vice-President shall succeed. In the event that the Vice President is unable to fulfill the position of President, the next senior VP shall succeed, in the hierarchal order of: VP Representative Hockey, VP Junior House League, VP Senior House League. In the event that any VP is unable to fulfill the Position of the President, the Executive shall appoint a President.

9.0 PROCEDURE FOR SELECTION OF APPOINTED EXECUTIVE BOARD OF DIRECTORS POSITIONS

- a) The following positions on the Executive Board of Directors shall be appointed:
 - Treasurer
 - Ice Scheduler
 - Vice-President, Hockey Development
- b) All efforts must be made to fill any vacancies in these positions as soon as possible due to the vital nature of their roles to the functioning of the Association.
- c) Postings for the open positions shall be placed on the website, on the DMHA Bulletin Board and by any other means necessary as deemed appropriate by the Executive Board of Directors. This may include newspaper advertisement.
- d) Interested parties should apply in writing to the President.
- e) Curriculum Vitas may be gathered in advance of interviews for review by the Interviewing Committee.
- f) Interviews shall be offered to appropriate applicants. Interviews shall be conducted by the Executive Board of Directors.

10.0 TERMINATION of EXECUTIVE DIRECTOR FROM OFFICE

Before any Executive is dismissed, his/her case will be reviewed by the Executive Committee.

Any member of the Executive may be removed from office under any one of the following conditions:

- a) Removal by Executive Board of Directors - Upon written recommendation to the Executive signed by 2 Executive members and with at least two thirds (2/3) vote of approval by the current Executive.
- b) Removal of Director by Membership - 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 Director 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.
- c) Absenteeism - Unless otherwise determined by the Executive Board of Directors, the absence of a Director from three (3) consecutive Executive Meetings or the absence of a Director from four (4) out of any eight consecutive meetings shall be deemed to be a resignation of the said Director of the Board. It shall be the responsibility of each member to inform the administrator if he/she is unable to attend a scheduled meeting.
- d) Resignation - A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association.
- e) Non-Performance - An Executive Director assigned a task or accepting a responsibility or position within the Association, may be removed for non-performance in carrying out the duty or responsibility assigned and on notice of the President may be removed from a particular position and a replacement appointed.
- f) Breach of Confidentiality - All Executive Board Members must realize that Directors must maintain confidentiality as to what transpires at a Board of Directors meeting. The only matters which a director may state are those motions approved and printed, in the minutes of a meeting. Every Executive Board Member of the Association shall respect the confidentiality of matters brought before the Board/Executive for consideration in camera. Failure to adhere to the confidentiality shall be grounds for immediate dismissal from the Board/Executive without the two thirds vote.

11.0 BOARD RESPONSIBILITIES

11.1 Governance

The Board of Directors 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.

All directors, volunteers and employees elected or appointed must familiarize themselves with the Constitution, by-laws and policies which are applicable to the Association.

11.2 Board Meetings

a) Regular Executive Board of Directors Meetings

- i) Meetings of the Executive shall be held as required but no less frequently than monthly during the entire Executive year.
- ii) Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. However, all efforts should be made to hold meetings at City of Hamilton locations such that the City of Hamilton Zero Tolerance Policy will be in effect.

(b) Special Board Meetings

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

11.3 Notice of Board Meetings

- (a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice.
- (b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.
- (c) No formal notice of any Board Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.
- (d) The DMHA will post on its website the dates, times and locations of all monthly meetings of the Executive Board of Directors.

11.4 Error in Notice of Board Meetings

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.

11.5 Adjournment of Board Meetings

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

11.6 Quorum

A quorum for a Board Meeting shall be that number which is half of the number of filled Board positions plus one. No business of the Board shall be transacted in the absence of a quorum.

11.7 Voting Rights

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

11.8 Voting Procedures at Executive Board of Directors' Meetings

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

11.9 Remuneration

i. The position of Administrator may receive a regular stipend as determined by the Executive Board of Directors prior to the holding of interviews for the position.

ii. The position of Ice Scheduler may be provided with a stipend as determined by the Executive Board of Directors, prior to the holding of interviews for the position.

iii. All other members of the Executive Board of Directors shall serve on the Board without remuneration and not indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

11.10 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 or at the start of that relevant topic. This includes when the issue before the Board directly impacts or is about an immediate disciplinary issue regarding the Executive Member's child, spouse or team or any person entrusted to purchase or tender on any item for the Association is employed by or has been employed by anyone wishing to submit tenders in the previous six months.
- (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) The Director shall be entitled to participate in the discussion of such topic.
- (d) Upon conclusion of the discussion, that Director with the declared conflict of interest shall be removed from the meeting at the time a vote is taken. The Director who has the conflict of interest shall not be entitled to vote.
- (e) Should any Director remove themselves from any issue before the Board, it will be deemed as a conflict of interest.

- (f) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.
- (g) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

11.11 Indemnification of Directors

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

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

In the event it is determined that the person is not entitled to be indemnified hereunder, the Corporation shall have the right to require the indemnified person to repay all amounts provided to such person pursuant to the indemnification. The burden of providing that indemnification or advances are not appropriate is on the Corporation.

11.12 Confidentiality

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

11.13 DMHA Rules of Operation

- a) All members of the DMHA Executive Board of Directors are to have full knowledge of and act in accordance with the Rules of Operation when carrying out their duties.
- b) Notwithstanding any other provision contained in this By-law, the Board shall have the power to review as required the DMHA Rules of Operation and 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, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Association or this By-law. Alteration to the Rules of Operation made by the Executive Board of Directors will be made by simple majority vote.
- c) Amendments made to the Rules of Operation will be presented to the membership at the Annual General Meeting.
- d) The Rules of Operation should not deal with such things as: fees and dues of members; qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of officers; execution of documents; establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws. Rules of Operation should strictly deal with only those day-to-day matters directly affecting the member teams and players such as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time to name a few.

12.0 DUTIES OF THE MEMBERS OF THE EXECUTIVE BOARD OF DIRECTORS

12.1 President

The President shall:

- Be an elected member with full voting privileges
- Be responsible for the day-to-day operation of the Association and the general management, supervision of the Executive Board of Directors
- Represent the Association in the community
- Provide leadership to the Executive Board of Directors and ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Call meetings as required
- Act as Chair of the Executive Board of Directors and at all meetings of the membership of the Association and be responsible for the conduct of such meetings.
- See to the carrying out of the decisions of the Executive Board of Directors
- Use his or her background, knowledge and experience in a position of arbitrator or conflict manager for the Association
- Designate necessary tasks to be fulfilled by appropriate members of the Association
- Act as a representative of the association to the OMHA or other recognized governing body
- Act as Chair for any ad hoc committee as deemed necessary
- Have signing authority with the Treasurer on behalf of the Association.
- Shall have such other powers and duties as are elsewhere provided for in these policies or as may be assigned to him or her from time to time by the Executive Board of Directors.

12.2 Executive Vice-President

The Executive Vice-President shall perform those duties as prescribed by the Executive Board of Directors and may consist of but not be limited to:

- Be an elected member with full voting privileges
- Use his or her background, knowledge and experience to assist in the general management of the Executive Board of Directors.
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Shall act as Chairman of the Policy and Rules Committee including convening such meetings and managing the policy review process
- Exercise all the responsibility of the President in the event the President is unable to do so

12.3 Vice-President, Senior House League

The Vice-President of Senior House League shall:

- Be an elected member with full voting privileges
- Oversee the complete operation of the Senior House League teams
- Chair meetings of the Senior House League Committee
- Appoint Senior House league Directors and Convenors and have the authority to suspend them if necessary
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Appoint coaches, trainers and managers and any other personnel required to operate teams in the Senior House League
- Oversee the draft within each division of the SHL and ensure teams are balanced.
- Oversee player and coach discipline and suspensions which, when necessary, may be in conjunction with the Discipline and Quality Assurance Committee
- When an interlock system is in place, shall represent the Association at all Interlock meetings and shall be the liaison between the Interlock League and the DMHA Executive Board of Directors
- Assist in maintaining and updating the house league policies in conjunction with the Policy Review Committee
- Attend all board meetings with a prepared monthly report or have a delegate present with a report
- Assist with the planning and execution of Championship day
- Assist the awards committee in selecting the recipients of various Senior House League and Interlock League awards

12.3.1 Senior House League Director

The **Senior House League Director(s)** shall assist the Vice-President of Senior House League to ensure that all teams comply with all rules, regulations and policies set forth by the DMHA, OMHA and HC.

The Senior House League Director(s) shall perform those duties as prescribed by the Executive Board of Directors and the Vice President of Senior House League which may consist of but not be limited to:

- Be appointed by the Vice-President of Senior House League
- Act on behalf of the Vice-President of Senior House League on Divisional matters and, when requested by the VP of Senior House League, at Executive Board of Directors meetings
- Assist with the management and supervision of the Senior House League
- Conduct the draft of the selection of teams in the Senior House League
- In consultation with the Vice-President of Senior House League, appoint convenors deemed necessary to assist in the operation of the league
- Be present at games when possible

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- Submit a monthly report as required to the Vice-President of Senior House League
- Ensure that all team officials are properly certified in accordance with the OMHA trainers and coaches certification programs
- Distribute and collect the player rating sheets for each league before the first game of the playoffs
- Ensure that the By-laws, procedures and policies are carried out in accordance with the DMHA, OMHA and HC policy
- NOT participate on the bench in the SHL, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.3.2 Senior House League Convenor

The **Senior House League Convenors** shall perform those duties as prescribed by the Senior House League Director(s) and the Vice-President of Senior House League. This may consist of but not be limited to:

- Oversee the activities in the age division to which they have been assigned including all team activities of the teams within that age division
- Maintain regular communication with the Senior House League Director(s) as to the activities of the teams within their assigned age division
- Assist with the team carding for their assigned age division
- Assist in the draft for the selection of teams within the assigned age division
- Ensure that the By-laws, procedures and policies are carried out in accordance with the DMHA, OMHA and HC policy
- Be present when possible at games of the assigned age division
- Maintain league standings for the assigned age division
- Recommend to the Senior House League Director any changes for the balancing of teams in the age division
- Ensure that all discipline and suspensions are carried out
- NOT participate on the bench in his league, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent
- Ensure that all injuries are reported in accordance the DMHA and OMHA trainer certification program
- Arrange to have all equipment returned to the equipment director for storage and cleaning
- NOT participate on the bench in the SHL, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.4 Vice-President, Junior House League

The Vice President Junior House League shall:

- Be an elected member with full voting priveleges
- Oversee the complete operation of the Junior House league teams
- Chair meetings of the Junior House League Committee
- Appoint Junior House League Directors and Convenors and have the authority to suspend them if necessary
- Appoint coaches, trainers and managers and any other personnel required to operate teams in the league
- Oversee the draft and ensure teams are balanced
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Oversee player and coach discipline and suspensions which, when necessary, may be in conjunction with the Discipline and Quality Assurance Committee
- Represent the Association at Junior House League meetings and shall be the liaison between the House league and the Executive Board of Directors

- Liaise between the Association and the OMHA
- Assist in maintaining and updating the house league policies in conjunction with the Policy Review Committee
- Attend all board meetings with a prepared monthly report or have a delegate present with a report
- Assist with the planning and execution of Championship day
- Assist the awards committee in selecting the recipients of various JHLhouse awards
- NOT participate on the bench in the JHL, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.4.1 Junior House League Director

The **Junior House League Director(s)** shall assist the Vice-President of Junior House League to ensure that all teams comply with all rules, regulations and policies set forth by the OMHA, DMHA and HC.

The Junior House League Director(s) shall perform those duties as prescribed by the Executive Board of Directors and the Vice President of Junior House League which may consist of but not be limited to:

- Be appointed by the Vice-President of Junior House League
- Act on behalf of the Vice-President of Junior House League on Divisional matters and, when requested by the VP of Junior House League, at Executive Board of Directors meetings.
- Assist with the management and supervision of the Junior House League
- Conduct the draft of the selection of teams in the Junior House League
- In consultation with the Vice-President of Junior House League, appoint Convenors deemed necessary to assist in the operation of the league
- Be present at JHL games when possible
- Submit a monthly report as required to the Vice-President of Junior House League
- Ensure that all team officials are properly certified in accordance with the OMHA trainers and coaches certification program
- Distribute and collect the player rating sheets for each league before the first game of the playoffs
- NOT participate on the bench in the JHL, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.4.2 Junior House League Convener

The **Junior House League Convenors** shall perform those duties as prescribed by the Junior House League Director(s) and the Vice-President of Junior House League. This may consist of but not be limited to:

- Oversee the activities in the age division to which they have been assigned including all team activities of the teams within that age division
- Maintain regular communication with the Junior House League Director(s) as to the activities of the teams within their assigned age division
- Assist with the team carding for their assigned age division
- Assist in the draft for the selection of teams within the assigned age division
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and CHA policy
- Be present when possible at games of the assigned age division
- Maintain league standings for the assigned age division
- Recommend to the Junior House League Director any changes for balancing of teams in the age division
- Ensure that all discipline and suspensions are carried out
- Ensure that all injuries are reported in accordance the DMHA and OMHA trainer certification program
- Arrange to have all equipment returned to the equipment director for storage and cleaning

- NOT participate on the bench in the JHL, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.5 Vice-President Representative Hockey

The Vice-President of Representative Hockey shall perform those duties as prescribed by the Executive Board of Directors which may consist of but not be limited to:

- Be an elected member with full voting privileges
- Oversee the complete operation of the representative hockey teams, including assisting the registrar with team registration, through the work of a Representative Hockey Committee
- Chair meetings of the Representative Hockey Committee
- Appoint Representative Directors
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Oversee the player and coach discipline and suspension which, when necessary, may be in conjunction with the Discipline and Quality Assurance Committee
- Represent the Association at all OMHA and Tri-County and Representative League meetings
- Liaise between the Association and the OMHA
- Liaise between the Representative League and the Executive Board of Directors
- Participate as a member of the Coaches Selection Committee
- Assist the awards committee in selecting the recipients of the various representative league awards
- Assist in maintaining and updating the Representative League policies in conjunction with the Policy Review Committee
- Approve all league schedules, exhibition games and tournaments
- Assist the Budget committee in determining Representative Hockey fees
- Attend all board meetings with a prepared written monthly report on league issues or have a replacement present with a report
- Ensure that all team officials are properly certified in accordance with the OMHA trainers and coaches certification program
- NOT participate on the bench on a Rep Hockey team, except in an emergency when both the coach and manager are absent, or if the necessary certification is in place, when a trainer is absent

12.5.1 Representative Hockey Director

The **Representative Hockey Director(s)** shall assist the Vice-President of Representative Hockey to ensure that all teams comply with all rules, regulations and policies set forth by the OMHA, DMHA and HC.

The Representative Hockey Director(s) shall perform those duties as prescribed by the Executive Board of Directors and the Vice President of Representative Hockey which may consist of but not be limited to:

- Be appointed by the Vice-President of Representative Hockey
- Act on behalf of the Vice-President of Representative Hockey on Divisional matters and, when requested by the VP of Representative Hockey, at Executive Board of Directors meetings
- Attend Representative Hockey Committee meetings
- Assist with the management and supervision of the Representative Hockey teams
- Assist with the organization of try-outs for Representative Hockey
- Assist with the Coaching Selection process
- Submit a monthly report as required to the Vice-President of Representative Hockey

- Ensure that all team officials are properly certified in accordance with the OMHA trainers and coaches certification program

12.6 Vice-President of Hockey Development

The Vice-President of Hockey Development shall:

- Be appointed by the Executive Board of Directors and have full voting privileges
- Assist the Executive Board of Directors in deciding if the Hockey Development programs for that season will include contracting Hockey Development Professionals
- Gather program proposals from Hockey Development Professionals and then assist the Executive Board of Directors in selecting that professional to be contracted for the season
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Act as Chairman of the Hockey Development Committee
- Organize, operate and publicize all clinics deemed necessary by the Association which will provide training to all coaches and trainers
Oversee the complete operation of the Hockey Development program consisting of and not limited to:
 - Goalie Clinics
 - Player Development
 - Player Movement
 - Initiation Program
 - Hockey Library
 - Coaches and Trainers Clinics
- Appoint Hockey Development Directors to organize, manage and implement each program (see section 12.6.1)
- Coordinate with House League Directors movement of players of greater ability to the appropriate level
- Assemble and manage Coaches who can be carded at large to assist teams in practices or behind the bench
- Make recommendations and assist in maintaining and updating the Hockey Development Policies in conjunction with the Policy Review Committee
- Prepare a yearly Hockey Development budget
- Attend all Board meetings or have a delegate present

12.6.1 Hockey Development Director

The **Hockey Development Directors** shall:

- Be appointed by the Vice-President of Hockey Development
- Assists the Vice-President of Hockey Development in organizing and running the Hockey Development program which may include but not be limited to:
 - Developing Schedules
 - Communications
 - Organizing Certification Clinics
 - Assisting with Hockey Development Sessions
 - Developing and Maintaining the Hockey Library

12.7 Special Events Director

The Special Events Director shall perform those duties prescribed by the Executive Board of Directors which may consist of but not be limited to:

- Be an elected member with full voting privileges
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Chair the Special Events Committee
- Organize, manage and supervise any fundraisers for the Association
- When necessary, assist the Vice-President of Hockey Development with the coordination of development clinics such as Coaching and Trainers' Clinics
- Set up an accurate recording system covering income and disbursements relating to fund-raising, clinics and other special events for delivery to the Treasurer
- Present a monthly report regarding fund-raising activities and projects to the Executive
- Recommend policy changes to the Executive regarding fund-raising

12.8 Equipment Manager

The Equipment Manager shall perform those duties prescribed by the Executive Board of Directors which shall consist of but not be limited to:

- Be an elected member with full voting privileges
- Maintain and keep an accurate inventory of all equipment owned by the Association
- Recommend to the Executive all reasonable purchasing, maintenance, disbursement and disposal of all equipment, sweaters and socks for all of the Association teams
- Solicit bids and purchase hockey equipment as required
- Appoint an Assistant Equipment Director when deemed necessary
- Solicit bids for and purchase sweaters and socks for all Association divisions
- Collects a deposit fee for Rep Jerseys
- Obtains a signed equipment agreement from H.L. teams for goalie equipment
- Obtains a signed equipment agreement from the Rep teams for their returning Jerseys
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Liaise with the Sponsorship Coordinator for Sponsor information and sweater colors and arrange delivery of sweaters to all association teams
- Submit to the Executive at the March Executive meeting an estimate of revenues and expenditures for equipment, sweaters and socks for the next fiscal year of the Association
- Present a monthly report regarding purchasing and equipment to the Executive
- Recommend policy to the Executive regarding purchasing and equipment

12.8.1 Assistant Equipment Manager

The **Assistant Equipment Manager** shall assist the Equipment Manager in the procurement, management and distribution of all league equipment which may consist of those duties listed but not be limited to:

- Be appointed by the Equipment Manager
- Maintain and repair all equipment owned by the Association
- Liaise with the Vice Presidents of Rep, Junior and Senior House League and convenors to ensure equipment needs are met, equipment is properly maintained and address any equipment concerns
- Be responsible for supervising the return of all Association equipment from the teams at the end of the season.
- Update and outfit storage rooms at arenas where equipment is kept as deemed necessary

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- Be responsible for properly storing equipment for the off-season, particularly the goaltending equipment
- Shall have the authority to represent the Equipment Manager in Executive meetings when necessary

12.9 Public Relations Director

The Public relations Director shall perform duties as prescribed by the Executive Board of Directors which shall consist of but not be limited to:

- Be an elected member with full voting privileges
- Write and distribute monthly newsletters
- Maintain the DMHA Bulletin Board with current information
- Oversee all advertising related to the DMHA
- Act as a key contact for local newspapers
- Act as a key contact for all communication with outside interest groups
- Be responsible for the awards and recognition campaigns: trophies, awards, banners
- Assist the Sponsorship Director in soliciting community support
- Initiate ad campaigns as directed by the Board of Directors.
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Prepare a monthly report for presentation at Executive Meetings
- Maintain a record of any expenses incurred and provide necessary documentation to the Treasurer

12.10 Treasurer

The Treasurer shall:

- Be an appointed Executive member with full voting privileges
- Ensure adherence to and implementation of financial policies in the financial administration of the association
- 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
- Obtain Executive approval for all expenditures
- Prepare monthly bank reconciliations. Compare bank statements to general ledger.
- Share signing authority with the President of the DMHA..
- Act as Chairperson of the Budget Committee.
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Be responsible for presenting the Associations Financial statements at Executive meetings, Annual General meeting and any other times as required
- Collaborate with the Administrator regarding NSF cheques and retrieve any financial records as requested from fellow Executive members
- Evaluate, review and recommend financial policy to the Executive
- Present a monthly Financial Statement report to the Executive

12.11 Sponsorship Director

The Sponsorship Director shall:

- Be an elected member with full voting privileges
- Solicit, arrange and maintain all sponsorship within the association

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- Maintain up to date information on current sponsors, mailing addresses, payment and special requests made by the sponsor
- Correspond and visit with the Sponsors to provide information required to secure sponsorship which will include prices, benefits, questionnaire mail outs and team schedule information
- Act as a liaison/spokesperson for all Association sponsorships
- Solicit new donors for Association sponsorships to fill vacancies left by departing sponsors as the need arises
- Coordinate with the Equipment Manager and the League Administrator for the order of and delivery of sweaters and colors as requested for all teams and sponsor sweaters
- Work with the Public Relations Director to promote and publicize the interests of the Association
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy.
- Present a monthly report regarding sponsorship to the Executive
- Coordinate Picture Day for HL and Rep by soliciting a volunteer from each group to act as the Contact person with the Photographer and to ensure the distribution thereof
- Act as Chairperson of the Year Book Committee
- Ensure delivery of Sponsor plaques of Appreciation to all sponsors

12.12 Ice Scheduler

The Ice scheduler shall perform those duties as prescribed by the Executive Board of Directors which may consist of but not be limited to:

- Be an appointed Executive member with full voting privileges
- Conduct all communications between the DMHA and the City of Hamilton for all ice requirements
- Conduct communications between the DMHA and the associated Tri-County minor hockey centers regarding scheduling
- Provide game and practice schedules for the House Leagues
- Provide game and practice schedules for the Representative Hockey League
- Coordination of game and practice schedules for Dundas teams participating in the Interlock League
- Reschedule, exchange and cancel ice times as necessary
- Review and approve all ice acquisitions and billings
- Provide schedules to the Referee Scheduler
- Attend all Executive Board of Director Meetings with a prepared monthly statement or have a delegate present
- Assist in preparing a yearly plan inclusive of an ice acquisition budget
- Represent the DMHA at Tri-County and OMHA meetings as required
- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy

12.13 Past President

The last person to hold the office of President shall be entitled to attend and vote at all Executive Meetings, provided, however, that no person shall be entitled to hold such office for more than two years.

The Past President shall perform duties as requested by the Executive Board of Directors which may consist of but not be limited to:

- Ensure that the By-laws, procedures and policies are carried out in accordance with DMHA, OMHA and HC policy
- Provide guidance to the Executive Board of Directors, drawing on past experiences within the Association

- Promote the league within the community.
- Attend Executive Meetings when possible

12.14 Administrator

- a) The Administrator's position of employment shall be reviewed annually. In the event of a vacancy, this position shall be filled by appointment as per section 9.0.
- b) The Administrator will not carry voting privileges.
- c) The Administrator performs those duties as prescribed by the Executive Board of Directors which may consist of but not be limited to:
 - Use of his or her background, knowledge and experience to assist in the general management of the Executive Board of Directors.
 - Ensure the By-laws, procedures and policies are carried out in accordance with the DMHA, OMHA and HC policy.
 - Maintain responsibility for all aspects of membership administration including registration, team carding, refunds, NSF, and working closely with the Treasurer
 - Provide direct support to Executive members in the execution of their responsibilities
 - Organize General Meetings of the Membership
 - Fulfill all secretarial responsibilities
 - Act as a liason between OMHA and DMHA

13.0 COMMITTEES OF THE BOARD

13.1 Standing Committees of the Board

The following committees shall be Standing Committees of the Board:

- a. Junior House League Committee
- b. Senior House League Committee
- c. Representative Hockey Committee
- d. Budget Committee
- e. Ice Scheduling Committee
- f. Fundraising Committee
- g. Yearbook Committee
- h. Hockey Development Committee
- i. Policy Review Committee
- j. Discipline and Quality Assurance Committee
- k. Awards and Recognition Committee
- l. Referee Liaison Committee

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

13.3 Junior House League Committee

- a) The Junior House League Committee shall be chaired by the Vice-President of Junior House League.

- b) The Junior House League Committee shall:
- Solicit, review and interview coaching applicants and make recommendation to the Executive Board
 - Oversee the team drafting process and team balancing
 - Resolve any Junior House League issues or concerns as they arise
 - Distribute and implement rules and guidelines in Junior House League
 - Develop procedures and recommend policy changes for improvement in the operation of the Junior House League programs

13.4 Senior House League Committee

- (a) The Senior House League Committee shall be chaired by the Vice-President of Senior House League.
- (b) The Senior House League Committee shall:
- Solicit, review and interview coaching applicants and make recommendation to the Executive Board
 - Oversee the team drafting process and team balancing
 - Resolve any Senior House League issues or concerns as they arise
 - Distribute and implement rules and guidelines in Senior House League
 - Develop procedures and recommend policy changes for improvement in the operation of the Senior House League programs

13.5 Representative Hockey Committee

- a) The Representative Hockey Committee shall be chaired by the Vice-President of Representative Hockey.
- b) The Representative Hockey Committee shall:
- Solicit, review and interview coaching applicants and Oversee the Representative Hockey team tryout process
 - Oversee Representative Hockey team management
 - Resolve any Representative Hockey issues or concerns as they arise
 - Distribute and implement rules and guidelines within the Representative Hockey Program
 - Develop procedures and recommend policy changes for improvement in the operation of the Representative Hockey program

13.6 Budget Committee

- a) The Budget Committee shall be chaired by the Treasurer.
- b) The Budget Committee shall:
- Prepare the proposed annual budget
 - Maintain the accuracy of the cost model and it's variables for the determination of Registration costs and Representative Hockey fees for the upcoming year
 - Review requests for expenditures not currently included in the budget and make recommendations to the Executive Board of Directors
 - Highlight critical situations/decisions and make recommendations to the Executive Board

13.7 Ice Scheduling Committee

- a) The Ice Scheduling Committee shall be Chaired by the President of the DMHA and must include the Ice Scheduler as a member
- b) The Ice Scheduling Committee shall be responsible for:
 - Analyzing ice requirements for the association
 - Reviewing special requests from outside user groups
 - Develop procedures to track and maintain ice utilization goals

13.8 Fundraising Committee

- a) The Fundraising Committee shall be Chaired by the Special Events Director
- b) The Fundraising Committee this shall be responsible for:
 - Scheduling and execution of the Annual Tag Day event
 - Establish fundraising goals for the season
 - Investigating and evaluating potential fundraising ideas and developing a plan to implement and execute the recommended ideas.

13.9 Yearbook Committee

- a) The Yearbook Committee shall be Chaired by the Sponsorship Director
- b) The Yearbook Committee shall be responsible for:
 - Acquiring an artistic creator for the yearbook
 - Identifying a League contact person to support the artistic creator
 - Soliciting candid team photos from all teams for inclusion in the yearbook
 - Taking photos of special events such as Tournaments, Championship Day, Skill night
 - Obtaining competitive bids for the printing of the yearbook and determining the number of books to be printed
 - Distribution of the Yearbooks to all players in the DMHA

13.10 Hockey Development Committee

- a) The Hockey Development Committee shall be Chaired by the Vice-President of Hockey Development
- b) The Hockey Development Committee shall be responsible for of the establishment of programs, clinics and policies which are in the best interest of the long term development of players, coaches and teams in the DMHA.

13.11 Policy Review Committee

- a) The Policy Review Committee shall be Chaired by the Executive Vice -President of the DMHA
- b) The Policy Review Committee shall be responsible for:
 - Reviewing proposals for change to the DMHA Rules of Operation and making recommendations to the Executive Board of Directors for vote
 - Reviewing proposed amendments to the By-Law and processing them accordingly for vote at the Annual General Meeting
 - Maintaining current versions of the DMHA Rules of Operation and By-Law
 - Ensuring the most current version of the DMHA Rules of Operation and By-Law are posted on the DMHA Website

13.12 Discipline and Quality Assurance Committee

- a) The Dundas Minor Hockey Association (DMHA) Discipline and Quality Assurance Committee will be accountable to the DMHA Executive.
- b) The Discipline and Quality Assurance Committee will meet as needed to address situations of alleged non-compliance with the rules, regulations and policies governing the association in all facets of play and conduct by players, coaches, officials (appointed and elected), managers, trainers, referees, and any other members of the association including parents and / or guardians.
- c) A quorum will be represented by three committee members, not including the President or Vice-President.
- d) Decisions will be made by consensus. The President and Vice-President's agreement is not necessary for consensus.
- e) The Membership of the Discipline Committee will consist of:
 - Chair – The DMHA Executive Vice President or President shall chair Discipline Committee meetings. If neither the President nor Executive Vice-President are able to chair due to unavailability, conflict of interest or requirement to present evidence, another member of the Discipline and Quality Assurance Committee shall chair. **The President and Vice-President's agreement is not necessary for consensus.**
 - Up to (3) three community members not currently a member of the DMHA, as appointed by the Chair
 - Up to (3) three DMHA members, as appointed by the Chair
- f) A minimum of 3 committee members, in addition to the President and / or Vice-President are required to be present at a hearing.
- g) The Objectives of the Discipline and Quality Assurance Committee will be to:
 - Demonstrate a commitment to fairness and impartiality where, within reason, equal opportunity is given to all parties to present evidence.
 - Investigate serious situations of alleged unacceptable actions by a player, coach, manager, trainer, official, parent and /or guardian, referee or any other member felt to be in violation of:
 - i. the DMHA Code of Conduct
 - ii. the OMHA Harassment and Abuse Policy
 - iii. the Zero Tolerance Policy of the City of Hamilton
 - iv. any other policies applicable to the players and members of the association at the time of incident
 - v. any actions subject to criminal charges.
 - Investigate incidents through any means necessary and reasonable but not limited to interviewing all parties to the complaint, witnesses and any other third party who may reasonably be thought to have evidence of value to the investigation.
 - Recommend to the DMHA Executive within ten (10) days of the hearing date, any actions to resolve the issues and penalties to be levied such that the Executive will endorse such recommendations forthwith.
 - Maintain accurate records of the review and recommendations of actions for all incidents brought before the committee.

- Annually submit to the Finance Committee a report of expenditures by the committee for the next fiscal year of the Association.
- Recommend policy amendments to the Executive regarding disciplinary matters.

13.13 Awards and Recognition Committee

- a) The Awards and Recognition committee shall be Chaired by the Public Relations Director
- b) The Awards and Recognition Committee shall be responsible for:
 - Obtaining competitive bids for the purchase of all league trophies: championship day trophies, skills night awards, annual league awards etc.
 - Establishing and maintaining annual awards recognizing special efforts and contributions to the minor hockey community
 - Arranging for the purchase and display of any championship banners as approved by the Executive Board of Directors
 - Maintaining the Trophy display cases and it's contents

13.14 Referee Liaison Committee

All attempts will be made to work with the Referee's Association to maintain a Referee Liaison Committee.

- a) The Referee Liaison Committee shall be chaired by the President of the Association.
- b) The Vice-President of Representative Hockey, the Vice-President of Senior House League and the Vice-President of Junior House League shall sit on the committee
- c) The Referee-in-Chief shall be asked to sit on the committee.
- d) The Referee Liaison Committee shall discuss issues impacting both the DMHA and the Referee's Association

13.15 Additional DMHA Standing Committees

:

Any new Standing Committees to operate in the DMHA, their functions and their assignments must first be approved by the Executive Board of Directors by a majority vote.

13.15 Procedures of Standing Committees of the Board

(a) All Standing Committees shall comply with all bylaws, guidelines, policies and procedures of the Association as determined by the Executive Board of Directors or the Membership of the Association, from time to time, and also shall comply with all requirements of the OMHA, the OHF, HC, and, if applicable, any other hockey organizations with which Association teams are participating.

(b) Meetings of Standing Committees:

Each Standing Committee shall meet at the call of the Chair.

(c) Notice of Meetings of Standing Committees:

A meeting of any Standing Committee, including the Executive, may be called by the Chair of the Committee or any other two (2) members of the Committee upon giving one (1) week's notice to all other members of the Committee, except that such notice may be waived by consent of all Members of the Standing Committee.

(d) Quorum of Standing Committees:

A quorum for a Standing Committee shall be a majority represented by half plus one of the Members of the Standing Committee.

(e) Voting Rights at Meetings of Standing Committees:

- I. Each Member of a standing committee present at a Meeting shall be entitled to one vote.
- II. In the case of an equality of votes, the Chair shall have a second or casting vote.

(f) Minutes of Standing Committee Meetings:

Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.

(g) Annual Report by Standing Committees:

Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Executive at the final Executive meeting, prior to the Annual General Meeting.

14.0 MEMBERS' ACCESS TO DMHA COMMITTEES

- a) Any member wishing to bring a matter to any Committee of the DMHA shall give written notice of that request to the Chair of that committee. The Chair shall set the date of the meeting and notify all persons affected.
- b) Members who are under current suspension from attending meetings of DMHA Committees will not be granted access to such Committees meetings.
- c) Any delegation appearing before a DMHA Committee should present their matter in writing with signature, prior to the meeting with the appropriate number of copies for the Committee Members. The presentation should clearly state the following matters:
 - the member or members requesting consideration
 - what the delegation is requesting
 - why the delegation is requesting consideration of the Committee
 - what purposes are to be achieved by the Committee acceding to the request
 - what actions if any must the Committee direct to accede to the request(s)
- d) The Committee will accept the written documentation of the delegation under advisement, and the verbal presentation to the Committee may be limited as to time (usually no more than 10 minutes). The members presenting should be prepared for questions by the Committee Members

- e) Following the presentation the Committee will deliberate In Camera in order to come to a decision regarding the matter brought forth.
- f) The Committee will reply to the delegation member(s) in writing within fourteen (14) days of decision on the request(s) of the delegation but reserves the right to refer any delegation matter to the Executive Board of Directors of the Association for study or comment and recommendation. In this latter instance all attempts will be made to deliver the final decision of the Executive Board of Directors within fourteen (14) days of their decision. Only members set out in the presentation of the delegation will be notified of the decision of the Committee and / or Executive Board of Directors.

14.1 Members Access to Appeal

- a) Where any person is affected by the decision of a Coach, Manager, Convenor, Director or Vice-President and disagrees with that decision, that person shall have the right to bring the decision to the attention of the respective Divisional Committee (i.e. House League Committee or Representative Hockey Committee) through a signed, written statement. The appropriate Committee shall hear all interested persons in the matter and shall adjudicate the problem. In the event the person affected or any other person is in disagreement with the decision of the Committee and wishes to take the matter further, he/she shall have the right to bring the matter to the Executive Board of Directors which shall hear from all interested parties but which may only reverse the decision of the Committee by a two-thirds majority vote of those persons present and voting at the Executive Meeting. If a problem affects both House League and Rep League teams then it shall be brought directly to the Executive who shall decide by majority vote.
- b) Any matter of appeal as described above may be directed to the Discipline and Quality Assurance Committee at the discretion of the Executive Board of Directors. This should be done only when all other efforts have been made to deal with the matter.
- c) All recommendations made by the Discipline and Quality Assurance Committee may not be appealed to the Executive Board of Directors. The only route of appeal of a Discipline Committee decision would be through the OMHA.

15.0 EXECUTION OF DOCUMENTS

15.1 Execution of Documents:

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

15.2 Books and Records:

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

16.0 FINANCIAL YEAR

- 16.1** The financial year of the Association shall terminate on the 30th day of June in each year.

17.0 BANKING ARRANGEMENTS

17.1 Banking Resolution

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

- (h) Operate the accounts of the Association with a bank or a trust company;
- (i) 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;
- (j) Issue receipts for and orders relating to any property of the Association;
- (k) 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.

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

18. BORROWING BY THE ASSOCIATION

18.1 Borrowing Power:

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

- (a) Borrow money on the credit of the Association;
- (b) Issue, sell or pledge securities of the Association; or
- (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any

securities or any money borrowed, or other debt, or any other obligation or liability of the Association.

18.2 Borrowing Resolution

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

19.0 NOTICE

19.1 Computation of Time

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

19.2 Omissions and Errors

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

19.3 Method of Giving Notice:

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

20. PASSING AND AMENDING BY-LAWS

20.1 The Executive Board of Directors or any Member-in-Good-Standing may recommend amendments to the By-laws (Constitution) of the Association to the Membership.

20.2 If the Board intends to discuss amendment of the By-laws of the Association at a meeting of the Executive Board of Directors, written notice of such intention shall be sent to each Director not less than seven (7) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.

- 20.3 (a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
- (b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting. Proxy votes will not be permitted.
- (c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
- (d) **Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.**
- (e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.
- 20.4 Rules of Operation under this Constitution may be amended by a simple majority vote of a quorum of the DMHA Executive at Board Meetings. Notice of motion for amendment to the Rules of Operation may be submitted to the Executive for consideration at any time during the season. All amendments to the Rules of Operation will be presented to the membership at the Annual General Meeting.
- 20.5 The DMHA Rules of Operation will contain decisions made by the DMHA Executive Board by a simple majority vote, governing the administration of the DMHA and the actions of the Executive. The DMHA Rules of Operation will be reviewed as required. Amendments will be presented to the membership at the Annual General Meeting.

21.0 INTERACTIONS WITH MEDIA

In order to protect the integrity of the DMHA's youth program, it's officials, coaches, players and parents/guardians, no individual or group may represent DMHA's Directors, coaches, players or parents/guardians in any public medium without the expressed consent of the DMHA Executive Board of Directors. **Violation of this policy can lead to disciplinary action and/or expulsion from the DMHA.** Additionally, no personal information of players, parents/guardians, or DMHA officials will be made public without the written consent of the parties. This includes but is not limited to: Newspapers, magazines, periodicals, Internet, email, Facebook, Twitter, television and radio.

22.0 REPEAL OF PRIOR BY-LAWS

22.1 Repeal

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

22.2 Proviso

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

23.0 RULES OF PROCEDURE

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

24.0 EFFECTIVE DATE

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

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the Dundas Community Centre in the City of Dundas, Ontario, and at which a quorum was present on the twenty-seventh day of May, 2012.

Chair

Jamie Sands
President, DMHA
2011/2012 Season

Administrator

Deanna Comeau
Administrator, DMHA
2011/2012 Season