

# BROCK MINOR HOCKEY ASSOCIATION CONSTITUTION

## ARTICLE 1: DEFINITIONS

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
1. "Association" means Brock Minor Hockey Association (or such other name as the Association may in the future legally adopt);
  2. "Board" means the Board of Directors of the Association;
  3. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
  4. "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;
  5. "Director" means an individual who has been elected to the Board of Directors of the Association;
  6. "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
  7. "Officers" mean the individuals who hold the offices enumerated in Article 11;
  8. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  9. "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  10. "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.
  11. "Members" means all classes of membership in the Association as provided for in section 5.
  12. "Arrears" means in default for 15 days
  13. "Executive" means the board of Directors elected to govern the Brock Minor Hockey Association

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

## **ARTICLE 2: NAME, REGISTERED OFFICE and SEAL**

- 2.1 This organization shall be known as the "BROCK MINOR HOCKEY ASSOCIATION", referred to hereafter as BMHA, an accredited member of the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), and Hockey Canada (HC).
- 2.2 The office of the BMHA shall be in the township of Brock, Province of Ontario, or at such place as the BMHA Directors may from time to time determine.
- 2.3 Teams representing the BMHA shall be known as the **BROCK WILD** and use the following colors for uniforms:
- Home – White with green trim  
Away – Green with white trim  
Alternative – Red with green and/or white
- 2.4 The official logo of Brock Minor Hockey Association 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 BMHA Executive may give permission to BMHA 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 BMHA is to promote, govern, encourage and teach minor hockey skills for age groups ~~beginner through juvenile-~~ U5 through U21 in the territory under the jurisdiction of the BMHA, as defined by the OMHA.
- 3.2 To foster among its members, supporters and teams, a general community spirit, and to encourage sportsmanship, correct & 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 the interest in the game of hockey within Brock Township.
- 3.4 To develop organize and manage team competition within our limitations and financial resources.
- 3.5 To oversee and coordinate all hockey and related activities for all teams and members of the BMHA.
- 3.6 To carry out competition for championships in accordance with the leagues provided to the BMHA, where sufficient numbers permit.
- 3.7 The Executive shall provide the standards for the coaches and bench staff of each team with the BMHA, parents and guardians, concerning conduct of players, coaches and bench staff on and off the ice.

### **ARTICLE 4: AFFILIATION**

- 4.1 The BMHA shall be 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 BMHA Directors.
- 4.2 The BMHA shall operate in cooperation with the Recreation and Parks Department of Brock Township.

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

- 5.1 The BMHA shall encompass all the hockey teams and administrators who operate under the jurisdiction of the BMHA, and who comply with the BMHA Constitution, By-Laws, and Regulations; and are in Good Standing.
- 5.2 Members in good standing shall be those admitted to Membership and who have paid, or have made accepted arrangements to pay, all required membership fees to the Association and abide to the appropriate Code of Conducts as set forth by the BMHA. Members whose Membership fees are in arrears, may be suspended from Membership and not permitted to vote, make

nominations or hold office in the Association. At the request of the Executive, the President shall inform those concerned of this suspension in writing.

- 5.3 Members whose conduct is considered by the Executive to be contrary to the stated Code of Conducts and the purposes of the Association shall be asked by the Executive to explain or justify their actions. If these Members are unwilling or unable to do so, they may be asked by the Executive to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Executive meeting, requesting the expulsion of that Member. 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 Member(s) concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.
- 5.4 Membership to BMHA shall include Active Members, Associate Members, and Participating Member.
- 5.5 **Active Member** (Volunteers)  
Shall include all team staff (coaches, managers and trainers), all executive members (elected or appointed), all elected or appointed league conveners and volunteers, and generally, all those persons authorized by the BMHA Directors to be directly involved with the administration of the BMHA. Membership shall commence immediately on being elected or appointed to office, and remain in effect for the term of office.
- 5.6 **Associate Member** (Parents/Guardians)  
Shall include one (1) parent or legal guardian per player currently registered with the BMHA. 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.
- 5.7 **Participating Member** (Players)  
Shall include all players currently registered in the BMHA. Membership shall commence on the day which the player registered with BMHA for the current playing season, and terminate on June 30<sup>th</sup> of the following year. No Participating Member under the age of 18 years may hold voting rights in BMHA meetings, or Notices of Motions, or other BMHA business.
- 5.8 **Membership Year**  
Unless otherwise determined by the Board, every Membership shall commence on or after July 1st in each year, and shall lapse and terminate on the 30st day of June.
- 5.9 **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.
- 5.10 **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 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.

#### 5.11 Termination of Membership

- a. Any member may resign from the BMHA, upon acceptance by the Executive, by mailing or delivering written notice of resignation to the Secretary, accompanied by all monies owing to the BMHA.
- b. Membership shall terminate upon a Member's death. A new Associate membership 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.
- 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. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken. 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 Bylaws of the BMHA, or for any act, omission or conduct which the Executive deems to be ~~prejudicial~~detrimental to the welfare of the BMHA.
- f. All matters respecting censure, suspension and expulsion of members, and any termination of membership shall be within the exclusive control of the Executive.
- 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 BMHA prior to the date of such termination, and not then fulfilled.
- h. Membership to the BMHA is not transferable.
- i. Should any of the elected officers, through absence or illness or for any other reason be unable to discharge his/her duties, the Executive on a majority vote may appoint another

member of this Association to act in his/her place until a new slate of officers is elected at the next AGM.

- j. Only the Executive 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 Executive. Upon evidence of misconduct, the Executive 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 an Executive member.

### **5.12 Membership Fees**

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors 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. BMHA is not ~~responsibly~~ responsible to cover any costs related to this process.
- b. A player moves out of the BMHA area and is unable to complete the current hockey season.
- c. Extenuating family circumstances as determined by the Executive.

### **5.13 Right to Vote**

All Active Members, Associate Members and qualifying Participating Members shall be entitled to notice of and to vote at all Meetings of Members of the Association. Each member also has the right to designate a proxy, to vote on their behalf, using BMHA proxy voting form.

### **5.14 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 BMHA shall operate within the territorial and political boundaries of the township of Brock. This shall be referred to as Brock Township, and may also include any other areas as accepted and approved by the Directors of the BMHA, and subsequently approved of 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 BMHA policies, ideals, and rules and regulations of the game as determined by the BMHA, the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation [\(OHF\)](#) and Hockey Canada [\(HC\)](#).

- a. Assist the BMHA 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. Refrain from 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 Directors to suspend 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 BMHA policies, ideals, and rules and regulations of the game as determined by the BMHA, the Ontario Minor Hockey Association (OMHA) and Hockey Canada.

- 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, BMHA officers and volunteers of the BMHA,
- d. Respect and properly maintain all equipment of the BMHA,
- e. Refrain from the use of any alcoholic beverages or any illegal drugs,
- 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 BMHA shall be held ~~in~~at such place and date as may be determined by the Executive. The AGM shall be called no later than June 1, and the Directors and officers shall present to the members a summary of the BMHA activities since the last AGM, as well as a financial statement detailing revenues and expenses since the last AGM. Any member of the BMHA in good standing may attend and speak at the AGM. At the discretion of the current executive, 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 BMHA Website, 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. Reports of Standing Committees
- k. Reports of Special Committees
- l. Amendments to the Constitution or Bylaws
- m. Notices of Motion

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

### 8.5 **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 at the Sunderland, Cannington and Beaverton Arena's and sent to the last known email address of all members at least ten (10) days prior to the meeting date and posted on the BMHA Website, and sending to the last known email address of all Members. Such



notice shall set out the agenda, including particulars of any other business to come before the Meeting.

#### 8.6 **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.

#### 8.7 **Quorum**

A quorum for an Annual General Meeting or Special General Meeting shall be a minimum of ~~25~~ 15 Members eligible to vote and present ~~in-person~~physically or virtually, or by proxy, 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.

#### 8.8 **Voting At Annual General Meeting or Additional/Special General Meetings**

- a. All Active Members of the BMHA in good standing shall be entitled to one (1) vote.
- b. Associate Members, in good standing, shall have one (1) vote.
- c. Participating Members, who are 18 years of age at the time of General Meeting or other Special Meeting, shall have one (1) vote.
- d. No person shall be entitled to more than one (1) vote.
- e. No person under the age of 18 (as of the date of the AGM) shall be entitled to vote.
- f. The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote
- g. Unless otherwise provided by the Constitution and Bylaws, all questions arising at any meeting of the BMHA 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.
- h. 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.

- i. A declaration that a motion has carried shall be entered into the minutes.

## 8.9 Proxies

Members who are not able to attend the Annual General Meeting or other Special Meetings may vote by proxy. Members may complete Proxy Form available on the official BMHA website, thus assigning their voting privileges to another individual, who may or may not be a member of the association.

## 8.10 Adjournments

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

## 8.11 Chair

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

## 8.12 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 vote to override such decision.

## ARTICLE 9: MANAGEMENT OF THE BMHA

### 9.1 DIRECTORS OF THE BMHA

The affairs of the BMHA shall be managed by an Executive of up to 14 Directors, who, upon election or appointment, and throughout their term of office shall be an 'Active Member' of the BMHA. All officers of the BMHA, either elected or appointed, shall be Directors of the BMHA.

### 9.2 Eligibility

A Director:

- 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;
- d. Shall remain a Member of the Association throughout his or her term of office.

**9.3 Number of Directors**

The affairs of the Association shall be managed by a Board, which consists of 14 elected Directors.

**9.4 The Board shall consist of:** President,  
(two-year term) - Elected

- 1<sup>st</sup> Vice President - OMHA (two-year term) - Elected
- 2<sup>nd</sup> Vice President – Tri County (two-year term) - Elected
- 3<sup>rd</sup> Vice President – Coaching & Player Development (two-year term) - Elected
- Treasurer (two-year term) - Elected
- Secretary (two-year term) - Elected
- Registrar (two-year term) - Elected
- Equipment Manager (two-year term) - Elected
- Ice Manager (two-year term) - Elected
- ~~Time/Gate Manager (two-year term) – Elected~~
- Time / Game Manager (two year term) – Elected
- Head Trainer (two-year term) - Elected
- Sponsorship Manager (two-year term) - Elected
- Fundraising Manager (two-year term) – Elected
- Referee in Chief - Elected
- Director At Large (one year term) - Elected
- Past President (immediate) –non-voting member

**9.5 Manner of Serving Two Year Terms**

The Directors will be elected at the AGM in the following manner:

- President – Elected in even years
- Vice President - OMHA – Elected in odd years
- Vice President – Tri County – Elected in even years
- Vice President – Coaching & Player Development – Elected in odd years
- Treasurer – Elected in odd years
- Secretary – Elected in even years
- Registrar – Elected in odd years
- Equipment Manager - Elected in odd years
- Ice Manager - Elected in even years
- ~~Time/Gate Manager – Elected in even years~~
- Time / Game Manager (two year term) – Elected
- Head Trainer (two-year term) – Elected in even years
- Sponsorship Manager - Elected in even years
- Fundraising Manager - Elected in odd years
- Referee in Chief – Elected in odd years
- Director At Large – Elected every year

## 9.6 Procedure for Election of Directors

- a. The Chair of the Nominations and Elections Committee shall post on the BMHA Website a listing of all open Director Positions for election.
- b. The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the BMHA Website up to 10 day prior to the AGM. A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association and such completed form must be delivered to the Secretary not later. 4:00pm 10 days prior to the AGM.
- c. Such individual need not be in attendance at the Annual General Meeting to be considered for election.
- d. The Chair of the Nominations and Elections Committee shall post on BMHA website, a listing of all individuals who have been nominated for election to the Board on or before 7 days prior to AGM. Such listing shall identify what position each nominee is seeking election for.
- e. Nominations may also come from the floor at the Annual General Meeting, 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 then in office. The Board may invite applications from the Membership for appointment to the vacancy on the Board. The Board may appoint a replacement Director within fifteen (15) days after the Board position was vacated.

## 9.7 Termination of Executive Member

- a. Removal of Director by Membership - Executive Members may be censured, suspended or expelled from the Executive for breach of the Constitution or Bylaws of the BMHA, or for any act, omission or conduct which the Executive deems to be ~~prejudicial-detrimental~~ to the welfare of the BMHA, provided an appropriate hearing was held and a motion was passed by two thirds of vote.
- b. Absenteeism - Unless otherwise determined by the Executive, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Executive Meetings without reasonable cause may be deemed to be a resignation of the said Director from the Executive.

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

## **ARTICLE 10: EXECUTIVE RESPONSIBILITIES**

### **10.1 Governance**

The Executive 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 or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet not less than ten (10) times per year.

### **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 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.

### **10.5 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.

### **10.6 Meetings of Executive & Quorum**

The Executive meetings shall be called by the President, and based Executive Board of 14 positions as outlined in Article 9.4, a Quorum required to conduct business of the BMHA shall consist of 60% of the eligible Directors. Unfilled Director Position do not apply when determining Quorum. No business of the Executive shall be transacted in the absence of quorum.

### **10.7 Voting Of Executive**

All questions arising at any meeting of the Executive shall be decided by a majority of votes.

Each Director shall be entitled to one vote. Votes may be taken by ballot if demanded by any Director present, but in the absence of any such demand, 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 Executive 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.

#### 10.8 **Remuneration**

The Directors of the BMHA 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.

#### 10.9 **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 Section, 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 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.
- f. Any Director of the BMHA who is directly or indirectly involved in a material interest in a proposed contract or matter before the Executive, shall declare that interest at a meeting of the Executive.
- g. Such disclosure shall be made when the question of entering into a contract or agreement is first made by the Executive, or in any case, at the first opportunity afterwards.

#### 10.10 **Indemnities to Directors**

Every Director or officer of the BMHA, 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 BMHA, 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.

#### 10.11 Confidentiality

Each Director and Officer of the BMHA shall respect the confidentiality of all matters brought before the Executive. Upon being elected to the Board, each member shall be required to sign the BMHA Confidentiality Agreement. [Acknowledgement of the CA via online form submittal is acceptable to meet this requirement.](#)

#### 10.12 Operations Guide

Notwithstanding any other provision contained in this By-law, the Executive 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 Operation Guide should not deal with such things as: fees and dues of members; 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 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. The Operation Guide 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 Guide is addressed and voted on, it cannot be readdressed within the current season, excluding the AGM or Additional General/Special Meeting.

#### 10.13 Order Of Business at Executive 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 previous AGM and/or Special Meeting
- d. Discussion Of Any Outstanding Business From Previous Minutes
- e. Correspondence Received – Hockey Canada/OMHA/Victoria Durham/Three County/Other
- f. Presidents Report
- g. Treasurers Report
- h. Directors Reports
- i. Reports of Standing Committees
- j. Reports of Special Committees
- k. New Business
- l. Adjournment

- 10.14 A Team Official (coach, trainer, manager, parent rep) from each BMHA team may be requested to attend in person the start of an Executive Meeting to provide a Monthly Team Report or provide a written Monthly Team Report.
- 10.15 An Executive meeting may be called without notice immediately following the Annual General Meeting (AGM) of the BMHA.
- 10.16 The Executive may conduct or transact any business of the BMHA at any meeting of the Executive.
- 10.17 The ~~Executive Committee~~President shall be responsible to recommend candidates for other Standing Committees of the BMHA if they are not filled voluntarily. Each executive member shall be responsible for serving on at least one of the Standing Committees. Members can volunteer for their choice of committees, or may be delegated to serve by the President per the above. All Standing Committee's members must be approved by the Executive at the first regular meeting of the Executive after following the AGM or ~~as required during the next regular meeting after the committee is enacted.~~
- 10.18 The Executive shall be responsible for liaison of the matters of the BMHA with other similar organizations, and with Municipal authorities.
- 10.19 It is the responsibility of the Executive to:
- a. Control all of the affairs of the BMHA
  - b. Fill any vacancies that may occur on the Executive, (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 BMHA.
  - 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, Hockey Canada and the regulations of the BMHA.
  - f. Communicate any rule or policy changes to all members of the BMHA, and to keep members informed of the affairs of the BMHA.
  - g. Assign Directors and other competent members to all operating committees, and ensure the committees fulfill their duties.
  - h. Comply with all Brock Township regulations regarding use of rental facilities,
  - i. Ensure all coaching staff, trainers and managers are in compliance with current OMHA and Hockey Canada 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 BMHA.
  - m. Safeguard the monies and assets of the BMHA, and adequately document by the use of appropriate audit procedures.



## 10.20 Powers

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

## ARTICLE 11: DUTIES OF THE DIRECTORS

### 11.1 PRESIDENT - Elected

The President shall have served a minimum of one year on the Executive prior to the election, and shall be elected at the AGM to serve a two-year term, for a maximum of two consecutive terms. In exceptional circumstances, the maximum term may be extended by the Executive subject to approval at the AGM.

The President shall be the Chief Executive Officer of the BMHA, and shall, if present, preside at all meetings of the BMHA and the Executive. He/she shall see that all orders and resolutions of the Executive are carried into effect, will be a non-voting member unless required to break a tie. He/she shall have signing authority. He/she shall also have other such powers and duties as are elsewhere provided for in these Articles, or as may be assigned to him/her from time to time by the Executive.

The President shall have the general supervision and management of the business and affairs of the BMHA.

The President shall be a de-facto member of all Standing Committees but cannot chair them.

### 11.2 1st VICE-PRESIDENT – OMHA/AAA/AA/A Rep - Elected

The 1<sup>st</sup> Vice-President shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. In the absence of the President shall perform the duties and exercise the powers of the President. He/she shall also perform such duties as may from time to time be assigned to him/her by the Executive.

He/she shall act as the BMHA's liaison with the Ontario Minor Hockey Association. He/she shall be the BMHA's main point of communication with the offices of the OMHA, and shall represent the BMHA at Regional meetings with other associations and be responsible for overseeing the scheduling of OMHA teams regular season and playoff games and filing team rosters and Affiliated Player list.

He/she shall ensure that the BMHA is compliant with all rules and regulations, deadlines and submittals as communicated by the OMHA to members via Bulletins, Emails or special orders. He/She will ensure they properly understand these communications and will promptly bring them to the executive for discussion if necessary.

He/she shall act as the main liaison between the Executive and the OMHA coaching staff and teams managers.

He/she shall act as the BMHA's liaison with the Central Ontario Wolves surrounding area representative associations. ~~He/she shall be the BMHA's main point of communication with the~~

~~offices of the Central Ontario Wolves, and shall represent the BMHA at Regional meetings with other associations.~~

He/she shall perform other duties as may from time to time be prescribed by the Executive

#### 11.3 2<sup>nd</sup> **VICE PRESIDENT - TRI COUNTY REP – Elected**

The 2<sup>nd</sup> Vice-President (Tri County Rep) shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. He/she shall be the BMHA's main point of communication with the offices of the Tri County Association, and shall represent the BMHA at Regional meetings with other associations and be responsible for overseeing the scheduling of Tri County teams regular season and playoff games and filing team rosters and Affiliated Player list.

He/she shall ensure that the BMHA is compliant with all rules and regulations, deadlines and submittals as communicated by the Three County Hockey League to members via Bulletins, Emails or special orders. He/She will ensure they properly understand these communications and will promptly bring them to the executive for discussion if necessary.

He/she shall act as athe main liaison between the executive and the Tri-county coaching staff and teams.

He/she will be the chair the Tournaments Committee which will coordinate any year end tournaments / jamborees hosted by the BMHA.

He/she shall perform other duties as may from time to time be prescribed by the Executive

#### 11.4 3<sup>rd</sup> **VICE PRESIDENT – COACHING & PLAYER DEVELOPMENT - Elected**

The 3<sup>rd</sup> **VICE PRESIDENT** (Coach in Chief) shall be elected at the AGM to serve a two-year term and is a voting member of the Executive.

Duties and Responsibilities shall include:

- Chair the Coach Selection Committee
- Develop coaching staff through education, training, and mentoring
- Mentor and assist coaches when required
- Develop and update BMHA coaching guidelines and manual
- Make recommendations to executive with respect to coaching selections policy and process, ensuring selection process is administered according to approved policy
- Ensure all bench staff have the requisite accreditation as per BMHA/OMHA policy
- Organize and oversee coaching development clinics
- Organize, educate, and oversee the implementation of the Hockey Canada/~~OMHA mandated half ice/cross ice programs at younger age groups~~ Player Pathways from U5 through U21.
- Responsible to organize and oversee power skating, skills, and goalies clinics as approved by the Executive.
- Be available to coaching staffs via person/telephone/email for guidance and support as it relates to coaching
- ➤ Provide Monthly Coaching reports.

He/she shall perform other duties as may from time to time be prescribed by the Executive.

He/she will chair the Player / Coaching Development Committee

#### 11.5 **SECRETARY - Elected**

The Secretary shall be elected at the AGM to serve a two-year term, is a voting member of the Executive, with signing authority. The Secretary shall give, or cause to be given, all notices required to be given to the Executive, officers, and members of the Committees of the Executive. He/she shall attend all meetings of the Executive, and shall enter or cause to be entered in the minute books, all proceedings at such meetings. He/she shall make available the minutes of any Executive meetings to the Directors within fourteen (14) days of said meeting. He/she shall be custodian of all books, papers, documents and all other instruments belonging to the BMHA, except as those specifically assigned to others, such as the Treasurer's books. He/she shall enter into correspondence on behalf of the BMHA as directed by the Executive. He/she shall perform other duties as may from time to time be prescribed by the Executive

#### 11.6 **TREASURER - Elected**

The Treasurer shall be elected at the AGM to serve a two-year term and is a voting member of the Executive, with signing authority. The Treasurer shall be competent in accounting principles, and have a demonstrated ability to maintain the financial records and transactions required for the BMHA. The Treasurer shall keep full and accurate books of account, in which shall be recorded all receipts and disbursements of the BMHA, and, under the direction of the Executive shall control the deposit of money, the safekeeping of securities and the disbursement of funds of the BMHA. He/she shall render to the Executive at the meeting thereof, or whenever required of him/her an account of all his/her transactions as Treasurer, and advise the financial position of the BMHA.

The Treasurer will surrender all the financial books and records to be reviewed by appointed members of the association or by an independent public accounting firm at the request of the Executive and/or membership by a two-thirds vote. He/she shall chair the Budget Committee, and perform such other duties as from time to time may be prescribed by the Executive.

#### 11.7 **EQUIPMENT MANAGER - Elected**

He / she shall be elected at the AGM to a two year term and is a voting member of the Executive. He/She will be responsible for:

- the purchase, distribution, maintenance, safekeeping and storage of all BMHA hockey equipment,~~and for~~
- recommending the timely replacement of said equipment as required,
- responsible for proposing and administering a budget for approved expenditures ~~and is a voting member of the Executive.~~
- He/she shall undertake any and all repairs to the equipment to maintain them in safe and presentable condition.
- He/she shall be responsible for chairing the ~~Purchasing Committee~~ Teamwear and Apparel Committee ~~and shall be the person, or designate another member of the board,~~
- Shall be responsible for ensuring all players have appropriate Jerseys/Socks for the start of the season, including those required for the Timbit Program
- He/She ~~to~~will be responsible for seeking official quotes and tenders on BMHA purchases.

He/she shall perform other duties as may from time to time be prescribed by the Executive.

### ~~11.8 TIME/GATE MANAGER – Elected~~

~~The Time/Gate Manager shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. Duties and Responsibilities shall include:~~

- ~~➤ Scheduling time and gate keepers for all home games~~
- ~~➤ Ensure payment to referee's, time and gate keepers~~
- ~~➤ Administer float for payment of referees, time and gate keepers ➤ Provide financial statement of gate receipts to the Executive~~

~~He/she shall chair the standing Tournament Committee and perform other duties as may from time to time be prescribed by the Executive.~~

### 11.8 TIME/GAME MANAGER – ELECTED

The Time/Game Manager shall be elected at the AGM to serve a two year term and is a voting member of the Executive

Duties and Responsibilities shall include:

- Gamesheet/Ipad set ups, including ensuring all teams Rosters, including Player and Coaching information are uploaded for the upcoming season, and verified for each game.
- Training for all "off ice" officials, including, but not limited, the use of the Ipad game sheets and the time clock/scoreboard at the arenas
- Ensuring that Ipads are adequately charged and maintained
- Work with the Treasurer to Manage payments for Refs and Time Keepers
- Ensure that electronic games are uploaded within the timelines specified by governing associations
- provide training and support to Coaching/Bench staff for use of electronic game sheets and time clock/scoreboards where required
- provide training and support where necessary for Time clock/scoreboard for younger divisions that do not require a time keeper

### 11.9 ICE MANAGER – Elected

The Ice Manager shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. He/she shall:

- allocate and schedule under the direction of the Executive, all ice time allocated to the BMHA at all arenas being used by the BMHA, with due regard to the requirements of both the OMHA and Tri County teams in all categories.
- He/she shall notify, ~~or cause to be notified~~ all ice time assigned to the users appropriate team officials, and
- be responsible to notify the Treasurer of all such allocations for billing purposes.
- The Ice Manager shall have the final decision regarding ice allocation and shall schedule ice with financial responsibility as a primary factor.

He/she shall perform other duties as may from time to time be prescribed by the Executive.

#### 11.10 FUNDRAISING MANAGER – Elected

The Fundraising Managers shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. He / she shall:

- organize and manage the cash calendar lottery, including managing all bank accounts.
- He / she shall also review ways and means to raise funds and chair any fundraising standing committees, as deemed necessary for the current year by the Executive.

He/she shall perform other duties as may from time to time be prescribed by the Executive.

#### 11.11 SPONSORSHIP MANAGER - Elected

The Sponsorship Managers shall be elected at the AGM to serve a two-year term and is a voting member of the Executive. He / she shall

- acquire adequate sponsors for all association teams to meet the needs of the association, and act as a liaison between the Association and team sponsor teams and sponsors.
- Assist any BMHA tournament coordinators in finding sponsors for tournaments, including year end tournaments and other special events.
- He / she shall also maintain a record of all sponsors in regards to dates paid, amounts paid, and expiry dates,
- Be responsible for reviewing and updating the Sponsorship Package Document to be distributed to potential sponsors, and posted on the BMHA website, to ensure the needs of both the BMHA and our Sponsors are equitably met.
- ensure that all sponsor information is posted on the BMHA website;
- provide all sponsors with certificate of appreciation and team photos, and ensure that all sponsors are invited to the year-end banquet and AGM.

He/she shall chair the Awards, Photos and Banquet Committee

He/she shall perform other duties as may from time to time be prescribed by the Executive.

#### 11.12 REGISTRAR - Elected

The Registrar shall be elected to serve a two-year term and is a voting member of the Executive. The Registrar shall

- provide notification of registration dates, deadlines, and other requirements as determined by the Registration Committee to the membership,
- report registration information to the executive and oversee the completion of all necessary registration and insurance documentation for players, coaches, trainers and managers.
- He / she shall chair the registration committee, and
- maintain up to date information of players, coaches, trainers and managers.

He/she shall perform other duties as may from time to time be prescribed by the Executive.

#### 11.13 PAST PRESIDENT

He/she shall provide guidance and act as a consultant when required and/or requested. May be invited by the President to attend any regular or special Board Meetings. May sit on committees

as required and requested by the President. Position of Past President is not an official position of the Executive Board and therefore does not have voting privileges at Executive Board Meetings.

#### 11.14 REFEREE IN CHIEF - Elected

The Referee in Chief shall be elected to serve a two year term and is a voting members of the Executive. The Referee in Chief ~~will~~ shall

- be responsible for ensuring each game has appropriate on ice officials assigned to it
- be responsible for ensuring each game has appropriate off-ice (timekeeper) officials assigned to it.
- Be responsible for ensuring Gamesheet iPads are available for each game to be played, at each arean facility in the referees roomed, and are secured (and charged) when not in use.
- Act as a liaison between referees and the Executive
- Keeping an updated contact list of referees and timekeepers year to year
- ~~The Referee in Chief is also responsible for the recruitment and development of all new officials and making sure~~ Shall ensure that all officials are being advanced through regular communication with the area supervisor.
- ~~The Referee in Chief should also~~ shall also be made available to any coaching staff member, parent and spectator to discuss any rule interpretation that may need clarification at any time.

He/she shall chair the rules and discipline committee and perform other duties as may from time to time be prescribed by the Executive.

#### 11.15 DIRECTORS AT LARGE – 1 Position - Elected

Directors at large shall be voting members of the Executive and are eligible to be appointed to any Committees that are established by the Executive.

#### 11.16 – Head Trainer – Elected

The head trainer shall be elected to serve a two year term and is a voting members of the Executive.

The Head Trainer shall:

- a. Ensure that Executive members and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs, and activities
- b. Hold current HTCP certification
- c. Be on an at-large or team roster with the association
- d. Will act as a mentor/coach for all Trainers in the association
- e. Help the VP Coaching and Player Development in recruiting Trainers for each team if necessary.
- f. Prepare safety briefing (i.e. emergency phone locations, AEDs, etc.) for distribution to Team Trainers, and availability for visiting teams
- g. Organize pre-season safety meeting with all Trainers in conjunction with the Tri County and OMHA Reps

h. order and ensure each trainer has the appropriate First aid kits, and if re-using from previous years that it is properly stocked with no expiring items for the upcoming season.

## **ARTICLE 12: BMHA COMMITTEES**

### **12.1 Coach Selection Committee**

A Coaches Selection Committee shall consist of:

A minimum of three and maximum of five members

Option 1

Chair - Coach in Chief and up to four Executive Members put forward from the Executive;

Option 2

Chair – Coach in Chief, up to two Executive Members put forward from the Executive, and up to two qualified members from hockey associations other than BMHA.

In the interest of consistency and fairness, all members of the coach selection committee shall be the same for all coaching interviews done during the selection process for that given year. If the Chair 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 at the January meeting, and voted on by the executive committee on the recommended substitute. Otherwise, no member of the selection committee may apply for a coaching position. Any changes to the selection committee after the January vote, must then be approved by the Executive.

The option to be utilized for the upcoming Coaches Selection and members of the Committee are to be voted on at the BMHA January Executive Meeting.

Notice for applications for the position of Head Coach at all levels within the BMHA for the following season will be posted no later than February 15th. Applications will be available on the BMHA Web site. Deadline for applications will be the 1st of March.

Interviews with all coaches that applied for a position prior to the deadline shall take place prior to March 31st.

Recommendations of the Coaches Selection Committee will be brought forward at the BMHA April Executive Meeting for vote.

Should there be no candidates at any particular level, potential coaches may be contacted and their names may be brought forward to the Executive for vote at the next possible Executive 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 BMHA/OMHA regulations; must be willing to provide a CPIC to the BMHA Executive upon request.

### **12.2 Rules, ~~Protest and Appeals and Discipline~~ Committee**

The Rules, ~~Protest and Appeals and Discipline~~ Committee shall consist of a Chair and at least ~~five~~ two (52) other Directors of the BMHA. One of The Vice President OMHA & Vice President Tri County shall automatically be ~~members of the Committee~~ required to sit in on all meetings or hearings held by this committee. 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 Executive. In the case that either of the VPs cannot attend a meeting or hearing, the president can fill the vacancy as needed.

~~Should all members of the committee not be able to attend hearing at set date, the Chair and any two (2) members of t~~

The Committee shall have the powers to hear all ~~protest and appeals,~~ complaints or ~~other disciplinary~~ matters which pertain to any violation of the rules or regulations of the BMHA, or which pertain to the action of any player, manager, coach, or other members of the coaching staff, or BMHA 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 ~~prejudicial/detrimental~~ to the BMHA.

All persons 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 President of the BMHA, the BMHA Executive, ~~for recommending~~ appropriate actions be taken and or documented as outlined in the Operations Manual Disciplinary Section. All other persons involved in the hearing will be notified of the outcome of hearing.

All decisions made by this committee are considered final, and any appeals or protests must be directed to the OMHA for further consideration.

### **12.3 Constitution Review Committee**

The Constitution Review Committee may be appointed and shall consist of a Chair and at least two (2) other Directors of the Executive. The Committee shall be responsible to review the articles of the Constitution and Bylaws at minimum once every two years, and to recommend any revisions that may from time to time be required to keep the BMHA abreast of current conditions and affairs. The Committee recommendations shall be presented to the Executive 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 Budget Committee**

The Budget Committee shall be chaired by the Treasurer and shall consist of at least two (2) other Directors of the Executive.

The Budget Committee shall:

- a. prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
- b. Liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
- c. Finalize schedule of budget submissions from all committees on an annual basis;
- d. Recommend policy to the Board regarding financial budgeting and planning.



Other Committees as required will be appointed by the Executive.

### 12.5 Nominating Committee

A Nominating Committee shall be chaired by the Immediate Past President or delegate, and include at least two (2) other Directors of the Executive.

The Nominating Committee shall endeavour to recruit new members of the Executive as required each year, and submit one candidate for each Director position to be filled by election at the Annual General Meeting. The nominee must be a member of the BMHA in good standing at the time of the Nomination.

When the Annual General Meeting is convened, the persons submitted for each position in advance by the Nominations Committee shall be deemed to be duly nominated and consent given to stand for that office, whether present at the meeting or not.

Nominations for any Director position on the Executive may be made by any member of the BMHA in good standing, at the AGM or in writing provided the nomination is submitted to the secretary at least 10 days prior to the AGM. The nomination must be seconded by at least one (1) other member of the BMHA in good standing.

Nominations made by the committee must comply with all regulation previously outlined in this document.

Be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-law

Recommend policy to the Board regarding Nominations and Elections

### 12.6 Ice Scheduling Committee

The Ice Scheduling Committee shall be chaired by the Ice Manager and shall consist of at least two (2) other Directors of the Executive or designates.

The Ice Scheduling Committee shall:

a. Assess the ice requirements for the Association and shall ~~enter negotiation with the city to meet these needs;~~ submit a proposal for ice use plan to the township of Brock no later than the deadline imposed in the current Ice Allocation Policy published by the township of Brock.

b. Monitor Registration numbers and adjust the Ice Plan to a Firm Schedule no later than the final confirmation date required by the current Ice Allocation Policy published by the township of Brock.

- ~~a.c.~~ Ensure that the BMHA is compliant with, and abides by the current Ice Use and Ice Allocation Policy's published by the township of Brock
- ~~b.d.~~ Apportion the ice and times in a manner that best supports the development of Brock Minor Hockey, while meeting budget needs and maintaining fair and equitable manner;
- ~~c.~~ Work with the VP OMHA and the VP Three County in determining the ice budget; Confer with the Player Development Committee, VP OMHA and VP Three County to ensure ice needs for these groups are met satisfactorily.
- ~~d.e.~~ Present a report regarding Ice Scheduling to the Board;
- ~~e.f.~~ Recommend policy changes/impovements to the Board regarding Ice Scheduling.

## 12.7 Registration Committee

The Registration Committee shall be chaired by the Registrar and shall consist of at least two (2) other Directors of the Executive

The Registration Committee Shall:

- a. Support the Registrar in communicating key registration information during the registration period to members, including via social media, email, flyers, advertisements etc.
- b. Determine Late Fees, Deadlines, deposits, and other methods to be used encourage early and complete registration as soon as possible.
- c. Canvas Returning players and families if necessary to encourage early registration
- d. Help determine and recommend a payment plan to the treasurer
- e. Help determine and recommend a published refund policy that is in effect from the opening day of registration to close of registration strictly dealing with deposits and payments made prior to season start (September 15<sup>th</sup>) and kept separate from the refund policy in effect after the season begins.

## 12.8 Awards, Banquet and Team Photo Committee

The Awards, Banquet and Team Photo Committee shall be chaired by the Sponsorship Rep and shall consist of at least two (2) other Directors of the Executive

The Committee Shall:

- a. Ensure Team Photos are organized and arranged through the season, in enough time to ensure delivery by the awards banquet.
- b. Take ownership of the listing of awards given out by the BMHA, past winners, definitions, criteria and voting criteria etc. and update said list each year to ensure accurate record keeping
- c. Ensure voting for said awards takes place in the correct manner for each award, and is done in enough time to have awards prepared for the year end banquet.
- d. Determine and Procure the Year End Participation Awards / Gifts for each player with the aim of delivering consistency year to year, and age group to age group.
- e. Plan and Organize the year End Banquet, for distribution of Awards and Photos as described above, within the budgetary financial constraints set forth by the treasurer and budget committee.

## 12.9 Teamwear and Apparel Committee

The Teamwear and Apparel Committee shall be chaired by the Equipment Manager and shall consist of at least two (2) other Directors of the Executive

The Committee Shall:

- a. Approve annually, the authorized distributor(s)/reseller(s) of BMHA Teamwear and Apparel, if different than the Jersey and Sock Provider (and will use multiple providers ONLY if necessary).
- b. Approve annually, any changes to teamwear and apparel styles and offerings, including, but not limited to:
  - a. Jersey's and Socks
  - b. Practice Jerseys
  - c. T-Shirts
  - d. Hoodies
  - e. Tracksuits / Jackets
  - f. Equipment Bags, Skate Guards etc.
- c. Approve annually, pricing for the above listed items that will be sold in the team online store, or alternatively, at a selected distributor or reseller location.
- d. Ensure all teamwear styles selected in subitem b above, comply with the requirements of this constitution regarding logos found in section 2.

12.10 – Player/Coaching Development Committee

The Player Improvement Committee shall be chaired by the VP Coaching and Player Development and shall consist of at least two (2) other Directors of the Executive, and two (2) member/association coaches within the BMHA.

The Committee Shall:

- a. Review and Update the Brock Minor Hockey Coaches Manual, and review the relevancy of all drills stored within it, including any "core" drills to be promoted association wide
- b. Brainstorm Skills sessions Activities and Drills to be implemented for the upcoming year, and monitor the effectiveness through the season and adjust if necessary.
- c. Discuss External Coaches /Clinics as required and plan accordingly
- d. Discuss Skills / Development Aids and plan/make recommendations accordingly to the executive.
- e. Ensure that all coaches and players are aligned with the player development plan, and are supported as such to execute the plan properly via the BMHA Coaches Manual.

12.11 ~~Other Committees as required including but not limited to those listed below,~~ will be appointed as deemed necessary by the Executive:.

- ~~➤—Registration Committee~~
- ~~➤—Purchasing & Equipment Committee~~
- ~~➤—Sponsorship Committee~~
- ~~➤—Year-end banquet Committee~~
- ~~➤—Picture Day Committee~~
- ~~➤—Parent Seminar Committee~~

## ARTICLE 13: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 13.1 Amendments to the BMHA Constitution and Bylaws may only be made at the Annual General meeting of the BMHA.
- 13.2 All proposals for amendments to the Constitution or Bylaws of the BMHA shall be submitted in writing to the BMHA 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 BMHA website no later than 14 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 BMHA, or any part thereof, shall be transacted with such bank or trust company as the Executive may designate, approve or authorize from time to time, by resolution. All banking business, or any part thereof, shall be transacted on the BMHA's behalf by one or more officers and/or other persons as the Executive may delegate, approve or authorize from time to time by resolution. The delegate(s) shall be authorized to undertake the operation of the BMHA'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 BMHA. The delegate(s) may execute any required agreements relating to any such banking business, and may authorize an officer of such bank to act on the BMHA's behalf to facilitate such banking business.

### 14.2 AUDIT

~~A review engagement of the financial books of the BMHA shall be conducted annually. Such review shall be provided to requesting members no later than five (5) days prior to the Annual General Meeting. An audit of the financial books of the BMHA may be conducted, and a written report must be submitted to the Executive as soon as the auditor's report is received by the Treasurer.~~

A review engagement of the financial books of the BMHA 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 of the BMHA may be conducted, and a written report must be submitted to the Executive as soon as the auditor's report is received by the Treasurer.

## ARTICLE 15: FISCAL YEAR

- 15.1 Unless otherwise ordered by the Executive, the fiscal year of the BMHA shall end on the 30<sup>th</sup> day of April in each year.

## ARTICLE 16: BY-LAWS

- 16.1 The BMHA will endeavour to enter Teams for competition in the Ontario Minor Hockey Association leagues and playoffs.
- 16.2 Each team in the BMHA shall have, as a minimum, a coach, manager and trainer registered with the BMHA. All team officials shall have, as a minimum, the certification requirements prescribed by the OMHA.
- 16.3 All OMHA and Tri County Team rules and regulations are recognized as rules and regulations of the BMHA.
- 16.4 All teams applying for participation in tournaments or exhibition games out of the Province of Ontario must have approval of the Executive.
- 16.5 Team and individual trophies and awards shall be presented annually by the Executive Awards Photo and Banquet Committee Representatives, as chosen and directed by the staff of each team of the BMHA, if sufficient funds are available.
- 16.6 Each BMHA Division shall supply distinctive playing jerseys for the teams in the BMHA, for use during the current playing season.
- 16.7 Sponsors for the BMHA shall be solicited ~~by the Executive only~~ by the Sponsorship Manager or his/her delegates, for the express purposes of finding Sponsors within Brock Township to sponsor the association, and all of its teams and members equally. No persons other than the Executive Sponsorship Manager or their delegates shall have the right to directly approach a BMHA sponsor ~~for their individual member player, or teams, individual gain. Members not part of the Executive, or a delegate of the Sponsorship Manager may reach out to the Manager to discuss any opportunities for the organization in a constructive manner.~~
- 16.8 Players cannot participate in hockey activities until they have been duly registered for that season. ~~Proof of age and residency must be presented at time of registration for new registrations, or if requested by Executive.~~ Players may not participate in any league games or practices until the fees have been paid to the BMHA, or satisfactory payment arrangements have been made via the league Treasurer
- 16.9 A player must secure a ~~release or 'AAA' waiver~~ Permission to Skate, NRP or 3.5 Waiver from the Executive in order to become eligible to play for another hockey organization outside the BMHA.
- 16.10 All BMHA apparel, including team jackets or other apparel to be worn or used by the team staff and/or players during games and practices, must be purchased via the approved reseller/provider as selected by the Teamwear and Apparel Committee. Special permission to purchase outside of this channel may be requested to the Committee chair, but may, or may not be granted. The Logo must be the official design(s) as approved by the Executive in section 2.0 of this document, and consideration shall be given to procure such items from a local supplier, ~~currently utilized by the Executive but is not to be mandatory.~~ Such apparel shall include, but is not limited to, track suits, summer jackets, caps toques or hats, equipment bags, etc. All such

approved apparel must display the official approved logo of the BMHA. Failure to comply may result in disciplinary action.

- 16.11 The Executive shall be the official voice for the BMHA for all hockey matters and business. Any person acting on behalf of the BMHA without approval of the Executive may be suspended indefinitely.
- 16.12 Signing officers for the BMHA shall be the President, Secretary, Fundraising Manager, and Treasurer. Any cheque must be signed by the Treasurer (or delegate) and one (1) other signing officer. Additional signing officer(s) may be added as required for special purpose accounts.
- 16.13 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.
- 16.14 All BMHA teams and players shall comply with the registration requirements of the Ontario Minor Hockey Association, by completing ~~Hockey Canada/OHF player registration certificates, or approved equivalent.~~ Their registration via the Hockey Canada Registry System.
- 16.15 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 BMHA Executive. 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.
- ~~16.16 All members of the BMHA shall have the right to protest or appeal any suspension or any decision of the Executive or any Executive Committee. All protests or appeals shall be in writing, and submitted to the Secretary of the BMHA within 48 hours of the notification of the suspension or decision under protest or appeal.~~
- 16.17 Any protest or appeal resulting from suspensions or decisions directly from the Ontario Minor Hockey Association must be submitted to the OMHA in accordance with the OMHA regulations. These cases shall be handled by the Vice President - OMHA.
- 16.18 In accordance to Hockey Canada Guidelines each family of a registered player must have one (1) parent or legal guardian complete the Respect in Sports program.
- ~~16.19 All Active Members, Sponsors, OMHA, Tri County and AAA Reps from other associations shall be admitted to all tournaments, regular season and playoff games by displaying their applicable pass.~~
- ~~16.20 One Member of EACH FAMILY must complete the respect in sport program before their participating member may be rostered to any BMHA team.~~

**BYLAW 17: EFFECTIVE DATE**

**17.1** Nomination deadlines and procedures for Board of Directors applications are hereby waved for the initial election occurring on May 26, 2014.

17.2 This Constitution and Bylaws shall come into force on June 1, 2014 without further formality after approval by the Members of the BMHA as hereinafter set out. The foregoing Constitution and Bylaws are hereby ratified, sanctioned, confirmed and approved by the affirmative vote of the Executive of the BMHA at the Annual General Meeting of the Members of the BMHA duly called and held at Sunderland Co-Op, in the township of Brock, Ontario, on the 31<sup>st</sup> day of May, 2014.