



***RICHMOND HILL  
HOCKEY ASSOCIATION***

**CONSTITUTION  
&  
BY – LAWS**

LATEST REVISION MAY 2019

A by-law generally relating to the affairs of the Richmond Hill Hockey Association Incorporated.

BE IT ENACTED as a by-law of the Richmond Hill Hockey Association Incorporated, a corporation resulting from the amalgamation of the Richmond Hill Hockey Association Incorporated and the Oak Ridges and District Minor Hockey Association.

*(amended May 2, 2007)*

**ARTICLE 1- DEFINITIONS**

- 1.1 In this by-law and all other By-laws and Resolutions of the Richmond Hill Hockey Association, unless the context otherwise requires:
- a) “AGM” means Annual General Meeting;
  - b) “A/E” means Alternate Entry
  - c) “Association” means Richmond Hill Hockey Association Incorporated (or such other name as the Association may in the future legally adopt);
  - d) “Audit” means an examination of an accounting document and of the evidence in support of its correctness;
  - e) “Board” means the Board of Directors of the Association;
  - f) “Act” means the Corporations Act, R.S.O. 1990, c.38, as amended, or its successor legislation;
  - g) “Director” means an individual who has been elected or appointed to the Board; “Tom Graham Complex” means the arena complex located at 1300 Elgin Mills Rd E. Richmond Hill, Ontario;
  - i) “Letters Patent” means the constating documents and all amendments thereto, for the Association;
  - j) “Members” means all classes of membership in the Association as more particularly set out in Article 5;
  - k) “Meeting of Members” means any meeting of the classes of membership set out in Article 5, either separately or in concert;
  - l) “Policies” means written statements governing issues affecting the affairs of the Association which have been considered and approved by the Board, from time to time;
  - m) “Registered Player” means a player registered with the Association, paid-up to date and playing with the Association;

- n) “Special Resolution” means a resolution requiring 66.7% of votes cast to pass;
  - o) “ORD” means the Oak Ridges Division;  
*(amended May 2, 2007)*
  - p) “ORDMHA” means the Oak Ridges District and Minor Hockey Association;  
*(amended May 2, 2007)*
  - q) “LL” means Local League;  
*(amended May 2, 2007)*
  - r) “SRLL” means Simcoe Region Local League  
*(amended May, 2013)*
  - s) “DOHO” means Director of Hockey Operations  
*(amended May 2009)*
- 1.2 In this by-law where the context requires, words importing the singular include the plural and vice versa and words importing the gender includes the masculine, feminine and neuter genders.
- 1.3 Save as aforesaid, all the words and terms appearing in this by-law shall have the same definitions as in the Act.

**ARTICLE 2- OBJECTIVES**

- 2.1 The Association shall promote, administer and improve organized amateur hockey in the Town of Richmond Hill as a member of the OMHA within the authority of the OHF and the HC (as those terms are defined in Article 4.1) by:
- a) Fostering and encouraging the sport of hockey within the territory under its control;
  - b) Fostering community spirit among its members and all supporters;
  - c) Having and exercising a general care, supervision and direction over all participating Association activities; and
  - d) Promoting keen sportsmanship and the development of healthy minds and bodies.

**ARTICLE 3- REGISTERED OFFICE AND SEAL, FISCAL YEAR**

- 3.1 The registered head office of the Association shall be 1300 Elgin Mills Rd E, Richmond Hill, Ontario, L4S 1M5. The mailing address shall be P.O. Box 30556, 10620 Yonge Street, Richmond Hill, Ontario L4C 3C8
- 3.2 The co resolution adopt from time to time..
- 3.3 The fiscal year of the Association shall be from May 1 to April 30.

#### **ARTICLE 4- AFFILIATIONS**

- 4.1 The Association shall have the following affiliations:
  - a) Hockey Canada (“HC”), Ontario Hockey Federation (“OHF”); and Ontario Minor Hockey Association (“OMHA”), ETA, York-Simcoe Hockey League; and SROLL; *(amended May 2, 2007) (amended May 13,2013)*
  - b) such other affiliations as the Board deems necessary and appropriate to carry out the Association’s stated objectives.

#### **ARTICLE 5- CLASSES OF MEMBERSHIP**

- 5.1 There shall be three (3) classes of Membership in the Association:
  - a) Active Membership;
  - b) Parent/Guardian Membership;
  - c) Honorary Membership

#### **ARTICLE 6- MEMBERSHIP, ELIGIBILITY AND VOTING ENTITLEMENT**

- 6.1 Terms and Eligibility
  - a) Active Membership

Active Members shall consist of all Directors, DOHO convenors, all team officials rostered to RHHA teams, all registered players who are at least eighteen (18) years of age and members in good standing of the Richmond Hill Referees Association. Members in this classification shall be entitled to one vote per person at any Meeting of the Members. *(amended May 13,2013)*
  - b) Parent/Guardian Membership

Parent/Guardian Members shall consist of all parents or legal guardians of registered players under the age of eighteen (18) years of age.

Members in this classification shall be entitled to one vote per eligible registered player at any Meeting of the Members. Where an eligible registered player has two parents or legal guardians, only one (1) vote shall be cast with respect to said eligible registered player.

c) **Honorary Members**

May be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated by any Member at a Meeting of the Members or of the Board and such nomination to have effect, must be confirmed by a majority vote of the Board or the Members (where such nomination is proposed at a Meeting of the Members). All individuals who were previously designated as "Life Members" under any Association predecessor by-law, shall be deemed a Honourary Member.

Honourary Members shall have no vote. (amended May 13, 2013)

c) **ORDMHA Members**

All Members of the Oak Ridges and District Minor Hockey Association shall be deemed to be Members of the Association.

**6.2 Membership List**

The DOHO shall prepare and maintain a list of current Active, Parent/Guardian and Honourary Members of the Association, which list shall be updated as may be necessary from time to time. Such list shall be kept at the Association's office and available to all Directors and Members, who comply with Section 306(1) of the Act (or its successor legislation). Such list shall be used to determine the eligibility to participate in the Association and to attend and vote at any meeting of Members.

**6.3 Membership Year**

Unless otherwise determined by the Board, every Membership, other than Honourary, shall commence on or after the 1st day of May in each year, and shall lapse and terminate on the 30th day of April, next following the date on which such Membership commenced.

**6.4 Termination**

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death;

- b) Members whose fees are in arrears for a period of three (3) months shall be suspended from Membership and shall not be permitted to vote or hold office in the Association. The Secretary shall inform those concerned of this suspension, in writing;
- c) Members whose conduct is considered, by the Board, to be detrimental to the Association shall be expelled from the Association. The Secretary shall inform those concerned of this suspension, in writing;

**6.5 Membership Fees**

Registration fees shall be prescribed by the Board. Fees for any unexpired term are non refundable, subject to the discretion of the Board.

**6.6 Record Date**

Individuals who are Members of the Association at least 35 days in advance of any AGM are entitled to notice of the AGM and to vote at such AGM. Any person who is not a Member of the Association at least 35 days in advance of the AGM is not entitled to notice of said AGM or to vote at such AGM, for which the record date has been established.

**6.7 Notification of AGM and Right to Vote**

All Members shall be entitled to receive notice of and an invitation to attend the AGM. Only Active and Parent/Guardian Members shall be entitled to vote at the AGM or such special Meeting of the Members, which may be called by the Board on its own motion or through a requisition of the Members, pursuant to Article 7.3(b) herein.

**ARTICLE 7 - MEETINGS OF THE MEMBERSHIP**

**7.1 Annual General Meeting**

The AGM shall be held each year within the 1st fifteen days in May at a time, place and day determined by the Board.

**7.2 Business to be Transacted**

The following business shall be transacted at the AGM:

- a) Approval of the agenda;
- b) Approval of the minutes from the previous meeting of the Membership;
- c) Receiving written reports of the activities of the Association for the preceding year;
- d) Receiving information regarding the planned activities of the Association for the current year;

- e) Receiving and approving the report of the auditor of the Association from the previous year and a projected financing position for the current year;
- f) Appointment of the auditor for the next ensuing year;
- g) Consideration of any proposed amendments to the Letters Patent or By-Laws of the Association; and
- h) Any other matter properly referred to the Secretary in writing by any Member on or before 6 p.m. no later than 30 days prior to the date of the AGM, unless otherwise authorized by the President.

### 7.3 Special Meeting of the Members

In addition to the AGM referred to herein, a special meeting of the Members may be called at any time by:

- a) the Board;
- b) On requisition to the Board, signed by at least 5% of all Members of the Association, specifying the nature of the business to be discussed at such Special meeting. Within ten (10) days of receiving such requisition, the Board shall provide notice to the Membership of time, date and place of such special meeting.

### 7.4 Business at Special Meeting

Only the business specified in the notice of the special meeting shall be transacted at that meeting.

### 7.5 Notice

#### a) Annual General Meeting

Notice of time, date, place and agenda of the AGM shall be:

- i) posted at Elgin Barrow Complex, by the DOHO, no later than thirty (30) days prior to the date of the AGM; and
  - ii) Sent out to all Members, by the DOHO, no later than twenty (20) days prior to the date of the forthcoming AGM. The Secretary shall also cause advance publication of the AGM by publishing notification of the same in all Richmond Hill Hockey social media account. As well as by forwarding such notification by email to those Members for whom the Association has a valid email address.
- b) Special Meetings (Amended May 2019)

c)

Notice of time, date, place and business to be transacted at any special meeting shall be:

- i) posted, by the DOHO, at Elgin Barrow Complex no later than twenty (20) days prior to the date of such Special Meeting; and
- ii) sent out to all Members, by the Secretary, by email (to those Members for whom the Association has a valid email address) or some other form of notification approved by the Board no later than twenty (20) days from the date of the forthcoming special meeting.

#### 7.6 Quorum

A quorum for an AGM or Special Meeting shall be a minimum of ten (10) Members eligible to vote and present in person. In the absence of a quorum, no business shall be transacted except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

#### 7.7 Business to be transacted

- a) A majority of the votes cast by Members entitled to vote, unless otherwise required by the Act or the by-laws of the Association, shall decide every question proposed for consideration at Meetings of Members.
- b) The Chair presiding at a meeting of Members, shall not be entitled to vote, except in the event of a tie.
- c) At meetings of Members and unless otherwise specified herein, every question shall be decided by a show of hands, unless a specific vote count or secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken, 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 of votes recorded in favour or against the motion.

#### 7.8 Proxies

Any Member wishing to cast his vote at the AGM or special meeting by proxy must obtain a prescribed proxy form from the Association and complete it in accordance with the instructions contained thereon. The proxy form is to be provided to the Member's designated proxy, who must be in attendance at the AGM or special meeting, to cast such proxy form. No Member in attendance at the AGM or special meeting shall hold or vote more than one proxy. In order to be valid, all proxies shall be registered with the DOHO no later than forty-eight (48) hours prior to the Meeting of Members.

#### 7.9 Adjournments



Any meeting time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting, from which the adjournment took place.

**7.10 Chair**

In the absence of the Chair, the Members present and entitled to vote at any Meeting of Members, 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.

**ARTICLE 8 - BOARD OF DIRECTORS**

**8.1 Composition**

**a) Eligibility**

A Director shall:

- i) be at least eighteen (18) years of age;**
- ii) not be an undischarged bankrupt or of unsound mind;**
- iii) be a Member in good standing of the Association at the time of his election or appointment or have been a Member in good standing of the Association during at least one of the three (3) years immediately preceding the year in which election is held;**
- iv) remain a Member in good standing of the Association throughout his/her term of office;**
- v) shall receive a clear police screening report from the York Region Police Force To be renewed/updates every four years.**

**d) Number of Directors**

The affairs of the Association shall be managed by a Board, which shall consist of ten (10) elected directors of whom at least two-thirds (2/3rds) shall reside in the Town of Richmond Hill except in the event that there are insufficient candidates to elect a slate of directors as contemplated in this by-law.

**e) Term of Office**

Unless removed by the Members pursuant to a Special Resolution pursuant to Article 6.4.(c), each Director shall hold office for a period of two (2) years and shall cease to be a

(Amended May 2019)

director at the AGM held on or about the second (2nd) anniversary date of the Director's election.

In order to establish a rotation of Directors next following the implementation of this by-law, five (5) of the Director's positions shall be the subject matter of an election at the next AGM, with the remaining five (5) Directors to serve for a further one (1) year. At the AGM next following the AGM at which these bylaws are implemented, the remaining five (5) Director's positions shall be the subject matter of an election.

d) **Consecutive Terms** No Director shall hold office for more than three (3) consecutive terms of two years, except in the event that there are insufficient candidates to elect a complete slate of directors as contemplated by this by-law.

e) **Removal**

A Director may be removed from the Board, prior to the end of his/her term, by Special Resolution passed at a special meeting of the Board.

f) **Vacancies**

If a Director resigns or is otherwise removed, the Board shall appoint a replacement Director. The replacement Director shall serve out the balance of the originally elected Director's term .

## **ARTICLE 9 - PROCEDURE FOR ELECTION OF DIRECTORS**

### **9.1 Nominations**

The election of Directors shall take place at the AGM. Nomination forms for the Board shall be available each year from the DOHO sixty (60) days prior to the AGM. A nomination form must be completed by all nominees and signed by two (2) nominators, who are Members of the Association. Nomination forms must be delivered to the DOHO no later than thirty (30) days prior to the AGM. If at the AGM, there are an insufficient number of nominees to fill the positions up for election, nominees can be solicited from the floor of the AGM.

### **9.2 Nominees Listed**

Twenty (20) days prior to the AGM, the DOHO shall post, or cause to be posted, in the Elgin Barrow Complex and on the Association web-site, an alphabetical list of all individuals who have been nominated for election to the Board.

All such nominees shall be alphabetically listed on the ballot for election at the AGM. In the event nominations for Director are received from the floor at the AGM, their names shall be added to the ballot prior to the election of the Directors.

### 9.3 Elections

The election of Directors shall be by secret ballot, unless the number of nominees is less than or equal to the number of positions to be filled at the AGM, in which case such nominees shall be acclaimed as Directors.

The results of the election shall be communicated to the Members by the Chair. The results of the election (i.e. the votes cast in favour of each nominee) shall be recorded by the DOHO and maintained in the Association's records.

## **ARTICLE 10 - BOARD GOVERNANCE AND PROCEDURE**

### 10.1 Governance

The Board shall govern the Association in compliance with the objects, powers, by-laws and policies of the Association.

### 10.2 Board Meetings

#### a) Regular Meetings

The Board shall meet at least once monthly from September 1 – May 31 and at least once between June 1 – August 31. The meetings shall be held on dates designated by the Chair or in the absence of the Chair a Director nominated and approved by the Directors present at the meeting. A schedule for the regular Board meetings shall be set at the May Board meeting. No notice of such regularly scheduled meeting need to be given to the Directors.

#### b) Special Meetings

A Special Meeting of the Board may be called:

- i) By the Chair, who may convene a special meeting of the Board on providing no less than four (4) days written notice to all Directors, which notification shall specify the nature of the business to be transacted at such meeting;
- ii) On written requisition to the Chair of four (4) Directors, which requisition shall specify the nature of the business to be transacted at such meeting.

10.3 No error or omission in giving such notice for a meeting of Directors shall invalidate or make or time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### 10.4 Public Meetings

Subject to Article 10.5 below, notice of all Board meetings and an invitation to Members to attend shall be made by the Secretary by posting a notice seven (7) days in advance at the Elgin Barrow Complex and by email to those Members for whom the Association has a valid email address. All Board meetings shall be open to Members and such other persons who may be invited by the Board.

#### 10.5 In Camera Meetings

Notwithstanding the foregoing, the Board may recess to an in camera session to:

- a) entertain and discuss and decide business matters and transactions which affect the character and/or reputation of a Member or other person; or
- b) if the decision required is based on the character or reputation of a Member or other persons; or
- c) when the business is such that the Association could be prejudiced by reporting of the business discussed in the private session.

No party, other than the Board, or a non-Board Member with the invitation of the Board, may attend an in camera session. At such in camera session, the Board shall appoint as recording secretary, one of its Members, and all notes and recordings shall be maintained by said appointed Director, until the business matter is concluded and a resolution of the Board is made respecting same. All notes and records arising from such in camera session shall be assembled in one file and sealed and thereafter, be provided to the Secretary of the Association, for safe-keeping.

#### 10.6 Confidentiality

Every Director shall respect the confidentiality of matters brought before the Board in camera.

#### 10.7 Quorum

A quorum for a Board meeting shall be a simple majority the Directors. No business shall be transacted in the absence of a quorum.

#### 10.8 Voting

Each Director, present at a Board meeting, shall be entitled to one vote. The Chair shall be entitled to a second or casting vote.

10.9 A majority of the Directors present at a Board meeting shall decide every question. Every question shall be decided by a show of hands, unless a secret ballot is required by a Director present. A declaration by the Chair that a motion has been carried or defeated and an entry in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

10.10 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of the Director or for any serve entitled to be reimbursed for their reasonable expenses incurred in the performance of their duties as Directors.

10.11 No Conflict of Interest

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 at which the question of entering into the contract or transaction or other matter is first raised. If the affected Director is either not a Director at the time such contract, transaction or other matter is first raised, then at the first meeting at which the affected Director is first in attendance.

After making such declaration the affected Director shall not vote on such a contract or transaction or other matter, nor shall he/she be counted in the quorum in respect of such a contract, transaction or other matter.

If the affected Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Article, the affected Director is not accountable to the Association for any profit realized from the contract, transaction or other matter. If the affected Director fails to make such declaration, he/she shall be accountable to the Association and reimburse it for all profits realized from such contract, transaction or other matter.

10.12 Indemnification

Every Director shall be indemnified and saved harmless by the Association from and against all costs, charges and expenses whatsoever that he/she sustains in or arising out of any any action, suit or proceeding that is brought, commenced or prosecuted against him/her in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him/her in or arising out of the execution of the duties of his/her office. Notwithstanding the foregoing, no Director shall be entitled to such indemnification for matters occasioned by his/her own willful misconduct or gross misconduct.

10.13 Insurance

The Association shall purchase Directors and Officers errors and omissions liability insurance, in such amounts as the Board may from time to time determine.

#### 10.14 Regulations and Rules

Subject to the Act, Letters Patent and this by-law, the Board shall have the power to pass, without any confirmation or ratification by the Members of the Association, policies, regulations and rules dealing with the following matters:

- a) creation and appointment of permanent and/or ad-hoc committees, including the composition and mandate of those committees;
- b) discipline (player and team official);
- c) dressing room protocol;
- d) player and team official registration;
- e) reporting protocols and requirements for all non-house league teams;
- f) third party contracts, concessions and Association sponsorships;
- g) uniforms (on and off ice); and
- h) such further and other matters as the Board, acting reasonably, shall advise.

#### **ARTICLE 11 – OFFICERS**

11.1 The following shall comprise the Association's officers:

- a) Chair;
- b) President;
- c) First Vice-President;
- d) Vice President Rep
- e) Vice President House League
- f) Secretary;
- g) Treasurer;
- h) Director of Technical Development;
- i) Referee in Chief; and

- j) Past President (the Association's most recent previous President)
- k) President of the ORD;  
*(amended May 2, 2007)*
- l) Vice President Local League;  
*(amended May 2, 2007)*
- m) Director of Hockey Operations;  
*(amended May 2, 2009)*
- n) Ice Scheduler  
*(amended May 13, 2013)*
- o) Equipment Manager  
*(amended May 13, 2013)*

#### 11.2 Appointment of Officers

The President, for the forthcoming year, shall be elected by the entire Board, at the last Board meeting of the Association's fiscal year in Alternating years. The Presidents term shall be for two (2) years. All remaining officers, shall be appointed by the elected Directors. Officers need not be Directors. Notwithstanding the foregoing, the following officers shall not be appointed by the elected Directors.

*(amended May 13, 2013)*

- (a) the Past President (which position shall be filled by the last President of the Association); and
- (b) (i) the President of the ORD; and  
(ii) Vice-President Local League, who shall be determined by the ORD.
- c) i) The Director of Hockey Operations and  
ii) The Ice Scheduler .

*(amended May 2, 2007) (amended May 13, 2013)*

### 11.3 Term

All officers shall serve in that capacity for a period of two (2) years

*(amended May 2009)*

### 11.4 Qualification

The Association shall endeavour to nominate an individual as Treasurer who has an accounting designation, employment experience or skills in accounting practice and procedures.

### 11.5 Duties

#### (a) Chair

The Chair shall:

- i) Be a Director appointed by the Board acting in a non-executive capacity provided there are sufficient officers to occupy all of the offices of the Association;
- ii) act as Chair of the Board, the Executive Committee and at all Meetings of the Members;
- iii) be conversant with all of the business to be transacted at each meeting;
- iv) be charged with conducting meetings and facilitating the transaction of such business as may be proposed by:
  - a. the President and Secretary on behalf of the Executive; and
  - b. Any Member, provided that request is made to the Chair by such Member is reasonable.

#### (b) President

The President shall:

- (i) represent the Association in the community, the OMHA, the OHF, HC and such other organization with which the Association is affiliated;
- (ii) exercise general supervision of the Association in accordance with its bylaws and such policies, regulations and rules as determined by the Board;



- (iii) be an ex-officio Member of all committees (permanent and ad-hoc) of the Association;
  - (iv) report regularly to the Board on matters of interest;
  - (v) delegate tasks as necessary;
  - (vi) suspend teams, team officials or players, subject to ratification by the Executive Committee meeting, which meeting shall be convened within three (3) days of suspension. The suspended team's officials or players shall be notified in writing of the suspension by the Secretary by means of fax, email or registered mail within forty-eight (48) hours of the suspension, the reason for the suspension, which notice shall include the appeal rights and the procedure to be followed. The OMHA Regional Executive Member for the individual or team so suspended, shall also be notified by the Secretary; and
  - (vii) assist in the transition of duties to the incoming President; and
  - (viii) such further and other matters as may be ancillary to the duties as set out above.
- (c) The 1st Vice-President
- The 1st Vice-President shall:
- (i) assume the duties of the President in the absence for any reason of the President or should the position of President become vacant during the President's term. In such case, the 1st Vice-President shall fill the position of President for the remainder of the President's term. In such case, the Board shall appoint a new 1st Vice-President from amongst its remaining elected members;
  - (ii) be the alternate delegate for the OMHA, and attend as many meetings as possible;
  - (iii) be available to assist any Director requiring assistance in the completion of his or her functions;
  - (iv) assist in the transition of duties to the incoming 1st Vice President;
  - (v) carry out other duties as assigned by the Board, the Executive Committee, or the President; and
  - (vi) such further and other matters as may be ancillary to the duties as set out above.
- (d) Vice-President Rep Division

The Vice-President Rep shall:

- (i) oversee the complete operation of the Representative (“Rep.”) teams;
- (ii) preside at all meeting of Rep. teams groups, which shall include Referee In Chief, and all coaches and managers from the Rep. teams, as well as all Rep. convenors;
- (iii) be the liaison between the Rep. teams and the Board;
- (iv) if selected as the head coach of a representative team, vacate their responsibilities to the 1st Vice-President for that division only;
- (v) prepare and report to the Board on the operations of the Rep. teams at all regularly scheduled Board meetings;
- (vi) assist in the scheduling and rescheduling of all Rep. team games and practices;
- (vii) ensure that each Rep. team receives a copy of the Official Rule Book of HC and the OMHA Manual of Operations;
- (viii) enforce the policies, rules and regulations;
- (ix) recommend to the President the suspension of teams, players and team officials, when such action may be required;
- (x) inform the Referee in Chief, of the Rep. team requirements; and
- (xi) such further and other matters as may be ancillary to the duties as set out above.

e) Vice President House League Division

The Vice President House League shall:

- (i) oversee the complete operation of all House League (“HL”) teams;
- (ii) be the liaison between the HL teams and the Board;
- (iii) if selected as the head coach of a HL team, vacate their responsibilities to the first vice president for that division only;
- (iv) prepare and report to the Board on the operations of the HL at regular Board meetings;
- (v) assist in the scheduling and rescheduling of all HL games and playdowns;

- (vi) inform the Referee in Chief, and Ice Scheduling Committee of the HL teams requirements;
- (vii) ensure that each house league team receives a copy of the Official Rule Book of Hockey Canada and the OMHA Manual of Operations;
- (viii) enforce the rules, regulations, and procedures;
- (ix) assist in the transition of duties to the incoming House League Vice President;
- (x) carry out other duties as assigned by the Board, the Executive Committee, or the President

**(f) Treasurer**

The Treasurer shall:

- (i) Be responsible for the bookkeeping of the association and all monetary transactions including but not limited to cheque writing, paying of invoices and bills, expense re-imburements and any other transactions involving the association's finances.
- (ii) Shall be a signing officer on all association bank accounts.
- (iii) Shall receive the team budgets for all RHHA teams in Rep, Local League and Select
- (iv) ensure adherence to and implementation of financial policies in the financial administration of the Association;
- (v) ensure the submission of the books of account to the auditor of the Association at the end of the financial year;
- (vi) present a report of the auditor from the previous year and a projected financial position for the current year to the Membership at the AGM;
- (vii) provide financial statements at monthly Board Meetings;
- (viii) coordinate and keep record of registration; by October 1st and updates as necessary prior to the AGM;

- (ix) evaluate, review, and recommend financial policy to the Board and to the Executive Committee;
- (x) chair the Finance Committees;
- (xi) assist in the transition of duties to the incoming Treasurer;
- (xii) such further and other matters as may be ancillary to the duties as set out above.

*(amended May 13, 2013)*

**(g) Secretary:**

The Secretary shall:

- (i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings, and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute of law, the Letters Patent and By-Laws and the Policies and procedures established by the Board or by the membership;
- (ii) provide to the DOHO all minutes, once passed by the Board, in the Elgin Barrow Complex;
- (iii) post any changes to the existing By-Laws or Policies;
- (iv) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- (v) recommend policy to the Board regarding internal and external communications of the Association;
- (vi) assist in the transition of duties to the incoming Secretary;
- (vii) such further and other matters as may be ancillary to the duties as set out above.

**(h) Director of Technical Development**

The Director of Technical Development shall:

- (i) chair the Development Committee;

- (ii) report to the Board on the operations of the Development Committee; and
- (iii) carry out other duties as assigned by the Board, the Executive Committee or the President.

(i) Referee In Chief

The Referee-In-Chief shall be responsible for:

- (i) ensure there are qualified referees in place to officiate all games;
- (ii) ensure refereeing complaints are addressed and resolved in a timely fashion;
- (iii) recruit, train, monitor and evaluate performance of referees in conjunction with the OMHA Supervisor of Referees;
- (iv) schedule referees for games and tournaments;
- (v) maintain a current knowledge of all OMHA rules and advise coaches and Directors on interpretations or issues and of new rules;
- (vi) prepare and report to the Board on the rule changes and issues at the monthly meetings;
- (vii) assist in the transition of duties to the incoming Referee In Chief;
- (viii) such further and other matters as may be ancillary to the duties as set out above.

(j) Past President;

The Past President shall:

- (i) chair the Nominations and Elections Committee;
- (ii) be available to assist any Director requiring assistance in the completion of his or her functions;
- (iii) such further and other matters as may be ancillary to the duties as set out above.

(k) President of the ORD;

President of the ORD shall:

- (i) oversee the operation of the ORD;
- (ii) be the liaison between the ORD and the Board;
- (iii) prepare and report to the Board on the operations of the ORD at regular Board meetings;
- (iv) carry out other duties as assigned by the Board, the Executive Committee, or the President

*(amended May 2, 2007)*

(l) Vice President – ORD Local League

The Local League Vice President shall:

- (i) oversee the complete operation of all LL teams;
- (ii) be the liaison between the LL teams and the Board;
- (iii) if selected as the head coach of a LL team, vacate their responsibilities to the President of the ORD for that division only;
- (iv) prepare and report to the Board on the operations of the LL at regular Board meetings;
- (v) assist in the scheduling and rescheduling of all LL games and playdowns;
- (vi) inform the Referee in Chief, and Ice Scheduling Committee of the LL teams requirements;
- (vii) ensure that each LL team receives a copy of the Official Rule Book of HC and the OMHA Manual of Operations;
- (viii) enforce the rules, regulations, and procedures;
- (ix) assist in the transition of duties to the incoming LL Vice President;
- (x) carry out other duties as assigned by the Board, the ORD, the Executive Committee, or the President

*(amended May 2, 2007)*

(m) Director of Hockey Operations

**Director of Hockey Operations shall**

- (i) be responsible for receiving and distributing all correspondence received or sent by the RHHA and all communications with the RHHA
- (ii) Maintain membership and team lists
- (iii) be responsible for the contents of the Association's website, artwork. Flyers and forms required by the Association or its various committees;
- (iv) be responsible for maintain the associations showcases;
- (v) be responsible for content and publication of the Association's newsletters to its Membership and coaching staff;
- (vi) organize and arrange banquets in conjunction with the Representative and House League Vice Presidents
- (vii) source and order awards, trophies, etc. Together with a member of the Equipment & Merchandising Committee
- (viii) be responsible for the management and distributing of all sponsorships received in the RHHA
- (ix) conduct such activities as necessary for the welfare of the RHHA

*(amended May 2009)*

**(n) Ice Scheduler**

The Ice Scheduler shall

- (i) Chair the Ice Scheduling Committee
- (ii) Report regularly to the Board the operations of the Ice Committee
- (iii) Carry out such other duties as assigned by the Board, the Executive Committee or the President.

*(amended May 13, 2013)*

**(o) Equipment Manager**

The Equipment Manager shall

- (i) Be responsible for all equipment, apparel and uniforms for the Representative and House League Divisions
- (ii) Liase with the Equipment Manager of the ORD on matters concerning equipment, apparel and uniforms of the ORD
- (iii) Ensure all invoices from suppliers are forwarded to the Finance Committee
- (iv) All other duties as may be assigned by the Board

*(amended May 13,2013)*

## **ARTICLE 12 - EXECUTIVE COMMITTEE**

### **Establishment and Composition**

12.1 Subject to the provisions contained in this By-Law and the Act, the Board may appoint an Executive Committee. The Executive Committee will be comprised of the Chair, President, Treasurer and Secretary. Unless otherwise determined by the Board, the Executive Committee shall have the power to fix its quorum at not less than a majority of its Members and to regulate its procedure.

### **Duties and Jurisdiction**

12.2 The Executive Committee shall:

- a) during the intervals between Board meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board meeting;
- b) present a report regarding the activities of the Executive Committee to the Board;
- c) recommend policy to the Board regarding management and administrative issues relation to the Association; and
- d) deal with any other matters assigned to it by the Board.

## **ARTICLE 12A ORGANIZATIONAL DIVISIONS *(amended May 13, 2013)***



12.1A Immediately following the effective date of this by-law the RHHA shall have the following divisions. Representative (AA,A,AE), Oak Ridges (Local League) and House League.

*(amended May 13, 2013)*

12.2A **REPRESENTATIVE DIVISION - REP** shall be responsible for

- a) Overseeing and administering the “Rep” AA, A and AE Teams.
- b) Together with the Treasurer, administer any divisional bank accounts recommended by the Finance Committee and approved by the Board.
- c) Together with the Treasurer , oversee and administer any divisional fundraising.
- d) Submit to the Finance Committee in each year a Division Budget estimating revenues and expenditures of the division for the next fiscal year of the Association; and
- e) Such further and other responsibilities as may be assigned to it by the Board.

*(amended May 13, 2013)*

12.3A Membership of the REP DIVISION shall be comprised of Members of the RHHA and who are:

- a) Parents or guardians of players, under the age of eighteen (18), playing on AA, A and AE teams;
- b) Players of AA, A and AE teams who are at least eighteen (18) years of age; and
- c) Coaches, managers, trainers or conveners of AA, A and AE Teams.

*(amended May 13, 2013)*

12.4A Subject to the provisions of the Act, the Letters Patent and this bylaw, the REP DIVISION shall have the right to create its own Executive Committee in the carrying out of its mandate as set out in Article 12.6A above.

*(amended May 13, 2013)*

12.5A **OAK RIDGES DIVISION – ORD** shall be responsible for

- a) Overseeing and administering the A/E program, together with the Representative Vice-President; and

- b) Overseeing and administering the LL program in the SRL.
- c) Administer the Bingo program and funds derived from such Bingo program which was run under the license of the ORDMHA prior to amalgamation and which license is currently held by the RHHA. Administering the bingo funds, which prior to the date of the amalgamation accrued to the ORDMHA;
- d) Together with the Treasurer administer any divisional bank accounts recommended by the Finance Committee and approved by the Board.  
Continuing to administer the bingo program and all funds derived there from, which bingo program was run under the license held by the ORDMHA prior to amalgamation;
- e) Together with the Treasurer oversee and administer any divisional fundraising and administer all funds derived through such fund raising efforts including but not limited to proceeds derived from the bingo program for the purpose of the LL and A/E programs.
- f) Submit to the Finance Committee in each year an estimate of revenues and expenditures of the division for the next fiscal year of the Association; and
- f) Such further and other responsibilities as may be assigned to it by the Board.

*(amended May 13, 2013)*

12.6A Subject to the Act, Letters Patent and this bylaw and applicable HC, OHF and OMHA rules, policies, procedures and guidelines, and notwithstanding the provisions of Article 10.4 of this bylaw the ORD shall have the power to pass, without confirmation or ratification by the Members of the Association, policies, regulations and rules dealing with the A/E and Local League uniforms (on and off ice).

12.7A Membership of the ORD shall be comprised of Members of the RHHA and who are:

- a) parents or guardians of players, under the age of eighteen (18), playing on AE and Local League teams;
- b) players of A/E and LL teams who are at least eighteen (18) years of age; and Team Officials on the rosters of AE and Local League Teams.
- c) Members in good standing of the ORD Executive Committee

*(amended May 13, 2013)*

For the purposes of Section 12.9A below, those individuals who are Members by virtue of their direct or indirect affiliation to A/E Teams will be defined as “A/E Members” and those who are

Members by virtue of their direct or indirect affiliation to LL Teams will be defined as “LL Members”.

12.8A Subject to the provisions of the Act, the Letters Patent and this bylaw, the ORD shall have the right to set its own internal rules and procedures in the carrying out of its mandate as set out in Article 12.5A to 12.8A above.

*(amended May 13, 2013)*

12.9A A Special Resolution, passed only by:

- a) A/E Members; and
- b) LL Members of will be required to revoke or amend any section in Article 12A of this bylaw.

*(amended May 2, 2007)*

12.11A **HOUSE LEAGUE DIVISION - HL** shall be responsible for

- a) Overseeing and administering the House League Teams.
- b) Together with the Treasurer, administer any divisional bank accounts recommended by the Finance Committee and approved by the Board.
- c) Together with the Treasurer , oversee and administer any divisional fundraising.
- d) Submit to the Finance Committee in each year a Division Budget estimating revenues and expenditures of the division for the next fiscal year of the Association; and
- e) Such further and other responsibilities as may be assigned to it by the Board.

*(amended May 13, 2013)*

12.12A Membership of the HL DIVISION shall be comprised of Members of the RHHA and who are:

- a) Parents or guardians of players, under the age of eighteen (18), playing on House League teams;

Players of House League teams who are at least eighteen (18) years of age; and Team Officials on the rosters of House League Teams.

*(amended May 13, 2013)*

12.13A Subject to the provisions of the Act, the Letters Patent and this bylaw, the HL DIVISION shall have the right to create its own Executive Committee in the carrying out of its mandate as set out in Article 12.11A above.

*(amended May 13, 2013)*

## **ARTICLE 13- STANDING COMMITTEES**

### **Establishment of Standing Committees**

13.1 The following standing committees shall be established:

- a) Coaches Selection Committee;
- b) Public Relations and Fund Raising Committee;
- c) Finance Committee;
- d) Nominating and Elections Committee;
- e) Development Committee;
- f) Dispute Resolution Committee;
- g) Constitutional;
- h) Tournament;
- i) Ice Scheduling Committee;
- j) Equipment & Merchandising; and
- k) Referee Association
- l) Employment Committee

*(amended May 2009)*

In addition to the foregoing, the Board shall have the right to establish ad-hoc or permanent standing committees to address such issue or issues as it may from time-to time deem necessary and appropriate.

13.2 Committee Mandates & Composition

All committee appointments shall be proposed by the President and reviewed by and approved by the Board unless otherwise reflected below. All committees shall have the right to set their own internal rules and procedures in the carrying out of the mandates as set out below

a) Coaches Selection Committee

The Coaches Selection Committee shall have a Chair Recommended by the President and approved by the Board. The Committee shall consist of the Representative Vice President, the Director of Technical Development along with no less than three (3) Members of the Association as are recommended by the President and approved by the Board. In the event that a member of the committee is an applicant for a coaching position, they shall be excluded from all involvement in determining the coaches for the following season, for all levels within the division for which they have applied.

*(amended May 13, 2013)*

The Coaches Selection Committee shall:

- (i) review all applications submitted for head coaching positions of a Representative Team, together with the applicant's experience, qualifications, previous coaching record and history; and
- (ii) Review the player/parent questionnaire and the coaching staff evaluation.
- (iii) For LL, HL and Select, The Coach Selection Committee will defer to Divisional Coach Selection Committees who shall oversee the selection and approval of Coaches by Divisional Executive Committees.

*(amended May 13, 2013)*

Based on the foregoing together with an interview with each applicant, the committee shall nominate a candidate for the head coaching position of a Representative Team to the Board. The Board shall thereafter confirm such recommendation, unless in the opinion of the Board, the recommended candidate will not uphold the stated objectives of the Association. In the event the Board fails to confirm the nominee proposed by the committee, the committee shall provide the name of a further nominee for consideration.

*(amended by Board December 16, 2007, ratified by membership May 7, 2008)*

b) Public Relations and Fundraising Committee:

The Fundraising and Sponsorship Committee shall consist of two (2) Members of the Association, which persons shall be recommended by the President and approved by the Board.

The Fundraising and Sponsorship Committee shall:

- i) Recruit and train volunteers to perform the functions required for fundraising for the Association;
- ii) set up an accurate recording system covering income and disbursements relating to mandate of this committee for delivery to the Treasurer;
- iii) actively pursue new fundraising projects;
- iv) manage and supervise current fundraising endeavours;
- v) submit to the Finance Committee in each year an estimate of revenues and expenditures of the committee for the next fiscal year of the Association;
- vi) present a report regarding public relations to the Board;
- vii) recommend policy to the Board regarding public relations and fundraising

c) Finance Committee

The Finance Committee shall consist of the Treasurer, President, First VP and a member designated from each Division of the RHHA recommended by the Divisions and approved by the Board.

(amended May 13,2013)

The Finance Committee shall:

- i) prepare a budget for the Association for the next fiscal year for submission to the Board for approval at the July Board meeting;
- ii) liaise with all Committees of the Board the Divisions to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget; *(amended May 13,2013)*
- iii) finalize schedule of budget submissions from all committees on an annual basis;
- iv) recommend policy to the Board regarding financial budgeting and planning

d) Nominating and Elections Committee

The Nominating and Elections Committee shall consist of the Past President, together with two other individuals, to be recommended by the President and approved by the

Board, at least one of whom shall not be a member of the Board or the Executive Committee.

The Nominating and Elections Committee shall:

- i) solicit nominations for each Board position, which is to become vacant for nominations at the Annual General Meeting;
  - ii) be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
  - iii) present a report regarding Nominations and Elections of the Board;
  - iv) recommend policy to the Board regarding Nominations and Elections
- e) Development Committee

The Development Committee shall consist of the Director of Technical Development, Coach Mentor, together with the Referee in Chief, House League Vice-President, Local League Vice President and Representative League Vice President and such other individuals who may be recommended by the President and approved by the Board.

The Development Committee shall:

- i) Foster the continual upgrading and development of coaches, managers, trainers, referees and players and shall provide reports to the Board on its activities;
- ii) organize and co-ordinate coaching clinics;
- iii) assemble a library of coaching materials and resources for availability to all coaches;
- iv) compile, edit and update the coaches manual;
- v) design and implement open clinics within the Association for player instruction and development;
- vi) present a report regarding the Development Committee to the Board;
- vii) submit to the Finance Committee in each year an estimate of revenues and expenditures of the committee for the next fiscal year of the Association; and
- iv) Recommend policy to the Board regarding development.

f) **Dispute Resolution**

The Dispute Resolution Committee shall consist of a Chair and at least three (3) members of the Association, one (1) of whom shall be members of the Board, appointed by the President with the remaining two (2) members to be appointed by the Board.

*(amended May 13, 2019)*

The committee shall:

- i) implement and enforce all OMHA Risk Management Programs;
- ii) review all complaints and situations received by the Association's Board toward team officials, players, Directors, parents, officials, etc. that fall under the guidelines of the OMHA Risk Management Programs;
- iii) be permitted to communicate information about individuals of concern (complainant or respondent) only to other members of the Discipline and Ethics Committee;
- iv) avoid a conflict of interest. If a member of the Discipline & Ethics Committee is involved with or related to a Member concerned in an investigation, they shall be excused for the length of that investigation;
- v) ensure the resolution of the complaint has been done in a fair and unbiased manner;
- vi) obtain and follow the latest OMHA guideline on Dispute Resolution and Harassment and Abuse Complaint Procedure;
- vii) submit to the Finance Committee in each year an estimate of revenues and expenditures of the committee for the next fiscal year of the Association;
- viii) present a report regarding discipline to the Board; and
- ix) such further and other matters as may be referred to it by the Board.

*(amended May 7, 2008)*

g) **Constitutional**

Shall consist of one member of the Board to be recommended by the President and approved by the Board. Such member shall review submissions of Members, Directors or the Board and recommend changes to the Associations by-laws as may exist from time to time



**h) Tournament**

Shall consist of a Chair recommended by the President and approved by the Board and a member from the Rep, Oak Ridges and House League Divisions recommended by the Division executives and approved by the Board. The committee shall be responsible for the planning and execution of all tournaments hosted by the association

**i) Ice Scheduling Committee**

Shall be Chaired by the Ice Scheduler and consist of a designated member of each Division.

*(amended May 13,2013)*

The Ice Scheduling Committee shall:

- i) assess the ice requirements for the Association and shall enter negotiation with the Richmond Hill Arena Association and such other private operators as are present within the municipal boundaries of the Town of Richmond Hill, to meet these needs;
- ii) apportion the ice and times in a fair and equitable manner;
- iii) Work with the First Vice President and the Treasurer in determining the ice budget. *(amended May 13,2013)*
- iv) submit to the Finance Committee in each year an estimate of revenues and expenditures of the committee for the next fiscal year of the Association;
- v) present a report regarding ice scheduling to the Board;
- vi) recommend policy to the Board regarding ice scheduling.

**j) Equipment & Merchandising**

Shall consist of two (2) individuals to be recommended by the President and approved by the Board.

The Equipment & Merchandising Committee shall:

- i) maintain an inventory of all equipment owned by the Association;

- ii) solicit a minimum of two (2) bids and purchase hockey equipment, awards and other equipment as may be required;
  - iii) maintain and repair all equipment owned by the Association;
  - iv) solicit bids and arrange the purchase of awards;
  - v) act as the purchasing agent for the Association with respect to all Association purchases;
  - vi) submit to the Finance Committee in each year an estimate of revenues and expenditures of the Equipment and Merchandising Committee for the next fiscal year of the Association;
  - vii) present a report regarding purchasing and equipment to the Board;
  - viii) recommend policy to the Board regarding purchasing and equipment;
  - ix) solicit tenders for apparel and other hockey related equipment for sale to the Members.
- k) Referee Association; and
- l) Employment Committee

Shall consist of the President, Treasurer, 1<sup>st</sup> Vice-President and one (1) individual recommended by the President and approved by the Board.

- (i) Review budget of employment positions for the upcoming season
- (ii) Prepare job descriptions for the following employed positions
  - a) Director of Hockey Operations
  - b) Administration Support
  - c) Ice Scheduler
  - d) Rep Referee Scheduler
  - e) House League Referee Scheduler
  - f) House League Timekeeper Scheduler

*(amended May 2009)*

## **ARTICLE 14- CONVENORS**

14.1 The Board shall appoint the following positions:

- a) AA, A, AE, LL and HL convenors or such of them as is necessary and as have been recommended by each Division and *(amended May 13,2013)*
- b) Coach Mentor

14.2 The AA, A and A/E convenors shall work with the Representative Vice-President to oversee and co-ordinate the operation of the Representative Hockey teams within the Association.

*(amended May 13,2013)*

14.3 House League and Local League convenors shall work with the Vice-President of House League and Local League, as the case may be, and the Discipline & Ethics Committee to co-ordinate the operation of House League and Local League teams within the Association.

14.4 Convenors shall be responsible to:

- a) Ensure any monies owed by Representative teams to the association are paid and in the appropriate time frame;
- b) Ensure all Representative team budgets are submitted to the association within the appropriate time frame;
- c) Ensure all team officials have obtained the necessary certification levels;
- d) Ensure that all team officials have obtained and provided the necessary police screening form;
- e) Assist the teams coaching staff within their division;
- f) Ensure that all House League or Local League teams within a division have a balanced number of players with similar skill level so that all the teams within division are competitive. If necessary, a convenor may move players between teams within a division or between divisions, in order to affect a competitive balance;

*(amended May 2, 2007)*

- g) Assign House League or Local League coaches to each team in their division;

*(amended May 2, 2007)*

- h) Prepare practice and game schedules for House League or Local League teams for the entire season and list it on the Association's web-site;

*(amended May 2, 2007)*

- i) Assist with the distribution of hockey equipment where supplied;
- j) Liaise between the coaches and Association;
- k) Enforce guidelines set for house league players and coaches by the Association and recommend disciplinary action to the Representative, Local League or House League Vice President, as applicable; and

*(amended May 2, 2007)*

- l) Such further and other matters as may be referred to them by the Representative, Local League or House League Vice President, as applicable.

*(amended May 2, 2007)*

- 14.5 The Director of Technical Development along with the Coach Mentor shall provide advice and guidance to the Development Committee and the coaches within the Association.

## **ARTICLE 15- TRANSACTION OF THE AFFAIRS**

### **15.1 Execution of Documents:**

The Board may from time to time appoint any Director or Directors or any person or persons on behalf of the 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 with the Secretary of the Association. At the conclusion of the year-end of the financial reports, committee reports, and Board minutes are to be filed in the Association's office.

### **15.3 Banking Resolution:**

The Board shall designate, by resolution, the Directors (minimum of two (2)) and other persons authorized to transact the banking business of the Association or any part thereof, with the bank, trust company, or other financial institution 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:

- a) operate the accounts of the Association with a bank or a trust company;
- b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) issue receipts for and orders relating to any property of the Association;
- d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

#### 15.4 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 Director or Directors, 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.

### **ARTICLE 16 - BORROWING BY THE ASSOCIATION**

#### 16.1 Borrowing Power

Subject to the limitations set out in the Act, the regulations thereunder, Letters Patent, Supplementary Letters Patent, By-Laws or Policies of the Association, as the case may be, 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.

#### 16.2 Borrowing Resolution

From time to time, the Board may authorize any Director 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 to 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.

#### **ARTICLE 16A-      PLAYER MOVEMENT**

- a)      After consultation with the coaches involved, the Representative Vice-President shall render a decision on all cases involving player movement between Representative teams.
- b)      A player surrendered by a second representative team (i.e. AA, A, A/E) to a House League Team will generally be assigned to the team from which a player has been transferred.

#### **ARTICLE 17-      PROTESTS AND APPEALS**

##### **17.1    House League Protests**

- a)      All protests involving House League or LL shall be filed with the Secretary and the opposing team within forty-eight (48) hours of the time of the game protested. No protest of a referee's decision will be considered unless it concerns a question of interpretation of the rules of the game.
- b)      The protest shall be in writing and shall set out the rules/regulations involved, supported by evidence, and shall be signed by the coach and manager of the protesting team.
- c)      If necessary, a hearing shall be convened at the pleasure of the President. In such case, the Secretary shall notify the teams involved and the members of the Discipline & Ethics Committee of the time and place of the hearing.

##### **17.1    General Appeals**

- a)      Any person, player, team, or combination thereof, feeling aggrieved by a decision or conduct of any Member, the Executive Committee, or the Board, or a team official may appeal to the Discipline & Ethics Committee.
- b)      The appeal shall be in writing, addressed to the Secretary, setting out the decision appealed or conduct in question, together with a concise statement of the grounds for the appeal.
- c)      The Secretary shall direct the appeal so received to the Chair of the Discipline & Ethics Committee. The Secretary shall thereafter set a time for a hearing and notify all interested parties of the time and place of such hearing.

- d) The decision of the Discipline & Ethics Committee shall be final and binding on all parties and not subject to further appeal.

**ARTICLE 18 - REPEAL OF PRIOR BY-LAWS**

**18.1 Repeal**

All prior by-laws of the Association are hereby repealed as of the coming into force of this by-law.

**18.2 Provision**

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.

**ARTICLE 19 - EFFECTIVE DATE**

19.1 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.

19.2 The foregoing By-Law No. 1, as amended, is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at the Annual Meeting of Members of the Association duly called and held at Richmond Hill, Ontario, and at which a quorum was present on the 13th day of May, 2013.

\_\_\_\_\_  
Name: Todd Hansen  
Title: President

\_\_\_\_\_  
Name: Mary Parkinson  
Title: Secretary

*(amended May 13, 2013).*