



MIDLAND MINOR HOCKEY ASSOCIATION

BYLAW NO. 1

Updated May 2017

A Bylaw in relation to the conduct of the affairs of the Midland Minor Hockey

Association. BE IT ENACTED as a Bylaw of the Midland Minor Hockey Association.

1. DEFINITIONS

- 1.1 In this Bylaw and all other Bylaws and Resolutions of the Association, unless the context otherwise requires:
- Association: means Midland Minor Hockey Association (or such other name as the Association may in future legally adopt).
 - Board: means the Board of Directors of the Association.
 - HC: means Hockey Canada (or such other name as HC may in the future legally adopt).
 - 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.
 - Director: means an individual who has been elected or appointed to the Board of Directors of the Association.
 - Letters Patent: mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent.
 - Officers: mean the individuals who hold the offices enumerated in Article 11.
 - OHF: means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).
 - OMHA: means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt).
 - 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.
 - MMHA: means Midland Minor Hockey Association.
 - Members: means all classes of membership in the Association as provided for in Section 5.
 - Member in Good Standing: means any person who has paid their membership in full, has no sanctions against them, and has no property belonging to MMHA without permission.
 - Parent/Guardian: refers to 6.1.

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

2. REGISTERED OFFICE, SEAL AND BOUNDARIES

2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.

2.2 The registered head office of the Association shall be in the Town of Midland, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act. The Association may establish such other offices within Canada, as the Board may deem expedient by resolution.

2.3 The Association boundaries shall include: North Everton Road (south side residences) from extension to Midland Bay and from line extending Everton Road to intersection County Road 93 and Golf Link Road. County Road 93 (east side residences) to municipal boundary at 96/97 at Tay Township. Easterly following Midland Municipal Boundary (August 1996) to the Wye River.

3. MISSION OF THE ASSOCIATION

3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth within the Municipality of Midland, the Townships of Tay, Tiny and Georgian Bay including:

- The opportunity for all eligible individuals to participate in recreational house league ice hockey and to provide community based programs, which allow a player to participate in an environment for fun, physical exercise and fair play.
- The development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level.
- To instill in all players, coaches, managers and members of the Association with the MMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play.
- The Association shall be operated without the purpose of pecuniary gain to any of the members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.

4. AFFILIATIONS

The Association shall have the following affiliations - the Association shall be a member of the OMHA, HC and OHF.

5. CLASSES OF MEMBERSHIP

There shall be four (4) classes of membership in the Association:

Active Membership

Parent/Guardian Membership

Lifetime Membership

One Person one class of Membership

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1 Terms and Eligibility

Active Membership

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

All active members, Parents/Guardians and Lifetime Members shall be entitled to notice of and to vote at all meetings of Members of the Association.

Parent/Guardian Membership

Parent/Guardian members shall include all parents and/or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years. Each Parent/Guardian member of a registered player shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

Lifetime Membership

Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Lifetime Members by any member of the Association and the granting of Lifetime Membership must be confirmed by a majority vote of the Board of Directors. Lifetime Membership includes the right to voice, no vote.

The presiding Mayor of Midland shall be the Honorary Lifetime President of the Association. This classification shall have no voting rights.

One Person One Class of Membership

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

6.2 Membership List

Subject to Section 6.7 herein, the Secretary of the Board shall prepare and maintain a list of current Active Members, Parents/Guardian Members, and Lifetime Members. The list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of members shall be used to attend and vote at any meeting of the membership.

6.3 Membership Year

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

6.4 Termination

- Membership in the Association shall not be transferable and shall terminate upon a members resignation or death.
- Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- Members in good standing shall be those admitted to membership and who have paid all required membership fees to the Association. Members whose membership fees are in arrears for a period of three (3) months shall be suspended from membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing. Potential members are not members in good standing until all applicable fees have been paid in full.
- 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. Approval of such a motion shall require a two-thirds (2/3) majority vote in a ballot conducted at a meeting. The members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.
- Removal of Director by Membership Provided that notice specifying the intention to pass such resolution has been given with notice of meeting, eligible voting members of the Association, by a resolution passed by at least two-thirds (2/3) of the votes cast at a General Meeting of members may remove any Director before the expiration of his/her term of office, and by a majority of the votes cast that meeting, may elect any person on his/her stead for the remainder of the term.
- Absenteeism Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board. The President or Secretary must be notified of the absence prior to the meeting.
- Resignation a Director of the Board may resign his or her Directorship by submitting a letter of resignation to the Secretary.

6.5 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 non-refundable but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

6.6 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 and to vote at such General Meeting of the members.

7. MEETINGS OF THE MEMBERSHIP

7.1 Annual General Meeting of Members

The Annual General Meeting shall be held each year before the 31st of May, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting:

- Approval of the agenda
- receiving reports of activities of the Association during the preceding year
- receiving information regarding the planned activities of the Association for the current year
- Appointment of the auditor for the ensuing year
- Consideration of any proposed amendments to the Bylaws of the Association
- transaction of any business which relates to the business of the meeting referred to above, and notice and particulars of which are received by the Secretary, in writing, three (3) weeks prior to the Annual General Meeting
- The election of Officers and Directors to take place prior to the end of February.

7.2 Additional General Meetings of Members

In addition to the Annual General Meeting, a General Meeting of the membership may be called at any time by a resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

7.3 Notice

Annual General Meeting

Notice of the Annual General Meeting to be held before the 31st of May each year shall set out the agenda, including particulars of any other business to come before the meeting. The time and place of the meeting, and such notice, shall be distributed to all members. Such notice shall be posted in all Association arenas at least 30 days prior to the date of the meeting.

Additional General Meetings of the Membership

Notice of any Additional General Meetings of the membership shall be distributed to all members. Such notice shall be posted in all Association arenas within at least fifteen (15) days prior to the date of the meeting.

Error or Omission in Notice

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned meeting, whether Annual or General, shall invalidate such a meeting or make void any proceedings taken at such meeting and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all actions or proceeding taken at such meeting.

7.4 Quorum

A quorum for an Annual General Meeting or General Meeting of the membership shall be a minimum of 9 members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5 Voting Procedures

- a. A majority of votes cast by members entitled to vote, unless otherwise required by the Corporations Act or by the Bylaws of the Association, shall decide every question proposed for consideration at meetings of the membership.
- b. The Chair presiding at a meeting of the membership shall have a vote only in the event of a tie.
- c. At the meetings of the membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot by the Chair or requested by any member entitled to vote. Whenever a vote by show of hands

has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the motion.

7.6 No Proxies

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

7.7 Adjournments

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

7.8 Chair

In the absence of the President and the Vice President, the members entitled to vote and present at any meeting of the membership shall choose another Director as Chair and, if no Director is present or if all Directors decline to act as Chair, the meeting shall be rescheduled.

8. BOARD OF DIRECTORS

8.1 Composition

a) Eligibility

A Director:

- Shall be eighteen (18) or more years of age
- Shall not be an undischarged bankrupt or of unsound mind
- Shall be 1 parent/guardian per family unit

b) Number of Directors

The affairs of the Association shall be managed by a Board of nineteen (19) individuals which consists of four (4) officers and fifteen (15) directors.

c) Term of Office

- The President shall be eligible to be elected or appointed for two (2) consecutive terms of two (2) years each and shall not be eligible for election or appointment to the same Director position for a third (3rd) consecutive two (2) year term.
- The terms of all incumbent Directors at the date of adoption of this Bylaw shall expire and terminate by special resolution of the Board of Directors following the Annual General Meeting prior to May 31 that follows said meeting.

d) Change in Number of Directors

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

9. PROCEDURE FOR ELECTION OF DIRECTORS

9.1 Nominations

The election of Directors shall take place in February. 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 Secretary by January 1st. A nomination form must be completed by all nominees and two (2) nominators who are Members of the Association. Such completed form must be delivered to the Secretary prior to January 31.

9.2 Board Positions

The Board shall consist of the following:

Past President (immediate)

President - Elected for a two (2) year term

Vice President - Elected for a one (1) year term

Treasurer - Elected for a one (1) year term

Secretary - Elected for a one (1) year term

Rep Director - Elected for a two (2) year term

Local League Director - Elected for a two (2) year term

Local League Directors (6-Tyke, Novice, Atom, Pee Wee, Bantam, Midget) - Elected for a one (1 year) term

Tournament Director - Elected for a one (1 year) term

Ice Commissioner - Elected for a one (1 year) term

Equipment Director - Elected for a one (1 year) term

Fundraising Director - Elected for a one (1 year) term

Risk Management Director – Elected for a one (1 year) term

Registration Director – Elected for a one (1 year) term

Sponsorship Director – Elected for a one (1 year) term

President, Vice President, Treasurer and Secretary shall also hold the position of Officer

9.3 Election Procedures

The Chair of the Nominations and Elections Committee shall post in all Association arenas a listing of all individuals who have been nominated for election to the Board of Directors on or before February 10th of each year. Such listing shall identify what position each nominee is seeking.

9.4 Vacancies

Any vacancies occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite applications from the membership for appointment to the vacancy on the Board. The Board shall appoint a replacement Director within thirty (30) days; if possible, after the Board position was vacated.

10. BOARD RESPONSIBILITIES

10.1 Governance: The Board of Directors shall govern the Association in compliance with the objects, powers, Bylaws and Policies of the Association, Rules of Operation and all applicable laws and regulations.

10.2 Board Meetings

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.

Special Board Meetings - Special Board Meetings may be called by the President or Vice President in the absence of the President or on petition in writing to the Secretary signed by any three (3) Directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the meeting or otherwise directed by the President or Vice President.

10.3 Notice of Board Meetings

- a) Notice shall be communicated to all Directors at least seven (7) days in advance of the meeting, unless all Directors agree to the calling of a meeting on shorter notice or the Board Meeting is held on a regular day or date of each month or immediately following a meeting of the Members of the Association.
- b) Notice shall include a tentative agenda in the case of a regular 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 Meetings shall be necessary if all the Directors are present or if those absent signify their consent to the meeting being held in their absence.

10.4 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.

10.5 Adjournment of Board Meetings

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

10.6 Quorum

A quorum of a Board Meeting shall be Half of the elected Board of Directors for current year. No business of the Board shall be transacted in the absence of a quorum (See 9.2 [last bullet])

10.7 Voting Rights

Each Director, present at a Board Meeting, shall be entitled to one vote. The Chair shall have one (1) vote in the event of a tie.

10.8 Voting Procedures

A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favor or against such motion. An abstained vote shall be countered as a no/against vote.

10.9 Remuneration

Directors shall serve without remunerations and no Director shall indirectly or directly receive any remuneration, salary or profit from that position of Director for any service rendered to the Association, provided that the Board of Directors may establish policies related to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Director of the Association.

10.10 Conflict of Interest

- a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration to the nature and extent of the interest at a Board Meeting.
- b) The declaration of a conflict of interest shall be made at a 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 office.
- c) After making such a declaration, no Director shall vote on a contract or transaction or other matter, nor shall he/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.

10.11 Indemnification of Directors

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

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

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

The Association may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

10.12 Confidentiality

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

11. OFFICERS AND RESPONSIBILITIES OF OFFICERS

11.1 Elected/Appointed Directors

The elected Directors shall be the President, Vice President, Treasurer, Secretary, Rep Director, Local League Director, Tournament Director, Ice Commissioner, Equipment Director, House League and/or Local League Directors (6), Fundraising Director, Registration Director, Risk Management Director, and Sponsorship Director.

11.2 Assistants to Officers

The Board of Directors may appoint such assistant(s) to Officers of the Association as the Board may determine by resolution from time to time.

11.3 Eligibility for Office

The President must have served on the Board of Directors for a minimum of the previous two (2) years prior to the election of this position.

The Vice President must have served on the Board of Directors for the previous year prior to the election of this position.

11.4 Term of Office

The elected Officers shall hold office until May 31 unless otherwise stated (refer to 9.2)

11.5 Termination of Officers

Removal for Cause - The Board, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his/her term.

Resignation - Any Officer of the Association may resign his/her office by submitting a letter of resignation to the Secretary of the Association. Upon resignation, the resigning Officer is not eligible to be nominated to return to the Board until the next General Election after a period of 1 full year has passed.

11.6 Vacancies in Office

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

The Board shall fill vacancies in other Offices for the balance of the unexpired terms from among those eligible to serve.

11.7 Responsibilities of Directors

President

The President shall:

- represent the Association in the community
- Act as Chair of the Board, the Executive Committee and at all meetings of the membership.
- exercise general supervision of the Association in accordance with policies determined by the Board.
- be a non-voting member of all committees and subcommittees of the Association
- Report regularly to the Board on all matters of interest
- Delegate tasks as necessary
- President or his/her delegate shall attend all coaches meetings.

Vice President

The Vice President shall:

- assume the duties of the President in the absence for any reason of the President
- monitor adherence by the Board to all existing policies and inform the Board with respect to any inconsistencies between existing policies and a proposed policy
- be available to assist any Director requiring assistance in the completion of his/her functions
- oversee the House League and/or Local League
- ensure that each convenor receives a copy of the referees rule book and OMHA Bylaw #1
- carry out duties as assigned by the Board, the Executive Committee or the President.

Treasurer

The Treasurer shall:

- ensure adherence to and implementation of financial policies in the financial administration of the Association
- ensure the submission of the books of account to the auditor of the Association at the end of the fiscal year
- present a report of the auditor from the previous year and a projected financial position for the current year to the membership at the Annual General Meeting
- evaluate, review and recommend financial policy to the Executive Committee and to the Board
- chair the Budget Committee
- carry out duties assigned by the Board, Executive Committee or the President.

Secretary

The Secretary shall:

- 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 or law, the Letters Patent and Bylaws and Policies and Procedures established by the Board or by the membership
- ensure proper custody of the Associations' corporate seal, corporate minutes and resolutions and other corporate records and documents
- be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association
- ensure that all necessary and appropriate insurance has been purchased
- chair the Registration Committee
- maintain the membership list referred to in Section 6.2
- carry out duties as assigned by the Board, Executive Committee or the President.

Past President

The Past President shall:

- chair the Nominations and Elections Committee
- be available to assist any Director requiring assistance in the completion of his/her functions
- carry out duties as assigned by the Board, Executive Committee or the President.

Rep Director

The Rep Director shall:

- attend the monthly Georgian Bay Minor Hockey League meetings and area regional meetings
- Schedule games and practices for all representative teams and hand schedules out to team officials
- inform the referee in chief, arena, gatekeeper and timekeeper of all games and any changes to games
- make sure team rosters are completed prior to the first league game
- make sure coaches and trainers attend proper clinics for certification
- Responsible to OMHA for all rep, house league and select division
- have a coaches meeting to explain MMHA policies and procedures
- explain Georgian Bay Minor Hockey League policies and procedures
- answer any question asked or find the answer
- make sure players serve their suspensions
- send a copy of game sheets and game changes to league statistician
- carry out duties as assigned by Board, Executive Committee or the President.

Local League Director

The Local League Director shall:

- make and balance teams with the help of the House League/Local League Directors
- make sure team rosters are completed prior to the first league game
- attend monthly Georgian Bay Triangle Local League meetings and area regional meetings
- Hand schedules out to team officials
- inform Ice Commissioner of all local league games and game changes
- make sure all players serve their suspensions
- send a copy of the game sheets and game changes to the league statistician
- check the ice bill from the Town against the ice schedule
- cancel ice time when ice is not needed
- carry out duties as assigned by the Board, Executive Committee or the President.

Tournament Director

The Tournament Director shall:

- head the Tournament Committee
- oversee all MMHA tournaments and ensure they run smoothly
- be familiar with and follow the OMHA Tournament rules and regulations as well as all the OMHA rules and regulations
- handle tournament registrations
- give tournament cheques to the Treasurer to deposit
- send out tournament information, schedules, maps and any other information needed by visiting teams
- set up the tournament format
- carry out duties as assigned by the Board, Executive Committee or the President.

Equipment Director

The Equipment Director shall:

- head the Purchasing and Equipment Committee
- be in charge of the inventory in the equipment room, e.g. sweater, pucks, goal equipment
- be responsible for the cleaning of all sweaters before the season begins in September
- issue locker keys to coaches and collect \$10 fee for each locker key, hand money collected into the Treasurer and collect keys and give money back at seasons end
- keep a record of all purchases made according to the price and place where purchased

- have an MMHA purchase order to accompany all purchases made
- obtain quotes for equipment which must be presented at an MMHA meeting
- ALL PURCHASES MUST BE APPROVED BY THE MMHA EXECUTIVE
- collect all sweaters and goal equipment at the end of the season
- carry out duties as assigned by the Board, Executive Committee or the President.

Six (6) House League Directors

There shall be one (1) House League Director for each division of Tyke, Novice and Atom when teams are playing in-house.

The House League Directors shall:

- Report to the Vice President with any problems
- make up teams and make sure they are balanced.
- make sure team rosters are completed by December
- handle any problems that arise during game time
- make sure game sheets are faxed to the newspaper
- be responsible to help out during your division tournament
- make sure the bench personnel are certified
- know if and when your teams are attending tournaments and exhibition games
- hold a coaches meeting to explain MMHA policies and procedures
- evaluate the players at the end of the season for team placement the following season
- carry out duties as assigned by the Board, Executive Committee or the President.

Six (6) House League Directors

There shall be one (6) House League Director for each division of Tyke, Novice and Atom when teams are playing in-house. There shall be one (1) House League and/or Local League Director for each division of Tyke, Novice, Atom, Peewee, Bantam, and Midget when teams are playing in Local League.

When teams are playing in Local League, the House League and/or Local League Directors shall:

- Report to the Head Local League Director or Vice President with any problems
- make up teams and make sure they are balanced
- make sure team rosters are completed by December 1
- handle any problems that arise during game time
- make sure game sheets are faxed to the newspaper
- be responsible to help out during your division tournament
- make sure the bench personnel are certified
- know if and when your teams are attending tournaments and exhibition games
- hold a coaches meeting to explain MMHA policies and procedures
- evaluate the players at the end of the season for team placement the following season
- set up the playoff format for your division
- make sure medical forms are filled out in case of injury
- make sure your coaches have an MMHA Coaches Manual and an OMHA Bylaw #1
- carry out duties as assigned by the Board, Executive Committee or the President.

Registration Director

The Registration Director shall:

- be in charge of registration
- send out registration information letters to all players
- attend all MMHA registrations
- be responsible for HCR registration, Rep AE, Local league and select rosters
- collect birth certificates for new members
- collect right of choice form where necessary
- oversee that the rosters are completed properly
- make sure all rosters are completed by the appropriate date for each division
- carry out duties as assigned by the Board, Executive Committee or the President.

Sponsorship/Pictures Director

The Sponsor/Picture Director shall:

- find team sponsors
- invoice sponsors, collect sponsorship fees and hand fees collected into the Treasurer
- find tournament sponsors
- change sponsor names on the back of team sweaters when necessary
- get tenders for pictures
- arrange time and location for team pictures

Risk Management Director

The Risk Management Director shall:

- conduct meetings that result from a complaint towards an executive member, coaching staff or association member
- be responsible for contacting and scheduling a meeting with all parties required
- take minutes in order to report to the executive
- select a committee to assist with any disciplinary action
- carry out duties as assigned by the Board, Executive Committee or the President.

If the Risk Management Director is unable to respond to a complaint within 48 hours of the complaint being received, the President (or Vice President – if required), will be responsible to contact the person issuing the complaint to discuss the matter.

12. COMMITTEES OF THE BOARD

12.1 Standing Committees

The following committees shall be standing of the Board:

- Executive Committee
- House League Hockey Operations Committee
- Representative/Local League Hockey Operations Committee
- Budget Committee
- Nominations and Elections Committee
- Ice Scheduling Committee
- Purchasing and Equipment Committee
- Registration Committee
- Tournament Committee

12.2 Nothing in this Bylaw shall be considered to limit the ability of the Directors and Membership of the Association from abolishing or creating Standing Committees by Bylaw or from establishing subcommittees by Directors Resolution as may be desired or required from time to time.

12.3 Executive Committee

The Executive Committee shall be chaired by the President, and shall consist of the Vice President, Secretary, Treasurer, and Past President and shall be responsible for the day-to-day management of the affairs of the Association, including monitoring of all committees to ensure all policies of the Association are being complied with.

The Executive Committee shall:

- during the intervals between the 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 that date of the next Board Meeting. Such action shall not involve the authorization of unbudgeted expenditures, and any action shall be submitted to the Board for ratification at the next meeting.
- review recommendations and proposals prior to their submission to the Board
- present a report regarding the activities of the Executive to the Board
- submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year
- recommend policy to the Board regarding management and administrative issues related to the Association
- Deal with any other matters assigned to it by the Board or by the President.

12.4 Local League Hockey Operations Committee

The Local League Hockey Operations Committee shall consist of the Vice President as Chair and the Local League Directors.

The Local League Hockey Operations Committee shall:

- operate the House League Hockey Programs pursuant to the policies of the Association
- establish and monitor policies relating to the Local League Hockey Operations provided that such policies shall be and remain consistent with all other policies of the Association and approval by the Board
- recruit and train volunteers to perform the functions required to operate the Local League Hockey Operations
- submit to the Budget Committee in each year an estimate of revenues and expenditures for the Local League Hockey Operations Committee for the next fiscal year of the Association
- present a report regarding Local League Hockey Operations to the Board
- appoint committees as required upon Board approval
- recommend policy to the Board regarding Local League Hockey Operations

12.5 Representative/Local League Operations Committee

The Representative/Local League Operations Committee shall consist of the President as Chair, Representative Hockey Director, and the Local League Hockey Director, and Team Managers of Representative and Local League teams.

The Representative/Local League Operations Committee shall:

- operate the Representative and Local League Hockey Programs pursuant to the policies of the Association and League policies
- establish and monitor policies relating to Representative and Local League Hockey Operations provided that such policies shall be and remain consistent with all other policies of the Association and approval by the Board
- recruit and train volunteers to perform the functions required to operate the Representative and Local League Hockey Operations
- represent and promote the interests of the Association in relation to any Representative or Local League Hockey involvement with the Association with any other minor hockey associations or leagues
- submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative and Local League Hockey Operations Committee for the next fiscal year of the Association
- present a report regarding Representative and Local League Hockey Operations to the Board
- appoint committees as required upon Board approval
- recommend policy to the Board regarding Representative and Local League Hockey Operations

12.6 Budget Committee

The Budget Committee shall be chaired by the Treasurer and shall consist of the Vice President, Representative Hockey Director or designate, the Local League Hockey Director or designate and the Ice Commission.

The Budget Committee shall:

- prepare a budget for the Association for the next fiscal year for submission to the Board for approval
- liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the MMHA for purposes of preparing the budget
- finalize schedule of budget submissions from all committees on an annual basis
- recommend policy to the Board regarding financial budgeting and planning

12.7 Nominations and Elections Committee

The Nominations and Elections Committee shall be chaired by the Past President or designate and shall consist of one (1) member of the House League Hockey Operations Committee or designate, the Representative Hockey Director or designate and the Local League Hockey Director or designate.

The Nominations and Elections Committee shall:

- solicit nominations for each Board position which is to become vacant

- shall be responsible for conducting the annual election of Directors in accordance with the provisions contained in this Bylaw
- present a report regarding nominations and elections to the Board
- recommend policy to the Board regarding nominations and elections.

12.8 Ice Scheduling Committee

The Ice Scheduling Committee shall be chaired by the Ice Commissioner and shall consist of the Treasurer, one (1) member of the House League Hockey Operations Committee, the Representative Hockey Director and the Local League Hockey Director.

The Ice Scheduling Committee shall:

- assess the ice requirements for the Association and shall enter negotiations with the Town to meet these needs
- apportion the ice and times in a fair and equitable manner
- work with the Director of House League Hockey Operations, the Director of Representative Hockey Operations and the Director of Local League Hockey Operations in determining the ice budget
- present a report regarding ice scheduling to the Board
- recommend policy to the Board regarding ice scheduling.

12.9 Purchasing and Equipment Committee

The Purchasing and Equipment Committee shall be chaired by the Equipment Director and shall consist of one (1) member of the House League Hockey Operations Committee or designate, and one (1) member of the Representative Hockey Operations Committee, one (1) member of the Local League Hockey Operations Committee, the Tournament Director and the Sponsorship Director.

The Purchasing and Equipment Committee shall:

- recruit and train volunteers to perform the functions required for purchasing and equipment
- maintain an inventory of all equipment owned by the Association
- collect rental fees and security deposits for all goalie equipment leased
- solicit bids and purchase hockey equipment as required
- maintain and repair all equipment owned by the Association
- solicit bids and arrange purchase of awards
- Act as the Purchasing Agent for the Association with respect to all Association purchases
- submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association
- present a report regarding purchasing and equipment to the Board
- recommend policy to the Board regarding purchasing and equipment.

12.10 Registration Committee

The Registration Committee shall be chaired by the Registration Director and shall consist of the Treasurer, the Secretary, and one (1) member of the House League Hockey Operations Committee, the Representative League Director and the Local League Director.

The Registration Committee shall:

- recruit and train volunteers to perform the functions required for registration
- establish registration forms and procedures
- conduct registration for all applicants eligible to participate in Association Ice Hockey Programs
- maintain a register or receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association
- maintain a current registration list of all players including mailing addresses, telephone numbers and parent/guardian names as per PIPEDA. The policy follows the ten (10) Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA)
- supply to the Directors of House League, Local League and Representative Hockey Operations current registration information in a timely fashion
- ensure that all players are registered with the OMHA
- communicate any changes in registration immediately to Directors or other individuals who are affected by such change

- submit to the Budget Committee in each year an estimate of revenues and expenditures of the Registration Committee for the next fiscal year of the Association
- present a report regarding registration operations to the Board
- recommend policy to the Board regarding registration.

12.11 Tournament Committee

The Sponsorship Committee shall be chaired by the Tournament Director and shall consist of the Vice President, all Directors-at-Large, the Tyke Director, the Novice Director, the Atom Director, the Representative Hockey Director and the Local League Hockey Director.

The Sponsorship Committee shall:

- recruit and train volunteers for subcommittees to perform the functions required for tournaments of the MMHA
- set up an accurate recording system covering income and disbursements relating to tournaments for delivery to the Treasurer
- manage and supervise current sponsorship projects
- submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association
- present a financial report to the Board within fourteen (14) days of each tournament
- recommend policy to the Board regarding tournaments
- secure tournament dates for the purpose of sanction applications for the coming season to be submitted to the Secretary by May 31

12.12 Standing Committee Procedure

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

Meetings Each Standing Committee shall meet at the call of the Chair but shall meet not less than three (3) times per year.

Notice of all meetings of Standing Committees shall be communicated to all members of the Standing Committee at least seven (7) days prior to the meeting, except that such notice may be waived by consent of the Standing Committee.

Quorum A quorum for a Standing Committee shall be a majority of the members of the Standing Committee.

Voting Rights each member of a Standing Committee present at a meeting shall be entitled to one (1) vote. In the case of an equality of votes, the Chair shall have a casting vote.

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

Annual Report Each Standing Committee procedure also shall govern an Annual Report of the matters for which it is responsible to be presented to the membership at the Annual General Meeting of the Association.

12.13 Subcommittees

The Standing Committee procedure also shall govern the procedure of all subcommittees of the Association.

13. EXECUTION OF DOCUMENTS

13.1 Execution of Documents

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

13.2 Books and Records

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

14. FINANCIAL YEAR

The financial year of the Association shall terminate on the 30th day of March in each year.

15. BANKING ARRANGEMENTS

15.1 Banking Resolution

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

- operate the accounts of the Association with a bank or trust company
- 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
- Issue receipts for and orders relating to any property of the Association
- authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

15.2 Deposit of Securities

The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon written order of the Association signed by such officer or officers, agent or agents of the Association and in such manner as shall be determined from time to time by resolution of the Board, and such authority may be general or confidential 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.

15.3 Signing Privileges

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by the Treasurer and one (1) of either the President or the Vice President or other agents as determined by resolution by the Board of Directors. Any two (2) of such officers may endorse notes and drafts for collection on account of the Association through its bankers, and endorse notes and cheques for deposit with the Associations bankers for the credit of the Association or the same may be endorsed for collection or for deposit with the bankers of the Association by using the Associations rubber stamp for the purpose. Any one of the officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Association and the Association bankers and may receive all paid cheques and vouchers and sign all the bank forms or settlement of balances and release of verification slips.

16. BORROWING OF THE ASSOCIATION

16.1 Borrowing Power

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

- borrow money on credit of the Association
- issue, sell or pledge securities of the Association, or
- charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchisees 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 Officer or Director of the Association or any other person to make arrangements with reference to the monies so borrowed or to be borrowed as to the terms and conditions of any loan, and as to the security to be given thereof, with the 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.

17. NOTICE

17.1 Computation of Time:

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

17.2 Omissions and Errors

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

17.3 Method of Giving Notice

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

18. PASSING AND AMENDING BYLAWS

18.1 The Board and/or a member in good standing may recommend amendments to the Bylaws of the Association from time to time, to the membership.

18.2 If the Board intends to discuss amendment of the Bylaws of the Association at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than ten (10) days before such meeting. Where such notice is not provided, any recommendation to amend the Bylaws may nevertheless be moved at the meeting and

discussion and voting thereon adjourned to the next meeting for which written notice of intention to pass or amend such Bylaws shall be given.

18.3

- a) A Bylaw or an amendment to a Bylaw recommended by the Board shall be presented for adoption at the next Annual General Meeting of the members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the Bylaw or amendment(s) to the Bylaw to be presented at the meeting of the members.
- b) A motion to amend the Bylaws recommended by the Board or proposed by a member at the General meeting of members called for that purpose must be approved by a two-thirds (2/3) vote of the members present at such General Meeting.
- c) The members at the General Meeting of Members may confirm the proposed Bylaw or amended Bylaw as presented or amend or reject the proposed Bylaw or amended Bylaw.
- d) Any Amendment to the Bylaws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association thirty (30) days prior to the Annual General Meeting.
- e) All members in good standing shall have access to any proposed amendments to the Bylaws seven (7) days prior to the Annual General Meeting at such a place as stated in the original meeting notice.

19. REPEAL OF PRIOR BYLAWS

19.1 Repeal All prior Bylaws of the Association, including the document entitled "Constitution" of the Association are hereby repealed.

19.2 Proviso The repeal of all prior Bylaws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed bylaw.

20. RULES OF PROCEDURE

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

21. EFFECTIVE DATE

This Bylaw shall come into force without further formality upon its enactment after approval by the Members of the Association.

The foregoing Bylaw No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at the North Simcoe Sports and Recreation Center in the Town of Midland, Ontario and at which a quorum was present on the ____ day of _____ 20__.

Chair

Secretary