

# **YORK SIMCOE EXPRESS HOCKEY ASSOCIATION**

## **PRESIDENT CENTERED BY-LAW TEMPLATE**

### **GUIDELINES FOR MEMBER ASSOCIATIONS**

**May 2017**



**YORK SIMCOE EXPRESS HOCKEY ASSOCIATION**

**CONSTITUTION OR BY-LAWS**

**CONTENTS**

1.	Definitions.....	Page 3
2.	Registered Office/Boundaries and Seal .....	Page 4
3.	Mission of the Association.....	Page 4
4.	Affiliation .....	Page 5
5.	Classes of Membership.....	Page 5
6.	Terms of Membership and Eligibility.....	Page 5
7.	Meetings of the Membership.....	Page 7
8.	Board of Directors .....	Page 9
9.	Procedure for Elections of Directors .....	Page 10
10.	Board Responsibilities.....	Page 11
11.	Officers & Responsibilities .....	Page 14
12.	Committees of the Board .....	Page 18
13.	Execution of Documents .....	Page 21
14.	Financial Year.....	Page 22
15.	Banking Arrangements .....	Page 22
16.	Borrowing by the Association.....	Page 23
17.	Notice.....	Page 23
18.	Passing and Amending By-laws .....	Page 23
19.	Repeal of Prior By-laws.....	Page 24
20.	Rules of Procedure .....	Page 24
21.	Effective Date .....	Page 25

# YORK SIMCOE EXPRESS HOCKEY ASSOCIATION

## BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of The York Simcoe Express Hockey Association.

BE IT ENACTED as a by-law of The York Simcoe Express Hockey Association as follows:

### 1. DEFINITIONS

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
- (a) "Association" means York Simcoe Express Hockey Association (or such other name as the Association may in the future legally adopt);
  - (b) "Board" means the Board of Directors of the Association;
  - (c) "CHA" means the Canadian Hockey Association (or such other name as Hockey Canada may in the future legally adopt);
  - (d) "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;
  - (e) "Director" means an individual who has been elected to the Board of Directors of the Association;
  - (f) "Letters of Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
  - (g) "Officers" mean the individuals who hold the offices enumerated in Article 11;
  - (h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
  - (i) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
  - (j) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
  - (k) "YSEHA" means York - Simcoe Express Hockey Association.
  - (l) "Members" means all classes of membership in the Association as provided for in section 5.
  - (m) Member in good standing means:
    - Does not owe money
    - Does not have YSEHA property
    - Is currently not under sanctions under YSEHA
    - Is currently not seeking legal action against The YSEHA

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

## **2. REGISTERED OFFICE/ BOUNDARIES AND SEAL**

- 2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in The Town of Newmarket, 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 Boundaries of the area of governance will be those of the following member associations:
1. Aurora Minor Hockey Association
  2. Bradford West Gwillimbury Minor Hockey Association
  3. East Gwillimbury Minor Hockey Association
  4. Georgina Minor Hockey Association
  5. Newmarket Minor Hockey Association
  6. Schomberg Minor Hockey Association

## **3. MISSION OF THE ASSOCIATION**

- 3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Towns of Aurora, Bradford West, East Gwillimbury, Georgina, Newmarket and Schomberg including:
- (a) YSEHA shall be an advocate for “AAA” hockey and on an ongoing basis, further the development of “AAA” hockey programs by:
    - 1) Encouraging the highest degree of sportsmanship and fair treatment amongst all its members and participants / players and;
    - 2) Actively promoting YSEHA to other hockey organizations and affiliates, community sponsors, civic leaders and the public at large.
  - (b) YSEHA shall continually strive to become an improved hockey organization exemplifying the standard for others to follow;
  - (c) YSEHA is incorporated under the laws of the Province of Ontario under number 853190, being a not for profit association and operating with no primary gain or other benefits to individual members. Revenues and / or benefits to the Corporation shall be used solely for fulfilling its purpose and / or mission.
  - (d) More particularly, YSEHA’s object is to maintain and further advance “AAA” hockey program for the benefit of eligible resident players of OMHA’s YSEHA home centres:
    1. Aurora Minor Hockey Association
    2. Bradford West Gwillimbury Minor Hockey Association
    3. East Gwillimbury Minor Hockey Association
    4. Georgina Minor Hockey Association
    5. Newmarket Minor Hockey Association
    6. Schomberg Minor Hockey Association



Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Board of Directors.

Honorary Members will have a vote and may attend member meetings and by invitation, meetings of the Board and Committees of the YSEHA.

(d) 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, Parent/Guardian Members, and Honorary Lifetime Members. This 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 determine eligibility to attend and vote at any Meeting of the Membership.

6.3 Membership Year

Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime Memberships shall commence on or after September 1<sup>st</sup> of each year, and shall lapse or terminate on the 31<sup>st</sup> day of August next following the date on which such Membership commenced. Executives refer to section 9.2 for eligibility.

6.4 Termination

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members 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.
- c) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members

concerned shall be invited to attend the meeting and to explain their position before the vote is taken.

#### 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 not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

#### 6.6 Right to Vote

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

#### 6.7 Record Date

Individuals, who are Members of the Association at least 21 days in advance of any General or Special Meeting of the Members of the Association, are entitled to notice of and to vote at such Meetings of Members. Any individual who is not a Member at least 21 days in advance of a General or Special Meeting is not entitled to notice of or to vote at such Meetings for which the record date has been established.

### **7. MEETINGS OF THE MEMBERSHIP**

#### 7.1 Annual General Meeting of Members

The Annual General Meeting (AGM) shall be held each year no later than the 31<sup>st</sup> 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;

- (a) Approval of the agenda;
- (b) Approval of the minutes of the previous Meeting of the Membership;
- (c) Receiving reports of the activities of the Association during the preceding year;
- (d) Receiving information regarding the planned activities of the Association for the current year;
- (e) Receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year;
- (f) Appointment of the Auditor for the ensuing year;
- (g) Consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
- (h) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. 21 days prior to the AGM date.
- (i) Election of the new Board.

#### 7.2 Additional General Meetings of Members

In addition to the Annual General Meeting described in Article 7.1, 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

(a) Annual General Meeting:

Notice of the Annual General Meeting shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be provided to Members at the same time as when Members sign commitment letters at try-outs. This letter will be of a different colour than the commitment letter. Members sign two (2) copies and keep the second copy. The date and location of the Annual General Meeting will also be posted on the Association Website.

The signed copy is a record that Members have received notification.

(b) Additional General Meetings of the Membership:

Notice of any Additional General Meetings of the Membership shall be emailed to all Members at the last known email address recorded in the records of the Association. These emails will be distributed through our Survey Monkey software. Such notice shall be posted on the Association Website. The notice shall include date, time and place of the meeting, at least fifteen (15) days prior to the date of the Meeting.

(c) Error or Omission in Notice:

The 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 not invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

### 7.4 Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 25 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 By-laws 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 vote;

(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 is required 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 of or against the motion.



7.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Annual General Meetings and Additional 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 such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

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 the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair. The president can assign the Chair of the meeting to a third party at any time.

## 8. BOARD OF DIRECTORS

8.1 Composition

(a) Eligibility

A Director:

- (i) Shall be eighteen (18) or more years of age;
- (ii) Shall not be an undischarged bankrupt or of unsound mind;
- (iii) Shall be a Member of the Association at the time of his or her election or appointment;
- (iv) Shall remain a Member of the Association throughout his or her term of office.

(b) Number of Directors;

The affairs of the Association shall be managed by a Board, which consists of eight (8) elected Directors and ten (10) appointed Directors.

(c) Term of Office;

- i) The Directors shall be eligible to be elected or appointed for four (4) consecutive terms of two (2) years each and shall not be eligible for election or appointment to the same Director position for a fifth (5<sup>th</sup>) consecutive one (1) year term. Under special circumstances, at times, a Director may be elected for additional terms, if approved by the membership.
- ii) The term of all incumbent Directors at the date of adoption of this Bylaw shall expire and terminate by special resolution of the Board following the Annual General Meeting prior to June 1st that follows said meeting.

(d) Rotation of Directors

- (i) Each year at the May Annual General Meeting (AGM) of Members of the

Association, the Members of the Association shall elect the Directors of YSEHA;

- (ii) In order to implement the provisions of this Bylaw, the term of all incumbent Directors of the Association at the date of adoption of this Bylaw, shall expire and terminate on the date of the May General Meeting next following the date of implementation of this Bylaw.

## 9. PROCEDURE FOR ELECTION OF DIRECTORS

### 9.1 Nominations:

The election of Directors shall take place at the Annual General Meeting (AGM) of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the Secretary 21 days prior to the AGM. Nomination forms will also be posted on the Association Website. A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association in good standing. Such completed form must be delivered to the Secretary no less than 7 days prior to the AGM/election. Nominations will be accepted from the floor only for a vacant position that has no approved candidate.

### 9.2 Board Positions:

The Board shall consist of the following;

- a) Past President - (immediate)
- b) President - Elected - two (2) year term
- c) Vice President - Elected - two (2) year term
- d) Treasurer - Elected - two (2) year term
- e) Secretary - Elected - two (2) year term
- f) Registrar – Elected – two (2) year term
- g) Equipment Director – Elected - two (2) year term
- h) Publicity Director – Elected - two (2) year term
- i) Fundraising Director - Elected - two (2) year term

Every ODD numbered Year:

President  
Treasurer  
Registrar  
Equipment Director

Every EVEN numbered Year:

Vice President / Director of Hockey Operations  
Secretary  
Fundraising Director  
Publicity Director

### 9.3 Vacancies:

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. The Board of Directors may appoint a replacement Director when a suitable

candidate becomes available for the vacant position.

#### 9.4 Termination

##### (a) Removal of Director by Membership

Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term.

##### (b) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

##### (c) Resignation

A Director of the Board may resign his or her Directorship by submitting a letter of resignation to either the President or the Secretary of the Association.

### **10. BOARD RESPONSIBILITIES**

#### 10.1 Governance:

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

#### 10.2 Board Meetings

##### (a) 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 eight (8) times per year.

##### (b) Special Board Meetings

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

#### 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 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.

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

#### 10.6 Quorum

A quorum for a Board Meeting shall be eight (8) Directors and no less than 3 elected directors. For greater clarity, elected directors are President, VP Hockey, Treasurer, Secretary, Registrar, Fundraising, Equipment and Publicity.

#### 10.7 Voting Rights

Each Director, present at a Board Meeting, including the Chair, shall be entitled to one vote, excluding the Ice scheduler, Coach Mentor and the Director of Bingo.

#### 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 favour or against such motion.

#### 10.9 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association. The only exception to this may occur when a current seated Director assumes the role and responsibilities of the ice scheduler, in the absence of a paid ice scheduler filled position.

#### 10.10 Conflict of Interest

- (a) Every Director who directly or indirectly has an interest in a proposed or existing contract or

transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

- (b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.
- (c) After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- (d) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this 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:

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

#### 10.12 Confidentiality

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

### 10.13 Rules of Operation

Notwithstanding any other provision contained in this By-law, the Board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of its members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law. Such prescribed rules and regulations shall have force and effect until the next AGM when they shall be confirmed. In the event of default of confirmation at such AGM the regulations shall, at and from that time, cease to have force and effect.

## 11. OFFICERS & RESPONSIBILITIES OF OFFICERS

### 11.1 Elected/Appointed Directors:

- (a) The Elected Directors shall be the President, Vice-President, Treasurer, Secretary, Director of Fundraising, Publicity Director, Equipment Director and Registrar.
- (b) The Appointed Directors shall be the Referee in Chief, Ice Scheduler, Coach Mentor, Director of Risk Management, Bingo and Home Centre Representatives(5) and shall be appointed following the Annual General Meeting.
- (c) A Director shall not hold more than one Office with the exception of the appointed Ice Scheduler position. A Director may assume the role and responsibilities of the Ice Scheduler should a vacancy come about and only if he/she has previous experience in the position.

### 11.2 Eligibility for Office

- (a) The President and Vice President must have served on the Board for at least two (2) years prior to election to either of these positions.
- (b) The Association shall endeavour to nominate as Treasurer, a Director who has employment experience and skills in accounting procedures.
- (c) The Association shall endeavour to appoint a Risk Management individual who has employment experience in HR, Social Work or related police background.

### 11.3 Term of Office

The elected Directors shall hold Office until the May Annual General Meeting (AGM) held approximately two (2) years after the Directors are elected.

### 11.4 Termination of Directors

#### (a) Removal for Cause

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

#### (b) Resignation

A Director of the Association may resign his or her Office by submitting a letter of resignation to the President or the Secretary of the Association.

#### 11.5 Vacancies in Office

If a vacancy occurs in any Office, or if 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 Director from among the current Board of Directors.

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

#### 11.6 Responsibilities of Directors

(a) President:

The President shall be the Association's Chief Executive Officer who may exercise a vote on all matters. Between meetings of the Executive Board, the President shall exercise this authority towards the fulfilment of the objects of YSEHA and in this regard shall:

- i) Convene and preside over all General Meetings and meetings of the Executive Board;
- ii) Appoint special committee(s) required hereunder and / or at the request of a general Meeting, or the Executive, or at his / her discretion subject to the approval of the Executive;
- ii) Be an ex-officio voting member of all committees;
- iii) Maintain supervision over all activities of YSEHA Officers, Representatives to / under this constitution and bylaws;
- v) Be an executive signing authority for YSEHA;

(b) Vice President / Director of Hockey Operations:

The Vice-President shall exercise the executive authority necessary to complete the duties requested or designed hereto and further in the absence of the President or in the event of the President's inability to act, the Vice-President shall have, and exercise all the powers of the President.

In addition to the above, the Vice President shall:

- i) Use his / her executive authority to enforce all written policies and maintain supervision over all matters involving hockey operations;
- ii) Act as YSEHA's liaison (contact person) between YSEHA and the OMHA;
- iii) Serve as YSEHA's representative on the Eastern 'AAA' Hockey League (ETA) Executive;
- iv) Act as Chair of the Discipline Committee;
- v) Act as Chair of the Coaches Selection Committee
- vi) Implement and enforce all OMHA Risk Management Programs;
- vii) Assist as requested with implementation of Risk Management Programs;
- viii) Liase with Referee in Chief.

(c) Treasurer:

The Treasurer shall be responsible to maintain accurate records of all financial transactions of YSEHA.

The Treasurer's duties shall be to:

- i) Receive and deposit all revenues into the account(s) of YSEHA;
- ii) Monitor all disbursements wherein payments shall be made upon an invoice(s) being submitted and only by cheque signed by two authorizing Officers;
- iii) Provide the Executive a monthly financial report;
- iii) Serve as Chair of the Budget Committee;
- v) Ensure that a year-end auditor's report will be available to members in attendance at YSEHA's AGM;
- vi) Review team budgets;
- vii) Be a signing authority for YSEHA.

(d) Secretary:

The Secretary while holding office shall be the custodian of YSEHA's official records.

The Secretaries' duties shall be to:

- i) Attend General Meeting and Executive Meetings for the purpose of taking notes on all matters to be included as minutes;
- ii) Prepare a draft copy of the minutes for consideration and approval at the next meeting;
- iii) Receive, distribute and / or respond to correspondence as may be necessary or appropriate;
- iv) Provide notices of meetings and the business to be considered as required hereunder;
- v) Maintain up-to-date contact list of all Executive Members and Team Officials which is to be available upon request after the start of the official season;
- vi) Provide such other general secretarial duties as may be required hereunder;
- vii) Upon leaving office, forward all records to the successor Secretary or YSEHA's President;
- viii) Be a signing authority for YSEHA.

(e) Past President:

The Past President shall:

- i) Be available to assist any Director requiring assistance in the completion of his or her functions;
- ii) Carry out other duties as assigned by the Board, Executive Committee, or the President;
- iii) Supervise Executive fundraising / sponsorship activities;
- iv) Provide guidelines when appropriate, on fundraising activities for individual teams.

(f) Publicity Director:

The Publicity Director shall be responsible for promoting the YSEHA and the preparation, placement and / or distribution of YSEHA communications, which are appropriately required hereunder.

In this regard the Publicity Director shall:

- i) Subject to the approval of the Executive, develop a program of publicity to promote the activities of YSEHA to its member home centres and their communities;
- ii) Solicit and utilize team write-ups and information on YSEHA activities for press releases and other purposes hereto;
- iii) Serve as Chairperson of the Communication & Publicity Committee.



- (g) Coach Mentor:  
The Coach Mentor shall be responsible for further developing our coaches to the next level as well as work with coaches on further development of our players.

The Coach Mentor shall:

- i) Recommend to the board the committee members that shall sit on the coach's selection for board approval.
- ii) Actively attend games and practices and provide verbal as well as written documentation on observations. This is to develop the coach but also as input into coaching selection.
- iii) Shall develop guidelines and programs for player development.
- iv) Provide to the coaches selection committee a report on each coach from the past season that has reapplied again.

- (h) Fundraising Director:  
The Fundraising Director shall be responsible to ascertain an approximate amount of revenues to be received from fundraising and / or sponsorship activities.

The Fundraising Director shall:

- i) Supervise Executive fundraising / sponsorship activities;
- ii) Provide guidelines when appropriate, on fundraising activities for individual teams;
- iii) Carry out other duties as assigned by the Board, Executive Committee, or the President.

- (i) Registrar:  
The Registrar shall be responsible for the registration of players and other participants accepting an official position under the jurisdiction of YSEHA.

The Registrar shall:

- i) In consultation with the Vice President develop and maintain a system of record keeping and / or procedures determining eligibility for tryouts, player 'cuts' and / or issuing of waivers, letters of offers(s) acceptance(s) as a member of a YSEHA team and all financial matters related thereto;
- ii) Maintain a record of registration-related activities;
- iii) Within thirty (30) days after the start of the ETA season have available a list of team officials and their players, a list of members in good standing (or otherwise);
- iv) Provide a list of names of players from each home centre who have participated in tryouts and those who have accepted a position on a YSEHA team;
- v) Be responsible for accounting and reconciling registration monies;
- vi) Be responsible for obtaining appropriate player and team official insurance.

- (j) Equipment Director:  
The Equipment Director shall be responsible for the purchase, distribution and return of all designated YSEHA equipment.

The Equipment Director shall:

- i) Minimize product costs by bulk purchases and obtaining up to three written quotes wherever possible;
- ii) Act as purchasing agent when authorized by the Executive.

- (k) Home Centre Representative:

The Home Centre Representative(s) upon his / her appointment letter being received and noted in the minutes of an Executive Meeting, the Executive may designate the named Representative a member of the Executive Board. Upon being so designated, the Representative's duty shall be to attend all meetings, participate in debate and exercise his / her vote as may be required hereto.

The Home Centre Representative shall:

- i) Act as a liaison between his / her home centre and YSEHA and report matters of mutual interest to the monthly Executive Meetings of both the home centre and those of YSEHA;
- ii) Help facilitate the registration requirements of players from his / her home centre;
- iii) Post notices and / or otherwise advise the home centre Executive and their members of YSEHA activities including try-outs which shall include dates, times and locations.

(l) Ice Scheduler:

The Ice Scheduler shall be responsible for the attainment and allocation of all ice facilities required by YSEHA.

The Ice Scheduler shall:

- i) Negotiate all annual ice use agreements / contracts within budget;
- ii) Distribute fairly, the ice requirements for tryouts, team practices, team (home) games etc.;
- iii) Act as YSEHA's representative for determining the ice schedules for all league (ETA) and Playoff games;
- iv) Co-ordinate the scheduling of game officials with YSEHA's Referee-In-Chief.
- v) If this position receives compensation, then the individual will not have a vote on the board.

(m) Director of Risk Management:

The Director of Risk Management shall be responsible for the handling complaints / concerns for either parents or other members of YSEHA.

The Director of Risk Management shall:

- i) Handle complaint for both parents and other members of the YSEHA;
- ii) Develop policies that the YSEHA can and will use going forward on how to streamline the complaint process;
- iii) Act as YSEHA's representative for / between parents and coaching when required.

## **12. COMMITTEES OF THE BOARD**

### **12.1 Standing Committees:**

The following committees shall be Standing Committees of the Board:

- (a) Executive Committee;
- (b) Representative Hockey Operations Committee;
- (c) Budget Committee;
- (d) Nominations and Elections Committee;
- (e) Purchasing and Equipment Committee;
- (f) Registration Committee;

(g) Fundraising Committee.

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

12.3 Executive Committee:

(a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary and the Treasurer. The Secretary 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.

(b) The Executive Committee shall:

- i) 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 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;
- ii) Review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
- iii) Present a report regarding the activities of the Executive Committee to the Board;
- iv) Submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
- v) Recommend policy to the Board regarding management and administrative issues related to the Association;
- vi) Deal with any other matters assigned to it by the Board or by the President.

12.4 Budget Committee:

(a) The Budget Committee shall be chaired by the Treasurer and shall consist of two (2) other members.

(b) The Budget Committee shall:

- i) Prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
- ii) Liase with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
- iii) Finalize schedule of budget submissions from all committees on an annual basis;
- iv) Recommend policy to the Board regarding financial budgeting and planning.

12.5 Nominations and Elections Committee

(a) The Nominations and Elections Committee shall be chaired by the Past President and shall consist of two (2) other members. In the absence of the Past President the current President will chair the committee.

- (b) The Nominations and Elections Committee shall:
  - i) Solicit nominations for each Board position, which is to become vacant including nominations for each Annual General Meeting;
  - ii) Be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
  - iii) Submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association;
  - iv) Present a report regarding Nominations and Elections to the Board;
  - v) Recommend policy to the Board regarding Nominations and Elections.

12.6 Purchasing and Equipment Committee:

- (a) The Purchasing and Equipment Committee shall be chaired by the Equipment Director and shall consist of two (2) other members.
- (b) The Purchasing and Equipment Committee shall:
  - i) Recruit and train volunteers to perform the functions required for purchasing and equipment;
  - ii) Maintain an inventory of all equipment owned by the Association;
  - iii) Collect rental fees and security deposits for all goalie equipment leased;
  - iv) Solicit bids and purchase hockey equipment, as required;
  - v) Maintain and repair all equipment owned by the Association;
  - vi) Solicit bids and arrange the purchase of awards;
  - vii) Act as the Purchasing Agent for the Association with respect to all Association purchases;
  - viii) 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;
  - ix) Present a report regarding purchasing and equipment to the Board;
  - x) Recommend policy to the Board regarding purchasing and equipment.

12.7 Registration Committee

- (a) The Registration Committee shall be chaired by the Registrar and shall consist of two (2) other members.
- (b) The Registration Committee shall:
  - i) Recruit and train volunteers to perform the functions required for registration;
  - ii) Establish registration forms and procedures;
  - iii) Conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
  - iv) Maintain a register of 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;
  - v) Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
  - vi) Ensure that all players are registered with the OMHA;
  - vii) Communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
  - viii) 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;
- iviii) Present a report regarding Registration Operations to the Board;
- x) Recommend policy to the Board regarding registration;

## 12.8 Standing Committee Procedure

- (a) All Standing Committees shall comply with all by-laws, 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 requirements of the OMHA, the OHF, the CHA, and, if applicable, any other hockey organizations with which Association teams are participating.

- (b) Meetings:

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

- (c) Notice:

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 all Members of the Standing Committee.

- (d) Quorum:

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

- (e) Voting Rights:

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

- (f) 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 by the Board.

- (g) Annual Report:

Each Standing Committee shall prepare 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.

## 12.9 Sub-Committees and Ad Hoc Committees

The Standing Committee procedure also shall govern the procedure of all sub-committees and ad hoc committees of the Association.

## 13. EXECUTION OF DOCUMENTS

13.1 Execution of Documents:

The Board may from time to time appoint any Director 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 By-laws 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**

14.1 The financial year of the Association shall terminate on the 31<sup>st</sup> 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 corporation carrying on a banking business that the Board has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- (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.

15.2 Deposit of Securities

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

15.3 Cheque signing. Any two (2) of the following signing officers can sign cheques. Every cheque must

have 2 signatures. The signing officers are the Treasurer, the President and the Secretary.

## **16. BORROWING BY THE ASSOCIATION**

### **16.1 Borrowing Power:**

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

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

### **16.2 Borrowing Resolution:**

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

## **17. NOTICE**

### **17.1 Computation of Time:**

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

### **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 the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat. It will be the responsibility of each member to notify the association of any address changes.

### **17.3 Method of Giving Notice:**

Such notice shall be provided to Members at the same time as when Members sign commitment letters at try-outs. This letter will be of a different colour than the commitment letter. Members sign one (1) copy and keep the second copy

## **18. PASSING AND AMENDING BY-LAWS**

- 18.1 The Board and a member in good standing may recommend amendments to the By-laws of the Association from time to time, to the Membership.
- 18.2 If the Board intends to discuss amendments of the By-laws 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 By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.
- 18.3 (a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
- (b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote (2/3's) of the Members present at such General Meeting.
- (c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
- (d) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.
- (e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

## **19. REPEAL OF PRIOR BY-LAWS**

19.1 Repeal:

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

19.2 Proviso:

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

## **20. RULES OF PROCEDURE**

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



## 21. EFFECTIVE DATE

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

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at Ray Twinney, in the Town of Newmarket, Ontario, and at which a quorum was present on the 23rd day of May, 2012.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary