

**THE CONSTITUTION**  
*{comprised of the Charter (Letters Patent),  
By-Laws, Policies, Rules and Regulations}*  
**OF**  
**AURORA MINOR HOCKEY**  
**ASSOCIATION**

*A COMPANY INCORPORATED*  
*UNDER THE LAWS OF THE PROVINCE OF ONTARIO*  
*BY STATUTE AUTHORITIES GRANTED*  
*BY THE QUEEN AND SET OUT IN THE*  
*CORPORATIONS ACT, R.S.O. 1990, c.C.38, Part III,*  
*as amended by 1992, c.32, Section 6, and amendments thereto:*

**January 1, 2013**

*Published January, 2013*

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<b>PREFACE</b>	

Aurora Minor Hockey was first organized and became part of the Ontario Minor Hockey Association as a recognized group in the early 1970's. Prior to that time as is attested to not only by the citizens who habituate hockey games and tournaments in Aurora and yet have no children actively involved at present, and by the many team and individual pictures mounted in the main mezzanine of Aurora Community Centre, Arena #1, or by the innumerable banners and trophies won by Aurora hockey teams over many years, hockey was actively pursued and enjoyed by many individuals and teams in Aurora for many years.

Most people consider the epitome of any sport organization the playing of that sport professionally. Generally a professional league or playing a sport professionally indicates attainment of the highest level of proficiency. Hockey has a myriad of professional playing levels, often commencing for players under the age of majority in junior age level leagues and culminating in the National Hockey League. Although it now appears to be a structured and interdependent system that allows children of age 4 or 5 years to commence playing and learning and enjoying hockey to reach professional playing status if possible or desired by the individual player, it must be recognized that it was only since the early 1960's that a "system" was developed and recognized in Canada and more particularly Ontario. Prior to Centennial Year (1967) although there were leagues, playing camps, etc., there was no overall structured organization developed as there is now. That overall structure was often initiated or encouraged by professional teams; abandoned for periods of time by the same professional teams and encouraged by the Ontario Recreation Association during the 1950's and 1960's. At that time the Recreation Association was staffed by volunteers across Ontario many of whom were municipal politicians (again volunteers at that time) who recognized that with more and more children entering schools each year, programs for their leisure time had to be developed. By 1967 this was reflected in most Ontario municipalities by their establishing or having recreation commissions or committees and even hiring full-time staff to develop, administer and present recreational programs to the community at large.

Because of the innate acceptance of hockey in Ontario, it became one of the major programs instituted by most Ontario municipalities. However as with any growing organization there were pitfalls, mistakes and even outright "fighting" between organizations having similar goals. Thus it was early in the 1970's before hockey throughout Ontario was regulated under a recognized structure. Aurora had a large and active presence

within a recognized group by 1970, and more and more involvement and organization followed. The organization expanded more and more rapidly because of growth of the municipality in the late 1980's, and the leaders of Aurora Minor Hockey incorporated the group as Aurora Minor Hockey Association (AMHA) in 1989.

Incorporating the organization created a legally recognized entity known in Ontario as a non-share company (that is, it has members not shareholders) which is often referred to as a "non-profit organization" or a "not-for-profit organization". Either of the name tags "non-profit" or "not-for-profit" is not technically correct. That is, any company is created to make, earn or garner money, or make a profit. In a company such as AMHA, the money made can only be used or spent on achieving the purposes, goals or programs of the company, and cannot be utilized for the personal gain of members, or any one member, in the company.

Although most minor sport programs are part and parcel of incorporated companies in the 1990's, one must realize and recognize that the development of an organization by volunteers takes many years and it becomes a "big" step to incorporate. It is only when a great number of members of a group with similar or like interests or objects, create an organization, that certain members will become concerned about personal liability, and other members will wish the organization become more definite or permanent than a mere unincorporated group of individuals. At that time the group will apply for incorporation.

Prior to 1982 in Ontario there was only one statute allowing incorporation. During 1982 the government of the day legislated a new statute which allowed incorporation of companies for "business" purposes only. Thus from that time forward there has been the *Corporations Act* and the *Business Corporations Act*. Aurora Minor Hockey applied for incorporation under the *Corporations Act* and under Part III of that *Act*, which indicates the company formed is a "non-share" or "not-for-profit" company.

There are major advantages to incorporation and several of these are listed below, with an unincorporated group called an "organization"; an incorporated group called a "company":

(a) An organization is not recognized as having any legal existence apart from the members of which it is composed. It cannot enter into contracts or sue or be sued in its' own name. All of the members of the group can be sued in what is called a representative action, but it is usually the so-called directors of an organization who are sued. Their cars, houses, etc. are at risk if they are sued and judgment awarded against them.

The members of a company do not have liability for the company nor do others made members the company. The *Act*, s. 122 specifically states directors, as well that members, cannot be liable for corporation liabilities.

(b) An organization cannot hold real estate in it's own name but only through trustees. Often this is inconvenient as trustees move, die, resign or may have to be replaced. On the other hand a company has perpetual succession and never dies. Although both the *Interpretation Act* and section 274 of the *Act* state that every corporation is a "natural person", provided there are three



directors and members, the corporation continues, separate and apart from all of the persons who have been members and directors over the years.

(c) In an organization, it is never clear what the relationship is between the members, directors or officers. In a company, the *Corporations Act* allows the individuals to apply for a charter or Letters Patent; approve by-laws under the Letters Patent; to accept members; to do all the acts of a natural person. The relationship between members and the corporation is very clearly a contractual arrangement wherein the member applies for membership and in so doing agrees to follow the by-laws and regulations of the corporation. If the corporation accepts the applicant as a member by accepting the dues and fees of the applicant, the corporation is also agreeing to follow the same by-laws and regulations. Since this relationship is contractual, part of the contract is that members will not sue other members, directors or officers, and vice versa, when such individuals are acting in their role as a member, director or officer.

(d) In an organizations, some individual or all of the members, when they raise funds regardless of the reason for which the funds are raised, are responsible in law for the taxes on such funds as the funds are income. Again, the only manner by which this situation can be overcome is with the use of trustees, if a banking institution will allow trustees to hold accounts.

A company can open its own bank accounts and carry out other transactions or financial actions, in the name of the corporation. Thus no individual is responsible for any income. Further, a non-share corporation is not taxable for income raised or made provided the funds are expended on the "objects" of the corporation which objects are set out in the Letters Patent as granted by the Minister.

Further, no individual is entitled, nor can any member, director or officer be paid for their services as a director or member. This does not mean that any director, officer or member cannot have reasonable expenses paid for by the corporation if the expenses were made on behalf of the corporation. But if for example the corporation makes a profit of \$50,000.00 in one year, those funds cannot be split up between the directors, or distributed to any individuals; the funds must be expended on the corporations' objects which, for AMHA, is the furtherance of hockey in Aurora.

The organization now known as Aurora Minor Hockey was formally organized April 20, 1970 and registered as such in the Ontario Minor Hockey Association. It established its' own rules in a so-called constitution and had amendments to those operating rules each year to 1976.

One of the major, purposes in AMHA joining OMHA was to settle the playing rules for various levels of hockey as those rules became more and more standardized. You will note there is an entire by-law and schedule in this constitution setting out the "playing rules" and those rules are set for various levels of play and have been amended from time to time, often as many times as the "constitution" has been amended.

The organization, after additional "constitutional" changes in 1981, 1982, 1983, 1984, and 1986,

Aurora Minor Hockey Association

was incorporated September 21, 1988. After incorporation there were amendments to the organizational rules in 1992, 1993, 1994, 1995 and 1998, at which time the existing "constitution" was organized appropriately, as set out herein.

A "Constitution" can only exist for a nation or country; a "constitution" as this document is called is really a compendium of various rules and agreed operational methods. The different "rules" making up the constitution are set out below, and each is described as to what entity in the corporation may make and/or approve the rule and how such a rule can be amended or changed.

## ***CONSTITUTIONAL ELEMENTS***

### **I        LETTERS PATENT**

The Letters Patent of Aurora Minor Hockey Association (hereafter called AMHA, or the Corporation) are included on the six pages following this Preface. Of note are the 1st and 2nd pages which set out the restrictions set by the Minister of Consumer and Commercial Relations on or for the Corporation. Of further particular note and more importantly, the objects of the Corporation are set out on page four of the Letters Patent, and being four (4) in number.

Those objects on page 4 describe what all endeavours of all members in the Corporation must be directly or indirectly designed to accomplish. Provided the Corporation directs its' efforts towards the attainment of such objects, it will remain in good standing as a Corporation (and provided there are a minimum of three directors and members).

The Minister of Consumer and Commercial Relations is empowered by the Legislature to grant Letters Patent, and one must apply for such a charter, and the Minister in his or her wisdom will grant the charter or not. The powers of the Minister are set out in the *Corporations Act*, R.S.O. 1990, c. C. 38, and all of the powers of the Corporation as well are set out in the *Act*. Any reference throughout the materials to the *Act* are referencing that statute.

Throughout this document one must remember the order of rules. The *Act* is the basic document with some 300 sections applicable to AMHA, most if not all of which are not printed or set out in this document. However, all provisions of that statute still apply to AMHA. Thereafter the rules set out herein, namely Letters Patent, By-laws, Policies and Rules apply in that order or precedence.

Since the Letters Patent are the basis and proof of existence of AMHA it is the most difficult to amend. To do so the directors must approve the amendment by special resolution, which means by two thirds of the votes cast at a Board of Directors meeting. Thereafter, the directors must conduct a member meeting for which the members have been advised that the amendment will be presented for consideration. The members must also approve any change or amendment to the Letters Patent by special resolution.

Once the approvals within the Corporation have been gained, the Corporation must complete specified forms; pay a specified fee; and submit the amendment to the Minister for approval. Only when

the Minister grants the amendment is such amendment in force and effect. For that reason the objects are very general in nature, really so they never, it is hoped, have to be amended.

## **II By-laws**

The *Act* sets out 43 matters for which a Corporation may prescribe by-laws, and by-laws are the main "building blocks" of the Corporation.

The reason by-laws are the main instrument for designing, structuring and setting out the organization of AMHA, is that the right to set such rules arises from the *Act* itself, and once set there is a particular procedure which is somewhat extensive and cumbersome to be followed to amend a by-law. The difficulties to amend a by-law are designed in the *Act* to be somewhat difficult.

The Board of Directors must approve any amendment to the by-laws by special resolution, that is by a two thirds majority of the votes at a Board meeting. Although the amendment has immediate force and effect, the Board of Directors must present the amendment to the members at the next regular member meeting, or must call a special member meeting to consider the amendment. If the members do not ratify the amendment, it then has no further force and effect, forthwith.

A Board of Directors may feel very strongly that an amendment is required for the Corporation to properly carry out some duty or responsibility. Therefore, the Board of Directors can again amend the by-law by special resolution of the Board. However, the second time an amendment is made by the Board, it does not have force and effect until approved by the members by special resolution.

Therefore one can note that to amend by-laws is expensive and time consuming, and avoided if possible, so that members know the parameters of the organization and its' operations. For those reasons the by-laws are more explicit and detailed than the objects, but also remain sufficiently general that the corporation need not make amendments on a regular basis.

### **III Policies**

Policies are statements by the Board of Directors setting out the rules, and attitude to be followed in applying the rules, as set out in and under the by-laws. For that reason, the rules included in policies are not quite as strong as by-laws themselves, but cannot be changed by regular resolution.

Policies, or Policy Statements, must be approved by the Board of Directors by special resolution, that is by a two thirds majority of the votes cast. Further, the Board of Directors must inform the members of a change in a policy.

It should be noted that at each annual meeting of the Corporation a "general motion" will always be presented asking the members to approve all acts, actions, policies, rules, regulations and similar matters properly approved by the Board of Directors. This motion is made so that all existing policies and rules or regulations continue from one year to the next, without having to be approved individually by the new Board of Directors each year. The motion does not prejudice members, as there is in the by-laws a specific manner set out for members to propose amendments to by-laws, policies and regulations, so approving policies and regulations or rules in a general motion just means everyone knows the existing rules and they continue from one year to the next until the Board and/or members change or amend them.

### **IV Rules/Regulations**

Rules and Regulations as referred to in this constitution are synonymous. If the Board of Directors approves by regular majority vote a "rule" that is all that is required to set the rule. However, if there are a series of rules about the same matter, often the set of rules is called a regulation. In either case it should be noted that the Board of Directors can make or change any rule or regulation by a simple majority of votes cast at a Board meeting. No other step is required to set or amend a rule or regulation.

Rules and Regulations are also approved annually by members to signify their acknowledgment of such rules. Thus the last paragraph under Policies also applies to Rules and Regulations.

## **V GENERAL DUTIES OF DIRECTORS AND MEMBERS**

### **V.A Members**

A member of the Corporation is an individual who applies to become a member and is accepted by the Board of Directors as a member. The individual may be of any age or sex and depending on the purpose and reason the individual wishes to join the Corporation, the Board of Directors will place the applicant into one or more membership classes. For more particularity those classes and their qualifications or attributes are set out in the by-laws.

However, under general duties, a member is expected to actively participate in specific or all activities of the Corporation, and depending on the class of membership is entitled to do so. One important duty and responsibility as a member is to attend member meetings and become cognizant of what transpires in the Corporation.

When a member does attend a meeting and is entitled to vote, the member is entitled to vote for whatever he or she desires, regardless of how biased, prejudicial or self-interested such vote may be. That is the right of a member, and all the rules of the Corporation, be they in the *Act*, the by-laws, policies or regulations are structured to allow a member to vote in his or her own best interests.

This is an important right accorded members, and should be exercised whenever possible. Again, generally the rules set out what a vote must be as to number, to effect change or approve a course of action. Although the rules allow and expect a member to vote in his or her own best interests, the rules and the law also allow and expect members to follow and carry out the "approved" result of the vote in a proper and courteous manner; that is the majority vote sets the rule.

## **V.B Directors**

A director is a member prior to his or her election as a director. Unfortunately, once elected, the other members often expect the newly elected director to still act as a member; in some instances, even the newly elected director appears to believe it is appropriate to act as a member might or would.

Such is not the case, and directors must be aware, as should members, that a director may be held legally liable and responsible for acting improperly as a director.

A director must always act for the good of the Corporation. It does not matter what the personal opinions or feelings of a director may be, but when a director is at a Board meeting considering matters and voting, his or her voting, must, to the best of their ability and experience, be cast in a manner which assists or is the best for the Corporation.

This often means that a directors may vote one way in a Board meeting, and in another manner in a member meeting. The reason this peculiar situation may arise is that as a director the person must vote for the good of the Corporation; for other personal reasons he or she may not like the rule or result, but in a member meeting, and when voting as a member, the director/member may vote in a personal, biased or self-interested manner.

## **V.C. Confidentiality**

All members must realize that directors must maintain confidentiality as to what transpires at a Board of Directors meeting. The only matters which a director may state, are those motions approved and printed, in the minutes of a meeting.

A director may be removed from office if he or she proceeds to relate to their spouse or best friend, who voted how or for what reasons at a Board meeting. Not only is such confidentiality required

and set out in the by-laws of AMHA, it is also a requirement and standard required by the *Act*.

Any statements as to Board actions after a Board meeting will be published in the minutes, or made by the President in an appropriate manner. Members can assist the volunteers who assume the roles of director or for other responsibilities by not requesting information which prejudices the director or officer, or may even result in the removal of that director or officer as such.

## ***NOTATION***

*Throughout this document, by-laws are prefaced by a number (xx.yy.zz) where X is the by-law number; y is the section number; z is the sub-section number. Policies are notated similarly save and except a Policy is prefaced by "P"; Rules or Regulations are similarly notated but prefaced with "R".*

## ***LETTERS of PATENT***

\* \* \* \* \*

## LETTERS PATENT

Ontario Corporation  
Number

781546

Numero ontarien de  
l'association

### Letters Patent

By virtue of the powers vested in me under the Corporations Act, I do by these Letters Patent issue a charter to the applicants named in the application attached hereto and which forms part of these Letters Patent constituting them a corporation without share capital under the name

### Lettres patentes

En vertu des pouvoirs qui me sont conférés par la Loi sur les compagnies et associations j'accorde par les présentes lettres patentes une charte aux requérants dont les noms figurent dans la demande ci-jointe qui fait partie intégrante desdites lettres patentes les constituant en association portant le nom de

### AURORA MINOR HOCKEY ASSOCIATION

The Letters Patent are subject to the following terms and conditions:

- (a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.
- (b) The corporation is prohibited from occupying and using a house, room or place as a club, which, except for the provisions of paragraphs 179(2) (a) and (b) of the Criminal Code (Canada), would be a common gaming house within the meaning of "common gaming house" as appears under subsection 179(1) of the Criminal Code (Canada), and if it is made to appear to the satisfaction of the Minister that the corporation purports to so use a house, room, or place, these Letters Patent may be cancelled by and in the discretion of the Lieutenant Governor.
- (c) If it is made to appear to the satisfaction of the Minister that the premises occupied by the corporation are equipped, guarded or otherwise constructed or operated so as to hinder or prevent lawful access to and inspection of such premises by police or fire officers or are found fitted or provided with any means or contrivance for playing any game of chance or any mixed game of chance and skill, gaming or betting or with any device for concealing, removing or destroying such means or contrivance these Letters Patent may be cancelled by and in the discretion of the Lieutenant Governor.

Les lettres patentes sont soumises aux modalités suivantes:

- (a) L'association poursuivra ses activités sans objectif de profit pour ses membres et tous les bénéfices ou la plus-value revenant à l'association seront utilisés de façon à promouvoir ses objets.
- (b) Il est interdit à l'association d'occuper et d'utiliser une maison, une salle ou un local à titre de club qui, à part les exceptions données aux alinéas (a) et (b) du paragraphe 2 de l'article 179 du Code criminel (Canada), serait une maison de jeu au sens donné à "maisons de jeu" au paragraphe 1 dudit article 179 du Code criminel (Canada) et si il appert de façon satisfaisante au ministre que l'association semble utiliser une maison, une salle ou un local à cette fin, le Lieutenant-gouverneur a toute latitude d'annuler les présentes lettres patentes.
- (c) Si il appert de façon satisfaisante au ministre que les locaux qu'occupe l'association sont équipés, protégés ou encore construits ou gérés de manière à entraver ou à empêcher leur accès en toute légalité et leur inspection par la police ou par les pompiers ou s'ils sont munis de moyens ou de dispositifs permettant de jouer à un jeu de hasard ou à un jeu de hasard et d'adresse ou de faire des paris ou si on trouve qu'ils sont munis d'un système quelconque permettant de cacher, ôter ou détruire de tels moyens ou dispositifs, le Lieutenant-gouverneur a tout loisir d'annuler les présentes lettres patentes.

07187031/681

02.8



(d) Nothing in these Letters Patent shall be construed as a grant of a licence within the meaning of subsection 179(2) of the Criminal Code (Canada).

(e) The corporation shall not maintain a clubhouse or similar premises

(d) Rien dans les présentes lettres patentes ne peut être interprété comme l'octroi d'un permis au sens du paragraphe 2 de l'article 179 du Code criminel (Canada).

(e) L'association ne devra pas avoir de club ou autres locaux semblables

Dated Date September 21 septembre 1988.

William Wrye

Minister  
Ministre

Per:par

Henry H. Ozolins  
Director/Directeur

07147/02:881

02.9







6. The objects for which the corporation is incorporated are:

1. To foster and encourage the sport of hockey within the Town of Aurora and any other territory of which it may be given control by the Ontario Minor Hockey Association or such other hockey organizations as it may become affiliated with.
2. To organize and conduct hockey competition from time to time.
3. To foster among its members, supporters and players a community spirit.
4. To have and to exercise supervision and direction over all players participating under it.

02.11



7. The special provisions are/Dispositions particulières: for the further attainment of the objects aforesaid, the powers of the corporation are:
1. The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.
  2. The directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his duties.
  3. The borrowing power of the corporation pursuant to any by-law passed and confirmed in accordance with section 59 of the Corporations Act shall be limited to borrowing money for current operating expenses, provided that the borrowing power of the corporation shall not be so limited if it borrows upon the security of real or personal property.
  4. To exercise in connection with these objects the powers from time to time afforded to it by the Corporations Act or by any other statute of law.
  5. For the further attainment of the above objects, to accumulate a part of the funds of the corporation and/or the income therefrom and to invest the same in such manner as may from time to time be determined, in investments authorized by law for trustees.
  6. For the further attainment of the above objects, to demand, receive, sue for, recover and require the payment of all sums of money that may become due and payable to the corporation, and generally to sue and be sued.
  7. For the further attainment of the above objects, to employ and pay such assistants, clerks, representatives and employees, and to equip and maintain such offices and other facilities and to incur such reasonable expenses as may be necessary.
  8. To purchase, lease or otherwise acquire lands, buildings, easements and property, real and personal, which may be required for the purpose of or capable of being conveniently used in connection with any of the objects of the corporation.

02.12



8. The names and residence addresses of the applicants are:  
Noms et adresses personnelles des requérants:

Name in full, including all first, middle names Nom et prénoms au complet	Residence address, giving Street & No or R.R. No. & Municipality or Post Office and Postal Code Adresse personnelle y compris la rue et le numéro ou la R.R. et le numéro et la municipalité ou le bureau de poste et le code postal	Calling (occupation) Profession
Dave Bradbury	26 Coggar Drive Aurora, Ontario, L4G 3N8	Consultant
Wayne Wheeler	R.R. #1 Gormley, Ontario, L0H 1G0	Printer
Terry Parsons	101 McDonald Drive, Unit 171, Aurora, Ontario, L4G 3M2	Welder and Pipe Fitter

This application is executed in duplicate  
Cette requête est faite en double exemplaire.

Signatures of applicants Signature des requérants

Dave Bradbury

Wayne Wheeler

Terry Parsons

02.13

## P.1.00.00 PURPOSE, OBJECTIVES and VALUES of AMHA

*This Policy is established to set out the objectives and values of AMHA developed in the thirty (30) some years the organization has been operating and indicates the intent of the "objects" set out in the charter or Letters Patent.*

#### **P.1.01.00 Purpose**

The purpose of the AMHA is to provide the youth of Aurora the opportunity to learn and to play the game of hockey and to help prepare players to play to the best of their abilities.

#### **P.1.02.00 Objectives**

- To have players enjoy the game of hockey.
- To have players who continue in hockey year after year progressively improve their understanding of the game.
- To have a hockey development system that helps develop individual player's skills and which will develop skilled hockey teams.
- To be respected in the hockey community as consistently having players and teams who are challenging and competitive, while exhibiting sportsmanship in winning or losing.
- To have parents, coaches and team officials who consistently exhibit sportsmanship.

#### **P.1.03.00 Values**

##### **P.1.03.01 General Values**

- a) Adherence to the AMHA code of Conduct
- b) Fun for the players
- c) Safety for the players
- d) Effort by the players
- e) Courtesy and respect among all players, parents and coaching staff
- f) Courtesy and respect within the hockey community
- g) Continuous learning by the players
- h) Active and open communication between the players, parents/guardians and team officials
- i) Effective and efficient use of ice time

##### **P.1.03.02 House League Team Values**

Equal opportunity and, within reason, equal ice time for players.

### **P.1.03.03 Representative Team Values**

- Equal opportunity for all players
- Working with and finding effective roles for all players selected to the team

\* \* \* \* \*

## **P.2.00.00 APPLICABLE DEFINITIONS**

### **P.2.01.00 Definitions**

The definitions set out herein are those used within the by-laws, policies, regulations and rules, and any other documentation, statements or matters affecting or affected by Aurora Minor Hockey Association.

### **P.2.02.00 Precedence of Definitions**

The precedence of definitions is as follows:

- definitions included in Policy P.2.03.00 below;
- definitions set out in the *Corporations Act*, R.S.O. c. C.38;
- the definition of any word not defined in the above two precedents is as set out in the current Concise Oxford Dictionary.

### **P.2.03.00 AMHA Definitions**

**ADJOURN** To postpone action of a convened meeting until another time specified, or as is more usual to an unspecified time or indefinitely, the latter being referred to as "adjourned sine die" [and to be reconvened on the call of the chair].

**AGM** Abbreviation for Annual General Meeting, and refers to the required annual meeting of Members.

**AMHA** The acronym and a registered logo/name of Aurora Minor Hockey Association and when used in any of the by-laws, policies and regulations, referring to the Corporation.

### **CASTING VOTE**

Refers to the vote required to finalize a decision in the event of a tie on the first called vote, or when a question is first put. The casting vote is a specific power granted the

Chair only in the event of a tied vote. If on a first vote, the result is an equal number of votes, affirmative and negative, the question is not put a second time. The Chair alone votes affirmatively or negatively as to the question, and that vote of the Chair is the "casting" vote in that it determines the question. The question is not put a second time in that a voter who voted the first time may abstain, or a voter who abstained may vote, in either instance placing the Chair in contravention of the rules, as the Chair may then be voting without a tied vote existing.

***CHARTER*** An instrument emanating from the sovereign power in the nature of a grant, and assuring certain rights or powers. A charter differs from a constitution in that the former is granted by the sovereign power while the latter is established by the participants themselves. Thus in the AMHA, the Letters Patent is the instrument evidencing the sovereign grant to the Corporation, or the charter of AMHA.

***CLERK*** The person whose duty is to keep records or accounts.

***CONFLICT OF INTEREST***

Exists where a person, a person's spouse, family member, companion or associate has a direct or indirect financial, legal, equitable or personal interest in the matter, or the outcome of the consideration of the matter.

***CORPORATION***

Refers to the AMHA when capitalized. When not capitalized, it refers to any other incorporated entity.

***CORPORATION YEAR***

In corporate instances the time between Annual General Meetings without regard to calendar years, months or days.

***DUES*** When applied to membership corporations such as AMHA, the word refers to sums paid to retain membership status. For example, in AMHA, the first \$25.00 of the annual dues and fees is deemed to be the membership due for application to and acceptance of the person as a member.

***EX OFFICIO***

To acquire a position without any other warrant or appointment than that resulting from the holding of a particular office or other position. In a corporation, in addition to holding an office by dint of holding another office, the ex officio position can be voting or non-voting and will be described as one or the other. If no mention is made of a voting right, the ex officio member votes as any other member of the entity, upon attendance.

***EXTRAORDINARY RESOLUTION***

A resolution requiring three-quarters ( $\frac{3}{4}$ ) of the votes cast.

**FEES** A charge fixed in a legal manner for services or recompense for services, labour, something done or to be done.

**FORTHWITH** As soon as is reasonable and possible.

**GUARDIAN** A person lawfully invested with the power and duty of having custody and control, care and management of another person who is a minor. "Lawfully invested" means appointed by Court order or judgment.

**GENERAL MEETING** Refers to any meeting of Members other than the required annual meeting or semi-annual meeting, or a meeting especially called for a specific purpose called a special meeting.

**HONORARIA** Gratuitous remuneration for a voluntary act.

**JURISDICTION** The authority, capacity or power to act.

**LETTERS PATENT** A commission or written instrument containing or attesting the grant of some power, authority, or right. In the instance of the AMHA the Letters Patent are the prima facie proof of the granting of the right of AMHA to be a corporation, and the attendant powers thereto.

**MAJORITY** The measure of whether a motion or other course of action is approved or disapproved; if an even number of participants, then a majority is one more than one half; if an uneven number of participants, the majority is one half of the number of participants plus one; it is applicable as to the number of participants or votes, and not to the number of possible participants or possible votes.

**MEMBER** When capitalized, it refers to the voting members of the Corporation. When not capitalized it usually refers to the individuals registered, or to the individuals in a class of members, and is to be determined by the context.

**MEMBERSHIP YEAR** The time of registration as a member until the next annual meeting of the Corporation.

**MOTION** The formal mode of presenting a proposed measure or resolve for the consideration and/or action of the meeting.

**NOTICE** Knowledge of the existence of a fact or state of affairs; an advice or written warning intended to apprise a person of some proceeding in which his or her interests are



involved.

***OFF ICE OFFICIAL***

An official of a hockey game who keeps record of the score and time.

***OMHA***

Ontario Minor Hockey Association acronym and which association AMHA is required to register with and be a member in good standing with annually.

***ON ICE OFFICIAL***

An official who watches a game or match closely to ensure that the rules are adhered to and to arbitrate on matters.

***PARENT***

A description applicable only to a father or mother related by blood to a child, or in the instance of an adoptive parent, appointment as such by Court order or judgment.

***PERSON***

Person includes an individual, partnership, association, body corporate, trustee, executor, administrator or legal representative.

***POLICY***

A corporate statement of the intent, aim or goal regarding a specific matter, and requiring a Special Resolution by the Board of Directors to establish and/or amend.

***PROGRESSIVE DISCIPLINE***

Applying a discipline that is appropriate and allowing greater or lesser forms of discipline to be applied depending on the outcome of the discipline applied (improved behaviour or not).

***QUORUM***

The number of participants or votes in attendance required to make the meeting or the proceedings taken thereat, legal. For AMHA purposes the number is set for each meeting of either members or directors. It should be noted that once a meeting is convened with the appropriate number for a quorum and the chair so declares, the meeting proceeds until a quorum is lost. However, the chair may declare a quorum if in a certain instance the chair is of the opinion a participant is vacating the meeting room to create a situation of the meeting not having a quorum, or is attempting to frustrate the Corporation procedures by creating a loss of quorum.

***RECESS***

A short period of time during which the business of a meeting is postponed or suspended but without adjourning.

***REGULATION***

A rule or order prescribed for management or procedures by a superior or competent authority relating to action of those under its control. A regulation is also binding on the entity or body setting the rule, unless such body formally and legally changes the rule.

**REMUNERATION**

A quid pro quo being consideration for giving of services, reward, recompense, or salary.

**REPRESENTATIVE TEAM (or "Rep Teams")**

Teams of AAA, AA, A, AE or Select status.

**SANCTION** A reward for obedience or a penalty for disobedience, dependent on the context or action itself.

**SPECIAL RESOLUTION**

A resolution which has received an affirmative vote of two-thirds ( ☐ ) majority of the votes cast.

\* \* \* \* \*

**P.3.00 - RULES OF ORDER**

The general "Rules of Order" which are utilized by most Associations are *Roberts' Rules of Order*. It must be noted that those Rules of Order are American, as developed in the House of Representatives or the Senate of the United States. In any confrontation on the Rules, or in a Court situation, as **Aurora Minor Hockey Association** is Canadian and an Ontario corporation, Rules of Order as determined by Parliament or under parliamentary procedures provide the applicable guideline.

Any observer of televised sessions of Parliament will soon realize the rules followed by Parliament are in many instances not only arcane but convoluted, difficult to apply to regular situations, and not designed to accomplish transactions in the most expeditious manner.

The Chair in concert with counsel of the Corporation examined the Rules of Order recognized through decisions of the Courts. Generally, those rules show that a meeting cannot be forced to consider anything against the wishes of the majority; no resolution may be passed, or agreement entered into, or monies expended without the approval of the majority. The rights of the minority are protected by the quorum rule; the right to be heard; the right to enter into the discussion on any motion; and the right to make a motion. As well, every member, even those absent, can expect that the *Act*; the By-laws; Policies and Regulations will be followed, and applied equally for or against each member of the Corporation.

The major stated purpose of a "constitution" and use of Rules of Order is to expedite the business of meetings and to minimize dilatory action. To assist in this process, the Corporation has set out the only Rules of Order to be used in meetings of the Corporation at any level. Those Rules have been set so that any and all business can be transacted without depriving a dissenting party from dissenting, but also with a view to ensure that necessary business gets done. Further, the Rules are simplified such that no member can use the Rules to halt or delay business, or state that the Rules are so complex that the member cannot understand the Rules. Decisions and the business of the Corporation should be made on information and/or considerations of Hockey matters, not Rules developed in and for Parliament. Thus the Rules of Order for this Corporation are simplified and are to be followed in Corporation meetings to

ensure business is completed.

### **P.3.01 GENERAL MOTIONS**

*The Rules of Order in this section relate only to what can or must be done with motions:*

#### **P.3.01.(a) Motion**

A *motion* must be *moved* and *seconded* before it can be discussed at any meeting. A *motion* is a proposed action and may be made verbally by any party having the right to vote at the meeting. The party making the proposal is called the *mover* of the motion. Once a motion is made it requires another party to *second* the motion or proposal before the motion or proposal may be discussed by the meeting.

A *second* is the action by another party having the right to vote who agrees the proposal should be discussed, and therefore *seconds the motion*. A *seconder* need not be in favour of the proposal, only that the matter should be discussed. If a motion does not receive a *second*, the motion falls, and may not be discussed. It is often the situation that a *seconder*, *seconds* the motion only so that discussion occurs and the matter is not referred to endlessly or at every meeting.

#### **P.3.01.(b) Amend the Motion**

A motion to *Amend the Motion* changes the motion on the floor and may be made by any voter and must be seconded. The Chair must ensure that an amendment to a motion only changes a part of the original motion, and does not reverse or contradict the original motion. If an *amendment to a motion* is seconded, the Chair will call a vote on the *amendment* first; immediately thereafter the vote on the original motion, or the original motion as amended is called. The Chair will not allow more than two such motions in relation to a motion already on the floor, that is the original motion already moved and seconded.

#### **P.3.01.(c) Withdraw the Motion**

A motion to *Withdraw the Motion* takes the motion being discussed out of the discussion, or lifts the motion from discussion, in effect *withdrawing* the matter from further discussion forthwith. Such motion may only be made by the original *mover* of the motion, and must be seconded by the original *seconder*.

### **P.3.02 PROCEDURES IN MEETINGS**

#### **P.3.02.(a) Approved/Carried**

*Approved* or *Carried* indicates that a motion has received by vote, approval of the majority of the voters at the meeting. The Chair announces that a motion is *approved* or *carried* after determining the votes in favour, or the votes opposed to the motion.

#### **P.3.02.(b) Defeated/Lost**

*Defeated* or *Lost* indicates that a motion has not received approval of the majority of votes cast. A vote which ends in a tie, and is decided by the Chair voting negatively, is *lost*. A motion which is *defeated*, may not be proposed at the same meeting again, even if in a differently worded motion, unless every voter present agrees to *reconsider* the original motion.

P.3.02.(c) Call or Put the Question

*Call* or *Put the Question* is a motion from a voter requesting the Chair to call or hold the vote on the motion under discussion immediately. This motion stops discussion and therefore although the Chair is required to call or put the motion, if a voter disagrees, the voter may demand that the Chair take an immediate vote to decide if the original motion should be voted on forthwith. If the majority decides to uphold the Chair and proceed to vote on the original motion, even if a voter has more to say, or wishes to address a particular motion again, discussion is closed and the motion is voted on immediately.

P.3.02.(d) State the Question

*State the Question* is a request of the Chair to have the motion being discussed, repeated as moved and seconded, prior to having the vote called. In most circumstances, the Chair should *state the question* immediately prior to the vote in any event, but in some instances the motion or question needs to be repeated so the voters can clarify or consider an amendment to the motion.

### **P.3.03 MOTIONS ON PROCEDURE**

P.3.03.(a) Adjourn

A motion to *adjourn* does not require a seconder and requires the Chair to call a vote forthwith, and without any discussion. The motion stops a meeting if approved.

P.3.03.(b) Approve the Agenda

A motion to *approve the agenda* requests the meeting to approve an order of business, and is usually called by the Chair immediately after the meeting commences. If the Chair does not call the motion, any voter may request that the order of business be set, requiring the Chair to call or state the order of business.

P.3.03.(c) Move to Committee of the Whole

A motion to move to *committee of the whole* is a request of the meeting to discuss a report or recommendations from a committee or some other body, with that committee or body. That is, if a committee makes a report, only the recommendations of the committee are discussed. A voter wishing to discuss how the committee arrived at the recommendation, or what business was discussed by the committee to arrive at the recommendation, may request a meeting to move into *committee of the whole* and thereby act as the committee itself. Generally this move or motion is

only utilized at meetings of the Board of Directors.

When a meeting has been in *committee*, before adjourning the *committee of the whole* or *committee*, a recommendation to the original meeting should be agreed upon by the *committee* who then reports that decision to the original meeting.

P.3.03.(d) Postpone

A motion to *postpone* requires a seconder and requests that a matter scheduled for discussion or a motion moved and seconded and about to be discussed, be put off to another time. The motion should state the specific time or meeting to which a matter is to be postponed.

P.3.03.(e) Receive

A motion to *receive* requires a seconder and is made to acknowledge that a report or recommendation has been presented to a meeting. It does not approve the report or recommendation, nor the information in the report, but records in the minutes that the meeting received the report or information.

This motion is usually made when a lengthy report is presented, and the voters have not had time to review the information. In such instance, after the report is received, it is usually scheduled for consideration at a certain time in the agenda, or to a specific meeting.

P.3.03.(f) Refer

A motion to *refer* requires a seconder and sends a report or information to a specific committee or body to consider and make recommendation(s).

It is also used in many instances when a committee presents a report which the voters feel is incomplete and in such instance the motion is *to refer back* to the committee or body presenting the report originally.

R.3.03.(g) Table

A motion to *table* a motion or matter is a motion made to delay or postpone a matter or motion until some other action occurs. That is, a report may be presented, and a voter has indicated great interest in the matter; the report may be tabled until that voter is present.

This motion is probably the most misused motion in any Rules of Order as it is used to delay discussion or action indefinitely. To be properly used the motion should state specifically what should happen or occur before the tabled matter is discussed. Upon the action or other matter happening or transpiring, the motion requires the tabled motion, report or matter to be brought before the meeting for action.

**P.3.04.00 QUESTIONS OF PRIVILEGE**

*These motions are special motions which do not require a seconder. In effect, they are motions*

*requiring the Chair, or the meeting, to do some act immediately.*

P.3.04.(a) Appeal the Chair

*Appeal the Chair* is a motion made by any voter when the Chair has made and announced a decision with which the voter does not agree. When the motion is made, "what" is being appealed must be stated, and the Chair is required to immediately have all the voters vote on whether the Chair was right, or proper, and then carry out the wishes of the majority of the voters as indicated with the vote.

P.3.04.(b) Request a Ballot

*Request a Ballot* is a motion made by any voter to which the Chair must accede, and directs a ballot vote be held on the motion on the floor.

P.3.04.(c) Appoint a Chair

*Appoint a Chair* is a motion made on the occasional event when the scheduled Chair, or alternate Chair is unavoidably detained or absent, and the majority of voters or a quorum of voters is at the scheduled meeting location at the specified time.

All voters present select from among themselves a Chair to conduct the meeting, and proceed with the business of the meeting, and this is done by one voter making the motion *Appoint a Chair*. Upon the motion being made anyone may propose a member to act as chair, and a vote is held forthwith and either the member is the temporary Chair, or another member is proposed and a vote held. Upon the scheduled Chair arriving, it is usual for the "temporary" Chair to relinquish the chair to the scheduled Chair.

P.3.04.(d) Point of Order

*Point of Order* is a peremptory motion made to draw the attention of the Chair or the meeting to a matter or situation in relation to the order or procedures of business being incorrect.

For example, if a motion has had a mover and seconder to amend the motion, and the original motion is called before the amended motion, then any voter on a "point of order" may call the attention of the Chair or meeting to the incorrect procedure and have it corrected.

P.3.04.(e) Point of Privilege

*Point of Privilege* is used by any voter for special circumstances to allow the regular business to be interrupted or changed. It is often used to correct conditions in a meeting room; that is when outside noise intrudes and a voter wishes a door closed; or if a speaker cannot be heard, the motion can be made to either have the speaker speak up, etc.

In other situations, a voter may have to leave a meeting at a certain time and wishes to address a matter on the agenda but scheduled much later. In that circumstance, the motion is made to the Chair, who may allow the voter to address the question out of order prior to leaving, or may allow the person requesting the *privilege* to address the meeting out of order. Similarly, it

requires a *point of privilege* to let a party who is not a voter to address or speak at a meeting.

P.3.04.(f) Poll

A motion for a *Poll* is a request to have the actual count of voter for or against a matter made. Usually the request results in the Chair requiring voters to raise their ballot cards again to indicate their vote.

\* \* \* \* \*

## **BY-LAW NO. 1**

A by-law relating generally to the

### **TRANSACTIONS & OPERATIONS**

of **AURORA MINOR HOCKEY ASSOCIATION**, a non-share corporation incorporated under the *Corporations Act*, R.S.O. 1990, c.C.38, and amendments thereto (such act hereinafter referred to as the "*Act*").

**BE IT ENACTED** as By-law No. 1 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA**, and hereinafter referred to as the "Corporation", as follows:

#### **1.1.00 HEAD OFFICE**

The Head Office of the Corporation shall be in the Town of Aurora, Province of Ontario, and at such place therein as the Directors may from time to time determine.

#### **1.2.00 SEAL**

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

#### **1.3.00 BOARD OF DIRECTORS**

##### **1.3.01 Board Shall Manage**

The affairs of the Corporation shall be managed by a Board of THIRTEEN (13) Directors each of whom at the time of their election or appointment or within ten days thereafter and throughout his or her term of office shall be a member of the Corporation.

##### **1.3.02 Term of Office**

Each Director shall be elected to hold office for a TWO (2) Year term or portion thereof or until the 2nd Annual Meeting after he/she shall have been elected or until his or her successor shall have been duly elected and qualified.

##### **1.3.03 Elections**

One-half of the positions of director at least shall be filled by election in the usual manner, for the full term of such office, namely TWO (2) years, and nominee directors to the number required and in order of votes received, greater number to lesser number shall then be seated alphabetically to the positions vacated by directors whose term of office has expired, or been otherwise vacated.



#### 1.3.04 Director Positions Declared Vacant

Prior to each annual meeting, at least one-half of the positions of director shall be determined to have expired terms, and on convening of the annual meeting election such positions shall be declared vacant and the appropriate directors in such positions shall be retired at such annual meeting, but shall be eligible for re-election if otherwise qualified.

#### 1.3.05 Elections/Procedures

The election shall be by ballot unless the number of nominees is less than or equal to the number of positions vacated at the annual meeting, in which instance all the nominees shall be acclaimed and seated as directors. In addition to the minimum number of directors to be elected, any other position of director, vacant because of resignation or otherwise shall also be filled by election of nominees to such position.

#### 1.3.06 Removal of A Director

The voting members of the Corporation may, by resolution passed by at least two-thirds of the votes cast, (that is by special resolution), at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his or her term of office, and may, by a majority of the votes cast at that meeting, elect any person in his or her stead for the remainder of his or her term.

### **1.4.00 VACANCIES - BOARD**

Vacancies on the Board of Directors, however caused, may so long as a quorum of the directors remain in office, be filled by an appointment by the Board of Directors from among the qualified members of the Corporation, if they shall see fit to do so; otherwise such vacancy shall be filled at the next Annual General Meeting, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy or vacancies. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

### **1.5.00 QUORUM AND MEETINGS - BOARD**

#### 1.5.01 Quorum

A quorum of the Board of Directors, to declare the meeting open, provided there shall be one-half the number of sitting directors, plus one, and if there are an odd number of directors sitting, to determine the quorum only the number of sitting directors is the next even number above the

odd number of sitting directors. In the absence of a quorum for a Board of Directors or a member meeting the only business which may be transacted is the setting of a date for a new meeting.

#### 1.5.02 Meetings of Directors

Except as otherwise required by law, the Board may hold its meeting at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence. Meetings may be regularly scheduled and for such meetings notice is not required once such regular schedule is approved. Directors' meetings may be formally called by the President, or the Vice-Presidents, or by the Secretary on direction of the President or Vice-Presidents, or by the Secretary on direction in writing of two directors other than the President or Vice-Presidents.

#### 1.5.03 Notice of Meeting of Directors

Notice of such meetings shall be telephoned to each director not less than forty-eight (48) hours before the meeting is to take place or shall be emailed to each director not less than two days before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent.

#### 1.5.04 Caucus Meeting

A Board meeting to be called and known as a Caucus Meeting may be held without notice upon adjournment of the Annual General Meeting of the Corporation. The Caucus Meeting's first order of business shall be to appoint the Secretary or a secretary, recorder of all proceedings from among the directors present. The order of business for a Caucus Meeting is attached hereto in Schedule 1-C, R.3.00, and such schedule is deemed a regulation only, and as such may be amended from time to time by the directors.

#### 1.5.05 Business Transacted

The Directors may consider or transact any business, either special or general, at any meeting of the Board and the procedures set out in Schedule 1-C shall be followed.

#### 1.5.06 Conference Meeting

The Board of Directors may, on consent of a quorum of Directors, and notice to all Directors, conduct and hold a meeting by telephone conference and/or EVOTE, provided that each Director participating in the meeting may hear each other Director who is participating, and each Director

participating may comment and be heard by each other Director.

#### 1.5.07 Private Session

The Board of Directors may recess to a Private Session or convene a meeting solely consisting of a Private Session, such meetings or portion thereof being a Committee-of-the-Whole. The Committee-of-the-Whole is in reality the Board of Directors, but until such Committee has concluded its' task or responsibility on a matter and reports with recommendations to the Board of Directors sitting as a Board of Directors, such Committee shall meet in Private Session to entertain and discuss and decide business matters and transactions which affect or affects the character and/or reputation of a member or other person, or if the decision required is based on the character or reputation of a member or other person, or when the nature of the business is such that the Corporation could be prejudiced by reporting of the business discussed in Private Session (for example if lands were considered for purchase or building(s) of a capital nature were being planned).

#### 1.5.08 Attendance At Private Sessions

No party may attend a Private Session except voting directors and the first order of business under Private Session shall be to appoint a recording secretary from among the members attending the Private Session.

#### 1.5.09 Procedures of Private Session

At the conclusion of the Private Session, either the Committee-of-the-Whole shall rise and report to the Board of Directors by tabling a motion to be ratified by the Board of Directors, such motion being the last item of business of the Private Session, be it a full meeting of the Committee-of-the-Whole or a portion of a regular directors' meeting, which has moved into Committee-of-the-Whole or Private Session. Such motion formulated and approved as a motion presented to the Board of Directors shall be the only record of the proceedings held in Private Session.

#### 1.5.10 Private Session Deemed In Camera

Unless and until Committee-of-the-Whole rises and reports to the Board of Directors from Private Session, the business discussed and transacted in such Private Session shall be "*in camera*", and the only record of the proceedings shall be those kept by the director appointed recording secretary of Private Session. All of the notes and recordings by the director acting as secretary of Private Session shall be kept by that director until the business matter is concluded and a resolution is forwarded to the Board of Directors. Upon rising and reporting to the Board of Directors, the recording director of the private session shall assemble and compile all notes and recordings into one file and such file shall be placed with counsel for the Corporation and be regarded as Privileged and Confidential information and only available the Board of Executive Committee thereafter upon special resolution by the appropriate body directing counsel to

forward such file to the appropriate body, after which such materials shall be returned to counsel for safe-keeping as stated above.

#### **1.6.00 ERRORS IN NOTICE - BOARD MEETING**

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceedings taken or had 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.

#### **1.7.00 VOTING - BOARD MEETINGS**

##### **1.7.01 Majority - Various Resolutions**

Questions arising at any meeting of Directors shall be decided by a majority of votes present, save and except those matters as set out in the *Act* or in these bylaws which require a special resolution of the directors in which instances a majority vote of two-thirds is required, or in the event of the need for an extraordinary resolution being required, a majority vote of three-quarters.

##### **1.7.02 Voting by Chair**

The Chair shall not vote on any matter unless there is a tie in which situation, the Chair shall vote. In case of an equality of votes, the Chair, in addition to his or her original vote, shall have a second and/or casting vote, and the question need not be put or called a second time.

##### **1.7.03 Manner of Voting**

All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made the vote shall be taken in the usual way by assent or dissent.

##### **1.7.04 Voting Result Declared**

A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of, or against, such resolution, and no poll vote shall be recorded.

##### **1.7.05 Vote Recorded**

The result of each and every resolution on which the directors vote shall be recorded as being either "carried" or "defeated", and such result in either instance shall be recorded as unanimous.

#### 1.7.06 Chair

In the absence of the Chair his or her duties shall be performed by a Vice-President or such other Director as the Board may from time to time appoint for the purpose.

### **1.8.00 POWERS - DIRECTORS**

#### 1.8.01 All Corporate Powers

The Directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.

#### 1.8.02 Any Legal or Proper Act

Without in any way derogating from the foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration and upon such terms and conditions as they may deem advisable.

### **1.9.00 REMUNERATION - DIRECTORS**

The directors shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of directors expended on business matters of the Corporation as approved by the Board from time to time.

### **1.10.00 CORPORATION OFFICERS**

#### 1.10.01 Principal Officers

There shall be a President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary/Registrar and Treasurer and such other officers as the Board of Directors may

determine from time to time.

#### 1.10.02 Principal Officers - One Office

One person may hold more than one office except Principal Officers, who in addition to their Principal Office, may only chair the standing committee as set out following their position as cited herein: President, (s.5.02.vii); 1st Vice-President, (s.5.2.02.xi); 2nd Vice-President, (s.5.2.02.vii); 3rd Vice-President, (s.5.2.02.ix); Secretary/Registrar(s5.2.02.xii); Treasurer (s.5.2.02.vi).

#### 1.10.03 Appointment of Principal Officers

The President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary/Registrar and Treasurer shall be elected to such positions by the members at the Annual General Meeting of the Corporation provided that in default of such election either in total or as to any one office, the then incumbent(s), being directors and members of the Board until replaced, shall hold office until their successors are elected and/or appointed. In the event such positions are not filled by election at the Annual General Meeting of Members, the then President and Secretary Registrar shall appoint members to such positions.

#### 1.10.04 Appointment of Chair

The Chair may be the last person holding the position of President and not now an elected director. Such person if need be shall be approached by the Executive Committee to serve in such capacity. The Chair shall be responsible to the President, the Executive Committee, the Board of Directors, and the members, and shall act as Chair of the meeting of each entity listed herein. In the absence of a Chair being appointed as allowed herein, the President shall hold such position.

#### 1.10.05 Other Officers Elected or Appointed

The positions of director and chair of certain or specific functional roles shall be elected to such positions by the members at the Annual General Meeting of the Corporation provided that in default of such election either in total or as to any one office, the then incumbent(s), being directors and members of the Board until replaced, shall hold office until their successors are elected. In the event such positions are not filled by election at the Annual General Meeting of Members, the then directors, provided there is a quorum of directors shall appoint members to such positions.

#### 1.10.06 Other Officers Appointed

Other officers of the Corporation need not be directors and in the absence of written agreement to the contrary, the employment and/or appointment of all officers shall be settled from time to

time by the Board of Directors.

## **1.11.00 DUTIES OF PRINCIPAL OFFICERS**

### **1.11.01 President**

The President shall be and shall serve as Chief Executive Officer of the Corporation and as such shall be charged with the general management and supervision of the affairs and operations of the Corporation, including the preparation of all agenda and agenda items. The President, with the Secretary or other officer appointed by the Board for the purpose shall sign all by-laws and membership certificates.

### **1.11.02 Vice-President(s)**

During the absence or inability of the President to act, his or her duties and powers may be exercised by the Vice-President, or if more than one Vice-President in the order of positions as set out in article 1.10.01 above. If an officer is absent or unable to act, any such other director as the Board of Directors may from time to time appoint for the purpose shall so act. In the exercise of any such duty or power by other than the President the absence or inability of the President shall be presumed without further reference thereto.

### **1.11.03 Secretary/Registrar (A) Secretary/Registrar - General**

The Secretary/Registrar as Secretary shall be ex officio clerk of the Board of Directors and shall attend all meetings of the Board of Directors shall cause to be recorded all facts and minutes of all proceedings in the books kept for that purpose. He/she shall give all notices required to be given to members and to directors. He/she shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents, belonging to the Corporation which he/she shall deliver up only when authorized by a resolution of the Board of Directors to so do, and to such person or persons as may be named in the resolution, and shall perform such other duties as may from time to time be determined by the Board of Directors. "The Secretary/Registrar as Registrar shall chair the Secretary/Registrar's Committee (s.5.2.02xi) and carry out the duties of that Committee (see Schedule 5A.R.8.10)"

### **(B) Secretary - Particulars**

The following responsibilities of the Secretary are specific in nature but not inclusive, and Secretary who may delegate such tasks or responsibilities to other members and/or employee(s): Maintain and publish a current listing of all members of the Board of Directors; compile a list of eligible voters for any member meeting; record, publish, and distribute minutes of all meetings of the Executive Committee, the Board of Directors, meetings of members and any and all committee meetings as appropriate; collect and distribute all incoming mail; complete and cause delivery of any and all correspondence for AMHA as directed by the Board and/or the President;

maintain archives of all documents necessary to provide an accurate historical perspective on the operations of the Corporation and Association; maintain an inventory of office supplies; arrange for typing, filing and general office duties as required; receive official requests for the Board of Directors and table/distribute same; give appropriate and proper notice for any meetings and/or business matters as required in the by-laws of the Corporation; reply to all queries in relation to the by-laws, policies and regulations and ensure distribution of same as required, and to so do the Secretary on notice to the Executive Committee may address counsel of the Corporation.

#### 1.11.04 Treasurer

##### (A) Treasurer - General

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He/she shall disburse the funds of the Corporation under the direction of the Board of Directors, take proper vouchers therefore and shall render to the Board of Directors at regular meetings thereof or whenever required of him or her, an account of all his or her transactions as Treasurer, and of the financial position of the Corporation only. He/she shall also perform such other duties as may from time to time be determined by the Board of Directors.

##### (B) Treasurer - Particulars

The following responsibilities of the Treasurer are specific in nature but not inclusive, and the Treasurer may delegate such tasks or responsibilities to other members and/or employee(s) on his or her recommendation and ratification of the Executive Committee and Board of Directors:

Monitor all Corporation activities and take appropriate measures to ensure that all fiscal activities are carried out in an appropriate manner and to safeguard the financial stability of the Corporation; coordinate activities related to preparation and publication of an Annual Operating Budget for the Corporation as approved by the Board of Directors; prepare and publish monthly and annual financial statements; record all monies received and/or submitted to the Corporation or in the name of the Corporation and supervise deposits in appropriate bank account(s) and receive statements of such accounts; approve all disbursement of monies and ensure approval of the Board of Directors before allowing or approving any disbursements from Corporation accounts; make recommendations to the Board of Directors as to investment of the reserve or other funds of the Corporation; maintain books and accounts covering financial records of the Corporation; ensure all financial information is available to the auditor of the Corporation when requested.

##### (C) Treasurer - Additional Responsibilities

The Treasurer shall be responsible for the duties set out in P4.0.00, attached hereto as Schedule



2-A and having such duties, procedures and other matters therein approved by the Executive Committee and Board of Directors.

1.11.05 Chair

The Chair of the Corporation is charged with the responsibility of chairing and conducting all meetings of the Executive Committee, Board of Directors and member meetings. Such officer shall be conversant with the business to be transacted at each meeting and is charged with conducting such meetings and transacting the business determined by the President for the meeting agenda, under the by-laws and rules of order and procedures of the Corporation. In addition the Chair shall act as same for the Advisory Council of the Corporation.

1.11.06 Other Officers

The duties of all other officers of the Corporation shall be such as the terms of their engagement call for, generally as set out for specific positions in By-law 5, or as established by the Board of Directors, or as the Board of Directors requires of them.

**1.12.00 EXECUTION OF DOCUMENTS**

1.12.01 Under Seal

Deeds, transfers, licences, contracts, and engagements on behalf of the Corporation shall be signed by either the President or a Vice-President, and by the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same.

1.12.02 Contracts

Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Secretary, or by any person properly authorized by the Board to so do.

1.12.03 Board of Directors Authorize

The President, Vice-Presidents, Secretary or Treasurer, the directors, or any one of them, or any person or persons from time to time designated by the Board of Directors may transfer any and all shares, bonds, or other securities from time to time standing in the name of the Corporation in its individual or any other capacity, or as trustee or otherwise, and may accept in the name and on behalf of the Corporation transfers of shares, bonds, or other securities from time to time transferred to the Corporation, and may affix the corporate seal to any such transfers or

acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing, necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers or shares, bonds or other securities, on the books of any company or corporation.

#### 1.12.04 Authorization Unfettered

Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.

### 1.13.00 BOOKS AND RECORDS

The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept. Schedule 1-D hereto sets out the Policies of the Corporation as to Books and Records.

### 1.14.00 MEMBERSHIP

#### 1.14.01 Application to Board

The membership shall consist of the applicants for incorporation of the corporation and such other individuals and/or legal entities as are admitted as members by the Board of Directors, and upon application for such membership.

#### 1.14.02 Membership Creates A Contract

It is herein specifically stated that this Corporation is a contract-based entity, wherein any applicant for membership, by applying for such membership is offering to follow the bylaws, regulations, policies, and rules of the Corporation, as they exist from time to time, as evidenced by the submission of an application form and attendant dues and fees; the Board of Directors, and thereby the Corporation, completes the contract by accepting the applicant as a member, as evidenced by acceptance of the dues and fees, and therein agrees to follow its own bylaws, regulations, policies and rules, as they exist from time to time. In addition to the above-cited contractual obligation, the Corporation agrees as follows:

- (i) Each member shall promptly be informed by the Secretary of his or her admission as a member.
- (ii) Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members, in the appropriate jurisdiction and forum as set out in the by-laws of the Corporation. A legal entity, or deemed entity may vote

through a duly authorized representative or delegate, in the appropriate jurisdiction and forum as set out in the by-laws of the Corporation.

- (iii) A member may resign by submitting to the Board of Directors resignation in writing, and such resignation shall only be effective upon acceptance thereof by the President and Secretary Registrar.
- (iv) In case of resignation, a member shall remain liable for payment of any assessment or other sum due and owing the Corporation as at the date the resignation is accepted.
- (v) A member remains a member from the date of acceptance as a member until the conclusion of the next Annual General Meeting of Members of the Corporation which concludes the membership year.

## **1.15.00 MEMBERSHIP CLASSES**

### **1.15.01 Member Placed In Class**

Applicants for membership shall be designated a member of at least one class of member, and there shall be no prohibition as to an individual being a member of more than one class if qualified for more than one class of member, and there shall be TEN (10) classes of members, such classes including those herein set out and designated Registered Player, Associate, Administrative, Affiliate, Coaching, Officiating, Sponsor, Honourary, Life and Honoured Life, and each class of member, and the members thereof, shall have the rights, responsibilities and obligations as herein set out, and as set out for more particularity in By-law No. 4:

### **1.15.02 Registered Player Member**

Individuals registered to play hockey and required to delegate their voting right to their parent or guardian unless and until they are eighteen (18) years of age.

### **1.15.03 Associate Member**

Individuals being a parent or guardian of a Registered Player Member and which members may exercise one vote at any Member meeting for each Registered Player Member under the age of eighteen (18) years.

### **1.15.04 Administrative Member**

Individuals deemed a member in the Administrative class of member and who volunteer and assist to carry out a recognized office, function or task within and for the Corporation but who do not qualify to be an Associate Member. Such members shall in all respects, including voting, be treated the same as, and regarded as synonymous with an Associate Member, and such members

shall carry one vote each on attendance at any Member meeting.

1.15.05      Affiliate Member

Individuals representing an Affiliate Member entity and which individuals may exercise a vote only in the class of member Affiliate Member unless also an Associate Member.

1.15.06      Coaching Member

Individuals registered as a Coaching Member and which individuals may exercise a vote only in the class of Coaching Members unless also an Associate Member.

1.15.07      Officiating Member

Individuals registered as an Officiating Member and which individuals may exercise a vote only in the class of Officiating Members unless also an Associate Member.

1.15.08      Sponsor Member

Individuals or representatives of entities being Sponsors and which individuals or representatives may exercise a vote only in the class of Sponsor Members unless also an Associate Member.

1.15.09      Honourary Member

Individuals or representatives of entities appointed as such ex officio and/or because of meritorious service or act to assist the Corporation at a particular time or in a particular circumstance, and such members shall have no voting rights unless such individual or representative is also an Associate Member, and the term of such membership shall be as stated by the Board of Directors on appointment, but such appointment may be for more than one year.

1.15.10      Life Member

Individuals appointed as such and which individuals may exercise a vote as may any Associate Member, and such members shall be registered as an Associate Member annually upon and after appointment as a Life Member. The Board of Directors may determine other terms and conditions of such appointment from time to time provided all members of the class are treated equitably.

**1.16.00      DUES and FEES**

1.16.01      Dues

There shall be no dues payable by members except such, if any, as shall from time to time, be

fixed by special resolution of the Board of Directors, which resolution shall become effective only when confirmed by a vote of the members at an annual or other general meeting. Unless and until amended as otherwise, the annual dues required to be and acquire membership rights and be a member shall be the first Ten Percent (10%) of the total dues and fees established by the Board of Directors each year plus any affiliation fees with OMHA or a similar entity.

#### 1.16.02 Fees

There shall be fees payable by members as set by the Board of Directors from time to time and such fees may be varied as to class of member, or may be as set for particular competitions, activities or programs of the Corporation as determined by the Board of Directors. Please note procedures and time for setting of fees by the Board of Directors in Schedule 2-B.

#### 1.16.03 Member in Good Standing

The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty days of the date of such notice any member in default shall thereupon automatically cease to be a member of the Corporation, but any such member may on payment of all unpaid dues or fees be reinstated by the Board of Directors. Any member who has paid all dues and fees due and owing the Corporation may be called "a member in good standing", unless the Board of Directors for some other reason or act has specifically sanctioned the said member.

### 1.17.00 MEMBER MEETINGS

#### 1.17.01 Annual Meeting

The annual meeting (referred to as A.G.M.) or any other general meeting of the Members shall be held at the head office of the Corporation or elsewhere in Ontario as the Board of Directors may determine and on such day as the Board of Directors shall appoint.

#### 1.17.02 Annual Meeting Business

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and the appropriate directors elected to the Board of Directors and auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed. The Agenda of the AGM shall be as set out in Schedule 1-B unless amended by the Members at such meeting. Each AGM for recording purposes will be recorded as AGM.00 wherein 00 will be the calendar year in which the meeting is conducted such that the AGM held before June 30, 1998 will be recorded as AGM.98. Resolution approved thereat will be recorded as 01, 02, 03, ... etc. in order of passage and appended to the meeting designation, thus, AGM.98.01, AGM.98.02 . . . etc.

#### 1.17.03 Business of Meetings

The Members may consider and transact any business either special or general without any notice thereof at any meeting of the Members, provided that no action or transaction by the Members shall have force and effect until approved by the Board of Directors. Any action or transaction of the Members shall be dealt with by the Board of Directors at the first scheduled meeting of the Board following the Member meeting.

#### 1.17.04 Call And Notice Of Meetings

The Board of Directors, or the President, or Vice-Presidents shall have power to call at any time a general meeting of the Members of the Corporation. No public notice nor advertisement of Members' meeting, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each Member by sending the notice by email, ten days before the time fixed for the holding of such meeting; or by distribution to Registered Player Members for delivery to Members and by posting such notice on the appropriate Bulletin Boards mounted in facilities leased by the Corporation for its' activities or by entering such notice in or on the Web site maintained by the Corporation; and an affidavit statement by the Secretary attesting to the date and method of notice is prima facie proof of such notice, and at such meeting any business may be transacted which the Corporation at any annual or general meeting may transact.

#### 1.17.05 Supplementary Notice

Any official communications organ of the Corporation, circulated generally or specifically to the Members may be deemed by the Directors to constitute prepaid mail provided all other provisions as to time are met when same is used for notice.

#### 1.18.00 ERROR IN NOTICE - MEMBER MEETING

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general of the Members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any Member, director, or officer for any meeting or otherwise, the address of any Member, Director or officer shall be his or her last address recorded on the books of the Corporation.

#### 1.19.00 ADJOURNMENTS

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

required of any such adjournment. Such adjournment may be made notwithstanding that a quorum is not present.

#### **1.20.00 QUORUM - MEMBER MEETING**

A quorum for the transaction of business at any meeting of Members shall consist of not less than THIRTY (30) voting members, not including Directors.

#### **1.21.00 VOTING - MEMBER MEETINGS**

##### **1.21.01 Members Vote**

Subject to the provisions of Articles 1.14.00 and 1.15.00, each Registered Player Member by the duly qualified personal representative of such member (that is an Associate Member by dint of the Registered Player Member), and each Administrative Member of the Corporation shall at all meetings of Members be entitled to one vote upon attendance thereat. Such voting members before voting shall produce and deposit with the Secretary or Registrar sufficient appointment in writing from his or her constituent or constituents and/or identification as to their status and/or right to vote. No Member shall be entitled to vote at meetings of the Corporation unless he/she has paid all dues or fees, if any, then payable by him or her, and is a member in good standing.

##### **1.21.02 Manner of Voting**

At all meetings of Members every question shall be decided by a majority of the votes of the Members present in person and issued a voting card unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands (and reference to hands includes voting cards), unless a poll be demanded by any Member. Upon a show of hands, every Member having voting rights and in attendance shall have the appropriate number of votes or vote and unless a poll be demanded a declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the Members present in person and such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or by a poll, the Chair shall be entitled to a second and/or casting vote.

#### **1.22.00 FISCAL YEAR**

Aurora Minor Hockey Association

Unless otherwise ordered by the Board of Directors, the fiscal year, or financial year, of the Corporation shall terminate on April 30 in each year.

## **1.23.00 DEPOSITS**

### **1.23.01 Receipt/Payment of Monies**

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 Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the banks of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

### **1.23.02 Delegation of Powers**

By-laws No. 2 and 3 herein shall serve and delineate specific delegation of the Directors' powers under article 1.23.01.

### **1.23.03 Corporation Banker**

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors on recommendation of the Treasurer as noted in Schedule 2-A (s.2.A.1). Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians for the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application for securities withdrawn from deposit, or the proceeds thereof.

## **1.24.00 INDEMNIFICATION - DIRECTORS/MEMBERS**

### **1.24.01 Waiver**



Each and every member of each and every class of the Corporation shall be notified on application to the Corporation for membership, and on acceptance of such application that as a contractual right and/or obligation the waiver and release set out in Schedule 1-A hereof is deemed to have been signed, and will be signed such that as between any member, director, officer and for or in relation to any corporate activity, act or action any and all rights to take any action against or for such director, officer or member, except as specifically allowed or set out in the By-Laws of the Corporation have been waived and such director, officer or member released from any such action or right of action whether founded in negligence or otherwise. It is specifically noted that a personal action for breach of any law of Canada or the Province of Ontario on a personal basis is not exempted, waived nor released by such Waiver.

#### **1.24.02 Insurance**

The Corporation may purchase and maintain such insurance for the benefit of its directors and officers or for matters as the Board may from time to time determine, and specifically matters identified in the Corporations Act, R.S.O. 1990, c. C.38, section 80, including insurance for errors and omissions under the Corporations Act R.S.O. 1990, c. C.38, and any contravention of sections 331, 332 or 333 thereof.

#### **1.25.00 NOTICE**

Whenever under the provisions of the by-laws of the Corporation, notice is required to be given, such notice may be given either personally, or by courier, or by facsimile transmission, or posted by depositing same in a post office or a public letter-box, in a prepaid, sealed wrapper addressed to the director, officer, Member, or member at his or her or their address as the same appears on the books of the Corporation. Any notice or other document so sent by post shall be held to be sent at the time when the same was deposited in a post office or public letter-box as aforesaid. In the event of personal delivery, delivery by courier, facsimile transmission, or E-Mail, delivery shall be held to be sent when so sent or delivered. For the purpose of sending any notice the address of any member, director or officer shall be his or her last address as recorded on the books of the Corporation. Personal delivery includes distribution to Registered Player Members as agents of the Corporation for delivery to Members.

#### **1.26.00 AMENDMENT OF BY-LAWS**

##### **1.26.01 Special Resolutions**

By-laws of the Corporation may be enacted and the by-laws repealed or amended by by-law or resolution enacted by special resolution of the Board of Directors. A repeal, amendment or re-enactment of a by-law, unless in the meantime confirmed at a general meeting of Members duly called for that purpose, is effective only until the next Annual General Meeting unless confirmed thereat, and, in default of confirmation by the Members thereat, ceases to have force

and effect at, and from that time, and in that case no new by-law of the same or like substance has any effect until confirmed at a general meeting of the Members.

#### 1.26.02 Confirmation/Rejection Effect

The Members may at any general meeting or the annual meeting referred to in section 1.26.01 above confirm, reject, amend or otherwise deal with any by-law passed by the Directors and submitted to the meeting for confirmation, but no act done, or right acquired under any such by-law is prejudicially affected by any such rejection, amendment or other action by the Members.

#### 1.26.03 Procedure for Amendments

Any special resolution of the Directors, and prior to being proclaimed by the Directors, providing for the enactment, repeal or amendment of any by-law shall be submitted to the solicitors of the Corporation for opinion that the proposed enactment, amendment or repeal effects no redundancy nor contradiction within the existing by-law and to other by-laws of the Corporation, or if such enactment, amendment or repeal requires other enactments, amendments, or repeals, in the by-law or other by-laws, the Directors shall include such other changes as given by the solicitors' opinion so that redundancy or contradiction does not occur, and when such opinion is tendered or acted upon, then the enactment, amendment or repeal shall have immediate force and effect.

### 1.27.00 **POLICIES and REGULATIONS**

#### 1.27.01 Formation and Continuance

The Board of Directors may prescribe such Policies and Regulations not inconsistent with the by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such Policies and Regulations shall have force and effect only until the next Annual General Meeting of the Corporation when they shall be confirmed, and in default of confirmation at such Annual General Meeting, shall from that time cease to have force and effect.

#### 1.27.02 Amendment of Policies

The Board of Directors may amend, repeal or otherwise deal with any Policy provided such amendment is by special resolution of the Board of Directors.

#### 1.27.03 Amendment of Rules or Regulations

The Board of Directors may amend, repeal or otherwise deal with any amendment to a

Regulation or Rule by regular motion at any Board of Directors' meeting.

## **1.28.00        INTERPRETATION**

### **1.28.01        General**

In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or feminine gender as the case may be, and vice versa, and references to persons shall include firms, corporations, regions, individuals, and any other entity recognized by the Corporation.

### **1.28.02        Applicable**

Unless specifically approved otherwise by the Board of Directors, this By-Law, and all other By-laws, are applicable "mutatis mutandis" to the operation of each jurisdiction of the Corporation, and more specifically to the operations of members of the Corporation.

### **1.28.03        Particular Definitions**

Policy 2.03.00 set out in the Preface and headed Definitions is deemed a Regulation and may be amended from time to time by the Board of Directors, and includes the definitions which shall be applicable to these by-laws, and all by-laws of the Corporation, and shall be applied throughout all of the jurisdictions of the Corporation, and in the instance wherein such definitions vary from those prescribed in the *Act*, then the definition set out in Policy 2.03.00 shall have precedence. In those instances where the Policy is silent and there is definition in the *Act*, the definition in the *Act* shall apply. In those instances wherein no definition appears in the Policy or in the *Act*, the ordinary meaning as set out in the Concise Oxford Dictionary or The Oxford Dictionary of Current English, 1992 edition or later, shall apply.

### **1.28.04        Schedules/Appendices**

Any Schedule in the By-Laws of the Corporation is and is deemed to be a Policy or Regulation, and as such may be amended from time to time by resolution of the Board of Directors as set out in section 1.27.02 or 1.27.03. Any Appendix or Appendices in the By-Laws of the Corporation are specific provisions approved by the members in conjunction with or as part of a provision of the By-Laws of the Corporation and to amend or change an Appendix shall require a special resolution of the Board of Directors and confirmation by regular resolution by the members in a like manner except for majority as set out in article 1.26.00 hereof.

\* \* \* \* \*

## SCHEDULE 1-A: R.1.00 - RELEASE AND WAIVER

In consideration of acceptance of the applicant as a member in the Corporation and payment of membership dues, the applicant (and/or parent and/or guardian) agrees to save harmless and keep indemnified the Corporation, **AURORA MINOR HOCKEY ASSOCIATION**, its officers, directors and members, and their respective agents, officials, servants, and representatives from and against all claims, actions, or causes of action, costs, expenses, and demands including costs attendant thereto on a solicitor and his or her own client basis, howsoever caused, arising out of or relating to any activity of the applicant taking part in, or being connected to, any activity of the Corporation, **AURORA MINOR HOCKEY ASSOCIATION**, whether caused by any negligence of any of the parties hereto, or their respective agents, officials, servants or representatives.

It is understood and agreed that this agreement is to be binding on the applicant, his or her heirs, executors and assigns, and further that this release and waiver is not subrogated to any right included in any insurance policy held by, or for the undersigned, through the services of **AURORA MINOR HOCKEY ASSOCIATION** or otherwise.

The applicant as well by executing this waiver is waiving any rights, licence, royalty or other payment, permission, consent or other act in relation to any pictorial representation (which includes photographs, video or similar representations) taken of the applicant in team uniform solely or in a team picture whether such pictorial representation is arranged by **AURORA MINOR HOCKEY ASSOCIATION**, posed, taken without the applicant being aware of such pictorial representation or otherwise, and **AURORA MINOR HOCKEY ASSOCIATION** may utilize such pictorial representations for the benefit of the Corporation or for other purposes specifically approved by the Board of Directors. This waiver as to pictorial representations does not extend to those situations wherein the applicant is a part of a pictorial representation specifically arranged for commercial uses and signed by the applicant by or under other and separate agreement, whether arranged by the commercial interest or **AURORA MINOR HOCKEY ASSOCIATION**.

\_\_\_\_\_  
Date

Applicant Signature

\_\_\_\_\_  
Date

Parent and/or Guardian Signature

\* \* \* \* \*

## **SCHEDULE 1-B: R.2.00 - MEMBER MEETING AGENDA**

### **R.2.01 Order of Business - AGM**

The Order of Business at the Annual General Meeting shall be generally as follows unless amended by the members at the said meeting:

- Call to Order**
- Special Award Presentation**
- Acceptance of Previous Member Minutes**
- Amendments to the Constitution and/or By-Laws**
- Approval of Financial Statements**
- Business Arising From Last AGM**
- 1<sup>st</sup> Vice President's Report (Rep)**
- 2<sup>nd</sup> Vice President's Report (House League)**
- 3<sup>rd</sup> Vice President's Report (Risk Management, AE, Select)**
- Secretary Registrar's Report**
- Equipment Director's Report**
- Publicity Director's Report**
- Fundraising Director's Report**
- Special Project Director's Report**
- Sponsorship Director's Report**
- Tournament Director's Report**
- Volunteer Director's Report**
- President's Report**
- Ratification of Acts and Proceedings of the Board of Directors**
- New Business**
- Election of Officers**
- Adjournment**

### **R.2.02 Order of Business - Member Meetings**

The Order of Business at any Member Meeting shall be the same as the AGM save and except for deletion of Election of Officers and Approval of Financial Statements, unless amended by the Members at such meeting.

**\* \* \* \* \***

## **SCHEDULE 1-C: R.3.00 - PROCEDURES FOR BOARD MEETINGS**

The following Procedures are established for Board of Director Meetings and form a Regulation of the Corporation, and should be read in conjunction with section 1.5.00, 1.6.00 and 1.7.00 of the by-laws:

- R.3.01 Each meeting of the Board of Directors and the Executive Committee shall be recorded, with each Board meeting enumerated as "D" followed by the number of the meeting, followed by the year, followed by the resolution number. Thus the Caucus Meeting held at the AGM.98 will always be enumerated D1.98 and each resolution in order of passage will be enumerated 01, 02, 03, ... etc. Similarly, the first Executive Committee meeting after AGM.98 will be enumerated EC1.98 followed by each resolution approved thereat in order of passage.
- R.3.02 The order and procedure of proceedings at the Caucus Meeting of the Board of Directors shall be as delineated in Schedule 1-C.1 attached hereto and such order and procedure is a regulation and can be amended by the said Board of Directors as required from time to time.
- R.3.03 The Board of Directors will meet monthly, at a place and time as decided by the Board of Directors and such meetings shall be referred to as the regularly scheduled meetings of the Board of Directors.
- R.3.04 Meetings of the Board of Directors shall be chaired by the Chair of the Corporation, or, in the absence of the Chair, by the President or his appointee.
- R.3.05 The time of any meeting called or set in a notice shall be given a grace period of fifteen minutes, and noted to those persons assembled. At twenty minutes after the hour of the call of the meeting the Chair shall make a check for quorum, and if a quorum is not assembled a date for another such meeting shall be set and determined by those persons assembled. At thirty minutes past the hour of the call of the meeting, and in the absence of a quorum, the Chair shall cancel the meeting.
- R.3.06 Regularly scheduled meetings of the Board of Directors shall be open to any member of the Corporation who wishes to attend and present business for the Board of Directors, and such appearance shall be called and referred to as a "delegation", and provided the member or members have advised the Secretary of the Corporation of such delegation forty-eight (48) hours prior to the meeting the rules followed for delegations as set out in Schedule 1.C.2 will be followed.

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## **SCHEDULE 1.C.1 - R.3.1.00 Caucus Meeting Procedures**

**NOTE:** At the Caucus all sitting directors and the newly elected directors attend, with the Chair being the President or as stated in the by-laws. The Secretary/Registrar shall keep the minutes of the meeting unless not present or elected in which instance the meeting shall appoint a member to record the minutes of the meeting.

- R.3.1.01 The attendant members sitting as directors only shall confirm the election of directors as specific officers of the Corporation.
- R.3.1.02 The number of additional directors and officers required shall be confirmed by the members attending, and if the President so desires, the President may propose appointees as directors/officers, and present same to the meeting for ratification.
- R.3.1.03 The date of the next Board meeting is agreed on and if possible the regular meeting dates of the Board of Directors.
- R.3.1.04 All directors shall confirm receipt of the "constitution handbook" or be given such handbook for study and review for the next Board of Directors meeting, the first portion of which meeting shall be an "induction" of new directors and general or specific discussion of functional roles in the Corporation.
- R.3.1.05 Any requests for information by any director shall be presented and tabled to the next meeting of the Board of Directors.

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## **SCHEDULE 1.C.2 - R.3.2.00 Rules for Delegations**

- R.3.2.01 Any delegation allowed to appear before the Board of Directors should present their presentation in writing and if at all possible prior to the meeting with the appropriate number of copies for the Board of Directors (15 copies including the AMHA copy) either through the auspices of the Corporation or the volition of the delegation.
- R.3.2.02 The presentation should clearly state the following matters:
- a) the member or members requesting considerations;
  - b) what the delegation is requesting;
  - c) why the delegation is requesting considerations of the Board of Directors;
  - d) what purposes are to be achieved by the Board acceding to the request;
  - e) what actions if any must the Board direct to accede to the request(s).
- R.3.2.03 The Board of Directors will accept the presentation of the delegation under advisement, and the verbal presentation to the Board of Directors may be limited as to time (usually no more than fifteen (15) minutes allowed); the members presenting should be prepared for questions by directors; and the Board of Directors will not make a decision on the request at the time of presentation.
- R.3.2.04 The Board of Directors will reply to the delegation member(s) in writing within the (10) days of decision on the request(s) of the delegation but reserves the right to refer any delegation matter to a committee of the Corporation for study or comment and recommendation, and the ten (10) days referred to above refers to final decision of the Board of Directors and not the date of presentation. Only members set out in the presentation of the delegation will be addressed by the Board of Directors.

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## **SCHEDULE 1-D: R.3.4.00 - RECORDS AVAILABLE MEMBERS**

**NOTE: The requirements of the Corporation as to keeping documentation; what documentation is to be kept; where documentation is to be kept; how a member may access documentation; are set out in the *Act* and for the most part in sections 299 to 306 thereof. The Regulations set out below indicate how the Board of Directors will meet the requirements of the *Act*.**

### **R.3.4.01      Records To Be Kept**

The Corporation shall keep a copy of the Letters Patent; all by-laws and special resolutions of the Corporation; a register of members including the address of such member(s); a register of directors including the name, address and calling of each director; proper books of account and accounting records; minutes of meetings of members, directors and the Executive Committee, and the said copy of all such documentation shall be kept at the head office of the Corporation as such may be from time to time.

### **R.3.4.02      Records May Be Examined/Copied**

All of the above-cited documentation shall be available and open inspection by any director, member, creditor of the Corporation, or the agent or legal representative of a member or creditor provided proof of appointment is provided during the regular business hours of the Corporation, and any of the cited parties may have copies of extracts of any documentation made for them by the Corporation provided a list of such extracts of sufficient particularity to allow the extract to be determined is left with staff of the Corporation and the extracts so request will be made within a reasonable time and pre-payment of \$1.00 per page of material copied.

### **R.3.4.03      Register of Members**

No copy of any member's name and address, nor a list of any or all of the members, shall be allowed unless and until the member, agent or legal representative of any of them shall make or cause to be made, and filed with the Corporation's solicitor, the affidavit and in the form set out in section 306 of the *Act*, and all provisos and caveats set out therein apply.

***{NOTE: Any person who uses a list of any or all of the members of the Corporation for the purpose of sending or delivering to such member(s) advertising or other printed material for purposes not connected with the Corporation or approved by special resolution of the Board of Directors is guilty of an offence and on conviction is liable to a fine of not more than \$1000.00 per alleged offence. It must also be noted that efforts to influence the voting of members at any meeting of the Corporation is determined in the Act to be a purpose connected with the Corporation.}***

#### R.3.4.04 Secretary Responsible

The Secretary is responsible for ensuring a Master Copy of the by-laws including amendments thereto is available in the head office of the Corporation within 30 days of any such amendment as approved by the members, and the approved by-laws and amendments thereto shall also be kept at the offices of the Corporation's solicitor, and in any action, court action or statement required in relation to such by-laws or amendments thereto, the Secretary will from the original signed copy of such by-laws and amendments thereto make a certified copy and the cost of any certified copy shall \$25.00 plus \$1.00 per page thereof. The original of any by-law of amendment as signed shall not be open for perusal by directors or members.

#### R.3.4.05 By-laws and Copies

All and any director shall be provided a copy of the by-laws and "constitution" within thirty (30) days of election, and three (3) copies shall be kept available at the head office of the Corporation for perusal by members at the Head Office. In addition two (2) copies of the then current "constitution" will be made available for loan by any member for a maximum ten (10) day consecutive period after which the said copy must be returned for at least a three (3) day period after which if available it may again be loaned to the same member previously loaning for a loan period. In the event any such loaned copy is not returned on request, the member shall forthwith be assessed \$50.00, and until such assessment is paid, shall not be a member in good standing and may be suspended or otherwise sanctioned.

#### R.3.4.06 True or Certified Copies

Any statement by the Secretary or the President as to the "trueness" of any copy is prima facia evidence thereof unless proven otherwise, and any officer, director or other person making or stating a Corporation document is true, knowing same to be untrue is guilty of an offence and upon conviction liable to a fine therefore not to exceed \$1000.00 and Corporation services shall not be afforded any person alleged to have made an untrue entry in documents of the Corporation.

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## **BY-LAW NO. 2**

A by-law relating to the particularities of

### **BANKING PROCEDURES**

approved for **AURORA MINOR HOCKEY ASSOCIATION** under powers accorded in By-law No. 1 of the Corporation.

**BE IT ENACTED** as, and it is hereby enacted as By-Law No. 2 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA**, and hereinafter referred to as the "Corporation", as follows:

#### **2.1.00 BANKING POWERS**

The directors may from time to time:

- (a) borrow money on the Credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debts, or any other obligation or liability of the Corporation. From time to time, the Directors may authorize any Director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the Directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

#### **2.2.00 DELEGATION OF SIGNATORY**

##### **2.2.01 Directors Delegate**

The directors may from time to time by resolution delegate to the President and the Secretary or to any two officers of the **AURORA MINOR HOCKEY ASSOCIATION** (including the President or the Secretary) all or any of the powers conferred on the directors by article 2.1.00 of this by-law to the full extent thereof or such lessor extent as the directors may in any such resolution provide.

#### 2.2.02 Supplementary Powers

The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any power to borrow money for the purposes of the **AURORA MINOR HOCKEY ASSOCIATION** possessed by its directors, officers or Board of Directors, independently of a borrowing by-law.

#### 2.2.03 Delegation To Position and Person

The powers hereby conferred shall pass to any President or Secretary upon election or appointment as said officer; any officer other than President or Secretary (except wherein the Secretary is synonymous with Treasurer) must be named upon election or appointment as having such power conferred, or same shall not pass ex officio.

#### 2.3.00 DELEGATION POWER

##### 2.3.01 By-laws Authorize

This by-law shall be treated and construed as a specific delegation of powers of Articles 1.23.00 of By-Law No.1 of the Corporation.

#### 2.4.00 BANKING RESOLUTIONS

The officers set out or named in section 2.2.02 above or any officers named by special resolution under this By-Law, are authorized to complete and execute under seal, any corporate documents necessary to provide appropriate bank accounts or other bank documents to carry on the business of the Corporation; such documents being supplied by the Corporation's bank or the corporation Solicitors under a corporate directive; said documents being for any bank recognized under the Bank Act of Canada and for any branch of any such bank, or for any Trust Company or Credit Union recognized by the Province of Ontario.

\* \* \* \* \*

## **SCHEDULE 2-A: P.4.00 - TREASURER'S ADD'N RESPONSIBILITIES**

**NOTE:**        **The responsibilities or procedures set out herein shall be the responsibility of the Treasurer to enforce, and are in addition to section 1.23.03 and appendices therein, and are not to be regarded as inclusive.**

- P.4.01 The Treasurer shall have charge of all funds of the Corporation and shall deposit or cause to be deposited all such funds in a chartered bank located in the Town of Aurora and as approved by the Board of Directors.
- P.4.02 The Treasurer shall pay, out of such funds, amounts approved for payment in accordance with the established approval process.
- P.4.03 The Treasurer shall keep or cause to be kept a regular account of the income and expenditures of the Corporation and submit, on a periodic basis, and in no event not longer than every three months, unaudited financial statements to the Board of Directors. Such financial statements shall be comprised of statements of financial position and results of operations on a year to-date basis.
- P.4.04 The Treasurer shall recommend when required an individual practicing as a chartered accountant in the Province of Ontario to be appointed as auditor of the Corporation by the Board of Directors. Such appointee shall audit the books and accounts of the Corporation as at the close of business on the last day of the fiscal year. Audited financial statements shall be presented to the members within 120 days of the end of the Corporation fiscal year.
- P.4.05 The investment of surplus cash balances of the Corporation shall be the responsibility of the Treasurer, and the Treasurer shall recommend what investments should be made in his or her opinion to the Board of Directors. The Board of Directors shall approve investment vehicles from time to time and the investment of surplus cash balances shall be limited to those financial instruments that provide the highest rate of return given the following primary investment criteria:
- a) The financial instrument shall provide the lowest possible exposure to the risk of loss of invested capital, in comparison to the then similar money market type of investments and;
  - b) The financial instrument shall provide a high degree of liquidity and shall in no event be of a term in excess of 365 days.

- P.4.06 On the accounts of the Corporation itself, each member of the Executive Committee, excluding the Treasurer shall be a signatory and on the indirect accounts of the Corporation, that is accounts established on account of any division, committee, team or group recognized by the Corporation and allowed to establish a bank account or accounts at authorized institutions determined by the Board of Directors, the President and 1st Vice President shall be signatories together with specified members authorized by the Board of Directors on consent to establish a such accounts, and on each and every account the Treasurer of the Corporation shall be cited as the officer to receive Statements of the said accounts, or in the absence of the Treasurer, the President.
- P.4.07 Although the Treasurer is NOT cited as a signatory on each and every Corporation bank account, direct and indirect he/she is to be the authorized recipient of all account information including monthly statements thereof and has the right to examine each and every account under the aegis of the Corporation and has further the right to question any transaction or report on any transaction to the Board of Directors.
- P.4.08 Each and every account under the aegis of the Corporation shall require two signatures to sign on all cheques and disbursement payments from any such account, and there shall be a minimum of four signatories for each and every such account of which two signatories shall be any two of, the President and 1<sup>st</sup> Vice President and Registrar/Secretary of the Corporation, save and except a "petty cash" account if one is established and which account may have a signatory other than an officer or designated officer, and may include an employee as signatory.

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## **SCHEDULE 2-B: P.5.00 - CORPORATION REVENUES**

### **P.5.01 Revenue Sources**

Revenues in the Corporation shall include any monies or assets received of any type or nature whatsoever received by any individual, group, entity, committee, team or other recognized member or group in the Corporation for any reason whatsoever, and may include any monies or assets received for any of the following matters, which listing is not inclusive:

- a) Player registration dues and fees; representative team dues and fees; sponsorship dues and fees; try-out dues and fees.
- b) Donations, bequests, gifts.
- c) Gate receipts from any activity in which a Corporation team or group is involved; lottery proceeds from any lottery licensed under the name or aegis of the Corporation.
- d) Any fund-raising project consented to or approved by the Corporation; any other source of revenues recognized by the Corporation.

### **P.5.02 Fund-raising Must Be Approved**

No fund-raising project may be undertaken by an individual, group or team to which reference is made to the Corporation or any Corporation activity without the written consent of the Board of Directors.

### **P.5.03 Dues and Fees Set By Board**

- a) The dues and fees required for Registered Player Members will be set by the Board of Directors in each year prior to March 1 for the subsequent season.
- b) Representative team player dues and fees will be set by the Board of Directors prior to March 1 for the subsequent playing season, and such dues and fees may be a fee per player or per team fee at the discretion of the Board of Directors.
- c) Sponsors dues and fees will be set by the Board in the first quarter of each calendar year for the subsequent playing season and for representative, select and house league teams.
- d) The dues and fees for individual players trying out for representative and/or select teams will be set at the appropriate time by the Board of Directors, and no individual may try-out unless a fully registered member of the Corporation.



#### P.5.04 Corporation Receipt of Monies

No member of the Corporation is permitted to receive any monies in cheque form unless the cheque is payable to the "Aurora Minor Hockey Association" or "AMHA" or to either cited name and the name of a recognized Representative or Select team. All cheques payable to the Corporation must be submitted to the Corporation as directed by the Corporation.

#### P.5.05 Receipt/Disbursement Of Cash

The use of cash to settle transactions with the Corporation is discouraged. On receipt of cash by any member for or on behalf of the Corporation, the member must issue a proper receipt, indicating the date, amount of cash received, person paying, purpose of the transaction, and the name of the recipient. All cash received in such a manner, along with a copy of the receipt, must be submitted to the Corporation as directed by the Corporation. If cash is utilized for a Corporation disbursement, the member performing the transaction must receive a receipt including all information as for issuing a receipt, and such receipt must be submitted to the Corporation as directed by the Corporation.

#### P.5.06 Corporation Revenues

No member of the Corporation is permitted to keep or deposit funds belonging to the Aurora Minor Hockey Association or AMHA with the exception of the Secretary Registrar or bookkeeper, unless and in a manner specifically approved by the Board.

#### P.5.07 Disbursement of Corporation Funds

No cheque nor payment of any Corporation disbursement shall occur unless and until supporting documentation for the issuance of the cheque is available, and the documentation must be authorized by signature of the appropriate officer indicating receipt of product or service.

#### P.5.08 Purchase Orders

All purchases of product in excess of \$500.00 must be accompanied by a Purchase Order signed by the appropriate officer. Any purchase of product in excess of \$1000.00 must be approved by the Board of Directors.

#### P.5.09 In Lieu Services or Product

The trading of goods, product and/or services in lieu of payment is prohibited, from or to the Corporation.

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## **BY-LAW NO.3**

A by-law relating to the particularities of the

### **BOARD OF DIRECTORS, DIRECTORS & OFFICERS**

of **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and section 1.8.00 of By-law No. 1, and supplemental to provisions of the said By-law No. 1.

**BE IT ENACTED** as By-law No. 3 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

#### **3.1.00 BOARD OF DIRECTORS**

##### **3.1.01 Composition**

The Board of Directors shall be comprised of Associate and Administrative Members, or members who become Associate or Administrative members within ten (10) days of the AGM, and elected or appointed as directors to the number required by the Corporation.

#### **3.2.00 DIRECTOR QUALIFICATIONS**

##### **3.2.01 Experience as Member**

No person may be nominated to be elected a director nor appointed a director who has not been an Administrative or Associate member for at least one year.

##### **3.2.02 Corporation Experience**

No member shall be nominated for election as a director who has not served or assisted the Corporation in some recognized capacity for at least one playing year prior to being nominated as a director.

##### **3.2.03 Director/Officers as President or 1st Vice President**

No member shall be nominated for the position of principal officer (see 1.10.01) unless and until such member or director has been a director previously and has previously completed his or her term of office within the previous three (3) years, or has been a director and served a complete term as elected within the previous four (4) years.

### **3.3.00 NOMINATION OF DIRECTORS**

#### **3.3.01 Nominating Committee**

The Board of Directors shall appoint a Nominating Committee at least thirty (30) days prior to the AGM, the announcement of which Committee shall be included with notice of the Annual General Meeting (AGM).

#### **3.3.02 Nominating Committee Composition**

Said Committee shall consist of three members, none of whom may be a sitting director, and none of which officers may be a candidate for elected office.

#### **3.3.03 Nominating Committee Responsibility**

The Nominating Committee shall submit a slate of candidates to the AGM by mailing, distributing, posting and/or advertising such slate of candidates for the Board of Directors in writing at least ten (10) days before the AGM, and such notice shall be sufficient to each member entitled to vote for the election of such Directors.

#### **3.3.04 Nominees Required**

The slate of candidates for Board of Directors shall include as a minimum, nominees equal to the number of positions to be filled.

#### **3.3.05 Nominating Committee May Nominate**

The Committee may approach any member of the Corporation to be nominated, and may nominate any such member the Committee deems suitable or who meets the criteria set out in s.3.2.02.

#### **3.3.06 Nominees By Other Members**

The Nominating Committee must include any nominee on the slate, who has been nominated by any two members in writing at least fifteen (15) days prior to the AGM, provided the nominee so nominated meets the standard of experience set out in section 3.2.03.

#### **3.3.07 Nominee Consent**

The Committee must have the consent in writing of any nominee to be so nominated, prior to the AGM, and each and every nominee shall provide a personal résumé, which résumé shall include any and all experience in or with AMHA directed to the Nomination Chair concurrently with the consent referred to above.

### **3.4.00 ELECTION PROCEDURE - AGM**

#### **3.4.01 Scrutineers Appointed**

Two members of the Nominating Committee shall be appointed scrutineers and the third member shall serve as Chair pro tem for the election of directors at the AGM. Said scrutineers under the direction of the Chair pro tem shall ensure that only members having voting rights for the election of Directors may vote, and voting shall be by ballot as distributed on registration only of such members.

#### **3.4.02 Chair Pro Tem**

The Chair pro tem for election of directors shall inform all voting members to indicate their choices for Director and positions by entering the name of the nominee of the member's choice beside the position for which the member is casting a vote, and only mark to the maximum number of directors and/or positions being filled. That is, if eight positions are to be elected, (seven regularly minimum elected, and one director to fulfil or complete a term of a retired or resigned director), only a maximum of eight nominee names may be entered, and more than eight names entered results in a "spoiled" ballot and shall not be counted, or more than one name for one position also "spoils" the ballot. Only the positions set out on the ballot may be filled by the member's choice of a nominee for the position.

#### **3.4.03 Scrutineers Record Votes**

The scrutineers shall record the votes received by each candidate for the positions being contested and shall present the candidates/nominees elected to the position, presenting such positions in the order presented on the ballot form and shall announce the length of term of each elected director and officer to the cited position.

#### **3.4.04 Announcement of Results**

The Chair pro tem shall announce the results of each ballot by indicating the elected Directors and Officers or tied Directors and Officers or nominees in the order as presented on the ballot form until the full number of directors and officers are elected to the Board of Directors.

#### **3.4.05 Directors Elected**

The Chair pro tem shall ask if there is any challenge to the ballot results, and in the absence of same shall present the elected directors in alphabetical order to the Chair, and with no votes recorded, and direct the scrutineers to destroy all ballots.

#### **3.4.06 Challenge of Results**

The only challenge which may be accepted by the Chair pro tem shall be one based on a non-voting member or unqualified member voting, and in such instance the scrutineers and Chair pro tem shall determine the validity of the challenge, and their decision is final and binding, and the said officers shall make a decision based on majority rule.

#### 3.4.07 Proper Challenge

If a challenge is successful the ballot wrongfully cast shall be disallowed and the Chair pro tem shall not include any disallowed votes in his final determination of elected directors, and shall present the elected directors to the Chair and proceed as per 3.4.05 supra.

#### 3.4.08 Results Recorded

The results presented to the Chair shall be signed by the Chair pro tem and include total votes cast and total votes disallowed.

#### 3.4.09 Directors Caucus

The Chair shall convene a Board of Directors' meeting at the conclusion of the AGM and such meeting shall be referred to and called the Caucus Meeting of all of the elected directors, and for such meeting of the Board of Directors' no further notice than that set out in this section shall be required.

### **3.5.00 TERMS OF OFFICE - DIRECTORS**

#### **3.5.01 Term**

Each position shall be filled by a director elected for a two year term of office. However, nothing herein prevents officer/directors being elected to fulfill the remainder of a term of a director/officer who has resigned.

#### **3.5.02 Resignations**

In the event a director shall resign prior to the completion of his or her term of office, then any interim appointment shall be by the President and Secretary Registrar for the remainder of the term vacated only.

#### **3.5.03 Board Appoints Replacements**

The President and Secretary Registrar shall appoint another member as a director to complete any vacated office, if such vacancy occurs more than six months prior to the next AGM of the Corporation. If there is less than six months to the next AGM of the Corporation the President and Secretary Registrar may or may not appoint a Director to fill the vacancy, as determined in their sole and unfettered discretion.

### **3.6.00 REMOVAL/RESIGNATION OF DIRECTORS**

#### **3.6.01 Absent without Cause or Notice**

A director who is absent from three (3) consecutive meetings without notice to the Corporation and/or without appropriate reason(s) may on notice from the Board of Directors as set out in the by-laws be removed as a director.(see section 1.3.07)

#### **3.6.02 Non-Performance by a Director**

A director assigned a task or accepting a responsibility or position within the Corporation, may be removed for non-performance in carrying out the duty or responsibility assigned and on notice from the President may be removed from the particular position on regular resolution of the Board of Directors and a replacement appointed, and in such situation removal from the task shall be notice as to removal as a director and at the next meeting of the Board of Directors the director may be removed as a director as set out in section 1.3.07.

#### **3.6.03 Conflict of Interest - Director**

Each director shall familiarize him or herself with By-law No. 7 hereof, and it is the duty of any director to notify the rest of the directors and the Board of Directors of a conflict or possible conflict, and if a director fails to so do, and if the conflict of interest is noted and brought to the attention of the Board of Directors otherwise, and on referral the situation is affirmed by the Advisory Council of the Corporation to have created a conflict of interest, then the director may be removed as such under section 1.3.07. The Advisory Council shall also recommend whether a motion for removal of the offending director should be presented to the next meeting of the Board of Directors.

#### 3.6.04 Conflict of Interest - Officer

Each director of the Corporation serves as an officer as well, and when reporting on the functions for which the director serves as officer (that is, Chair) as such the director may make recommendations to the Board of Directors without creating a conflict of interest, and may move resolutions to be considered by the Board of Directors. However, such director may not vote on any question arising or being a direct resolution affecting the committee, function or position of the director as an officer. For example, the director serving as Treasurer is required to rise and report on certain matters at any meeting of the Board of Directors, and may do so, and may move recommended actions in regard to the Treasurer's report, and shall not be in a conflict of interest provided such director as Treasurer, does not vote on any resolution proposed or presented by the director as Treasurer.

#### 3.6.05 Resignation by Director Required

All decisions recorded in the Minutes of the Board of Directors upon resolution, shall be unanimous and recorded as such, and in the event a director cannot agree with the majority vote, the director has the right to have the matter reintroduced at the next meeting of the Board of Directors and to attempt to effect a change, but the director does not have the right to discuss the matter outside the Board of Directors meeting with anyone not a director, and if the director cannot abide with or to the decision, the director shall submit his or her resignation in writing to the Board of Directors.

#### 3.6.06 Confidentiality and Acts of Directors

A director shall, when acting as a director, act in the best interests of the Corporation without bias or prejudice as to his or her own rights as a member, or any other member, and in acting in the best interests of the Corporation all matters discussed and dealt with by the Board of Directors is confidential, save and except an approved resolution, and a director disclosing or breaching the privilege and confidentiality of the Board of Directors and its proceedings, save and except as published, may be disciplined by the Board of Directors or Executive Committee in the manner considered appropriate, and the director so disciplined may not vote in any Board of Director or member meeting on the matter or matters the subject of such discipline.

#### 3.6.07 Department of Directors

Directors shall refrain from publicly criticizing any member of the Corporation except in the proper and appropriate forum, process or procedure and shall as much as is possible by precept and example, exhibit the behaviour expected of a senior official of the Corporation, and failure to so do may be disciplined by the Board of Directors.

### **3.7.00 APPOINTMENT OF OTHER OFFICERS**

#### **3.7.01 Chairs of Committees**

The appointment by the Board of Directors of any director or other member as chair of a committee also appoints that director or member an officer of the Corporation but only in and for the specific purpose for which the appointment has been made.

#### **3.7.02 Appointed Officers Removed**

The Board of Directors appoints each and every officer of the Corporation and as such the Board of Directors may remove any appointed or elected officer, and such removal may have immediate effect or may require a replacement be named prior to such removal having effect, but the Board of Directors may entertain any recommendation made by the Executive Committee and effect any removal by majority vote, and may appoint or elect any replacement by majority vote.

\* \* \* \* \*



### **3.8.00 REMUNERATED PERSONNEL**

#### **3.8.01 Selection of Contract Personnel**

The Executive Committee shall establish a process and procedure sufficient to select candidates for the following contract positions, and the process for selection may allow for and/or require interviewing of candidates, and the contracts of such personnel shall be until the next June meeting of the Executive Committee. Review and renewal of contracts will be decided upon at that time. Duties are as set out in Schedule 3-A: R.5.00.

1. Ice scheduler
2. Head Coach
3. Referee in Chief
4. Referee Scheduler
5. Score/Timekeeper Scheduler
6. Referee Mentor
7. Bookkeeper

#### **3.8.02 Selection of Salaried Personnel (Executive Assistants)**

The Executive Committee shall establish a process and procedure sufficient to select candidates for the position of Executive Assistant, and the process for selection may allow for and/or require interviewing of candidates. Annual review will take place at the June meeting of the Executive Committee. Duties are as set out in Schedule 3-A:R.5.00.

\* \* \* \* \*

### **SCHEDULE 3-A R:5.00 – DUTIES OF REMUNERATED PERSONNEL**

#### **R.5.00 NON-DIRECTOR PERSONNEL**

##### **R.5.01 Ice Scheduler Duties**

The Ice Scheduler shall be contracted by the Executive Committee to schedule and maintain records as to all ice facility usage by the Corporation.

- a) The Ice Scheduler will determine the needs of the Corporation as to ice times and will obtain and schedule sufficient ice time for the needs of the Corporation activities, and will reschedule the use of any ice time which may become available from time to time

- b) The Ice Scheduler will arrange to receive the statements of account for the rental and use of all ice time and approve or amend such statements appropriately and submit such proper accounts to the Treasurer for payment.
- c) The Ice Scheduler will prepare, keep current and provide on request a master schedule of Corporation ice time usage and rentals.

#### R.5.02 Head Coach

- a) The Head Coach is to be knowledgeable in hockey skills and practices, able to communicate, teach, deal with coaches, players, parents and must meet current OMHA coaching requirements. Additionally the Head Coach is to maintain his or her skills, and impart so much of such skills as possible to coaches with the Corporation and through the Vice Presidents.
- b) The Head Coach shall promote the Purpose, Objectives and Values of the AMHA and OMHA and attend team practices and games, when requested, to provide support to all AMHA coaches by helping them with problem areas.
- c) The Head Coach will liaise and assist the Board of Directors in any coaching matters and chair the Selection Committee and make recommendations of Rep coaches. As well, the Head Coach is expected to attend Executive Committee of Board of Directors meeting as required or requested.
- d) It is preferred that the Head Coach not coach an AMHA team except in the case of the regular coach being absent.

#### R.5.03 Referee in Chief Duties

The Referee in Chief will recruit and train referees for all AMHA games; be responsible for the performance of all AMHA referees; and liaise closely with the Referee Scheduler to ensure all AMHA games have scheduled referees. In addition, the Referee in Chief will liaise with the Vice Presidents to ensure any developing problems are solved and brought to the attention of teams and players as soon as possible.

#### R.5.04 Referee Scheduler Duties

The Referee Scheduler shall assign referees for AMHA all games, and he/she will liaise with the Ice Scheduler to ensure practical use of on - ice officials.

#### R.5.05 Score/Timekeeper Scheduler Duties

The Score/Time Keeper Scheduler will assign timekeepers and scorekeepers for all AMHA games, as required. He/she will liaise with the Ice Scheduler to ensure practical use of off-ice officials.

#### R.5.06 Referee Mentor Duties

To Referee Mentor will supervise any new on ice officials throughout the season to ensure proper application of rules and demonstrate appropriate on-ice procedure.

#### R.5.07 Bookkeeper

The Bookkeeper will liaise with the Treasurer and AMHA-appointed Auditor and maintain proper financial records of the Corporation, including, but not limited to, accounts payable, accounts receivable and payroll.

#### R.5.08 Executive Assistant Duties

The Executive Assistants shall be employees of the Corporation hired by the Executive Committee to fulfill certain roles as set out in letter agreement from time to time. Such employees may be requested to attend any meeting of the Board of Directors or Executive Committee or any other committee of the Corporation as approved by the Executive Committee.

\* \* \* \* \*

## **BY-LAW NO. 4**

A by-law relating to the particularities of

### **MEMBERSHIP RIGHTS AND VOTING**

of **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and section 1.14.00 and 1.15.00 of By-law No. 1, and supplemental to provisions of the said By-law No. 1.

**BE IT ENACTED** as By-law No. 4 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

#### **4.1.00 MEMBERSHIP CLASS DESCRIPTIONS**

##### **4.1.01 Registered Player Member**

Includes those individuals resident in the jurisdiction of the Corporation who apply for membership in the Corporation to play hockey, and who on registration may be assigned to teams and or divisions based on age and/or sex, or recognized playing levels.

##### **4.1.02 Associate Member**

Includes the parent(s) and/or guardian(s) of any Registered Player Member registered with the Corporation and such members shall exercise one vote per Registered Player Member only for any Registered Player Member under the age of eighteen years which is their child or for which they are a properly and legally appointed guardian.

##### **4.1.03 Administrative Member**

Those individuals who serve as managers or trainers, committee members or chairs, team mothers or fathers, or any other functional role recognized by the Corporation and who do not qualify for any other class of membership or who only assist the Corporation in an Administrative role may be made an Administrative Member.

##### **4.1.04 Affiliate Member**

Includes recognized group of individuals, such as, but not limited to, a team, a school, a league, etc., which agrees to follow the playing rules of hockey in the jurisdiction of the Corporation, and which group wishes to play on occasion; and/or to utilize officials of the Corporation; and/or to utilize or conduct or host coaching clinics in relation to skating and/or hockey; and which membership shall be for a specific activity or purpose associated with hockey as recognized by the Corporation or such

Corporations with which this Corporation is a member or affiliate including but not limited to Ontario Minor Hockey Association (OMHA), Canadian Hockey Association (CHA), Ontario Hockey Federation (OHF), York Simcoe Minor Hockey League (YSMHL), or any other Corporation member affiliated by or with the Corporation on direction of the Board of Directors.

#### 4.1.05 Coaching Member

Individuals recognized by the Corporation to coach at specifically selected or assigned levels in the Corporation including, but not limited to, those individuals attending and receiving recognition in specified Coaching Levels as determined by the Canadian Coaching Association through the Canadian Hockey Association.

#### 4.1.06 Officiating Member

Individuals recognized by the Corporation as qualified referees, or in training to become a referee, and/or acting in various capacities at games and/or tournaments as timekeeper, penalty timekeeper, scorekeeper, goal judge, or having attended and acquired recognized levels of refereeing expertise and practical experience, or experience at other officiating roles.

#### 4.1.07 Sponsor Member

Those individuals or entities who sponsor individuals, teams, tournaments or other activities of the Corporation and who are recognized by the Corporation as a Sponsor.

#### 4.1.08 Honourary Member

Those individuals or entities appointed an Honourary Member by the Board of directors for a specified reason and term, and such appointment may be ex officio.

#### 4.1.09 Honoured Life Member

Those individuals appointed as such and who shall be recognized as making a great service contribution to the Corporation for reasons deemed by the Board of Directors to warrant such membership status. Regulation R.6.00 as set out in Schedule 4-A sets out those services which are deemed to warrant status as an Honoured Life Member.

#### 4.1.10 Life Member

Those individuals appointed as such and who shall not be required to pay any fee to be an annual member of the Corporation for the reasons deemed by the Board of Directors to warrant such membership status. Regulation R.7.00 as set out in Schedule 4-A sets out those services which are deemed to warrant reception of this service award from the Corporation and member status.

## **4.2.00 MEMBER MEETINGS**

### **4.2.01 Notice of Meeting**

Each member may be informed by one of the following methods of notice, and the Corporation may exercise both or all methods to notify each member, but needs only exercise one of the methods to make notice of a member meeting proper. Each method of notice must be made a minimum of ten days prior to the meeting:

- i) by sending the notice by email to each Registered Member and Administrative Member;
- ii) by distribution to each Registered Player Member through the Team Coaches notice of the meeting in conjunction with
  - a) posting such notice on the appropriate Bulletin Boards mounted in facilities leased by the Corporation for its' activities; or
  - b) by entering such notice in or on the Web site maintained by the Corporation.

### **4.2.02 Annual Member Meeting**

Notice of the Annual Member Meeting shall be given in a minimum of two of the three methods set out in section 4.2.01 above, and in addition notice of such meeting shall be published in the local newspaper in which it is usual to post game results, and once a week for at least three weeks prior to the number of days set out in section 4.2.01.

### **4.2.03 Contents of Notice**

Notice of a Member Meeting, including the Annual Member Meeting shall include the date, time and location of the meeting.

### **4.2.04 Semi-Annual Meeting of Members**

The Corporation may have a semi-annual Meeting of Members (referred to as SAGM) and such meeting will be conducted in a like manner as the AGM, and the agenda of such meeting shall be as submitted by members in reply to the notice of the meeting, or other business the Board is of the opinion should be considered and dealt with by the members at some time.

## **4.3.00 MEMBER ATTENDANCE, SPEAKING, ETC.**

#### 4.3.01 Members May Attend

Any member registered with the Corporation may attend any member meeting.

#### 4.3.02 Members Who May Speak

Any member who carries a voting right as set out in section 4.4.00 below has the right to address the meeting through the Chair, provided proper decorum and courtesy is observed by such member and the Rules of Order set out in P.3.00 will be followed. Any member in attendance at a meeting who does not carry a voting right may address the meeting only at the pleasure of the Chair and on request to the Chair, and a ruling by the Chair may not be challenged.

### **4.4.00 MEMBER VOTING RIGHTS**

#### 4.4.01 Class Members Voting

On attendance in person at any member meeting the members of the class of members Associate and Administrative only shall vote in the prescribed manner and form. Nothing herein prevents nor prohibits the Board of Directors from conducting a meeting for only the members of a particular class of member and at such meeting the Board may request the members in attendance to vote on particular matters as determined by the Board of Directors.

#### 4.4.02 Voting Rights

Associate Members shall carry one vote for each Registered Player Member for whom they are the parent or guardian, and if both parents or both guardians (if two have been appointed) attend the meeting, only one voting card will be issued. It matters not to the Corporation which parent or guardian (if two) exercise the voting right but there shall only be one vote per Registered Member Player allowed and cast.

#### 4.4.03 Casting Votes

Any member on attendance at a member meeting shall be required to register at the request of the Board of Directors, and may be issued a voting card or ballots designating the voting rights of the registrant. Any registrant not utilizing the designated voting card or ballot shall not have a vote recorded therefore, and any member not registering in the fashion designated by the Registrar for the meeting shall not be issued any voting card nor ballot.

## **4.5.00 MEMBER RIGHTS & RESTRICTIONS**

### **4.5.01 Voting Suspended**

Any member not in good standing for any reason shall not have voting rights and such rights shall be considered suspended until such time as the member is in good standing.

### **4.5.02 Members Not Allowed**

Members may be asked to leave a Board of Directors Meeting if the Board of Directors convenes as Committee of the Whole in Private Session for a particular matter. Any member refusing to vacate a Board of Directors meeting on request for such purpose shall be suspended forthwith.

### **4.5.03 Members Must Attend**

In the event a member receives notice to attend a Board of Directors Meeting for a particular matter, the member shall attend at the time and place so designated and in default of such attendance the Board of Directors in the absence of the member may impose any sanction on the member the Board of Directors deems appropriate in the circumstances.

### **4.5.04 Member Rights To Propose Business To Corporation**

Every voting member has the right to address any item of business to the Board of Directors, and the Board of Directors shall deal with the matter at the next regularly scheduled Board meeting and advise the member of the determination of the Board.

### **4.5.05 Member Right To Propose Business At Member Meeting**

Every voting member has the right to address any item of business to the Board of Directors for inclusion on the agenda of any member meeting. If the Board of Directors has prepared a response to the proposal, the item proposed shall be included in the agenda of the meeting and dealt with thereat. In the event the Board of Directors has not considered the proposal, the item shall be included at the member meeting under the head of New Business and any determination of the member meeting is a recommendation only and shall be referred therefrom to the Board of Directors for action and/or determination by the Board of Directors, and shall be notice to the next member meeting of notice that the matter will be presented.

### **4.5.06 Member Right To Propose By-Law Amendments**

Any voting member has the right to propose an amendment to the by-laws of the Corporation as they exist from time to time, provided such proposal is in writing and addressed to the Board of Directors. No



such proposal shall be scheduled or placed on any agenda of a member meeting unless and until the Board of Directors has commented and made recommendation thereon. A proposed by-law amendment made at any member meeting without such written notice and recommendation by the Board of Directors, although properly seconded and approved, shall only be approval of Notice of Motion for the next member meeting at which meeting the Board of Directors shall comment and make recommendation to the members.

#### **4.6.00 MEMBER SANCTIONS & APPEALS**

##### **4.6.01 Member Sanction**

The Board of Directors has the right and authority to sanction the deportment and/or behaviour of any member of the Corporation in any forum recognized by the Corporation. Such sanction may be by way of a reprimand, fine, other penalty, suspension or expulsion of the member, or any combination of the sanctions set out herein.

##### **4.6.02 Policies or Regulations Re Member Sanction**

The Board of Directors has the right and authority to impose by a regulatory procedure a sanction of certain actions of members, and if such policies or regulations include a hearing and appeal procedure, the policy or regulations and/or any sanction thereunder may not be appealed other than in the manner set out in the policy or regulation.

##### **4.6.03 Right To Appeal**

In the event any member is sanctioned, other than under a regulation as set out in section 4.6.02, then the member sanction shall not be imposed without notice to the member and opportunity for the member to attend considerations by the Board of Directors, and thereafter the member shall have the rights and responsibilities as set out for particularity in By-law No. 6 hereof as to appeal and the Corporation shall notify the member of any and all appeal procedures if a sanction has been imposed as a penalty or any normal and regular rights of a member have been removed or curtailed.

##### **4.6.04 Disciplinary Policies and Regulations**

Any policy or regulation approved by the Board of Directors which affects any right of any member of the Corporation shall, as to intent and procedures, follow the particularities set out in By-law No. 6 as to notice, opportunity to appeal, etc., save and except the Board of Directors may impose regulatory penalties for breach of corporate procedures or procedures forming part of the rules of the sport, and in such published regulations specific penalties may be imposed for specific actions, and for such incidents, actions or occurrences, there shall be no appeal process nor right to appeal.

#### **4.7.00 SCHEDULES**

##### **4.7.01 Schedules Are Regulations or Policies**

Any schedules attached to this bylaw are policies or regulations of the Corporation and as such may be amended by the Board of Directors from time to time, and such amendment of the Schedules is deemed not to be an amendment of this bylaw.

##### **4.7.02 Schedules Shall Include Any Disciplinary Regulations**

The policies/regulations and set penalties for specific actions referred to in section 4.6.00 above, shall be included in the Schedules attached hereto, or cited in a Schedule attached hereto.

\* \* \* \* \*

#### **SCHEDULE 4-A: R.6.00/R.7.00 - MEMBER QUALIFICATIONS**

##### **R.7.00 Life Membership**

###### **R.7.01 Service Qualification**

Life Membership will automatically be conferred on the following members:

- a) Any member who has served as director a total of four (4) years consecutively and has completed the fourth year and remains a member in good standing;
- b) Any officer of the Corporation other than a director or employee, including an officer of the Aurora Hockey Parents' Auxiliary, and officer herein includes any team official who serves or has served in any or all of the aforementioned positions for a total of TEN (10) years and remains a member in good standing of the Corporation and has completed his or her tenth (10th) year.

###### **R.7.02 Award and Process**

A Life Member will receive an award as determined by the Board of Directors and recognition on the permanent Life Member plaque of the Corporation and such award will be presented at the AGM of the Corporation to those members whose name has been submitted by the member or by any other member by May 1 in any year and who qualifies as a Life Member.

\* \* \* \* \*

## **SCHEDULE 4-B: R.8.00 – PLAYER REGISTRATION AGREEMENT**

## 2013 - 2014 Player Registration Agreement

**Aurora Minor Hockey Association:** Phone: (905) 727-1480 Fax: (905) 727-3812 [www.auroraminorhockey.net](http://www.auroraminorhockey.net)

**Player Information:** Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(mm/dd/yy)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Special Instructions: ie Medical Condition Instructions:** \_\_\_\_\_

Parent/Guardian(1): Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Guardian(2): Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

**Parent Email Address (Required):** \_\_\_\_\_

Is this player a full time goalie? Yes No **There may be two goalies assigned to a team as required**

**Parent Volunteer Information (House League only):**

Would you like to volunteer?

**House League Head Coach** Yes No **Team Parent** Yes No

**House League Asst Coach** Yes No **Convenor** Yes No

**Trainer** Yes No **Sponsor** Yes No

For Coaches and Trainers volunteers, do you have your certification? Yes No

**Agreement to Participate in the programs of Ontario Minor Hockey Assoc. (OMHA) and Aurora Minor Hockey Assoc (AMHA)**

**1. Conduct:** I / My participating child hereby agree to abide by and support the current OMHA/AMHA rules of play. I / My participating child am/is aware that "checking from behind" is extremely dangerous and is prohibited by the OMHA/AMHA rules of hockey. In addition, an offender is suspended from playing. **Suspensions (however long) do not carry refunds.**

**2. Zero Tolerance Policy on Fighting:** I / My child agree to abide by the AMHA zero tolerance policy regarding fighting. In all House League divisions, all penalties for fighting shall carry a 5 game suspension on a first offence. A player who is subsequently assessed a second fighting penalty shall be suspended indefinitely pending a review by the Disciplinary Committee. An instigator or aggressor penalty in addition to a fighting penalty shall receive an automatic further 1 game suspension. This suspension shall be in addition to any suspension incurred for fighting and cannot be appealed. Any player assessed a penalty for deliberately attempting to injure an opponent shall be suspended indefinitely pending a hearing by the OMHA Disciplinary Committee. There shall be no right of appeal of any suspension of 5 games or less.

**3. Authorization for Services:** I, the participant acknowledge that from time to time I/my child will be travelling from place to place, sleeping away from home and eating away from home. I reserve the right to take action against any wrongdoer but, subject to that, I release the OMHA and including all members, coaches, all team officials and association executives from any responsibility.

**4. Risk of Serious Injury:** I hereby understand and appreciate that participation as a hockey player carries risks to me/my participating child of serious injury, including permanent disability, paralysis or death. I/My participating child voluntarily and knowingly acknowledge, accept and assume these risks.

**5. Team Play outside of the AMHA:** Membership on any other team outside the jurisdiction of the AMHA (school teams excepted) shall make the applicant ineligible for further play in the AMHA.

**6. Use of Image:** I hereby grant the OMHA/AMHA the irrevocable right to use, at their discretion, any image, information and/or photographs of or about myself or my child for publicity, advertising or other promotion of the OMHA/AMHA. I understand that this may include written, pictorial, or video materials.

**7. House League Player Placement/Team Schedules:** I hereby understand and agree to abide by AMHA House League Convenor decisions on House League player placement and any changes of players that may occur during team balancing. I also understand that game/practice schedules are subject to change and that there is no guarantee of a weekly practice and game due to ice availability.

**8. OMHA Representative Team Participation:** I hereby understand that if a player is successful in making an OMHA representative team, and additional fee will be due upon assignment.

**9. Registration Fee Agreement:** I understand that any registration fees owing to the AMHA by **December 15th** of each year may result in suspension of play. Registration is void if cheques are returned NSF. NSF fee is \$25. Pro-rated refunds will be issued, on request to the Registrar, up to **December 15th** of each year (deadline does not apply to injury or residential move out of area). An administration fee of \$25 will apply to all refunds with the exception of players signing to "AAA" teams.

**10. Opt-Out Provision:** I hereby understand that for the purposes of offering additional products and services including promotional items, that may be of interest to the participant or participant's family, the OMHA/AMHA may use or disclose the participant's name and address collected on this form to third parties. As the above mentioned legal guardian, if you DO NOT want to have this information used or disclosed for the purpose of offering you such additional products and services please check here \_\_\_\_\_

**11. Privacy Statement:** The information requested on this form is required by the OMHA and the OHF and their respective employees, coaches, trainers, referees and volunteers for registration purposes, to administer the rules and regulations of the OMHA and provide notification of any upcoming activities. In order to do so, the OMHA, its member Associations, OHF and Hockey Canada may, if required, request proof of identification of a player's identity, address and date of birth.

**12.** I have read and agree to abide by the OMHA Code of Conduct and the Fair Play Principles on Reverse (See Reverse Page)

**Signature of Parent for Participation Agreement:(if player is under 18 yrs)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only:** \_\_\_\_\_ Reg Fee Paid: \$ \_\_\_\_\_

No. of Players Registered: One \_\_\_\_\_ Two \_\_\_\_\_ Three or More \_\_\_\_\_ PDC Dates: \_\_\_\_\_ \$ \_\_\_\_\_

Paid By: Cheque \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Debit \_\_\_\_\_ Cash \_\_\_\_\_ \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_



### **PRINCIPLES OF FAIR PLAY**

- RESPECT THE RULES
- RESPECT THE OPPONENTS
- RESPECT THE OFFICIALS AND THEIR DECISIONS
- HAVE EVERYONE PARTICIPATE
- MAINTAIN YOUR SELF CONTROL AT ALL TIMES

### **OMHA CODE OF CONDUCT**

This Code for Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in Ontario Minor Hockey Association.

Ontario Minor Hockey Association is committed to providing an environment in which all individuals are treated with respect. Members and participants of Ontario Minor Hockey Association shall conduct themselves at all times in a manner consistent with the values of Ontario Minor Hockey Association which includes fairness, integrity and mutual respect.

During the course of all Ontario Minor Hockey activities and events, members shall avoid behaviour which brings Ontario Minor Hockey Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

Ontario Minor Hockey Association members and participants shall at all times adhere to Ontario Minor Hockey Association's operational policies and procedures, to rules and regulations governing Ontario Minor Hockey Association events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of Ontario Minor Hockey Association.

Members and participants of Ontario Minor Hockey Association shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of Ontario Minor Hockey Association shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under Ontario Minor Hockey Association Harassment policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of Ontario Minor Hockey Association. Such action may result in the member losing the privileges which come with membership in Ontario Minor Hockey Association, including the opportunity to participate in

Ontario Minor Hockey Association activities and events, both present and future.

### **\*\*"GOODSPORT" CODE OF CONDUCT FOR PLAYERS**

- I will do my best to be a GOODSPORT at all times. I will not defend or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- I will play and compete for my own enjoyment, as well as for my team.
- I will have fun, make friends, improve my skills, and play safely.
- I will learn, understand and respect the rules of the game.
- I will respect the rights and consider the safety of other players, coaches, trainers, officials, administrators, volunteers and parents.
- I will avoid drugs, tobacco, and alcohol.

### **\*\*"GOODSPORT" CODE OF CONDUCT FOR PARENTS**

- I will do my best to be a GOODSPORT at all times. I will never condone, permit, defend or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- I will encourage my child to do his or her best, have fun, and demonstrate good sportsmanship. I will teach my child how to win and lose gracefully, I will lead by example.
- I will assist my child to understand and respect the rules of the game. I will encourage my child to remember that he or she is part of a team, and work for the good of the team.
- I will respect the rights and feelings of officials, coaches, trainers, players, volunteers, and administrators. I will work to support, not undermine, their efforts.

### **\*\*"GOODSPORT" CODE OF CONDUCT FOR VOLUNTEERS AND ADMINISTRATORS**

- I will do my best to be a GOODSPORT at all times. I will never condone, permit, defend or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- I will learn, understand, and respect the rules of the game, treating everyone fairly and generously, with honesty and integrity.
- I will encourage players to have fun, make friends, improve their skills, play safely, and respect the rights and consider the safety of others.
- I will take the appropriate action when necessary to protect or enhance the safety of players, coaches, trainers, officials, parents, other volunteers or administrators.

\* "GOODSPORT – The True Spirit of Hockey" is a program of the Hockey Development Centre for Ontario. Please visit their website at [www.hdco.on.ca](http://www.hdco.on.ca) for further information.

## **BY-LAW NO. 5**

A by-law relating to the particularities of

## **COMMITTEES**

of **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and section 1.8.00 of By-law No. 1, and supplemental to provisions of the said By-law No. 1.

**BE IT ENACTED** as By-law No. 5 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

### **5.1.00 GENERAL COMMITTEE PROCEDURES**

#### **5.1.01 Composition and Appointment**

A standing committee shall consist of a Chair and two members minimally. The Chair shall be appointed by the President upon ratification by the Board of Directors. The Chair, shall in turn appoint committee members to the number necessary or required upon ratification by the Executive Committee and/or Board of said nominees.

#### **5.1.02 Responsibilities of Chair**

The Chair of a standing committee shall present a program of carrying out the committee responsibilities prior to July 1 in each year. The Chair is responsible for ensuring that a committee member is prepared to assume the duties of the Chair in his or her absence.

#### **5.1.03 Resignations**

The Board of Directors may request the resignation of a Chair of a committee at any time in the event the Board of Directors is of the opinion the Chair is not carrying out the responsibilities of the committee as required of a Chair, and in the event a resignation is not received the Board of Directors may terminate a Chair by the appointment of another Chair. A Chair may request the resignation of any committee member but such request shall not have force or effect until ratified by the Executive Committee.

#### **5.1.04 Committee May Recommend Chair**

A committee has the right to recommend with its Annual Report, various candidates as Chair for the subsequent year with said recommendations directed to the President.

#### **5.1.05 By-Laws Apply To Committees**

The By-Laws and rules of the Corporation apply "mutatis mutandis" to any and all committee operations; in the event a poll is requested on any motion, and only in that event, a committee member

may file a minority report.

## **5.2.00 STANDING COMMITTEES**

### **5.2.01 Responsible To Board**

All standing committees are responsible directly to the Board of Directors, through the President, or his or her delegate, and the Executive Committee shall file all committee reports with the Board of Directors, and may make any recommendation to the Board of Directors on any committee report.

### **5.2.02 Present Standing Committees**

The Standing Committees of the Corporation shall be those as set out herein, and unless otherwise noted shall consist of the Chair appointed by the Board of Directors and other members as recommended by the Chair of the Committee to the Board of Directors or Executive Committee and ratified by either entity.

Each Chair save and except for the Advisory Committee, shall be a director and may be elected to the position at the AGM of the Corporation, or appointed to such position by the Board of Directors as well as appointed a director concurrently. Please note that the prime and co-ordinating committee is the Executive Committee, but thereafter, committees are listed alphabetically only and have equal status:

#### **5.2.02.i Executive Committee**

The *Executive Committee* shall consist of the President, 1st, 2nd and 3rd Vice-President, Secretary/Registrar, and Treasurer, and in the instance wherein an Advisory Committee is active the Chair of the Board of Directors and any staff member of the Corporation as required and/or requested to attend meetings, which staff members shall be ex officio, non-voting. The responsibilities of such Committee are set out in Schedule 5-A.1 attached, and the President shall be the Chair of such committee but may delegate the chairing of the meeting to the Chair of the Board of Directors if one has been appointed separately from the President. *[also see Sch.5-A; R.8.01]*

#### **5.2.02.ii Advisory Committee**

The *Advisory Committee* shall be comprised of any and all Past President's of the Corporation who wish to so serve, and any Head Coach or Past Director, Referee-in-Chief who has retired from all other Corporation activities but wishes to volunteer for the responsibilities set out for this committee. The existing Chair of the Board of Directors, if one has been appointed separately from the President shall be the Chair of this committee, and this committee if appointed shall be treated as a standing committee, but need not be appointed if there are insufficient members (being at least five (5) to form such committee). *[also see Sch. 5-A; R.8.02]*

#### **5.2.02.iii Equipment & Purchasing Committee**

The *Equipment & Purchasing Committee* will consist of the chair and those members required by the chair to carry out the responsibilities of the committee. [also see Sch. 5-A; R.8.05]

5.2.02.iv Finance Committee

The *Finance Committee* shall be chaired by the Treasurer of the Corporation as elected at the AGM or as appointed by the Board of Directors, and such committee shall include every other Executive Committee member, the Auditor of the Corporation and such other persons as the Treasurer appoints to the committee. The responsibilities of the committee shall be to assist and advise the Treasurer in the carrying out of the Treasurer's responsibilities. [also see 1.11.04, P.4.00 and P.5.00]

5.2.02.v House League Teams Committee

The *House League Teams Committee* shall consist of all Divisional House League Conveners, being the conveners appointed for each level of play sanctioned by the Corporation as well as the Head Coach or his or her delegate, and the Referee-in-Chief, as more particularly set out in By-law No. 8 and such committee shall be chaired by the 2nd Vice President. [also see Sch.5-A; R.8.06]

5.2.02.vi Liaison/Select Teams Committee

The *Liaison/Select Teams Committee* will consist of the chair who shall be the 3rd Vice President as elected at the AGM of the Corporation or appointed by the Board of Directors and such committee shall liaise between and with the Representative Teams Committee and House League Teams Committee, the Head Coach and Referee-in Chief. Such committee shall be responsible for the establishment in each instance as required of discipline committees or tribunals and shall be responsible for ensuring the procedures of the Corporation are properly followed for discipline matters. Such committee shall be responsible for preparing the Corporation for the institution and insemination of the OMHA Risk Management programs and projects. Further, such committee shall be responsible for the establishment of Select Teams and the development of regulations, rules and procedures as required for such teams.

5.2.02.vii Publicity Committee

The *Publicity Committee* will consist of the chair and those members required by the chair to carry out the responsibilities of the committee. [also see Sch. 5-A; R.8.07]

5.2.02.viii Representative Teams Committee

The *Representative Teams Committee* shall consist of the Representative Teams Officials of each Representative Team recognized and sanctioned by the Corporation as well as the Head Coach and Referee-in-Chief, Representative Teams, as more particularly set out in By-law No. 8, and such committee shall be chaired by the 1st Vice-President of the Corporation. [also see Sch. 5-A; R.8.08]



5.2.02.ix Secretary/Registrar's Committee

The *Secretary/Registrar's Committee* consists of those members or persons who assist the Secretary with certain Corporation tasks and requirements as set out in 1.11.03, or the Registrar to carry out the tasks set out in Schedule 5.A.2 attached hereto, and such Committee is chaired by the Registrar as elected at the AGM or as appointed by the Board of Directors. *[also see Sch.5-A; R.8.09]*

5.2.02.x Special Projects Committee

The *Special Projects Committee* will consist of the chair and those members required by the chair to carry out the responsibilities of the committee. *[also see Sch.5-A; R.8.10]*

5.2.02.xi Sponsorship Committee

The *Sponsorship Committee* will consist of the chair and those members required by the chair to carry out the responsibilities of the committee. *[also see Sch.5-A; R.8.11]*

5.2.02.xii Tournament Committee

The *Tournament Committee* consists of the Chair of the committee and those members the said chair appoints upon ratification of the Executive Committee and/or Board of Directors to carry out official and functional roles for tournaments hosted and conducted by the Corporation. *[also see Sch. 5-A; R.8.12]*

5.2.02.xiii Fundraising Committee

The *Fundraising Committee* consists of the Chair of the committee and those members the said chair appoints upon ratification of the Executive Committee and/or Board of Directors to carry out official and functional roles for fundraising activities hosted and conducted by the Corporation. *[also see Sch.5-A; R.8.03]*

5.2.02.xiv Volunteer Committee

The *Volunteer Committee* consists of the Chair of the committee and those members the said chair appoints upon ratification of the Executive Committee and/or Board of Directors to carry out official and functional roles for obtaining volunteers for events hosted and conducted by the Corporation. *[also see Sch. 5-A; R.8.13]*

5.2.03 Standing Committee Responsibilities

The responsibilities of each standing committee set out in 5.2.02 shall be as set out in Schedule 5-A attached hereto, and such Schedule is a regulation and may be amended by the Board of Directors at any

time.

### **5.3.00 COMMITTEES CREATED**

#### **5.3.01 Committees Appointed**

The Board of Directors through the Executive Committee may establish any committee, either through the procedures set out in this by-law, or by and with exception to the sections herein, and any such committee shall be ad hoc, unless specifically named in this by-law or any other by-law of the Corporation.

#### **5.3.02 Ad Hoc Committees**

An ad hoc committee shall be a committee appointed for a specific task or specific time. Any and all committees or sub-committee(s) not a Standing Committee as set out in section 5.2.02 shall be deemed an ad hoc committee, and upon appointment of such committees the Board of Directors shall set out the terms of the appointment, the specific tasks of the appointment and the responsibilities and authorities of the committee shall be set out in Schedule 5-B upon declaration therefore.

#### **5.3.03 Ad Hoc Becomes Standing Committee**

No committee shall be made a Standing Committee and included in this by-law as such unless and until such committee has been in existence and reported to TWO (2) consecutive AGM's of the Corporation.

#### **5.4.00 EX OFFICIO COMMITTEE MEMBERS**

##### **5.4.01 Executive Committee**

The Executive Committee, and any member thereof is a member of any and all Corporation committee(s) ex officio and upon attendance at any meeting shall have all the rights and prerogatives of any other member of the meeting.

##### **5.4.02 Corporation Staff Members**

The professional staff of the Corporation, as it may exist from time to time, or any member thereof, is a member of any and all corporation committee(s) ex officio, non-voting, and may attend any meeting of the Corporation committees as requested or directed.

#### **5.5.00 CORPORATION ASSET**

##### **5.5.01 Copyright, Ownership, Etc.**

Any material or program, conceptual or otherwise, provided or developed by any member of the Corporation, whether said production or development is required, directed, or otherwise, is and shall be the property of the Corporation, and may be utilized, published, or otherwise used by the Corporation in any manner the Corporation directs.

##### **5.5.02 Remuneration For Programs**

A member may be reimbursed for any such material or program and upon request shall execute any documentation required to assert and verify the Corporation's rights.

##### **5.5.03 Contracted Programs**

Notwithstanding the Corporation rights, the Corporation may in its sole discretion enter into any contractual relationship with any person, member or otherwise, to develop materials or programs related to or being part of the sport of hockey or within the mandate of **AURORA MINOR HOCKEY ASSOCIATION**

\* \* \* \* \*

## **SCHEDULE 5-A: R.8.00 - STANDING COMMITTEE RESPONSIBILITIES**

### **R.8.01 Executive Committee**

The *Executive Committee* is charged with the day to day operation of the Corporation and shall co-ordinate all activities of the Corporation members and the Committees. The Executive Committee may direct that any Committee member report to it for purposes of reporting to the Board of Directors.

### **R.8.02 Advisory Committee**

Any member of the *Advisory Committee* may be utilized on, or assist, or recommend to the 3rd Vice-President the make-up of any Board of Reference, Appeal Tribunal or Appeal Board when any one of such entities is required by the Corporation and nothing herein shall prevent any member of the Advisory Committee from serving on or chairing any such entity provided the rules governing conflict of interest have been applied.

Further the *Advisory Council* which is what the committee is referred to otherwise will advise the President or Executive Committee of the Corporation on request on any matter referred to such committee.

### **R.8.03 Fundraising Committee**

- (a) To review ways and means of raising sufficient funds to enable the Association to operate efficiently;
- (b) To establish such sub-committees or ad hoc as assigned by the Board of Directors and as may be necessary to assist in organizing and operating various projects and raising funds as needed by the corporation.
- (c) With the help of said established committees to organize such events as, e.g., Home and Home Weekend, Hoedown etc.

### **R.8.04 Aurora Hockey Parents' Auxiliary**

The *Auxiliary*, referred to as the *AHPA* herein, shall assist the Corporation in any endeavour it may be requested to so assist with and the Chair and/or Secretary of the *AHPA* shall attend the Annual General Meeting and Board of Director meetings as a non-voting but participating member. The *AHPA* shall assist the Corporation with awards and banquets at year end.

### **R.8.05 Equipment & Purchasing Committee**

The *Equipment/Purchasing Committee* is responsible for the purchasing of all equipment for any and all Corporation teams or players as approved by the Board of Directors and shall call for a minimum of three tenders regarding major items of equipment or for any equipment costing more than \$1000 to purchase. The purchase of any and all equipment over \$500 shall be by Purchase Order as approved by the appropriate and respective officers and on purchase the details shall be submitted to the Treasurer or his appointee. Any purchase over \$1000 must be approved by the Board of Directors. The

*Equipment/Purchasing Committee* shall keep suitable records itemizing the equipment available, its location and condition, and is responsible for the care and repair of all equipment used by any and all teams of the Corporation, and is responsible to acquire supplies of equipment for use in the House League and Representative Team systems.

The *Equipment/Purchasing Committee* is responsible for the collection and storage of all team equipment belonging to the Corporation at the end of the season.

The *Equipment/Purchasing Committee* responsibilities in addition to those set out herein are set out in Schedules attached to By-law No. 8 as they relate to specific hockey operations and procedures for other entities within the Corporation to interact with the *Equipment/Purchasing Committee* are also set therein.

#### R.8.06 House League Teams Committee

The *House League Teams Committee* responsibilities are set out in Schedules attached to By-law No. 8. as Schedule 8-E: P.12.00.

#### R.8.07 Publicity Committee

The *Publicity Committee* is to supply the media with the results of all games in the proper format and provide the advertising and information for special events as directed by the Board of Directors. In addition the *Publicity Committee* is to promote the Corporation's public image and co-ordinate promotion of various Corporation events as required by various Directors. The committee is responsible for the maintenance of the Corporation website.

#### R.8.08 Representative Teams Committee

The *Representative Teams Committee* responsibilities are set out in Schedules attached to By-law No. 8 and included in Schedule 8-C, P.10.00.

#### R.8.09 Registrar's Committee

The *Registrar's Committee* is responsible for the registration of all members in the Corporation and will maintain active lists recording the number of registered player members, their names, addresses and phone numbers in each age classification and will collect all player dues and fees on behalf of the Treasurer.

The *Registrar's Committee* will compile and provide the OMHA with a list of all names, addresses and phone numbers of all Associate, Administrative, Coaching and Officiating members, who carry out or fulfill a role for the Corporation in facilities rented by the Corporation for hockey purposes including but not exclusively limited to Team Officials for Rep and House League teams, team parents, time keepers and conveners for insurance purposes.

The *Registrar's Committee* will provide the Board and/or the appropriate Vice President(s) with a list of all members or other persons owing monies to the Corporation, and assist in taking whatever steps are necessary and appropriate to collect delinquent accounts.

The *Registrar's Committee* responsibilities in addition to those set out herein are set out in Schedules attached to By-law No. 8 as they relate to specific hockey operations and procedures for other entities within the Corporation to interact with the *Registrar's Committee* are also set therein.

#### R.8.10 Special Projects

To establish such sub-committees or ad hoc as assigned by the Board of Directors and as may be necessary to assist in organizing and operating various projects;

With the help of said established committees to organize such events as, e.g., photographs, banquets for House League and Rep Hockey.

#### R.8.11 Sponsorship Committee

The *Sponsorship Committee* is charged with the responsibility of acquiring sponsors as approved and/or required by the Board of Directors for various endeavours and to collect all Sponsorship fees on behalf of the Corporation and to submit same with appropriate details to the Treasurer or as the Treasurer directs.

The *Sponsorship Committee* is to maintain adequate liaison and public relations between the Corporation and its Sponsors and in so doing shall maintain detailed Sponsorship records and shall ensure liaison with the Board of Directors and Awards Committee and deliver to each Sponsor their year-end appreciation award.

The *Sponsorship Committee* is to work closely with the Equipment/Purchasing Committee in ensuring that all the required Sponsor information is applied to sweaters and make available to each Sponsor their team schedule of events.

#### R.8.12 Tournament Committee

The *Tournament Committee* responsibilities include advertising, hosting, and the organization of tournaments conducted by the Corporation.

#### R.8.13 Volunteer Committee

The *Volunteer Committee* is responsible for assisting all directors in finding volunteers to assist them in their duties.

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### **SCHEDULE 5-B: R.9.00 - AD HOC COMMITTEE DUTIES**

#### R.9.01

\* \* \* \* \*

## **BY-LAW NO. 6**

A by-law relating to the particularities of

### **AWARDS, SANCTIONS AND APPEALS**

within **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and section 1.8.00 of By-law No. 1, and supplemental to provisions of the said By-law No. 1.

**BE IT ENACTED** as By-law No. 6 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

#### **6.1.00 AWARDS AND SERVICE AWARDS**

##### **6.1.01 Service Awards**

The Corporation may present awards for service, experience and contributions to the Corporation, and if possible such awards will be presented at the AGM of the Corporation.

##### **6.1.02 Awards**

The Corporation may grant awards of any nature for any contribution to the Corporation which the Board of Directors determines should be honoured and sanctioned by the Corporation.

##### **6.1.03 Submission of Recipient Names**

Names of eligible Service Award and Award recipients may be submitted to the Secretary of the Corporation by any member of the Corporation by May 1 and the Board of Directors will review such nominated recipient's services to the Corporation and make a decision.

##### **6.1.04 Member Status Awards**

The description of necessary service periods and accomplishments as set out in by-law 4, sections 4.1.08, 4.1.09, 4.1.10 and Regulations R.6.00 and R.7.00 in Schedule 4-A, being descriptions of Honourary and Life Members.

#### **6.2.00 SANCTIONS**

##### **6.2.01 Authority and Jurisdiction**

The Corporation may sanction any activity or action, direct or indirect, related to minor hockey within its jurisdiction.

#### 6.2.02 Sanction Defined

Sanction may be authorization of any activity or action included in section 6.1.01 hereof by granting of awards or recognition of such activity or action and shall thereby include the right to intervene in such activity or action if same is not authorized under the approved rules of the sport or the by-laws and regulations of the Corporation, or carried out under the said rules of the sport or established procedures of the Corporation and/or the sport.

#### 6.2.03 Intervention By Corporation

Intervention may be by penalty or punishment which penalty or punishment may include fine, suspension of rights, cancellation of rights, or any combination of penalty or punishment.

#### 6.2.04 Application of Sanctions

(a) Sanction and commendation may be applied on any class of member or the entities or individuals of said class. Sanction and commendation may be applied at any level within the Corporation be it at the Board of Directors or a Committee level and the level shall be determined by the jurisdiction of the entity within the Corporation applying a sanction or intervention in the first instance. Sanction and commendation refers to awards, certification, commendation or other sanctions implying an award.

(b) Sanction and intervention may be applied on any class of member or the entities or individuals of said class. Sanction and intervention may be applied at any level within the Corporation be it at the Board of Directors or a Committee level and the level shall be determined by the jurisdiction of the entity within the Corporation applying a sanction or intervention in the first instance. That is, a sanction of an incident within a game of hockey, house league, will be dealt with by the appropriate entities as set out in this by-law, and not proceed to an Appeal Board immediately or until allowed to do so. Sanction and intervention refers to a penalty or disciplinary act or action by the Corporation.



### **6.3.00 APPEAL RIGHT**

#### **6.3.01 Member or Entity May Appeal**

(a) Any individual or entity of the Corporation against which a sanction or intervention has been applied may appeal the sanction or intervention to the Secretary of the Corporation at the head office of the Corporation and the Corporation may limit an appeal in relation to the game of hockey only and not all other membership rights as set out in various policies and/or regulations of the Corporation.

(b) In relation to the game of hockey there shall be no appeal right for any matter affecting a Registered Player Member, or any other member acting as a Team Official, or any Associate or Administrative member for a matter occurring at a game of hockey unless a suspension in excess of five (5) games or thirty (30) days has been imposed on the member.

#### **6.3.02 Appeal Action**

The Executive Committee of the Corporation shall appoint a Board of Reference or Tribunal in the first instance to review and hear the matter appealed.

### **6.4.00 BOARD OF REFERENCE**

#### **6.4.01 Composition, Appointment and Procedures**

(a) The Advisory Committee of the Corporation as it is comprised from time to time will comprise a Board of Reference or on recommendation to the Executive Committee additional members will be added, or all of the members of the Board of Reference may not be officers presently or previously, but the Board of Reference shall be comprised of an odd-numbered number of members equal to or greater than three.

(b) The appointing entity may name one of the members Chair, or the Chair of the Advisory Committee may act as same for the Board of Reference, or the members of the Board of Reference may be left to appoint their own chair from among the Board of Reference members, and the members shall be appointed under the guidelines set out in Schedule 6-A and P.6.00 thereof.

(c) The Board of Reference shall operate under the same procedures as the Board of Directors as to voting, and a quorum shall be one half ( $\frac{1}{2}$ ) plus one half ( $\frac{1}{2}$ ) of the members appointed to the Board of Reference, and once a member is seized of a matter before a Board of Reference only the Board of Directors may appoint a replacement for a member not able to participate or continue as a Board of Reference member after being seized of such matter.

(d) The Board of Reference will set times and dates on which it will convene and the location thereof and only persons invited to speak or appear at the Board of Reference shall be in the room or location wherein the Board of Reference is sitting, and only at the time the Board is dealing with that member or person. The Board of Reference may call members or persons appearing singly or *en masse*, in their sole and unfettered discretion.

#### 6.4.02 Board of Reference Jurisdiction

A Board of Reference shall have the authority to review and investigate incidents referred to it by the President, a Vice President, Referee in Chief, Head Coach or the Board of Directors.

#### 6.4.03 Board of Reference Authority

A Board of Reference has the authority to set out any penalty or review any penalty of disciplinary matter that has been dealt with initially under the by-laws, policies or regulations of the Corporation including and particularly the matters set out in By-law No. 8, and/or may set out terms and conditions for any member to continue as a member or enjoy member rights.

#### 6.4.04 Board of Reference Powers

The Board of Reference has the right to direct any member or officer of the Corporation to attend the Board of Reference and has the right to question such member or officer and establish to its' satisfaction the circumstances and facts of the incident or occurrence requiring a Board of Reference, and in certain and appropriate instances the Board of Reference may request a non-member to attend a Board of Reference.

#### 6.4.05 Board of Reference Decision(s)

The Board of Reference shall provide minutes of its' deliberations which minutes shall include or be a summary of the facts determined in relation to the matter the Board of Reference is reviewing, and in relation to such facts as determined by a Board of Reference there shall be no appeal, and the Board of Reference shall make a decision and include same in its' minutes and the basis or rationale of such decision, and such decision may be a sanction or penalty, extension of a penalty or sanction already imposed, or no further sanction or penalty, and in those circumstances the Board of Reference is of the opinion it would benefit the Corporation to have legal advice rendered the Board of Reference, the Board of Reference may arrange through the President for Corporation counsel to attend the Board of Reference.

### **6.5.00 APPEAL TRIBUNAL & PROCEDURES**

#### 6.5.01 Appointments and Procedures

A Tribunal shall be established under the procedures set out in Schedule 6-A, P.6.00 attached hereto and shall conduct a hearing under the rules delineated in Schedule 6-A, P.7.00 attached hereto.

#### 6.5.02 Tribunal Responsibility

The facts of the matter under appeal shall be established by the Tribunal and from said facts there shall be no appeal. The Tribunal shall make a decision based on the facts of the matter under appeal and said decision with the reasons therefore shall be rendered to the parties directly involved in the appeal and filed with the Secretary of the Corporation.

#### 6.5.03 Appeal of Tribunal/Board of Reference By Leave Only

Either party to an appeal determined by a Tribunal may apply for leave to appeal the decision within five (5) days of the date of the Tribunal decision on grounds of improper penalty or punishment or improper application of Corporate policy, or rules and regulations of the Corporation only.

Application for leave to appeal under this section shall be made to the Secretary of the Corporation, and shall be in letter form stating the grounds and reasons why leave to appeal should be granted.

#### 6.5.04 Executive Committee Determines Leave

The Executive Committee of the Corporation shall determine within three (3) days of receipt of application for leave to appeal whether the said leave to appeal will or will not be allowed, and their decision is final and binding. If leave to appeal is not allowed the decision of the Tribunal is confirmed and shall have force and effect forthwith. If leave to appeal is granted the Executive Committee shall appoint an Appeal Board forthwith and set a date within fifteen days next for the Appeal Board to sit.

### **6.6.00 APPEAL BOARD & PROCEDURES**

#### 6.6.01 Appointment and Purpose

The Appeal Board shall be appointed as set out in Appendix 6-A, P.6.00. An Appeal Board may make a determination on any matter included in the written submissions for leave to appeal with or without a hearing.

#### 6.6.02 Appeal Board Powers

The Appeal Board may convene a hearing and both parties to the appeal shall be given opportunity to be heard if a hearing is convened. The Appeal Board may call any member of the Corporation to attend to give evidence, or may call any witness, or may demand any Corporate documents to determine or assist in determining the matter appealed. The Appeal Board shall convene a hearing if the Appeal Board calls any member or witness to give evidence.

#### 6.6.03 Appeal Board Decisions

The decision of the Appeal Board shall be in writing with reasons therefore to the parties and the decision shall be filed with the Secretary of the Corporation. The decision of the Appeal Board hearing any matter is final and binding and non-appealable, and the Corporation shall ensure the carrying out of the Appeal Board decision.

### **6.7.00 SCHEDULES**

#### 6.7.01 Schedules Are Regulations

Schedule 6-A attached hereto includes Policies of the Corporation for implementing purposes only and such Policies are not part of the by-law as such and may be amended from time to time by the Board of Directors by special resolution.

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## **SCHEDULE 6-A: P.6.00 - APPEALS BOARD**

### **P.6.01 Definition of Appeals Board**

Appeals Board includes any Board of Reference, Appeal Tribunal or Appeal Board as hereafter referred to, or as referred to, in By-law No. 6, and generally a Board of Reference may be established for any hockey related matter, or matter arising in facilities rented by the Corporation, and is synonymous with an Appeal Tribunal which carries out the same function for any other matter arising. It is noted that this is a policy only and Boards of Reference or Appeal Tribunals are not exclusively limited or appointed as stated herein.

### **P.6.02 Appointment of Boards**

On appointment of any Appeals Board as defined in P.6.01, the Advisory Committee, Executive Committee or Board of Directors shall ensure the following:

- (a) That no association exists between a party of appeal and a Tribunal member, either actual or apparent.
- (b) That no Tribunal member has been involved in any preliminary stage of the decision or matter under appeal.
- (c) That no Tribunal member has a pre-set attitude or apparent interests in the result of the appeal.
- (d) "Apparent" herein is defined as "in appearance" or "reasonable likelihood".

### **P.6.03 Appeal Board/Tribunal/Board of Reference**

The use of the words Appeals Board refers to any one of the three bodies which may be appointed, and the appeal body of first instance shall be the Board of Reference or Tribunal, and the procedures of either shall be similar unless specifically set out or stated otherwise in By-law No. 6. When an Appeal Board (not Appeals) is appointed it shall follow a like procedure as Boards of Reference or Tribunals, unless specifically stated otherwise in By-law No. 6 or P.6.00 or P.7.00.

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## **SCHEDULE 6-A: P.7.00 APPEAL BOARDS PROCEDURES**

### **P.7.01 Policy as to Rights of Appeal**

It is the policy of AURORA MINOR HOCKEY ASSOCIATION that each and every member against whom an adverse decision of either an officer, standing committee, or the Board of Directors of the Corporation, has been rendered or tendered may appeal such decision, subject only to the proviso set out in s.6.03.1.(b). In that the by-laws of the Corporation ensure that each member has right of appeal and the Corporation is obligated to ensure compliance, and that the final appeal is to the Board of Directors as set out in section 4.6.00 of By-law No. 4 of the Corporation, the establishment of an Board of Reference, Appeal Tribunal and/or an Appeal Board, or any of them, is to allow the member and/or the Corporation every opportunity and right of appeal, and as well to ensure that at the first level of hearing held, the facts of the matter are ascertained, prior to the final appeal being heard, and the facts once accepted or determined may not be appealed.

### **P.7.02 Appeal to Appeals Board**

In the event that a decision affecting a member has been made by the Board of Directors, only an Appeal Board can be appointed to hear a matter appealed; a matter which has been determined by an officer or standing committee of the Corporation, and ratified or not ratified by the Board of Directors, may be heard by a Board of Reference or a Tribunal in the first instance.

### **P.7.03 Notice of Appeal**

Any notice for request for appeal shall be given in writing and accompanied by the \$100 fee, and given or mailed to the Secretary of AURORA MINOR HOCKEY ASSOCIATION and shall include the grounds and/or reasons for appeal. The grounds and/or reasons for appeal shall be of sufficient particularity that the opposite party may respond in writing. Any notice for request for appeal shall be made within three (3) days of the sanction or intervention or decision being appealed and notice shall mean date of postmark if mailed by registered mail or receipt of notice if delivered otherwise and all notices shall be to the head office of the Corporation, and addressed on the envelope as follows:

"Appeal"  
c/o Secretary, Aurora Minor Hockey Association  
1A Community Centre Lane, Aurora, Ontario, L4G 7B1

### **P.7.04 Time Of Appointment of Appeal**

- (a) Within ten (10) days of receipt of notice for request for appeal a Board of Reference/Tribunal shall be appointed; a date shall be set for a hearing which date shall be within fifteen (15) days of appointment of the Board of Reference/Tribunal; and notice to all parties of such date of hearing by the Board of Reference/Tribunal shall be telephoned and confirmed by registered mail.
- (b) The Board of Reference/Tribunal hearing shall proceed as scheduled unless both parties to the appeal consent to an extension of time, which extension may not be for more than ten (10) days

past the original date set for a Board of Reference/Tribunal hearing.

#### P.7.05 Appeal Parties

The parties to an appeal shall be the member appealing, and the Corporation represented by the member making the original sanction or intervention being appealed. The Board of Reference/Tribunal shall ensure that the appealing party has a response and that the responding party has the grounds of appeal at least three days before the scheduled hearing. In the absence of a response in writing the Board of Reference/Tribunal may allow the appeal or may extend the date of hearing up to ten (10) days. In the continued absence of a response in writing such that the appealing party does not have the response three clear days prior to the hearing, the appeal shall be granted. If the Board of Reference/Tribunal determines that the grounds of appeal are not of sufficient particularity to allow a response, the Board of Reference/Tribunal may direct greater particularity of grounds of appeal and may extend the date of hearing up to ten (10) days. In the continued absence of particularity of grounds of appeal such that the responding party cannot respond to the appealing party three clear days prior to the hearing, the appeal shall be refused.

#### P.7.06 Appeal Procedures at Hearing

At the Board of Reference/Tribunal hearing either party may present information, witnesses, documents and/or personal statements and either party may cross-examine the other, or witnesses, and the Board of Reference/Tribunal may cross-examine or request any information of either party or any witness or any member of the Corporation. The Board of Reference/Tribunal shall decide on the basis of materials presented during the hearing the facts of the alleged misconduct being appealed and shall file same in writing as part of the Board of Reference/Tribunal decision. The Board of Reference/Tribunal shall make a decision in relation to the appeal with reasons therefore and in writing. The Board of Reference/Tribunal shall deliver to each party and the Corporation its' written decision within ten (10) days of the Board of Reference/Tribunal hearing. Notwithstanding anything set out herein, a Board of Reference/Tribunal may render a verbal decision forthwith at hearing provided the procedures in this section are properly completed thereafter. The date on which the Board of Reference/Tribunal shall be deemed to have rendered its decision shall be the date on which such decision is posted by registered mail to the parties, notwithstanding a Board of Reference/Tribunal rendering a verbal decision.

#### P.7.07 Appeal Board Decisions

An Appeal Board may make a determination on any matter included in the written submissions for leave to appeal with or without a hearing.

#### P.7.08 Appeal Ruling

If a \$100 appeal is upheld a full refund of the appeal fee will be refunded. If the appeal is denied, there will be no refund.

## **BY-LAW NO. 7**

A by-law relating to the particularities of

### **PROCEDURES & STANDARDS**

members, directors and officers of **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and section 1.8.00 of By-law No. 1, and supplemental to provisions of the said By-law No. 1.

**BE IT ENACTED** as By-law No. 7 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

### **PART I - STANDARDS OF OFFICE**

#### **7.1.00 OFFICE/OFFICERS**

##### **7.1.01 Definition**

An officer is a person or member appointed by the Board of Directors, or by the Members, to any office for any task or responsibility in or for the Corporation and includes but is not limited to a person or member appointed to a committee of the Corporation; to any office referred to in the by-laws of the Corporation; or to any position wherein the person or member represents the Corporation.

#### **7.2.00 INTEREST**

##### **7.2.01 Definition**

It is the duty of any person or member holding an office or being an officer of the Corporation to disclose any information which an ordinary person or member could rationally regard as affecting the impartiality of the officer in acting as such officer, and such information shall be called an interest.

#### **7.3.00 APPOINTMENT OF OFFICERS**

##### **7.3.01 Corporate Requirement**

The Corporation shall so much as is possible, when appointing persons or members to any official position ensure that the appointee has no pre-set attitude nor apparent interest in the result of fulfilling the official position in a proper manner.

##### **7.3.02 Additional Requirements**

In any situation wherein the Corporation appoints an officer to an official position wherein the rights of a member may be reviewed and/or sanctioned, in addition to the matters set out in article 9.3.01, the Corporation shall so much as is possible, ensure that no association exists between the



officer and the member, either actual or apparent, and that the officer has not been involved in any preliminary stage of the matter under review and/or sanction.

#### 7.3.03 Definitions - Apparent

"Apparent" herein is defined as "in appearance" or "reasonable likelihood".

#### 7.3.04 Definition - Sanction

"Sanction" herein is defined as a "reward for obedience", or a "penalty for disobedience" when attached to any law, by-law, rule, regulation, or consideration of a standard of conduct of the Corporation herein.

### **7.4.00 DECLARATION OF INTEREST**

#### 7.4.01 Disclosure - At Meeting

The person or member required to disclose an interest, whether such interest is direct or indirect, shall declare the interest at the meeting appointing such person or member an officer.

#### 7.4.02 Disclosure - Member Absent

If the person or member is not at the meeting wherein the appointment is made, or at the date of that meeting is not under obligation to declare an interest, at the next meeting of the entity appointing that person or member held after the interest arises, the person or member shall disclose or declare the interest.

#### 7.4.03 Disclosure - Written or Verbal

A declaration of interest may be in writing or may be made verbally.

#### 7.4.04 Procedure on Disclosure

Upon declaration of an interest, the declarant thereafter shall not participate, nor vote, in relation to the matter giving rise to the interest, or if the declarant has voted such vote shall be discounted.

#### 7.4.05 Declaration Indemnifies

Any officer, person or member who has made a declaration of interest under this by-law and has not voted in respect to any matter giving rise to the interest contrary to article 9.4.03 shall not be accountable nor liable to the Corporation or any of its members by reason only of the office held, or the fiduciary relationship thereby established.

## **7.5.00 DIRECTORS**

### **7.5.01 Referral To Advisory Committee**

In any situation arising wherein a director is of the opinion a conflict of interest exists either as to the director, another director, or any corporate act, the director may ask for a referral to the Advisory Committee of the Corporation for a ruling, and such referral shall occur forthwith, or as soon as feasibly possible.

### **7.5.02 Advisory Committee Recommends**

The Advisory Committee shall make recommendation, and is not obligated to give the basis or other reasons for its' recommendation, but its recommendation shall be followed.

### **7.5.03 Advisory Committee Powers**

The Advisory Committee shall have recourse to any other information it requires, or to any other consultant or advisor to the Corporation, without further authority required.

### **7.5.04 Advisory Committee Recommends Procedure**

The Advisory Committee in its recommendation shall cite whether the person or member in conflict, if such conflict is established, should impart information to the meeting; participate in a limited way in the meeting; or be absent from the meeting while the matter causing a conflict of interest is on the floor of the meeting.

### **7.5.05 All Committees & Officers**

Any committee or officer of the Corporation shall have recourse to this procedure at any time, save and except when the situation of possible conflict arises in other than a directors' meeting the Advisory Committee may request information in writing, and forthwith or as soon as feasibly possible as cited in article 9.5.01 above shall mean "as soon as is reasonable".

\* \* \* \* \*

## BY-LAW NO. 8

A by-law relating to the particularities of

### **HOCKEY OPERATIONS**

of **AURORA MINOR HOCKEY ASSOCIATION** as authorized under the *Act* and the Letters Patent and all of the By-laws of the Corporation.

**BE IT ENACTED** as By-law No. 8 of **AURORA MINOR HOCKEY ASSOCIATION**, also known as **AMHA** and hereinafter referred to as the "Corporation", as follows:

#### **8.1.00 CORPORATION PURPOSES**

##### **8.1.01 Purpose of By-laws, Policies and Regulations**

The purposes of all of the by-laws, policies and regulations of the Corporation are to enable the Corporation to manage and administer hockey operations for the youth of the Town of Aurora, to create a positive attitude to operating hockey activities in and for the Corporation and to set out all rules for all members so that each member knows the parameters of how such member can fulfil the full potential of playing hockey, assisting with hockey, or assisting a child to experience and enjoy playing hockey.

##### **8.1.02 Definition of Team Officials**

All persons associated, registered with and/or assisting with a team shall be referred to generically as Team Officials and include those Associate, Administrative, Coaching or Officiating members or equivalents, but must be members registered with the Corporation to participate as a team head coach, assistant coach(es), manager, trainer, referee, linesman, scorekeeper, penalty timekeeper, goal judge or any other functional role recognized by the Corporation.

##### **8.1.03 Powers of Board of Directors**

The Board of Directors through specified procedures has the power, authority and right to suspend any player or Team Official for unsportsmanlike conduct on or off the ice for matters pertaining or related to the Corporation, or AMHA. Such a suspension shall remain in force and effect at the discretion of the Board of Directors and no individual shall have like powers or authority, notwithstanding the referee or other officers.

##### **8.1.04 Publicity & Media**

No Team Official has authority to discuss with the media matters relating to protests or like matters involving the O.M.H.A. without first consulting the Corporation 1st Vice President and receiving approval from the 1st Vice President or President, and the Corporation reserves and has the right to appoint or direct an officer of the Corporation to participate in a media event on behalf of the

Corporation.

#### 8.1.05 Appointment of Team Officials

There shall be a vote of confidence on each and every individual appointed or acting as a Team Official each year, and such motions shall be presented at the last regularly scheduled meeting of the Board of Directors prior to the Annual General Meeting. Each Team Official will be notified by the appropriate Vice President or the President of the decision of the Board of Directors on such motion of confidence as such motions shall be presented, considered and decided in private session, in camera, of the Board of Directors.

#### 8.1.06 Discharge of Team Official

Any Team Official may be discharged by failing to receive a majority vote in relation to any matter if such matter is put to a vote of confidence by the Board of Directors, and such a motion of confidence may be called at any time, and requires a majority vote only to be approved. Similarly, if so required, to appoint a replacement for a Team Official shall only require a majority vote.

### 8.2.00 UNIFORMS

#### 8.2.01 AMHA Uniforms

##### (a) Purchase of AMHA merchandise

All Hockey Uniforms will prominently display the AMHA logo and colours and must be approved by the Board of Directors. Hockey uniforms, for the purpose of these by-laws and Playing Rules of the Corporation or AMHA are defined as game sweaters and socks. All requests to purchase jackets, caps, crests, etc. or other uniform or team paraphernalia displaying the logo and colours of the Corporation must be presented to the Board of Directors and only in the instance of the AMHA designated supplier not being able to satisfy such request will specific permission be given to otherwise acquire the article desired.

##### (b) Procedures re Purchases

If a team purchases merchandise from a supplier other than the AMHA designated supplier without being given exemption from the Board of Directors, the team shall be fined \$1,500.00 forthwith.

#### 8.2.02 Representative Team Sweaters

All Aurora Minor Hockey Association Representative team colours will be white and gold on black or black and gold on white, and numbers will be 1 or 2 digits maximum at the team's discretion. Name bars and sponsor bars must be supplied by the AMHA designated supplier with placement of these bars to be approved by the Board of Directors.

#### 8.2.03 House League Team Sweaters

Team sweaters for House League will be purchased by the Corporation and colours will vary from team to team to minimize confusion in games, and Sponsor recognition will be applied to the team

sweater in the location approved by the Board of Directors.

#### 8.2.04 Team Sponsorship

The policy of the Corporation as to team sponsorship shall be as set out in P.8.00 attached hereto in Schedule 8-A, P.8.04 attached hereto.

#### 8.2.05 Player Dress Code

There shall be a dress code for both street clothes and hockey uniforms and same is set out in Schedule 8-C; P.10.04 attached hereto.

#### 8.2.06 C.S.A. Approved Helmets

Any act which has been determined to degrade the quality or performance of a helmet is not allowed and waives the C.S.A. approval of the helmet. Painting and/or taping of helmets degrades the quality and materials in helmets and is not allowed. Any player or other member having a helmet degraded as set out will not be allowed to participate in a Corporation activity.

### **8.3.00 RULES FOR TEAMS & TEAM OFFICIALS**

#### 8.3.01 Rules for All Teams & All Team Officials

- (a) No team may play more than two (2) games in any one calendar day without the express written approval of the appropriate Vice President or excepted or allowed in an approved tournament.
- (b) No team may play an opponent outside its age group without the express written approval of the Executive or respective Vice President.
- (c) At least one Team Official shall remain in the dressing room immediately prior to and immediately following all games and practices for the purpose of supervising players.
- (d) Team Officials are responsible for ensuring that all players wear protective equipment as follows: shin pads, elbow pads, athletic cup, gloves, neck guard, mouthguard, goalie bib and C.S.A. approved helmet and face mask with chin strap as per O.M.H.A. rulings.
- (e) Team Officials are responsible for ensuring that:
  - i) Players do not block stairways, doors, etc. prior to going on to the ice.
  - ii) Helmets are worn by all players at all times on the ice and on the bench (It is suggested that helmets be worn to the dressing room in the younger age groups, Peewee and under).
  - iii) All team officials and on ice volunteers must wear helmets while on the ice.
  - iv) All doors leading to the ice surface are firmly closed during practice.

v) All team officials and on ice volunteers are prohibited from walking on the ice surfaces at any time, except the Aurora Family Leisure Complex where helmets must be worn when crossing to the bench area.

vi) Sportsmanlike conduct is followed by all Team members and Team Officials at all times.

(f) Team Officials are responsible for the efficient operation and decorum of their respective teams. They will ensure that only Team Officials are on the players' bench, and may determine in the best interests' of the players if parents may assist in the dressing room before or after a game, or both.

(g) It is the responsibility of the Team Trainer to inform the parent of every player to insure that each and every player has his/her Ontario Health Card number recorded on the inside of his/her hockey helmet and hockey pants.

(h) No Team Official shall smoke while performing their role, on or behind the bench or otherwise.

(i) No Team Official shall be under the influence of alcohol or drugs while performing their role, on or behind the bench or otherwise.

(j) No Team Official shall allow any player(s) to sign any document which has not been given written approval by the Executive.

(k) All Team Officials will be given a copy of the Corporation Constitution including the Playing Rules (and an easy to follow general purpose operations manual at the beginning of each playing season) and are expected to be familiar with all of the contents, and in any situation where a Team Official or Team is found to have transgressed the particular rules applicable to that team or Team Officials, the Corporation can properly assume that such transgression or error was intentional.

(l) Only coaches approved by the AMHA shall have the authority of Senior Team Official or Head Coach of their respective team. Only O.M.H.A. rostered officials will be allowed behind the bench during a game.

(m) Any one team can have up to five (5) OMHA rostered officials behind the bench or otherwise (OMHA rule).

(n) Any person being utilized to teach, demonstrate or otherwise participate in a team's program who is not a member of AMHA shall be required to sign a waiver to AMHA in the form as follows:

**"I, \_\_\_\_\_, hereby release and discharge Aurora Minor Hockey Association, (AMHA), its' directors, officials, employees or any other person connected with AMHA from any and all damages, costs, claims or demands arising from any injury or accident, howsoever caused, which may occur by reason of my**

**participation in an AMHA program.**

**Date:**

**Signature:**

#### 8.3.02 Rules Of House League Only

In addition to the rules set out in 8.3.01, the rules in Schedule 8-B, P.9.00 apply to House League Teams, Team Officials and players only.

#### 8.3.03 Rules Of Representative Teams Only

In addition to the rules set out in 8.3.01, the rules in Schedule 8-C, P.10.00 apply to Representative Teams, namely AA, A, AE or Select Teams only.

#### 8.3.04 Transfer & Use of Players

The transfer and use of players as between Representative Teams and House League Teams and the process for implementing a transfer shall be set out in Schedule 8-D, P.11.00, attached hereto.

### 8.4.00 REGISTRATIONS

#### 8.4.01 Only Members Use Services

Only those persons registered as members of the Corporation may avail themselves of any services of the Corporation. "Services" includes attendance and any participation with other members in a facility rented by the Corporation, including attendance as an observer and participant. Attendance as an observer only is not use of a Corporation service.

#### 8.4.02 Prior Registration Required

Gate Officials shall ensure that each person trying out for a team is registered with the Corporation and Officials shall contact the Registrar/Office Staff in regards to eligibility *prior to* a person going on the ice, if said person's name does not appear on the try-out list provided. *A member is ineligible to try out if his/her name is not on the try-out list, or initial listing for House League players.*

#### 8.4.03 Assured Registration & Play

Only those persons who have registered during the registration period as set forth by the Board of Directors are assured membership on a hockey team in the Corporation.

#### 8.4.04 Late Registration

Any person wishing to register after the registration period is over may do so through the Registrar/Office Staff, however the Board of Directors will establish a late registration fee for such services.

#### 8.4.05 Rebates/Non-Playing

(a) Upon application to the Registrar refunds will be issued up to and including December 15 of each year on a prorated basis, and requests for refund of fees after December 15 will be granted only in case where a player is no longer resident or an injury prevents playing hockey for the current season.

(b) A player member who has not played by November 1 or his/her parents will be contacted and if the player is not intending to play the Corporation will arrange a rebate of dues and fees as per 8.4.01(a) above and the members (player and parent/guardian) are deemed to not be members thereafter and the Corporation will have no obligation to ensure membership in any subsequent period or year.

(c) Any player who voluntarily leaves a rep team shall still be responsible for any financial commitments made to the team.

(d) Any player who is removed from a rep team will be eligible for a prorated refund of team fees from the team. The AMHA will determine the amount of the prorated refund.

### 8.5.00 FUND-RAISING & DISBURSEMENTS

#### 8.5.01 Representative Team Bank Accounts

Representative teams will be responsible for establishing a team bank account at a bank designated by the Board of Directors, and such account shall clearly state the name of the team (i.e. level and status) and also include the acronym AMHA, and such accounts shall have a minimum of two (2) Team Officials as signatories of which one (1) must be the Team Head Coach together with the President and 1st Vice-President of the Corporation, and the account shall require two signatures for any disbursement from the account, and cheques shall not be pre-signed by one signatory, and the President and 1st Vice-President shall be for emergent purposes only a signatory, and the President shall be the last choice signatory.

#### 8.5.02 Fund-raising Approval

All Rep teams will produce and submit to their respective VP a budget for approval on or before September 30 of each year., and such budget will include any fund-raising proposals, and any and all fund-raising programs, proposals or plans must be approved by the Board of Directors or its designate prior to announcement of the fund-raising.

#### 8.5.03 Cash Transactions Discouraged

(a) If cash is received by a Representative Team, the Representative Team must issue a proper receipt which indicates the date, amount of cash received by whom and from whom, and the purpose of the transaction.

(b) If cash is disbursed by a Representative Team, the Representative Team must receive a proper



invoice which indicates the date, amount of cash disbursed by whom and to whom, and the purpose of the transaction.

#### 8.5.04 Team Budgets and Financial Statements

A Team Official shall provide a team budget to the Treasurer by the 1<sup>st</sup> of September, and a team financial statement by the 1<sup>st</sup> of November, January and March and such statement(s) shall be accrual-styled, year-to-date statement, showing all revenues and disbursements for and on behalf of the Team, and shall include the bank balance of the Team's account, and such statement shall be provided any parent who requests same, by either the Team Coach or Manager.

### **8.6.00 SELECTION OF TEAM OFFICIALS - REP TEAMS/SELECT TEAM**

#### 8.6.01 Application For Coaching Positions

Any qualified member wishing to be a head coach of a Representative/Select team shall apply to the attention of the Executive Assistant Hockey Operations for such position and by the date established by the Board of Directors. "Qualified" herein means certified in accordance with O.M.H.A. standards.

#### 8.6.02 Selection Committee

The Rep/Select Team Selection Committee shall consist of three non-members appointed by the President and approved by the Board of Directors and no member of the Committee shall be applying for a position for which the Committee is appointed, and if same occurs, that Committee member shall withdraw and the President shall appoint a replacement.

#### 8.6.03 Committee Mandate

The Committee shall review each application, including the qualifications and experience of the applicant and previous record(s) of the applicant and shall, based on such review and an interview with the Committee by each applicant, on a majority vote basis recommend to the Board of Directors appointments.

- Any committee member entering a conflict of interest situation shall declare same and withdraw from the process involving the candidate/applicant for which a conflict arises
- The Head Coach will evaluate the applicant's children engaged in play with AMHA with such information to remain confidential and utilized only in the event of a close decision.
- The number of years an applicant has coached with AMHA shall have no bearing on the selection process.

#### 8.6.04 Appointments

Based on recommendations of the Selection Committee and other pertinent materials, the Board of Directors shall make a determination and appoint coaches for particular positions and/or teams, and announce same prior to the AGM or tryouts, whichever first occurs.

#### 8.6.05 Vacancies

If no application is received for a particular team or team level the position shall remain vacant until an appointment is made by the Board of Directors.

## **8.7.00 SELECTION OF TEAM OFFICIALS - HOUSE LEAGUE**

### **8.7.01 Application For Coaching Positions**

Any qualified member wishing to be a head coach or a coach of a House League team shall apply to the attention of the 2nd Vice President for such position and by the date established by the Board of Directors.

### **8.7.02 Selection Committee**

The House League Team Selection Committee shall consist of the respective House League Convenor, 2nd Vice President, President and appropriate Convener from the previous year, if and able, and no member of the Committee shall be applying for a position for which the Committee is to make recommendation, and if same occurs, that Committee member shall withdraw and the Board of Directors shall appoint a replacement for the selection of that position.

### **8.7.03 Committee Mandate**

The Committee shall review each application, including the qualifications and experience of the applicant and previous record(s) of the applicant, and after interview with the Committee between April 1 and September 15, the house league convenor shall make final decisions.

- Any committee member entering a conflict of interest situation shall declare same and withdraw from the process involving the candidate/applicant for which a conflict arises
- The number of years an applicant has coached with AMHA shall have no bearing on the selection process.
- All applicants if appointed shall sign a Code of Conduct agreement to be placed in the applicant's file.

### **8.7.04 Appointments**

Based on recommendations of the Selection Committee and other pertinent materials, the House League Convenor shall make a determination and appoint coaches for particular positions and/or teams division, and announce same on or before September 15.

### **8.7.05 Vacancies**

If no application is received for a particular team or team level the position shall remain vacant until an appointment is made by the House League Convenor.

## **8.8.00 CONDUCT OF TEAM OFFICIALS**

### **8.8.01 Abide by By-laws**

Each and every Team Official will read, understand and abide by the By-laws, Policies, Regulations including Playing Rules of the Corporation or AMHA at all times and no personal arrangement, or formal or informal agreement, may be contracted or carried out between members in the Corporation which is contrary or contradictory to the Corporation By-laws, Policies or Regulations or to any duly passed motions of the Board of Directors and a breach of this provision will be subject to discipline on review of the member's act or actions by a Board of Reference or the Board of Directors.

### **8.8.02 Acts Penalized**

Team Officials who carry out a single but flagrant act of disregard of the values of the Corporation including physical interference with a referee, an AMHA player or a player from opposing teams, or other team officials, or spectators including those of opposing teams, or arena staff, or consistently demonstrate a disregard of the By-laws, Policies, Regulations or Playing Rules of the Corporation, may, by a decision of the Board of Reference, be suspended from all duties for a period of time up to thirty (30) days and the terms and conditions of the suspension, or any other terms and conditions not including suspension, are at the discretion of the Board of Reference. Removal of a Team Official from duties and/or suspension beyond thirty (30) days shall be recommended to the Board of Directors by a Board of Reference, and a decision of the Board of Directors based on such recommendation shall be final and binding and non-appealable unless leave to appeal to an Appeal Board is granted by the Executive Committee.

### **8.8.03 Discipline of Players by Team Officials**

Coaches are expected to employ progressive discipline when penalizing players for actions that disrespect or disregard the goals, values and objectives of the Corporation and the Head Coach of a team may suspend a player up to a maximum of two (2) games in any thirty (30) day period without having to refer the matter to a Board of Reference.

### **8.8.04 Payment of Damages**

In the event a Team Official is found responsible for property damage, a Board of Reference may suspend the Team Official from duties and participating in any team event until adequate compensation for the damage has been paid by the offending Team Official.

### **8.8.05 Equal Ice Times**

A House League Team Head Coach who does not adhere to the policy regarding reasonably equal ice time for his/her players in House League will after warning issued for a first (1st) noted violation, be suspended for one (1) game at the discretion of the division convenor. For subsequent violations of this policy, the Team Head Coach shall be referred to a Board of Reference.

## **8.9.00 CONDUCT OF ASSOCIATE/ADMINISTRATIVE MEMBERS**

### **8.9.01 Parent & Spectator Conduct**

Parents and spectators at AMHA games and functions are responsible for their conduct and must endeavour to NOT exhibit any disorderly conduct before, during, or after any hockey games involving Aurora Minor Hockey Association Teams, or functions involving Registered Players of AMHA.

### **8.9.02 Ejection of Parents/Spectators**

(a) Parents or spectators may be ejected from any game by an On-Ice Official if they display conduct unbecoming an adult which conduct includes but is not limited to the use of obscene or profane language or abusive gestures to ANY person on or off the ice surface, or who persists in disrupting or showing repeated disrespect for any ruling of any Official.

(b) Although in most instances a warning may first be given, but same is not required, and any parent or spectator may immediately, or after one (1) warning by an Off-Ice or On-Ice Official, be ordered to leave the arena premises and the game shall be halted until such time as the parent or spectator has vacated the premises entirely.

(c) Where a parent or spectator has been ejected from a game for abusive conduct, the On-Ice or Off-Ice Official shall report said incident to the Board of Directors who may then assess further penalties to the parent or spectator through a Board of Reference.

(d) If a referee is unable to determine or identify the person or persons responsible for the use of abusive, profane, or obscene language, or other disruptive and/or disorderly conduct, a bench minor penalty shall be assessed against the home team.

### **8.9.03 Further Penalties**

Offenses covering the abuse of On-Ice or Off-Ice Officials by any parent or spectator of an AMHA event may result in the following penalties against that person or persons as recommended by a Board of Reference:

a) First Offence - Game ejection and removal from the Arena with a report sent to the Board of Directors who may call a Board of Reference and such Board of Reference must levy a minimum of a one game suspension from attendance at one similar level or determined AMHA game to a maximum of suspension from any AMHA game for three (3) months.

b) Second Offence - Game ejection and removal from the Arena and prohibited to attend any game for a minimum of three (3) months to a maximum two (2) years involving any and all AMHA games as determined by a Board of Reference which must be called on a second offence.

(c) A first offence will be erased from parent or spectator records after two (2) calendar years, at the request of such parent or spectator.

#### 8.9.04 Rules Applied

All By-laws, Policies, Regulations and Playing Rules may be applied, but any law, Criminal Code or otherwise, or any By-law of the Town of Aurora or any other regional or municipal authority may be applied and are not precluded, but such adherence to common sense, decorum and behaviour is meant to enhance the responsibility of all parents and spectators attending Minor Hockey events.

### **8.10.00 DISCIPLINE OF PLAYERS**

#### 8.10.01 AMHA Policy of Player Discipline

It is the policy of the Corporation that the best discipline can be achieved through positive reinforcement and/or types of behaviour modification applied consistently. Any other recommended acts or actions should be used only when positive avenues have been exhausted.

#### 8.10.02 First Level Offenses & Discipline

(a) First Level Offenses include but are not limited to horseplay, refusing to participate, lateness or non-approved or un-excused absence, swearing and other minor transgressions.

(b) For the First Level Offenses it is expected that Team Officials will deal with their players using the theory of progressive discipline as a guiding principle, as for example, first (1st) offence a suspension of one (1) period; second (2nd) offence a suspension for two (2) periods; and for a third (3rd) offense a one (1) game suspension. Disciplinary actions should be documented and parents of the disciplined player shall be informed of such actions.

#### 8.10.03 Second Level Offenses & Discipline

(a) Second Level Offenses include but are not limited to fighting off ice, at practices, or in dressing rooms; persistent or flagrant insubordination to Team Officials; harassment of Arena Staff; hindering others from participating; or other major transgressions.

(b) First Offence: dismissal from ice and minimum suspension of the next two (2) games;  
Second offence: dismissal from ice and a minimum one (1) month suspension;  
Third offence: dismissal from ice and a minimum four (4) month suspension.

#### 8.10.04 Third Level Offenses & Discipline

(a) Third Level Offenses include but are not limited to the following situations:

(i) Drugs or Alcohol

Any player found with drugs and/or alcohol on his/her possession or any player under the influence of a drug or alcohol while participating in a AMHA sponsored event will be suspended from further play and practice as follows:

First Offence - Dismissal from ice and minimum one (1) month suspension.

Second Offence - Dismissal from ice and a one (1) year suspension.

(ii) Theft

Any player proven to have engaged in thievery while participating in an AMHA sponsored activity will be suspended a minimum of two (2) weeks and reinstatement will not be allowed until such time as the victim has had the stolen article(s) returned or reimbursed as to value together with the personal apology of the proponent or suspended player and suspension has been served.

(iii) Vandalism

First Offence - dismissal from ice and a minimum one (1) month suspension.

Second Offence - dismissal from ice and a one (1) year suspension.

(iv) Bullying/Hazing/Harassment of Others

First Offence - dismissal from ice and a minimum one (1) month suspension.

Second Offence - dismissal from ice and a one (1) year suspension.

(v) Other Serious or Illegal Transgressions

First Offence - dismissal from ice and a minimum one (1) month suspension.

Second Offence - dismissal from ice and a one (1) year suspension.

#### 8.10.05 Entering Ice Surface Improperly

Any player or other person not participating in an AMHA game or practice who enters the ice surface or playing surface shall be cautioned and their name shall be reported to the Board of Directors. If additional infractions occur by any one player or person in the same season, he/she shall be liable to disciplinary action by the Board of Directors.

#### 8.10.06 Representative Team Players Release

A Team Coach of a Representative Team has the right to seek approval from the Executive Committee for a release of a player during the season on grounds that the player's deportment is so disruptive it adversely affects the performance of the team or other players. Approval should be sought only after progressive discipline has been followed.

## **SCHEDULE 8-A: P.8.00 - TEAM SPONSORSHIP**

### **P.8.01 House League Sponsors and Fee**

The Sponsor Member may be any person or group, private, individual or corporate, and the dues and fees for becoming a Sponsor Member shall be determined annually as set out in P.5.03.(c), see Schedule 2-B.

### **P.8.02 House League and Rep Sponsor Member Extras**

Sponsors may not provide team uniforms as same will be purchased centrally by the Corporation, unless exempted by the Board of Directors but a Sponsor Member may provide extras, either by approved direct purchase, or approved purchase funded by the Sponsor Member, under and following the provisos listed herein:

- Team Officials shall keep a written report of all extras, gifted, purchased, or funded by a sponsor;
- Any external hockey playing equipment must be approved by the Board of Directors prior to purchase or provision;
- Any use of the AMHA logos must be approved by the Board of Directors. See Bylaw 8.2.01.

### **P.8.03 Rep Team Sponsors**

The Representative teams will be responsible for obtaining their own Sponsor(s). The Coaches are to try and get a Sponsor from their own team, if possible. Sponsors may not be sourced from Aurora businesses unless there is a direct connection to a team member.

### **P.8.04 Sponsor Communication**

All teams at any level are expected to advise their sponsor of up-coming games, events, tournaments or other activities and invited to participate if possible.

### **P.8.05 Sponsor Exclusions**

Teams shall not be permitted to display any reference to alcohol or tobacco.

\* \* \* \* \*

## **SCHEDULE 8-B: P.9.00 – HOUSE LEAGUE RULES**

### **P.9.00 RULES PERTAINING TO HOUSE LEAGUE ONLY**

#### **P.9.01 Additional House league Games/Practices**

Any team official who wishes to conduct a practice or to play a game in addition to the schedule must receive written permission from the 2<sup>nd</sup> Vice President. He must also notify all parents as to the nature and location of the practice or game and must ensure that in the case of a game that the opposition is in the same age group.

#### **P.9.02 House League Game Times:**

- |     |                   |   |
|-----|-------------------|---|
| (a) | Tyke              | 45 minute running time on 3-minute buzzer |
|     | Novice - Juvenile | 10-10-12 stop time                        |

(b) All games shall end at the time designated on the schedule unless permission has been obtained from the age group convener to extend the scheduled completion time. The on-ice officials shall have the option in any game, except a playoff game, to waive the requirement for the third period or portion thereof to be stop time if (there is a three (3) goal or more differential between the teams and where), in the opinion of the on-ice official, the game will not conclude by the scheduled time.

(c) If there is at any point during the third period, a 5 or more goal differential, the on ice official will instruct the timekeeper to start run time until the goal differential is less than 5.

#### **P.9.03 No Centre Line re Icing**

The Centre red line has been removed for offside purposes in all divisions of the House League program.

#### **P.9.04 Change of Players in Game**

Coaches of Tyke House League teams are responsible for ensuring that all players except the goaltender are changed when the buzzer sounds, i.e. at three (3) minute intervals, and that a player receives neither more nor less than one shift difference from the other players on his/her team. Exceptions would be in the event of injuries and late arrivals or for disciplinary purposes. The coach shall be responsible to explain the exceptions to the player and his/her parent(s) at the conclusion of the game.

#### **P.9.05 Equal Ice Time for Players**

Coaches of House League are responsible for ensuring that all players receive equal ice time. Exceptions would be in the event of injuries and late arrivals or for disciplinary purposes. The coach shall be responsible to explain the exceptions to the player and his/her parent(s) at the



conclusion of the game.

**P.9.06 Restricted Playing Time**

Divisional conveners should be notified, in writing, prior to any game in which the team officials are restricting playing time of a player for disciplinary purposes. If an action occurs during the game that requires immediate discipline the coach will inform the divisional convener following the game.

**P.9.07 Penalty Time – Tyke, Novice**

In the Tyke House League, the duration of all minor penalties shall amount to the remaining time left in the penalized player's three-minute shift. Penalty time shall be considered as playing time. In all other age groups penalties are two minutes.

**P.9.08 Fighting Penalty**

(a) In all House League divisions, all penalties for fighting shall be automatic expulsion from the game plus a five (5) game suspension on a first offence. Any player who is subsequently assessed a second fighting penalty shall be suspended indefinitely pending a review by the Disciplinary Committee. The Disciplinary Committee shall assess a minimum of a five (5) game suspension and shall have the option of assessing a greater suspension up to and including a suspension for the remainder of the season including playoffs if deemed appropriate. No right of appeal shall exist for any suspensions of five (5) games or less.

(b) Any player who is assessed an instigator or aggressor penalty in addition to a fighting penalty shall receive an automatic further five (5) game suspension. This suspension shall be in addition to any suspension incurred for fighting and cannot be appealed.

(c) Any player assessed a penalty for deliberately attempting to injure an opponent shall be suspended indefinitely pending a hearing by the Disciplinary Committee. There shall be no right of appeal of any suspension of five (5) games or less.

**P.9.09 Coaching Duties**

In all divisions of House League, it shall be the responsibility of the Coach or his/her designate to:

- a. Be at the arena at least thirty minutes (30) prior to game time.
- b. Be in the dressing room at all times when players are present.
- c. Always follow the "2 deep rule" ie. always have a second adult present when speaking to a player.
- d. Arrange for immediate assistance for injured players. Under no circumstances is an injured player to be moved if a serious injury might have occurred.
- e. Be responsible for the conduct and well being of all players on his/her team.
- f. Obtain equipment/dressing room keys and return same after the game.

- g. Be responsible for any equipment or other property, which belongs to the AMHA, ensuring that it is used for authorized purposes only and to be returned in good condition
- h. Ensure that AMHA issued game sweaters and socks be worn during all league, playoff, tournament and exhibition games. Any disregard of this rule will result in a suspension of the offending player for the remainder of that game. This rule excludes goalies and affiliated players.

#### P.9.10 Protests

All protests must be in writing and signed. Protests may only be submitted by the coach of the protesting team and shall be in the possession of the Divisional Convener and 2<sup>nd</sup> Vice President within 48 hours of the conclusion of the game being protested. A fee of \$100 payable to the AMHA shall accompany each protest. This fee is to be reviewed at the beginning of each playing year. A copy of the protest shall be provided to the opposing team.

#### P.9.11 Protest Rulings

All protests shall be ruled on by the 2<sup>nd</sup> Vice President and/or by a Board of Reference. If the protest is upheld the \$100 fee will be returned. If the protest is denied the \$100 fee will not be refunded.

#### P.9.12 Points & Standings

The standings in each division shall be decided on the point system: Two (2) points for a win, one (1) point for a tie, and zero (0) points for a loss.

In the event of a tie for any position the following rules will apply in the order listed:

- (a) The winner of head to head competition during the playoff round robin(s).
- (b) Goal percentage between tied teams (head to head) GF+GA/FG-Highest percentage advances.
- (c) Goal percentages during the playoff round robin(s).
- (d) Most goals for during the playoff round robin(s).
- (e) Coin toss by the division convener or 2<sup>nd</sup> VP.

#### P.9.13 Transfer For Balance Purpose

The Divisional House League Convener, in an attempt to balance the league, may transfer players from one team to another. These transfers MUST be accepted by team officials without exception. All transfers must be made prior to a date to be determined by the 2<sup>nd</sup> Vice President but no later than December 1<sup>st</sup>.

#### P.9.14 No Transfers After Balancing

Trading or substituting players from one team to another by team officials or Conveners after the balancing of teams is not permitted during regular league play unless it shall be considered in the best interest of the player to do so and only after approval has been obtained from the 2<sup>nd</sup> Vice

President.

**P.9.15 Player Evaluations**

It is the responsibility of each team coach to evaluate each player and to submit an official AMHA Player Rating Form to the convenor before the conclusion of the playing season.

**P.9.16 Team Official Discipline**

A team official who is named in a referee report as being guilty of a game misconduct, gross or match penalty, before, during or after a game shall be removed for the balance of such game and shall be reported to the 2<sup>nd</sup> Vice President as having incurred a game misconduct, gross or match penalty. The 2<sup>nd</sup> Vice President shall review the circumstances of the penalty and, if deemed appropriate, refer the matter to the Discipline Committee for further review and action.

**P.9.17 Play-Off Formats & Schedules**

All House League playoff game formats and schedules shall be determined by the Ice Scheduler and the respective Convener in each division. The executive shall be informed and supplied with such formats and schedules.

**P.9.18 Team balancing:**

- a. Each division will use their first scheduled ice time for player evaluations. For example: In the case of an eight team division, if the division has eight hours of ice scheduled over a two-day period (i.e. Saturday and Sunday, etc.) those eight hours of ice are to be used for on-ice player evaluation. The players in this example would be divided into four groups with each group receiving two hours of ice each. Ice allocation per division to be determined by the Ice Scheduler and Convener.
- b. These evaluation sessions are to be attended by the convener of that division in order that they can prepare their evaluations of the players.
- c. A numerical evaluation system is to be adopted by all divisions with five (5) being the highest ranking and one (1) being the lowest.
- d. Based on evaluations, the Divisional Convener will assemble the teams ensuring they are as balanced as possible.
- e. The Divisional Convener will schedule a meeting of his/her coaches in order to assign their teams, discuss and distribute information.
- f. The ranking of the players is to be recorded by the Divisional Convener and provided to the 2<sup>nd</sup> Vice President for record keeping purposes.
- g. The following method will be utilized to form the individual teams:
  - i. The children of the coach and trainer will automatically be assigned to the team of which their parent is a team official.
  - ii. The child(ren) of sponsor(s) shall be assigned to the team of which their parent is a sponsor.
  - iii. The remainder of the players will be assigned to a “generic” team allotment of 1, 2, 3, 4, and 5 ranked players.
  - iv. The coaches under the direct supervision of the Divisional Convener will then draw for the “generic” team lists.
- h. Player special request see Schedule 8F P13.00

**P.9.19 Player Injuries**

No player shall be allowed to participate in a game or practice if in the opinion of the trainer or other senior team official, the player is impaired by injury or otherwise. Return to play following a concussion or other serious injury or illness requires a medical doctor's clearance.

**P.9.20 No Player Affiliations**

House League teams shall not be allowed to affiliate players from another team in their own division. In the event that a House League team shall not be able to field a team of ten (10) skaters and one (1) goalie, it may apply to the Division Convener to use players from one division below and not more than two (2) years younger. No more than three (3) underage players can be used and permission to use the players must be obtained from the coach of the team these players are rostered. In the event that the missing player is a goalie the team may use a player from another team in the same age division with the approval of the Divisional Convener and the coach of the team to which the goalie is rostered. It is strictly forbidden to use a player from an age division two (2) years or more less than the age division of the teams in question. No player shall play more than two (2) House League games on any single day.

Any coach or senior team official who fails to comply with this rule will be suspended for two (2) games. The final result of the game will be recorded as a forfeit, for the offending team.

In the event that a House League team cannot ice a minimum number of players for a game i.e. one (1) goalie and six (6) skaters the game will be rescheduled at a later date, provided ice is available. If not, the game will be recorded as a forfeit.

**P.9.21 Officials Required**

No game shall be started unless two (2) qualified OMHA registered on-ice officials (referees) are present at the start.

In the event that two (2) on-ice officials are not present within 15 minutes after the scheduled starting time the game will be rescheduled. If two (2) on-ice officials are present prior to 15 minutes after the scheduled starting time, the length of the game will be adjusted to fit the time remaining to the scheduled finish time of the game. In no event shall the scheduled finish time be extended. This rule applies to the regular season and playoffs, but does not apply to final weekend games.

**P.9.22 Tournament Restrictions**

House League teams are not permitted to enter any outside tournaments that are in conflict with any AMHA House League Tournaments.

**P.9.23 Three Penalty Game Rule**

Any player receiving three (3) minor penalties, of any type, in a game will be ejected from that game upon receiving the third penalty. A double minor counts as one penalty.

**P.9.24 Tie-Breaking**

Tie breaking of games shall be as per YSMHL Rule 1.2.

1. Head to Head competition during League Play.

2. Goal differential percentage determined by;  $GF/(GF + GA)$  between tied teams playing in League Play Head to Head competition, will advance
3. Goal differential percentage determined by;  $GF/(GF + GA)$  for tied teams for all games in the regular season and highest percentage, will advance.
4. Most goals during the regular season.
5. Least penalty minutes between tied teams including misconducts for both coaches and players at 10 minutes each, major penalties at 5 minutes each and all 2 minute penalties.
6. Coin toss.

#### P.9.25 Entering Opposing Team Dressing Room

- (a) A player will be suspended three (3) games for entering the opposing team's dressing room uninvited by the opposing team's officials 30 minutes before a game and 45 minutes after a game.
- (b) Any coach or parent who enters an opposing team's dressing room in a negative manner will result in his or her team's coach being suspended a minimum of one game.

## **SCHEDULE 8-C: P.10.00 - REP TEAM RULES**

### **P.10.00 REPRESENTATIVE TEAM RULES ONLY**

#### **P.10.01 Playing Rules**

The Playing rules shall be C.H.A. rules as amended by O.M.H.A. rules shall apply.

#### **P.10.02 Rostering Players**

(a) No person shall be allowed on any ice-surface rented by the Corporation unless such person is a member of the Corporation, and further no person shall act in any capacity whatsoever to assist or otherwise participate in any session on any ice-surface or other facility rented by the Corporation unless a member of the Corporation.

(b) No *Registered Player Member* of the Corporation shall be allowed to attend or participate in any Rep Team activity unless said member appears on that team's roster prior to such participation.

(c) The Team Manager or other alternate Team Official shall submit a list of player names to the 1st Vice-President when completed, to receive an OMHA approved roster..

(d) If any player is "cut" or "deleted" from an O.M.H.A. rostered team, the appropriate Vice President must be notified.

(e) No player shall practice below his age group without the approval of the appropriate Vice President.

(f) No player may be assigned to a team without attending at least one tryout unless, in the opinion of the coach, the player is excused due to injury or illness.

#### **P.10.03 Team Members/Affiliations**

(a) No team shall roster and carry less than fifteen (15) players.

(b) **Rep Teams** - 19 players can be affiliated from the team category directly below them or the same category from the age group below.

(c) **Rostered Select Teams** may not affiliate.

#### **P.10.04 Dress Code & Uniforms**

(a) The adopted dress code for Team Officials and players for Pee wee and above:

The uniform will consist of black dress pants, collared dress shirt, tie, black dress shoes and AMHA Tiger jacket.

The adopted dress code for players for Minor Pee wee and below will consist of one of the

following three (3) options:

- i. Black dress pants, collared dress shirt, tie, black dress shoes and AMHA Tiger jacket.
- ii. Black dress pants, AMHA Tiger black long sleeve golf shirt, black dress shoes and AMHA Tiger jacket.
- iii. AMHA Tiger Track suit, AMHA Tiger black long sleeve or short sleeve golf shirt, black running shoes (no skate style shoes) and AMHA Tiger jacket.

Coaching staff for Minor Peewee and below must follow Option One or Two as shown above for their game day uniform.

Failure to adhere to the uniform policy on the first offence will result in a warning to the team officials. Further infractions will result in a \$1500 fine per occurrence.

- (b) Hockey uniform consists of black helmet, black or black/white gloves, black pants and ONLY AMHA supplied and issued sweaters and socks.
- (c) Team Officials are responsible/liable for loss of team sweaters and shall enforce the rule that the AMHA hockey uniform **must be worn** during all league, playoff, tournament and exhibition games.
- (d) The use of game sweaters/socks by any player during any practice session is discouraged.

#### P.10.05 Games/Try-outs/Exhibition Games

- (a) All teams must notify the 1st Vice President and Ice Scheduler *in writing* of all tournaments they intend to enter. Any team entering four (4) or more tournaments must have prior written consent of the 1st Vice President.
- (b) Representative teams may enter any tournaments sanctioned by the AMHA and the OMHA which the Team Officials deem suitable and all Representative Teams should participate in a minimum of two (2) tournaments per year.
- (c) All Representative teams (through the Manager) must obtain permission from their respective Vice President prior to playing any Exhibition Games. In addition, copies of all game sheets for Exhibition Games shall be provided the respective Vice-President within five (5) days of the game played.
- (d) Representative teams must participate in any Rep tournament hosted by the AMHA in their respective divisions.
- (e) All Representative team try-outs shall be posted in all facilities utilized by the Corporation and published at minimum of two weeks in the local newspaper(s) and on the AMHA website.
- (f) Teams unable to use their allotted ice must notify the 1st Vice President **AND** the scheduler no later than Two (2) days, being Forty-eight (48) full hours prior to the time allotted.
- (g) A player participates for a level of tryout by stepping on the ice at a tryout and it is the formal notice by the player that the player will play for that team if offered a position by the Head Coach

of that team. If the player leaves the tryouts without being released by the Head Coach of the team, the player has stated by his or her actions that he or she will be playing in the AMHA House League system and the player may not nor is the player eligible to attend any other team tryouts for any other AMHA Representative Team.

**P.10.06 Additional Duties of Team Officials**

(a) It is the responsibility of each Representative team Manager to keep statistics for all league, exhibition, tournament and playoff games: i.e. games won/lost/tied, goals for/against, team's final standing, etc. These must be submitted to the 1<sup>st</sup> Vice President at the conclusion of the season but before the Annual General Meeting. It is also the Manager's responsibility on a weekly basis to inform the Publicity Director of the results of all team games and tournaments.

(b) It is the responsibility of each Representative team Manager to provide an official (an observer) for the time box during all games both at home and away. (Where a manager finds it necessary to provide the official timer or scorer for home games, it would not be necessary to provide an additional person as observer.)

**P.10.07 Team Official Discipline**

A Team Official who is named in a referee's report as being guilty of a misconduct penalty before, during or after a game shall be removed for balance of such game and shall be reported to the Board of Directors as having received a misconduct penalty by the 1st Vice President. The Board of Directors may further or additionally discipline the Team Official.

\* \* \* \* \*



## **SCHEDULE 8-D: P.11.00 - PLAYER TRANSFER RULES**

### **P.11.00 Transfers and Use of Players**

#### **P.11.01 Arrangement**

All interchanges between House League and Representative teams must be arranged through and with the consent of the 2nd Vice President and the 1st Vice President of the AMHA

#### **P.11.02 Transfer**

(a) To effect any transfer of a player of a Representative Team to a House League Team, or vice versa, such transfer must be concluded by the date for final transfer established by the OMHA or the transfer shall not occur.

(b) The appropriate coach, (that is the coach wishing to effect the transfer), shall contact the appropriate Vice President who will contact the other Vice President to commence negotiations and the Vice-Presidents will ensure that both the receiving coach and sending coach are actively involved in the negotiations and any necessary communications with parents and/or guardians are completed.

#### **P.11.03 Use of Players for Practices**

Representative teams may use any House League player(s) for any number of practices provided that times do not conflict with his/her House League games. House League coaches must be kept informed of attendance of House League player(s) at Representative practices.

#### **P.11.04 Use of Players for Games**

Representative teams may utilize the service of House League players provided the rules of the OMHA are followed.

#### **P.11.05 Transfer Required**

The OMHA rules and times as to player transfers shall be followed.

## **SCHEDULE 8-E: P.12.00 - DUTIES OF DIVISIONAL CONVENER**

### **P.12.00 DIVISIONAL HOUSE LEAGUE CONVENER**

#### **P.12.01 Chair Person**

All divisional House League Conveners report to the 2<sup>nd</sup> Vice President.

#### **P.12.02 Overall Duties**

- (a) to allocate players to teams, to prepare team lists, to distribute such team lists to coaches and the Executive Assistant Hockey Operations of the Corporation;
- (b) to ensure that all equipment including jerseys, socks, first aid kits (for all divisions), and goalie equipment (Tyke through Peewee only) is distributed to coaches prior to the first scheduled event.
- (c) to receive any and all complaints regarding the operation of his/her division and to refer such matters as cannot be handled properly by himself/herself to the Board of Directors through the 2<sup>nd</sup> Vice President.
- (d) to oversee the efficient operation of his/her division, and to enforce the By-Laws, Policies, Regulations and Playing Rules of the Corporation, and in so doing to ensure that only OMHA rostered players/team officials are allowed on the ice surface at any time; and to ensure that each team has a rostered coach and trainer present at all games and practices. Properly insured On Ice Volunteers are allowed on the ice for practices only.
- (e) To act as liaison between their division and the AMHA.

#### **P.12.03 Game Duties**

- (a) to ensure that there are sufficient game sheets are supplied to the coaches.
- (b) to maintain records of league standings and scoring points and to provide the data necessary to maintain regular, up-to-date reports in the local press;
- (c) to ensure that as best and as much as possible the policy as to equal ice time for house league play is followed and adhered to by all coaches.

\* \* \* \* \*

## SCHEDULE 8-F: P.13.00 – SPECIAL REQUEST FORM

### AMHA HOUSE LEAGUE SPECIAL REQUEST FORM

#### AMHA SPECIAL REQUEST POLICY - PLEASE READ !!!

This formal Special Request policy is in place for the 2013/2014  
It is to try and accommodate families with multiple children playing in the AMHA,  
as well as families with special circumstances inhibiting the travel arrangements  
to and from hockey games and/or practices.

1. ONLY ONE SPECIAL REQUEST PER CHILD will be considered.
2. The AMHA DOES NOT GUARANTEE any special request.
3. Special requests will NOT be considered if TEAM BALANCING is affected.
4. REQUESTS for COACHES will NOT be considered.
5. Special requests will NOT be considered unless this form is completed,  
IN FULL, with BOTH players' Parent/Guardian signatures.
6. A request for two Coaches to coach together will be their child's special request.
7. Special requests will NOT be accepted by PHONE.
8. SPECIAL REQUESTS WILL NOT BE CONSIDERED AFTER SEPT. 1st.
9. The AMHA will not be notifying players about the outcome of special requests.

PLAYER 1
NAME: _____
PHONE: _____
YEAR OF BIRTH: _____
2013/14 DIVISION: _____
REASON FOR REQUEST: _____
SIGNATURE OF PARENT/GUARDIAN OF PLAYER 1 _____

PLAYER 2
NAME: _____
PHONE: _____
YEAR OF BIRTH: _____
2013/14 DIVISION: _____
REASON FOR REQUEST: _____
SIGNATURE OF PARENT/GUARDIAN OF PLAYER 2 _____

***This schedule sets out the dates of approval of all by-laws and amendments thereto.***  
**1. Original passage of all by-laws:**

ENACTED this 15TH DAY OF MAY, 2013.

WITNESS THE SEAL OF AURORA MINOR HOCKEY ASSOCIATION

\_\_\_\_\_  
"Joe Bentolila"  
PRESIDENT

\_\_\_\_\_  
"Pauline Hubble"  
SECRETARY

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership of the Corporation, duly constituted after proper notice held on the 15TH DAY OF MAY, 2013.

\_\_\_\_\_  
"Joe Bentolila"  
PRESIDENT

\_\_\_\_\_  
"Pauline Hubble"  
SECRETARY

2. By-law 5.2.02.ix Liaison/Select Teams amended to include AE teams under 3<sup>rd</sup> Vice President.  
Directors. May (2) 03, 2003                      AGM- May 26, 2003
3. Uniforms must be ordered through AHPA unless verified in writing such uniform piece cannot be obtained through AHPA; fine for non-adherence.  
Directors -January 05, 2004                      Members - May 25, 2004
4. Referee Committee and Coaches Committee - amendments to composition and matters to be included in evaluations.  
Schedule 3-A; R.5.00 (a) and (b)  
Directors - February 20, 2006                      AGM Information to members - April 17, 2007
5. Rules as to Representative Team tryouts.  
Schedule 8-C - P.10.00 - Representative Team Rules - P.10.05(g) P.10.02 (f).  
Directors - February 05 Supp                      AGM information to members - April 17, 2007
6. House League Rule addition  
Coach or parent entering an opposing team dressing room  
P.10.02.(f)  
Directors - February 20, 2006                      AGM - May 14, 2007
7. Amend Principal Officers - Officers - 1.10.02  
Amend qualification to be Director/Office r - 1.10.01  
Amend Nominee Consent re Director - 3.3.07  
Directors - March 18, 2008                      AGM - May 12, 2008