

LEFROY MINOR HOCKEY ASSOCIATION

BY-LAWS

ALL PREVIOUS BY-LAWS and Constitutions of the Association, as amended, are hereby repealed and replaced in its entirety with the following:

1. DEFINITIONS

1.1. In this By-law of the Association, unless the context otherwise requires:

(a) "Act" means the *Not-for-Profit Corporations Act, 2010 (Ontario)* and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;

(b) "Articles" means the Association's letters patent, supplementary letters patent, articles of incorporation and articles of amendment, as amended from time to time;

(c) "Association" means Lefroy Minor Hockey Association (or such other name as the Association may in the future legally adopt);

(d) "Board" means the Board of Directors of the Association;

(e) "Director" means an individual who has been elected to the Board of Directors of the Association;

(f) "Officers" mean the individuals who hold the offices enumerated;

(g) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);

(h) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);

"Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association;

(i) "LMHA" means Lefroy Minor Hockey Association;

(j) "Members" means all classes of membership in the Association;

(k) "Operating Year" is defined as May 1st to April 31st,

Other than as specified in Section 1.1, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

2. MISSION OF THE ASSOCIATION

2.1. The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Town of Innisfil including:

(a) The opportunity for all eligible individuals to participate in local league ice hockey and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play.

(b) To instil in all players, coaches, managers and members associated with the LMHA; good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play.

(c) The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.

(d)

3. CLASSES OF MEMBERSHIP

3.1. There shall be four (4) classes of Membership in the Association:

(a) Active Membership.

(b) Parent/Guardian Membership.

(c) Honorary Lifetime Membership.

(d) Volunteer Membership.

4. TERMS OF MEMBERSHIP AND ELIGIBILITY

4.1. Terms and Eligibility

(a) Active Membership: Active Members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age. Subject to section 5.7, Members in this classification will be allowed one vote per person and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

(b) Parent/Guardian Membership: Parent/Guardian members shall include one designated parent or legal guardian for each registered player in good standing where the registered player is under the age of eighteen (18) years. Subject to section 5.7, each Parent/Guardian member of a registered player shall be entitled to one vote and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.

(c) Honorary Lifetime Membership: Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Board of Directors. Honorary Lifetime Members shall not be entitled to vote at any membership meetings but may attend by invitation.

(d) Volunteer Membership: A Volunteer Membership shall include all individuals who have personally volunteered their services to LMHA whereby the services rendered by the individual totals twenty (20) hours or more in a single operating year and has occurred within the past two operating years. Subject to section 5.7, Volunteer members shall be allowed one vote per person and may attend membership meetings and, by invitation, meetings of the Executive and Committees of the Association. Volunteers are subject to standard police checks. Volunteer Membership must be confirmed by a majority vote of the Board of Directors.

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

4.2. Membership List

(a) The Secretary of the Board shall prepare and maintain a list of current Active Members, Parent/Guardian Members, Volunteer Members and Honorary Lifetime Members. This list shall be kept by the Secretary, Treasurer or President and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

4.3. Membership Year

(a) Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime Memberships shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

4.4. Termination

(a) Other than a change of designation as a Parent/Guardian Membership for a registered player, Membership in the Association shall not be transferable.

Membership in the Association shall terminate upon expiry in accordance with Section 5.3 or upon a Member's resignation or death.

(b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the Board.

(c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be automatically suspended from Membership and not permitted to vote, make nominations or hold office in the Association until all outstanding fees are paid.

(d) Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Association's Code of Conduct, Articles or By-laws. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

4.5. Membership Fees

(a) Registration fees shall be established annually by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

4.6. Right to Vote

(a) Subject to section 5.7 below, Active Members, Parent/Guardian Members, and Volunteer Members shall be entitled to notice of and to vote at all Meetings of Members of the Association, provided that such member is in good standing.

4.7. Record Date

(a) Individuals, who are Members of the Association at least 30 days in advance of any Meeting of the Members of the Association, are entitled to notice of and to vote at such Meeting of Members. Any individual who is not a Member at least 30 days in advance of a Meeting is not entitled to notice of or to vote at such Meeting for which the record date has been established.

5. MEETINGS OF THE MEMBERSHIP

5.1. Annual Meeting of Members

The Annual Meeting shall be held each year on or prior to April 30th of the Operating Year, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual Meeting;

- (a) Checking of voting powers and credentials.
- (b) President's welcoming address.
- (c) Approval of the agenda.
- (d) Approval of the minutes of the previous Meeting of the Membership.
- (e) Receiving reports of the activities of the Association during the preceding year, including report from the person appointed to conduct a review engagement of the financial statements.
- (f) Receiving information regarding the planned activities of the Association for the current year.
- (g) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing, only accepted from members in good standing in the three (3) weeks immediately preceding the Annual Meeting and be posted two (2) weeks prior to the Annual Meeting.
- (h) Election of Directors.
- (i) Consideration of the Association's financial statements.

5.2. Special Meetings of Members

In addition to the Annual Meeting, as described in Article 6.1, a Special Meeting of the Membership may be called at any time by a Resolution of the Board. The Board shall also call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the Act provides otherwise. The business to be transacted at a Special Meeting shall be limited to that specified in the notice calling the Special Meeting.

5.3. Notice

(a) Annual Meeting

Notice of the Annual Meeting, to be held on or before April 30th, shall set out the agenda, including particulars of any other business to come before the Meeting. Subject to the Act, not less than 10 and not more than 50 days written notice of any annual Members' meeting shall be given in the manner specified in Article 16 to each Member, each Director and to the person appointed to conduct a review engagement..

(b) Special Meetings of the Membership

Subject to the Act, not less than 10 and not more than 50 days written notice of any special Members' meeting shall be given in the manner specified in Article 16 to each Member, each Director and to the person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting..

(c) Error or Omission in Notice

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

5.4. Quorum

A quorum for an Annual Meeting or Special Meeting shall be at least 5% of the Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

5.5. Voting Procedure

(a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Act or by the By-laws of the Association, shall decide every motion proposed for consideration at Meetings of the Membership.

(b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote.

(c) At the Meetings of the Membership, every motion shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a motion, unless a specific count or secret ballot is requested or

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

5.6. No Proxies

Proxies will not be permitted. Members must be present in person at Meetings of the Membership in order to exercise their voting rights in relation to matters coming before a Meeting of the Membership.

5.7. Adjournments

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

5.8. Chair

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

6. BOARD OF DIRECTORS

6.1. Composition

(a) Eligibility

A Director:

- (i) shall be eighteen (18) or more years of age;
 - (ii) shall not be an un-discharged bankrupt or of unsound mind;
 - (iii) shall be a Member of the Association at the time of his or her election or appointment;
 - (iv) shall not have resigned as an Officer or Director of the Board within the last three (3) years; and
- where applicable, shall meet the eligibility requirements provided for in Article 7.6

(b) Board of Directors

The affairs of the Association shall be managed by a Board of Directors, as identified in Article 8.2.

(c) Term of Office

(i) The term of office of the Directors shall be from the date of the meeting at which they are elected until the second annual meeting or until their successor is elected, with no limit of consecutive years served on the Board.

(ii) The elected Officers shall hold Office until the end of the operating year.

7. PROCEDURE FOR ELECTION OF DIRECTORS

7.1. Nominations

The election of Directors shall take place at the Annual Meeting of the Membership. No election or appointment of a Board Member is effective without consent either in writing or in person at the Annual Meeting prior to election or appointment. If a nominee is not going to be present at the Annual Meeting, a written submission must be completed and seconded by two (2) nominators who are Members of the Association. Such completed submissions must be delivered to the Secretary prior to the election.

7.2. Board Positions

The Board shall consist of the following;

- (a) Past President - (immediate) (non-voting)
- (b) President – Elected (By current year executive committee only) - two (2) year term
- (c) Vice President - Elected - two (2) year term
- (d) 2nd Vice President – Elected – two (2) year term
- (e) Treasurer - Elected - two (2) year term
- (f) Secretary - Elected - two (2) year term
- (g) 5 Directors – Elected – two (2) year term

The following Officers shall be appointed by the Board:

- (h) Registrar – Appointed -two (2) year term
- (i) Ice Convener - Appointed - two (2) year term
- (j) OMHA Rep – Appointed – two (2) year term
- (k) Local League Rep - Appointed - two (2) year term
- (l) Coach Director – Appointed – two (2) year term
- (m) Balancing Chair – Appointed – two (2) year term
- (n) Discipline Chair – Appointed – two (2) year term

- (o) Player Development Chair – Appointed - two (2) year term
- (p) Sponsorship Chair – Appointed -two (2) year term
- (q) Fundraising Chair – Appointed - two (2) year term
- (r) Equipment Manager – Appointed - two (2) year term
- (s) Referee in Chief – Appointed (non-voting) - two (2) year term
- (t) Tournament Chair – Appointed – two (2) year term
- (u)

7.3. Vacancies

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director’s predecessor:

- (a) if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution;
- (b) if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
- (c) a quorum of Directors may fill a vacancy among the Directors.

7.4. Termination

(a) Removal of Director by Membership

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

(b) Resignation

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

- (c) The office of a Director shall also be vacated immediately:
 - (i) if the Director dies or becomes bankrupt; or
 - (ii) if the Director is found to be incapable by a court or incapable of managing property under Ontario law.

7.5. Team Affiliations

Officers of the Association cannot also be a team official, as rostered with OMHA, unless first approved by the Board.

7.6. Eligibility for Office

(a) The President and Vice President must have served on the Board for at least one (1) year immediately prior to election to either of these positions.

(b) The Association shall endeavour to nominate as Treasurer a Director who has employment experience and skills in accounting procedures.

8. BOARD RESPONSIBILITIES

8.1. Governance

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

8.2. Board Meetings

(a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet as required.

(b) Special Board Meetings

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

8.3. Notice of Board Meetings

(a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting. Notice is not necessary if all of the Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association.

(b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.

(c) No formal notice of any Board Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.

8.4. Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

8.5. Adjournment of Board Meetings

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

8.6. Quorum

A quorum for a Board Meeting shall be 50% of voting board members plus one (1). No business of the Board shall be transacted in the absence of a quorum.

8.7. Voting Rights

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

8.8. Voting Procedures

A majority of votes of the Directors present at a Board Meeting shall decide every motion. Every motion shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

8.9. Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association. Directors may be paid remuneration and reimbursed for expenses incurred in connection with

services they provide to the Association in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:

- (i) considered reasonable by the Board;
- (ii) approved by the Board for payment by resolution passed before such payment is made; and
- (iii) in compliance with the conflict of interest provisions of the Act.

8.10. Conflict of Interest

(a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

(b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.

(c) After making such a declaration, no such Director shall attend or vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

(d) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.

(e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

8.11. Indemnification of Directors

Subject to subsection (c) below, every Director of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

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

(b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are

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

(c) The Association shall indemnify such Directors provided that they have complied with the Act and the Association's Articles and By-laws, and exercised their powers and discharged their duties in accordance with the Act.

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

8.12. Confidentiality

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

8.13. Rules of Operation

(a) Notwithstanding any other provision contained in this By-law, the board shall have the power to pass without any confirmation or ratification by the members of the Association all necessary rules and regulations as they deem expedient related in any way to the operations of the Association, including, without limitation, the conduct of members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the Articles or this By-law.

(b) Rules of Operation should deal with only those day-to-day matters directly affecting the member teams and players such as, but not limited to, hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time to name a few.

9. OFFICERS AND RESPONSIBILITIES OF OFFICERS

9.1. Elected/Appointed Officers

(a) The Elected Directors shall be the President, Vice-President, 2nd Vice-President, Treasurer, Secretary, and 5 Directors.

(b) The Appointed Officers shall be the Registrar, OMHA Rep, SRMHL Rep, Referee in Chief, Ice Convener, Coaching Director, Team parent co-ordinator, Equipment Manager, Tournament Chair, Levelling Chair, Discipline Chair, Player Development Chair, Fundraising Chair and Sponsorship Chair and shall be appointed during or following the Annual Meeting.

(c) **Executive Committee:** An Executive Committee shall be established. The Board may delegate to the Executive Committee any of the powers of the Directors except those powers set out in the Act that are not permitted to be delegated. The Board shall determine the composition and terms of reference for the Executive Committee. The Board may dissolve the Executive Committee by resolution at any time.

9.2. Responsibilities of Officers

(a) Past President

The Past President shall:

- (i) Be a non-voting Member of committees and sub-committees of the Association;
- (ii) Be available to assist any Director requiring assistance in the completion of his or her functions;
- (iii) Carry out other duties as assigned by the Board, Executive Committee, or the President;
- (iv) Serve as advisor to the president and Board of Directors and assist in the duties of any of the other board members.

(b) President

The President shall:

- (i) Represent the Association in the Community;
- (ii) Act as Chairperson of the Board, the Executive Committee, and at all Meetings of the Membership;
- (iii) Exercise general supervision of the Association in accordance with Policies determined by the Board;
- (iv) Be a non-voting Member of all committees and sub-committees of the Association;
- (v) Report regularly to the Board on matters of interest;
- (vi) Delegate tasks as necessary;
- (vii) Serve as signing officer for the association.

(c) Vice President (1st and 2nd)

The Vice-President shall:

- (i) Oversee operation of all LMHA hockey divisions;
- (ii) Assume the duties of the President in the absence for any reason of the President;
- (iii) Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- (iv) Be available to assist any Director requiring assistance in the completion of his or her functions;
- (v) Shall oversee and be responsible for managing Tournament Coordinator;
- (vi) Shall oversee and be responsible for managing Referee in Chief;
- (vii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(d) Secretary

The Secretary shall:

- (i) record or delegate the recording of the minutes of Meetings of the Membership, Board meetings and Executive Committee meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- (ii) be responsible for drafting agenda and recording minutes for all Board of Directors meetings, Executive Committee meetings as well as any/all meetings as required by the President;
- (iii) Post notices and distribute minutes as stipulated in this by-law;
- (iv) Ensure the proper custody of the Association's corporate minutes and resolutions and other corporate records and documents;
- (v) Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- (vi) Recommend policy to the Board regarding internal and external communications of the Association;
- (vii) Ensure that all necessary and appropriate insurance has been purchased;
- (viii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(e) Treasurer

The Treasurer shall:

- (i) Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- (ii) Ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
- (iii) Evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- (iv) Carry out duties assigned by the Board, the Executive Committee or the President;
- (v) Serve as a signing officer for the Association;
- (vi) Manage payment of referees and timekeepers;
- (vii) Shall oversee financial operations of all committees that generate and/or disperse funds in the name of the LMHA;
- (viii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(f) Directors

The Directors shall:

- (i) carry out duties as assigned by the Board, the Executive Committee or the President.

9.3. Responsibilities of Appointed Officers

(a) Registrar

The Registrar shall:

- (i) Recruit and train volunteers to perform the functions required for registration;
- (ii) Establish registration forms and procedures;
- (iii) Conduct registration for all applicants eligible to participate in LMHA ice hockey Programs;
- (iv) Maintain a register of receipts regarding all registration fees received by the Association and ensure timely handover of monies received;
- (v) Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
- (vi) Ensure that all players are registered with the LMHA;
- (vii) Communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
- (viii) Present a report regarding Registration Operations to the Board;
- (ix) Recommend policy to the Board regarding registration;
- (x) Ensure each registrant meets eligibility requirements for boundaries as stipulated by OMHA;
- (xi) Ensure all players and officials are rostered by OMHA and SRMHL deadlines;
- (xii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(b) Ice Convener

The Ice Convener shall:

- (i) Review the past season's ice requirements, forecast next season's ice requirements and present it as directed by the Board of Directors and President;
- (ii) Attend all affiliated association's Ice Allocation Meetings on behalf of LMHA;
- (iii) Prepare and maintain reports of LMHA ice requirements to be available to the Town of Innisfil;
- (iv) Assist the Tournament Coordinator in establishing ice allocation for all LMHA tournaments;
- (v) Be responsible for the buying and cancellation of all LMHA ice rentals;
- (vi) Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices;
- (vii) Serve as liaison with Arena Managers;
- (viii) Establish means of monitoring and reporting of unused or misused ice to Board of Directors monthly;
- (ix) Carry out other duties as assigned by the Board, Executive Committee, or the President.

(c) SRMHL Rep

The SRMHL Rep shall:

- (i) be responsible for all team that fall in the local league association(s);
- (ii) Represent LMHA at Simcoe Region Minor Hockey Association meetings;
- (iii) Carry out other duties as assigned by the Board, Executive Committee, or the President;
- (iv) Shall appoint a board-approved alternate delegate to represent LMHA in any/all mandatory Simcoe Minor Hockey Association meetings.

(d) OMHA Rep

The OMHA Rep shall:

- (i) Represent LMHA at OMHA Meetings if necessary and liaison between OMHA and LMHA;
- (ii) Carry out other duties as assigned by the Board, Executive Committee, or the President;
- (iii) Shall appoint a board-approved alternate delegate to represent LMHA in any/all mandatory Ontario Minor Hockey Association meetings.

(e) Coaching Director

The Director of Coaching shall

- (i) be responsible for requesting, organizing and promoting OMHA Certification Program and clinics;
- (ii) Liaise between the LMHA Executive and the Coaches;
- (iii) Liaise with the Referee In Chief;
- (iv) Liaise with the OMHA concerning the coach mentor program;
- (v) Ensure each head coach team in LMHA has an up-to-date copy of the LMHA Constitution and By-laws at the start of each season and has reviewed with each;
- (vi) Ensure that all coaches are aware of and adhere to the LMHA and all other affiliation's policies as stated in this By-Law;
- (vii) Ensure that the LMHA Executive is aware of any concerns or problems coaches are incurring with the Association policies;
- (viii) Ensure all team officials meet or exceed all certification requirements;
- (ix) Develop and maintain a coaching program at all levels and divisions;
- (x) Assist and advice in decisions involving player movements at all levels and divisions at the request of the Levelling or Player Development Chairs;
- (xi) Facilitate meetings for support and feedback in an advisory capacity for all coaches;
- (xii) Coordinate the evaluation of coaches a minimum of once a year;
- (xiii) Execute disciplinary action against team official(s) as directed by the Board or the Discipline and Ethics Committee;
- (xiv) Shall chair the Coaching Selection Committee (ad hoc) and submit recommendations to the Board;
- (xv) Carry out duties as assigned by the Board, the Executive Committee or the President.

(f) Player Development Chair

The Player Development Chair shall:

- (i) Be responsible for the Initiation Program;
- (ii) Be responsible for development programs to address needs of all LMHA players;
- (iii) Ensure the LMHA Initiation Program conforms to the 'current' OMHA Rules, Regulations and Guidelines;
- (iv) Form a committee of appropriately trained people to assist with development programs for all LMHA teams;

(v) Carry out duties as assigned by the Board, the Executive Committee or the President.

(g) Sponsorship Chair

The Sponsorship Chair shall:

- (i) Work in cooperation with the Treasurer in maintaining an accurate record of all monies received from the sponsors ensuring no sponsors are in arrears;
- (ii) ensure all LMHA obligations to its sponsors are met and sponsors meet their obligations to pay the LMHA;
- (iii) Be responsible for reporting to the Board of Directors, in writing, who the sponsors are and which team(s) they will be associated with;
- (iv) Maintain the sponsor board at Lefroy Arena;
- (v) recruit and solicit sponsors for all teams of LMHA;
- (vi) Recruit and solicit sponsors for tournaments and special functions;
- (vii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(h) Fundraising Chair

The Fundraising Chair shall:

- (i) Organize or coordinate all fundraising activities pertaining to LMHA;
- (ii) Ensure that all fundraising activities are within OMHA guidelines and do not conflict with team sponsors;
- (iii) Recommend policy to the Board regarding team fundraising;
- (iv) Define and uphold LMHA policies regarding fundraising;
- (v) Provide each team manager/coach with information regarding fundraising policies, procedures and acceptable activities;
- (vi) Update the Board of Directors on fundraising activity for their approval;
- (vii) Be responsible for the monitoring and approval of all team fundraising activities;
- (viii) be responsible for collection of team financial reports, periodic audits, and year-end summaries and ensure team managers distribute the information to team members on a regular basis;
- (ix) Carry out duties as assigned by the Board, the Executive Committee or the President.

(i) Equipment Manager

The Equipment Manager shall:

- (i) Be responsible for all hockey equipment and apparel owned by the LMHA;
- (ii) Maintain an accurate record of all equipment;
- (iii) Be responsible for the buying and repairing of all equipment and jerseys for the LMHA with the approval of the Board of Directors;
- (iv) Ensure that all equipment borrowed from LMHA is signed out and properly recorded;
- (v) Ensure that equipment not returned and which has impact on the status of a "member in good standing", is brought to the attention of the Registrar and the Board of Directors;

- (vi) Ensure surplus equipment is disposed of with the approval of the Board of Directors;
- (vii) Be responsible for creating and maintaining a complete and detailed inventory list which will include the details of equipment allocation and usage;
- (viii) Be responsible for the purchase of apparel and equipment for resale as well holding apparel and equipment sales as authorized by the Board of Directors;
- (ix) Be responsible for the use of the LMHA logo on apparel and equipment by LMHA Teams, Sponsors and/or individuals as authorized by the Board of Directors;
- (x) Work with Sponsorship Chair to ensure proper and timely placement of sponsorship on jerseys;
- (xi) Be responsible for all trophies, awards, banners and sponsorship plaques presented by the LMHA;
- (xii) Carry out duties as assigned by the Board, the Executive Committee or the President.

(j) Referee in Chief

The Referee in Chief shall:

- (i) ensure there are sufficient referees and timekeepers in place to officiate all LMHA games and maintain a duty roster;
- (ii) liaison with the Treasurer to estimate fees for the upcoming year;
- (iii) ensure refereeing and timekeeping complaints are addressed and solved in a timely fashion;
- (iv) recruit, train, monitor and evaluate performance of referees and timekeepers;
- (v) schedule referees and timekeepers, maintaining accurate records for payment;
- (vi) Carry out other duties as assigned by the Board, Executive Committee, or the President;
- (vii) be the advisor to LMHA on all matters pertaining to rules & regulations;
- (viii) Recommend and organize referee clinics as required and by the request of the Executive of LMHA;
- (ix) Report to the Vice President as executive sponsor to the Board of Directors.

(k) Tournament Coordinator

Director of Tournaments shall:

- (i) Oversee all aspects of tournament management including budgeting, scheduling, associated logistics, game officials and volunteers;
- (ii) Act as the liaison between the Board of Directors and the OMHA to ensure sanctioned tournaments meet and follow organizations regulations for operation including permits;
- (iii) Create demand for participation in LMHA hosted tournaments;
- (iv) Report to the Vice President as executive sponsor to the Board of Directors;
- (v) Carry out other duties as assigned by the Board of Directors or the President.

(l) Communication Director

The Communication Director shall:

- (i) Be responsible for liaison between the executive and the team parent/manager for each team to keep everyone up to date on all communications to membership;

- (ii) Manage the administration of the official website of LMHA;
- (iii) Post new articles on the website;
- (iv) Post new events on the website;
- (v) Manage the team users for the site and train team users how to use their sites;
- (vi) Manage the contact pages of the website;
- (vii) Manage the LMHA Facebook Page;
- (viii) Manage the LMHA Twitter account;
- (ix) Liaise with the Sponsorship Chair to ensure all sponsors are recognized correctly on the website;
- (x) Carry out other duties as assigned by the Board of Directors or the President.

(m) Balancing Chair

The Balancing Chair shall:

- (i) Manage the balancing of teams and be responsible for evaluation and final recommendation of any player movement, including up an age level;
- (ii) Establish ad hoc committee as necessary to support activities;
- (iii) Carry out other duties as assigned by the Board of Directors or the President.

(n) Discipline Chair

The Discipline Chair shall:

- (i) Be responsible for handling all complaints or issues received on behalf of LMHA and report as needed;
- ;
- (ii) Carry out other duties as assigned by the Board of Directors or the President.

(o) Head Trainer

The Head Trainer shall:

- (i) Attend monthly LMHA executive meetings;
- (ii) Promotes safety through LMHA;
- (iii) Demonstrates values of the HTCP (Hockey Trainers Certification Program);
- (iv) Mentors Team Trainers;
- (v) Assists in developing safety and emergency action plans;
- (vi) Assists in identification of training needs for local association;
- (vii) Assists in the identification of potential staff for OMHA Program of Excellence;
- (viii) Liaise with the Discipline chair assisting with safety and Risk management;
- (ix) Work in coordination with the Coaching director planning and delivering a preseason trainer meeting in conjunction with the preseason coaches meeting;
- (x) Assist the OMHA Rep in filing injury reports and overseeing the return to play program on a case by case basis;
- (xi) Create a single point of contact for the association trainers, providing the resources to fulfill the position eg. (medical Paper work, injury reports, return to play forms, first aid kits and supplies);
- (xii) Responsible to annually report on the seasons activities injuries and risk management issues;
- (xiii) Carry out other duties as assigned by the Board of Directors or the President.

10. EXECUTION OF DOCUMENTS

10.1. Execution of Documents

The Board may from time to time appoint any Officer or Officers or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents.

10.2. Books and Records

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

11. FINANCIAL YEAR

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

12. BANKING ARRANGEMENTS

12.1. Banking Resolution

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

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

13. PASSING AND AMENDING BY-LAWS

13.1. The Board and a member in good standing may recommend amendments to the By-laws of the Association from time to time, to the Membership.

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

the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.

13.3. Amendments

(a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual Meeting of the Members of the Association. The notice of such Annual Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.

(b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such Meeting.

(c) The Members at the Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.

(d) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual Meeting.

(e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual Meeting at a place as stated in the original meeting notice.

14. REPEAL OF PRIOR BY-LAWS

14.1. Repeal

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

14.2. Proviso

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

15. SERVICE OF NOTICE

Any notice required to be sent to any Member or Director or to the person who has been appointed to conduct a review engagement of the Association shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Association; and to such Director at his or her latest address as shown in the records

of the Association or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; and to the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

PASSED AND ENACTED by the directors of the Association on the ___ day of _____, 2023.

President

Secretary

CONFIRMED by the Members of the Association on the ___ day of _____, 2023.

Secretary

**Appendix A.
Honorary Lifetime Members**

Doris Baxter	Marg Corner	Rolly Corner	Doug Cundall
Gerald Duerr	Cheryl LeLiever	Wilson Forbes	George Hogarth
John Inglis	Pam LaForge	Russ Evans	Scott Day