

Caledon Minor Hockey Association

Notice of Motion # 2016-23

Amendment To:

By-Law: CMHA Constitution and Bylaws July 1, 2015
Page #: All
Submitted by: Martin Savard on behalf of CMHA Executive Directors

CURRENT WORDING:

See attached "Constitution_July_2015" (also documented in Appendix A below in its entirety).



Constitution_July_2015.pdf

PROPOSED WORDING:

See attached "CMHA_By-Laws_Nov_14_2016" (also documented in Appendix B below in its entirety).



CMHA By-Laws Nov 14 2016.pdf

RATIONALE FOR CHANGE:

Based on Ontario Minor Hockey Associations' (OMHA) recommendation to replace the Caledon Minor Hockey Association (CMHA) Constitution with a standard set of By-Laws.

- The OMHA is working with all of its 228 associations to convert from outdated, incomplete, and inconsistent sets of Constitutions and By-Laws to a standard set of By-Laws to govern each association.
- Over half of OMHA associations have already adopted this standard set of By-Laws
- To date, all association memberships, where put to vote, have voted in favour of adoption of these By-Laws
- The CMHA Directors have diligently reviewed these By-Laws with OMHA representatives and believe the replacement of the current Constitution and By-Laws with this standard is in the best interest of Caledon Minor Hockey.

RESULT: ___ *Carried* ___ *Carried as amended* ___ *Defeated*

DISCUSSION / NOTES:

CONSTITUTION

CALEDON MINOR HOCKEY ASSOCIATION

C.M.H.A.

Article 1...NAMES

This organization will be known as CALEDON MINOR HOCKEY ASSOCIATION and is hereinafter referred to as CMHA. The CALEDON REPRESENTATIVE HOCKEY ASSOCIATION will hereinafter be referred to as the CRHA.

Article 2...STRUCTURE

The CMHA is comprised of the CMHA and the CRHA (Caledon Rep Hockey Association). Each association will elect its own executive committee.

- a) The CMHA is charged with the day to day operations and policies of the Caledon Minor Hockey Association. The management and administration of the CMHA will be vested in the CMHA Executive Committee with full powers to take action within the scope of the CMHA Constitution and By-Laws.
- b) The CRHA is charged with the day to day operations and policies of the Caledon Rep Hockey teams. The management and administration of the CRHA will be vested in the CRHA Executive Committee with full powers to take action within the scope of the CMHA Constitution and By-Laws.
- c) The CMHA will be governed by the CMHA Executive Committee. The CMHA Executive Committee will be vested with full powers to operate the CMHA. The Executive Committee shall insure that the Constitution and By-Laws of the CMHA are followed.
- d) IP League comprised of all Caledon registrants from the Hockey School to Tyke level. Divisions broken down to Hockey School – 5 year olds, Mite - 6 year olds, Tyke-7 year olds. The Hockey School will have 1 IP practice per week. The Mite 2 IP practices per week and transition to one game and one practice after December 1st. Tyke will have one game and one practice per week. All three levels practice in an OMHA Initiation format according to their guidelines.

Article 3...GEO GRAPHY

The boundaries of the CMHA shall be the area in the Municipality of the Town of Caledon as defined by the following:

- a) On the West side, the limit is the easterly boundary of Sir Winston Churchill Boulevard from Caledon/East Garafaxa Townline south to Mayfield Rd.

On the South side, the limit is the north side of Mayfield Road from Winston Churchill Boulevard to Albion/Vaughan Road. The exception is in Mayfield West where the boundary is just south of the Valleywood subdivision.

On the East side, the limit is the westerly limit of the Albion/Vaughan Road, Caledon/King Townline.

On the North side, the limit is the southerly limit of Highway #9. At Highway #9 and Highway #10/Orangeville annexed lands are not included. On the West side of Highway #10, there are other annexed lands, but for the most part, the Caledon/East Garafaxa Townline on the south side is the limit.

- b) In case of disputes, the Constitution includes all persons who pay their residential taxes to the Municipality of the Town of Caledon unless territorial agreements with adjoining hockey organizations are in place.

Article 4...AIMS AND OBJECTIVES

- 1) To foster the maximum opportunity for youth to participate in amateur hockey within the boundaries as set down by this Constitution.
- 2) To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental and social wellbeing.
- 3) To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the Association.
- 4) To cooperate with the Town of Caledon for the furtherance of amateur hockey.
- 5) It is the policy of the CMHA that a participant shall not be denied their fundamental rights and freedoms nor shall they suffer any abuse or neglect whether physical, emotional or sexual.
- 6) The CMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment or denial of any rights within the control of the CMHA.

Article 5...AFFILIATION

- 1) The CMHA shall annually affiliate with the Ontario Minor Hockey Association (hereinafter referred to as the OMHA) and shall abide by the Rules and Regulations of that organization.
- 2) The CMHA shall annually register all its players with the OMHA therefore making them eligible to participate in the OMHA insurance program.
- 3) For the purpose of affiliation with the OMHA, the CRHA shall be represented by the CMHA in accordance with the Constitution of the CMHA.
- 4) In addition to the OMHA, the CMHA may affiliate with any other association that the members of the CMHA Executive Committee may deem appropriate.

Article 6...MEMBERSHIP

Membership in the CMHA shall consist of:

- 1) **Players:** All players registered for play during the current season in the various age groups as specified in the By-Laws.
- 2) **Voting Members:** Voting members shall be limited to persons who reside within the boundary as defined in Article 3 and who are eighteen years of age and over and shall be members of the Executive, Managers, Coaches, Convenors, Parents, Guardians of all players or Players who are paid up members of the CMHA for the current year or persons who offer themselves as candidates for election to the Executive Committee. All members of the CMHA and the CRHA are voting members for the purposes of changes to the Constitution and By-Laws and for the election of members of the Executive Committee and shall be granted all privileges, rights and responsibilities under this Constitution.
- 3) **Honorary Members:** Honorary membership may be conferred on any person for life or for a limited period upon recommendation of the Executive Committee, approved by a vote at the Annual General Meeting thereof, and such honorary members shall for the time so elected without payment of any fee whatsoever enjoy all the rights and privileges of a voting member.

Article 7... EXECUTIVE COMMITTEE

- 1) The Executive Committee of the CMHA shall consist of:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) Vice-President - Administration
 - e) Vice-President - Representative
 - f) Vice-President – House League
 - g) Vice-President – Hockey Development
 - h) Vice-President – Risk Management

and shall be elected at the Annual General Meeting for a term of two years from amongst the voting members of the CMHA and shall further consist of:

- i) Past President – being the immediate Past President of the CMHA.
- 2) Where possible, the two-year term for the Secretary, the Vice-President Administration and Vice-President Risk Management shall commence July 1st of an even calendar year while all other positions shall commence July 1st of an odd calendar year.
- 3) No more than 25% of the Executive Committee positions can be filled by members from the same team.

Article 8... CMHA EXECUTIVE COMMITTEE MANAGEMENT

The management and administration of the CMHA will be vested in the CMHA Executive Committee with full powers to take action within the scope of the Constitution and By-Laws. Without limiting the foregoing, the CMHA Executive Committee shall more particularly:

- 1) Appoint such Committees, Officials or other volunteers, as it shall consider necessary for the operation of the CMHA.
- 2) Have the power to rule on any matters not covered in the Constitution and By-Laws of the CMHA which impact on the operation of the CMHA.
- 3) Hold office until the end of their designated term.
- 4) Have the authority to hire part-time, full-time employees to assist with the administration and operation of the CMHA, if required.
- 5) A quorum shall consist of a minimum of 60% of the current Executive Committee.
- 6) Hold business meetings as required, but no less frequently than once a month.
- 7) Be authorized to pay accounts of the CMHA.
- 8) Have the power to fill any vacancy on the CMHA Executive Committee, which may occur during the year.
- 9) Will act on behalf of the CMHA on any matters involving outside concerns.
- 10) Will be responsible for collecting all funds necessary from the CRHA to administer the CMHA Executive Committee Budget.
- 11) Will be responsible for verification and if necessary, the audit of all financial activities of the CRHA.
- 12) Will be the sole agent representing all interest of the CMHA as a whole with all government agencies including annual corporate renewal.
- 13) Will operate the CMHA in a fiscal manner to maintain a minimum surplus of 3% of annual budget.

- 14) The Executive members of the CMHA and CRHA reserve the right to remove any of its members from their appointed positions for the following reasons:
- a) If any one of them misses three regularly scheduled executive meetings in a row (three in a row can be accumulated by absenteeism at the end of the first year plus the beginning of the second year) or misses a minimum of six regularly scheduled meetings in any one year of their two year term.
 - b) The duties appointed them as specified by their executive, are not being carried out sufficiently or at all.
 - c) Conduct unbecoming an executive member.

Article 9...FISCAL YEAR

The fiscal year will be a twelve-month period, commencing May 1st and ending April 30th of the following year. Each committee to hand over to the new Executive a set of balanced books that have been through an accountant's Review Engagement Process.

Article 10...DUTIES OF EXECUTIVE COMMITTEE MEMBERS

1) President

- a) Shall preside at all meetings of the CMHA.
- b) Shall be an ex-officio member of all standing committees and such other committees as may be appointed from time to time.
- c) Shall perform all duties as naturally fall within the bounds of the office of the President.
- d) Shall represent the CMHA at meetings as may be determined to be in the best interests of the CMHA.
- e) Have signing authority with Secretary and Treasurer for all cheque disbursements for the CMHA.
- f) Appoint or act as privacy officer to ensure the information the organization and its members retains is appropriate and protected.

2) Secretary

- a) Shall notify the appropriate members of the time, place and date of meetings.
- b) Shall keep an accurate record and distribute the minutes of all meetings of the CMHA to all Executive members. These approved minutes shall be made available upon request to any member of the CMHA.
- c) Shall perform such duties as may be assigned from time to time by the CMHA Executive Committee.
- d) Shall be responsible for maintaining the archives of minutes of all Committee meetings, General Meetings, Annual General Meetings and financial statements of the CMHA and CRHA.
- e) Shall be responsible for ensuring that all appropriate member registrations comply with the OMHA.

3) Treasurer

- a) Shall pay all accounts authorized by the CMHA Executive Committee or the President, by cheque signed by the Treasurer and at least one other of the President or Secretary.
- b) Shall keep an accurate record of all monies received and disbursed. Shall submit a written financial statement to include profit and loss statement and balance sheet at each regular CMHA Executive Committee meeting.
- c) Shall maintain a bank account in the name of the CMHA in a financial institution as designated by the CMHA Executive Committee.
- d) Shall present a year end financial statement at the Annual General Meeting.
- e) Shall recommend the appointment of an Auditor for the past fiscal year at the CMHA Annual General Meeting.
- f) Shall have a financial background and be bondable.

- g) Appoint or act as the Director – Fundraising to ensure there are adequate funds to meet the objectives of the membership.
- h) Appoint or act as the Director – Sponsorship to ensure there are adequate funds to meet the objectives of the membership.

4) Vice-President Administration

- a) Shall perform such duties as may be assigned by the President and/or the CMHA Executive Committee.
- b) Shall hold the position of Chair of the Rules and Protest Committee.
- c) Shall perform the duties of the President in his/her absence.
- d) Appoint or act as the Director of Referees.
- e) Appoint or act as the Director of Equipment.
- f) Appoint or act as the Registrar.
- g) Appoint or act as the Director of Scheduling and oversee the related paid positions.
- h) Appoint or act as the Communications Officer.

5) Vice-President - CRHA

- a) Shall preside over, where possible, all of the CRHA committee meetings but may appoint a committee member to preside over the meetings in his/her absence. Shall be charged with the general management and supervision of the affairs and operations of the CRHA.
- b) Shall provide financial statements on the operation of the CRHA to the CMHA on a monthly basis.
- c) Shall represent the CRHA at all zone meetings, OMHA meetings and such other meetings as may be determined to be in the best interest of the representative hockey teams.
- d) Shall represent CRHA at all CMHA Executive Committee meetings.

6) Vice-President House League

- a) Shall preside over, where possible, all of the House League committee meetings but may appoint a committee member to preside over the meetings in his/her absence. Shall also be charged with the general management and supervision of the affairs and operations of the House League Committee.
- b) Shall work with the Treasurer to ensure the financial budgets and objectives of the house league are being met.
- c) Appoint and/or act as the Convenor and shall be responsible for the operation of the house league games and play-offs. Appointment of the Junior and Senior Convenor is recommended to adequately cover the responsibilities.
- d) Shall be responsible for the organization of Day of Champs.
- e) Shall represent the House League at all CMHA Executive Committee meetings.
- f) Appoint or act as the Tournament Director to ensure the smooth running of CMHA sponsored house league tournaments.

7) Vice-President Hockey Development

- a) Shall develop and oversee the development programs for coaches and players to improve the overall quality of the coaches and players within the organization.
- b) Appoint or act as the IP Director to ensure that the IP Program is executed effectively and the CMHA retains its certification.

- c) Appoint or act as the Player Development Director to recommend and implement specialized clinics ensure players are receiving proper instruction as decided by the executive committee.
- d) Appoint or act as the Coach Development Director to recommend and implement specialized clinics to ensure coaches are receiving proper instruction and maintain appropriate certifications.

8) Vice-President Risk Management

- a) Shall be responsible for the administration of all insurance programs including but not limited to OMHA insurance program, Director & Officer Liability insurance, office and equipment insurance, and any Personal Bond coverage as required by the Constitution.
- b) Shall identify risks to the CMHA and be responsible for loss prevention initiatives.
- c) Shall administer the Abuse and Harassment program as required by the OMHA.
- d) Shall administer the Team Official evaluation process.
- e) Appoint or act as the Risk Management Director.

9) Past President

- a) Shall act as an advisor to the President and the Executive.
- b) Shall perform such other duties as may be assigned by the President and/or the CMHA Executive Committee.
- c) In the event that the immediate Past-President is unable to fulfill the duties of office, the Executive Committee shall appoint any Past-President of the CMHA in this capacity.

10) Additional Duties of all Executive Committee Members

- a) The duties of all Executive Committee Members in addition to those specified shall be to facilitate information sharing, problem solving, the development of minor hockey in their respective association and conducting such local affairs as necessary for the well being of the CMHA.
- b) The duties of all Executive Committee members shall be to be aware of the OMHA regulations and insure the CMHA operates with that constitution and rules.

DUTIES OF THE BOARD OF DIRECTORS

1) Director of Referees

- a) Shall be responsible for the recruitment, training, and standards of all referees. Shall supply to the CMHA Executive Committee a program for referee development and evaluations.
- b) Shall have a sound knowledge of Canadian Hockey Association (CHA) Rules & Regulations.
- c) Shall be responsible for the recommendation of a Referee in Chief to be approved by the CMHA executive.
- d) Shall report all issues to the VP Administration to ensure proper representation at the executive committee.

2) Director of Risk Management

- a) Work in coordination with the Vice-President Risk Management.

3) **Communications Officer**

Reports to VP Admin., non voting position on the CMHA Executive. Shall be responsible for the website, eg. posting articles, updates, events, etc. As well as Facebook page. May also liaise with newspapers to submit photos, articles, or invite them to our events.

Article 11...MEETINGS AND ELECTIO NS

1. Annual Meetings

- a) The Annual Meeting of the CMHA shall be held not later than June 15th each year with the new executive assuming their respective responsibilities on July 1st of that year.
- b) All voting members of the CMHA shall be eligible to vote at the Annual Meeting.
- c) The description of the position and the election of the following as prescribed in Articles 7 and 10 of the CMHA Constitution:
 1. President
 2. Secretary
 3. Treasurer
 4. Vice-President - Administration
 5. Vice-President – Representative
 6. Vice-President – House League
 7. Vice-President – Hockey Development
 8. Vice-President - Risk Management
 9. Past President – being the immediate Past President of the CMHA.
- d) Following the opportunity for nominations to be received from the floor the election shall be held. Any voting member may request the election shall be held by secret ballot.
- e) Notices of motion, correspondence, constitutional amendments or other matters for consideration at Annual meetings shall be made in writing no later than four weeks preceding the Annual meeting and shall be posted by the Secretary in all town operated arenas and the Caledon Minor Hockey Association web site for no less than two weeks, prior to the Annual meeting.
- f) No Article or By-Law of this Constitution shall be altered, rescinded, or a new one made except by majority of the eligible voting members present.

2. Rules of order at the Annual Meeting

- a) Checking of voting powers and credentials
- b) President's welcoming address
- c) Approval of the minutes of the previous Annual Meeting and all general meetings held since that time
- d) Business arising from the minutes
- e) Annual Report of the Treasurer
- f) Reports of Standing and Special Committees
- g) President's Report
- h) Consideration of Constitution, By-Laws and Rules and Amendments thereto
- i) Description of the position and the election of President, Secretary, Treasurer, Vice President - Representative, Vice President – Administration, Vice President – House League, Vice President – Hockey Development, Vice President - Risk Management.
- j) New Business

3. General Meetings

General Meetings of the CMHA throughout the year may be called when required, as determined by a quorum of the CMHA Executive Committee or upon written request of not less than fifty members of the CMHA and posted at all town operated arenas for no less than two weeks in advance of said meeting.

4. Special Meetings

Special Meetings of the CMHA Executive Committee shall be held at the request of any five (5) CMHA Executive Committee Members presented to the President in writing with a copy of the letter to the Secretary stating the reason for the request. At any Special Meeting the only business that shall be transacted shall be stated in the request. Notice of the Special Meeting shall be given to all members of the CMHA Executive Committee at least 72 hours in advance of such meeting.

Article 12...CONFLICT OF INTEREST

A conflict of interest exists when a member of any public body who is privileged to vote and make a decision on a matter affecting other members of the public who may have a personal interest in the outcome. An interest in the matter may involve a personal or social relationship, monetary gain or any other connection to family members or to possible indirect financial gain. One must advise all other members of a possible conflict. The person then may, without stating what the conflict is, avoid voting or advise other voting members of the nature of the conflict and let them decide if the member should or should not vote.

BY-LAWS

BL 1 STANDING COMMITTEES

1) Rules and Protests Committee

- a) The Rules and Protests Committee may consist of:
 - 1) Vice-President – CMHA as Chair
 - 2) Appropriate Vice President
 - 3) Minimum of one other member of the CMHA Executive Committee or hockey knowledgeable person
- b) The function and responsibility of the Rules and Protests Committee shall be to prepare and recommend to the CMHA Executive Committee; player regulations, team regulations, competition regulations which will foster and promote the aims and objectives of the CMHA, the safety and welfare of the players and further to hear and consider all protests and complaints.
- c) Any proposed rules or amendments to the By-Laws thereto shall be submitted to the Executive Members in writing by the Chair Rules and Protests Committee for consideration.
- d) Any proposed rules or amendments to the By-Laws approved by a majority of the Executive Members at a meeting of the CMHA Executive Committee shall only have force and effect from the effective date as determined by the Executive Committee up to the next Annual General Meeting.
- e) All protests, complaints, or other matters which are appealed to the Rules and Protests Committee in writing, must be accompanied by a fee of \$100.00 (certified cheque only) which shall not be refundable. The protested occurrence and the hearer of the appeal shall give its final decision in writing not more than 14 days after the hearing is completed and may either:
 - (1) Allow the appeal
 - (2) Dismiss the appeal
 - (3) Vary the decision appealed from by:
 - (i) increasing or decreasing any suspension
 - (ii) issue an order prohibiting the continuation of any of the matters dealt with in the appeal
 - (iii) refunding the whole or any part of the appeal fee paid by any party on the appeal.
- f) The Committee shall have the power to hear and decide all protests, complaints, or other matters with the exception of judgement decisions of the referees which may pertain to the conduct or action of any player, manager, coach or referee while acting in the capacity as such or which pertains to the act, omission, conduct or any of the above persons which is alleged to be prejudicial to the CMHA and any team or player within the jurisdiction of the CMHA.
- g) The Committee shall conduct any investigations or hearings as directed by the Executive and make a report in writing of such investigations or hearings and without delay transmit it to the President.
- h) The Committee shall, as soon as possible after the conclusion of proceedings, make a report in writing and without delay transmit it to the CMHA Executive Committee as well as to other persons directly involved in the matter.
- i) All persons appearing before the Committee shall be given full opportunity to be heard.
- j) The Committee shall hear and decide on all recommendations to move Local League players due to their caliber of play to the MD (Minor Development) or Representative team or to a higher Local League division.

2) CRHA Committee

- 1) a) The CRHA Committee shall consist of:
 - i) Vice-President - CRHA will chair the CRHA
 - ii) Registrar
 - iii) Secretary
 - iv) Treasurer
 - v) Director - Equipment
 - vi) Director - Sponsors
 - vii) Director - Fundraising
 - viii) Director - Referees
 - ix) Junior Division Convenor
 - x) Senior Division Convenor
 - xi) Director Hockey Development
 - lxii) Past Vice President CRHA
 - lxiii) Risk Manager

And except for the Vice-President CRHA and Past Vice-President CRHA, shall be elected at the CRHA Annual Meeting from amongst the voting members of the CMHA who are members of the CRHA.

- b) No more than 25% of the CRHA Executive Committee positions can be filled by members from the same team.

2) Rep Hockey Management

The management and administration of the CRHA will be vested in the CRHA Executive Committee with full powers to take action within the scope of the Constitution and By-Laws. The CRHA Committee shall report to the CMHA Executive Committee as the ruling body in the CMHA. After due consultation and process, the CMHA Executive Committee has final ruling on matters involving all members of the CMHA.

Without limiting the foregoing, the CRHA Executive Committee shall more particularly:

- 1) Appoint such Committees, officials or other volunteers, as it shall consider necessary for the operation of CRHA.
- 2) Hold office until the end of their designated term.
- 3) A quorum of the Rep Hockey shall be 60% of the committee members
- 4) Hold business meetings as required, but no less frequently than once a month.
- 5) Be authorized to pay accounts of CRHA.
- 6) Have the power to fill any vacancy on the CRHA Committee that may occur during the year.
- 7) Will act on behalf of CRHA on all matters involving Representative Hockey Teams in the CMHA.
- 8) Will administer all funds collected through registration fees and sponsorship fees that are allotted to the CRHA Committee.
- 9) Disburse donations approved by the CRHA Executive Committee to the appropriate source.
- 10) Shall administer the efficient use of ice allotted by the Ice Scheduler.
- 11) The fiscal year will be a twelve-month period, commencing May 1st and ending April 30th of the following year.
- 12) Shall operate the CRHA in a fiscal manner to maintain a minimum surplus of 3% of annual budget.
- 13) Shall develop strategies subject to the approval of the CRHA Executive Committee that promote all Aims and Objectives of the CMHA within the CRHA.

- 14) Shall initiate programs subject to the approval of the CRHA Executive Committee that develop players and coaches in Representative Hockey.
 - 15) Shall supply written reports on CRHA activities including financial statements to the CMHA Executive Committee for their monthly meetings.
 - 16) Shall actively promote strategies and programs approved by the CMHA Executive Committee.
 - 17) The duties of all CRHA Committee Members in addition to those specified shall be to facilitate information sharing, problem solving, the development of minor hockey in their respective association and conducting such local affairs as necessary for the well being of the CMHA.
- 3) Coaches Committee
- a) The Coaches Committee shall consist of:
 - i) Vice President – CRHA – Chair
 - ii) Coach Development Coordinator
 - ii-a) Coach Development Coordinator’s responsibilities include handling all coaching issued (for recommendation only), coach mentor and provides recommendations for resolution.
 - ii-b) This person is not a member of the CRHA Executive and has no voting privileges.
 - ii-c) This may be a paid position and will be tendered on a bi-annual basis, outside consultants preferred, by the CRHA.
 - iii) A minimum of one other “hockey knowledgeable” person appointed by the CRHA Executive.
 - iv) Coaches Committee names and titles will be communicated and/or published to CMHA Executive prior to commencement of Coach Evaluation Process.
 - b) The Coaches Committee shall be responsible for recommending to the CRHA Executive the appointment of all Representative Team Coaches.
 - c) All Team Head Coach applicants must complete and sign a detailed application form as provided by the Coach Selection Committee.
 - d) Prior to applying for a Team Head Coach position, applicants understand:
 - i) His/her child, if slated to play on the rep team, could be evaluated by the Coaches Committee and if the child is to be evaluated, the coach application would be advised of:
 - i-a) When and where the evaluation will take place, and
 - i-b) The evaluation results
 - e) In order to be eligible for all Representative Coaching positions, applicants must:
 - i) Submit a letter of intent for application by the deadline date set out by the CRHA Executive to CRHA VP and CMHA Administrator.
 - ii) Complete a coaching application package as supplied by CRHA by the date indicated on the application and return to the CRHA VP and CMHA Administrator.
 - f) Where possible:
 - i) All applicants shall go through a selection process that will include interviews, written exams and on-ice proficiency.
 - ii) All documentation involving applicants, including and if applicable, bench staff evaluations completed by parents/player (as reviewed by the Coach Development Coordinator), past year accomplishments, development opportunities, etc. will be made available to the Coaches Committee as part of the selection process.
 - iii) Once the successful applicant has accepted the team, the Coaches Committee is obliged to provide unsuccessful applicants with personal communication regarding the rationale behind the decision and the applicant’s development opportunities.

- g) Team Officials appointed by the Team Head Coach must be approved by the CRHA Committee.
- h) In the event that there is only one Coach Applicant for any CRHA Representative team, and in the absence of any detrimental conduct or sanctions, and providing the applicant has previously attained Team Head Coach status in the CRHA, the applicant will not be required to participate in the selection process.
- i) The Coaches Committee shall be responsible for:
 - i) Preparing and communicating guidelines and job roles of the Coaches, Assistant Coaches, Managers and Trainers
 - ii) Coaches Committee shall be responsible for the recommending of the suspension or removal of Coaches, Managers or Trainers for such reasons as follows:
 - a) Repeated absence and failure to appoint a substitute;
 - b) Not playing all players a reasonable amount of time;
 - c) Misuse of team funds and/or failure to publish a team budget and balance record;
 - d) Conduct detrimental to the Aims and Objectives of the CMHA.
 - iii) Written documentation to the Director of Risk Management (CMHA) on any action taken by the Coaches Committee on any Team Official.

4) Coach Development Coordinator

The selection of the Coach Development Coordinator shall be in a manner similar to the selection of representative hockey Team Head Coaches. The Coach Development Co-Coordinator will be responsible for recommending the appointment, development and monitoring the activities of Representative Hockey Team Officials.

5) Player Regulations

- a) Payment of CRHA fees must be made at the time that the Rep Hockey cards are signed. CRHA fees will be pro-rated for three or more players from the same family.
- b) A player signed to an OMHA certificate may be released by the CMHA upon approval by the CRHA Committee.
- c) Representative team tryouts will be held each spring. Tryout dates to be provided by the CRHA committee. Additional closed tryout sessions are to be held no later than September 21st.

6) Team Regulations

If there are not enough players to field a AA Rep team, then a relief must be given in time for these same players to be able to try-out for the Rep teams in the area in accordance with the OMHA. This must be approved by the Regional Executive Member of the OMHA for our centre. If no AA Representative team is fielded, then no A, AE or MD (Minor Development) shall be formed.

- a) No Representative teams beyond one (1) Major team and the (1) Minor team are to be established in any category unless it has been determined that there are sufficient players in Local League to permit at least four (4) House League Teams in the affected category.
- b) Team Officials may run independent training sessions during the summer. These sessions are not mandatory for either Team Officials or players.
- c) Representative team fees must be paid by the deadline date set out in the applicable season's CRHA Coach Manual.

7) Competition Regulations

Competition regulations will be governed by the OHMA, Tri-County Hockey League and the By-Laws of the CMHA.

8) Official Colours, Awards and Crests

- a) The official colours of the CMHA shall be white with black and red trim.
- b) All CMHA Representative Team uniforms shall be the official CMHA colours and where a Representative Team has a second set of uniforms the colours shall be red with black and white trim.
- c) CMHA jackets for all Representative teams shall be the official CMHA colours and Trademark Registered logos. No other logos will be allowed.
- d) The official logos of the CMHA are to be worn on all Representative Team uniforms and all CMHA jackets shall be described in the Rep Team Coaches Manual.
- e) Individual trophies will be awarded to each player, coach and manager of any Representative Zone Championship Team or OMHA Championship Team.
- f) Any additional paraphernalia must first be approved by the CMHA Executive Committee.
- g) When a coach has made team uniforms mandatory and redirects a player on or before October 31st of the current hockey season, that player will be given the option of keeping the current uniform with no refund or returning the newly purchased uniform for a full refund.

BL 2 PLAYER REGULATIONS

- a) Any player requesting to play hockey within the boundaries of the CMHA must produce identification as per OMHA requirements.
- b) The registration within the CMHA shall take place annually on the days set by the CMHA and CRHA Committee and additional registration after these dates shall only be accepted if there are openings in the various classifications. Registration will be accepted on a first come, first serve basis and priority will be given to players who reside within the Town of Caledon.
- c) All players registered to play hockey within the boundaries of the CMHA must pay the registration fee by August 31st or at the time of registration.
- d) No player shall participate in any team activity after August 31st unless such player is registered with the CMHA.
- e) No player shall participate in any team activity at any time unless registered in a hockey association recognized by the Canadian Amateur Hockey Association.
- f) No registration fee refunds shall be given without the approval of the CMHA or CRHA.
- g) All players playing within the boundaries of the CMHA shall be required to wear equipment, which complies with the Canadian Amateur Hockey Association and OMHA regulations.
- h) The registration fee will include one minor hockey sweater and one pair of socks for house league players, which will be provided by the CMHA at the beginning of the season.
- i) All players or parent/guardian must complete the OMHA Registration card signed by both the player and the parent/guardian.
- j) A player upon registration understands that they shall participate on one team only at the house league level unless he or she is considered an affiliate with a MD (Minor Development) or Rep team.
- k) Players affiliated with a MD (Minor Development) team will be permitted to participate in 13 regular season and/or playoff games. Any request beyond 13 games needs to be approved by local Executive vote. This does not apply to goaltenders. Should the affiliated players have a schedule conflict then the player's obligation is to attend their house league game and practice.

BL 3 TEAM REGULATIONS – House League/MD (Minor Development)

- a) All House League teams may consist of up to fifteen (15) skaters and two (2) goaltenders. In the event that there is a team roster shortage, additional players may be added at the discretion of the Convenor. Any player may be moved before December 15th to secure a better balance.

MD (Minor Development) teams follow OMHA MD (Minor Development) League roster rules.

- b) In the case of a House League team being short of players due to sickness, injury or vacation, a team can use other players and the following rules apply:
- i) Players used must be from a lower age category.
 - ii) Parental consent must be obtained in all cases.
 - iii) No player may be used in this capacity for more than 3 games during a season.
 - iv) The respective Convenors shall make the choice of players to be used under this system, after first receiving parental consent.
 - v) For Atom and up, goaltenders may be borrowed from another team in the same age group for bona fide absence only.
 - vi) Changes to the above rules may be made to suit division during the season or playoff/round robin series at the discretion of the Convenor and given in writing to all affected coaches.
- c) All players must play at their own age level. No player movement is allowed except in circumstances where there are insufficient numbers of players to form a team.
- d) Selection process of House League teams: All coaches will pick teams from available players as if the team were their own. The teams will then be numbered and ONLY the numbers will be placed into a bowl. From there the coaches will pick a number at random from the bowl to see which team they will be coaching. If the coach's or trainer's child ends up on another team, an immediate trade will take place between the coaches.

BL 4 COMPETITION REGULATIONS – House League/MD (Minor Development)

- a) Playing rules as set down by the CMHA shall govern play in regular, exhibition and playoff scheduled games, except rules that are governed by the OMHA and its affiliates and the By-Laws of the CMHA.

In addition to the above, MD (Minor Development) League teams must abide by the rules of the MD (Minor Development) League in which they play.

- b) The home team coach is responsible for control of the time and preparation of the game sheet. All games sheets must be signed by all participating Team Officials including proper certification numbers.
- c) All game times are ultimately controlled by the ice times reserved for that game. The following represents the maximum time for games and may be shortened to suit the time available. House League games shall be as follows:

1) TYKE OR NOVICE

- ~ To be able to use (2) 24-minute continuous time with a 3 minute buzzer or (3) 10 minute stop time with a two-minute buzzer for shift changes. This will be decided by the convenor and coaches when the change will occur.
- ~ No substitution during a shift except for injury.

2) NOVICE, ATOM AND PEEWEE

- ~ Two (2) periods of ten (10) minutes and one (1) period of fifteen (15) minutes – all stop time periods.

3) BANTAM AND MIDGET/JUVENILE

- ~ One (1) period of ten (10) minutes and two (2) periods of fifteen (15) minutes – all stop time periods.

- d) All House League Coaches are to ensure equal ice time to players.
- e) Play-offs
 - 1) All teams in every House League group shall participate in the playoffs.
 - 2) A playoff schedule shall be completed not less than two weeks before the end of the regular schedule for all divisions.
- f) Suspensions

Will be as described within the OMHA Manual of Operations.

 - 1) A player may be suspended for one game or more for the following infractions committed during or immediately before or after a game. Suspensions to be the decision of the appropriate convenor.
 - ~ Swearing
 - ~ Destroying or stealing the property belonging to others
 - ~ Unsporting conduct on or off the ice
 - ~ Excessive and/or repeated penalty infractions
 - ~ Receiving a misconduct or major penalty
- g) Extra Suspensions

Are described as follows:

 - ~ A player incurring a second major penalty in a season will be suspended for two (2) league games. This suspension is in addition to any OMHA suspensions incurred from penalties assessed.
 - ~ A player incurring a third major penalty in a season will be suspended for four (4) league games, as well as any exhibition or tournament games in that time frame. This suspension is in addition to any OMHA suspensions incurred from penalties assessed.
 - ~ A player incurring a fourth major penalty in a season will be suspended for six (6) league games, as well as any exhibition or tournament games in that time frame. This suspension is in addition to any OMHA suspensions incurred from penalties assessed. Any future reinstatement into the league must be approved by the Executive Committee of the CMHA.
- h) There shall be no body contact in House League unless required to facilitate Local League participation.

BL 5 CONDUCT OF PLAYERS, TEAM OFFICIALS, PARENTS OR GUARDIANS AND ALL MEMBERS OF THE CMHA.

- a) A player, a team official, a parent or guardian or any member of the CMHA may be suspended, subject to a hearing (if requested) before the Rules and Protest Committee prior to any suspension, for conduct detrimental to the CMHA and for conduct that does not further the Aims and Objectives of the CMHA as set down in Article 4 of this Constitution.
- b) Conduct detrimental to the CMHA includes:
 - i) Strong criticism of coaches and/or other team officials in the presence of their players.
 - ii) Excessive and obscene criticism of referees, players, coaches or other officials during or after a game.
 - iii) Excessive and obscene criticism of visiting teams, including players, coaches, other officials and visiting fans.
 - iv) Any other conduct which in the opinion of the CRHA or CMHA Executive Committee is detrimental to the CMHA.
 - v) Any willful damage to league property or any damage to arena property.
- c) SOCIAL NETWORKING POLICY

Social networking such as, but not limited to, Facebook, Twitter, Instagram, etc., falls under the umbrella of the harassment and abuse policy from OMHA. The entire membership (parents, players, volunteers) is held to

standards that social media posts do not include bullying or threatening behavior, or harassment in any form. Disciplinary actions will be taken.

BL 6 OFFICIAL AWARDS AND CRESTS – House League

- a) Team trophies will be presented to the champions, finalists and consolation champions in each division of the Local League. Individual trophies will be awarded to each player, coach and manager of any Local League Championship Team in each Division of the Local League.
- b) Any additional paraphernalia must first be approved by the CMHA Executive Committee.

BL 7 EXPENDITURES

- 1) In order to make best use of the funds available to the CMHA the best value will be sought. Value takes into account the price and the quality as well as the service given by the supplier of goods or services. Final decisions about the purchase of goods and services will be determined by the CMHA Executive Committee, or CRHA.
- 2) Expenditures of up to five hundred dollars (\$500.00) may be approved by the President subject to a report to the CMHA Executive Committee at the next regular meeting or Vice-President of CRHA subject to a report to their committee at the next regular meeting. All such expenditures must be supported by a receipt.
- 3) Expenditures of less than one thousand dollars (\$1,000.00) will require the approval of the respective Executive Committees of the CMHA or CRHA.
- 4) Expenditures of more than one thousand dollars (\$1,000.00) and less than five thousand dollars (\$5,000.00) shall be made after the examination of three comparative prices and the approval of the respective Executive Committees of the CMHA or CRHA. These approved expenditures of the CRHA must be reported to the CMHA forthwith.
- 5) Expenditures of more than five thousand dollars (\$5,000.00) will be tendered for competitive bids and shall be awarded by vote of the CMHA Executive Committee.
- 6) Rates of fees such as ice rentals, payment of game officials, and other service costs must be approved in advance by the appropriate Committee (CMHA or CRHA).
- 7) Preference for suppliers will be given to the Town of Caledon businesses or League sponsors wherever possible.

BL 8 FUNDRAISING

- 1) All fundraising shall follow the guidelines of the Ontario Lottery Corporation.
- 2) Fundraising is not mandatory for any hockey team in the CMHA.
- 3) Any parent who chooses not to participate in fundraising programs must have the option of paying 100% of the necessary money to the team who they are a member of.
- 4) The CMHA and the CRHA shall be permitted to run individual fundraising events for their teams providing:
 - a) Rules of the Lottery Corporation must be met. Copies of all permits must be submitted to the Fundraising Chair of each Committee.
 - b) Teams must submit, in writing, to the Committee Fundraising Chair, all intended fundraising events two weeks prior to the start of the event.
Funds must be used for that team in the year raised, with no carry forwards.
- 5) It is mandatory for each representative team in the CRHA to reasonably participate in one (1) major and up to two (2) minor CRHA fundraising functions.

BL 9 DRESS CODE

If a dress code is to be implemented by any team in the CMHA, approval must first be obtained by the Committees of the CMHA and CRHA with final approval by the CMHA Executive Committee.

BL 10 COMPLAINT PROCESS

1. Complaints will only be accepted from members in good standing with the CMHA.
2. Any complaint regarding an executive member, convenor, head coach, assistant coach, trainer, manager or other on ice volunteer must be submitted to the Vice President and the Risk management person of the league Executive within three (3) days of the alleged conduct which is the subject matter of the complaint, and shall contain, at a very minimum, the following:
 - a) Name of executive member, convenor, head coach, assistant coach, trainer, manager or on ice volunteer complained of;
 - b) Name and level of team;
 - c) Name of person complaining with full contact information;
 - d) Name of hockey player involved (if applicable);
 - e) Report must indicate all particulars regarding who, what, where, when as well as anything leading up to the incident.
 - f) Summary of allegations;
 - g) Relief sought (i.e. reprimand, suspension, removal from team or Executive);
3. The information noted in 1(a) – (g) should be submitted in the form of a letter directed to the Vice President and the Risk Management person of the league Executive. Accompanied by a duly sworn Affidavit or at minimum one executive member of the CMHA, with all supporting documentation including witness statements (if applicable).
4. The report cannot be anonymous. Must have all pertinent information of person(s) filling complaint.
5. A \$50.00 fee shall accompany the complaint submitted. (Refundable if found to be a valid complaint)
6. The complaint shall be served on the person(s) involved including a copy of the complaint within seven (7) days of its receipt by the Vice President and the Risk Management person of the league Executive.
7. Upon receipt of the complaint, the Vice President and the Risk Management person of the league Executive shall:
 - a. Dismiss the complaint summarily without the input of the person(s) involved;
 - b. Request that the involved persons submit a written response within seven (7) days of said request and,
 - i. Decide the merits of the complaint based on the written material only and dismiss the complaint.
 - ii. If further investigation is required, schedule a date for a hearing of the complaint before a panel of the Executives.
8. The panel of Executive will consist of three of the following: VP CRHA, VP CMHA, and Risk Manager CMHA
9. The executive shall provide written reasons of their decision arrived at in a) or b) above, to all involved parties within seven (7) days of their decision.
10. The decision of the Executive shall be final with no further right of appeal.

BL 11 SCHOLARSHIP

Two \$500 scholarships may be awarded to a current CMHA/CRHA player going on to post-secondary studies. Application and instructions are to be followed. The league reserves the right to withhold awarding of prize if no suitable application is submitted, as per criteria on application. The execution of scholarship program starts in 2015-2016 and is put forth annually until the designated \$11,000 is exhausted.

Appendix B:

CALEDON MINOR HOCKEY ASSOCIATION



GUIDELINES FOR MEMBERS

NOVEMBER 2016
Revised NOVEMBER 14, 2016

CALEDON MINOR HOCKEY ASSOCIATION

By-Law Number One

CALEDON MINOR HOCKEY ASSOCIATION

CONSTITUTION AND BY-LAWS

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CALEDON MINOR HOCKEY ASSOCIATION

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the Caledon Minor Hockey Association.

BE IT ENACTED as a by-law of Caledon Minor Hockey Association as follows:

1. DEFINITIONS

- 1.1 In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:
- (a) "Association" means Caledon Minor Hockey Association (or such other name as the Association may in the future legally adopt);
 - (b) "Board" means the Board of Directors of the Association;
 - (c) "Hockey Canada" means the Canadian Hockey Association (or such other name as Hockey Canada may in the future legally adopt);
 - (d) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
 - (e) "Director" means an individual who has been elected to the Board of Directors of the Association;
 - (f) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
 - (g) "Officers" mean the individuals who hold the offices enumerated in Article 11;
 - (h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
 - (i) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
 - (j) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
 - (k) "CMHA" means Caledon Minor Hockey Association
 - (l) "Members" means all classes of membership in the Association as provided for in section 5.
- 1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

2. REGISTERED OFFICE AND SEAL

- 2.1 The Corporate Seal of the Association shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the Association shall be in the Town of Caledon, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act.

3. MISSION OF THE ASSOCIATION

- 3.1 The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Town of Caledon including:
- a) the opportunity for all eligible individuals to participate in recreational house 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) the development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
 - c) to instil in all players, coaches, managers, trainers and members associated with the CMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
 - d) the Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.

4. AFFILIATIONS

- 4.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA.

5. CLASSES OF MEMBERSHIP

- 5.1 There shall be three (3) classes of Membership in the Association:
- (a) Active Membership – Volunteers participating in the current season
 - (b) Parent/Guardian Membership – Having all fees paid in full for the current season
 - (c) Honorary Lifetime Membership – Members having served a full term as CMHA president

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1 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. 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 all parents and or legal guardians of registered

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

(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 Membership will be automatically granted to members that have served as President of the "Association".

Honorary Members will have no vote but may attend members meetings and by invitation, meetings of the Board and Committees of CMHA.

(d) One Person – One Class of Membership

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

6.2 Membership List

Subject to Section 6.7 herein, the Secretary of the Board shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.3 Membership Year

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

6.4 Termination

- a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not be permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice

of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

6.5 Membership Fees

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

6.6 Right to Vote

All Active Members, Parent/Guardian Members and Honorary Lifetime Members shall be entitled to notice of and to vote at all Meetings of Members of the Association, including the Annual General Meeting

6.7 Record Date

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

7. MEETINGS OF THE MEMBERSHIP

7.1 Annual General Meeting of Members

The Annual General Meeting shall be held each year within the first Fifteen (15) days of June, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;

- a) approval of the agenda;
- b) approval of the minutes of the previous Meeting of the Membership;
- c) receiving reports of the activities of the Association during the preceding year;
- d) receiving information regarding the planned activities of the Association for the current year;
- e) receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position from the Treasurer for the current year;
- f) appointment of the Auditor will occur by election every Two (2) years for the upcoming year;
- g) consideration of any proposed amendments to the Letters Patent or By-laws of the Association;
- h) transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. 30 Days prior to established meeting date.
- i) election of the new Board.

7.2 Additional General Meetings of Members

In addition to the Annual General Meeting in June described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

7.3 Notice

a) Annual General Meeting

Notice of the Annual General Meeting to be held within the First Fifteen (15) days of June in each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be posted on the Caledon Minor Hockey Association Website and emailed to all Members at the last known address recorded for such Members in the records of the Association.

b) Additional General Meetings of the Membership

Notice of any Additional General Meetings of the Membership shall be posted on the Caledon Minor Hockey Association Website and emailed to all Members at the last known address recorded for such Members in the records of the Association.

c) Error or Omission in Notice

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

7.4 Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 30 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5 Voting Procedures

- a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;
- b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;
- c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6 No Proxies

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

7.7 Adjournments

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

7.8 Chair

In the absence of the President and the Vice-President Administration, 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.

8. BOARD OF DIRECTORS

8.1 Composition

(a) Eligibility

A Director:

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

b) Number of Directors

The affairs of the Association shall be managed by a Board, which consists of 9 elected Directors.

c) Term of Office

i) The Directors shall be eligible to be elected or appointed for a term of two (2) years before requiring re-election.

(ii) Each year at the June Annual General Meeting of Members of the Association, the Members of the Association shall elect the Directors of the Association for a term of two (2) years. Where possible, the two-year term for the Secretary, the Vice-President Administration, the Vice-President of House League, and Vice-President Risk Management shall commence July 1st of an even calendar year while all other positions shall commence July 1st of an odd calendar year.

d) Change in Number of Directors

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

9. PROCEDURE FOR ELECTION OF DIRECTORS

9.1 Nominations

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent prior to the election or appointment.

9.2 Board Positions

The Board shall consist of the following:

- a) Past President - (immediate)
- b) President - Elected - Two (2) year term
- c) Vice President Administration - Elected - Two (2) year term
- d) Treasurer - Elected - Two (2) year term
- e) Secretary - Elected - Two (2) year term
- f) Risk Management Director – Elected - Two (2) year term
- g) Vice President Development - Elected - Two (2) year term
- h) Vice President House League Hockey - Elected - Two (2) year term
- i) Vice President Representative Hockey - Elected - Two (2) year term

9.3 Election Procedures

The Chair shall post on the Caledon Minor Hockey Association website all individuals who have been nominated for election to the Board, including an identification of what position each nominee is seeking election for, on or before the fifteenth (15th) day of May in each year. Nominations will not be accepted from the floor at the June Annual General Meeting. Nomination for election of an individual can only come from the Membership. Only Members in good standing with the Association can be nominated. Members cannot nominate themselves. Notice of a nomination must be provided in writing or by email to the Secretary on or before the first (1st) day of May in each year.

9.4 Vacancies

Any vacancy occurring on the Board may be filled for the remainder of the Term of the vacated Position by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall secure a suitable candidate for appointment to fill the vacancy on the Board. The Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.

9.5 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 a majority of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term.

(b) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8)

consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

(c) Resignation

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

10. BOARD RESPONSIBILITIES

10.1 Governance

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

10.2 Board Meetings

(a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President Administration, may from time to time determine. The Board shall meet not less than eleven (11) times per year.

(b) Special Board Meetings

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

10.3 Notice of Board Meetings

(a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;

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

(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.

10.4 Error in Notice

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

10.5 Adjournment of Board Meetings

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

10.6 Quorum

A quorum for a Board Meeting shall be 5 Directors. No business of the Board shall be transacted in the absence of a quorum.

10.7 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.

10.8 Voting Procedures

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

10.9 Remuneration

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

10.10 Conflict of Interest

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

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

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

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

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

10.11 Indemnification of Directors

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

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

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

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

10.12 Confidentiality

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

10.13 Rules of Operation

Notwithstanding any other provision contained in this By-law, the board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law.

The Rules of Operation should not deal with such things as: classes and termination of memberships; qualification and election of directors; duties of Directors; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws.

11. DIRECTORS & RESPONSIBILITIES OF DIRECTORS

11.1 Elected/Appointed Directors

a) The Elected Directors shall be the President, Vice-President of Administration, Treasurer, Secretary, Vice President of Risk Management, Vice President of Development, Vice President Representative Hockey and Vice President of House League Hockey.

(b) A Director shall not hold more than one Office.

11.2 Assistants to Directors

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

11.3 Eligibility for Office:

- a) The President of the association must have served as a volunteer for a minimum of Two (2) Years
- b) The Association shall endeavour to nominate as Treasurer a Director who has employment experience and skills in accounting procedures.

11.4 Term of Office

The elected Directors shall hold Office until the June Annual General Meeting held approximately two years after the Directors are elected.

11.5 Termination of Directors

- (a) Removal for Cause
The Board, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Director for cause before the expiration of his or her term of Office.
- (b) Resignation
A Director of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

11.6 Vacancies in Office

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

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

11.7 Responsibilities of Directors

a) President

The President shall:

- i) represent the Association in the Community;
- ii) act as Chair 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.

b) Vice President of Administration

The Vice-President of Administration shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) 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;

- iii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iv) be the primary contact for the OMHA;
- v) Shall oversee all tenders and set apparel guidelines as approved by the board for the entire organization.
- vi) carry out other duties as assigned by the Board, the Executive Committee or the President.

c) 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) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iv) evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- v) carry out other 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 General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- iv) recommend policy to the Board regarding internal and external communications of the Association;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) maintain the membership list referred to in Section 6.2;
- vii) carry out other duties as assigned by the Board, the Executive Committee or the President.

e) Past President

The Past President shall:

- i) be available to assist any Director requiring assistance in the completion of his or her functions;
- ii) carry out other duties as assigned by the Board, the Executive Committee or the President.

f) Vice President of Development

The Vice President of Development shall:

- i) Shall develop and oversee the development programs for coaches and players to improve the overall quality of the coaches and players within the organization.

- ii) Appoint or act as the Player Development Director to recommend and implement specialized clinics to ensure players are receiving proper instruction as decided by the executive committee.
- iii) Appoint or act as the Coach Development Director to recommend and implement specialized clinics to ensure coaches are receiving proper instruction and maintain appropriate certifications.
- iv) carry out other duties as assigned by the Board, the Executive Committee or the President.

g) Vice President of Risk Management

The Vice President of Risk Management shall:

- i) implement and enforce all OMHA Risk Management Programs;
- ii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
- iii) carry out volunteer screening as per policy and guidelines;
- iv) assist as requested with implementation of Risk Management Programs;
- v) carry out other duties as assigned by the Board, the Executive Committee or the President.

h) Vice President House League Hockey

The Vice President House League Hockey shall:

- i) prepare and report to the Board house league operations;
- ii) appoint the members of the house league hockey operations committees;
- iii) appoint all house league hockey convenors;
- iv) carry out other duties as assigned by the Board, the Executive Committee or the President.

i) Vice President Representative Hockey

The Vice President Representative Hockey shall:

- i) prepare and report to the Board Representative hockey league operations;
- ii) appoint the members of the representative hockey operations committees;
- iii) carry out other duties as assigned by the Board, the Executive Committee or the President.

12. COMMITTEES OF THE BOARD

12.1 Standing Committees

The following committees shall be Standing Committees of the Board:

- a) Executive Committee;
- b) House League Hockey Operations Committee;
- c) Representative Hockey Operations Committee;
- d) Budget Committee;
- f) Ice Scheduling Committee;
- g) Purchasing and Equipment Committee;
- i) Sponsorship Committee.

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

12.3 Executive Committee

- a) The Executive Committee shall be chaired by the President, and shall consist of the Vice-President Administration, the Secretary, the Treasurer, the Past President and the Risk Management Director and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.
- b) The Executive Committee shall:
 - i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;
 - ii) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
 - iii) present a report regarding the activities of the Executive Committee to the Board;
 - iv) submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
 - v) recommend policy to the Board regarding management and administrative issues related to the Association;
 - vi) deal with any other matters assigned to it by the Board or by the President.

12.4 House League Hockey Operations Committee

- a) The House League Hockey Operations Committee shall consist of the House League Hockey Director, as Chair, and house league convenors.
- b) The House League Hockey Operations Committee shall:
 - i) operate the House League Hockey Programs pursuant to the Policies of the Association;
 - ii) establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;
 - iii) recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;
 - iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association;
 - v) present a report regarding House League Hockey Operations to the Board;
 - vii) select Ad-Hoc committees as required;
 - viii) recommend policy to the Board regarding House League Operations.

12.5 Representative Hockey Operations Committee

- a) The Representative Hockey Operations Committee shall consist of the Representative Hockey Director, as Chair, and committee members selected by the Representative Hockey Director.

- b) The Representative Hockey Operations Committee shall:
 - i) operate the Representative Hockey Program pursuant to the Policies of the Association;
 - ii) establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
 - iii) recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
 - iv) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
 - v) submit to the President and treasurer CMHA in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
 - vi) present a report regarding Representative Hockey Operations to the Board;
 - vii) select Ad-Hoc committees as required;
 - viii) recommend policy to the Board regarding Representative Hockey Operations.

12.6 Budget Committee

- c) The Budget Committee shall be chaired by the Treasurer and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- d) The Budget Committee shall:
 - iv) prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
 - v) liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
 - iii) finalize schedule of budget submissions from all committees on an annual basis;
 - iv) recommend policy to the Board regarding financial budgeting and planning.

12.7 Ice Scheduling Committee

- a) The Ice Scheduling Committee shall be chaired by the Vice President of Administration and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- b) The Ice Scheduling Committee shall:
 - i) assess the ice requirements for the Association and shall enter negotiation with the city to meet these needs;
 - ii) apportion the ice and times in a fair and equitable manner;
 - iii) work with the Director of House League Hockey Operations and the Director of Representative Hockey Operations in determining the ice budget;
 - iv) present a report regarding Ice Scheduling to the Board;
 - v) recommend policy to the Board regarding Ice Scheduling.

12.8 Purchasing and Equipment Committee

- a) The Purchasing and Equipment Committee shall be chaired by the Vice President of Administration and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- b) The Purchasing and Equipment Committee shall:

- i) recruit and train volunteers to perform the functions required for purchasing and equipment;
- ii) maintain an inventory of all equipment owned by the Association;
- iii) collect rental fees and security deposits for all goalie equipment leased;
- iv) solicit bids and purchase hockey equipment & apparel, as required;
- v) maintain and repair all equipment owned by the Association;
 - vi) solicit bids and arrange the purchase of awards;
 - vii) act as the Purchasing Agent for the Association with respect to all Association purchases;
 - viii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association;
 - ix) present a report regarding purchasing and equipment to the Board;
 - x) recommend policy to the Board regarding purchasing and equipment.

12.8b Apparel and Equipment

- a) Representative Hockey Colours will be Red Away Jerseys (League Approved) and White Home Jerseys (League Approved). Teams can purchase and use other coloured (League approved) Jerseys for use during regular season, exhibition or tournament games that have CMHA Board Approval.
- b) Apparel selection is at the discretion of the CMHA Board.

12.9 Sponsorship Committee

- a) The Sponsorship Committee shall be chaired by the Treasurer and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- b) The Sponsorship Committee shall:
 - i) recruit and train volunteers to perform the functions required for sponsorship for the Association;
 - ii) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
 - iii) actively pursue new sponsorship projects;
 - iv) manage and supervise current sponsorship endeavours;
 - v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association;
 - vi) present a report regarding sponsorship to the Board;
 - vii) recommend policy to the Board regarding sponsorship.

12.10 Standing Committee Procedure

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

12.11 Sub-Committees and Ad Hoc Committees

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

13. EXECUTION OF DOCUMENTS

13.1 Execution of Documents

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

13.2 Books and Records

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

14. FINANCIAL YEAR

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

15. BANKING ARRANGEMENTS

15.1 Banking Resolution

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

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

15.2 Deposit of Securities

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

16. BORROWING BY THE ASSOCIATION

16.1 Borrowing Power

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

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

16.2 Borrowing Resolution

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

17. NOTICE

17.1 Computation of Time

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

17.2 Omissions and Errors

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

17.3 Method of Giving Notice

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

18. PASSING AND AMENDING BY-LAWS

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

- 18.2 If the Board intends to discuss 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.
- 18.3
- (a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
 - (b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a majority vote of the Members present at such General Meeting.
 - (c) The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
 - (d) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 30 days prior to the Annual General Meeting.
 - (e) All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

19. REPEAL OF PRIOR BY-LAWS

19.1 Repeal

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

19.2 Proviso

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

20. EFFECTIVE DATE

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

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a Special Meeting of the Members of the Association duly called and held at Caledon East Community Centre in the Town of Caledon, Ontario, and at which a quorum was present on the 14th day of November, 2016.

Chair

Secretary