

**Saugeen Shores  
Minor Hockey Association**

**By-Law Number One**



**Rev 006 - 6 MARCH 2023**

## Revision Summary

REV #	DATE	DESCRIPTION OF REVISION
R000	April 3, 2002	<ul style="list-style-type: none"> <li>• SSMHA Constitution incorporated into the initial issue of By-Law #1 and ratified by Membership at Annual General Meeting</li> </ul>
R001	April 15, 2013	<ul style="list-style-type: none"> <li>• 1d – definition clarification</li> <li>• 7.3a/b - membership meetings notice- revise notification process</li> <li>• 9.2 - Executive positions</li> <li>• 11.1 a - new positions</li> <li>• 11.4 - Term of Office clarification</li> <li>• 11.7.2 - Past President role</li> <li>• 11.7.3 - 1<sup>st</sup> VP reflect name change</li> <li>• 11.7.4 - 2<sup>nd</sup> VP reflect name change</li> <li>• 11.7.5 - 3<sup>rd</sup> VP reflect name change, responsibilities</li> <li>• 11.7.8 - reflect name changes, responsibilities</li> <li>• 11.7.10 - reflect responsibilities</li> <li>• 11.7.11 - reflect name change, responsibilities</li> <li>• 11.7.12 - reflect name change, responsibilities</li> <li>• 11.7.13 - reflect responsibilities</li> <li>• 11.7.15 - delete D.A.L.; create Director of Silver Stick</li> <li>• 11.7.16 - create Director of Volunteers</li> <li>• 11.7.17 - create Director of Tyke/Initiation Program</li> <li>• 11.7.18 - create Director of Development</li> <li>• 11.7.19 - create Assistant to the Vice Presidents</li> <li>• 12.2.1 - reflect change in members</li> <li>• 12.3 a - renumbered, reflects role</li> <li>• 12.4 a - renumbered, reflects role</li> <li>• 18.3 - clarifies by-law</li> </ul>
R002	April 10, 2017	<ul style="list-style-type: none"> <li>• 4.1 – updated to reflect governance structure</li> <li>• 7.1 d) – removed the reference to “Auditor” and “Audited”; The SSMHA is a “Non-Soliciting Non-Profit-Organization” which has revenues of less than \$1 million annually and is only required to perform a “Compilation” (the process by which unaudited financial information is compiled to produce financial statements that are based on information provided by the organization).</li> <li>• 8.1 b) – updated the number of Executive Members and introduced standing committees</li> <li>• 8.1 c) – updated the Term of Office to two years for Executive positions; introduced the term “convener”</li> <li>• 9.1 – introduced requirement to make Nomination Forms available prior to the Annual General Meeting so Nominations are not necessarily made from the floor; identified Standing Committees</li> <li>• 11 – completely revised to reflect new 9 member Executive structure</li> <li>• 11.7.9 c) – have Director of Ice Scheduling inform Treasurer of invoice discrepancies</li> <li>• 12 = completely revised to reflect new Standing Committees to replace obsolete Executive Director positions (Tournament, Equipment, Silver Stick, Development, Tyke Liaison, Sponsorship)</li> </ul>

R003	February 13, 2019	<ul style="list-style-type: none"> <li>● 6.6 – Updated Honorary Members Right to Vote.</li> <li>● 7.1 - Annual General Meeting of Members – Revised the Month of meeting to be held.</li> <li>● 7.1a) Revised Month and corrected spelling error.</li> <li>● 7.3 a) Notice – Annual General Meeting: corrected spelling errors, month change and amended to include notice posted to SSMHA bulletin boards.</li> <li>● 8.1 b) Composition – Revised the number of Executive Members to 12.</li> <li>● 8.1 c) Terms of Office – Added Positions</li> <li>● 9.1 Nominations - Changed the month forms are available as well as added “in good standing” to description.</li> <li>● 9.2 Executive Positions – Reflect Tyke/Initiation position name change to Director of Novice &amp; Below. Added the Jersey and Trophy Case position to the standing committee.</li> <li>● 10.4 Quorum – rewording of quorum to include “half of the Executive Members plus one.</li> <li>● 11.1 – Title Change – From Director of I/P and Tyke Programs to Director of Novice and Below.</li> <li>● 11.4 Term of Office – Updated Month to start in March.</li> <li>● 11.7.1 Updated President Responsibilities – removed insurance coverage for Canteen contents and Canteen liability.</li> <li>● 11.7.11 Director of Sponsorship/Fundraising – corrected spelling error.</li> <li>● 11.7.12 – Reflect Title Change and addition of Responsibilities.</li> <li>● 12.1.2 Added Director of Sponsorship/Fundraising to the Budget Committee.</li> <li>● 12.4.4 Section deleted and added to the Duties of Director of Tournaments.</li> <li>● 12.1.4 Section Removed and added to the Director of Tournaments.</li> </ul>
R004	March 10,2020	<ul style="list-style-type: none"> <li>● 6.1 b) corrected spelling error.</li> <li>● 6.1 c) added “They may be asked to vote on committees when requested by the executive”.</li> <li>● 8.1 Updated position title to “Director of U9 and Below”.</li> <li>● 9.1 Revised description. Added “prior to the AGM”.</li> <li>● 9.2 Update position title #12 to “Director of U9 and Below”.</li> <li>● 10.5 Revised to “Each Executive Member, present in person by teleconference or videoconference at an Executive Meeting, with the exception of the Chair, shall be entitled to one vote. The chair shall cast a vote in the event of a tie vote of Members present.</li> <li>● 11.1 Updated position title #11 to “Director of U9 and Below”</li> <li>● 11.4 Revised to “March Annual General Meeting”.</li> <li>● 11.7.1 Removed “Negotiate canteen lease”.</li> <li>● 11.7.1 j) Revised to “Oversee Development”.</li> <li>● 11.7.1 Revised wording from “he and his” to “they and their”.</li> <li>● 11.7.7 Added to duties (h) Maintain and update, coaches and managers handbook for the Association.</li> <li>● 11.7.8 c) Updated position title to “Director of U9 and Below” and division names to “U7, U8 &amp; U9 players”.</li> </ul>

R004	March 10,2020	<ul style="list-style-type: none"> <li>● 11.7.10 added to duties “e) Create and maintain annual email distribution lists;” and “f) Maintain Social Media channels”.</li> <li>● 11.7.12 Updated position title to “Director of U9 and Below”</li> <li>● 11.7.12 a) revised to “Single point of contact with the U7 Coordinator (Initiation Program)”.</li> <li>● 11.7.12 b) revised division name to “U9 and below”.</li> <li>● 11.7.12 c) revised division names to “U7 (Initiation Program), U8 (Minor Novice) and U9 (Major Novice) Programs.</li> <li>● 11.7.12 d) Revised division name to “U7 (Initiation Program).</li> <li>● 11.7.12 e) Revised division name to “U7 (Initiation Program).</li> <li>● 11.7.12 f) Updated to “Coordinate with 1<sup>st</sup> VP Rep Hockey regarding matters pertaining to U9 Rep.</li> <li>● 11.7.12 g) Update to “Coordinate with 2<sup>nd</sup> VP Local League regarding matters pertaining to U9 Local League and U8 Local League Teams.</li> <li>● 11.7.12 h) Updated to “Liaise with the 3<sup>rd</sup> VP of Girls Hockey to assist in the coordination of the OWHA U9 and Below programming.</li> <li>● 11.7.12 i) Updated to “Maintain communication with the U9 and Below general membership.</li> <li>● 11.7.12 j) Updated to “Organize year end banquet for U7 (Initiation Program).</li> <li>● 11.7.12 k) Updated to “ Manage appropriate jersey and equipment requirements (boards, pucks, nets, goalie equipment) with Equipment Manager and/or Jersey Committee.</li> <li>● 11.7.12 l) updated to “Liaise with OMHA center contact on OMHA implementation guidelines and requirements as they pertain to half ice hockey.</li> <li>● 11.7.13 Removed duty g) Coordinate with the Director of Events and Volunteers.</li> <li>● 11.7.13 k) Removed duty “Submit projected budget to Executive for budget preparation/registration fees;”.</li> <li>● 12.1.6 a) updated wording from “Power Skating and Goalie Development” to “Development”.</li> </ul>
R005	March 9, 2022	<ul style="list-style-type: none"> <li>● 12.1.1 Executive Committee. Added section f) Provide new incoming Executive members are entitled to a Full, Timely and Comprehensive handover. Revised section.</li> <li>● 8.1 Composition. Updated the number of members from 12 to 14 to reflect new positions.</li> <li>● Addition of new position to the Executive. 11.7.14 OWHA OWHA Registrar.</li> <li>● Addition of new position to the Executive. 11.7.15 Vice-President WOAA/ OMHA Association Liaison</li> <li>● Name changed to 11.7.3 OMHA Rep Director, 11.7.4 OMHA LL Director, and 11.7.5 OWHA Director.</li> <li>● 8.1 c), 9.2, 10.2, and 11.1 addition of VP-WOAA/OWHA Association Liaison and OWHA Registrar. In addition, name changes are as follows: VP of Rep Hockey to OMHA Rep Director; VP of LL Hockey to OMHA LL Director; and VP for Girls Hockey to OWHA Director.</li> </ul>

R005	March 9, 2022	<ul style="list-style-type: none"> <li>● Revision of 11.7.3 OMHA Rep Director. a)-d) removed; addition of new b) changed to a); e), f), g), h) changed to b), c), d), h).</li> <li>● Revision to 11.7.3 OMHA Rep Director acting as President in the absence of the VP WOAA/OMHA Association Liaison. This was also added to 11.7.4 and 11.7.5</li> <li>● 12.1.2 Budget Committee. Changed to include all members of the Executive.</li> <li>● Addition to 7.8 of VP- WOAA/OMHA Association Liaison. Revision of titles from Vice President to OMHA REP/LL Directors and OWHA Director.</li> <li>● Revision of job titles from VP to OMHA Rep Director, OMHW LL Director and OWHA Director were applied to 11.7.4, 11.7.5, 11.7.8, 11.7.12, 12.1.1, 12.1.3</li> <li>● 11.7.15 e) and 12.1.6 c) changes from VP to OMHA/OWHA Directors</li> </ul>
R006	March 6, 2023	<ul style="list-style-type: none"> <li>● Reformatted Revision Summary Chart</li> <li>● Corrected spelling errors throughout</li> <li>● 6.1 removed Managers and Trainers and referred to positions as “all rostered bench staff”</li> <li>● 6.2 removed Secretary and added Association</li> <li>● 6.4 b) updated notification of resignation to President and the Director of Registration</li> <li>● 7.1 Replaced “within the first fifteen days of the month of March in the year” to “by the end of the month of March”</li> <li>● 7.1 g) section removed due to redundancy</li> <li>● 7.3 a) Replaced “within the first fifteen days of the month of March in the year” to “by the end of the month of March”</li> <li>● 8.1 c) Updated Vice President/OMHA-WOAA Association Liaison to have position up for election in odd year instead of even year</li> <li>● 9.3 Removed “Secretary shall post in all Association arenas” to “Executive shall make public a list of any individuals”</li> <li>● 9.3 Replaced “before the fifteenth day of the month of March in the year” to “on or before the day of the AGM”</li> <li>● 11.7.1 added roles k) and l) under President</li> <li>● 11.7.3 Added Vice President - WOAA/OMHA Association Liaison after section 11.7.2 and updated role</li> <li>● 11.7.4 Removed “In the absence of the President...” paragraph</li> <li>● 11.7.4 Updated role e) under OMHA Rep Director</li> <li>● 11.7.5 Removed “In the absence of the President...” paragraph. Updated a) and c) , added roles f), g), h)</li> <li>● 11.7.6 Removed “In the absence of the President...” paragraph</li> <li>● 11.7.7 Updated a). Removed President and Secretary to Designated Signing Authorities</li> <li>● 11.7.8 Updated role f). Added role g) under Secretary. Removed role c) and placed under 11.7.15 Director of Registrar</li> <li>● 11.7.9 Rephrased role b) to state “executive”</li> <li>● 11.7.11 Added role g)</li> <li>● 11.7.13 Updated U9 Director role to reflect changes made in the program by OMHA/Hockey Canada</li> </ul>
R006	March 6, 2023	<ul style="list-style-type: none"> <li>● 11.7.14 Updated the roles and responsibilities for Director of Tournaments</li> <li>● 11.7.15 Added role c) (moved from Secretary)</li> <li>● 12.1.3 Added Vice President - WOAA/OMHA to Coach's Selection Committee</li> <li>● 21 Updated Rev number. Updated current President and Secretary</li> </ul>

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# SAUGEEN SHORES MINOR HOCKEY ASSOCIATION

## BY-LAW NUMBER ONE

A By-Law relating generally to the conduct of the affairs of the Saugeen Shores Minor Hockey Association.

BE IT ENACTED as a By-Law of the Saugeen Shores Minor Hockey Association as follows:

### 1. DEFINITIONS

In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:

- a) "Association" means the Saugeen Shores Minor Hockey Association (or such other name as the Association may in the future legally adopt);
- b) "Executive" means all elected or appointed officials of the Association;
- c) "CHA" means the Canadian Hockey Association (or such other name as the CHA 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) "Executive Member" means an individual who is serving on the Executive of the Association;
- f) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
- g) "Members" means all classes of membership in the Association as provided for in section 5;
- h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- i) "OMHA" means the Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- j) "OWHA" means Ontario Women's Hockey Association (or such other name as the OWHA may in future legally adopt.);
- k) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Executive of Executive Members of the Association;
- l) "SSMHA" means the Saugeen Shores Minor Hockey Association, with associated logo STORM;

- m) "WOAA" means the Western Ontario Athletic Association (or such other name as the WOAA may in future legally adopt).

All terms defined in the Corporations Act have the same meaning in this By-law.

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

### **2.1 *Corporate Seal of the Association***

The Corporate Seal of the Association shall be in the form as the Executive 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 *Registered Head Office of the Association***

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

Whereas the Bylaw was enacted at the Annual General Meeting of the Association on May 21, 1986.

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

The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Municipality of Saugeen Shores including:

- a) Providing the opportunity for all eligible individuals to participate in recreational house and or local league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
- b) The development of and participation in representative ice hockey and providing the opportunity to participate at the highest competitive level;
- c) To instill in all players, coaches, managers and members associated with the SSMHA 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 financial gain to any of the Members and any surplus or accumulated monetary savings of the Association shall be used solely for the purposes of the Association and for the promotion of its object's;
- e) To foster among its members, supporters and teams, a general community spirit;
- f) To maintain a high level of interest in the game of hockey;

- g) To accept donations, gifts, legacies and bequests for use in promoting and carrying on the work of the Association;
- h) To provide an economical and worthwhile recreational program.

## **4. AFFILIATIONS**

### ***4.1 The Association shall have the following affiliations:***

- a) The Association shall be a member of the CHA, OHF, OMHA, OWHA and the WOAA;
- b) The Association shall operate in co-operation with the Saugeen Shores Community Services Department.

## **5. CLASSES OF MEMBERSHIP**

### ***5.1 There shall be three (3) classes of Membership in the Association:***

- a) Active Membership;
- b) Parent/Guardian Membership;
- c) Honorary Lifetime Membership.

## **6. TERMS OF MEMBERSHIP AND ELIGIBILITY**

### ***6.1 Terms and Eligibility***

#### **a) Active Membership**

Active Members shall include all elected or appointed Executive Members, sponsors or officials and all convenors, coaches and all rostered bench staff appointed for the current season, and all registered players who are at least 18 years of age. Members in this classification shall be entitled to one vote per person and may attend membership meetings and by invitation, meetings of the Executive of the SSMHA.

#### **b) Parent/Guardian Membership**

Parent/Guardian Members shall include parents who hold custodial rights under the provisions of family law and 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 one vote (to a maximum of two per family, regardless of the number of registered players) and may attend membership meetings and by invitation, meetings of the Executive of the SSMHA. In the event of split families, if joint custody is held, the biological parents retain the two votes. In the case of a single parent, only one vote is available.

#### **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 Executive. Honorary Members will have no vote but may attend membership meetings and by invitation, meetings of the Executive and Committees of the SSMHA. They may be asked to vote on committees when requested by the executive.

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 that 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 Article 6.7 herein, the Association shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be updated as necessary and made available to the Executive. 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 Executive, every Membership, other than Honorary Lifetime Memberships shall commence on or after June 1 in each year, and shall lapse and terminate on the 31st day of May next following the date on which 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 President and the Director of Registration who in turn notifies the appropriate Executive Members.
- c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.
- d) Members whose conduct is considered by the Executive or Executive Committee to be contrary to the stated Code of Conduct and the purposes or mission of the Association shall

be asked by the Executive Committee to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive Committee to resign from the Association. If they do not resign, the Executive Committee shall give proper notice of motion, to be considered at the next Executive 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 secret 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 Executive. Fees for any unexpired term of membership are normally not refundable, but the Executive 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 as per Article 6.1. Honorary Lifetime Members shall be entitled to notice of all Meetings of Membership but are not permitted to vote as per Article 6.1.c.

### **6.7 *Record Date***

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members as per Article 6.1. Any individual who is not a Member at least 35 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 by the end of the month of March, at a time, place, day and date determined by the Executive, 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 Annual General 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 Treasurer of the Association from the previous year and a projected financial position for the current year;
- f) Consideration of any proposed amendments to the By-laws of the Association;
- g) Election of the new Executive members.

## **7.2 *Additional General Meetings of Members***

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

## **7.3 *Notice***

### **a) Annual General Meeting**

Notice of the Annual General Meeting to be held by the end of the month of March 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 communicated to all Members at the last known email address recorded for such Members in the records of the Association. Such notice shall be posted on the website and on the SSMHA bulletin boards no later than thirty (30) days prior to the date of the meeting.

### **a) Additional General Meetings of the Membership**

Notice of any Additional General Meetings shall be communicated to all Members at the last known email address recorded in the records of the Association. Such notice shall be posted on the Association website no later than fourteen (14) days prior to the date of the Meeting.

### **b) 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 Additional General Meeting shall be a minimum of fifteen (15) 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 take a recess or to adjourn.

## **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 Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

## **7.6 *No Proxies***

Proxies will not be permitted. Members must be present in person at 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 regardless of the presence of a quorum.

## **7.8 *Chair***

In the absence of the President, VP-WOAA/OMHA Association Liaison, the 2 OMHA Directors and the OWHA Director, the Members entitled to vote and present at any Meeting of the Membership shall choose another Executive Member as Chair and, if no Executive Member is present or if all the Executive Members present decline to act as Chair, the Members present shall choose any Member present to be Chair.

## 8. THE EXECUTIVE

### 8.1 *Composition*

#### a) Eligibility

An Executive Member:

- (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 Executive Members

The affairs of the Association shall be managed by the Executive that consists of **fourteen (14)** elected members and a Past President. Standing committees made up of appointed volunteers who are Members of the Association shall be assembled to operate the association as required and approved by the Executive.

#### c) Term of Office

The term of office for each Director will be two (2) years, unless contested after one (1) year.

In order to facilitate continuity of the Executive, Executive Members' terms of office shall be scheduled as follows:

The following positions will be up for election at the Annual General Meeting taking place in a year ending with an odd number:

- Vice President - WOAA/OMHA Association Liaison
- OMHA Rep Director
- OWHA Director
- Secretary
- Director of Ice Scheduling
- Director of Sponsorship/Fundraising
- Director of Tournaments



The following positions will be up for election at the Annual General Meeting taking place in a year ending with an even number:

- President
- OMHA LL Director
- Treasurer
- Director of Registration
- Director of Public Relations
- Director of U9 and Below
- OWHA Registrar

d) Change in Number of Executive Members

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

## **9. PROCEDURE FOR ELECTION OF EXECUTIVE MEMBERS**

### **9.1 *Nominations***

The election of Executive Members shall take place at the Annual General Meeting of the Membership. No election or appointment of an Executive Member is effective without verbal consent given prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary prior to the AGM. A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association in good standing. Such completed form must be delivered to the Secretary prior to the election. Nominations may also come from the floor at the Annual General Meeting. A member of the Association must second a nomination from the floor.

### **9.2 *Executive Positions***

The Executive shall consist of the following full time voting members;

1. President
2. Vice President - WOAA/OMHA Association Liaison
3. OMHA Rep Director
4. OMHA LL Director
5. OWHA Director
6. Treasurer
7. Secretary
8. OWHA Registrar

9. Director of Registration
10. Director of Ice Scheduling
11. Director of Public Relations
12. Director of Tournaments
13. Director of Sponsorship/Fundraising
14. Director of U9 and Below

Standing committees made up of appointed volunteers who are members of the Association shall be assembled to operate the association as required and approved by the Executive. The operational areas requiring standing committees are:

- Equipment
- Development
- Jerseys' and Trophy case

### **9.3 *Election Procedures***

The Executive shall make public a listing of any individuals who have volunteered or have been nominated for election to the Executive on or before the day of the AGM in each year. Such listing shall identify what position each nominee is seeking election for. Nominations may also come from the floor at the Annual General Meeting.

### **9.4 *Vacancies***

Any vacancy occurring on the Executive may be filled only for the remainder of the current year of the vacated term by Resolution of the Executive Members then in office provided there is a quorum of Executive Members then in office. The Executive shall invite applications from the Membership for appointment to the vacancy on the Executive. The Executive shall appoint a replacement Executive Member within thirty (30) days after the Executive position was vacated.

### **9.5 *Termination***

- a) Removal of an Executive Member by Membership

Provided that notice specifying the intention to pass such Resolution has been given with the notice of meeting, eligible voting Members of the Association, by a Resolution passed by at least 2/3 of the votes cast at an Additional General Meeting of Members may remove any Executive Member 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.

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

b) Resignation

An Executive Member may resign his or her Executive Membership by submitting a letter of resignation to the President of the Association.

## **10. EXECUTIVE RESPONSIBILITIES**

### **10.1 Governance**

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

### **10.2 Executive Meetings**

a) Regular Executive Meetings

Except as otherwise required by law, the Executive may hold Meetings at such places as the President or, in his or her absence, the Vice- President, applicable OMHA Director or OWHA Director, may from time to time determine. The Executive shall meet not less than twelve (12) times per year.

b) Special Executive Meetings

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

#### **10.2.1 Notice of Executive Meetings**

- a) Notice shall be communicated to all Executive Members at least seven (7) days in advance of the Meeting, unless all Executive Members agree to the calling of a Meeting on shorter notice or the Executive 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 Executive Meeting and shall specify the business to be conducted in the case of a Special Executive Meeting.
- c) No formal notice of any Executive Meeting shall be necessary if all the Executive Members are present or if those absent signify their consent to the Meeting being held in their absence.

#### **10.2.2 Error in Notice**

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

### ***10.3 Adjournment of Executive Meetings***

Any Executive 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.

### ***10.4 Quorum***

A quorum for an Executive Meeting shall be half of the Executive Members plus one. No business of the Executive shall be transacted in the absence of a quorum.

### ***10.5 Voting Rights***

Each Executive Member, present in person by teleconference or videoconference at an Executive Meeting, with the exception of the Chair, shall be entitled to one vote. The Chair shall cast a vote in the event of a tie vote of Members present.

### ***10.6 Voting Procedures***

A majority of votes of the Executive Members present at an Executive 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 an Executive Member 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.

### ***10.7 Remuneration***

Executive Members shall serve without remuneration and no Executive Member shall indirectly or directly receive any remuneration, salary or profit from the position of an Executive Member or for any service rendered to the Association. However, Executive Members shall be reimbursed for reasonable expenses incurred in the performance of their duties on behalf of the SSMHA or as approved by the Executive.

### ***10.8 Conflict of Interest***

- a) Every Executive Member 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 an Executive Meeting.
- b) The declaration of a conflict of interest shall be made at the Executive Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Executive Member is not present at the Executive Meeting where the proposed contract or transaction or other matter is to be discussed at the next Executive Meeting held after such discussions.

- c) After making such a declaration, the Executive Member shall not 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 an Executive Member has made a declaration of an interest in a contract or transaction or other matter in compliance with this Article, the Executive Member is not accountable to the Association for any profit realized from the contract or transaction or other matter.
- e) If an Executive Member fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Article, the Executive Member shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

### ***10.9 Indemnification of Executive Members***

Every Executive Member 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;
- 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 Executive Member 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

The Association will purchase and maintain such insurance for the benefit of its Executive Members.

### ***10.10 Confidentiality***

Every Executive Member shall respect the confidentiality of matters brought before the Executive.

## **11. EXECUTIVE MEMBER RESPONSIBILITIES**

### ***11.1 Elected/Appointed Executive Members***

- a) The Elected Executive Members shall be:
1. President
  2. Vice President - WOAA/OMHA Association Liaison
  3. OMHA Rep Director
  4. OMHA LL Director
  5. OWHA Director
  6. Treasurer
  7. Secretary
  8. OWHA Registrar
  9. Director of Registration
  10. Director of Ice Scheduling
  11. Director of Public Relations
  12. Director of Sponsorship/Fundraising
  13. Director of U9 and Below
  14. Director of Tournaments

The Appointed Executive Member shall be the Past President.

- b) An Executive Member shall not hold more than one Office unless approved by the Executive for the person to do so.

### ***11.2 Assistants to Executive Members***

Executive Members may select such assistant(s) as approved by the Executive.

### ***11.3 Eligibility for Office***

The Association shall endeavour to nominate a Treasurer who has employment experience and/or skills in accounting procedures.

## **11.4 *Term of Office***

The elected Executive Members shall hold office for a period of two (2) years as per Article 8.1. Outgoing Executive members are expected to participate in a joint meeting with the incoming Executive members after the March Annual General Meeting.

## **11.5 *Termination of Executive Members***

### **11.5.1 *Removal for Cause by the Executive***

The Executive, by Resolution approved by two-thirds (2/3) of the Executive Members present, may remove any Executive Member for cause before the expiration of his or her term of Office.

### **11.5.2 *Resignation***

An Executive Member 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 the Executive, or if for any reason an Executive Member is unable or unwilling to act in that capacity, an Executive Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Member from among the current Executive or Membership.

## **11.7 *Responsibilities of Executive Members***

### **11.7.1 *President***

The President, within the jurisdiction of the Association and without limiting the generality of the foregoing, shall have the power to:

- a) Sign as the signing officer of the Association;
- b) Ensure that suitable insurance coverage is obtained for the Executive, Association Equipment and ensure that these Insurance policies are renewed yearly;
- c) Suspend players or team officials as per the Association's Rules of Operation
- d) Sit on all Committees as an ex-officio voting member;
- e) Manage the Association's budget;
- f) Chair Association meetings as directed within this by-law;
- g) Ensure the Association's ice contract with the Municipality is signed yearly;
- h) Ensure that the Association's Rules of Operation are being administered;

- i) Review yearly, with the Director of Community Services, the ice subsidy received by the Association;
- j) Oversee Development;
- k) Chair Disciplinary Committee and appoint members as appropriate as per the Association's Rules of Operations.
- l) Delegate any necessary roles to members of the Executive.

The President is to represent the Association at all functions, which are in the interest of the Association. If unable to attend, they may appoint a member of the Executive to act on their behalf.

### **11.7.2 Past President**

The outgoing President may be appointed Past President for a one year term, immediately following his/her term as President. The Past President shall act in a general advisory, non-voting capacity on the Executive and may also, by invitation, attend Executive Committee meetings.

### **11.7.3 Vice President-WOAA/ OMHA Association Liaison**

In the absence of the President, the VicePresident - WOAA/OMHA Association Liaison shall exercise the powers of the President. The Vice President - WOAA/ OMHA Association Liaison shall:

- a) Perform any roles as delegated by the President;
- b) Perform signing authorities as required;
- c) Act as the single point of contact for our association & WOAA/OMHA;
- d) Obtain and submit all required paperwork and permits to the WOAA/OMHA;
- e) Maintain up to date Center Contact information for the OMHA/WOAA;
- f) Active member of the Discipline Committee and support the President in the selection of the committee as per the Association's Rules of Operation;
- g) Attend (or send appointed delegate) all WOAA Meetings;
- h) In layman terms present all important information received from the WOAA/OMHA to the Executive and to the Director of Public Relations for association wide publications when required.
- i) Identify the ice time requirements by the WOAA/OMHA to the Director of Ice Scheduling
- j) Liaison between WOAA & SSMHA Coaches/OMHA/OWHA Directors throughout the season and playoffs over association issues and concerns, as well as suspensions and playoff contracts, timelines and rules.



#### **11.7.4 OMHA Rep Director**

The OMHA Rep Director shall:

- a) Present to the Executive for approval the coaching selection committees list of recommended coaches for the Rep teams;
- b) Be the official liaison between the SSMHA and Junior Hockey Clubs;
- c) Keep record of all costs directly associated with operating Rep teams to be used by the Budget Committee to establish the following season's operating budget;
- d) Act as Executive contact for all bills associated with Rep teams. Forward all bills to the Treasurer for approval and payment at monthly Executive meetings;
- e) Administer all NRP (non-resis player) and Permission to skate forms for the Association.

#### **11.7.5 OMHA LL Director**

The OMHA LL Director shall:

- a) Facilitate all Local League evaluation skates and oversee the creation and operation of the Local League teams;
- b) Present to the Executive for approval, a list of Coaches for all local league teams;
- c) Identify the ice time requirements to the Director of Ice Scheduling for all evaluation skates and regular season ice allotments;
- d) Keep record of all costs directly associated with operating Local League to be used by the Budget Committee to establish next seasons operating budget;
- e) Act as Executive contact for all bills associated with local league teams. Forward all bills to the Treasurer for approval and payment at the monthly Executive meeting;
- f) Work in conjunction with the Director of Registration to ensure all Local League bench staff have appropriate qualifications;
- g) Coordinate with the OMHA Rep Director the number and designation of teams representing the Association for the upcoming season;
- h) Maintain transparent and regular communication with all Local League Coaches and Managers throughout the season.

### **11.7.6 OWHA Director**

The OWHA Director shall:

- a) Oversee the operations of the Girls league teams;
- b) Present to the Executive for approval, a list of Coaches for all Girls teams;
- c) Identify the ice time requirements to the Director of Ice Scheduling; for all evaluation skates and regular season ice allotments
- d) Be the official appointed representative (i.e., town contact) to the OWHA;
- e) Keep record of all costs directly associated with operation of the Women's teams to be used by the Budget Committee to establish next seasons operating budget;
- f) Act as an Executive contact for all bills associated with the Women's teams. Forward all bills to the Treasurer for approval and payment at monthly Executive meetings;
- g) Act as the Executive representative on the Silver Stick Committee.

### **11.7.7 Treasurer**

The Treasurer shall:

- a) Keep a record of all monies received and disbursed, deposit all monies in the bank, and make all disbursements by cheque, countersigned by the designated signing authorities;
- b) Prepare a monthly statement of receipts, disbursements, outstanding bills, and bank balance;
- c) Pay all bills following Executive approval. Each bill must detail the reason and the amount of each expenditure;
- d) Prepare the annual budget in co-operation with the members of the Budget Committee;
- e) Present for each Annual General Meeting a financial statement covering the year's operation.

### **11.7.8 Secretary**

The Secretary shall:

- a) Record the proceedings, in the form of minutes, of Executive, Executive Committee, Annual and Additional General Meetings and ensure that minutes are posted to the Association website in a timely manner ;
- b) Be responsible for conducting the official correspondence of the Association;
- c) Secure the facilities required for all meetings of the Executive, Executive Committee, and General Membership;
- d) Ensure each new Executive Member is registered in the Corporation before the season commences and update the Corporation revision form yearly to reflect the actual persons holding positions on the Executive;
- e) Maintain and update all standard forms, policies and procedures and any documentation produced by the Executive;
- f) Maintain and update, coaches & managers handbook for the Association as necessary;
- g) Coordinate with the Director of Public Relations to ensure all web based documents are the most current revision.

### **11.7.9 Director of Registration**

The Director of Registration shall:

- a) Be responsible for the registration of all SSMHA players;
- b) Support the Executive to maintain an up-to-date register of names, addresses, and telephone numbers of Executive members, convenors, managers, and coaches, and Association Members as per Article 6.1;
- c) Provide the OMHA Rep Director, OMHA LL Director, OWHA Director, Treasurer, and Secretary with up-to-date lists of registered players;
- d) Provide the Director of U9 and Below with up-to-date lists of registered U7,U8 & U9 players.
- e) Provide an estimate of the upcoming season's registration to be used by the Budget Committee to establish an initial budget in order to determine registration rates;
- f) Be responsible for SSMHA online registration coordination and in-person registrations in Saugeen Shores and at the Saugeen First Nation as required;
- g) Oversee rostering of teams & officials.

### **11.7.10 Director of Ice Scheduling**

The Director of Ice Scheduling shall:

- a) Submit a forecast of estimated ice requirements to the President to be forwarded to the Community Services Department by April 15th each year for the following hockey season;
- b) Schedule ice for games and practices to meet requirements identified by the Budget;
- c) Review the monthly ice bill and identify any discrepancies to the Treasurer;
- d) Provide for the budget committee, a projection of next season's ice requirements and cost based on estimated enrolment;
- e) Provide ice schedule masters as required.

### **11.7.11 Director of Public Relations**

The Director of Public Relations shall:

- a) Co-ordinate the submission of newspaper articles and the posting of bulletins at the arena;
- b) Act as a liaison with the local media in order to obtain the best possible coverage for any SSMHA activities;
- c) Post on the website and email to the members the notice of the Annual General Meeting no later than thirty (30) days prior to the meeting;
- d) Be generally responsible for the Association website; ensuring all Sponsors are up-to-date, granting access for teams, posting notifications, etc.
- e) Create and maintain annual email distribution lists;
- f) Maintain Social Media channels;
- g) Coordinate with the Secretary to ensure most current revisions of all necessary documents are posted and accessible on the SSMHA website.

### **11.7.12 Director of Sponsorship/Fundraising**

The Director of Sponsorship/Fundraising shall:

- a) Obtain sponsors for each team and submit the list of sponsors to the Executive by November 1st of each hockey season;
- b) Ensure the sponsorship account is balanced to facilitate sweater replacement at three-year intervals;
- c) Allocate and account for all SSMHA sweaters on a seasonal basis.

### **11.7.13 Director of U9 and Below**

The Director of U9 and Below shall:

- a) Act as the U7 Coordinator (Initiation Program) and oversee, manage, and coordinate all registrants in the OMHA U7 program;
- b) Liaise with the Registrar to roster players and coaches appropriately for all U9 and below teams;
- c) Facilitate player evaluation and appropriate rostering for U7 (Initiation Program), U8 (Minor Novice) and U9 (Major Novice) Programs;
- d) Coordinate, track and develop on ice volunteers through the introductory U7 (Initiation Program);
- e) Ensure adequate bench staff and encourage development of coaching volunteers through the introductory U7 (Initiation Program);
- f) Coordinate with the WOAA and the WOAA/OMHA Liaison regarding matters pertaining to U9 tiering and grouping;
- g) Coordinate with OMHA LL Director regarding matters pertaining to U9 Local League and U8 Local League teams;
- h) Liaison with the OWHA Director to assist in the coordination of the OWHA U9 and Below programming;
- i) Maintain communication with the U9 and Below general membership;
- j) Organize year end banquet for U9/U8/U7;
- k) Manage appropriate jersey and equipment requirements (boards, pucks, nets, goalie equipment) with Equipment Manager and/or Jersey Committee;
- l) Liaise with OMHA center contact on OMHA implementation guidelines and requirements as they pertain to half-ice hockey.

### **11.7.14 Director of Tournaments**

The Director of Tournaments shall:

- a) Establish a tournament schedule as early in the hockey season as possible;
- b) Coordinate all SSMHA sanctioned tournaments and ensure all tournaments comply to the requirements of their respective governing body (ie. OMHA, OWHA, Silver Stick International, etc);
- c) Submit projected budget to Executive for budget preparation/registration fees;
- d) Attend the Silver Stick International AGM;
- e) Ensure tournaments involving WOAA teams comply with OMHA tournament regulations;
- f) Ensure tournaments involving OWHA teams comply with OWHA tournament regulations;
- g) Chair any tournament sub-committees;

- h) Report to Executive;
- i) Submit post-tournament financial statement to Executive

#### **11.7.14 OWHA Registrar**

The OWHA Registrar shall:

- a) Be responsible for the registration of all SSMHA players enrolling in OWHA;
- b) Provide the Convener of Women's Hockey, Rep, HL/LL, Treasurer, and Secretary with up-to-date lists of registered OWHA players;
- c) Provide the Director of U9 and Below with up-to-date lists of registered U7 & U9 OWHA players;
- d) Assist with overseeing SSMHA's OWHA online registration via the RAMP online system for players, coaches and staff;
- e) Assist with ensuring all OWHA rostered staff are up to date on qualifications;
- f) Aide in communicating with the SSMHA Treasurer to ensure that all OWHA registrants are currently up to date with registration payments;
- g) Assist in confirming that all OWHA Registered families are up to date with Respect In Sport certification.

## **12. COMMITTEES OF THE EXECUTIVE**

### **12.1 *Standing Committees***

The following committees shall be Standing Committees of the Executive:

- a) Executive Committee;
- b) Budget Committee;
- c) Coaches Selection Committee;
- d) Development Committee;
- e) Equipment Committee;

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

Unless otherwise stated each standing committee shall have a chair appointed by the Executive.

### **12.1.1 Executive Committee**

The Executive Committee shall be chaired by the President, and shall consist of the Vice President - WOAA/OMHA Association Liaison, OMHA Rep Director, OMHA LL Director, OWHA Director, and the Secretary and shall be responsible for the day to day management of the affairs of the Association, to ensure all Policies of the Association are being complied with.

The Executive Committee shall:

- a) During intervals between Executive Meetings, take action in relation to any matter of any nature within the power and the authority of the Executive, which requires immediate attention before the date of the next Executive 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 Executive for ratification at the next Executive Meeting;
- b) Review recommendations and proposals prior to such recommendations or proposals being submitted to the Executive for Resolution;
- c) Present a report regarding the activities of the Executive Committee to the Executive; Recommend policy to the Executive regarding management and administrative issues related to the Association;
- d) Deal with any other matters assigned to it by the Executive or by the President;
- e) Have the power to suspend or discipline any coach, manager, player, referee, or other person affiliated with the Association. Any disciplinary action shall be reported to the Executive at the next regularly scheduled Executive Meeting.
- f) Provide new incoming Executive members are entitled to a Full, Timely and

Comprehensive handover, provided by the person being replaced on the Executive Committee. This handover shall include all the knowledge, protocols, functions, routines, practices, and procedures required to ensure that Saugeen Shores Minor Hockey continues to operate for the benefit of the players enrolled. Failure to provide such a handover will include:

1. The forfeiture of any reimbursements due to the individual by the association, and...
2. Any additional penalties are up to the discretion of the SSMHA Executive Committee.

### **12.1.2 Budget Committee**

The Budget Committee shall:

- a) Consist of all executive members.
- b) Carry out its duties as per the Rules of Operation of the Association.

### **12.1.3 Coaches Selection Committee**

The Coaches Selection Committee shall:

- a) Be chaired by the President and shall consist of the Vice President - WOAA/OMHA Liaison, OMHA Rep Director, OMHA LL Director, OWHA Director and one other member of the Executive elected by the Executive. The President will be considered a member and attend, monitor process and cast a vote only in the event of a tie.
- b) Carry out its duties as per the Rules of Operation of the Association.

### **12.1.6 Development Committee**

The Development Committee shall:

- a) Coordinate Development programs, including recommending instructors/volunteers;
- b) Coordinate other development programs as required;
- c) Assist OMHA/OWHA Directors as required;
- d) Coordinate coaching/trainer programs as required;

### **12.1.7 Equipment Committee**

The Equipment Committee shall:

- a) Maintain an inventory of all equipment owned by the Association and provide a yearly updated record to the secretary;
- b) Purchase equipment as authorized by the Executive;
- c) Arrange for equipment repairs and cleaning, as required;
- d) Be responsible for the security and issuing of all equipment;
- e) Ensure all equipment is returned within two weeks after completion of the hockey season;
- f) Advise the President of the necessary insurance coverage;
- g) Recommend to budget committee any foreseeable equipment expenditures to be budgeted for;
- h) Manage all Association banners.



## ***12.2 Standing Committee Procedure***

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

### **12.2.1 Meetings**

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

### **12.2.2 Notice**

Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.

### **12.2.3 Quorum**

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

### **12.2.4 Voting Rights**

Each Member of a standing committee present at a Meeting shall be entitled to one vote with the exception noted in Article 12.1.3 a).

### **12.2.5 Minutes**

Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Executive at regular intervals and at any other time upon request by the Executive.

### **12.2.6 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 Executive may from time to time appoint any Executive Member 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 Executive 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**

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

## **15. BANKING ARRANGEMENTS**

The Executive shall designate, by Resolution, the Treasurer 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 Executive 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 places or places of safekeeping to be selected by the Executive. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by the President and Treasurer of the Association, and in such manner as shall be determined from time to time by resolution of the Executive, and such authority may be general or confined to specific instances. The institutions, which may be so selected as custodians of the Executive, shall be fully protected in acting in accordance with the directions of the Executive 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**

The Association will not borrow money for operational expenses of the hockey program.

## **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 Executive or Members or the non-receipt of any notice by any Executive Member 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 Executive Member, 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 depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Executive Member 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 letterbox as aforesaid. For the purposes of giving any notice, the address and phone number of any Member or Executive Member shall be his or her last address and or phone number in the records of the Association.

## **18. PASSING AND AMENDING BY-LAWS AND RULES OF OPERATION**

The Executive or any member in good standing of the Association may recommend amendments to the By-laws of the Association from time to time, to the Membership.

If the Executive intends to discuss amendment of the By-laws of the Association at an Executive Meeting, written notice of such intention shall be sent by the Secretary to each Executive Member 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.

### ***18.1 Amending By-Laws***

- a) A By-law or an amendment to a By-law recommended by the Executive shall be presented for adoption at the next Additional or Annual General Meeting of the Members of the Association. The notice of such 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 Executive or proposed by a Member at the General Meeting called for that purpose must be approved by a two - thirds vote of the Members present at such General Meeting.
- c) The Members at the General Meeting 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.

## ***18.2 Amending Rules of Operation***

- a) The Executive or any member in good standing of the Association (via letter to the Executive) may recommend amendments to the Rules of Operation of the Association.
- b) If the Executive intends to discuss amendments of the Rules of Operation at an Executive Meeting, written notice of such intention will be included in the notice of meeting. The amendment will be discussed and a motion put forth to the Executive Members present. A majority show of hands will be used to approve or reject the amendment. The amendment will immediately be included in the Rules of Operation for the use of the Association.
- c) Revisions will be tracked on a revision summary inserted before the index.

## **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 Provision***

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

## **20. RULES OF PROCEDURE**

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

## 21. EFFECTIVE DATE

The foregoing revision (R006) of this By-Law shall come into force without further formality upon its enactment after approval by the Members of the Association as herein before set out.

The foregoing revision (R006) of this By-Law is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at the General Meeting of the Members of the Association duly called and held in the Town of Port Elgin in the Municipality of Saugeen Shores, Ontario and at which quorum was present on the 6th day of March, 2023.

*R. Lamont*

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Rob Lamont, President

*Sue Desormeaux*

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Sue Desormeaux, Secretary