



# **INNISFIL MINOR HOCKEY ASSOCIATION BY-LAWS**

VERSION 7.0  
MAY 2021

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**BY-LAW Version 7.0**

A By-Law relating to the conduct of the affairs of the Innisfil Minor Hockey Association.  
BE IT ENACTED as a By-Law of Innisfil Minor Hockey Association as follows:

**1. DEFINITIONS**

1.1. In this By-Law and all other By-Laws, Resolutions and Rules of Operation of Innisfil Minor Hockey Association, unless the context otherwise requires:

- (a) "Association" means Innisfil Minor Hockey Association (or such other name as the Association in the future may legally adopt).
- (b) "Board" means the Board of Directors of Innisfil Minor Hockey Association.
- (c) "HC" means Hockey Canada (or such other name as the HC may legally adopt in the future).
- (d) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may legally adopt in the future).
- (e) "OMHA" means the Ontario Minor Hockey Association (or such other name as the OMHA may legally adopt in the future).
- (f) "YSMHL" means the York Simcoe Minor Hockey League (or such other name as the YSMHL may legally adopt in the future).
- (g) "SRLL" means the Simcoe Region Local League (or such other name as the SRLL may legally adopt in the future).
- (h) "Corporation Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time.
- (i) "Director" means an individual who has been elected to the Innisfil Minor Hockey Association Board of Directors of the Association.
- (j) "Letters Patent" mean the Letters Patent incorporating the Innisfil Minor Hockey Association, as from time to time amended by Supplementary Letters Patent.
- (k) "Officers" means the individuals who hold the offices enumerated in Article 11.
- (l) "Policies" means written statements governing issues affecting the affairs of Innisfil Minor Hockey Association, which have been considered, voted on and approved by the Board of Directors of Innisfil Minor Hockey Association.

- (m) "IMHA" means Innisfil Minor Hockey Association.
- (n) "Members" means all classes of membership in the Association as provided for in Article 5.
- (o) "Operating Year" is defined as June 1<sup>st</sup> to May 31<sup>st</sup>.
- (p) "Membership Meetings" are defined as the Annual General Meeting of the Association and all other General meetings of the Association.
- (q) "Association Arenas" are defined as any arena located in the Town of Innisfil with which Innisfil Minor Hockey Association has contracts for Ice Rental.
- (r) "Written" or "Writing" is any notice given either written, typed, or e-mailed.

1.2. All terms defined in the Corporations Act have the same meaning in this By-Law and all other By-Laws, Resolutions and Rules of Operation of Innisfil Minor Hockey Association.

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

- 2.1. The Corporate Seal of the Association shall be in 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 Innisfil in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act. The Association may establish such other offices within Canada, as the Board may deem expedient by resolution.
- 2.3. The boundaries of the Association shall encompass the Town of Innisfil subject to stipulations and exclusions as set out by and on record with the OMHA.
- 2.4. The registered trademark/logo of Innisfil Minor Hockey is protected from unauthorized use. Any use of the registered trademark of the Association must be requested in writing and receive approval from the Board. Unauthorized use of the registered trademark will be punishable by immediate sanction as determined by the Board.

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

- 3.1. The mission of the IMHA is to organize, develop and promote Minor Ice Hockey in the Town of Innisfil.

- 3.2. The IMHA will be the representative of the Town of Innisfil in minor Ice Hockey, bearing the town name in both the name of the organization and the name of the teams "Innisfil Winterhawks".
- 3.3. The IMHA will provide Innisfil residents and other qualified individuals the opportunity to participate at multiple levels including:
  - (a) The opportunity for all eligible individuals to participate in community based recreational ice hockey that focuses on providing a safe, active, fun, fair and inclusive environment for all players.
  - (b) The opportunity for all eligible individuals to tryout and be selected for representative ice hockey that focuses on providing a safe, active, fun, and competitive environment for all players.
  - (c) To instill in all IMHA players, coaches, bench staff, parents and members the IMHA "Big Ten Values" Honesty, Integrity, Humility, Professionalism, Discipline, Determination, Team Spirit, Fun, Passion and Respect.
  - (d) The IMHA shall be operated without the purpose of pecuniary gain to any of its members and any surplus or accretions of the Association shall be used solely for the purpose 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 Hockey Canada
  - (b) The Association shall be a member of the Ontario Hockey Federation
  - (c) The Association shall be a member of the Ontario Minor Hockey Association
  - (d) The Association shall be a member of the York Simcoe Minor Hockey League
  - (e) The Association shall be a member of the Simcoe Region Local League
  - (f) The Association shall be a member of Hockey Development Centre for Ontario
  - (g) The Association shall operate in cooperation with the Town of Innisfil

## **5. CLASSES OF MEMBERSHIP**

5.1. There shall be six (6) classes of Membership in the Association:

- (a) Board Membership
- (b) Participant Membership
- (c) Guardian Membership
- (d) Volunteer Membership
- (e) Honorary Membership
- (f) Staff Membership

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

6.1. Terms and Eligibility of Members

- (a) Board Membership

Board Membership shall include all elected or appointed Directors. Members in this Classification will be allowed one vote per person and may attend membership meetings, meetings of the board and by appointment committees of the association.

- (b) Participant Membership

Participant Membership shall include all players who are at least eighteen (18) years of age, Coaches, Managers, Trainers and Bench staff appointed for the current season. Members in this Classification will be allowed one vote per person and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association.

- (c) 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). Members in this classification will be allowed 1 vote per family and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association.

(d) Volunteer Membership

Volunteer Members shall include all individuals who have personally volunteered their service for a minimum of twenty (20) hours in the previous operating year to the IMHA. Members in this classification will be allowed one vote per person and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association

(e) Honorary Membership

Honorary Memberships may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be granted a lifetime honorary membership through nomination; nominations may be made by any member of the association and must be confirmed by a majority vote of the board of Directors. Honorary members will include the current Mayor of the town of Innisfil, and the Immediate Past president of the IMHA. Honorary Members will have no vote and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association.

(f) Staff Membership

Staff Memberships shall include all employees and staff of IMHA both paid and unpaid. Staff memberships will include but are not limited to the Ice scheduler, Administrator, referee assigner and any and all positions that may be added in the future. Staff Members will have no vote and may attend membership meetings, and by invitation meetings of the board and by appointment committees of the association.

Although it is possible for a member to qualify 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 to the secretary which membership they wish to represent prior to the start of any meeting of the membership. Once the meeting is called to order the member may not change from there declared class of membership.

## 6.2. Membership

Pursuant to section 6.9 herein, the Secretary of the Board shall prepare and maintain a list of current members in all categories. 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 General Meeting of the Association.

### 6.3. Membership Year

Unless otherwise determined by the board, every membership (other than lifetime honorary) shall commence on September 1<sup>st</sup> of each year and shall lapse and terminate on the 31<sup>st</sup> of August the next following year.

### 6.4. Good Standing

Members in good standing shall be those admitted to Membership and who have paid all required membership and team fees to their team and the Association.

### 6.5. Termination

Termination of membership may occur under the following conditions:

- (a) Members may resign from the association by submitting a resignation in either writing or via e-mail to the secretary of IMHA who then in turn notifies the board.
- (b) Members not in good standing – Association. Members whose Membership fees are in arrears for a period of one (1) month, and who have not contacted the association to arrange a payment plan shall be automatically suspended from membership and not permitted to vote, make nominations or hold office in the association until all outstanding fees are paid.
- (c) Members not in good standing - Team. Members whose team fees are in arrears for a period of three (3) months, and who have not made payment arrangements shall be automatically suspended from membership and not permitted to vote, make nominations or hold office in the association until all outstanding fees are paid.
- (d) All Fees both Association and Team must be fully paid by the 31<sup>st</sup> of December in the current season.
- (e) Members whose conduct is considered by the board to be contrary to the stated code of conduct (See IMHA website) and the purposes of the association shall be asked by the board to explain or justify their actions. If said member is unwilling or unable to do so, they will be asked by the association to resign from the association. If they do not resign the board shall give notice via writing or e-mail and motion for expulsion of said member at the next available board meeting. Approval of such motion shall require a two-thirds (2/3) majority in a ballot or electronic equivalent conducted at the meeting. A copy of the motion will be provided to the member via writing or e-mail.



#### 6.6. Membership Transfer

Membership in the Association shall not be transferred.

#### 6.7. Membership Fees

Registration fees for all players and supplemental rep fees shall be established annually by the budget committee and approved by the board. Fees for any unexpired term of membership are not refundable, however the board of directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

#### 6.8. Right to Vote

All members shall be entitled to notice of all meetings of the membership of the association enumerated in Article 7. All member categories who are permitted a vote shall be entitled to a vote at all meetings of membership of the association

#### 6.9. Record Date

Individuals, who are members of the association at least 30 days in advance of any General Meeting of the Association, are entitled to notice of said meeting. Individuals in all member categories who are permitted a vote, who are members of the association at least 30 days in advance of any general meeting shall be entitled to vote at said meeting.

### 7. MEETINGS OF THE MEMBERSHIP

#### 7.1. Annual General Meeting of the Association

The annual general meeting of the Association shall be held each year on or before May 31<sup>st</sup> of that operating year, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of Such Annual General Meeting of the Association:

- (a) Checking of voting powers and credentials.
- (b) Presidents Welcoming address.
- (c) Approval of the Agenda.
- (d) Approval of the minutes of the previous Annual General Meeting of the Association.
- (e) Receiving reports of the activities of the Association during the preceding year.

- (f) Receiving information regarding the planned activities of the Association for the current year.
- (g) Receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year.
- (h) Appointment of the Auditor for the ensuing year consideration of any proposed amendments to the Letters Patent or By-laws of the Association.
- (i) 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 or via email, are only accepted from members in good standing in the twenty (20) days immediately preceding the date of the Annual General Meeting of the Association and be posted on the association website ten (10) days prior to the Annual General Meeting of the Association.
- (j) Election of the new Board.

## 7.2. Additional General Meeting of Members

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

## 7.3. Notice

- (a) Annual General Meeting of the Association

Notice of the Annual General Meeting of the Association, to be held on or before May 31<sup>st</sup>, 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 Association website at least thirty (30) days prior to the date of the meeting.

- (b) Additional General Meetings of the Association

Notice of any additional General Meetings of the Association shall be posted on the Association website at least fifteen (15) days prior to the date of the meeting.

(c) Association By-Laws Amendments

Proposed changes to Association By-Laws may be submitted by Association members. Bylaw amendments must be submitted on the By-Law revision form located on the IMHA website and are only accepted from members in good standing in the thirty (30) days immediately preceding the date of the Annual General Meeting of the Association and be posted on the association website ten (10) days prior to the Annual General Meeting of the Association.

(d) Error or Omission in Notice

No inadvertent error or omission in giving Notice of any Annual General Meeting of the association or Additional General Meeting of the association 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 of the Association or General Meeting of the Association shall be a minimum 50% of the Board plus one (1), eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain quorum, to establish a time which to adjourn, or to take a recess.

7.5. Voting Procedure

- (a) At meetings of the membership every motion shall be decided by vote. Votes may be cast either by show of hands, Secret Ballot, or on-line voting app. The method of voting will be determined by the chair.
- (b) The Chair presiding at a meeting of the membership shall have a vote only in the event of a tie vote.
- (c) The Chair will call each vote and will announce the results. In the case of the use of paper ballots the chair may designate 2 individuals to assist with the collection and counting of Ballots.
- (d) 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 motion proposed for consideration at Meetings of the Membership.

- (e) Whenever a vote has been taken upon a motion, 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 favor of or against the motion.

#### 7.6. Proxies

No proxies will be permitted. Members must be present in person at Additional General Meetings of the Association and Annual General Meetings of the Association in order to exercise their voting rights.

#### 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

- (a) The President will chair any Annual General Meeting of the Association or General Meeting of the Association.
- (b) In the Absence of the President, The Vice President may chair any Annual General Meeting of the Association or General Meeting of the Association. The Vice President may decline.
- (c) In the Absence of the President and The Vice President the members who are entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair.
- (d) If no director will agree to chair, the meeting may not commence and must be immediately adjourned.

#### 7.9. Digital Policy

- (a) All communication regarding Annual General Meetings of the Association or General Meetings of the Association will be communicated to the association using the IMHA website.

- (b) Any Annual General Meeting of the Association or General Meeting of the Association may be held either in person or digitally using Zoom or equivalent app as necessary, as determined by the Chair.
- (c) All questions regarding Annual General Meetings of the association or General Meetings of the Association will be directed to the Secretary of the association in writing or via e-mail.

## 8. BOARD OF DIRECTORS

### 8.1. Composition

#### (a) Eligibility

##### A Director

- (i) Shall be a minimum of eighteen (18) years of age;
- (ii) Shall not have an undischarged bankruptcy;
- (iii) Shall not be of unsound mind;
- (iv) Shall be a Member of the Association in good standing at the time of their election or appointment;
- (v) Shall remain a Member of the Association throughout their term of office;
- (vi) Shall not have resigned, been removed as an Officer of the Board within the last two (2) years, and shall not have been expelled from the organization;
- (vii) Shall not have a spouse/partner currently serving on the board;

#### (b) Board of Directors

The affairs of the Association shall be managed by a Board of Directors, as identified in Article 9.3

#### (c) Term of Office

- (i) The Officers of the Board shall be eligible to be elected every 2 years with no limit of consecutive years served on the Board
- (ii) Officers of the Board who were appointed may serve until the end of the term they were appointed too.

- (iii) Elected officers shall hold office for the duration of their term.
- (iv) Board Members who have finished their term and are not re-elected are discharged of their position at the end of the Annual General Meeting of the Association
- (v) Board members elected at the Annual General Meeting of the Association will start their duties at the completion of the Annual General Meeting of the Association.

(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 comply with prevalent Ontario Laws and Regulations

(e) Lateral movement of Directors

Directors may run for other positions on the board without having to resign their current position. Once elected to a new position the previous position the Director held is considered vacated and will be added to the agenda for nomination and election. Vacated positions will be added to the agenda of the AGM

## 9. PROCEDURE FOR ELECTION OF DIRECTORS

### 9.1. Nominations

- (a) The election of Directors shall take place at the Annual General Meeting of the Association.
- (b) A list of pre-Nominated individuals will be provided to the chair by the secretary of the Association
- (c) The Chair will announce which position is up for nomination and election.
- (d) The Chair will read the list of pre-Nominated individuals for that position and ask them if they will stand.
- (e) The Chair will ask attendees if there are any additional nominations for the position, nominations will be made to the Chair. All nominations require a second. All nominees will be asked if they will stand.

- (f) Nominees must accept their nomination in person at the Annual General Meeting of the Association, unless they meet condition 9.2
- (g) If a nominee is uncontested the Chair will affirm the nominee and move on to the next available position
- (h) If a nomination is contested each individual nominated will be given an opportunity to speak for a period of time not to exceed two (2) minutes. After each nominee has spoken the Chair will call for a vote as per procedure 7.5. Once affirmed The Chair will move on to the next available position.

#### 9.2. "Pre-Nominated" Nominations

Members in good standing may be Pre-Nominated for Board positions in the following way:

- (a) Fill in a Nomination form located on the IMHA website
- (b) Completed forms will be accepted starting 30 days prior to the date of the Annual General Meeting of the Association and up until 10 days prior to the Annual General Meeting of the Association
- (c) Submit completed forms to the Secretary of the Association within the allotted time frame, forms must be submitted via E-mail.
- (d) Pre-Nominated individuals will be posted on the website ten (10) days prior to the AGM
- (e) Attend the Annual General Meeting of the Association

#### 9.3. "Absentee" Nominations

- (a) If a nominee is unable to attend the Annual General Meeting of the Association a written submission may be completed and submitted to the secretary for consideration.
- (b) Fill in an Absentee Nomination form located on the IMHA website.
- (c) Completed forms will be accepted starting 30 days prior to the date of the Annual General Meeting of the Association and up until the start of the Annual General Meeting of the Association
- (d) Submit completed forms to the Secretary of the Association within the allotted time frame, forms must be submitted via E-mail.

- (e) When the position is called for election, the secretary will inform The Chair that there is a written submission for the position.
- (f) Written submissions require two (2) nominees who are members in good standing of the association to be seconded at the Annual General Meeting of the Association.
- (g) If the nomination is a contested nomination one (1) of the seconders may speak for a period of time not to exceed two (2) minutes on behalf of the nominee.

9.4. Board Positions

- (a) All elected Board Positions will serve two (2) year terms (unless completing a term vacated by a board member who has resigned).
- (b) Election years of elected board members shall be staggered by odd and even numbered years to ensure a smooth transition of responsibility.
- (c) (Even) at the end of an elected board members position indicates that position will be placed up for election every even numbered year regardless of duration of time served by current board member.
- (d) (Odd) at the end of an elected board members position indicates that position will be placed up for election every odd numbered year regardless of duration of time served by current board member

9.5. Elected Board Positions

The Board will consist of the Following Elected Board Positions:

- (a) President (Odd)
- (b) Vice President (Even)
- (c) Secretary (Even)
- (d) Director of Finance, Treasurer (Odd)
- (e) Director of Risk Management, Head Trainer (Odd)
- (f) Director of Representative Hockey, OMHA Delegate (Odd)
- (g) Director of Local League Hockey (Even)



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- (h) Director of Coaching (Odd)
- (i) Director of U9 and Below Programming (Even)
- (j) Director of Development (Odd)
- (k) Director of Sponsorship and Fundraising (Odd)
- (l) Director of Purchasing and Equipment (Even)
- (m) Director of Communication (Even)
- (n) Registrar (Even)

9.6. Employee Board Positions

The Board will consist of the Following Employed Officers of the Board:

- (a) Ice Scheduler
- (b) Referee Assignor
- (c) Administrator - Registrar

9.7. Vacancies

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by resolution of the directors then in office. The Board Shall post all vacant positions on the IMHA website for a term of Thirty (30) days and invite applications from the Membership. Applications are to be submitted to the secretary in writing or via E-Mail. The secretary will present all qualified applicants to the board at the next available board meeting after which the position was vacated. If there are no applications, the Board may appoint someone to the position. The appointed person would retain any voting rights available to their position.

## 9.8. Termination

### (a) Removal of Director by Membership

Provided that notice specifying the intention to pass such resolution has been given with notice of the meeting, eligible voting Members of the Association, by a resolution passed by two-thirds (2/3) of the votes cast at a General Meeting of the Association may remove any Director before the expiration of their term of Office, and, by a Majority of the votes cast at that Meeting, may elect any person in their stead for the remainder of their term.

### (b) Removal of Director by Board

The Board may, by resolution approved by two-thirds (2/3) of the Board members present, remove any Board member for cause before the expiration of their term of office.

### (c) 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 five (5) out of any eight (8) consecutive Board Meetings shall be deemed as resignation of the said Director from the Board. The Secretary will keep attendance at all meetings and will inform The Chair of any Board Members who have reached this threshold.

### (d) Resignation

A Director of the Board may resign their position by submitting a letter of resignation in writing or via E-Mail to the President of the Association. The president will then inform the board of the resignation.

## 9.9. Team Affiliations

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

## 9.10. Eligibility for Office

- (a) The President must have served on the Board for at least two (2) years immediately prior to election.
- (b) The Vice President must have served on the Board for at least two (2) years prior to election.

- (c) The Director of Risk Management, Head Trainer must be a registered Trainer
- (d) The Director of Coaching should be a certified coach
- (e) The Association shall endeavor to nominate as Director of Finance, Treasurer someone who has had employment experience and skills in accounting procedures.

## 10. BOARD RESPONSABILITIES

### 10.1. Governance

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

### 10.2. Board Meetings

#### (a) Regular Board Meetings

Except as where otherwise required by law, the Board may hold Meetings at such place or places as the President or, in their absence, the Vice-President, may from time to time determine. The Board shall meet monthly as Required, at a date and time determined by the President and relayed to Board members via e-mail by the secretary. Meeting may not be held on the same days as OMHA, YSMHL or SPLL meetings.

#### (b) First Board Meeting After Annual General Meeting of the Association

The Board as a whole shall meet within the fourteen (14) days immediately following the completion of the Annual General Meeting of the Association. This Board meeting shall be for the purpose of having all newly elected members read and sign their Job Description as found in the appendices, and to begin the business of the new Board.

#### (c) Special Board Meetings

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

(d) Emergency Board Meetings

The President or Vice President may call an Emergency Board Meeting in order to address actions which require the immediate attention of the board. 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.

(e) Location of Board Meetings

The Secretary will inform all applicable members of the Date time and location of all Board Meetings. Meetings should be held in person if possible but may be held virtually on Zoom or other like app if needed at the discretion of the meeting Chair.

10.3. Notice of Board Meetings

- (a) Notice shall be communicated to all Directors at least seven (7) days in Advance of the meeting via e-mail.
- (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) Emergency Board Meetings require a minimum of two (2) hours' notice and shall specify the business to be conducted.
- (d) No Formal notice of any Board Meeting shall be necessary if all 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; 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 50% of Active voting board members plus one (1). 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 (1) 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 Motion. Every Motion shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favor 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 and indirectly, from such contract or transaction or other matter.

10.11. Indemnification of Directors

Every Director of the Association and their 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 them 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 their office,
- (b) All other costs, charges and expenses that they sustain or incur or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful 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 they sustain or incur in or about any action, suit or other proceeding as a result of which they are adjudged to be in breach of statute unless, in an action brought against them in their capacity as a Director, they have 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 all matters brought before the Board for consideration. Any matter brought before the board is not to be discussed with anyone not on the Board of Directors.

10.13. Rules of Operation

- (a) Notwithstanding any other provision contained in this By-Law, the board shall have the power to pass without any confirmation or ratification by the members of the Association all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limit, the conduct of members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the corporation or this By-Law.
- (b) Rules of Operation Should deal with only those day-to-day matters directly affecting the member teams and players such as, but not limited to, hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time as well as other topics that may be deemed necessary by the Board.

11. OFFICERS AND RESPONSIBILITIES OF OFFICERS

11.1. Elected/Appointed Officers

- (a) The Elected Directors shall be the President, Vice President, Secretary, Director of Finance - Treasurer, Director of Risk Management – Head Trainer, Director of Representative Hockey – OMHA Delegate, Director of Local League Hockey, Director of Coaching, Director of U9 and Below Programming, Director of Development, Director of Fundraising and Sponsorship, Director of Purchasing and Equipment, Director of Communication, and Registrar.
- (b) The Employed Officers of the Board will be the Ice Scheduler, Referee Assignor, and Administrator – Registrar.

11.2. Assistants to the Officers

The Board of Directors may appoint such assistants to Officers of the Association as the Board may determine by Resolution from time to time.

11.3. Responsibilities of Elected Officers

(a) President

The President Shall:

- Chair the Annual General Meeting of the Association, any General Meetings of the Association and all Board meetings.

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- Oversee and be responsible for managing the Ice Scheduler, ensuring all procedures are followed and the correct amount of ice is booked.
- Oversee and be responsible for managing the Referee Assignor
- Oversee and be responsible for the Administrator – Registrar.
- Represent the Association in the Community
- Chair the Accountability Committee
- Sit on the Budget and Finance Committee
- Exercise general supervision of the Association ensuring that By-Laws, Rules of Operation, and Board Policies are being properly administered.
- Report regularly to the Board on matters of Interest
- Serve as a signing officer for the association
- Delegate tasks as necessary.

(b) Vice President

The Vice President Shall:

- Sit on the Discipline and Ethics Committee
- Sit on the Coaching Selection Committee – Local League Hockey
- Sit on the Coaching Selection Committee – Representative Hockey.
- Sit on the Tournament Committee
- Serve as liaison with Arena Managers
- Oversee operation of all (Development, Local League, Representative) IMHA Hockey Divisions
- Assume the duties of the President in the absence for any reason of the President
- Monitor adherence by the Board to all By-Laws, Rules of Operation and Policies of the Board, and inform the Board of any inconsistencies between existing Policies and any proposed policies.
- Be actively involved in the organization. Laisse and partner, as necessary, with Directors of the Board to move responsibilities and initiatives forward.
- Carry out other duties as assigned by the President or the Board

(c) Secretary

The Secretary Shall:

- Sit on the Accountability Committee
- Record or delegate the recording of the minutes of all meetings of the Board, General meetings of the Association and Annual General Meetings of the Association as well as any meetings as required by the President.



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- Be responsible for drafting the agenda for all meetings of the Board, General meetings of the association and Annual General Meetings of the Association as well as any meetings as required by the president.
- ensure the association records are regularly and properly kept.
- Ensure all business is conducted in accordance with any applicable statute or law, the Letters Patent, the By-Laws, the Rules of Operation and any policies of the Board.
- Post notices and distribute minutes as stipulated in this By-Law
- Ensure the proper custody of the Associations corporate seal, corporate minutes, resolutions, and other corporate records and documents
- Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association.
- Recommend policy to the Board regarding internal and external communications of the Association
- Shall serve as a signing officer of the Association
- Carry out other duties as assigned by the President or the Board

(d) Director of Finance, Treasurer

The Director of Finance, Treasurer shall:

- Chair the Budget and Finance Committee
- Sit on the Tournament Committee
- Present a monthly report to the board, to include a detailed summary of current approved budget for the current operating year for Local League Hockey and Representative Hockey separately.
- Ensure adherence to and implementation of financial Policies in the financial administration of the Association
- Ensure the submission of the books of account to the Auditor of the Association at the end of the financial year.
- Present a Report of the Auditor from the previous year at the Annual General Meeting of the Association.
- Present a projected financial position for the current year at the Annual General Meeting of the Association.
- Evaluate, review and recommend financial policy to the Board
- Shall oversee financial operation of all committees that generate or disperse funds in the name of the IMHA.
- Serve as a signing officer of the Association
- Oversee and approve all Local League Hockey Team Budgets
- Oversee and approve all Representative Hockey Team Budgets
- Define and uphold all IMHA policies regarding fundraising
- Ensure that all team fundraising activities are within OMHA and IMHA guidelines

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- Collect year and team financial reconciliations
- Responsible for managing relationships with payment vendor, and recommendation of vendor to Board.
- Carry out other Duties as assigned by the President or the Board.

(e) Director of Risk Management, Head Trainer

The Director of Risk Management, Head Trainer Shall:

- Chair the Disciplinary and Ethics Committee
- Sit on the Coaching Selection Committee – Local League Hockey
- Sit on the Coaching Selection Committee – Representative Hockey
- Sit on the Tournament Committee
- Act as Head Trainer for the Association, as per requirements of OHF and OMHA.
- Identify, assess, and prioritize any/all real or potential issues(s) either current or future that threatens the well-being of any member of the Association, Board, Volunteers Members, Property, Revenue or Chattels, and/or the Associations reputation/stature in the community
- Implement and enforce all current OMHA risk management programs.
- Identify, prioritize and rate potential probability of hazards that may be associated with the organization fundraising events.
- Recommend policies and procedures that insulate the Association from Liability or hazards with respect to the conduct of its business and on ice hockey affairs.
- Shall maintain and enhance procedures with respect to screening volunteers to protect the Association, members and players from harm
- Establish and maintain procedures with respect to clearance of all volunteers required to complete a police report including team officials and board members.
- Serve as the Associations Safety Resource Person and assure documentation and record-keeping of regulated OMHA programs, material and injuries
- Act as a liaison between the Board and the team Trainers
- Periodically inspect local facilities (arenas) and property for safety issues that may present a hazard to players and members and to assure compliance with safety regulations.
- Assemble a list of on ice volunteers and give to registrar to be added to Volunteer Roster
- Distribute on ice volunteer forms and volunteer rosters to all coaches and managers.
- Be aware of and inform all trainers of any rules and procedures as they relate to safety and health risk management in hockey

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- Ensure all trainers have the appropriate qualifications and that they are recorded on their HCR profile.
- Register as a “Trainer at Large” as well as creating and registering a group of “Trainers at Large” to be made available as required
- Assist families with all medical forms and injury reports if/when required and process in accordance with OMHA guidelines
- Ensure Trainer Coverage at all IMHA tryouts and evaluations
- Carry out other Duties as assigned by the President or the Board

(f) Director of Representative Hockey, OMHA Delegate

The Director of Representative Hockey, OMHA Delegate Shall:

- Sit on the Discipline and Ethics Committee
- Sit on The Budget and Finance Committee
- Sit on the Coaching Selection Committee – Representative Hockey
- Serve as the OMHA Delegate for the Association
- Serve as the primary contact for the OMHA for the Association
- Represent the IMHA at all YSMHL meetings
- Represent the IMHA at the OMHA Annual General Meeting.
- Represent the IMHA at any and all Zone Meetings and Governing Bodies and such other meetings that may be determined to be in the best interest of the IMHA
- Responsible for the overall operation of the Representative Hockey program
- Responsible for reporting operations of the Representative Hockey program to the Board
- Distribute the Referees rule book, the OHF handbook and the OMHA Manual of Operations
- Coordinate IMHA attendance and participation in the OMHA Annual General Meeting
- Responsible for Batch Rosters and reconciliations
- Process travel documentation for all IMHA teams
- Process all Player Transfers for families moving into the IMHA region
- Maintain accurate records in regards to AP players, and Suspensions of Representative Hockey players and coaches,
- Issue NRP forms, permissions to skate and any and all other forms required for tryouts.
- Maintain the rep tryout policy
- Carry out other Duties as assigned by the President or the Board

(g) Director of Local League Hockey

The Director of Local League Hockey Shall:

- Sit on the Discipline and Ethics Committee
- Sit on the Coaching Selection Committee – Local League Hockey (U10 and Above Teams)
- Responsible for the overall operation of the Local League Hockey program
- Maintain accurate records in regards to AP players, and Suspensions of Local League Hockey players and coaches
- Responsible for all IMHA Local League teams.
- Represent IMHA at all SRLL meetings
- Responsible for reporting operations of the Local League Hockey Program to the Board
- Responsible for the Evaluation and player assignment of all IMHA Local League teams
- Responsible for the balancing of all IMHA Local League teams
- Represent the IMHA at the OMHA Annual General Meeting
- Carry out other Duties as assigned by the President or the Board

(h) Director of Coaching

The Director of Coaching Shall:

- Chair the Coaching Selection Committee – Representative Hockey
- Chair the Coaching Selection Committee – Local League Hockey
- Responsible for requesting, organizing and promoting OMHA Certification programs and Clinics in cooperation with the Director of Development.
- Liaise between the IMHA Board and IMHA Coaches
- Liaise with the OMHA concerning the coach mentor program
- Ensure each coach in the IMHA is aware of IMHA By-Laws and rules of Operation and their location on the IMHA website.
- Maintain and update IMHA coach's agreement.
- Ensure each coach reads and signs the IMHA Coaches agreement
- Ensure that all coaches are aware of and adhere to the IMHA and all other affiliation's policies as stated in article 4.1 of this By-Law
- Ensure all team officials meet or exceed all certification requirements
- Develop and maintain a coaching program at all levels and divisions.
- Prepare the Coaching Applications for Local League Hockey and Representative Hockey, set a date for submission of all applications and select a slate of qualified coaches to be interviewed for the position of Coach for the following Hockey Season.

- Prepare a questionnaire for the members of both Coaching Selection Committees, arrange interviews and along with input from the coaching selection committees select a slate of candidates to recommend to the board for ratification.
- Act as OMHA D1 Field Evaluator in partnership with the Director of Development.
- Assemble panel of Evaluators and act as an evaluator for all rep tryouts.
- Carry out other Duties as assigned by the President or the Board

(i) Director of U9 and Below Programming

The Director of U9 and Below Programming Shall:

- Sit on the Coaching Selection Committee – Local League Hockey (U9 and Below Teams)
- Be responsible for all U9 and below programming
- Be familiar with and oversee implementation of all U9 and below player pathways
- Work with coaches during player evaluations to determine player placement or player movement to appropriate level team as per By-Laws, Rules of Operation, Player pathways and OMHA guidelines.
- Work with Development Director in implementing programs to address needs of IMHA players U9 and below
- Carry out other Duties as assigned by the President or the Board

(j) Director of Development

The Director of Development Shall:

- Sit on the Budget and Finance Committee
- Sit on the Coaching Selection Committee – Local League Hockey
- Sit on the Coaching Selection Committee – Representative Hockey
- Responsible to develop a plan for a Local League Hockey development program
- Responsible to develop a plan for a Representative Hockey development program
- Work with Director of Finance, Treasurer to develop budget requirements, and maintain accurate financial record of funds spent and or collected during the execution of any development program.
- Present development plan to the Board for Approval
- Oversee IMHA select team programming
- Advise on Policy pertaining to select team programming

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- Assist and advise on decisions involving player movement at all levels and divisions.
- Act as OMHA D1 Field Evaluator in partnership with the Director of Coaching.
- Carry out other Duties as assigned by the President or the Board

(k) Director of Fundraising and Sponsorship

The Director of Sponsorship and Fundraising Shall:

- Chair the Tournament Committee
- Work in cooperation with the Director of Finance, Treasurer to maintain an accurate record of all monies received from the sponsors and ensuring no sponsors are in arrears.
- Ensure all IMHA obligations to its sponsors are met
- Provide a list of all sponsors and which teams they will be sponsoring to the Board
- Maintain sponsor boards at all IMHA rented/leased facilities
- Solicit and acquire sponsors for all IMHA Local League Hockey and House League Hockey teams
- Recruit and Solicit sponsors for Tournaments and Special functions.
- Be responsible for recommending and hiring a photographer to the Board and for arranging for the taking and distribution of individual and team photos
- Organize or coordinate all fundraising activities pertaining to the IMHA
- Maintain protected list of Sponsors for distribution to teams
- Provide each team Coach and Manager with information regarding fundraising policies, Procedures, and acceptable activities.
- Provide updates to Board on all fundraising activities
- Organize the annual IMHA banquet, with approval of the Board
- Carry out other Duties as assigned by the President or the Board

(l) Director of Purchasing and Equipment

The Director of Purchasing and Equipment Shall:

- Be responsible for the buying, maintenance, Distribution and collection of all IMHA owned hockey equipment with approval of the Board
- Be responsible for the buying, maintenance, Distribution and collection of all IMHA owned hockey Jerseys with approval of the Board
- Ensure that any unreturned equipment or jerseys owned by the IMHA is reported to the registrar and the Board.
- Ensure surplus equipment is disposed of with the approval of the Board

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- Maintain a complete and detailed inventory list of all IMHA equipment which will include details of equipment allocation and usage
- Responsible for authorizing any and all IMHA jersey purchases for/by any team
- Provide supplier for all Representative Hockey Team Jerseys
- Order all required Representative Hockey Team Jerseys and provide invoicing to each individual teams and Director of Finance, Treasurer
- Responsible for the purchase of apparel and equipment for resale as well as holding apparel and equipment sales as approved by the Board
- Work with Director of Sponsorship and Fundraising to ensure proper and timely placement of sponsorship on Jerseys
- Carry out other Duties as assigned by the President or the Board

### (m) Director of Communication

The Director of Communication Shall:

- Sit on Tournament Committee
- Responsible for management and proactive maintenance of the IMHA website
- Responsible for all communications between the IMHA and the Media regarding its operation and functions
- Responsible for all communications between the IMHA and its members regarding operations and functions
- Post on the website a regular newsletter to include bulletins from the Board, Notices and details of General Meetings of the Association and the Annual General Meeting of the Association.
- Post on the website IMHA team statistics, game results, performances, fundraising dates, tournament news and any other information of interest to the membership.
- Be responsible for review and editing of all team articles being submitted to any Media or IMHA Social Media account.
- Maintain all IMHA social Media accounts to include but not limited to Facebook, Instagram and Twitter.
- Primary contact for teams to submit articles for publish on website and social media promoting success and accomplishments of teams.
- Ensure proper notification to the Association of Registration times, dates, costs and all tryout schedules.
- Responsible for managing relationships with web hosting vendors, recommendations of vendors to the Board, and content creation.
- Perform an annual review of overall useability of the website, compare IMHA website to those of other centres to ensure full optimization.

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- Make changes to IMHA website to reflect finding of review and report to Board.
- Carry out other Duties as assigned by the President or the Board

### (n) Registrar

The Registrar shall:

- Sit on the Budget and Finance Committee
- Establish registration form and procedures
- Ensure all registrants meet eligibility requirements as stipulated by OMHA for tryouts and formation of teams.
- Ensure all players and officials are registered with IMHA.
- Ensure all Players and officials are Rostered with IMHA.
- Maintain a register of receipt regarding all registration fees received by the Association.
- Maintain a current registration list of all players including Mailing Address, Telephone number, e-mail and Parent/Guardian name.
- Communicate any changes in registration immediately to any Directors who will be affected and the Board.
- Present a report regarding registration to the Board
- Recommend Policy to the Board regarding registration
- Submit rosters to the OMHA
- Supply copies of all Local League Hockey rosters to appropriate Head coaches and Director of Local League Hockey
- Supply copies of all Representative Hockey rosters to appropriate Head Coaches and Director of Representative Hockey, OMHA Delegate.
- Carry out other Duties as assigned by the President or the Board

### 11.4. Responsibilities of Employed Officers

#### (a) Ice Scheduler

#### (b) The Ice Scheduler Shall:

- Prepare separate ice requirements and contracts for Local League Hockey and Representative Hockey
- Review past seasons ice requirements for Local League Hockey, forecast next seasons ice requirements for Local League Hockey and present recommendations to Board.
- Review past seasons ice requirements for Representative Hockey, forecast next seasons ice requirements for Representative Hockey and present recommendations to Board



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- Partner with Director of Local League Hockey to schedule appropriate ice allocation for all evaluations, tryouts, practices and games.
- Partner with Director of Representative Hockey, OMHA delegate to schedule appropriate ice allocation for all evaluations, tryouts, practices and games.
- Partner with Director of Development to schedule appropriate ice allocation for clinics, development or other approved IMHA usage.
- Partner with the President and Director of Development in utilizing unallocated ice in a timely manner
- Attend all affiliated Associations Ice allocation Meetings on Behalf of the IMHA
- Prepare a monthly report for Director of Local League Hockey outlining unused or misused Local League Hockey ice in time for the monthly meeting of the Board.
- Prepare a monthly report for Director of Representative Hockey outlining unused or misused Representative Hockey Contract ice in time for the monthly meeting of the Board.
- Prepare and maintain reports of all ice requirements for Local League Hockey to be available to the Town of Innisfil.
- Prepare and maintain reports of all ice requirements for Representative Hockey to be available to the Town of Innisfil.
- Assist the Director of Fundraising and Sponsorship in establishing ice allocation for all IMHA tournaments.
- Be responsible for the buying and cancelation of all IMHA ice rentals, including signing of ice contracts with the Town of Innisfil.
- Ensure the Accuracy of all invoices of all ice rentals and a timely submission of invoices.
- Be responsible for maintaining and posting all ice schedules on IMHA website.
- Serve as liaison with Arena Managers
- Laisse with Referee Assignor to ensure awareness of all schedule changes
- Failure to comply with rules and regulations as outlined in these By-Laws may result in termination. If position is terminated due to Gross Incompetence or negligence the IMHA may require a portion of any monies paid to be returned based on a pro ration of work done
- Carry out other duties as assigned by the President or the Board

### (c) Referee Assignor

The Referee Assignor Shall:

- Ensure there are sufficient referees in place to officiate all IMHA games, Playoff games, Tournament games and Exhibition Games and maintain a duty roster

- Liaison with the Director of Finance, Treasurer and the Budget Committee to estimate fees for the upcoming year
- Ensure refereeing complaints are addressed and solved in a timely matter, and that an incident report is provided to the Director of Risk, Head Trainer outlining the complaint and resolution
- Recruit, Train, Monitor, and Evaluate performance of referees.
- Schedule referees, maintaining accurate records of payment
- Advise IMHA on all matters pertaining to rules and regulations and any changes to said rules and regulations
- Recommend and organize referee clinics as required and by request of the Board
- Failure to comply with rules and regulations as outlined in these By-Laws may result in termination. If position is terminated due to Gross Incompetence or negligence the IMHA may require a portion of any monies paid to be returned based on a pro ration of work done
- Carry out other duties as assigned by the President or the Board

(d) Administrator – Registrar

(e) The Administrator – Registrar Shall:

- Sponsorship – 1 sponsorship for LL, jersey sponsorship (Atom/timbit)
- Maintaining current payment system
- Registration
- Rosters
- Volunteer Certifications
- Knowledge of both current payment system & HCR
- Work in partnership with the treasurer, directors of rep, U9 and below, Local League
- Order year end medals and awards

## 12. COMMITTEES OF THE BOARD

### 12.1. Standing Committees

The Following Committees shall be standing Committees of the Board:

- (a) Budget and Finance Committee
- (b) Coaching Selection Committee – Local League Hockey
- (c) Coaching Selection Committee – Representative Hockey

- (d) Discipline and Ethics Committee
- (e) Accountability Committee
- (f) Tournament Committee

12.2. Additional Committees

- (a) Nothing in this By-Law shall be constructed to limit the ability of the Directors and Membership of the Association from creating standing committees, Ad Hoc Committees, or Subcommittees by Directors Resolution as may be desired or required from time to time.
- (b) Nothing in this By-Law shall be constructed to limit the ability of the Directors and Membership of the Association from abolishing standing committees, Ad Hoc Committees, or Subcommittees by Directors Resolution as may be desired or required from time to time.

12.3. Budget and Finance Committee

- (a) The Budget committee shall be chaired by the Director of Finance, Treasurer.
- (b) The Budget committee shall consist of the following members:
  - (i) Director of Finance, Treasurer
  - (ii) President
  - (iii) Director of Representative Hockey, OMHA Delegate
  - (iv) Director of Local League Hockey
  - (v) Director of U9 and Below Programming
  - (vi) Director of Development
  - (vii) Registrar
- (c) The Budget and Finance committee shall consist of a minimum of 7 individuals, and may contain any additional members as deemed necessary by the Director of Finance, Treasurer.

- (d) The Budget committee shall:
  - (i) Present separate budgets for Local League Hockey and Representative Hockey
  - (ii) Prepare a base fee that will apply to all IMHA players for the next fiscal year for submission to the Board for Approval
  - (iii) Prepare a supplemental fee that will apply to Representative Hockey Players for the next fiscal year for submission to the Board for Approval
  - (iv) Prepare Representative team budget guidelines for the next fiscal year for submission to the board for approval
  - (v) Prepare a detailed budget for Local League Hockey for the next fiscal year for submission to the Board for Approval
  - (vi) Prepare a detailed budget for Representative Hockey for the next fiscal year for submission to the Board for Approval

12.4. Coaching Selection Committee – Local League Hockey

- (a) The Coaching Selection Committee – Local League Hockey shall be chaired by the Director of Coaching.
- (b) The Coaching Selection Committee – Local League Hockey shall consist of the following members:
  - (i) Director of Coaching
  - (ii) Vice President
  - (iii) Director of Local League Hockey (for U10 and Above Teams)
  - (iv) Director of Risk Management, Head Trainer
  - (v) Director of Development
  - (vi) Director of U9 and Below Programming (for U9 and Below Teams)
- (c) The Coaching Selection Committee – Local League Hockey shall consist of a minimum of 5 individuals, and may contain any additional members as deemed necessary by the Director of Coaching.

- (d) The Coaching Selection Committee – Local League Hockey Shall:
  - (i) Attend all Coaching selection interviews as outlined by the Chair.
  - (ii) Participate in interviews with coaches
  - (iii) Recommend qualified coaches based on result of interviews for each individual team.

12.5. Coaching Selection Committee – Representative Hockey

- (a) The Coaching Selection Committee – Representative Hockey shall be chaired by the Director of Coaching.
- (b) The Coaching Selection Committee – Representative Hockey shall consist of the following members:
  - (i) Director of Coaching
  - (ii) Vice President
  - (iii) Director of Representative Hockey, OMHA Delegate
  - (iv) Director of Development
  - (v) Director of Risk Management, Head Trainer
- (c) The Coaching Selection Committee – Representative Hockey shall consist of a minimum of 5 individuals, and may contain any additional members as deemed necessary by the Director of Coaching.
- (d) The Coaching Selection Committee – Representative Hockey Shall:
  - (i) Attend all Coaching selection interviews as outlined by the Chair.
  - (ii) Participate in interviews with coaches
  - (iii) Recommend qualified coaches based on result of interviews for each individual team.

12.6. Discipline and Ethics Committee.

- (a) The Discipline and Ethics Committee shall be chaired by the Director of Risk Management, Head Trainer.

- (b) The Discipline and Ethics Committee shall consist of the following members:
  - (i) Director of Risk Management, Head Trainer
  - (ii) Vice President
  - (iii) Director of Local League Hockey
  - (iv) Director of Representative Hockey, OMHA Delegate
- (c) The Discipline and Ethics committee shall consist of a minimum of 5 individuals, and may contain any additional members as deemed necessary by the Director of Risk Management, Head Trainer.
- (d) The Discipline and Ethics committee Shall:
  - (i) Convene as required to address discipline matters pertaining to any class of membership.
  - (ii) Address any matter where a member has breached, failed, refused or neglected to comply with a provision of the By-Laws or Rules of operation or any resolution or determination of the Board.
  - (iii) Address any act any member has committed in a manner prejudicial to the objects and the interest of the Association or has brought the Association into disrepute.
  - (iv) Address all cases involving breaches of discipline by players and Members, and safety issues/requirements.
  - (v) Provide a written summary to the Secretary within ten (10) days of all meetings of the disciplinary Committee outlining all actions taken.
- (e) The Discipline and Ethics Committee may:
  - (i) Commence disciplinary proceedings against that Member which may result in loss of privileges which come with membership including playing privileges, coaching privileges, voting privileges, and the opportunity to participate in IMHA activities and events both present and future

12.7. Accountability Committee

- (a) The Accountability Committee shall be chaired by the president.
- (b) The accountability Committee shall consist of the following members:
  - (i) The President
  - (ii) Secretary
- (c) The Accountability Committee shall contain 3 individuals.
- (d) No Member of the Discipline and Ethics committee may be a member of the Accountability Committee.
- (e) No Member of the Board may participate as a member of the Accountability committee in regards to any decision of which they were a part of.
- (f) The Accountability committee shall:
  - (i) Receive request for appeals from members in good standing via e-mail.
  - (ii) Contact appropriate board members, coaches or members to gather pertinent information
  - (iii) Consider if rendered decision followed rules and procedures as set out in By-Laws and Rules of Operation. If it does then inform member that the decision was correct and no further action will be taken.
  - (iv) If rendered decision does not follow By-Laws and Rules of Operation Accountability Committee will bring matter before entire Board. The Board as a whole will render a decision. All decisions rendered by the Board are binding.

12.8. Tournament Committee

- (a) The Tournament Committee shall be chaired by the Director of Sponsorship and Fundraising.

- (b) The Tournament Committee shall consist of the following members:
  - (i) The Director of Fundraising and Sponsorship
  - (ii) Vice President
  - (iii) The Director of Finance, Treasurer
  - (iv) The Director of Communication
  - (v) The Director of Risk Management, Head Trainer
- (c) The Tournament committee shall consist of a minimum of 5 individuals, and may contain any additional members as deemed necessary by the Director of Fundraising and Sponsorship.
- (d) The Tournament committee shall:
  - (i) Prepare a list of proposed tournaments for the year
  - (ii) Prepare tournament budgets and submit a written financial statement at the conclusion of each tournament.
  - (iii) Work with Ice scheduler to secure ice for tournaments
  - (iv) Work with Referee Assignor to arrange for game officials
  - (v) Recruit Volunteers to assist with the tournament
  - (vi) Prepare tournament schedule
  - (vii) Keep Board apprised of all activities

12.9. Standing Committee Procedure

- (a) Compliance

All Committees shall comply with all By-Laws, Rules of Operation and Policies of the Association. All Committees shall comply with all requirements of HC, OHF, OMHA, YSMHA and SRL and if applicable any other organization with which the Association teams may be participating.



(b) Meetings

All Committees shall meet at the call of the Chair as required.

(c) Notice

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

(d) Quorum

A Quorum for a Committee shall be a Majority of the Members of the Committee.

(e) Voting Rights

Each Member of a Committee present at a Meeting shall be entitled to one (1) vote, in case of a tie the Chair will cast a second vote.

(f) Minutes

Committees shall maintain and keep minutes of their meetings and shall report to the Board at regular intervals and at any other time as requested by the Board.

(g) Annual Report

Each Committee chair shall prepare an Annual report of the matters of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting 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

The financial year of the Association shall terminate on the 31<sup>st</sup> day of May 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:

- (i) Operate the accounts of the Association with a bank or a trust company.
- (ii) 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.
- (iii) Issue receipts for and orders relating to any property of the Association.
- (iv) 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 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:

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

### 16.2. Borrowing Resolution

From time to time, the Board may authorize any Director or Officer of the Association or any other person to make arrangements with reference to the monies so borrowed or to be borrowed and as to the terms and conditions of any loan, and as to the security to be given therefore, with power to vary or modify such arrangements, terms and condition, 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. Calculation of Time

In Calculating the date when notice must be given under and provision of this By-Law requiring a specified number of days' notice of any Meeting or other event, the date of giving 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 there at.

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, by E-Mail, in writing or by telephone.

18. PASSING AND AMENDING BY-LAWS

18.1. The Board and any 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. By-Laws

- (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 Association.
- (b) The notice of such Annual General Meeting of the Association shall refer to, describe and explain the By-Law or amendments(s) to the By-Law to be presented at the Annual General Meeting of the Association.
- (c) A motion to amend the By-Laws recommended by the Board or proposed by a member in good standing at a General Meeting of the Association called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
- (d) The Members at the General Meeting of the Association may confirm the proposed By-Law or amended By-Law as presented or amend or reject the proposed By-Law or amended By-Law.
- (e) Any Amendment to the By-Laws by a member in good standing must be made in writing, signed by a member in good standing and received by the secretary of the Association a minimum of 30 days prior to the Annual General Meeting of the Association.
- (f) 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 of the Association via the IMHA website.

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. APPEALING DECISIONS OF THE BOARD

Any member in good standing may appeal any decision made by the Board or its appointed representatives. All appeals must be submitted via e-mail to the secretary of the Association. All appeals will be presented to the Accountability committee, and dealt with pursuant to section 12.7.

21. ZERO TOLERANCE POLICY

The IMHA has a Zero tolerance policy for any and all acts of Physical Violence, Sexual Violence and Harassment. This applies to all members in all classes of membership as outlined in section 5.1. Any and all accusations will be investigated by the Director of Risk Management, and brought before Discipline and Ethics committee. Any member found in breach of this policy will have their membership immediately revoked.

22. 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.

23. EFFECTIVE DATE

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. 7 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at in the Town Innisfil, Ontario, and at which a quorum was present on the day of April 27, 2021.

Per: \_\_\_\_\_

IMHA President – Sean Knight

Per: \_\_\_\_\_

Secretary – Wendy Nelson

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IMHA Stamp