

Dorchester Minor Hockey Association

BY-LAW REVIEW

BY-LAWS

Reviewed by: Jen Coghlin

This is a by-law relating generally to the conduct of Dorchester Minor Hockey Association. Be it enacted as follows:

1.0 DEFINITIONS

1.1 In this by-law and all other by-laws, resolutions, policies and procedures of Dorchester Minor Hockey Association, unless the context or specific provision specifies otherwise:

- (a) "AGM" means the annual general meeting of the association;
- (b) "DMHA" means Dorchester Minor Hockey Association;
- (c) "Division" means an age group within the association (ie. Novice, Atom, etc.);
- (d) "Executive" means the individuals elected or appointed to administer and govern the activities of DMHA;
- (e) "Executive member" means an individual member of the Executive;
- (f) "In good standing" refers to a member of DMHA who has paid all registration and other fees owing to DMHA and is not the subject of investigation or disciplinary action by DMHA, OMHA or Hockey Canada;
- (g) "Meeting of members" means a general meeting of the members of DMHA and includes the AGM;
- (h) "Member" means a member of DMHA;

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- (b) "DMHA" means Dorchester Minor Hockey Association;
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- (f) "In good standing" refers to a member of DMHA who has paid all registration and other fees owing to DMHA and is not the subject of investigation or disciplinary action by DMHA, OMHA or Hockey Canada;
- (g) "Meeting of members" means a general meeting of the members of DMHA and includes the AGM;
- (h) "Member" means a member of DMHA;

(i) "OMHA" means Ontario Minor Hockey Association, or such other name as it may formally adopt in the future;

0) "Policies" means written statements governing issues affecting the affairs of DMHA which have been considered and approved by the executive;

(k) "Practices" means unwritten guidelines affecting the operation of DMHA that have been considered and approved by the executive;

(l) "Quorum" means a minimum number of members of DMHA, the executive and/or committees of DMHA to vote;

1.2 Subject to the foregoing, words and expressions used herein shall have their usual meaning, words importing the singular number include the plural and vice-versa, words importing the masculine gender import the female and neutral genders and vice-versa, and words importing persons include individuals and bodies corporate.

1.3 The registered address of DMHA shall be in Dorchester, Ontario.

2.0 MISSION

The Dorchester Minor Hockey Association is a not for profit association dedicated to developing, organizing and implementing minor hockey programming to allow youth in our community to discover, learn and experience the game of hockey in a positive and encouraging environment. We promote individual and team skill development through training and competition based on the principles of good sportsmanship, fair play and respect. We foster good citizenship, community participation and community pride through sport.

(i) "OMHA" means Ontario Minor Hockey Association, or such other name as it may formally adopt in the future;

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3.0 AFFILIATIONS

DMHA shall be a member association of OMHA, and shall be affiliated with both the Ontario Hockey Federation and Hockey Canada.

4.0 MEMBERSHIP

4.1 Members of DMHA shall include executive members, past presidents, executive appointed DMHA staff and/or volunteers, currently registered DMHA players aged 18 years and older who are in good standing, parents/legal guardians of currently registered DMHA players who are in good standing and life members as designated by DMHA.

4.2 Members in good standing are those who have paid all required fees and bonds to DMHA and who have not otherwise been suspended.

4.3 Members are eligible for nomination to the executive if they are in good standing.

4.4 Members in good standing are entitled to notice of and are eligible to vote at all general meetings of DMHA.

4.5 Membership in DMHA is not transferable and shall terminate at the end of the membership year, on withdrawal or termination from DMHA, at the end of term or on death.

4.6 Unless otherwise determined by these by-laws, the membership year shall commence immediately following the AGM and shall end at the conclusion of the next AGM. Every membership shall last for one membership year, subject to 4.1 and 4.5 and, in the case of players and the parents/legal guardians of players, proper registration for the season immediately following the AGM.

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4.7 DMHA shall prepare and maintain a list of members, which shall be used to determine the eligibility to attend and vote at any general meeting of DMHA.

4.8 Any member whose engages in conduct considered by the executive to be contrary to these by-laws and/or the DMHA's policies and procedures and/or the OMHA Code of Conduct may have his/her membership terminated by the executive. Prior to any such termination, the member shall be provided with written reason(s) for possible termination and shall be asked by the executive to provide a written reply, including an explanation of his/her actions and reasons for why membership should not be terminated. If the member is unwilling or unable to do so, the member will be asked to resign from DMHA. If the member does not resign, then the executive will provide written notice of a motion for the termination of membership to the member in question and all executive members, and such motion shall be heard at the next meeting of the executive. Approval of a motion to terminate membership requires the votes of at least 75% of the executive members.

5.0 GENERAL MEETINGS

5.1 The AGM shall be held each year in the month of May with the date, time and location determined by the executive. Such determination shall be communicated to the members at least 60 days prior to the date of the AGM by posting the information on the DMHA website and such other means as may be determined by the executive.

5.2 The transaction of at least the following business shall be set out in the AGM agenda:

- (a) Approval of the minutes of the previous AGM;

4.7 DMHA shall prepare and maintain a list of members, which shall be used to determine the eligibility to attend and vote at any general meeting of DMHA.

4.8 Any member whose engages in conduct considered by the executive to be contrary to these by-laws and/or the DMHA's policies and procedures and/or the OMHA Code of Conduct may have his/her membership terminated by the executive. Prior to any such termination, the member shall be provided with written reason(s) for possible termination and shall be asked by the executive to provide a written reply, including an explanation of his/her actions and reasons for why membership should not be terminated. If the member is unwilling or unable to do so, the member will be asked to resign from DMHA. If the member does not resign, then the executive will provide written notice of a motion for the termination of membership to the member in question and all executive members, and such motion shall be heard at the next meeting of the executive. Approval of a motion to terminate membership requires the votes of at least 75% of the executive members.

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5.2 The transaction of at least the following business shall be set out in the AGM agenda:

- (a) Approval of the minutes of the previous AGM;

(b) Receiving reports of the activities of DMHA during the preceding year;

(c) Receiving the financial report from the preceding year and the budget projection for the coming year;

(d) Consideration of any motions;

(e) Transaction of any other business which relates to DMHA;

(f) Nominations and election of the new executive.

5.3 In addition to the AGM, the executive may call a general meeting of DMHA at any time, and shall call such a meeting at the written request of at least 25% of the members in good standing. The date, time and location of the general meeting shall be determined by the executive. Such determination shall be communicated to the members at least 14 days prior to the date of the general meeting.

5.4 At a general meeting other than an AGM, only the business determined by the executive and/or set out in the membership request shall be addressed.

5.5 All members in good standing shall be entitled to one vote at any general meeting, including the AGM. Members must be present to vote. There will be no proxy votes. All votes will be by show of hands.

5.6 A majority of votes cast by members in good standing present at a general meeting shall determine every matter proposed for consideration at the meeting. The chair of the meeting shall declare the result of the vote, which shall be entered in the minutes.

5.7 Motions may be made at a general meeting by a member in good standing on notice. Notice of any motion must be in writing and provided to the secretary of DMHA no less

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5.7 Motions may be made at a general meeting by a member in good standing on notice. Notice of any motion must be in writing and provided to the secretary of DMHA no less

than 30 days prior to the meeting. Notices of motion shall be posted on the DMHA website prior to the meeting.

5.8 Members attending the AGM or other general meeting shall sign a confirmation of the attendance at the meeting.

6.0 EXECUTIVE

6.1 The executive shall govern and administer DMHA, including the binding of DMHA by contract or other agreement, in accordance with these by-laws and the policies and procedures of DMHA, subject only to the governing authority of the members by vote at the AGM in accordance with these by-laws.

6.2 Individual executive members shall have the duties and obligations set out herein. In all matters for which the by-laws, policies or procedures do not provide, the executive shall exercise full supervisory authority in accordance with the mission of DMHA, subject to the authority of the members at a general meeting in accordance with these by-laws.

6.3 The executive may develop and amend the policies and procedures of DMHA. Any such development and/or amendment requires the approval of at least 80% of the executive members. Changes to Bylaws must be approved by majority vote of the membership in attendance at a General Meeting.

6.4 The executive shall consist of a President, Immediate Past President, First Vice President - Finance/Fundraising, Second Vice President - Risk Management, Third Vice President - Hockey Operations, Secretary, Treasurer, Shamrock/Rep Convenor, Local League Convenor, Initiation Program Convenor, OMHA Representative, Registrar, Ice Allocator, Equipment Manager, Player Development Coordinator and Coach

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Development Coordinator. It may also include one or more executive member(s) at large (with a maximum of 2). The positions of President, First Vice President, Second Vice President, Third Vice President, Secretary, Shamrock Representative, Local League Representative, Initiation Program Convenor, Equipment Manager, Player Development and Coach Development shall be elected positions subject to 6.7.

Individuals shall be appointed by the executive to the positions of Treasurer, OMHA Representative, Registrar, Ice Allocator and, if determined to be desirable by the executive, executive member at large.

6.5 Nominations for elected executive positions may be made by any member in good standing prior to the AGM in writing or at the AGM from the floor. Nominations must be accepted by the nominee in person or in writing.

6.6 Executive members must be members in good standing who have attained at least the age of 21 years, must provide an acceptable criminal record check and must not be an undischarged bankrupt.

6.7 Elected executive members shall be elected at the AGM.

6.8 If only one person is nominated for an elected position, then no vote is required and the person shall be elected by acclamation.

6.9 If no individual is nominated for or agrees to stand as a nominee for an elected position, and the position remains open at the conclusion of the AGM, then the executive shall seek and appoint a suitable individual to the position as soon as practicable after the AGM. Such appointment shall be by vote of at least 80% of the executive members.

6.10 The immediate Past President shall be an automatic member of the executive.

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6.10 The immediate Past President shall be an automatic member of the executive.

6.11 The appointment of individuals to appointed executive positions shall be made by the elected executive members at the AGM or as soon as practicable thereafter. Such appointment shall be by vote of at least 80% of the elected executive members.

6.12 The term of an executive member shall begin immediately following the conclusion of the AGM, and shall continue until the conclusion of the next AGM.

6.13 The executive shall appoint all committee chairs, staff and head coaches of DMHA. All bench staff must be approved by the executive.

6.14 The executive shall meet regularly, with the first meeting of each term to be held immediately following the conclusion of the AGM. Any executive member that fails to attend three consecutive scheduled meetings shall advise the Executive of his/her intentions in relation to remaining an executive member. Continuation will be approved by the Executive.

6.15 Each executive member, other than the President, shall have one vote at meetings of the executive. A quorum for voting shall be at least a majority of the executive members. Votes shall be decided by simple majority of the executive members present, unless otherwise specified in these by-laws. The President may cast one vote in the event of a tie in voting.

6.16 Any executive member with a conflict of interest must fully declare such conflict prior to any vote.

6.17 The President's duties and responsibilities shall include:

- Shall be charged with the general management and supervision of the overall affairs of DMHA.
- Shall preside at all meetings of the executive or DMHA.
- Shall cast a vote only in the event of a tie.

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- Shall be charged with the general management and supervision of the overall affairs of DMHA.
- Shall preside at all meetings of the executive or DMHA.
- Shall cast a vote only in the event of a tie.

- May exercise the powers of the executive in an emergency.
 - Shall have the authority to sign as a signing officer for DMHA.
 - May report to the executive on matters of interest or concern to DMHA.
 - Shall prepare a President's Report for presentation at the AGM.
 - May sit on all committees of DMHA.
 - Upon completion of his/her term of office, become immediate Past- President.
 - Shall be consulted in all disciplinary matters.
 - Shall have the authority to temporarily suspend teams, coaches/bench staff, players, or other persons associated with DMHA and refer the individual(s) to the next discipline committee meeting.
- 6.18 The Immediate Past President's duties shall include:
- Shall act as a full voting executive member.
 - Shall act as an advisor to the executive in the interest of continuity.
 - Shall chair the nominations and elections at the AGM.
 - Shall perform any other duties assigned by the President or the executive.
 - Shall perform any other duties assigned by the President or the executive.
- 6.19 A.) The duties of the First Vice President-Finance/Fundraising shall include:
- In the absence of the President, shall assume the duties of the President.
 - Shall, in conjunction with the President, manage and supervise the financial affairs of DMHA.

- May exercise the powers of the executive in an emergency.
 - Shall have the authority to sign as a signing officer for DMHA.
 - May report to the executive on matters of interest or concern to DMHA.
 - Shall prepare a President's Report for presentation at the AGM.
 - May sit on all committees of DMHA.
 - Upon completion of his/her term of office, become immediate Past- President.
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 - Shall perform any other duties assigned by the President or the executive.
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- 6.19 A.) The duties of the First Vice President-Finance/Fundraising shall include:
- In the absence of the President, shall assume the duties of the President.
 - Shall, in conjunction with the President, manage and supervise the financial affairs of DMHA.

- Shall chair and support the Fundraising Committee.
- Shall perform any other duties assigned by the President or the executive.

B.) The duties of the Second Vice President - Risk Management shall include:

- In the absence of the President and First Vice President, shall assume the duties of the president.
- Shall, in conjunction with the president, manage and supervise the training and certification of all DMHA coaches, trainers and volunteers.
- Shall receive and maintain all criminal record checks for coaches and team staffs.
- Shall serve as Chair of the Discipline Committee, whose members will be appointed by the executive and shall include the Shamrock and Local League representatives.
- Shall perform any other duties assigned by the President or the executive.
- Shall serve on other committees as required.

C.) The duties of the Third Vice President - Hockey Operations shall include:

- In the absence of the President and the First and Second Vice President, shall assume the duties of the president.
- Shall, in conjunction with the President, manage and supervise the Shamrock, Local League and Initiation Programs within DMHA.
- Shall sit on the coaches selection committee as a non-voting member.
- Shall chair the annual coaches and managers' meetings.
- Shall perform any other duties assigned by the President or the executive.
- Shall serve on other committees as required.

- Shall chair and support the Fundraising Committee.
- Shall perform any other duties assigned by the President or the executive.

B.) The duties of the Second Vice President - Risk Management shall include:

- In the absence of the President and First Vice President, shall assume the duties of the president.
- Shall, in conjunction with the president, manage and supervise the training and certification of all DMHA coaches, trainers and volunteers.
- Shall receive and maintain all criminal record checks for coaches and team staffs.
- Shall serve as Chair of the Discipline Committee, whose members will be appointed by the executive and shall include the Shamrock and Local League representatives.
- Shall perform any other duties assigned by the President or the executive.
- Shall serve on other committees as required.

C.) The duties of the Third Vice President - Hockey Operations shall include:

- In the absence of the President and the First and Second Vice President, shall assume the duties of the president.
- Shall, in conjunction with the President, manage and supervise the Shamrock, Local League and Initiation Programs within DMHA.
- Shall sit on the coaches selection committee as a non-voting member.
- Shall chair the annual coaches and managers' meetings.
- Shall perform any other duties assigned by the President or the executive.
- Shall serve on other committees as required.

6.20 The Secretary's duties shall include:

- Shall prepare, distribute and maintain minutes of all meetings, including a record of all decisions made at the meetings.
- Shall conduct all correspondence of DMHA.
- Shall notify executive members and any other party of the time, date and locations of executive meetings.
- Shall notify members of all general meetings of DMHA, including the AGM.
- Shall administer travel permits.
- May serve on committees as required by the executive.
- Shall perform any other duties assigned by the President or the executive.

6.21 The duties of the Shamrock Representative shall include:

- Shall be the liaison between DMHA and its representative and AE teams and the Shamrock Hockey League (SHL).
- Shall attend the meetings of SHL as DMHA's representative.
- Shall report to the executive regularly regarding SHL matters affecting DMHA.
- Shall be responsible for the operation and organization of all DMHA representative and AE teams.
- Shall be responsible for coordinating and scheduling league, playdown and playoff games for teams in SHL.
- Shall distribute all copies of game sheets for representative and AE teams to the appropriate personnel.
- Shall perform any other duties assigned by the President or the executive.

6.22 The duties of the Local League Representative shall include:

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- Shall conduct all correspondence of DMHA.
- Shall notify executive members and any other party of the time, date and locations of executive meetings.
- Shall notify members of all general meetings of DMHA, including the AGM.
- Shall administer travel permits.
- May serve on committees as required by the executive.
- Shall perform any other duties assigned by the President or the executive.

6.21 The duties of the Shamrock Representative shall include:

- Shall be the liaison between DMHA and its representative and AE teams and the Shamrock Hockey League (SHL).
- Shall attend the meetings of SHL as DMHA's representative.
- Shall report to the executive regularly regarding SHL matters affecting DMHA.
- Shall be responsible for the operation and organization of all DMHA representative and AE teams.
- Shall be responsible for coordinating and scheduling league, playdown and playoff games for teams in SHL.
- Shall distribute all copies of game sheets for representative and AE teams to the appropriate personnel.
- Shall perform any other duties assigned by the President or the executive.

6.22 The duties of the Local League Representative shall include:

- Shall be responsible for the operation and organization of all DMHA local league teams.
- Shall be the liaison between DMHA and its local league teams and the Lambton-Middlesex Local league (LMLL).
- Shall attend the meetings of LMLL as DMHA's representative.
- Shall report to the executive regularly regarding LMLL matters affecting DMHA.
- Shall be responsible for coordinating and scheduling league and playoff games for teams in LMLL.
- Shall distribute all copies of game sheets for LMLL teams to the appropriate personnel.
- Shall perform any other duties assigned by the President or the executive.

6.23 The duties of the Initiation Program Convenor shall include:

- Shall be responsible for the organization and operation of the Initiation Program (Junior Tyke and Tyke), including, but not limited to, maintaining communication between the coaches, parents and the executive.
- Shall supervise all activities related to the Initiation Program.
- Shall be responsible for preparing the schedule of Tyke games during the season.
- Shall perform any other duties assigned by the President or the executive.

6.24 The duties of the Treasurer shall include:

- Shall act as signing officer along with the President.
- Shall prepare and maintain full and accurate records of all financial transactions of DMHA.

- Shall be responsible for the operation and organization of all DMHA local league teams.
- Shall be the liaison between DMHA and its local league teams and the Lambton-Middlesex Local league (LMLL).
- Shall attend the meetings of LMLL as DMHA's representative.
- Shall report to the executive regularly regarding LMLL matters affecting DMHA.
- Shall be responsible for coordinating and scheduling league and playoff games for teams in LMLL.
- Shall distribute all copies of game sheets for LMLL teams to the appropriate personnel.
- Shall perform any other duties assigned by the President or the executive.

6.23 The duties of the Initiation Program Convenor shall include:

- Shall be responsible for the organization and operation of the Initiation Program (U5, U6, and U7), including, but not limited to, maintaining communication between the coaches, parents and the executive.
- Shall supervise all activities related to the Initiation Program.
- Shall be responsible for preparing the schedule of U7 games during the season.
- Shall perform any other duties assigned by the President or the executive.

6.24 The duties of the Treasurer shall include:

- Shall act as signing officer along with the President.
- Shall prepare and maintain full and accurate records of all financial transactions of DMHA.

- Shall present cheques for signing to the President with supporting documentation.
- Shall regularly review and report to the executive on the finances of DMHA.
- Shall advise the executive on all financial matters.
- Shall prepare annual financial reports and budgets for presentation at the AGM.
- Shall perform any other duties assigned by the President or the executive.

6.25 The duties of the OMHA Representative shall include:

- Shall attend and provide reports on OMHA meetings and matters as the DMHA representative.
- Shall, with the assistance of the registrar, roster all players as per OMHA guidelines.
- Shall work with the ice co-ordinator during OMHA playdowns to ensure the fulfillment of contracted games.
- Shall address all matters relating to player movement into or out of DMHA, including permission to skate, player passport and right of choice.
- Shall perform any other duties assigned by the President or the executive.

6.26 The duties of an executive member at large shall be those assigned by the President with approval of the executive members.

6.27 The duties of the Registrar shall include:

- Shall support the membership with the proper registration for all players.
- Shall maintain the appropriate sections of the Hockey Canada Registry with respect to registration for Dorchester Minor Hockey.

- Shall present cheques for signing to the President with supporting documentation.
- Shall regularly review and report to the executive on the finances of DMHA.
- Shall advise the executive on all financial matters.
- Shall prepare annual financial reports and budgets for presentation at the AGM.
- Shall perform any other duties assigned by the President or the executive.

6.25 The duties of the OMHA Representative shall include:

- Shall attend and provide reports on OMHA meetings and matters as the DMHA representative.
- Shall, with the assistance of the registrar, roster all players as per OMHA guidelines.
- Shall work with the ice co-ordinator during OMHA playdowns to ensure the fulfillment of contracted games.
- Shall address all matters relating to player movement into or out of DMHA, including permission to skate, player passport and right of choice.
- Shall perform any other duties assigned by the President or the executive.

6.26 The duties of an executive member at large shall be those assigned by the President with approval of the executive members.

6.27 The duties of the Registrar shall include:

- Shall support the membership with the proper registration for all players.
- Shall maintain the appropriate sections of the Hockey Canada Registry with respect to registration for Dorchester Minor Hockey.

- Shall adhere to policies and procedures with respect to fees and refunds.
- Shall provide assistance to the OMHA representative in order to roster all players as per OMHA guidelines.
- Shall establish and maintain registration forms and provide recommendation to the Executive regarding registration policies and procedures.
- Shall provide reports and updates to the Executive to support DMHA's operations.
- Shall perform any other duties assigned by the President or the Executive.

6.28 The duties of the Ice Allocator shall include:

- Shall schedule ice so that teams will have fair ice assigned each week.
- Shall arrange to re-schedule ice when not being used by designated groups.
- Shall perform any other duties assigned by the President or the Executive.

6.29 The duties of the Equipment Manager shall include:

- Shall submit a list of equipment needed annually.
- Shall purchase equipment as approved by the Executive.
- Shall maintain an accurate inventory of equipment and supplies.
- Shall arrange for the storage, cleaning, repair and handling of inventory.
- Shall call tenders for spirit wear, sweaters and equipment and make recommendations concerning the award of tenders.
- Shall perform any other duties assigned by the President or the Executive.

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6.30 The duties of the Player Development Coordinator shall include:

- Shall organize and plan hockey development for players.
- Shall be responsible for the submission of financial reports for hockey development programs.
- Shall submit annually ice requirements to the Ice Allocator.
- Shall perform any other duties assigned by the President or the Executive.

6.31 The duties of the Coach Development Coordinator shall include:

- Shall organize training clinics for coaches, managers and trainers.
- Shall perform any other duties assigned by the President or the Executive.

7.0 APPOINTMENT AND APPROVAL

7.1 The executive has the right to create and/or continue committees and to appoint any qualified person to any position necessary to permit the operations of DMHA.

7.2 All persons approved or appointed by the executive for positions in DMHA may be removed by decision of the executive.

7.3 No member may enter into any contract or agreement that affects DMHA with any player, team, centre, individual or organization without full disclosure to and prior approval of the executive.

8.0 RULES OF PROCEDURE

8.1 The procedures governing meetings of the executive and membership shall be generally guided by the most current

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8.1 The procedures governing meetings of the executive and membership shall be generally guided by the most current

edition of 'Roberts Rules of Order', with any modifications necessary to conduct the business of the association in a reasonable, effective and efficient manner.

9.0 EFFECTIVE DATE

9.1 These by-laws shall come into force immediately and without further formality upon approval by the members as set out herein.

These by-laws are hereby approved and enacted by affirmative vote of the members of DMHA at a general meeting of DMHA held at Dorchester, Ontario on June 18, 2019.

President

Secretary

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President

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Board and Membership Feedback:

