



---

# **Barrie Minor Hockey Association**

## **Constitution and Bylaws**

---

**June 2018**

---

**Note: any reference to the word "he" shall indicate he/she in this constitution.**



## **TABLE OF CONTENTS**

### **Article 1 - Preface and Introduction**

- 1a) BMHA as a “Not for Profit” organization.....
- 1b) BMHA Mission, Aims and Objectives.....
- 1c) Affiliations.....

### **Article 2 - Governance Structure**

- 2a) Board of Directors.....
- 2b) Directors.....
- 2c) Eligibility and qualifications.....
- 2d) Security Clearances.....
- 2e) Remuneration and Expenses.....
- 2f) Elected Terms of Office.....
- 2h) Duties of Elected Directors (see also attached schedules).....
- 2i) Executive Committee.....
- 2j) Executive Replacement.....
- 2k) Membership, Eligibility and Fees .....
- 2l) Suspension and termination of membership.....

### **Article 3 - Annual General Meeting**

- 3a) Elections.....
- 3b) Lack of Nominees.....
- 3c) Members’ eligibility to vote.....
- 3d) Method of voting.....
- 3e) Minutes and record keeping.....
- 3f) Financial reporting and books of account.....
- 3g) Additional general meetings.....
- 3h) Confirmation or rejection of by-laws or Constitutional Changes.....

### **Article 4 - Executive Meetings**

- 4a) Authority.....
- 4b) Number of Meetings.....
- 4c) Executive Committee Composition .....
- 4d) Voting Rights.....
- 4e) Quorum.....
- 4f) Means of conducting meetings.....
- 4g) Agenda and minutes of meetings.....
- 4h) Administration, general.....
- 4i) Standing Sub- Committees (see also attached schedules).....

### **Article 5 - Association Branding**

- 5a) Corporation Name.....
- 5b) Insignia.....
- 5c) Team Colors.....
- 5d) Official Teams’ Name.....
- 5e) Uniforms and association apparel.....



**TABLE OF CONTENTS (CONT'D.)**

**By-Laws**.....

By-law #1 – Director Remuneration.....

By-law #2 – Elected term of office.....

By-law #3 – Annual General Meeting and Elections.....

By-law #4 – Finances.....

By-law #5 – Executive Meetings.....

By-law #6 – Membership.....

**APPENDICES**

**Schedules of Director Duties**.....

Schedule #1 Duties of Director of Ice.....

Schedule #2 Duties of Director of Sponsorship.....

Schedule #3 Duties of Director of Tournaments.....

Schedule #4 Duties of Director, Risk Management.....

Schedule #5 Duties of Director of Apparel.....

Schedule #6 Duties of Director of Finance.....

Schedule #7 Duties of Director of York-Simcoe.....

Schedule #8 Duties of Director of House League Select.....

Schedule #9 Duties of Director of House League Myte to Atom.....

Schedule #10 Duties of Director of House League Minor Peewee to Midget.....

Schedule #11 Duties of the President.....

Schedule #12 Duties of the Past President.....

Schedule #13 Duties of Director of Rep.Senior.....

Schedule #14 Duties of Director of Coach Mentorship.....

Schedule #15 Duties of Referee In Chief.....

**Standing Committees**.....

Finance.....

Rep.....

House league, Junior.....

House League, Senior.....

Equipment.....

Tournaments.....

Sponsorship.....

Coach Mentorship.....

Apparel.....



## **ARTICLE 1 – PREFACE AND INTRODUCTION**

### **1a) BMHA as a “Not for Profit” organization:**

Barrie Minor Hockey Association applied for incorporation under the *Corporations Act*, and under Part III of that *Act*, which indicates the company formed is a "non-share" or "not-for-profit" company. Incorporating the organization created a legally recognized entity known in Ontario as a non-share company (that is, it has **members not** shareholders). It is incorporated under the *Corporations Act* as a corporation that doesn't issue shares. BMHA has been incorporated since 1978.

In a corporation such as the BMHA, the money made can only be used or spent on achieving the purposes, goals or programs of the company, and cannot be utilized for the personal gain of members, or any one member, in the company. As per the requirements of the *Corporations Act* the BMHA carries on its activities without the purpose of gain for its members. Profits of the BMHA are used to promote the aims and objectives of the BMHA.

### **1b) Mission, Aims, and Objectives:**

Mission:

The mission of the BMHA is to provide the youth of Barrie and adjacent catchment’s area with the opportunity to participate in the pursuit of excellence in hockey by developing, encouraging and maximizing inclusive hockey opportunities for all players and volunteers, and to help prepare players to play to the best of their abilities.

The aims and objectives are as follows:

- To encourage, promote, teach and govern minor hockey within the BMHA.
- To promote fair play, sportsmanship, team play, good fellowship and good community spirit.
- To provide, through a carefully organized tiered system of competition, an opportunity for every participant to take part and to enjoy the game of hockey at his appropriate skill level
- To encourage excellence positively, but without undue pressure
- To strive for careful control of expenditures and active fundraising, so that the cost of participation is maintained at the lowest in order to ensure that involvement in hockey is accessible to all
- To encourage an association with no discrimination.

### **1c) Affiliations**

The association shall have the following affiliations:

- a) the Association shall be a member of the OMHA and,
- b) the Association shall operate in cooperation with the York Simcoe Minor Hockey League



## **ARTICLE 2 – GOVERNANCE STRUCTURE**

### **2a) Board of Directors**

The Corporations Act indicates that no person shall be a director of a corporation unless he or she is a member of the corporation, and, if the person ceases to be a member, he or she thereupon ceases to be a director (see membership eligibility). Therefore, a director is a member prior to his or her election as a director.

### **2b) Directors**

There are 12 Directors' positions plus the President and Past President that make up the Board of Directors. The Directors are: Rep Junior, Rep Senior, Finance, Sponsorship, Tournaments, House League Select, York Simcoe, IP, Ice, House League Junior, House League Senior, and Risk Management Director.

A director must always act for the good of the Corporation. It does not matter what the personal opinions or feelings of a director may be, but when a director is at a Board meeting considering matters and voting, his or her voting must, to the best of their ability and experience, be cast in a manner which assists or is the best for the Corporation.

Directors must maintain confidentiality as to what transpires at a Board of Directors meeting. The business matters which a director may state, are those motions approved and printed, in the minutes of a meeting.

### **2c) Eligibility and qualifications**

To be elected to the office of President, a candidate, during the year immediately preceding the election, must have served as a member of the executive committee. If no candidate(s) are available from the executive committee, then the candidate must have served as a member of a standing sub-committee chaired by a Director for rep or house league within the last 2 years.

To be eligible for election as a director, a candidate must have served, during any of the two years immediately preceding the election, as a member of a standing sub-committee of BMHA or, in the alternative, as a coach, manager, assistant coach, trainer, BMHA head coach, convener, or honorary life members.

A director must be eighteen (18) or more years of age and shall not be an undischarged bankrupt or of unsound mind.

### **2d) Security Clearances**

All BMHA executive members and members of standing sub-committees, as well as convenors within Rep and House League will be required to supply an up to date police check, per the security policies of the BMHA. In addition, all such members are required to complete an approved or RIS (Respect in Sport, Online Speak Out) course as defined by the OMHA and Hockey Canada. Failure to do so on the part of any member will require temporary removal from the committee and/or position until this condition is met.



## **2e) Remuneration and Expenses**

The Directors/Executive members shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of Directors/Executives expended on business matters of the Corporation as approved by the Board from time to time. See By-law #1.

## **2f) Elected Terms of Office**

It is understood that the BMHA Board of Directors will be comprised of 14 executive positions made up of 12 Directors, plus the President's and Past President's position. The positions will be elected for two year terms, with a view to having 50% of the Executive positions elected in each alternating year (odd and even numbered years). This will help to ensure continuity among the Executive Board and promote corporate memory. See By-law #2 for additional details.

**2g)** In order to implement the provisions of this bylaw, the team of all incumbent Directors of this association at the date of adoption of this bylaw, shall expire and terminate on the date of the Annual General Meeting next following the date of implementation of the bylaw.

## **2h) Duties of Elected Directors**

All duties, responsibilities, mandates, policies and procedures will be established and maintained as required by the executive committee and will be recorded as policies and procedures of BMHA. Access to these records is made available to all members of BMHA. The association may be Special Resolution, increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.

Additions, changes corrections etc., to the policies and procedures of BMHA can be requested by any member of the association. Requests must be in writing to the president of BMHA. Requests will be addressed at the executive committee level and if further development is required then the request will be forwarded to the appropriate mandated standing sub-committee, defined in the constitution, by-laws, policies and procedures of BMHA.

See also the Appendices for the detailed "schedules" which outline the duties of each Director and other Executives.

## **2i) Executive Committee**

Any member of the executive committee, except for the President, Directors of Rep, Director of House League Junior, Director of House League Senior, BMHA head coach, and Referee in Chief, may also serve as a coach, manager, or trainer of a BMHA rep team. However, any member serving in such an additional capacity must abide by the conflict of interest By-laws and/or policies of BMHA.

No member of the executive committee shall hold more than one position on the executive committee at any one time. However executive members may be members of more than one standing sub-committee or adhoc committee established for a specific goal.



Honorary executive members of BMHA may be appointed by the executive committee for outstanding dedication/contribution to BMHA. An honorary member shall have no voting rights.

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

A recommendation for discharge of any elected member of the executive may be made by the BMHA executive committee during a closed “in-camera” session of the voting members of the Board of Directors. Such action must be undertaken with due consideration to the best interests of the BMHA. In addition, a discharged member of the executive may also be released at that time from any role as coach, assistant coach, manager, trainer, or other volunteer, if the Board of Directors deems it appropriate and necessary in the best interests of the BMHA.

A discharged member will not be able to run for an elected position for the period of two (2) years following discharge, and where applicable will only be permitted to re-apply for other positions within the BMHA in accordance with Security Check policies, Coach Selections’ policies and other applicable policies, by-laws and constitutional conditions.

Discharge of an elected member of a standing committee, may be made by the executive committee by a simple majority vote of the executive committee.

Discharge of an appointed/approved member of a standing committee can be made by the executive committee by majority vote after recommendation by the chair of that committee.

## **2j) Executive Replacement**

If for any reason an appointed executive member fails to complete a term of office, the elected executive officers of the BMHA, by majority vote, have authority to appoint a replacement who will hold office until the next AGM. At that time the replacement executive member will be required to be voted into the position, even if the term for that position is not normally up for election.

## **2k) Membership Eligibility and Fees**

### **Classes of Membership**

There shall be 3 classes of membership in the Association:

- a) Active membership
- b) Parent/Guardian membership
- c) Honorary Lifetime membership

Persons eligible for membership include the following:



## **Active Membership**

Active members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age.

## **Parent/Guardian Membership**

Parent/Guardian Membership shall include all parents and/or legal guardians of registered players where the registered player is under the age of eighteen years.

## **Honorary Lifetime Membership**

Honorary Lifetime membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime members by any member of the Association and the granting of Honorary Lifetime membership must be confirmed by a majority vote of the Board of Directors.

All registered players

Parents or guardians of a registered player or players

All registered coaching staff, including assistant coaches, managers and trainers.

Executive members

All honorary life members duly appointed by the BMHA Executive.

## **Terms of Membership**

Individuals, who are members of the Association at least 35 days in advance of any General Meeting or the members of the Association, are entitled to notice of and to vote at such General Meeting of members. Any individual who is not a member at least 35 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the registration date has been established.

## **Membership Year**

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

Prior to the Annual General Meeting the BMHA shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty days of the date of such notice any member in default shall thereupon automatically cease to be a member of the Corporation, but any such member may on payment of all unpaid dues or fees be reinstated by the Board of Directors.

A member in good standing is any person who has paid all membership dues or other fees owing to the BMHA and who is not the subject of a disciplinary investigation or sanction by the BMHA.



See also by-law #6

## **2l) Suspension and termination of membership**

The Board of Directors has the right and authority to sanction the department and/or behavior of any member of the Corporation in any forum recognized by the Corporation. Such sanction may be by way of a reprimand, fine, other penalty, suspension or expulsion of the member, or any combination of the sanctions set out herein. See also by-law #6

## **ARTICLE 3 – ANNUAL GENERAL MEETING**

### **3a) Elections**

Elections of executive members will be conducted at the annual general meeting of the BMHA and such elections will be conducted following the procedures established by the BMHA's Executive committee per By-law # 3. Nominations must be received in writing two (2) weeks prior to the meeting and acknowledged by the nominee prior to the meeting. Nominations from the floor on the day of the AGM will not be accepted.

### **3b) Lack of Nominees**

In the event there are no nominations to and no candidates for one or more of the elected positions, the BMHA elected executive committee members shall have authority to appoint a replacement who will hold office until the next AGM. At that time the replacement executive member(s) will be required to be voted into the position, even if the term for that position is not normally up for election.

### **3c) Members' eligibility to vote**

Those members who are eligible to vote at all association membership and annual meetings are:

- Any executive officer
- Any member of a standing committee
- Any past president
- Any one (1) parent of a family which has one or more children all registered in good standing in the association for the year during which the meeting takes place. In this section, the term "parent" means the natural parent, or a person who has lawful custody of the registered child. For clarity, in the case of a split family or joint custody arrangement, the parent who has paid the required fees will be the parent entitled to vote as a member.
- Any coach, assistant coach, manager, trainer of a BMHA team who has been designated in writing as such by BMHA, by the rep committee or one of the house league committees.

***No person shall be entitled to more than one vote. Proxy votes will not be accepted.***

A parent or guardian of a registered player in good standing may cast a vote in that capacity even



if another member of the family has cast a vote in a different capacity (i.e. coach). The onus of proving that a person is eligible to vote is on the person desiring to vote.

Non-voting members are:

- All players registered in good standing under the age of 19.
- Any other person designated in writing by BMHA as a volunteer worker, whether or not that volunteer receives remuneration from BMHA.
- Honorary executive members
- BMHA paid staff

### **3d) Method of voting for Election of Directors**

Voting will be conducted by secret ballot. Ballots will only be issued to eligible members and the issuing, collection and counting of ballots will be undertaken by paid staff of the BMHA. In the unlikely event of a tie vote, a second round of voting will be conducted by show of hands. All vote counts and tallies will be recorded in the minutes of the Annual General Meeting.

#### *Method of Voting Member Meetings*

A majority of votes cast by members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of Members.

### **3e) Minutes and record keeping**

Minutes of the AGM will be recorded and published. See also By-law #3

### **3f) Financial reporting and books of account**

A financial statement of BMHA will be tabled at the AGM for acceptance. See also By-law #4.

### **3g) Additional general meetings**

The Directors may at any time by resolution of the Board a general meeting of the members for the transaction of any business, the general nature of which is specified in the notice calling the meeting can be called.

The membership may also cause a meeting to be held. In order to do so not less than one-tenth of the members of a corporation entitled to vote at the meeting proposed to be held, may request the directors to call a general meeting of the members for any purpose connected with the affairs of the corporation providing it is not inconsistent with the Corporations Act.

If the members call a meeting they do not have to submit an agenda but they must make clear the purpose and reason for the meeting. The Executive will then set the agenda and cause the meeting to be held within a reasonable time period of the membership request.



### **3h) Confirmation or Rejection of By-laws or Constitutional changes**

Constitutional changes and By-laws passed by the Board/Executive Committee will be submitted to a membership meeting in order to be confirmed, rejected, amended, or otherwise dealt with. The BMHA will table new or modified constitutional matters and/or changes to by-laws at the AGM for affirmation of the membership.

## **ARTICLE 4 – EXECUTIVE MEETINGS**

### **4a) Authority**

The authority to govern the BMHA shall be vested in the BMHA Board of Directors unless otherwise specifically designated by terms of the BMHA constitution and by-laws.

The Board of Directors' executive committee shall have the power to alter or amend this constitution and by-laws in order to affect the required business of the Corporation, providing such changes are produced through formal motion and voted upon as required in by-law #5, and with the proviso that any such changes to the BMHA constitution or by-laws are taken to the next scheduled AGM for ratification by the membership.

The Board of Directors' executive committee can develop policies, procedures and rules of operations and manuals in order to guide the day-to-day operations of the BMHA, providing such matters are consistent with the policies and practices of the Ontario Minor Hockey Association and Hockey Canada, as applicable.

### **Chair**

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

### **Absenteeism**

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

### **Resignation**

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

### **4b) Number of Meetings**

The executive committee shall meet as required and stated in By-law #5.



#### **4c) Executive Committee Composition**

The executive committee will consist of the president, past president, and 12 directors, plus ex-officio (non-voting) league representatives. Non-voting members are the Rep Head Coach, and Referee In Chief, as well as any others who may be required from time to time to represent the interest of the BMHA in competition and league play.

#### **4d) Voting Rights**

Only, the following members of the executive committee shall be entitled to vote at executive committee meetings; these are the president, the directors and past president.

#### **4e) Quorum**

In order to vote on any matter of business that is tabled to the executive committee a quorum of the executive committee will be required. A quorum is defined as 50% plus 1 (one) of the eligible voting members of the executive committee. In the absence of a quorum the discussions of the executive committee may continue, but no matters which require a vote may be passed or decided upon.

#### **4f) Means of conducting meetings**

Meetings will be held as face-to-face (in person) unless otherwise agreed by the executive committee.

Where circumstances require, meetings of the Directors may be held by telephone, electronic or other communication facilities so long as it permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously. However, in order to do so, all the executive members present at/participating in the meeting must consent to such methodology.

#### **4g) Agenda and Minutes of meetings**

Minutes of all proceedings at meetings of the executive committee will be recorded in books kept for that purpose. A record of all decisions will be kept as part of the official minutes of all meetings.

#### **4h) Administration, general**

All BMHA executive members and members of standing sub-committees, as well as conveners within Rep. and House League will be required to supply an up to date police check, per the security policies of the BMHA. In addition, all such members are required to complete an approved Speak Out (Prevention Services) course as defined by the OMHA and Hockey Canada. Failure to do so on the part of any such member will require temporary removal from the committee and/or position until this condition is met.



#### **4i) Standing Sub-Committees**

The following are the current standing sub-committees of BMHA

- Finance
- Rep
- House League, Mite to Major Atom
- House League, Minor Peewee to Midget
- Equipment
- Tournaments
- Sponsorship
- Coach Mentorship
- Apparel

The chairs of standing sub-committees shall normally be the Director responsible for that portfolio of operations within the BMHA, or where necessary due to circumstances, another BMHA executive member from the elected directors of BMHA.

The chairperson of the standing committees shall be empowered to conduct the usual business of their committees and shall report on this business to the Board of Directors at the regular executive committee meetings.

Additional committees may be formed by the executive committee of BMHA for various purposes. The structure and mandates for these committees will be for a term determined by the Executive Committee in order to meet the needs of the BMHA. Such committees are not standing sub-committees of BMHA, unless specifically formed as such and passed by formal motion at the executive committee.

See also the appendices for detailed mandates and terms of reference for each of the current sub-committees.

### **ARTICLE 5 – ASSOCIATION BRANDING**

#### **5a) Corporation Name**

This organization shall be known as the "Barrie Minor Hockey Association", member of the Ontario Minor Hockey Association. Reference to this association shall be referenced as "BMHA" in this constitution and in policies and procedures of the association.

#### **5b) Insignia**

The insignia shall appropriately depict the BMHA via a visual image. Any change to the insignia must be supported by the executive committee and adopted at the AGM.

#### **5c) Team Colors**

The BMHA and team colors shall be approved by the executive committee for rep teams and for house league teams.



#### **5d) Official Teams' Name**

The BMHA official names for teams will be "The Barrie Colts". Any change to the official name must be supported by the executive committee and adopted at the AGM.

#### **5e) Uniforms and association apparel**

Team uniforms and associated apparel must be consistent with the name, insignia and colors of the association. Procurement of team uniforms and associated apparel must be done in accordance with BMHA policies.

### **BY-LAW NO.1**

#### **A by-law relating to the particularities of the**

#### **REMUNERATION FOR BOARD OF DIRECTORS, and OTHER OFFICERS of BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act*.**

##### **1.1.01 Directors are Volunteers**

The directors shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of directors expended on business matters of the Corporation as approved by the Board from time to time.

##### **1.1.02 Indemnification**

The Corporation may purchase and maintain such insurance for the benefit of its directors and officers or for matters as the Board may from time to time determine, and specifically matters identified in the Corporations Act, R.S.O. 1990, including insurance for errors and omissions under the Corporations Act R.S.O. 1990, and any contravention of applicable sections of that Act.

It is specifically noted that a personal action for breach of any law of Canada or the Province of Ontario on a personal basis is not exempted, waived nor released by such insurance.

##### **1.1.03 Director Expenses**

The following list of expenses has been deemed as fair and reasonable, in support of matters of business of the Board, as approved by the Executive Committee of the Board of Directors. Items on this list may be modified, adjusted, or removed by the Board at any time.

- Travel by personal vehicle outside of the City of Barrie and adjacent areas, per mileage compensation rates of the OMHA.
- Where travel requirements exceed 140kms in total and/or the business required extends over more than one consecutive day, then overnight hotel accommodation in a "standard" hotel room,



**BY-LAW NO.1 continued**

- Meals at rates determined by the Board, when on business of the Board.
- At the Board’s discretion, if requested, a set expense request will be granted to the Director

The above list may be modified from time to time as determined by the Board of Directors.

**BY-LAW NO.2**

**A by-law relating to the particularities of the**

**ELECTED TERMS OF OFFICE FOR THE BOARD OF DIRECTORS, and OTHER OFFICERS of BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act.***

**2.1.01 President**

The president will be elected at the annual general meeting to hold office for a two-year term but may seek re-election.

Directors will be elected for a two (2) year term at each annual meeting. Terms of office are set to alternate in order that all director positions are not elected each year. If there are vacancies, as many directors as required will be elected for the term of office left vacant by any retiring director. Any director may seek re-election. The term of all incumbent Directors of the association at the date of adoption of this Bylaw, shall expire and terminate on the date of the Annual General Meeting at closing of the meeting.

Rotational elected terms of office will be as follows:

<b>ODD NUMBERED YEARS</b>	<b>EVEN NUMBERED YEARS</b>
Director of Risk Management	Director of House League Select
Director of Tournaments	Director of Rep Sr
Director of Rep Jr	Director of Initiation Program
York Simcoe	Director of Ice
President	Director of Finance
Director of HL Jr	Director of HL Sr
* Non-elected - Past President may change	Director of Sponsorship

**2.1.02 Vacancies**

If for any reason, an elected executive officer fails to complete the term of office for which they were elected then a replacement may be appointed per section 2i of the BMHA Constitution. However, the Board of Directors also has the authority to host an additional membership meeting in order to elect a member to the vacant position.



## **BYLAW #2 continued**

Eligibility requirements for such an election must be adhered to. The association membership shall be given three (3) weeks notice of such election. Until such election and association meeting are held the following will take affect:

- a) In the office of the President, then the immediate Past president will act in his stead, but if this arrangement cannot be completed, then the executive committee will elect, as an interim president, one of the members of the executive committee, by majority vote.
- b) In capacity of Directors, the executive committee may either, elect an interim officer from members of any standing sub-committee or, in its discretion, leave such position vacant until it is filled by election at the next BMHA annual general meeting.

### **BY-LAW NO.3**

#### **A by-law relating to the particularities of the**

#### **ANNUAL GENERAL MEETING (AGM) AND ELECTIONS FOR THE BOARD OF DIRECTORS, and OTHER OFFICERS of BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act*.**

##### **3.1.01 Notice of Meeting**

An annual meeting will be held during the latter part of the season, usually June 15, but no earlier than May 1, on a date set by the BMHA executive committee at which time an election of executive officers will take place.

Each member may be informed by one of the following methods of notice under section 3.1.02 below, and the Corporation may exercise a minimum of two, or all methods to notify each member, but needs only exercise one of the methods to make notice of a member meeting proper.

##### **3.1.02 Notice Methodology**

Three (3) weeks notice in writing must be given to all members of the annual meeting. The same advance notice may be given by:

- i) sending the notice by prepaid mail or e-mail to each registered member in good standing,
- ii) distribution to each registered player member through the Team Coaches notice of the meeting in conjunction with
  - a) posting such notice on the appropriate Bulletin Boards mounted in facilities leased by the Corporation for its' activities, where permitted; or
  - b) by entering such notice in or on the Web site maintained by the Corporation.

Notice of the Annual Member Meeting shall be given in a minimum of two methods set out in section 3.1.02 above, and in addition notice of such meeting shall be published in the local



## **BYLAW #3 continued**

newspaper in which it is usual to post game results, and once a week for at least three weeks prior to the number of days set out in section 3.1.02

### **3.1.03 Contents of Notice**

Notice of a Member Meeting, including the Annual Member Meeting shall include the date, time and location of the meeting.

### **Error or Omission in Notice**

No inadvertent error or omission in giving notice of any Annual General Meeting or General Meeting 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.

### **3.1.04 Agenda for the AGM**

The AGM will be chaired by the President of the BMHA or designate. The Chair will be reflected in the minutes of the meeting.

The Order of Business at the Annual General Meeting shall be generally as follows unless amended by the executive committee prior to the said meeting:

- Call to Order
- Acceptance of Previous AGM Member Minutes
- Finance report
- Approval of Financial Statements
- Ratification of the appointment of the auditor for the fiscal year
- Amendments to the Constitution and/or By-Laws, Letters Patent
- President's Report
- Other Director's Reports – receiving reports of the activities of the Association during the preceding year
- Election of Officers
- Any other important business of the association will be dealt with (correspondence, old business, etc.)
- Adjournment

### **3.1.05 AGM quorum requirements**

A quorum of thirty (30) members in good standing shall be required to conduct business at the annual meeting. Failure to achieve quorum will result in re-scheduling of the AGM.

### **3.1.06 Member attendance, speaking and representations**

Any member registered with the Corporation may attend any member meeting.



## **BYLAW #3 continued**

Any member who carries a voting right as set out in section 3.1.07 below has the right to address the meeting through the Chair, provided proper decorum and courtesy is observed by such member and the appropriate rules of order are followed. Any member in attendance at a meeting who does not carry a voting right may address the meeting only at the pleasure of the Chair and on request to the Chair, and a ruling by the Chair may not be challenged.

### **3.1.07 Member Voting Rights**

On attendance in person at any member meeting the members in good standing shall vote in the prescribed manner and form. Eligible members are defined in section 3c of the BMHA constitution. There will be no voting permitted via proxy votes.

### **3.1.08 Casting of Votes**

Any member in attendance at a member meeting shall be required to register at the designated area prior to the commencement of the AGM. Any member not registering in the fashion designated by the Board for the meeting shall not be issued any voting rights at said meeting.

### **3.1.09 Voting Rights Suspended**

Any member who is not in good standing for any reason shall not have voting rights and such rights shall be considered suspended until such time as the member is in good standing.

### **3.1.10 Meeting Minutes and Recorded Votes**

Recorded minutes of all decisions and voting results will be taken and kept as a record of proceedings, as established by sections 3d and 3e of the constitution.

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

### **3.1.11 Challenge of Vote Results**

Any challenge to the tally of voting results must be tabled on the floor at the time of the announcements of the results. The person(s) challenging the tally will then be permitted to scrutinize the ballots in the presence of those tallying the votes and the past President, only.

### **3.1.12 Changes To the Constitution or By-laws of the Barrie Minor Hockey Association**

- a) Changes to the constitution or by-laws may be made by the executive committee as per the required procedures of that committee, as outlined in the constitution's Article 4 and By-law #5. Any such changes made by the executive committee must be brought forward



## **BYLAW #3 continued**

to the membership for ratification at the next scheduled membership meeting/AGM.

b) Changes to the constitution or by-laws may be proposed by members per the established procedures under section 3.1.12 below and then voted upon at the AGM or other applicable general membership meeting.

c) Any non-material changes to the constitution and or by-laws such as typing errors, name changes (e.g. CAHA to CHA) or deletion of sections no longer applicable, may be made by the BMHA executive at any executive meeting providing there is a quorum and a two thirds majority vote in favor of the proposed change.

### **3.1.13 Notice of Proposed changes to the Constitution or By-laws**

A notice of proposed changes in the constitution must be made available to all association members at least two (2) weeks prior to the annual meeting. Additional changes may be made and presented at the meeting itself by the president without previous notification.

### **3.1.14 Quorum and Approvals of Constitution or By-law Changes.**

A quorum of (30) members not including members of the executive committee will be required with at least a two-third (2/3) majority vote of the attending members to approve a change.

### **3.1.15 Adjournment in the best interests of the BMHA**

The executive committee may adjourn any motion for amendments to the constitution and or by-laws, which it deems, in its arbitrary discretion, may be against the best interests of all members of the association, but only to the next annual meeting.

### **3.1.16 Destruction of Ballots:**

At the conclusion of the AGM, all written ballots will be destroyed. Any challenge to the tally of ballots must be tabled on the floor during the announcement of the results.

## **BY-LAW NO.4**

### **A by-law relating to the particularities of the**

### **FINANCES of BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act***

#### **4.1.01 Banking Powers**

The Board of Directors may from time to time:

- (a) borrow money on the Credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or



## **BYLAW #4 continued**

(c) charge, mortgage, or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debts, or any other obligation or liability of the Corporation.

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

### **4.1.02 Delegation of Signatory**

The Board may from time to time by resolution delegate to the President and the Business Manager or to any two officers of the Barrie Minor Hockey Association (including the President or the Business Manager) all or any of the powers conferred on the directors by article 4.1.01 of this by-law to the full extent thereof or such lesser extent as the directors may in any such resolution provide.

### **4.1.03 Delegation to Position and Person**

The powers hereby conferred shall pass to any President or Director or other officer of the Corporation upon election or appointment as said officer of the Corporation.

### **4.1.04 Banking Practices**

The officers set out or named in section 4.1.02 above or any officers named by special resolution under this By-Law, are authorized to complete and execute (under seal where required), any corporate documents necessary to provide appropriate bank accounts or other bank documents to carry on the business of the Corporation.

The Business Manager of the BMHA shall have charge as required for carrying out the duties of that position as written or as amended from time to time by the Board of Directors. The Business Manager will develop procedures for the purposes of carrying out the duties of that office, which will be presented as required for approval of the Board. This will include, but not limited to; receipt of monies, disbursements and record keeping for the purposes of reporting and/or audit.

## **Financial Year**

The financial year of the Association shall terminate on the 30<sup>th</sup> day of April in each year.



## **BY-LAW NO.5**

### **A by-law relating to the particularities of the**

### **BOARD OF DIRECTORS' EXECUTIVE MEETINGS of BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act***

#### **5.1.01 Meeting Requirements**

The Executive meetings shall be held in accordance with the requirements of Article 4 of the BMHA constitution.

#### **5.1.02 Meeting Frequency**

The BMHA executive committee meetings shall be held at least once monthly, or as reasonably required to affect the business of the corporation.

#### **5.1.03 Notice of Meetings**

Notice of meetings shall be given by the secretary of the committee to each BMHA executive member at least seven (7) days prior to the meeting date. A notice of special meetings called by the president will be given at least two (2) days in advance.

#### **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 I ratify and approve of any or all proceedings taken or had thereat.

#### **Adjournment**

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

#### **5.1.04 Quorum**

At the BMHA executive committee meetings, a quorum representing 50% plus 1 must be present before a motion can be carried.

#### **Voting Rights**

Each Director, present at a Board Meeting, including the Chair shall be entitled to one vote. The Chair shall not have a second vote in the event of a tie vote.

#### **Voting Procedures**

A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot



## **BYLAW #5 continued**

is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

### **5.1.05 Financial Statements**

Financial statements of the association will be prepared for review by the Executive committee prior to the AGM where they will be presented to the membership for ratification.

### **5.1.06 Rights of Members**

Any member who carries a voting right has the right to address the meeting through the Chair, provided proper decorum and courtesy is observed by such member. Any member who does not carry a voting right may address the meeting only at the pleasure of the Chair and on request to the Chair, and a ruling by the Chair may not be challenged.

### **5.1.07 Members Not Allowed**

Members may be asked to leave a Board of Directors meeting if the Board of Directors convenes as Committee of the whole in Private Session (in camera) for a particular matter. Any member refusing to vacate an executive meeting on request for such purpose shall be suspended forthwith.

### **5.1.08 Members Must Attend**

In the event a member receives notice to attend an Executive Meeting of the Board for a particular matter, the member shall attend at the time and place so designated and in default of such attendance the Board of Directors in the absence of the member may impose any sanction on the member the Board of Directors deems appropriate in the circumstances.

### **5.1.09 Members Rights To Propose Business To Corporation**

Every voting member has the right to address any item of business to the Board of Directors, and the Board of Directors shall deal with the matter at the next regularly scheduled Board meeting and advise the member of the determination of the Board.

### **5.1.10 Member Right To Propose Constitution or By-Law Amendments**

Any voting member has the right to propose an amendment to the BMHA constitution or by-laws of the Corporation as they exist from time to time, provided such proposal is in writing and addressed to the Board of Directors.

No such proposal shall be scheduled or placed on any agenda of a member meeting unless and until the Board of Directors has reviewed, commented and made recommendation thereon. A proposed amendment made at any member meeting without such written notice and recommendation by the Board of Directors, although properly seconded and approved, shall only

BMHA Constitution Page **22** of 41



be approval of Notice of Motion for the next member meeting at which meeting the Board of Directors shall comment and make recommendation to the members.

#### **5.1.11 Non-elected members of Executive committee**

The elected executive officers will appoint as non-voting members to the executive committee the Head coach, and the Referee in Chief, as well as other ad-hoc league representatives as required from time to time to represent BMHA in competition and league play.

#### **5.1.12 Minutes**

Recorded minutes of meeting proceedings will be kept and retained. All decisions and/or recommendation of the Board will be recorded and all voting issues will require documentation of vote tallies and results.

#### **5.1.13 Conflict of Interest**

A conflict of interest exists where a person, a person's spouse, family member, companion or associate has a direct or indirect financial, legal, equitable or personal interest in the matter, or the outcome of the consideration of the matter. Directors and executive committee members have a responsibility to declare any conflict of interest and excuse themselves from discussion or voting on any particular matter of business for the Board which could represent a conflict of interest.

### **BY-LAW NO.6**

#### **A by-law relating to the particularities of the**

#### **MEMBERSHIP REQUIREMENTS OF BARRIE MINOR HOCKEY ASSOCIATION, as authorized under the *Corporations Act***

#### **6.1.01 Membership Contract**

By applying for membership in the BMHA the prospective member is offering to follow the bylaws, regulations, policies, and rules of the Corporation, as they exist from time to time, as evidenced by the submission of an application form and attendant dues and fees.

The Board of Directors, and thereby the Corporation, completes the contract by accepting the applicant as a member, as evidenced by acceptance of the dues and fees, and therein agrees to follow its own bylaws, regulations, policies and rules, as they exist from time to time.

A member remains a member from the date of acceptance as a member until the conclusion of the next Annual General Meeting of Members of the Corporation which concludes the membership year.

#### **6.1.02 Member Resignation**

A member may resign by submitting to the Board of Directors resignation in writing, and such resignation shall only be effective upon acceptance thereof by the Board of Directors. In case of  
BMHA Constitution



## **BYLAW #6 continued**

resignation, a member shall remain liable for payment of any assessment or other sum due and owing the Corporation as at the date the resignation is accepted.

### **6.1.03 Dues and Fees**

There shall be no dues payable by members except such, if any, as shall from time to time, be fixed by special resolution of the Board of Directors, which resolution shall become effective only when confirmed by a vote of the members at an annual or other general meeting.

There shall be fees payable by members as set by the Board of Directors from time to time and such fees may be varied or may be as set for particular competitions, activities or programs of the Corporation as determined by the Board of Directors.

### **6.1.04 Registration Fees**

Increases of more than 15% to registration or any program fees must first be voted on at a General Meeting.

### **6.1.05 Member in Good Standing**

The BMHA shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty days of the date of such notice any member in default shall thereupon automatically cease to be a member of the Corporation, but any such member may on payment of all unpaid dues or fees be reinstated by the Board of Directors.

Any member who has paid all dues and fees due and owing the Corporation may be called "a member in good standing", unless the Board of Directors for some other reason or act has specifically sanctioned the said member. Only members in good standing will have voting rights in matters of business of the Corporation.



# ***APPENDICES***



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 1*

#### **Executive Position Job Description - *Director of Ice***

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. Attend Rep Coach, House League, Manager meetings as necessary.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Shall deal directly with the City of Barrie and other ice providers for the obtaining and scheduling of ice in the best interest of the association.
10. Shall deal directly with a person who shall be appointed or hired as Ice Scheduler.
11. Shall be responsible for signing of all ice contracts. The Ice Scheduler shall not be able to contract ice without written approval of the Director of Ice.
12. Shall co-ordinate with the Ice Scheduler and the office staff the team ice rental billings, ice reconciliation, ice usage and payment of said bills.
13. Shall work with the Directors of House League and Ice Scheduler to co-ordinate the house league schedule i.e. # of games/practices for each division.
14. Shall work with the Tournament Director and/or committee to facilitate the booking and scheduling of tournament ice.
15. Shall prepare all tryout ice schedules with the Ice Scheduler.
16. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 2*

### **Executive Position Job Description - *Director of Sponsorship***

1. To secure annual team sponsors for HL, Rep teams and tournaments.
2. Develop corporate and local business long term sponsorship relationships.
3. Work with the BMHA office in communication with the OMHA to secure OMHA sponsorships for BMHA teams.
4. Manage the Sponsorship Committee.
5. Ensure that adequate sponsorship records from year to year are kept at the BMHA office.
6. Supervision of the maintenance of a current Sponsorship contact file, to be housed at the BMHA office.
7. Organize and host the annual Sponsor Appreciation Night.
8. Coordinate the Sponsorship Appreciation Plaque program.
9. Revise the Sponsorship Package as required.
10. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings to address and fulfill the sponsorship agenda
11. Determine which teams will be assigned to each sponsor and monitor those teams in need of sponsorship
12. Commit to the term of office required of the Executive position.
13. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
14. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
15. Act honestly and in good faith with a view of the best interests of the association.
16. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
17. Protect the association's confidential information to which you may have access.
18. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors .**

### *SCHEDULE 3*

#### **Executive Position Job Description – *Director of Tournaments***

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
- 6.. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
8. Act as Chairperson of the Tournament Committee. As Chairperson, shall be empowered to conduct the usual business of the Committee and shall report to the Executive Committee at the regular Executive Committee meetings.
9. Ensure that all in house & OMHA rules and policies and procedures are adhered to with respect to tournaments. Assess discipline to those players/coaches or parents who do not follow the rules.
10. Field questions and concerns that tournament teams may have.
11. Responsible for all tournament monies received and disbursed from vendors, on site special events and ensure that deposits are made.
12. Shall be responsible for the operation of all tournaments that are approved within Barrie including public relations, scheduling, awards, skills competitions and team selections, scheduling and ice allocations.
13. Shall provide a complete budget for approval to Executive Committee by June 1st of each year.
14. Work with the Director of Sponsorship to facilitate the continued support of BMHA and its tournaments with our current sponsors as well as to promote the opportunity of sponsorship to all new sponsors.
16. Will acknowledge the authority of Hockey Canada, OHF, OMHA and the local Minor Hockey Association and agree to carry out and abide by their constitution, bylaws, rules and regulations.
17. Commit to the term of office required of the Executive Position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors .**

#### *SCHEDULE 4*

##### **Executive Position Job Description – *Director of Risk Management***

1. Coordinate and update as required, all For the Good of the Game, Discrimination and Harassment and Risk Management policies and procedures.
2. Recruit and select Discrimination and Harassment and For the Good of the Game committee members each term.
3. Chair BMHA Discrimination and Harassment Committee and For the Good of the Game Committee meetings as required.
4. Distribute committee meeting minutes to BMHA file, Director of Rep and Directors of House League in a timely fashion and as necessary.
5. Develop and maintain a framework for mediation and facilitation of disciplinary issues of parents, players, coaching staff, convenors, executive members as required.
6. Assist with BMHA and OMHA rule interpretations as they pertain to the Risk Management portfolio.
7. Field questions and concerns that players/coaches or parents may have surrounding Discrimination and Harassment and For the Good of the Game matters.
8. Provide support for all BMHA Convenors and coaches as necessary.
9. Shall attend all BMHA Executive meetings and participate in a meaningful way by asking questions and exercising due diligence
10. Shall request any policy and procedure changes, additions, deletions as deemed necessary by the Discrimination and Harassment and For the Good of the Game Committee to BMHA.
11. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
12. Act honestly and in good faith with a view of the best interests of the association.
13. Executive members cannot put themselves in a position where his/her duty to act in the best interest of the association and their self interest are in conflict. An Executive member cannot use his/her position as a director to obtain a personal profit or other benefit for himself/herself.
14. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
15. Protect the association's confidential information to which you may have access.
16. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
17. Commit to the term of office as required of the Executive position.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 5*

### **Executive Position Job Description - *Director of Initiation Programs***

1. Shall facilitate the orderly operation of the Initiation Program within the organization.
2. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
3. Provide a written and verbal report at each executive meeting.
4. Act honestly and in good faith with a view of the best interests of the association.
5. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
6. Protect the association's confidential information to which you may have access.
7. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
8. Commit to the term of office as required of the Executive position.
9. Attend the BMHA Annual General Meetings and monthly BMHA Executive meetings.
10. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
11. Shall fill the positions of Minor Tyke and Tyke Convenor
12. Conduct regular meetings with all Division Convenors reviewing responsibilities, policies and procedures.
13. Coordinate any player evaluation and draft process as necessary
14. Coordinate with the BMHA office, the ordering a distribution of medals and/or trophies for Fun Day
15. Assist BMHA office with annual IP Fun Day
16. Ensure that all in house and OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules.
17. Field any questions and concerns that players/coaches/parents may have
18. Attend and conduct the Parent Session at the annual IP Festival.
19. Prepare teams for the Myte and Minor Tyke Divisions
20. Arrange rep team assistance for the Squirt Program.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 6*

### **Executive Position Job Description – Director of *Finance***

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the AGM and monthly BMHA Executive meetings.
7. May not coach, assistant coach, manage or train with a BMHA Rep team.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Shall chair all Finance Committee meetings.
10. Shall report on the Finance Committee and finance items at the regular BMHA Executive meetings.
11. Responsible for the collection and record keeping of all revenues and expenses generated on behalf of the BMHA.
12. Responsible for the payment and recording of all expenses incurred in the name of BMHA
13. Responsible for the preparation of all financial statements and insure that all aspects of the Constitution are followed with respect to the preparation and presentation of audited financial statements
14. Responsible for all BMHA team fundraisers with the exception of tournaments.
15. Act as a signing authority on all BMHA accounts.
16. Responsible for the orderly collection of all monies owing to the BMHA. This will include ensuring that those members with outstanding BMHA fees will not be permitted to register until arrangements are made for the outstanding fee payment
17. Propose an annual budget for BMHA Executive consideration and maintain monthly budget reviews
18. Solicit the annual audit of the financial activities of the BMHA
19. Responsible for the collection of all NSF cheques and subsequent player suspensions if necessary
20. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 7*

#### **Executive Position Job Description – Director of York Simcoe**

1. Provide York Simcoe and OMHA information to the BMHA Executive on a regular basis.
2. Attend York Simcoe monthly and Annual General meetings and report on same.
3. Attend BMHA Rep Committee meetings as required.
4. Deliver tournament documentation to York Simcoe as required.
5. Distribute York Simcoe meeting minutes to BMHA file, Director of Rep and Directors of House League in a timely fashion.
6. Verify affiliation lists when necessary for York Simcoe purposes.
7. Assist with York Simcoe and OMHA rule interpretations
8. Field questions and concerns that players/coaches or parents may have surrounding York Simcoe matters.
9. Order OMHA championship banners.
10. Provide support for all BMHA Convenors within York Simcoe.
11. Return trophies to York Simcoe in a timely fashion. Ensure that trophies have updated engraving.
12. Shall request any policy and procedure changes, additions, deletions as deemed necessary by BMHA to York Simcoe.
13. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
14. Act honestly and in good faith with a view of the best interests of the association.
15. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
16. Protect the association's confidential information to which you may have access.
17. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
18. Commit to the term of office as required of the Executive position.
19. Attend the BMHA Annual General Meetings and monthly BMHA Executive meetings.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 8*

#### **Executive Position Job Description - *Director, House League Select***

1. Responsible for the training and mentorship of house league select coaching staff.
2. Liaise with the House League Directors to ensure that policies and procedures pertaining to the house league and select program are adhered to by house league select players and coaches.
3. Ensure that the game and practice ratio for the house league select program is adhered to.
4. Ensure that house league select teams complete the required paperwork for all exhibitions and tournament games such as travel permits, gamesheets, transportation forms etc.
5. Field questions and concerns those players/coaches or parents may have with regards to House League Select.
6. Coordinate the House League Select Program including: coach recruitment and selection, coach meetings, season schedules and day to day operations. Work with the Executive Committee members to organize apparel, team finances, equipment, player and coach development and tournament volunteer hours.
7. Assist with the preparation and operation of House League Select tryouts and season play.
8. Attend the BMHA Annual General Meeting and monthly executive meetings to address and fulfill the house league select agenda.
9. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
10. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
11. Act honestly and in good faith with a view of the best interests of the association.
12. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
13. Protect the association's confidential information to which you may have access.
14. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
15. Participate in the Coach Selection Committee.
16. Commit to the term of office required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 9*

### **Executive Position Job Description – *Director of House League Novice to Atom***

1. Shall fill the position of convenor for every division from Novice to Atom
2. Shall fill the head coach position for all teams in every division
3. Conduct regular meetings with all Division Convenors reviewing responsibilities, policies and procedures
4. Coordinate the player evaluation and draft process for each division involved
5. Coordinate the distribution of ice time to each Division Convenor
6. Coordinate the ordering and distribution of trophies for Championship Day
7. Act as chairperson of the annual Championship Day Committee
8. Ensure that all in House and OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules
9. Attend the BMHA Annual General Meeting and monthly meetings to address and fulfill the house league agenda
10. Create and supervise the House League Disciplinary Committee
11. Cannot hold the position of team official with a BMHA rep team
12. Shall attend all BMHA Executive meetings and participate in a meaningful way by asking questions and exercising due diligence
13. Shall request any policy and procedure changes, additions, deletions as deemed necessary
14. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
15. Field questions and concerns that players/coaches or parents may have
16. Act honestly and in good faith with a view of the best interests of the association
17. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters
18. Protect the association's confidential information to which you may have access
19. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
20. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence
21. Commit to the term of office as required of the executive position
22. Coordinate with the BMHA Office, the distribution of pucks, jerseys, socks and goalie equipment for the house league season.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 10*

#### **Executive Position Job Description – Director of House League Minor Peewee to Midget**

1. Shall fill the position of convenor for every division from Peewee to Midget
2. Shall fill the head coach position for all teams in every division
3. Conduct regular meetings with all Division Convenors reviewing responsibilities, policies and procedures
4. Coordinate the player evaluation and draft process for each division involved
5. Coordinate the distribution of ice time to each Division Convenor
6. Coordinate the ordering and distribution of trophies for Championship Day
7. Act as chairperson of the annual Championship Day Committee
8. Ensure that all in House and OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules
9. Attend the BMHA Annual General Meeting and monthly meetings to address and fulfill the house league agenda
10. Create and supervise the House League Disciplinary Committee
11. Cannot hold the position of team official with a BMHA rep team
12. Shall attend all BMHA Executive meetings and participate in a meaningful way by asking questions and exercising due diligence
13. Shall request any policy and procedure changes, additions, deletions as deemed necessary
14. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
15. Field questions and concerns that players/coaches or parents may have
16. Act honestly and in good faith with a view of the best interests of the association
17. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters
18. Protect the association's confidential information to which you may have access
19. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
20. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence
21. Commit to the term of office as required of the executive position
22. Coordinate with the BMHA Office, the distribution of pucks, jerseys, socks for the house league season.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 11*

### **Executive Position Job Description – President**

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
5. Protect the association's confidential information to which you may have access.
6. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
7. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings
8. May not coach assistant coach, manage or train with a BMHA team.
9. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
10. Shall facilitate the orderly operation of the BMHA.
11. May call special meetings as the need arises.
12. Shall receive any proposed changes to Policies and Procedures as requested by any member of BMHA and forward to the appropriate committee.
13. Shall give a report of all activities of the Association during the past year at the BMHA Annual General Meeting.
14. Act as Chair at BMHA Annual General Meeting.
15. Chair all BMHA Executive Meetings and be responsible for all procedures at these meetings.
16. Provide a report at each BMHA Executive Meeting.
17. Act as a signing authority on all BMHA accounts.
18. Shall be an ex officio member of all BMHA Committees.
19. Shall act as the media representative for the BMHA.
20. Shall not vote at the BMHA Executive Meetings except for tie breaking purposes.
21. The President may at any time delegate his/her rights and responsibilities.
22. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence.
23. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## *SCHEDULE 12*

### **Executive Position Job Description – Past President**

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. May not coach assistant coach, manage or train with a BMHA team.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Serve as interim President in the case of a vacancy in this position.
10. Provide a report at each BMHA Executive Meeting.
11. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence.
12. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 13*

#### **Executive Position Job Description – Rep. Hockey, Senior**

##### **Senior Rep. Hockey**

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. May not coach assistant coach, manage or train with a BMHA team.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Act as Chairperson of the Rep Convening Committee. The Chairperson shall be empowered to conduct the usual business of the Committee and shall report to the Executive Committee at the regular Executive Committee meetings. (*see Rep Convening Committee duties & responsibilities*).
10. Ensure that all in house & OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules.
11. Field questions and concerns that players/coaches or parents may have.
12. Responsible for Pee wee to Midget Rep teams.
13. Work with on the formation of the Rep Coach Selection Committee and ensure all names are approved by the Executive prior to interviews.
14. Ensure the Rep Coach Evaluations and Applications are reviewed annually and the forms are available in a timely manner.
15. Work in co-ordination with the Rep Head Coach and all Rep coaches to support and attend the Coach mentorship program
16. Co-ordinate and administer with the Rep Head Coach Rep tryouts and evaluation process. Ensure that Goalie Evaluations are included in the tryout format for the season.
17. Work in co-ordination with Apparel Director for the timely distribution of tryout pinnies, team jerseys and pucks for the season as well as the co-ordination of collection of the jerseys at the end of the season.
18. Ensure all Rep Coaches and rep bench staff follow all rules and regulations as set out by the BMHA Rep Convening Committee and distributed by the Division Convenor.
19. Acknowledge the authority of Hockey Canada, OHF, OMHA and the local Minor Hockey Association & agree to carry out/abide by their constitution, bylaws, rules & regulations.
20. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

## ***SCHEDULE 14***

### **Executive Position Job Description – Rep. Hockey, Junior**

#### **Junior Rep. Hockey**

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. May not coach assistant coach, manage or train with a BMHA team.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Act as Chairperson of the Rep Convening Committee. The Chairperson shall be empowered to conduct the usual business of the Committee and shall report to the Executive Committee at the regular Executive Committee meetings. (*see Rep Convening Committee duties & responsibilities*).
10. Ensure that all in house & OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules.
11. Field questions and concerns that players/coaches or parents may have.
12. Responsible for Tyke to Minor Peewee Rep teams.
13. Work with on the formation of the Rep Coach Selection Committee and ensure all names are approved by the Executive prior to interviews.
14. Ensure the Rep Coach Evaluations and Applications are reviewed annually and the forms are available in a timely manner.
15. Work in co-ordination with the Coach Evaluator to ensure that all Rep coaches are properly certified.
16. Co-ordinate and administer with the Rep Coaches and on ice providers, Rep tryouts and evaluation process. Ensure that Goalie Evaluations are included in the tryout format for the season.
17. Work in co-ordination with the BMHA office for the timely distribution of tryout pinnies, team jerseys and pucks for the season.
18. Ensure all Rep Coaches and rep bench staff follow all rules and regulations as set out by the BMHA Rep Convening Committee and distributed by the Division Convenor.
19. Acknowledge the authority of Hockey Canada, OHF, OMHA and the local Minor Hockey Association & agree to carry out/abide by their constitution, bylaws, rules & regulations.
20. Commit to the term of office as required of the Executive position.

**Date of Approval:** \_\_\_\_\_



**Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.**

### *SCHEDULE 15*

#### **Executive Position Job Description – Referee in Chief**

The Referee in Chief shall:

1. Shall liaise with House League Committee and Rep Committee with respect to all issues dealing with referees
2. Be responsible, in cooperation with BHRA, for the development of all referees
3. Be responsible, in cooperation with BHRA, for all discipline matters relating to house league and rep referees
4. Report to the relevant house league convenor with respect to any ejection from a game of any player, coach or manager. This report shall be made within 24 hours to the relevant convenor
5. Notify the relevant convenor with the game sheets of all fighting, misconduct and match penalties incurred by a player or team official for house league only.
6. Act as an advisor the convenors concerning game protests
7. Act honestly and in good faith with a view of the best interests of the association
8. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relation to such matters
9. Protect the associations confidential information to which you may have access
10. May not coach, train, manage, assist with a BMHA team
11. Attend BHRA monthly meetings
12. Attend BMHA executive meetings as requested
13. Assist with the selection of referees for playoff, tournament and championships with OMHA supervisors
14. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
15. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies)
16. Attend the BMHA Annual General Meeting and monthly meetings

**Date of Approval:** \_\_\_\_\_



## **Standing Sub-Committees**

### **Terms of Reference**

#### **Mandate, Composition and Duties**

**(To be developed for inclusion)**

**Finance**

**Rep**

**House League, Mite to Atom**

**House league, Minor Pee wee to Midget**

**Equipment**

**Tournaments**

**Sponsorship**

**Coach Mentorship**

**Apparel**