

KENT MINOR HOCKEY ASSOCIATION

(KMHA)

BY-LAWS

July 26, 2011

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By-Law Number 1

A By-Law relating generally to the conduct of the affairs of
Kent Minor Hockey association

WHEREAS the corporation was incorporated by Letter Patent issued by the Lieutenant Governor of Ontario on the 18th day of April, 2011 for the following objectives:

- a) To develop, teach and promote minor hockey in and around the City of Chatham and the Town of Tilbury for all eligible individuals according to the Constitution and rules of any legally constituted bodies established for the conduct of minor hockey in Ontario and or Canada;
- b) To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well being;
- c) To organize and develop house league and travel teams, carry out competition for leagues, playoffs and championships in the best interests of the participants;
- d) To sponsor and promote such athletic, recreational and other activities as may contribute to the finances of the organization;
- e) To promote, encourage and assist the educational, charitable and recreational endeavours of the community;
- f) To encourage the promotion of other clubs and leagues with a purpose similar or Identical to those of this organization;

BE IT ENACTED as a By-Law of

KENT MINOR HOCKEY ASSOCIATION

1.00 INTERPRETATION

1.01 In this By-Law and all other by-laws and resolutions of the corporation unless the Context otherwise requires:

- a) the singular includes the plural;
- b) the masculine includes the feminine;
- c) Board means the Board of Directors of the Corporation and may be used interchangeably with the word executive;
- d) Corporation means the Association;
- e) Corporation Act means the Corporation Act, R.S.O. 1980 Chapter 89, and the statute amending or enacting in substitution thereof, from time to time;
- f) Documents include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immoveable or moveable, agreements, releases, receipts and charges for the payment of money or other obligations, conveyances, transfers, and assignments of shares, bonds, debentures or other securities and all paper writings;
- g) Executive Officers means the persons who hold offices enumerated in Section 5.00 and 6.00
- h) Past President means the person whose term of office as the President has most recently expired and who is willing to serve as such;
- i) All terms defined in the Corporations Act has the same meaning in this By-Law and all other By-Laws and resolutions of the Corporation.

2.00 HEAD OFFICE

The head office of the Corporation shall be in the Municipality of Chatham-Kent (subject to change by special resolution) and at such place within the Municipality in Ontario where the head office is from time to time situated as the Directors of the Corporation may from time to time resolution fix.

3.00 SEAL

The seal which is impressed hereon shall be the corporate seal of the Corporation.

4.00 BOARD

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4.01 Board: The affairs of the Corporation shall be managed by a board, also known as Executive, comprised of Eight (8) elected Directors and Seven(7) ex-officio directors and the Past president. The elected directors shall consist of those people elected for the positions set out in Article 5 herein. The ex-officio directors shall be those persons appointed by the Board for the positions set out in Article 6 as well as the Past President.

HOUSE LEAGUE BOARD: The affairs of the House League shall be managed by a board also known as the House League Executive, composed of the VP of House League, House League Convenors, Referee Liaison, and the House League Equipment manager

LOCAL HOUSE LEAGUE BOARD: The affairs of the Local House League shall be managed by a board, also known as the Local House League Board composed of the VP of Local House League, L.H. Convenors, Equipment Manager, Treasurer, Referee Liaison, Ice Scheduler, and Secretary to the L.H. Board.

House League and Local House League Boards are required to meet prior to the monthly Executive Board meetings, which are held on the 2nd Thursday of each month.

Monthly reports shall be submitted to the Executive Board by the VP s of both House League and Local House League

4.02 ELECTED DIRECTORS: Elected Directors, subject to the provisions of section 4.05 shall be elected in a manner set out in section 4.04 and as set out in Article 8.00 and shall hold office, subject to the provisions, if any, of the letters of patent or supplementary letters patent of the Corporation be from the date of the meeting at which they were elected or appointed until the annual general meeting next following until their successors are elected or appointed.

4.03 QUALIFICATIONS: Each Director shall be at the date of, or become within 10 days of their election or appointment and thereafter remain throughout their term, a member of the Corporation who is qualified by the terms of article 8.00 to hold office.

4.04 ELECTION OF BOARD: Shall be at least 18 years of age and not be undischarged bankrupt nor a mentally incompetent person. If a person ceases to be a member of the Corporation , or becomes bankrupt or mentally incompetent person, he therefore ceases to be a director, and the vacancy so created may be filled in the manner prescribed in Section 4.05

4.05 VACANCIES: So long as a quorum of directors remain in office, a vacancy on the Board may be filled by the Directors from among the qualified members of the Corporation. In the case of a vacancy in the Office of President the VP of Operations shall be appointed to this position. If no quorum of Directors exists, the remaining Directors shall forthwith call a general meeting of members to fill the vacancies on the Board

- 4.06 REMOVAL OF DIRECTORS:** The members entitled to vote may, by Resolution passed by at least 2/3 of the votes cast at a general meeting of which notice specifying the intention to pass the resolution has been given, remove any Director before the expiration of his term of office, and may, by a majority of the votes cast at that meeting, elect any person in his stead for the remainder of his term. A Director must attend 2/3 of the regular monthly meetings. Failure to comply with ruling could mean loss of said seat on the Board.
- 4.07 QUORUM:** A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than 50% plus one (1) of the number of members on the Board.
- 4.08 MEETINGS:** Meetings of the Board and the Executive Committee (if any) may be held at any place within or outside Ontario, as designated in the notice calling the meeting. Meetings of the Board may be called by the President or the President-Elect, whenever he deems it necessary, or upon the request of any three (3) or more Directors.
- 4.09 NOTICE:** Subject to the provisions of Section 4.09, notice of Board meetings shall be delivered, mailed, emailed or telephoned to each Director not less than two (2) days before the meeting is to take place. The statutory declaration of the Secretary or President that the notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. No formal notice of a meeting is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any Director.
- 4.10 REGULAR MEETINGS:** Regular meetings of the Board will be held on the Second Thursday of each month, or in the event of a conflict on such date the Board appoints, at a place and time named, no further notice of the regular meetings need be given. The Board shall; hold a meeting within 22 days following the annual meeting of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business. Anyone wishing to attend a Board meeting must apply in writing three (3) days prior to said meeting and their attendance shall be at the discretion of the President.
- 4.11 VOTING:** Questions arising at any meeting of the Board shall be decided by a majority vote. The Chairperson shall cast his vote when it will change the outcome of the result of the question, or when the vote is taken by ballot. At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the question is required by the Chairperson or requested by any Director. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes in favour of or against the resolution. No executive member shall have more than one vote regardless of the number of positions they hold.
- 4.12 REMUNERATION OF DIRECTORS:** The Directors of the Corporation shall serve without remuneration.

- 4.13 INDEMNITIES TO DIRECTORS:** Every Director and officer of the Corporation and his heirs, executives and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Corporation, from and against
- a) All costs, charges and expenses whatsoever which the Director or officer sustains Incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office and
 - b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except the cost, charges and expenses occasioned by his own wilful neglect or default.
- 4.14 PROTECTION OF DIRECTORS AND OFFICERS:** No Director or Officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee or the joining in any receipt or act for conformity of for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his representative office or trust or in relation thereto unless the same shall happen by or through his wrongful and wilful act or through his own wrongful and wilful neglect or default.
- 4.15 RESPONSIBILITY FOR ACTS:** The Directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any Contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except as such shall have been submitted to and authorized or approved by the Board.
- 4.16 EX-OFFICIO DIRECTORS:** The Past President shall be an ex-officio director of the Corporation.
- 4.17 OTHERS PRESENT:** Such others as the Board may from time to time by resolution determine shall be entitled, in the same manner and to the same extent as a Director, to notice of, and personally or by his delegate to attend and to speak at, meetings of the Board, but shall not be entitled to vote thereat. Included in this category are the officers mentioned in Article 7.00

5.00 ELECTED DIRECTORS - OFFICERS

5.01 PRESIDENT: The President shall have served on the Board as an elected member of the Board one of the last two years to his nomination and shall have the power to

1. Preside at all meetings.
2. Sign as signing officer for the Association
3. Call Board meetings as required
4. Represent the Association at all functions
5. Exercise the powers of the Board in case of emergency
6. Sit on all committees as an ex-officio voting member
7. Supervise the preparation of the affiliation documents with the local Junior Clubs
8. Recommend Contact Person, Ice Manager, Equipment manager, Director of Development and Education, Ways and Means Chairperson, Referee Liaison, Communications and Human Relations for Board approval.
9. Appoint four (4) members of the Sponsor Committee under the Chairmanship of the Treasurer.
- 10 To make necessary press releases as instructed by the K.M.H.A. Board

5.02 VICE PRESIDENT OF OPERATIONS: (with voting rights)

1. Perform the duties of the President in his absence
2. Have signing authority for KMHA on Police Checks
3. Take responsibility for securing qualified people serving in any capacity on the KMHA Board of Directors to approve acceptance of volunteer police checks
4. Organize and conduct the annual AGM and Volunteer appreciation night
5. Joint approval for disbursement of monies from the KMHA bank accounts.

5.03 VICE PRESIDENT OF TRAVEL TEAMS: (with voting rights)

1. Shall work with the Directors with all Travel teams, matters pertaining to player movement from House League and Local House League to Travel and from Travel to both House Leagues.
2. Shall attend all Board meetings
3. Shall Chair all Travel Team coaches meetings
4. Shall attend , along with contact man, all Travel Team League meetings
5. To act as liaison between KMHA and local Junior affiliates.
6. To assume any other duties as delegated by the President
7. To provide all By-Laws and Team Rules and Regulations to all Travel Team officials.
8. Shall have the authority to enforce the rules, regulations and guidelines established by KMHA
9. Shall co-chair any tournament

5.04 DIRECTOR OF TRAVEL TEAMS: (with voting rights)

1. Perform the duties of Vice President of Travel Teams in his absence
2. Take responsibility of securing qualified personnel in the capacity of coaches, assistant coaches, trainers, and managers.
3. Assist the VP of Travel in organizing any Tournaments.
4. Assist the VP of Travel on the Selection Committee
5. Attend Travel Team League meetings in the absence of the VP of Travel Teams
6. Shall be a Tilbury Representative.

5.05 VICE PRESIDENT OF HOUSE LEAGUE (with voting rights)

1. Shall guide the Convenors of Midget/Juvenile, Bantam, PeeWee, Atom, Novice and Tyke and shall ensure that the Committee under those directors are operational.
2. Shall Chair all House League Board meetings.
3. Assume any other duties as assigned by the President
4. To provide all By-Laws, and Team Rules and Regulations to all House League Divisions.
5. Shall Chair any House League Tournament
6. Shall Chair annual House League Day of Champs.

5.06 VICE PRESIDENT OF LOCAL HOUSE LEAGUE (with voting rights)

1. Shall provide guidance to all Local League Divisions at the local level
2. Shall Chair the Local House League Board meetings.
3. To provide all By-Laws and Team Rules and Regulations to all Local House League Division Teams
4. Shall Chair any Local House League Tournaments
5. Shall Chair annual Local House League Day of Champs
6. Shall be a Tilbury Representative.

5.07 SECRETARY (with voting rights)

1. Pick up mail and distribute it to the appropriate person.
2. Handle all correspondence in a timely manner.
3. Attend all Executive Board meetings
4. Record the minutes of all meetings and check closely to ensure any important items have not been missed.
5. Type all minutes and distribute them to all Executive Board members.
6. Inform all Board members of upcoming meetings.
7. Keep all office records up to date and have control over all inventory.
8. Shall assist the Registrar.
9. Shall be responsible for the insurance and claims.
10. Provide all By-Laws and Constitution to the Directors and Vice Presidents and also at the AGM of any changes.

5.08 TREASURER (with voting rights)

1. Shall be the Chairman of the Finance Committee. This committee shall establish a budget for the upcoming season and review the financial status of the Association and will make recommendations and proposals to the Board regarding its financial status.
2. Advisor of all documents and policies pertaining to the organization in conjunction with the secretary.
3. Shall keep a record of all monies received and disbursed, shall deposit monies in a bank or trust company.
4. Shall present a financial report at each regular meeting and a financial statement prepared by a Chartered Accountant for the Annual General Meeting.
5. Shall pay all accounts by cheque signed by himself and the President or Secretary.
6. Shall be the Chairman of the Sponsor Committee and shall bill all sponsors as required for both House Leagues and the Travel League.
7. Shall maintain an updated account of all KMHA assets.

6.00 OFFICER AND EX-OFFICIO DIRECTORS

1. The following, with the exception of the Past President, shall be approved by the Board and shall be an ex-officio Director with voting rights.

6.01 PAST PRESIDENT (no voting rights)

1. Act as an advisor to the Board at all times.
2. Advise the current President of all meetings deemed necessary.
3. Organize and be the Chairperson for the annual general meeting including nominations and elections.
4. Shall be part of the Planning Committee.
5. Shall sit on the Discipline Committee.
6. To assist in the preparation of the local Junior affiliation.
7. To assist the President in the determination of whom additional duties will be performed by.
8. Shall Chair the Nominating Committee and carry out the duties as set out in Article 9.01

6.02 CONTACT PERSON (with voting rights)

1. Shall be the liaison between the Ontario Minor Hockey Federation or its Branch and the KMHA.
2. Shall work closely with the Vice Presidents and the Directors.
3. The term of office shall be from June 1st to May 30th annually.
4. Shall obtain and process the player certificates and collect same at the end of the year.
5. Shall oversee the appointment of time keepers for all Travel Teams (playoffs).
6. Shall attend all League meetings which involve KMHA as well as all Board and Travel team meetings.
7. Shall keep the Board updated on all Branch information.
8. Shall meet with the Vice Presidents and Ice Manager at the beginning of the year to assign ice time for the seasons programs and to recommend to the Board their findings.
9. Shall cancel or reschedule ice time allotments during Travel Team Playoffs.

6.03 ICE MANAGER (with voting rights)

1. Prior to the start of each hockey season he will submit his recommendations of allotment of ice times to the Board for their approval.
2. The term of office is from June 1st to May 30th yearly.
3. Shall work closely with all Directors/Convenors regarding the allotment of ice times.
4. Shall be responsible for the allotment of any additional ice time received or any ice time not used for scheduled league play or practice.
5. Shall keep a book on all allotment of ice times for all season.
6. Shall take part in ice time negotiations with the Recreation Committee.
7. Shall attend all Executive Board and Travel Team meetings.

6.04 DIRECTOR OF DEVELOPMENT AND EDUCATION (with voting rights)

1. Shall be approved by the Board with a term of office from June 1st to May 30th yearly.
2. Shall be responsible for striking a budget for training and development needs for the coming season.
3. Shall at the start of each season, in partnership with the Director of Travel Teams and the two Vice Presidents of the House League divisions conduct an analysis of KMHA needs with respect to certified Initiation Program Instructors, coaches and trainers in their respective teams. Once completed set up and coordinate the necessary clinics to meet these needs.
4. Shall, at the start of each season, conduct an analysis of KMHA, Training and

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Development Library and identify any practice/drill manuals, videos, etc. that may be available to assist coaches, both House League and Travel Teams, in furthering the development of our players . Hold meetings, seminars, etc. to pass this information on to our coaching staff.

5. Shall be responsible for, in partnership with the Director of the Tyke Division, for coordinating and evaluating the KMHA Initiation Program.
6. Prior to the start of each season shall be responsible for recruiting qualified Instructors for KMHA power-skating and goalie training programs, for both Travel Teams and House League Teams. Prior to the programs starting present the successful candidates to the KMHA Board for approval. Co-ordinate scheduling, equipment and any other assistance required by the instructors for these programs.
7. Shall be responsible for securing and distribution of any and all materials pertaining to education, harassment, risk management and similar subjects issued by KMHA OHMA, OHF and Branch.
8. Shall notify the appropriate Director or Vice President of any situation occurring during any KMHA approved educational or development program, which may require disciplinary action against any team official or player.
9. Shall attend all KMHA Board meetings and all monthly Travel Team coaches meetings.
10. Shall be at least certified KMHA Level Coach with coaching experience at the Travel Team level or higher.

6.05 SPONSORSHIP DIRECTOR (with voting rights)

1. Shall attend all KMHA Board meetings.
2. To ensure proper flow of information and or concerns from the general membership to the KMHA Board.
3. To document KMHA and general membership points of concern, speak to all applicable parties and be prepared to speak knowledgeably to the concerns.
4. To handle all corporate fundraising efforts of KMHA.
5. Shall be in charge of all Bingos and other fund raising activities that the Board appoints them to supervise.
6. Shall be responsible to appoint an assistant to administer and run all functions of Bingo operations as Directed by the Sponsorship Director or the Executive Board.
7. Shall maintain a separate bank account under the control of the Board and with the President and Treasurer, control the disbursements from said account.
8. Shall provide the Board with an accounting of all monies raised by them.
9. Term of office shall be from June 1st to May 30th yearly.
10. The Sponsorship Director will be responsible for ensuring al charitable fund raising activities have obtained proper Municipal licence applications.
11. A second Sponsorship Director will be responsible for all the above issues and activities in Tilbury and as such shall be a Tilbury Representative.

6.06 DIRECTOR OF ABUSE AND HARASSMENT (with voting rights)

1. Shall be approved by the Board with a term of office from June 1st to May 30th yearly.
2. Shall be responsible for striking a budget for the needs of this operation for the coming season.
3. Shall be responsible for securing and the distribution of any and all materials pertaining to harassment, risk management and similar subjects issued by KMHA, OHF and Branch.
4. Shall notify the President of any situation occurring during any KMHA approved event which may require disciplinary action against any team, player or parent.
5. Shall attend all KMHA Board meetings and all monthly Travel Team coaches meetings.
6. Shall be certified in forms of investigation techniques and report writing or its equivalent.

6.07 REFEREE LIAISON (no voting rights)

1. Shall attend House League and Local House League Board meetings to report on the Referee situation.
2. Shall attend the Kent Referees Association meetings to express any concerns of KMHA,
3. Shall address matters of payment and fee scheduling between Associations.
4. Shall attend as many games as possible to remain current on both House Leagues situations.
5. Shall document KMHA points of concern in depth speak to all applicable parties and be prepared to speak knowledgeably regarding these concerns.
6. Shall assure all House League and Local House League games receive schedules from their respective Directors.
7. Shall determine any issues of concern from the Directors prior to attending either KMHA or Kent referee Association meetings.
8. Shall provide payment monthly to officials and to provide a monthly invoice to KMHA.
9. Shall assist on coordinating level referee clinics at the start of each season.
10. Term of office is from June 1st to May 30th each year.

6.08 REGISTRAR (with voting rights)

1. In conjunction with the Treasurer make recommendations to the Board concerning the annual registration fee schedule.
2. Prepare a general registration form.
3. Establish and conduct registration sessions.
4. Shall maintain accurate and up to date lists of all players registered with the Association.
5. Shall have a sound understanding of Microsoft Excel, Word and Adobe Reader.
6. Shall register all players and coaches to the OMHA rosters.

6.09 PUBLIC RELATIONS/WEB SITE (no voting rights)

1. Maintain the web site on the direction of the President and his appointed agents.

6.10 HEAD TRAINER (no voting rights)

1. Uphold and promote the goals and purposes of the Hockey Safety Program and the policies and procedures of Hockey Canada (HC), the Ontario Hockey Federation (OHF), the Hockey Development Centre of Ontario (HDCO) and the Ontario Minor Hockey Association (OMHA).
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Executive and hockey program participants is kept informed of current and emerging hockey safety and risk management information, programs and activities.
4. Annually provide the Executive with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.
5. Provide leadership for volunteer trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
6. Promote and ensure that volunteer trainers with the Association apply and abide by the "Responsibilities" and "Code of Conduct" of the HTCP.
7. Monitor and provide feedback to volunteer trainers and other Association members and stakeholders to promote and instill excellence in the principles and application of hockey safety and risk management program.
8. Ensure that each participant, parent and volunteer is aware of and adheres to the principles and practices of the HTCP.

9. Collect, monitor and ensure proper disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder.
10. Assist the Association in dispute resolution regarding hockey safety and risk management issues.
11. Provide an annual safety and risk management report to the Association Executive and to the Technical Director of Trainers of the OMHA.
12. Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HC, OHF or HDCO.

7.00 APPOINTED POSITIONS

7.01 CONVENORS- HOUSE LEAGUE -MIDGET/JUVENILE, BANTAM, PEEWEE, ATOM, NOVICE AND TYKE (voting rights at HL Board Meetings)

1. To oversee the total operation of the House League teams and consult with the the respective Vice President when problems arise and keep him informed of any activity in their respective area.
2. Shall have the authority to enforce the Rules, Regulations and Guidelines established by the KMHA and affiliated leagues at the House League level.
3. To approve or delegate approval for the scheduled exhibition and tournament games (House League) and verify same by game sheets.
4. To obtain from KMHA the necessary requirements to operate a successful league, including ice time assignments for practices and games, to be utilized for their own Division.
5. To call meetings and submit a report to the Board.
6. Assist in approval of the coaches and managers of the House League Teams in their respective Division and shall recommend the dismissal of coaches and managers deemed incompetent.
7. To obtain a proper chairman for projects under their jurisdiction.
8. Meet with all his chairmen (convenors) on a regular basis.
9. To assist in registration, then after final registration to be responsible for any late registrants in their league.
10. To oversee the selections and movement of players between House League and Travel Teams and other leagues and are required to recover any equipment if necessary.
11. Shall prepare a budget for his league and issue a financial statement at the conclusion of the season to the KMHA and to the sponsor.
12. Shall meet with the Equipment Manager to purchase any equipment necessary.

7.02 CONVENORS - LOCAL HOUSE LEAGUE –MIDGET/JUVENILE, BANTAM, PEEWEE, ATOM, NOVICE, TYKE (voting rights at LHL Board meetings)

1. To oversee the total operation of the Local House League and to consult with the respective Vice President when problems arise and keep him informed of any issue in their respective area.
2. Shall have the authority to enforce the Rules, Guidelines and Regulations established by the KMHA and affiliated leagues at the Local House League Level.
3. To approve or delegate approval for the scheduled exhibition and tournament games and verify same by game sheets including the Art Lefaive Tournament.
4. To obtain from KMHA the necessary requirements to operate a successful league including ice time assignments for practices and games, to be utilized for their respective Divisions.
5. To call meetings and submit a report to the VP of Local House League.
6. Assist in the approval process of coaches and managers of the Local House League and shall recommend the dismissal of coaches and managers deemed incompetent.
7. To obtain proper personnel to chair any project under their jurisdiction.
8. Meet with all staff on a regular basis.
9. To assist in registration. Once registration is completed be responsible for any late registration and document these players accordingly.
10. To assist the selection and movement of players between Local House League and Travel Teams.
11. Shall prepare a budget for Local House League and issue a financial statement to KMHA on a monthly basis. Present an audited financial statement to KMHA annually.
12. Shall meet with the Equipment Manager to arrange the purchase of any required Equipment once approved by the Local House League Board. The Equipment Manager shall keep an accurate record of all equipment.
13. Shall be responsible for all discipline and ethics and organize and arrange individual and team photos.
14. Shall act as a liaison for OWHA.
15. Attend all appropriate governing League meetings
16. Be responsible for the assignment of referees on a consistent basis.

7.03 EQUIPMENT MANAGER TRAVEL (no voting rights)

1. Shall work closely with every Travel Team.
2. Any expenditure over Two Hundred Dollars (\$200) must have Board approval prior to purchase.
3. Shall advise the Association of equipment inventory, arrange handling, storage, repairing and cleaning of equipment plus the necessary insurance.
4. Shall form a Purchasing Committee that consists of Vice President, Treasurer and House League Equipment Manager.
5. Shall attend all monthly Travel meetings.
6. Term of office is from June 1st to May 30th yearly.

7.04 EQUIPMENT MANAGER HOUSE LEAGUE (no voting rights)

1. Shall work closely with every House League Director
2. Shall meet with the appropriate Vice Presidents and shall recommend equipment needed, considering the quality and costs.
4. Any expenditure over Two Hundred Dollars (\$200) must have Board approval prior to purchase.
5. Shall advise the Association of equipment inventory, arrange handling, storage, repairing and cleaning of equipment plus the necessary insurance.
6. Shall attend all House League Board meetings.
7. Term of office is from June 1st to May 30th yearly.

8.00 MEMBERS

8.01 CLASSES: Membership in the Corporation shall be divided into the following classes:

1. Life members
2. Past Presidents
3. Annual members
4. Parent / Guardian members

8.02 LIFE MEMBERS:

1. Qualifications: Life members shall consist of those persons with the following qualifications
2. Shall have at least fifteen (15) years as a member of the KMHA (Chatham or Tilbury or combination of both).
3. Persons with less than twenty years (20) membership must be approved by a Two thirds (2/3) vote of the current KMHA Board.
4. Persons with more than twenty years (20) membership must be approved by a majority vote of the current KMHA Board.
5. Persons with twenty five (25) years of service with KMHA shall automatically have their name submitted for recognition as a Life member. Awarding of Life Membership would require a majority vote of the current KMHA Board.
6. Numbers: Remove the restriction of specified number eligible for Life Membership entirely, or increase the numbers eligible to allow adequate recognition to deserving members.
7. Rights and Privileges: Life members will be given full privileges of a current KMHA member. Life Members will be responsible for providing their current address and phone number so they can be contacted.
8. Awards: Life Members will be presented with a lapel pin at the KMHA AGM or at any time deemed suitable by KMHA Board and shall also receive a Certificate of Appreciation.

8.03 FORMER / PAST PRESIDENTS: All Presidents upon the end of their term of office shall become permanent members of the Corporation.

1. Rights and Privileges: Former Presidents will be given full privileges as a current KMHA member. Former Presidents will be responsible for providing KMHA with their current address and phone number so they can be contacted.

8.04 ANNUAL MEMBERS: Annual members shall be deemed as accredited persons actively engaged in the undertakings and functions of the Corporation for the current year.

1. Current Year: Current year is defined as the period between the last September 1st and the present.

Actively Engaged: Actively engaged in the undertaking and functions of the Corporation shall include coaches, managers, assistant coaches, trainers, stick boys , both Travel and House Leagues, as registered, carded or accredited by the Corporation , all Directors, officers, house league conveners of the Corporation and all others carrying out its objectives. Provided however, the

activities of referees and timekeepers who receive pay for their services shall not qualify as being actively engaged by the performance of those paid services. Provided further the activities of player parents as a periodic scorekeeper, timekeeper, fundraising or other functions arising out of their obligation as parents shall not qualify as being actively engaged by the performance of this function or obligation.

2. Parent/Guardian Members shall include all parents and legal guardians of registered players in good standing where such registered player is under the age of eighteen (18) years. Each custodial couple or single parent shall have no voting rights and may attend member meetings by invitation, meeting of Board and of the Committees of KMHA.

8.05 REVOCATION OF MEMBERSHIP:

1. Any member may be expelled from the Corporation for cause by a two-thirds (2/3) vote taken by ballot of the Board.

8.06 TERMINATION OF MEMBERSHIP:

Membership in the Corporation automatically terminates upon the happening of any of the following events:

1. If a person, in writing, resigns as a member of the Corporation.
2. If a member dies.
3. If a person is expelled from the Corporation pursuant to section 8.05
4. In the case of an annual member, on September 1st, in each and every year.
5. An elected officer of KMHA shall not be a member of the Board of Directors/ Executive or have any voting privileges with any minor hockey association, registered with any other OHF partner. A current or newly elected officer shall have reasonable time (30 days) to resign from a post with any member partner(s) and such acceptance of nomination shall constitute to do so in the event of their election.

8.07 TRANSFER OF MEMBERSHIP:

Except for the transfer of membership from one class to another as otherwise provided in the By-Laws of the Corporation if at all, a membership in the Corporation is not transferable.

8.08 SUSPENSION AND REMOVAL:

1. The Board shall have the power to discipline or suspend any coach, manager, Player or any official connected with the Association.
2. The Board (under Quorum) shall have the power to discipline, remove,

replace or suspend any coach, manager, player or other official connected with the Association, **AFTER** the offending member has had at least forty eight (48) hours to appeal time to present their case in their defence. Thus a coach will **NOT** have to serve a suspension **BEFORE** they are allowed the opportunity to explain or defend their actions. **ONLY** when the offence is blatant and violates reasonable social and ethical standards (i.e. cursing, swearing, fighting, or using physical force) is the appeal time waived and the immediate removal, replacement or suspension is thus enforced.

3. In connection with these powers the Board should have as its paramount Consideration the best interests of the player and the Association.
4. The annual member that is disciplined, suspended or removed and replaced as a coach, manager, or other official shall continue to be a member unless and until he ceases to be a member under section 8.05 or 8.06.

8.09 LIABILITY OF MEMBERS:

1. Members, shall not, as such, be held answerable or responsible for any act, default, obligation or liability of the Corporation or for any engagement, claim payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.

8.10 ANNUAL MEETING (AGM):

The Annual Meeting of the members shall be held each year within KMHA's boundaries, at a time and place determined by the Board, no later than April 30th of any year for the purpose of:

1. Hearing and receiving the reports and statements required by the Corporation Act to be read at and laid before the Corporation at the annual meeting.
2. Electing such Officers and Directors as are to be elected at such meeting.
3. Appoint the auditor and fixing or authorizing the Board to fix his remuneration.
4. The transaction of any other business properly brought before the meeting, including any business deemed appropriate by the Board.
5. Any member may make additions to the agenda or raise any other business, properly before the meeting, upon application in writing to the Secretary fourteen (14) days prior to the meeting.

8.11 GENERAL MEETING:

1. The Board, may at any time call a general meeting of members for the transaction of any business, the general nature of which is specified in the notice calling the meeting. A general meeting of members may also be called by the members as provided in the Corporation Act.

8.12 NOTICE OF MEETINGS:

1. Notice of the time, place and date of meetings of members and the general nature of the business to be transacted shall be given at least fourteen (14) days before the date of such meeting to each member (and in the case of an annual meeting to the auditor of the Corporation) by posting notice of the meeting in arenas regularly used by KMHA within its boundaries.

8.13 QUORUM:

1. Twenty (20) members present in person constitute a quorum at a meeting of members, and no business shall be transacted at any meeting unless the required quorum is present at the commencement of such business.
Provided however that where:
2. Less than twenty(20), but two(2) or more, persons are present in person after one-half hour after the commencement time specified in the notice calling the meeting of members and
3. The business transacted is limited to the selection of a Chairman and a Secretary for the meeting, the recording of the names of those present, and the passing of a motion to adjourn the meeting with or without specifying a date, time and place for the resumption of the meeting.
Provided Further that at a meeting at the date, time and place specified in the motion to adjourn referred to in sub-section 8.13.3, numbers of persons present required for quorum shall be divided by two.

8.14 VOTING BY MEMBERS:

1. Unless otherwise required by the provisions of the Corporation Act or by the By-Laws of the Corporation, all questions proposed for consideration at a meeting shall be determined by a majority of the votes cast by members entitled to vote. In the case of equality of votes the Chairperson presiding over the meeting has a second or casting vote. All members must attend the meeting in order to vote.

8.15 SHOW OF HANDS:

1. At all meetings of members every question shall be decided by a show of hands unless otherwise required by a By-Law of the Corporation or unless a poll is required by the Chairperson or requested by any member entitled to vote. Upon a show of hands, every member entitled to vote, present in person shall have only one vote. Whenever a vote by show of hands has been taken upon a question, unless a poll is requested, a declaration by the Chairperson that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

8.16 VOTING FOR DIRECTORS:

1. All voting for Directors and Officers at the annual meeting shall be done by secret ballot.

8.17 CHAIRPERSON:

1. In the absence of the President, President-Elect or the Vice-President, the members entitled to vote present at any meeting of members shall choose another Director to act as Chairperson and if no Director is present or if all the Directors present decline to act as Chairperson, the members present shall choose one of their number to be the Chairperson.

8.18 POLLS:

1. If at any meeting a poll is requested on the election of a Chairperson or on the question of adjournment, it may be taken forthwith without adjournment. If a poll is requested on any other question, it shall be taken in the manner and either at once or later at the meeting or after adjournment as the Chairperson directs. The results of a poll may be withdrawn at any time prior to the taking of the poll.

8.19 ADJOURNMENT:

1. Any meeting of members may be adjourned at any time and from time to time, and any business may be transacted at any meeting from which the adjournment took place. No notice is required of any adjourned meeting.

9.00 COMMITTEES:**9.01 NOMINATING COMMITTEE:**

1. The Nominating Committee shall prepare a slate of one or more candidates for each office which will be vacant and for which an election is to be held at the AGM.
2. Accept any additional written nominations, including written consent of the Nominee, for the elected office more than fourteen (14) days prior to holding the annual elections, but this does not preclude the Chairperson of the annual meeting from accepting further nominations from the floor at the time of the election, provided the nominee gives their consent to their nomination, in person or in writing.
3. Make recommendations to the Board names of persons to fill vacancies in office or on the Board or on Committees that occur throughout the year.

9.02 COACHING COMMITTEE:

1. The Coaching Committee shall be composed of members not exceeding five (5) in number including the Vice President and Director of Travel Teams.
2. Shall conduct interviews with coaching applicants and present recommendations to the Board for approval.

10.00 EXECUTION OF DOCUMENTS:**10.01 CHEQUES, DRAFTS, NOTES, ETC,:**

1. All cheques, drafts and notes or orders for the payment of money and all noted and acceptances and bills of exchange shall be signed by any two (2) of the President, Secretary and Treasurer.

10.02 EXECUTION OF DOCUMENTS:

1. Documents requiring execution by the Corporation may be signed by any two (2) of the President, Secretary, and Treasurer, and all documents so signed are binding upon the Corporation without any further authorization of formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The Corporate seal of the Corporation shall, when required be affixed to documents executed in accordance with the foregoing.

10.03 BOOK AND RECORDS:

1. The Board shall see that all necessary books and records of the the Corporation required by the By-Laws of the Corporation or by any applicable statute are regularly and properly kept.

11.00 BANKING ARRANGEMENTS:**11.01 AUTHORIZATION:**

1. The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's bank to have the authority set out in resolution, including, unless otherwise restricted the power to:
 2. Operate the Corporation's account with the banker.
 3. Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money
 4. Issue receipts for orders relating to any property of the Corporation
 5. Execute any agreement relating to any banking business and defining the rights and power of the parties thereto and
 6. Authorize any officer of the of the bank to do any act on the Corporation's behalf to facilitate the banking business.

11.02 DEPOSIT OF SECURITIES:

The securities of the Corporation shall be deposited for safe keeping with one or more bankers, trust companies or other financial institution to be selected by the Executive Board. Any and all securities so deposited may be withdrawn, from time to time, only upon written order of the Corporation signed in such a manner, as shall from time to time be determined by resolution of the Executive Board and such authority may be general or confined to specific instances. The institution which may be so selected as custodians of the Executive Board shall be fully protected in acting in accordance with the direction of the Executive Board and in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

12.00 BORROWING BY THE CORPORATION:

12.01 Subject to the limitation set out in the By-Laws or in the Letters Patent of the Corporation the Executive Board may:

1. Borrow money on the credit of the Corporation.
2. Issue, sell, or pledge securities of the Corporation or
3. Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights power, franchise and undertakings, to secure any securities or any monies borrowed, or other debt, of any other obligation or liability of the Corporation, provided that, except where the Corporation borrows on the security of its real or personal property, its borrowing power shall be limited to borrowing money for current operating expenses.

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

13.00 FINANCIAL YEAR:

The financial year of the Corporation shall terminate on the 31st day of March in each year or on such other date as the Executive Board may from time to time make a resolution to determine such date.

14.00 NOTICE:**14.01 COMPUTATION OF TIME:**

In computing the date when notice must be given under any provision of the By-Laws requiring specific number of days notice of any meeting or other event, the date of giving notice is, unless otherwise provided, included.

14.02 ERRORS AND OMISSIONS:

The accidental omission to give notice of any meeting of the Executive Board or members or the non-receipt of any notice by any Director or member or by the auditor of the Corporation or any error in the notice not effecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, member or auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

15.00 BY-LAWS AND AMENDMENTS:

15.01 ENACTMENT

By-laws of the Corporation may be enacted, repealed, altered, added to or re-enacted by a two thirds (2/3) majority of the Executive Board.

15.02 CONFIRMATION:

A By-Law passed under Section 15.01 and a repeal, amendment or re-enactment thereof, unless in the meantime confirmed at a general meeting of the members duly called for the purpose, is effective only until the next annual general meeting of the members unless confirmed thereat by a two third (2/3) majority, and, in default of confirmation thereat, ceases to have effect at or from that time, and in the case no new by-law of the same or like substance has any effect until confirmed at the general meeting of the members.

15.03 REJECTION:

The members may at a general meeting or at the annual general meeting mentioned in sub-section 15.02 confirm, reject, amend or otherwise deal with any By-Law passed by the Directors and submitted to the meeting for confirmation, but no act done or right acquired under any such By-Law is prejudicially affected by any such rejection, amendment or other dealing.

15.04 MEMBER AMENDMENTS:

Changes or amendments to the By-Laws by members may be made only at the AGM by a two thirds (2/3) vote of the members present. Notice of proposed amendments must be in writing, to the Secretary not later than fourteen (14) days prior to the date of the annual meeting.

16.00 REPEAL OF PRIOR BY-LAWS:

16.01 REPEAL:

Subject to the provisions of Section 16.02 and 16.03 hereof, all prior By-Laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

16.02 EXCEPTIONS:

The provisions of Section 16.01 shall not extend to any By-Law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

16.03 PROVISIO:

Provided however that the repeal of prior by-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law, resolution or other enactment.

17.00 HOUSE LEAUGUE, LOCAL HOUSE LEAGUE AND TRAVEL TEAMS:

17.01 ENACTMENT:

The Executive Board is empowered to enact and amend a series of House, Local House and Travel team rules to govern the conduct and affairs of coaches, players, teams and officials. These rules shall be enacted and amended by a simple majority of the Board at any regular special meeting and shall not be required to be confirmed by the membership.

17.02 COPIES:

Copies of all such House, Local and Travel Team Rules shall be available to all members and each member attending the annual meeting shall be given a copy of the up-to-date By-Laws, House and Local as well as Travel Team Rules as well as any proposed amendments to the By-Laws.

18.00 EFFECTIVE DATE

- 18.01** This By-Law shall come into force without further formality upon its enactment.

Enacted as By-Law Number 1 by the Directors of the Corporation at a meeting duly called and regularly held at which a quorum was present on the 26th day of July, 2011.

The aforementioned By-Law Number 1 as enacted by the Directors of the Corporation is hereby ratified, sanctioned, confirmed and approved without variation by the unanimous affirmation vote of all members entitled to vote at a meeting of members duly called and regularly held at in the Municipality of Chatham-Kent, and at which a quorum was present on the 18th day of April, 2012.

19.00 RULES OF PROCEDURE:

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