

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

BY-LAWS & CONSTITUTION



These “Bylaws & Constitution” were last updated with changes approved by the GFEMHA membership at the GFEMHA Annual General Meeting on May 28th, 2009

*** Amendments highlighted

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

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GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

EFFECTIVE DATES OF BY-LAWS & CONSTITUTION

The “By-Laws & Constitution” for the Greater Fort Erie Minor Hockey Association will come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The “By-Laws & Constitution” are hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the members of the Association at a General meeting of the Members of the Association duly called and held at the Leisureplex Banquet Hall, in the Town of Fort Erie, Ontario, and at which a quorum was present on the Twenty – Ninth Day of May, 2004.

President/ Chair

Secretary / Witness

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

MISSION STATEMENT

- **To provide a positive minor hockey experience for all members by organizing, coordinating and developing a hockey program for all applicable ages of players of either gender within the community of Fort Erie.**
- **To protect and serve the mutual interest of all of our members and to place our minor players and the game of hockey in the forefront.**
- **To enhance the positive value of this association's hockey program, by providing initiatives and the leadership necessary to develop better young citizens.**
- **To encourage and direct the fostering of a strong sense of pride and participation for all the community at large within the confines of the minor hockey environment.**
- **To develop our coaches, officials and volunteers to carry out the expressed goals of our membership within the rules, regulations, bylaws and statutes stated by hockey Canada the OHF, the Alliance and the O.M.H.A.**
- **To work with alliance hockey and the O.M.H.A., in conjunction with the Ontario Hockey Federation and Hockey Canada, to promote the cooperative development of our hockey program within the scope of their administration and programs.**

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

DEFINITIONS

"AGM" shall mean the Annual General Meeting of the Association that is to be held annually.

"Alliance Hockey" shall pertain to the Minor Hockey Alliance of Ontario "Association" shall mean the Greater Fort Erie Minor Hockey Association.

"Ballots" shall be the mechanism by which a member registers a vote from the floor of the Association's AGM.

"Board" means the Board of Directors of the Association.

"HC" shall mean Hockey Canada.

"Corporation Act" shall mean the Corporation Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time.

"Director" shall mean an individual who has been elected to the Board of Directors of the Association.

"GFEMHA" shall mean the Greater Fort Erie Minor Hockey Association. "Hockey Canada Registration Certificate" shall pertain to all Representative, Representative Affiliated, Select, Select Affiliated Players, Coaches and Trainers certifying their registration through the auspices of Hockey Canada in conjunction with this Association's Branch membership of the OHF.

"Letters Patent" means the letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent.

"OMHA" shall stand for the Ontario Minor Hockey Association.

"OHF" shall mean the Ontario Hockey Federation, (or such names as the OHF may legally adopt in the future.

"Members" shall mean persons who are paid registrants (parents/legal guardians, players over the age of 18 years), registered volunteers, registered executive.

"Member In Good Standing" shall be an individual(s) who is not the subject of a discipline investigation or sanction by the association. Also this individual shall have voting rights (except the Past President). This member may stand for nomination.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

DEFINITIONS

"Member in Wait" shall be a member who is the subject of a discipline investigation. This member may not stand for nomination until such time the discipline investigation has concluded and a determination rendered with all policies applying.

"Member Not in Good Standing" is a member that has been disciplined or sanctioned by the Association. This member may not stand for nomination.

"Non-Hostile Member" shall mean any Member of the Association viewed by the said Association being of positive and constructive influence.

"Policies" shall mean the written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.

"Quorum" shall mean the minimum number of membership participants required to be present at the AGM or Committee meetings to validate the proceedings so business may be accounted for in lieu the membership.

"Representative (Rep) Hockey" shall mean all Minor Hockey, with the exception of Select, where a team's league is of a travel format, with competition being against other Centres. These teams shall be restricted by residency regulations.

"Roster Sheet" shall pertain to all Players, Coaches and Trainers in House League certifying their registration through the auspices of Hockey Canada in conjunction with this Associations Branch membership of the OHF.

"Rules and Regulations of Competition" shall mean the guidelines governing competition within the Association.

"Term of Office" shall mean the length of time a Director may serve as a member of the Board of Directors without having his / her position renewed.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART I – CONSTITUTION

ARTICLE ONE (1) – REGISTERED OFFICE AND SEAL

- 1.01 The Registered Head Office of the GREATER FORT ERIE MINOR HOCKEY ASSOCIATION shall be located in the Region of Greater Fort Erie, within the Province of Ontario.
- 1.02 The Corporate Seal shall be of an emboss depicting the Associations Seal form. The Board of Directors shall entrust the Corporate Seal to the Secretary Director for safekeeping and its' use.

ARTICLE TWO (2) – IDENTITY AND OBLIGATIONS

- 2.01 This organization shall be known as: the GREATER FORT ERIE MINOR HOCKEY ASSOCIATION, and is incorporated as the GREATER FORT ERIE MINOR HOCKEY ASSOCIATION, a not for profit Ontario Corporation under the Corporations Act.
- 2.02 The mandate and sets of objectives of the GREATER FORT ERIE MINOR HOCKEY ASSOCIATION are obliged to promote, govern objectively and continually improve all aspects of organized Minor Hockey within the GREATER FORT ERIE region as set out by the higher authority.
- 2.03 This Association shall be governed and managed by a Board of Directors in accordance to the articles contained within this Constitution and as prescribed by the established policies.
- 2.04 The Board of Directors shall have the authority to make or alter policy contained within Policy Manual 2004 from time, to time, as they deem necessary.

ARTICLE THREE (3) – THE HIGHER AUTHORITY

- 3.01
 - a) This Association shall be in membership, within the auspices of both the MINOR HOCKEY ALLIANCE OF ONTARIO (Alliance Hockey), and the ONTARIO MINOR HOCKEY ASSOCIATION (O.M.H.A.). [Both mentioned Associations are Branch members of the Ontario Hockey Federation (OHF)].
 - b) With in this membership, the Association will abide by and operate in a manner consistent with the Bylaws, Rules and Regulations of both the MINOR HOCKEY ALLIANCE OF ONTARIO (Alliance Hockey), and the ONTARIO MINOR HOCKEY ASSOCIATION (O.M.H.A.).
 - c) This Association shall uphold a status of "member in good standing" with both Branch members.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART I – CONSTITUTION

3.02

- a) This Association shall therefore, as a member in good standing with both Branch members of the Ontario Hockey Federation (OHF) will abide by and operate in a manner consistent with the Bylaws, Rules and Regulations of the Ontario Hockey Federation (OHF).
- b) In abiding by and operating within a manner consistent with the Bylaws, Rules and Regulations of the Ontario Hockey Federation (OHF), this Association will further more operate in a manner consistent with the Constitution, By laws, Rules and Regulations of Hockey Canada in step.

ARTICLE FOUR (4) – CONSTITUTION

4.01 The Constitution of this Association shall not be altered through an amendment at anytime during the onset to conclusion of the playing season. The only time the constitution may be placed under review for amendments will be at the Annual General Meeting.

4.02

- a) Submission of proposed amendments to the Constitution may only be accepted, (35) thirty- five days prior to the date of Annual General Meeting.
- b) A "member in good standing" within the Association may only be permitted to submit a proposed amendment(s) to the Constitution therefore notifying the Board of Directors.
- c) Forwarded amendments to the Constitution must be delivered to the Secretary of the Association for acceptance on behalf of the Board of Directors with in the time frame allotted as per Article 4.02 a).
- d) All amendments to the Constitution shall be posted and copies made available for the Membership to review (30) thirty days prior to the Annual General Meeting.

4.03 An amendment to the Constitution shall be voted to a valid state with a two-thirds majority vote by the membership on the floor.

4.04 There shall be no proxy votes.

4.05 A quorum of no fewer than (5) five members of the membership shall stand for the meeting to proceed. This number does not include the Board of Directors.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART I – CONSTITUTION

ARTICLE FIVE (5) – AFFILIATION

The Greater Fort Erie Minor Hockey Association shall have the following affiliations until such time as the Board of Directors and Membership deem necessary to alter an affiliation.

- 5.01 The Association shall be a member of Alliance Hockey keeping good standing.
- 5.02 The Association shall be a member of the Ontario Minor Hockey Association keeping good standing.
- 5.03 The Association shall operate in conjunction with the Fort Erie Parks and Leisure Services.
- 5.04 This association may from time to time, operate in conjunction with other associations deemed necessary to the well being of the Greater Fort Erie Minor Hockey Association.

ARTICLE SIX (6) – PROGRAM DIRECTION

- 6.01 The Greater Fort Erie Minor Hockey Association shall consist of hockey programs encompassing Representative (Rep) Hockey, House League Hockey and Select Hockey.
- 6.02 The Greater Fort Erie Minor Hockey Association's Program direction shall be dependent upon the following:
 - i. The Memberships volume in enrollment.
 - ii. Ice time available to the Association.
 - iii. Funding available to the Association.
- 6.03 The structure of the Program maybe expanded for extra forms of Hockey providing the Branch Member Associations are made aware and give approval of such expansion. (i.e.) Girls Hockey Program, Minor Development Hockey Program.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART II – BY-LAWS

ARTICLE ONE (1) – THE ASSOCIATION

1.01 The Association shall consist of:

- i. All Minor Hockey teams in the GREATER FORT ERIE MINOR HOCKEY ASSOCIATION that shall operate under the auspices of both the Minor Hockey Alliance of Ontario and the Ontario Minor Hockey Association.
- ii. The Board of Directors of this Association
- iii. All other appointed officials of this Association
- iv. The Membership

1.02 The Board of Directors positions are:

<u>PRESIDENT</u>	(ELECTED)
<u>SENIOR VICE PRESIDENT</u>	(ELECTED)
<u>VICE PRESIDENT OF HOUSE LEAGUE</u>	(ELECTED)
<u>SECRETARY</u>	(ELECTED)
<u>RISK MANAGEMENT DIRECTOR</u>	(ELECTED)
<u>MENTOR / DEVELOPMENT DIRECTOR</u>	(ELECTED)
<u>TREASURER</u>	(ELECTED)
<u>VICE PRESIDENT OF TRAVEL</u>	(ELECTED)
<u>OPERATIONS DIRECTOR</u>	(ELECTED)
<u>DIRECTOR OF FUNDRAISING & SPONSORSHIP</u>	(ELECTED)
<u>DIRECTOR OF COMMUNICATIONS & SPECIAL EVENTS</u>	(ELECTED)
<u>DIRECTOR OF SELECT HOCKEY & HOUSE LEAGUE AWAY TOURNAMENTS</u>	(ELECTED)
<u>PAST PRESIDENT</u>	

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART II – BY-LAWS

ARTICLE TWO (2) – ELECTIONS/ POSITIONS/ RESPONSIBILITIES

- 2.01
- a) The Board of Directors shall be elected by ballot at the Annual General Meeting. Twelve (12) positions for Administrative Office shall be voted upon for the following titles. All positions are for a two-year term. Note: All elected positions shall be residents of Fort Erie.
Said positions shall be:
- i. President ... **(Even year)**
 - ii. Senior Vice President ... **(Odd year)**
 - iii. Vice President of House League ... **(Odd year)**
 - iv. Vice President of Travel ... **(Even year)**
 - v. Secretary ... **(Odd year)**
 - vi. Treasurer... **(Even year)**
 - vii. Risk Management Director ... **(Even year)**
 - viii. Mentor/Development Director... **(Even year)**
 - ix. Operations Director... **(Even year)**
 - x. **Director of Fundraising & Sponsorship... (Odd year)**
 - xi. **Director of Special Events & Communication... (Odd year)**
 - xii. **Director of Select Hockey & House League Away Tournaments... (Odd year)**
 - xiii. Past President ...
- b) Non-voting members shall be known as Associate Directors
- c) All Associate Directors are to be appointed by the Board of Directors from time to time when deemed necessary to from Ad Hoc Committees and perform tasks therein.
- d) The Board, at its discretion, may engage a person or persons in a paid capacity to perform duties related to the operations of GFEMHA. The Board shall set the structure, responsibilities and remuneration of such position or positions. No Board member may hold a paid position within GFEMHA. These position or positions are non-voting and will report to the President unless determined otherwise by the Board.
- 2.02 Nominations for elected positions on the Boards of Directors shall be submitted to the Association Secretary (45) forty five days prior to the date of the Annual General Meeting. A resume of stated qualifications shall accompany this nomination with validity verifiable.
- 2.03 The Association shall be bound by this Constitution, to allow acceptance of nominations from a current “member in good standing” with the Association, or by an individual deemed non-hostile to the now environment of the said Association. Nominations shall be under scrutiny by an independent committee. This committee shall be known as the Nomination Committee.
- 2.04 Fulmination of the Nomination Committee shall be completed from one of the following two (2) provisions:
- i. In the absence of a Past President not tending office
 - ii. OR the appointment of said Committee by the now President

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PRESIDENT

- 2.11 Persons nominated for President, to be eligible, shall possess the following qualifications: (The President's term of shall be two (2) years.)
- i. Must have served at least two (2) years with a previous Board of Directors in a Minor Hockey Association or with the current Board.
 - ii. Obtain a valid Police Clearance
 - iii. Extensive Minor Hockey organizational experience at a local level or higher.
 - iv. Strong communication and interpersonal skills.
 - v. A "member in good standing" with this Association, or be an individual deemed non-hostile to the now environment of the said Association.
 - vi. Knowledge of Alliance Hockey and OMHA, by-laws, rules and regulations.
 - vii. Leadership, decisiveness and facilitation skills.
 - viii. Dispute and Conflict Management skills.

The President shall:

- i. Oversee all aspects of the Association.
- ii. Act as a signing officer for the Association.
- iii. Hold and preside at Bi-Monthly Executive Meetings.
- iv. Guide and direct Executive Members to achieve sound business and personal decisions as it relates to the Association.
- v. Promote the G.F.E.M.H.A. within the community and the provincial bodies.
- vi. Ensure that the G.F.E.M.H.A. policies and guidelines are adhered to.
- vii. Define duties as defined in the G.F.E.M.H.A. Policies.
- viii. Perform normal duties commensurate with the position.
- viii. Be an ex-officio Member of all committees and sub-committees of the Association, other than the Nominations and Elections Committee. Act as Chair of the Board to Executive Committee and at all Meetings of the Membership.
- ix. Delegate tasks as necessary.
- x. Shall suspend team(s), players, coaching staff, conveners, or any other executive member(s) subject to ratification at an Emergency Executive meeting called to hear the dispute, meeting to be called within (1) week of incident.
- xi. The President shall Chair the Appeals Committee.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

SENIOR VICE-PRESIDENT

2.12 Persons nominated for Senior Vice President, to be eligible, shall possess the following qualifications:
(The Senior Vice President's term of shall be two (2) years.)

- i. Must have served at least **one (1) year** with a previous Board of Directors in a Minor Hockey Association or with the current Board.
- ii. Obtain a valid Police Clearance
- iii. Minor Hockey organizational experience at a local level or higher.
- iv. Management and supervisory skills.
- v. A "member in good standing" with this Association, or be an individual deemed non-hostile to the now environment of the said Association.
- vi. Knowledge of Alliance Hockey and OMHA, by-laws, rules and regulations.
- vii. Leadership, decisiveness and facilitation skills.
- viii. Strong communication and interpersonal skills
- ix. Dispute and Conflict Management skills.

The Senior Vice President shall:

- i. Assume the duties of the President in his/her absence for any foreseen or unforeseen need of the President, and shall carry out such duties as are assigned by the Board of Directors or the President.
- ii. Monitor adherence by the Board of Directors to all existing Policies of the Association and to inform the Board of Directors with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association.
- iii. Be available to assist any Director requiring assistance in the completion of his or her duties.
- iv. Recommend policy to the Board of Directors regarding the nomination and election of Directors of the Association.
- v. The Senior Vice president shall sit on the Appeals Committee.
- vi. To undertake all Tournaments, the organization and orchestration of General Meetings, and the Annual General Meeting for Membership of the Association.
- vii. Carry out such duties as are assigned by the President or the Board of Directors.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

VICE-PRESIDENT OF HOUSE LEAGUE HOCKEY

2.13 Persons nominated for Vice President of House League, to be eligible, shall possess the following qualifications: (Vice President of House League term of office to be (2) years).

- i. Must have served at least (1) year with a previous Board of Directors in a Minor Hockey association or current Board **or have served as two (2) years as a hockey convenor in Fort Erie.**
- ii. Obtain a valid Police Clearance
- iii. Extensive Minor Hockey organizational experience at a local level or higher
- iv. Management and supervisory skills
- v. A "member in good standing" with this Association
- vi. Knowledge of Alliance Hockey, O.M.H.A., By-laws, Rules and Regulations
- vii. Leadership, decisiveness and facilitation skills
- viii. Strong communication and interpersonal skills

The Vice President of House League Operations shall:

- i. Oversee all aspects of the House League Operations pursuant to the Policies of the Association.
- ii. Administers discipline as outlined by the Association
- iii. Ensure that all Association directives are carried out
- iv. Hold monthly Conveners meetings to ensure communications and promote problem solving sessions
- v. Ensure that all House League players are treated with fairness regardless of ability
- vi. Work with the Conveners to ensure that all records and player information as required (i.e. team lists, draft, player cards, etc.) are completed and forwarded to the Registrar on a timely basis
- vii. Work with the Conveners to develop a list of potential coaches
- viii. Work with the Conveners to establish a "Draft Policy Procedure" to set deadlines for team balance minimizing the need for player movement
- ix. Work with the Ice Scheduler to co-ordinate ice time allocation, referee scheduling, timekeepers and statisticians
- x. Work with the Select Convener, to administer discipline at the Select level as required
- xi. Recruit and train volunteers to perform the functions required to operate the House League Hockey Operations
- xii. Be the Alliance Operations Representative, and select an alternative member
- xiii. Present a monthly report regarding the House League Hockey operations to the Board of Directors
- xiv. Recommend policy to the Board of Directors regarding House League Hockey operations
- xv. Shall sit on the Discipline Committee or the Appeals Committee, which ever is applicable and to the opposite of the Vice President Of Representative (Rep) League
- xvi. Shall suspend team(s), players, coaching staff, conveners, and parents subject to ratification at an Emergency Meeting called to heat the dispute, meeting to be called within one (1) week of incident.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

VICE-PRESIDENT OF REPRESENTATIVE HOCKEY

- 2.14 Persons nominated for Vice President of Representative (Rep) League, to be eligible, shall possess the following qualifications: (Vice President of Representative (Rep) League term of office to be (2) years).
- i. Must have served as least (1) year with a previous Board of Directors in a Minor Hockey Association or with the current Board or have served (2) years as a hockey convenor in Fort Erie.
 - ii. Obtain a valid Police Clearance
 - iii. Extensive Minor Hockey organizational experience at a local level or higher
 - iv. Management and supervisory skills
 - v. A "member in good standing" with this Association
 - vi. Knowledge of Alliance Hockey, O.M.H.A., By-laws, Rules and Regulations
 - vii. Leadership, decisiveness and facilitation skills
 - viii. Strong communication and interpersonal skills

The Vice President of Representative (Rep) Hockey shall:

- i. Oversee all aspects of the Representative (Rep) Hockey.
- ii. Administers discipline as outlined by the Association
- iii. Ensure that all Association directives are carried out.
- iv. Hold monthly Coaches meetings to ensure communications and promote problem solving sessions
- v. Ensure that all Representative (Rep) players are treated with fairness
- vi. Work with the Coaches to ensure that all records and player information as required (i.e. team lists, draft, player cards, etc.) are completed and forwarded to the Registrar on a timely basis
- vii. Work with the Conveners to develop a list of potential coaches
- viii. Work with the Ice Scheduler to co-ordinate ice time allocation; referee scheduling, timekeepers and statisticians
- ix. Administer discipline at the Representative (Rep) level as required
- x. Present a monthly report regarding the Representative (Rep) Hockey operations to the Board of Directors
- xi. Recommend policy to the Board of Directors regarding Representative (Rep) Hockey operations
- xii. Shall suspend team(s), players, coaching staff, and parents subject to ratification at an Emergency Executive meeting called to hear the dispute, meeting to be called within (1) week of incident
- xiii. Shall sit on the Discipline Committee or the Appeals Committee, which ever is applicable and to the opposite of the Vice President Of House League.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

SECRETARY

2.15 Persons nominated for Secretary, to be eligible, shall possess the following qualifications: (Secretary term of office to be (2) years).

- i. Strong personal computer skills.
- ii. Obtain a valid Police Clearance
- iii. Organizational and communication skills
- iv. Interpersonal skills
- v. Public Relations skills
- vi. Knowledge of Minor Hockey organizational experience and Website skills would be an asset

The Secretary shall:

- i. Act as a Signing officer for the Association.
- ii. Arrange for and set-up all meetings of the Executive
- iii. Maintain minutes for all Executives meetings and ensure that such minutes are distributed to the Executive at least one (1) week prior to such meetings
- iv. Responsible for overseeing all distribution and all correspondence received or sent by the Association
- v. Coordinating communications within the Association
- vi. To facilitate with the Treasurer and Development/Risk Management Director that all appropriate insurance has been purchased for the Association
- vii. Chair the Registration Committee
- viii. Work with the Alliance Operations Representative to ensure that the registration of all House League teams and players are completed as outlined by the Alliance and in the time frame specified
- ix. Work with the in-house OMHA Representative to ensure that the registration of all Representative (Rep) League teams and players are completed as outlined in the OMHA Manual of Operations and in the time frame specified
- x. Perform general secretarial / office duties

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

TREASURER

2.16 Persons nominated for Treasurer, to be eligible, shall possess the following qualifications: (Treasurer term of office to be (2) years).

- i. Financial/Business experience.
- ii. Obtain a valid Police Clearance
- iii. Knowledge of accounting and bookkeeping methods
- iv. A good understanding of budgeting process
- v. Communication and presentation skills
- vi. Bondable
- vii. Minor Hockey organizational skills would be an asset

The Treasurer shall:

- i. Act as a signing officer for the Association
- ii. Oversee and seek approval of payment as budgeted by the Board of Director's for all invoices and expenses of the Association
- iii. Oversee the development of the budget process and maintain such a budget on a continuous basis
- iv. Develop, oversee and maintain all banking for the Association
- v. Ensure that the proper Town regulations as they apply to the Gaming Commission are met and adhered to
- vi. Act as the Association's representative with the Town with respect to gaming commission activity
- vii. Prepare for the Association, a financial plan and maintain such a plan to the best of their ability
- viii. Prepare and present a financial report each month for Executive meeting. The report shall include all current assets and liabilities named therein to the Association
- ix. Prepare for each Annual General Meeting, a report on the Association's Year End Financial and Operations statements
- x. Ensure all financial transactions shall be interacted with a registered financial institution and bearing the name of the Greater Fort Erie Minor Hockey Association
- xi. Ensure interactions shall be made from disbursements by checks, with a minimum of two signing officers authorizing the disbursements through endorsement
- xii. Ensure, annually, that the Financial records are prepared by an independent audit by a Certified Accounting firm authorized by the Board of Directors and ratified by the membership at the Annual General Meeting
- xiii. Together with the Conveners, organize the operation of the gates at applicable Representative teams home games (Only Representative teams as deemed applicable to and by O.M.H.A by-laws rules and regulations).
- xiv. Organize the operation or controls of any revenue generating activities
- xv. Ensure financial statements will be available to any member in good standing, upon request

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

RISK MANAGEMENT DIRECTOR

2.17 Persons nominated for Risk Management Director, to be eligible, shall possess the following qualifications: (Risk Management Director term of office to be (2) two years)

- i. Some element of Minor Hockey organizational experience at a local level or higher.
- ii. Obtain a valid Police Clearance.
- iii. A comprehension of the Realm of Risk Management in Minor Hockey.
- iv. A comprehension of Minor Development in Minor Hockey.
- v. Organizational and Communication skills.
- vi. Management and supervisory skills.

The Risk Management Director shall:

1. Implement and enforce all Alliance and OMHA Risk Management By-Laws and Statutes
2. Establish and maintain procedures with respect to the screening of volunteers per policy and guidelines of the Association, the Alliance, OMHA, OHF and Hockey Canada
3. Assist as requested with the implementation of Risk Management Programs via the Alliance and the OMHA
4. Sit on the Discipline Committee. v. Carry out other duties as assigned by the President and the Board of Directors
5. Carry out other duties as assigned by the President and the Board of Directors, Executive Committee or in conjunction with Branch Members

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

MENTOR / DEVELOPMENT DIRECTOR

2.18 Persons nominated for Mentor/Development Director, to be eligible, shall possess the following qualifications: (Mentor/Development term of office to be (2) two years).

- i. Some element of Minor Hockey organizational experience at a local level or higher.
- ii. Obtain a valid Police Clearance.
- iii. A comprehension of the realm of Mentorship.
- iv. A comprehension of Minor Development in Minor Hockey.
- v. Have preferably an extensive coaching background.
- vi. Have a good knowledge of the Trainers program.
- vii. Organizational and communication skills.
- viii. Management and supervisor skills.

The Mentor/Development Director shall:

- i. For the purpose of establishing, implementing and evaluating on ice and off ice technical development programs, liaise with the Vice - President of House League Operations and the Vice - President of Representative (Rep) Operations
- ii. Train volunteers to perform functions required for technical development
- iii. Liaise with the Referee-In-Chief
- iv. Liaise with the OMHA and Alliance concerning the coach mentor program
- v. Be qualified within the realm of Coaching, and Trainer Certification, and be willing to be an active participant
- vi. Arrange on behalf of the Association for the appropriate Coaching, Trainer and Prevention Services Clinics
- vii. Establish and maintain on-ice and off-ice technical development programs in conjunctions with all teams
- viii. Establish and maintain an evaluation program for all coaches and trainers
- ix. Establish in conjunction with the Vice President of House League Operations and the Vice President of Representative (Rep), the Coaches Selections Committee
- x. Shall Chair the Discipline Committee
- xi. Recommend to the Board of Directors, policies and procedures for each of the Coaches selection process in conjunction with the Vice President of House League, the Vice President of Representative (Rep), and the Risk Management Director
- xii. Present a monthly report regarding technical development to the Board of Directors
- xiii. Carry out other duties as assigned by the Board, executive Committee, or the President

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

OPERATIONS DIRECTOR

2.19 Persons nominated for Operations Director, to be eligible, shall possess the following qualifications:
(Operations term of office to be (2) two years).

- i. Some element of Minor Hockey organizational experience at a local level or higher.
- ii. Obtain a valid Police Clearance.
- iii. Have some knowledge of the organization and procurement or equipment
- iv. Have some knowledge of Technical Development in Minor Hockey.
- v. Good communication skills
- vi. Good organizational skills.

The Operations Director shall:

- i. Recommends Ice Scheduler, Referee-in-Chief, Timekeeper Scheduler, and Administrative Support Staff for board Approval.
- ii. Keep an accurate and current inventory of all equipment
- iii. Recommend to the Board all reasonable purchasing, maintenance, disposal of all equipment for the Association
- iv. Be available to assist all Association teams with equipment needs
- v. Responsible for supervising the return of all Association equipment from the teams at the end of the playing year
- vi. Be a member of the Budget Committee
- vii. Present a monthly report regarding Operations to the Board of Directors
- viii. Carry out other duties as assigned by the Board, executive Committee, or the President

PAST PRESIDENT

2.20 Persons continuing in a capacity with its Minor Hockey Association, as Past President shall:
(Past President term of office to be (2) two years).

- i. Obtain a valid Police Clearance.

The Past President shall:

- i. Chair the Nomination and Election Committee. (In the absence of the Past President, the Board of Directors shall appoint the Elections / Nominations Committee members).
- ii. Act in an advisory capacity to the Board of Directors
- iii. Be available to assist any Director requiring assistance in the completion of his / her duties
- iv. Carry out other duties as assigned by the President in conjunction with the Board of Directors
- v. Not have voting privileges at Board Meetings

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

DIRECTOR OF FUNDRAISING AND SPONSORSHIP

2.21 Persons nominated for Director of Fundraising and Sponsorship, to be eligible, shall possess the following qualifications: (Director of Fundraising and Sponsorship term of office to be (2) two years)

- i. Obtain a valid Police Clearance
- ii. Good communication and presentation skills
- iii. Good organizational skills.

The Director of Fundraising and Sponsorship shall be responsible for:

- i. All aspects of sponsorships and fundraising including but not exclusively: securing sponsors for teams/tournaments as required.
- ii. The development and implementation of fundraising ideas

DIRECTOR OF SPECIAL EVENTS AND COMMUNICATION

2.22 Persons nominated for Director of Special Events and Communication, to be eligible, shall possess the following qualifications: (Director of Special Events and Communication term of office to be (2) two years)

- i. Strong personal computer skills
- ii. Web design software experience
- iii. Obtain a valid Police Clearance
- iv. Organizational and communication skills

The Director of Special Events and Communication shall:

- i. Maintain all electronic communications i.e. emails/website
- ii. Be responsible for all advertising, newsletters, news releases
- iii. Book facilities for all special events

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

DIRECTOR OF SELECT HOCKEY AND

HOUSE LEAGUE AWAY TOURNAMENTS

- 2.23 Persons nominated for Director of Select Hockey and House League Away Tournaments, to be eligible, shall possess the following qualifications: (Director of Select Hockey and House League Away Tournaments term of office to be (2) two years)
- i. Obtain a valid Police Clearance
 - ii. Minor Hockey organizational experience at a local level or higher
 - iii. Management or supervisory skills would be an asset
 - iv. Knowledge of Alliance Hockey, O.M.H.A., By-laws, Rules and Regulations
 - v. Leadership, decisiveness and facilitation skills
 - vi. Strong communication and interpersonal skills

The Director of Select Hockey and House League Away Tournaments shall:

- i. Assist in selection of select and house league coaches
- ii. Enter HL & Select into away tournaments
- iii. Enter HL & Select into Championships
- iv. Be a Euro program liaison
- v. Assist select coaches with arranging exhibition games
- vi. Assist select coaches with arranging for timekeepers and referees for home games
- vii. Ensure HL and select coaches have rosters and travel permits as required
- viii. Ensure rosters are submitted in a timely fashion
- ix. Coordinate collection of select fees and provide Treasurer in timely fashion

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PART II – BY-LAWS

ARTICLE THREE (3) –

COMMITTEES OF THE BOARD OF DIRECTORS

STANDING COMMITTEES

3.01 The following committees shall be Standing Committees of the Board:

- i. Executive Committee
- ii. House League Hockey Operations Committee
- iii. Representative Hockey Operations Committee
- iv. Budget committee
- v. Nominations and Elections Committee
- vi. Ice Scheduling Committee
- vii. Purchasing and Equipment Committee
- viii. Registration Committee
- ix. Sponsorship Committee
- x. Tournament Committee
- xi. Discipline Committee
- xii. Appeals Committee

3.02 Nothing in these by-laws shall be construed to limit the ability of the Directors and the Membership of the Association from abolishing or creating Standing Committees by by-law or from establishing such *Ad Hoc* Committees or Subcommittees by Directors as may be desired or required from time to time.

3.03 Standing Committee Procedure

- a) All Standing Committees shall comply with all by-laws, guidelines, policies and procedures of the Association as determined by the Board of Directors or the Membership of the Association, from time to time, and also shall comply with all requirements of the Alliance and OMHA, the OHF, Hockey Canada, and if applicable, any other hockey organizations with which Association teams are participating.
- b) Meetings to be scheduled: Each Standing Committee shall meet at the call of the Chair but shall meet not less than four times per year
- c) Given Notice of all Meetings shall be communicated to all Members of the Standing Committee at least seven days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- d) Quorum Count for a Standing Committee shall be a majority of the Members of the Standing Committee
- e) Voting Rights: Each Member of a Standing Committee present at a Meeting shall be entitled to one vote: In the case of an equality of votes, the Chair shall have a second or casting vote

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

- f) Minutes from all Standing Committees Meetings shall be maintained and kept so as to report to the Board on regular monthly intervals or at any other time upon requested by the Board
- g) The Annual Report for each Standing Committee shall prepared and submitted pertaining to matters for which the Committee has be responsible for, and is to be presented to the Membership at the Annual General Meeting *of* the Association

EXECUTIVE COMMITTEE

3.10

- a) The Executive Committee shall be chaired and consist of: Chaired by the President.
 - i. Senior Vice President
 - ii. Vice President of House League Operations
 - iii. Vice President of Representative Operations
 - iv. Secretary
 - v. Treasurer
 - vi. Risk Management Director
 - vii. Mentor / Development Director
 - viii. Director of Operations
 - ix. Director of Fundraising & Sponsorship
 - x. Director of Communications & Special Events
 - xi. Director of Select Hockey & House League Away Tournaments
 - xii. Past President

This Committee shall be responsible for the day-to-day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.

- b) During the intervals between Board Meetings, action shall be taken in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention. Where such provisions are necessary an Emergency Executive meeting shall called to take action in relation to any matter of any nature. Such a meeting is to be called within (1) week of the matter or nature of incident requiring such measures
- c) Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting
- d) Review a recommendation or proposal prior to such recommendations or proposals being submitted to the Board for resolution
- e) Present a report regarding the activities of the Executive Committee to the Board
- f) Submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the fiscal year of the Association
- g) Deal with any other matters assigned to it by the Board or by the President

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

HOUSE LEAGUE OPERATIONS COMMITTEE

3.20

- a) The House League Operations Committee shall consist of the Vice President of House League, as Chair, and the House League Conveners.
- b) The House League Operations Committee shall:
 - i. Operate the House League Programs pursuant to the Policies of the Association
 - ii. Establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board
 - iii. Recruit and train volunteers to perform the functions required to operate the House League Hockey Operations
 - iv. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association
 - v. Present a report regarding House League Hockey Operations to the Board
 - vi. Select Ad-Hoc committees as required
 - vii. Recommend policy to the Board regarding House League Operations

REPRESENTATIVE HOCKEY OPERATIONS COMMITTEE

3.21

- a) The Representative (Rep) Hockey Operations Committee shall consist of the Representative Vice President, as Chair, and shall consist of the Representative Conveners and Hockey Team Managers
- b) The Representative (Rep) Hockey Operations Committee shall:
 - i. Operate the Representative (Rep) Hockey Programs pursuant to the Policies of the Association.
 - ii. Establish and monitor Policies relating to Representative (Rep) Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board
 - iii. Recruit and train volunteers to perform the functions required to operate the Representative (Rep) Hockey Operations
 - iv. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative (Rep) Hockey Operations Committee for the next fiscal year of the Association
 - v. Present a report regarding Representative (Rep) Hockey Operations to the Board
 - vi. Select Ad-Hoc committees as required
 - vii. Recommend policy to the Board regarding Representative (Rep) Hockey Operations

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

BUDGET COMMITTEE

- 3.30
- a) The Budget Committee shall be chaired by the Treasurer and shall consist of the Vice President of House League Operations, the Vice President of Representative (Rep) Hockey, and the Director of Operations.
 - b) The Budget Committee shall:
 - i. Prepare a budget for the Association for the next fiscal year for submission to the Board of approval.
 - ii. Liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for the purposes of preparing the Budget
 - iii. Finalize schedule of budget submissions from all committees on an annual basis
 - iv. Recommend policy to the Board financial budgeting and planning

NOMINATIONS AND ELECTIONS COMMITTEE

- 3.40
- a) The Nomination and Elections Committee shall be chaired by the Past President and shall consist of (2) Members of the Membership not standing for election. (In the absence of the Past President, The Board of Directors shall appoint the Elections/Nominations Committee members).
 - b) The Nominations and Elections Committee shall:
 - i. Solicit nominations for each Board position, which is to become vacant including nominations for each Annual General Meeting.
 - ii. Be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law
 - iii. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association
 - iv. Present a report regarding Nominations and Elections to the Board
 - v. Recommend policy to the Board regarding Nominations and Election

ICE SCHEDULING COMMITTEE

- 3.50
- a) The Ice Scheduling Committee shall be chaired by the Director of Operations and shall consist of the Ice Scheduler, the Mentor/Development Director, the Vice President of House League Operations and the Vice President of Representative (Rep) Hockey.
 - b) The Ice Scheduling Committee shall:
 - i. Assess the ice requirements for the Association and shall enter negotiation with the Town to meet these needs.
 - ii. Appropriate the ice allotment and times in a fair and equitable manner.
 - iii. Work with the Vice President of House League Operations and the Vice President of Representative Hockey Operations in determining the ice budget
 - iv. Present a report regarding Ice Scheduling to the Board
 - v. Recommend policy to the Board regarding Ice Scheduling

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

PURCHASING AND EQUIPMENT COMMITTEE

3.60

- a) The Purchasing and Equipment Committee shall be chaired by Director of Operations and shall consist of Vice President of House League Operations and the Vice President of Representative (Rep) Hockey.
- b) The Purchasing and Equipment Committee shall:
 - i. Recruit and train volunteers to perform the functions required for purchasing and maintaining equipment.
 - ii. Maintain an inventory of all equipment owned by the Association
 - iii. Collect rental fees and security deposits for all goalie equipment
 - iv. Solicit bids and purchase hockey equipment as required
 - v. Maintain and repair all equipment owned by the Association
 - vi. Solicit bids and arrange the purchase of awards
 - vii. Act as purchasing Agent for the Association with respect to all Association purchases. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association
 - viii. Present a report regarding purchasing and equipment to the Board
 - ix. Recommend policy to the Board regarding purchasing and equipment

REGISTRATION COMMITTEE

3.70

- a) The Registration Committee shall be chaired by the Secretary and shall consist of the Treasurer and (2) other members of the Association. This number may be of any combination of members from the Board of Directors and the Membership.
- b) The Registration Committee shall:
 - i. Recruit and train volunteers to perform the functions required for registration.
 - ii. Establish registration forms and procedures
 - iii. Conduct registration for all applicants eligible to participate in the Association Ice Hockey Program
 - iv. Maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association
 - v. Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s). (Adhere to the OHF Privacy Policy)
 - vi. Supply the Vice President of Representative (Rep) Hockey Operations and the Vice President of House League Operations current registration information in a timely fashion
 - vii. Ensure that all players are registered with either the Alliance (House League players) or the OMHA (Representative (Rep) players)
 - viii. Communicate any changes in registration immediately to the individuals who are affected by such changes
 - ix. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Registration Committee for the next fiscal year of the Association. Present a report regarding Registration Operations to The Board
 - x. Recommend policy to the Board regarding registration

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

SPONSORSHIP COMMITTEE

- 3.80
- a) The Sponsorship Committee shall be chaired by the **Director of Sponsorship and Fundraising** and shall consist of **the Treasurer and** *of* (2) other members *of* the Association. This number may be *of* any combination *of* members from the Board *of* Directors and the Membership.
 - b) The Sponsorship Committee shall:
 - i. Recruit and train volunteers to perform the functions required for sponsorship for the Association.
 - ii. Set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer
 - iii. Actively pursue new sponsorship projects
 - iv. Manage and supervise current sponsorship endeavours
 - v. Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association. Present a report regarding sponsorship to the Board
 - vi. Recommend policy to the Board regarding sponsorship

BOARD OF REFERENCE COMMITTEE

- 3.100 The Discipline Committee shall be chaired by the Mentor/Development Director and consist of the Risk Management Director, Vice President of House League or the Vice President of Representative (Rep) League, and an applicable Convener from the Association.
- 3.101 The Board of Reference shall handle all formal complaints and matters requiring investigation and discipline of any member or participant if the matter cannot be resolved by the team, appropriate convener or appropriate Director
- 3.102 This Committee shall uphold the OHF Minimum Suspension List as well as all other aspects of Disciplinary action taken by this Association to a "Member In Wait".
- 3.103 This Committee shall, through their interaction as a Committee, render a Member as a "Member in Good Standing" or a "Member Not In Good Standing".

APPEALS COMMITTEE

- 3.104 The Appeals Committee shall be Chaired by the President and consist of the Senior Vice President and the Vice President from either House League or Representative (Rep) that did not sit on the Disciplinary Committee hearing for this case.
- 3.105 This Committee shall have the authority to over turn a previous ruling by the Discipline Committee.
- 3.106 This Committee has no authority to lengthen a discipline
- 3.107 This Committee is in place to hear an appeal and render a decision for just cause of a discipline.

SUB-COMMITTEES AND AD-HOC COMMITTEES

- 3.108 The Standing Committee procedural protocol also shall govern the affairs of all sub-committees and ad hoc committees of the Association.

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

TOURNAMENT COMMITTEE

- 3.109 The Tournament Committee shall be chaired by the Senior Vice President and shall consist of the Ice Scheduler, either the Vice President of House League Operations or the Vice President of Representative (Rep) Hockey and another Board member appointed.
- 3.110 The Tournament Committee shall:
- 3.111 Recruit and train volunteers to perform the functions required for proper administration of the tournaments.
- 3.112 Establish tournament procedures.
- 3.113 Conduct registration for all applicants eligible to participate in the Association Ice Hockey Program.
- 3.114 Maintain a register of receipts regarding all tournament and other fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association.
- 3.115 Submit to the Budget Committee in each year an estimate of revenues and expenditures of the tournaments for the next fiscal year of the Association.
- 3.116 Present a report regarding tournaments to the Board
- 3.117 Make Policy recommendations to the Board regarding tournaments