

PETERBOROUGH HOCKEY ASSOCIATION (PHA)

Constitution and By-Law

v.6.- Feb. 18, 2014

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PETERBOROUGH HOCKEY ASSOCIATION

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of the Peterborough Hockey

Association. BE IT ENACTED as a by-law of Peterborough Hockey Association as follows:

1. DEFINITIONS

In this By-law and all other By-laws and Resolutions of the Association, unless the context otherwise requires:

- A. "Association" means Peterborough Hockey Association (or such other name as the Association may in the future legally adopt) to be used interchangeably with "Corporation"
- B. "CHA" means the Canadian Hockey Association (or such other name as the CHA may in the future legally adopt);
- C. "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
- D. "Director" means an individual who has been elected, or has been appointed to the Executive of the Association, as provided for herein;
- E. "Executive" means an individual elected or appointed to implement and carry out Association policies, business and hockey operations;
- F. "Hockey Canada" formerly known as the Canadian Hockey Association, means the governing body of hockey at the national level;
- G. "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
- H. "Members" means all classes of membership in the Association as provided for in section 5;
- I. "Officers" mean the individuals who hold the offices enumerated in Article 11;
- J. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- K. "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- L. "PHA" means Peterborough Hockey Association (or such other name as the PHA may in the future legally adopt);
- M. "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Executive of the Association.
- N. Terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.
- O. "Volunteer" means those individual(s) who perform work for the Association in a capacity approved by the Executive.

2. REGISTERED OFFICE AND SEAL

- 2.1. The Corporate Seal of the Association shall be in the form as the Association may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2. The registered head office of the Association shall be 266 Charlotte Street, Suite 436 in the City of Peterborough, in the Province of Ontario and thereafter as the Association may from time to time determine by special resolution of the members pursuant to the Corporations Act. The Association may establish such other offices within Peterborough County, as the Association may deem expedient by resolution.

3. MISSION OF THE ASSOCIATION

- 3.1. The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the City of Peterborough and surrounding area including:
- 3.2. The opportunity for all eligible individuals to participate in recreational house league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
- 3.3. The development of programs designed to enhance Members participation in ice hockey and provide members with the opportunity to participate at the highest competitive level;
- 3.4. The development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
- 3.5. To instil in all players, coaches, managers and members associated with the PHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
- 3.6. The development of a culture of diversity and inclusiveness in every aspect of the Association's activities;
- 3.7. The Association shall be operated without the purpose of financial gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.

4. AFFILIATIONS

- 4.1. The Association shall have the following affiliations:
 - The Association shall be a member of the OMHA, OHF, Hockey Canada; and,
 - The Association shall operate in cooperation with the City of Peterborough, local municipalities and their respective officials.

5. CLASSES OF MEMBERSHIP

- 5.1. There shall be four (4) classes of Membership in the Association:
 - Active Membership;
 - Parent/Guardian Membership;
 - Honorary Lifetime Membership;
 - Non-Voting Member

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1. Active Membership:

Active Members shall include all elected or appointed Directors or officials, Volunteers and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age. Members in this classification will be allowed one vote per person and may attend membership meetings and, by invitation, meetings of the Association and Committees of the Association.

6.2. Parent/Guardian Membership:

Parent/Guardian Members shall include all parents and/or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years. Each Parent/Guardian Member of a registered player shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Association and Committees of the Association. Each custodial couple or single parent shall have one vote per player registered and may attend members meetings and by invitation, meetings of the Association and of the Committees of the PHA.

6.3. Honorary Lifetime Membership:

Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be by a majority vote of the Association All Honorary Lifetime Memberships shall be confirmed at the Annual General Meeting of the Association by a majority vote of eligible voters present.

Up to five (5) Honorary Lifetime Members will be invited to sit as members of the Executive of the Association. Honorary Members will have no vote but may attend members meetings and by invitation, meeting of the Executive and Committees of the PHA.

6.4. Non-Voting Member

A player under the age of eighteen (18) years of age, registered to play during the current hockey season and in good standing with the Association.

6.5. One Person – One Class of Membership:

Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare himself/herself prior to the start of any meeting of the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

6.6. Membership List:

Subject to Section 6.7 herein, the Secretary of the Executive shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

This list shall be kept at the head office and updated as necessary and maintained in a manner that ensures the privacy and confidentiality of the Association Membership. Only those Executive Members appointed by the Executive shall have access to the list.

6.7. Membership Year

Unless otherwise determined by the Executive and prescribed by the terms of Membership herein, every Membership, other than Honorary Lifetime Memberships shall commence on or after the 1st day of September in each year, and shall lapse and terminate on the 30th day of August next following the date on which such Membership commenced.

6.8. Termination

Membership in the Association shall not be transferable and shall terminate; upon a Member's resignation or death or as prescribed herein this constitution/by law of the Association.

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Executive members. Failure to reapply/re-enroll for the following hockey season will also be considered as a resignation by a Member.

Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association and those holding a term of office that have not issued notice of their retirement. Members whose membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.

Members whose conduct is considered by the Executive to be contrary to the stated Code of Conduct and the purposes of the Association (Sec. 3.1) shall be asked by the Executive to attend a meeting of the Disciplinary Committee and explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Executive to resign from the Association. If they do not resign, the Executive shall give proper notice of motion, to be considered at the next Executive meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting of the Executive and to explain their positions before the vote is taken.

6.9. Membership Fees

Registration fees shall be established annually by the Finance Committee and with the advice of the Executive. Fees for any unexpired term of membership are normally not refundable, but the Executive may, in its sole discretion, grant a request for such a refund in extenuating circumstances. Any request for a refund denied by the Executive may be appealed to the next Executive Meeting. The Member concerned shall be invited to attend the meeting of the Executive and to explain their position before the vote on the appeal is taken.

6.10. Right to Vote

All Active Members, Parent/Guardian Members shall be entitled to notice of and to vote at all Meetings of Members of the Association per the terms of eligibility as prescribed herein.

6.11. Record Date

Individuals, who are Members of the Association at least thirty (30) days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least thirty (30) days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

7. MEETINGS OF THE MEMBERSHIP

7.1. Annual General Meeting of Members:

The Annual General Meeting shall be held each year no later than May 10, at a time, place and day determined by the Executive, for the transaction of, at least, the following business, to be set out in the agenda of such Annual General Meeting;

- approval of the agenda;
- approval of the minutes of the previous Meeting of the Membership;
- receiving reports of the activities of the Association during the preceding year;
- receiving information regarding the planned activities of the Association for the current year;
- receiving and approving the financial statements of the Association from the previous year as prepared by the Vice President Business ;
- consideration of any proposed amendments to the By-laws of the Association;
- transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. April 10th , immediately preceding the Annual General Meeting;

7.2. Additional General Meetings of Members:

In addition to the Annual General Meeting described in Article 7.1, and 7.2 a General Meeting may be requested upon application to the Association.

Such request for a General Meeting of the Members may be requested by any Member of the association in good standing upon application to the President. The application shall state the reason and shall provide any relevant information in support of the application. The Member concerned shall be invited to attend the meeting of the Executive and to explain their position before a vote is taken by the Executive on the Member's application. A Resolution of the Executive, in support of the application shall be sent to all Members of the Association (sec.6.7) and shall state the date, time and place the General Meeting shall be held. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

7.3. Notice:

Notice of the Annual General Meeting in each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be emailed to all Members at the last known email address recorded for such Members in the records of the Association at least twenty (20) days prior to the date of the Meeting. Such notice shall be posted on the Association's Web Site at least thirty (30) days prior to the date of the Meeting and advertised in local news media at least twice during the final three (3) weeks leading up to the date of the meeting.

Notice of any Additional General Meetings of the Membership shall be emailed to all Members at the last known email address recorded in the records of the Association at least fifteen (15) days prior to the date of the Meeting. Such notice shall be posted on the Association's Web Site at least thirty (30) days prior to the date of the Meeting.

7.3.1. Error or Omission in Notice;

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

7.4. Quorum:

A quorum for an Annual General Meeting or General Meeting shall be a minimum of fifteen (15) Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5. Voting Procedures:

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

The President or designate, shall preside at a Meeting of the Membership, and shall have an additional vote in the event of a tie vote;

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

7.6. No Proxies:

Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

7.7. Adjournments:

Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

7.8. Chair:

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

8. DIRECTORS

8.1. Composition

8.1.1. Eligibility - A Director shall:

- be eighteen (18) or more years of age;
- not be an un-discharged bankrupt or of unsound mind;
- be a Member of the Association at the time of his or her election or appointment;
- remain a Member of the Association throughout his or her term of office

8.1.2. Number of Directors:

The affairs of the Association shall be overseen by an Executive, which consists of fourteen (14) elected Directors and one (1) appointed Past President.

8.1.3. Term of Office:

The term of all incumbent Directors at the date of adoption of this Bylaw shall expire and terminate by special resolution of the Executive following the Annual General Meeting.

8.1.4. Change in Number of Directors:

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

9. PROCEDURE FOR ELECTION OF

DIRECTORS 9.1. Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by January 31st. A Nomination Form must be completed by all nominees and two (2) nominators who are Members (in good standing) of the Association. Such completed form must be delivered to the Secretary at least twenty (20) days prior to the election.

9.2 Executive Numbers, Positions and Terms:

The Executive shall consist of the following;

- Past President - (immediate) – appointed
- President - Elected - two (2) year term
- Vice President House League - Elected - two (2) year term
- Vice President Rep Hockey - Elected - two (2) year term
- Vice President Business – Elected – two (2) year term
- Vice President Operations – Elected – two (2) year term
- Secretary - Elected - one (1) year term (non-voting)
- Registrar – Appointed – two (2) year term
- Treasurer - Elected - two (2) year term (non-voting)
- House League Hockey Director 1 & 2 - Elected - two (2) year term (2 positions)
- House League Hockey Director 3 & 4 - Elected - two (2) year term (2 positions)
- Representative Hockey Director 1 & 2 – Elected - two (2) year term (2 positions)
- Representative Hockey Director 3 & 4 – Elected - two (2) year term (2 positions)
- Referee in Chief - Appointed - one (1) year term (non-voting)
- Honorary Lifetime Member - up to five (5) positions - appointed two (2) year term

9.2. Election Procedures:

The Chair of the Nominations and Elections Committee shall post on the Association's Web Site, a listing of all individuals who have been nominated for election to the Executive on or before ten (10) days prior to the Annual General Meeting in each year. Such listing shall identify what position each nominee is seeking election for. If a position on the Executive does not have any nominations, nominations may come from the floor at the Annual General Election meeting for that position.

The list of nominees shall be emailed to all Members at the last known address recorded in the records of the Association at least ten (10) days prior to the date of the Meeting.

9.3. Vacancies:

Any vacancy occurring on the Executive may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Executive shall invite applications from the Membership for appointment to the vacancy on the Executive. The Executive shall appoint a replacement Director within thirty (30) days after the Executive position was vacated.

9.4. Termination

9.4.1. Removal of Director by Membership

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

9.4.2. Absenteeism

Unless otherwise determined by the Executive, the absence of a Director from three (3) consecutive Executive Meetings shall be deemed to be a resignation of the said Director from the Executive.

9.4.3. Resignation

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

10. EXECUTIVE GOVERNANCE

10.1. Governance:

The Executive shall in addition to the role set out in Section 8.1 ensure the Association is in compliance with the objects, powers, by-laws and Policies of the Association, Rules of Operation and all applicable laws and regulations. The Executive shall ensure that the Directors as elected by the Members fulfil their fiduciary and legal obligations to the Association and its Members.

10.2. Executive Meetings

10.2.1. Regular Executive Meetings

Except as otherwise required by law, the Executive may hold Meetings at such place or places as the President or, in his or her absence, the Chair, may from time to time determine. Such meetings may be held electronically. The Executive shall meet not less than three (3) times per year. The timing of Executive Meetings shall facilitate approval of budgets, receipt of reports and or investigations, preparation of Association reports and business for the Annual General Meeting of Members.

10.2.2. Special Executive Meetings

Special Executive Meetings may be called by an Executive Member, the President or a Vice-President in the absence of the President or on petition in writing to the Secretary signed by any three Directors. Business transacted at a Special Meeting shall be limited to that specified in the notice calling the Meeting.

10.2.3. Notice of Executive Meetings

Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Executive Meeting is held or immediately following a General Meeting of the Members of the Association;

Notice shall include a tentative agenda in the case of a regular Executive Meeting and shall specify the business to be conducted in the case of a Special Executive Meeting.

No formal notice of any Executive Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.

10.2.4. Error in Notice

No error or omission in giving notice for a Executive Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

10.2.5. Adjournment of Executive Meetings

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

10.3. Quorum

A quorum for a Executive Meeting shall be 8 voting Directors. No business of the Executive shall be transacted in the absence of a quorum.

10.4. Voting Rights

Each Director, present at a Executive Meeting, including the Chair, shall be entitled to one vote with the exception of the Referee in Chief. The Referee in Chief is a non voting Director. . The President shall have a second vote in the event of a tie vote.

10.5. Voting Procedures

A majority of votes of the Directors present at a Executive Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

10.6. Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Executive may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

10.7. Conflict of Interest

Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at an Executive, Association and committee Meeting.

The declaration of a conflict of interest shall be made at the Executive Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Executive Meeting interested in the proposed contract or transaction or other matter, at the next Executive Meeting held after the Director assumes the office.

After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.

If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

10.8. Indemnification of Directors

Every Director of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.

The Association may purchase and maintain such insurance for the benefit of its Directors as the Executive may from time to time determine.

10.9. Confidentiality

Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Executive for consideration in camera.

10.10. Rules of Operation

Notwithstanding any other provision contained in this By-law, the Executive shall have the power to pass without any confirmation or ratification by the Members of the Corporation all necessary rules of operation as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of Members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law.

The Rules of Operation should not deal with such things as: fees and dues of members; qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of officers; execution of documents;

establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws. Rules of Operation should strictly deal with only those day-to-day matters directly affecting the member teams and players including but not restricted to such matters as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time to name a few.

11. OFFICERS & RESPONSIBILITIES OF OFFICERS

11.1. Elected/ Executive and Appointed Directors:

The Elected Executive shall be the President, Vice-Presidents of Business, Operations, Rep Hockey and House League, Representative Hockey Directors and House League Hockey Directors and Treasurer.

The Registrar and the Referee in Chief and shall be appointed following the Annual General Meeting. An elected Executive shall not hold more than one Office. nor hold the same Office for more than four (4) consecutive terms.

The elected and appointed Executive shall form the Executive Committee of the Association, who shall provide direction, guidance and support to Volunteers.

11.2. Assistants to Officers

The Executive may appoint such assistant(s) to Officers of the Association as the Executive may determine by Resolution from time to time.

11.3. Eligibility for Office:

The President and Vice President, Operations must have served on the Executive for at least two (2) years immediately prior to election to either of these positions.

The Association shall endeavour to nominate as Treasurer a Member who has employment experience and skills in accounting procedures.

11.4. Term of Office

The Elected Executive term of two (2) years is automatically renewable for the second year of the two (2) year term, at the first Annual General Meeting of Members in the year following their election, unless a motion of non-confidence is raised at that Annual General Meeting. The outcome of the non-confidence vote shall determine if the Elected Executive will retain his/her position for the second year of the two (2) year term. Should a non-confidence motion be passed the Elected Executive shall resign from the Executive Committee and an election shall be held to replace the Executive who has resigned. Nominations shall come from the floor of the Annual General Meeting and the elections shall be held in accordance with these By-Laws. At the end of the second year of the two (2) year term the Elected Executive may stand for re-election provided that they have not served more than four (4), two (2) year terms on the Executive Committee in the position for which they are seeking re-election.

Term Rotation Schedule:

Executive terms are two (2) years, unless noted otherwise, and the position term rotation schedule, beginning 2014, shall be:

Odd years: President, VP Rep hockey, VP Operations, HL Directors 1 & 2, Rep Directors 1 & 2, Treasurer, Secretary (one year term).

Even Years: VP House League, VP Business, Registrar, HL directors 3 & 4, Rep Directors 3 & 4, Referee-in-Chief (one year term).

11.5. Termination of Officers

11.5.1. Removal for Cause

The Executive, by resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause (see section 6.8 - Termination), before the expiration of his or her term of Office.

11.5.2. Resignation

An Officer of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

11.6. Vacancies in Office

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, an Executive Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Executive.

The Executive shall fill vacancies in other Offices for the balance of the unexpired terms from among those eligible to serve.

11.7. Responsibilities of Members of the Executive Committee:

11.7.1. President:

The President shall:

- represent the Association in the Community;
- act as Chair of the Executive,
- chair the Executive Committee, and all Meetings of the Membership;
- exercise general supervision of the Association in accordance with Policies determined by the Executive;
- be the primary contact for the OMHA, OHF, HC and all affiliated organizations
- Delegate tasks as necessary.
- perform tasks generally associated with the role of Chief Executive Officer;
- provide leadership and ensure the implementation of Association policies, including the development of best practices and protocols based on Association policy affecting all aspects of Association activities;
- be accountable to the Executive for the development and implementation of programs, including but not limited to hockey development programs, representative and house league contact and non-contact programs, outreach, cultural diversity and inclusiveness programs, player safety and risk management programs;
- develop and maintain a culture within the ranks of the Association consistent with the Association's Code of Conduct and the vision/goals established by parent organizations (OMHA/OHF/Hockey Canada);
- ensure the Association has sufficient volunteer help to maximize its operational objectives and stated goals;
- provide direction to all volunteer leaders on the Association's goals, objectives, and operations;
- ensure standards are set and training objectives for Association volunteers are met; ensure the Association and its volunteers are supported and have available sufficient expertise to deal with any incidents that occur during an Association sponsored event;
- provide oversight and when required, mediate disputes involving members and or volunteers, officials and anyone who should have cause to dispute the activities of the Association or actions of a Volunteer;
- chair an Advisory Council composed of a Head Coach, Head Trainer and Head Manager;
- chair the Risk Management and Disciplinary Committee, supervise the Lead Investigator and provide counsel on matters related to investigation of incidents that may occur during Association sponsored events;

- Establish an effective community relations and outreach program designed to ensure continuous dialogue on matters of mutual interest between the Association and community groups including other hockey organizations within Peterborough County.

11.8. Vice President – House League;

The Vice-President shall:

- monitor adherence by the Association and its Volunteers to all existing Policies respecting House League Hockey Operations and the conduct of the Association and its Members during Association sponsored events;
- ensure proposed operational practices and or protocols are consistent with Association Policy, advises Executive Committee when proposed operational policy may be inconsistent or in conflict with current policies, practices and protocols;
- assume the duties of the President in the absence, for any reason, of the President;
- be available to assist any Director requiring assistance in the completion of his or her functions;
- Ensure that each convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
- carry out duties as assigned by the Executive Committee or the President;
- Chair the House League Hockey Operational Committee;
- Report back to the Executive on all matters related to House League Hockey.

11.9. Vice President – Rep Hockey;

The Vice President shall:

- monitor adherence by the Association and its Volunteers to all existing Policies respecting Representative Hockey Operations and the conduct of the Association and its Members during Association sponsored events;
- ensure proposed operational practices and or protocols are consistent with Association Policy, advises Executive Committee when proposed operational policy may be inconsistent or in conflict with current policies, practices and protocols;
- be available to assist any Director requiring assistance in the completion of his or her functions;
- Ensure that each convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
- **ensure proper accounting of Association activities, meet the requirements of the Association's external auditors;**
- Carry out duties as assigned by the Executive Committee or the President;
- Chair the Rep Hockey Operational Committee
- Report back to the Executive on all matters related to Rep Hockey

11.10. Vice President - Business;

The Vice-President shall:

- monitor adherence to all existing Policies and inform the financial status of the Association, highlighting variances from the budget with respect to any inconsistencies between existing Policies and a proposed policy;
- be available to assist any Volunteer requiring assistance in the completion of his or her functions;
- be the primary contact for the OMHA on administrative and financial matters;
- chair the Volunteer Nominating Committee in order to provide the Association with sufficient volunteers at all levels, to ensure the league meets its goals and objectives;
- Chair the Finance Committee, ensuring all Volunteers meet their fiduciary responsibilities to the Association and its Members;
- provide oversight and counsel to the Registrar, Nominations, Sponsorship, marketing, outreach and media Director functions;
- sit as a member of the Sponsorship Committee;
- sit as a member of the Community Relations/Development Committee;
- carry out duties as assigned by the Executive, or the President;

11.11. Vice President - Operations:

The Vice President Operations shall;

- assume the duties of the President in the absence, for any reason, of the President, and the Vice President Business;
- monitor adherence by the Association and its Volunteers to all existing Policies respecting Hockey Operations and the conduct of the Association and its Members during Association sponsored events;
- ensure proposed operational practices and or protocols are consistent with Association Policy, advises Executive Committee when proposed operational policy may be inconsistent or in conflict with current policies, practices and protocols;
- be available to assist any Volunteer requiring assistance in the completion of his or her functions;
- sit as a member of the Scheduling Committee, ensure sufficient ice time is scheduled and the appropriate on-ice and off-ice officials are available to support Members activities;
- sit as a member of the Development Committee, provide support and resources to committee in order to meet stated objectives and goals for players, coaches, trainers and managers at each divisional level;
- chair the Player Safety Committee, ensure the review and follow-up necessary following any incident takes place during an Association sponsored event, ensure and promote Member safety at all levels within the Association;
- chair the Hockey Operations Committee, ensure that convenors, coaches, trainers, and managers receive adequate, timely and ongoing advice and assistance throughout the **Association's hockey season**;
- provide oversight and counsel to the Webmaster, Tournament Directors, Referees and clinic Coordinators
- be available to assist any Director requiring assistance in the completion of his or her functions;
- carry out duties as assigned by the Executive Committee or the President;
- Report back to the Executive on all matters related to Hockey Operations.

11.12. House League Hockey Director (4 positions):

The House League Hockey Director shall:

- prepare and report to the Executive house league operations;
- appoint the members of the house league hockey operations committees;
- appoint all house league hockey convenors;
- act as liaison to the association for coaches and convenors
- Carry out other duties as assigned by the Executive Committee, or the President.

11.13. Representative Hockey Director (4 positions):

The Representative Hockey Director shall:

- prepare and report to the Executive Representative hockey league operations;
- appoint the members of the representative hockey operations committees;
- appoint all representative league hockey convenors;
- act as liaison to the association for coaches and convenors
- Carry out other duties as assigned by the Executive Committee, or the President.

11.14. Treasurer; - Non- Voting

The Treasurer shall:

- ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- Reconcile the Revenue/Expenditure accounts and submit to the Auditor of the Association with records of the Secretary and Registrar and jointly present the reconciliation of such records to the Executive;

- present financial statements for year start, in-year and year end reports;
- present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- evaluate, review and recommend financial policy to the Executive Committee;
- prepare an operating budget prior to the beginning of each hockey season for the approval of the Executive Committee;
- Monitor record and report on a monthly basis to the Executive Committee or the President.

11.15. Secretary; - Non- Voting

The Secretary shall:

- record or delegate the recording of the minutes of Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Executive or by the Membership;
- set standards and ensure the proper recording of minutes during and for all committees established by the Executive committee for the ongoing business and administration of the Association;
- be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- recommend policy to the Executive Committee regarding internal and external communications of the Association;
- ensure that all necessary and appropriate insurance has been purchased;
- provide assistance and counsel to Volunteers acting as a committee secretary on the requirements and format of committee records required by the Association;
- Carry out duties as assigned by the Executive, or the President.

11.16. Registrar:

The Registrar shall:

- recruit and train volunteers to assist in the performance of the functions required for registration;
- develop and implement approved registration forms and procedures;
- conduct registration for all applicants eligible to participate in PHA Hockey Programs;
- 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;
- maintain a current registration list of all players including mailing addresses, telephone numbers, email addresses and Parent/Guardian name(s);
- supply to the Conveners of each Hockey Division the current respective registration information in a timely fashion, ensuring the confidentiality and privacy requests are maintained;
- ensure that all players are registered and teams rostered with the OMHA;
- communicate any changes in registration immediately to the applicable Convener or other individuals who are affected by such change;
- submit to the Finance 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 Executive;
- recommend policy to the Executive regarding registration;
- ensure that all necessary and appropriate insurance has been purchased;
- chair the Registration Committee;
- maintain the membership list referred to in Section 6.6;
- Carry out duties as assigned by the Executive Committee or the President.

11.17. Past President:

The Past President shall:

- chair the Nominations and Elections Committee;
- be available to assist any Director requiring assistance in the completion of his or her functions;
- Carry out other duties as assigned by the Executive Committee, or the President.

11.18. Referee In Chief; - Non Voting

The Referee in Chief shall:

- ensure there are enough referees in place to officiate all games;
- liaison with the VP- Business, VP-Operations and Finance Committee to estimate fees for the upcoming year;
- ensure refereeing complaints are addressed and resolved in a timely fashion;
- recruit, train, monitor and evaluate performance of referees;
- schedule referees and maintain accurate records for payment;
- Carry out other duties as assigned by the Executive Committee, or the President.

12. COMMITTEES OF THE ASSOCIATION

12.1. Standing Committees:

The following committees shall be Standing Committees of the Association:

- Executive Committee;
- Nominations and Elections Committee;
- Finance and Audit Committee;
- Risk Management Committee.

Nothing in this by-law shall be construed to limit the ability of the Directors of the Association from abolishing or creating Standing Committees by by-law or from establishing such ad hoc committees or subcommittees by Directors' Resolution as may be desired or required from time to time.

12.2. Executive Committee:

The Executive Committee shall be chaired by the President, and shall consist of the Vice-Presidents of House League, Rep Hockey, Operations, Business, Directors of House League and Rep hockey, the Secretary, and Treasurer and 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.

The Executive Committee shall:

- Meet on a regular basis during the hockey season (at a minimum 3 times/year) and shall take action in relation to any matter of any nature within the power and the authority of the Executive, which requires immediate attention before the date of the next Executive Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Association for ratification at the next Association Meeting;
- review recommendations and proposals prior to such recommendations or proposals being submitted to the Association for Resolution;
- present a report regarding the activities of the Executive Committee to the Association;
- submit to the Finance Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
- recommend policy to the Association regarding management and administrative issues related to the Association operations;
- Deal with any other matters assigned to it by the Association or by the President.

12.3. Nominations and Elections Committee:

The Nominations and Elections Committee shall be chaired by the Past President and shall consist of one (1) Honorary Lifetime Member who is currently a sitting Executive Member, the President, and at least one(1) Member who is currently a sitting Executive Member.

The Nominations and Elections Committee shall:

- solicit nominations for each Executive position, which is to become vacant including nominations for each Annual General Meeting;
- be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
- submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association;
- present a report regarding Nominations and Elections to the Executive;
- Recommend policy to the Executive regarding Nominations and Elections.

12.4. Finance and Audit Committee:

The Finance and Audit Committee shall;

- Be chaired by the Vice President - Business and shall consist of President, the Treasurer, and at least two (2) elected sitting Executive Members.
- provide oversight on all financial matters affecting league operations;
- review and recommend for Executive approval of the operating budget prepared by the Finance Committee for the upcoming hockey season;
- ensure all Volunteers understand their fiduciary responsibility to the Association and its Members;
- select and recommend to the Annual General Meeting the appointment of an External Auditor;
- **Supervise the external audit; review recommendations from the auditor's report and develop** and implement operational practices designed to overcome any shortcomings that might be found as a result of an audit report;
- recommend financial policy and practices designed to enhance Association governance to the Executive for adoption and implementation by the Association;
- Prepare reports and make presentations to the Executive and to General Meetings of the Members as required.

12.5. Risk Management Committee:

The Risk Management Committee shall;

- be chaired by the President, and shall consist of the Vice President Business, Vice President Operations, Vice President Rep Hockey, Vice President House League, Past President and at least two (2) elected sitting Executive Members (Risk Management Directors).
- recruit and train volunteers to perform the functions required for risk management for the Association;
- set up an accurate recording system covering expenditures relating to risk management in accordance with Association financial management rules and practices;
- monitor and cooperate with the Player Safety Committee on matters related to risk management and player safety, actively pursue new projects related to **the Association's goals** and objectives with respect to the reduction of risk associated with hockey operations;
- set standards for the Association for the development and maintenance of statistics on injuries and on-ice incidents;
- in cooperation with the Community Relations/Development Committee promote and pursue joint partnerships with community organizations, and businesses designed to increase the awareness of safety practices within hockey programs and to enhance the image of hockey in the community;
- create policies, processes and protocols that will assist league officials, care givers, players and team officials in resolving disputes in an environment free of unwelcomed conflict;
- promote and develop strategies designed to encourage greater cooperation between the Association and other hockey organizations in Peterborough County on matters related to

- player safety, make recommendations to the OMHA and CHA on matters related to player safety;
- submit to the Finance Committee in each year an estimate of expenditures of the Risk Management Committee for the next fiscal year of the Association;
- present a regular report regarding Risk Management to the Executive and prepare and annual report for the General Meeting of the Members;
- Recommend policy to the Executive regarding player safety and the prevention of incidents that distract from the image of hockey in the community.
- liaise with all Committees of the Association

13. Operating Committees

13.1. House League Hockey Operations Committee:

The House League Hockey Operations Committee shall;

- Consist of the Vice President House League, as Chair, Vice President Operations, Vice President Business, House League Directors and House League Convenors.
- operate the House League Hockey Programs pursuant to the Policies of the Association;
- 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 Executive;
- recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;
- provide support, assistance and counsel to all Volunteers engaged in roles supporting the Association;
- provide oversight and guidance on behalf of the Executive on matters related to the Association and its parent organizations the OMHA/OHF/Hockey Canada;
- ensure adequate support and financial resources are available to Volunteers engaged in carryout activities on behalf of the Association and its Members;
- monitor and ensure that all incidents that occur during an Association sponsored event are reviewed and if necessary an investigation is completed and appropriate reports with recommendations are filed and action is taken to ensure further incidents of a similar nature do not occur again;
- Deal with any other matters assigned to it by the Executive or by the President.
- operate the House League Hockey Programs pursuant to the Policies of the Association;
- 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 Executive;
- recruit and train volunteers to perform the functions required to operate the House League;
- present a report regarding House League Hockey Operations to the Executive;
- select Ad-Hoc committees as required;
- Recommend policy to the Executive regarding Hockey Operations.

13.2. Representative Hockey Operations Committee:

The Representative Hockey Operations Committee shall

- consist of the Vice President Rep Hockey, as Chair, Vice President Operations, vice President of Business, Representative Hockey Directors, and Rep Hockey Team Coaches/Convenors;
- operate the Representative Hockey Program pursuant to the Policies of the Association;
- establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Executive;
- recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or

leagues;

- submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
- present a report regarding Representative Hockey Operations to the Executive;
- select Ad-Hoc committees as required;
- Recommend policy to the Executive regarding Representative Hockey Operations.

13.3. Budget Committee:

The Budget Committee shall

- be chaired by the Treasurer, and shall consist of, President, the Vice President Business, Vice President Operations and one (1) member of the Scheduling Committee, Tournament Director and one (1) member of the Hockey Program Development Committee.
- prepare an operating budget for the Association for the next fiscal year for submission to the Executive for approval;
- liaise with all Committees of the Association to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
- finalize schedule of budget submissions from all committees on an annual basis;
- appoint non-voting positions as required to fulfil the duties of the committee;
- provide financial oversight on all expenditures incurred by Volunteers on behalf of the Association, develop and promote reporting practices to be adhered to, by all Volunteers committing the Association to financial expenditure, and reimbursement of expenses;
- Recommend policy to the Executive regarding financial budgeting and planning.

13.4. Volunteer Nominations Committee:

The Volunteer Nominations Committee shall;

- be chaired by the Vice President Business and shall consist of Vice President Operations and at least one (1) member who is currently a sitting member from each of the following Association operating committees, Sponsorship, Community Relations/Development, Scheduling, Hockey Program Development, and Player Safety and Risk Management.
- meet as often as necessary;
- solicit nominations for each Committee position, which is to become vacant including nominations for Conveners, Coaches, Trainers and Managers;
- ensure the Association has sufficient Volunteers available to work in all Divisions and at all levels in order to support the goals and objectives set by the Executive for the Association and its Members;
- submit to the Finance Committee each year an estimate of expenditures for the next fiscal year of the Association;
- maintain a central registry of all Volunteers, their contact information and when necessary Police clearance certificates, applicable OMHA required certification; present reports as required to the Executive Committee;
- Recommend policy to the Executive regarding Volunteer Nominations and recruitment.

13.5. Ice Scheduling Committee:

The Ice Scheduling Committee shall;

- be chaired by the Scheduling Director, and shall consist of the Vice President Operations, one (1) member of the House League and Rep Hockey Operations Committees, one (1) member of Hockey Program Development Committee, and one (1) Community Relations/ Development Committee, plus the Tournament Director, Head Referee, and Head Off-Ice Officials.
- encourages cooperation between Volunteers and other hockey associations/leagues and with municipalities on matters of mutual interest such as; ice time, availability and sharing of facilities;

- assess the ice requirements for Association and tournament play and meet the needs of various developmental programs and clinics sponsored by the Association and shall enter negotiation with the city to meet these needs
- apportion the ice and times in a fair and equitable manner between all hockey divisions, while ensuring appropriate ice time is available for rep, developmental programs and clinics;
- work with the Vice Presidents and Directors of House League Hockey Operations and Representative Hockey Operations in determining the ice budget;
- submit to the finance committee a budget prior to the start of the hockey season setting out expenditures for ice time, referees and off-ice officials for house league play, tournaments, developmental programs and clinics;
- appoint non voting positions as required to fulfil the duties of the committee;
- present a report regarding Scheduling to the Executive;
- Recommend policy to the Executive regarding Scheduling.

13.6. Purchasing and Equipment Committee:

The Purchasing and Equipment Committee shall;

- Be co-chaired by the Vice President – Operations, and Vice President of Business, and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.
- recruit and train volunteers to perform the functions required for purchasing and equipment;
- maintain an inventory of all equipment owned by the Association;
- collect rental fees and security deposits for all goalie equipment leased;
- solicit bids and purchase hockey equipment, as required;
- maintain and repair all equipment owned by the Association;
- solicit bids and arrange the purchase of awards;
- act as the 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;
- present a report regarding purchasing and equipment to the Executive;
- recommend policy to the Executive regarding purchasing and equipment;
- Appoint non voting positions as required to fulfil the duties of the committee.

13.7. Registration Committee

The Registration Committee shall be;

- chaired by the Registrar and shall consist of one(1) member of the House League Hockey Operations Committee, one (1) member of Representative Hockey Operations Committee, the Vice President Business and Vice President of Operations.
- recruit and train volunteers to perform the functions required for registration;
- establish registration forms and procedures;
- conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
- maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Accountant for deposit to the credit of the Association;
- maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
- supply to the Vice Presidents and Directors of Representative Hockey Operations and House League Hockey Operations current registration information in a timely fashion;
- ensure that all players are registered and teams rostered with the OMHA;
- communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
- 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 Executive;
- recommend policy to the Executive regarding registration;

13.8. Sponsorship Committee:

The Sponsorship Committee shall;

- be chaired by the Sponsorship Director, and consist of Vice President Business, Vice President Operations, one (1) House League Director and Rep Hockey Director and one (1) member from each of the following committees; Community Relations/Development, Hockey Operations and Hockey Program Development.
- recruit and train volunteers to perform the functions required for sponsorship for the Association;
- set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- develop and implement a plan by which the Association will expand its sponsorship support, actively pursue new sponsorship projects;
- manage and supervise current sponsorship endeavours;
- submit to the Finance/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 regular report regarding sponsorship to the Executive Committee and prepare an annual report for the General Meeting of the Members;
- Recommend policy to the Executive regarding sponsorship.
- Appoint non-voting positions as required to fulfil the duties of the committee.

13.9. Community Relations/Development Committee:

The Community Relations/Development Committee shall;

- be chaired by the Community Relations/Development Director and shall consist of the Vice President Business, Vice President Operations and one (1) member from each of the following Committees; House League Hockey Operations, Tournaments, Player Safety and Hockey Program Development Committee.
- recruit and train volunteers to perform the functions required for community relations and community development for the Association;
- set up an accurate recording system covering expenditures relating to community relations and community development in accordance with Association financial management rules and practices;
- actively pursue new projects related to the Association's goals and objectives with respect to outreach, diversity and inclusiveness;
- develop and maintain up to date a comprehensive media guide for all Volunteers engaged in executive and leadership roles on behalf of the Association;

13.10. Hockey Program Development Committee:

The Hockey Program Development Committee shall;

- be chaired by the Head of Hockey Program Development and shall consist of the Vice Presidents of Business, Operations, Rep and House League Hockey, Scheduling Director, Head Coaches from each Development Team and have as its Advisory Council the Head Coach, Head Trainer and Head Manager.
- operate the Hockey Program Development program pursuant to the Policies of the Association and affiliated organizations;
- establish standards and monitoring techniques relating to the development of programs designed to enhance the player's experience and to facilitate the development of team officials (coaches/trainers/managers) as they move through the Association from Mite to Major Midget;
- set goals and objectives and develop training aids and "kits" for Coaches/Trainers/Managers that will provide them with the tools needed to pursue excellence in player experiences both on and off the ice;
- develop and implement an effective auditing or quality assurance program designed to provide help and assistance to Coaches tasked to meet individual player and team goals/objectives established for each division prior to the start of the hockey season;

- recruit and train volunteers to perform the functions required to operate the development teams at the Tyke, Novice, Atom and Pee Wee levels;
- represent and promote the interests of the Association in relation to any involvement by Developmental Teams with any other local minor hockey associations or leagues;
- provide ways and means to assist other associations within the geographical boundaries of Peterborough County with player and team official development programs;
- submit to the finance committee in each year an estimate of revenues and expenditures of the Hockey Program Development Committee for the next fiscal year of the Association;
- develop a plan including all activities for the coming season for the approval of the Executive;
- present a report regarding Hockey Program Development Operations to the Executive;
- recommend policy to the Executive regarding Hockey Program Development

13.11. Player Safety & Risk Management Committee:

The Player Safety and Risk Management Committee shall;

- Be co-chaired by the Player Safety Director and the President, and shall consist of Vice President Business, Vice President Operations, Risk Management Directors, one (1) member from each of the following committees, House League Hockey Operations, Community Relations/Development and Hockey Program Development Committee.
- recruit and train volunteers to perform the functions required for player safety for the Association;
- set up an accurate recording system covering expenditures relating to player safety in accordance with Association financial management rules and practices;
- actively pursue new projects related to the Association's goals and objectives with respect to player safety and the reduction of risk associated with hockey operations;
- develop and maintain up to date statistics on injuries and on-ice incidents for all Volunteers engaged in the PHA and leadership roles on behalf of the Association;
- in cooperation with the Community Relations/Development Committee promote and pursue joint partnerships with community organizations, and businesses designed to increase the awareness of player safety practices within hockey programs and to enhance the image of hockey in the community;
- promote and develop strategies designed to encourage greater cooperation between the Association and other hockey organizations in Peterborough County on matters related to player safety, make recommendations to the OMHA and CHA on matters related to player safety;
- develop and maintain up to date statistics on injuries and on-ice incidents, develop recommendations for the Executive Committee, including the need for additional training should there be a trend or increase in certain types of injuries and incidents, develop prevention programs and provide input to Hockey Program Development Committee on training objectives;
- submit to the Finance Committee in each year an estimate of expenditures of the Player Safety Committee for the next fiscal year of the Association;
- present a regular report regarding Player Safety to the Executive Committee and prepare an annual report for the General Meeting of the Members;
- Recommend policy to the Executive regarding player safety and the prevention of incidents that distract from the image of hockey in the community.

14. Committee Procedure:

All Committees of the Association shall comply with all bylaws, guidelines, Policies and procedures of the Association as determined by the Executive or the Membership of the Association, from time to time, and also shall comply with all requirements of the OMHA, OHF and Hockey Canada.

14.1. Meetings:

Each Committee shall meet at the call of the Chair but shall meet not less than four times per year.

14.2. Notice:

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

14.3. Quorum:

A quorum for a Committee shall be a majority of the Members of the Committee.

14.4. Voting Rights:

Each Member of a 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.

14.5. Minutes:

Committees shall maintain and keep minutes of their Meetings and shall report to the Executive at regular intervals and at any other time upon request by the Executive and in a manner appropriate to Association protocols.

14.6. Annual Report:

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

14.7. Sub-Committees and Ad Hoc Committees

The Committee procedure also shall govern the procedure of all sub-committees and adhoc committees of the Association.

15. EXECUTION OF DOCUMENTS

15.1. Execution of Documents:

The Executive may from time to time appoint any Officer or Officers or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall be affixed to documents executed in accordance with the foregoing.

15.2. Books and Records:

The Executive shall ensure that all necessary books and records of the Association required by the Bylaws of the Association or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

16.FINANCIAL YEAR

Unless otherwise determined by the Executive and prescribed by the terms of this Constitution and Bylaw, The financial year of the Association shall commence on or after the 1st day of April in each year, and shall lapse and terminate on the 31st day of March next following the date on which the fiscal year commenced.

17.BANKING ARRANGEMENTS

17.1. Banking Resolution:

The Executive shall designate, by resolution, the Officers and the number of Officer signatures required or authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Executive has designated as the banker of the Association, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- operate the accounts of the Association with a bank or a trust company;
- 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;
- issue receipts for and orders relating to any property of the Association;
- Authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

17.2. Deposit of Securities

The securities of the Association shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Executive. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Association signed by such officer or officers, agent or agents of the Association, and in such manner as shall be determined from time to time by resolution of the Executive, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Association shall be fully protected in acting in accordance with the directions of the Executive and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

18. NOTICE

18.1. Computation of Time:

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

18.2. Omissions and Errors:

The accidental omission to give notice of any Meeting of the Executive or Members or the non-receipt of any notice by any Director or Member or by the Auditor of the Association or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Director, or Member or the Auditor of the Association may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

18.3. Method of Giving Notice:

Whenever under the provisions of this By-law of the Association, notice is required to be given, such notice may be given either personally or by telephone or by depositing same in a post office or a public

letter box, in a postage paid sealed envelope addressed to the Director, Officer or Member at his or her address as the same appears in the records of the Association or by electronic means to the last email address as the same appears in the records of the Association.. Any notice or other documents so sent by mail or by email shall be deemed to be sent at the time when the same was deposited in a post office or public letter box, or as recorded as sent on the mast head of the email, as aforesaid. For the purposes of sending any notice, the address of any Member, Director or Officer shall be his or her last address in the records of the Association.

19. PASSING AND AMENDING BY-LAWS

- 19.1. The Executive and a member in good standing may recommend amendments to the By-laws of the Association from time to time, to the Membership.
- 19.2. If the Executive intends to discuss amendment of the By-laws of the Association at an Executive Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than seven (7) days before such Meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such By-laws shall be given.
- 19.3. A By-law or an amendment to a By-law recommended by the Executive shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
- 19.4. A motion to amend the By-laws recommended by the Executive or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
- 19.5. The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.
- 19.6. Any Amendment to the By-laws by a Member must be in writing, signed by a Member in good standing and received by the Secretary of the Association **10** days prior to the Annual General Meeting.
- 19.7. All members in good standing shall have access to any proposed amendments to the By-laws, seven (7) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

20. REPEAL OF PRIOR BY-LAWS

20.1. Repeal:

All prior By-laws of the Association, including the document entitled the "Constitution" of the Association are hereby repealed.

20.2. Proviso:

The repeal of all prior By-laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

21. RULES OF PROCEDURE

The Rules contained in the most current edition of "Call to Order – Meeting Rules and Procedures for Non-Profit Organizations" by Herb Perry 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.

22. EFFECTIVE DATE

This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at _____ in the City of Peterborough, Ontario, and at which a quorum was present on the _____ day of _____, 2014.

Signed:

President, Peterborough Hockey Association

Vice President, Operations

Vice President, Business

Vice President, Rep Hockey

Vice President, House League Hockey

Director, Representative League

Director, Representative League

Director, Representative League

Director, Representative League

Director, House League

Director, House League

Director, House League

Director, House League

Treasurer

Past President, PHA

23. Code of Conduct

This Code of Conduct identifies the standard of behavior which is expected of all PHA members; players, care givers, parents, coaches, team managers, trainers, officials, volunteers, and league representatives involved in PHA sponsored activities and events.

PHA is committed to providing a hockey environment in which all individuals are treated with respect. During the course of all PHA activities and events, players, parents, care givers, coaches, team managers, trainers, officials, volunteers and league representatives, shall conduct themselves at all times in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, demeaning, offensive, abusive, racist or sexist. In particular the PHA will not tolerate behavior that constitutes discrimination, harassment, bullying or abuse.

During the course of all PHA activities and events, members shall avoid behaviour which brings PHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs, the use of alcohol by minors, or any other behaviour that is known to be, or ought to have been known to be, in violation of this Code of Conduct.

PHA players, care givers, parents, coaches, team managers, trainers, officials, volunteers, and league representatives, shall at all times adhere to PHA's operational policies and procedures, to rules and regulations governing PHA sponsored activities and events; and to the policies and procedures and rules set out by the PHA's governing bodies, the Ontario Minor Hockey Association, the Ontario Hockey Federation and Hockey Canada.

Non-compliance with this Code of Conduct shall result in disciplinary action in accordance with the disciplinary policies of the PHA. Disciplinary action taken by the PHA may include suspensions and or the loss of privileges that come with membership in the PHA, including the opportunity to participate at any level in PHA sponsored activities and events, both in the present and future.