



Rayside Balfour Minor Hockey Association

Constitution

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BY-LAW no.1

A by-law relating generally to the conduct of the affairs of the Rayside Balfour Minor Hockey Association. BE IT ENACTED as a By-Law of Rayside Balfour Minor 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:

- 1.1 "Association" means Rayside Balfour Minor Hockey Association (or such other name as the Association may in the future legally adopt).
- 1.2 "RBMHA" means Rayside Balfour Minor Hockey Association (or such other name as the RBMHA may in the future legally adopt).
- 1.3 "Board" means the Board of Directors of the Association.
- 1.4 "CHA" means the Canadian Hockey Association (or such other name as the CHA may in the future legally adopt).
- 1.5 "NOHA" means the Northern Ontario Hockey Association (or such other name as the NOHA may in the future legally adopt).
- 1.6 "Director" means an individual who has been elected to the Board of Directors of the Association.
- 1.7 "Officers" means the individuals who hold the offices enumerated in Article 11.
- 1.8 "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).
- 1.9 "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board.

All terms defined in the Corporation Act have the same meaning in this By-law and all other By-laws and resolutions of the Association.

2 REGISTERED OFFICE AND SEAL

- 2.1 The Corporate Seal of the Association shall be in the form impressed in the margin hereof.
- 2.2 The Registered Office of the Association shall be in the Region of Rayside Balfour, in the City of Greater Sudbury in the Province of Ontario, and at such place therein as the Board from time to time may determine by Resolution.

3 MISSION OF THE ASSOCIATION

- 3.1 The purpose of the RBMHA, as a division of NOHA by the authority of CHA is to organize, develop and promote minor hockey for the youth of the Region of Rayside Balfour including:
 - 3.1.1 The opportunity for all Rayside Balfour youth to participate in recreational house league ice hockey; and
 - 3.1.2 To promote good sportsmanship, fair play, good citizenship, friendly competition, enjoyment, and participation for all team members.

4 AFFILIATIONS

- 4.1 The Association shall have the following affiliations:
 - 4.1.1 The Association shall be a member of the NOHA; and
 - 4.1.2 The Association shall operate in cooperation with the Recreation and Parks Department of the City of Greater Sudbury.

5 CLASSES OF MEMBERSHIP

- 5.1 There shall be three (3) classes of Membership in the Association:
 - 5.1.1 Board Membership shall include all elected or appointed directors;
 - 5.1.2 Active Membership shall include all officials, convenors, coaches, managers, and trainers appointed for the current season, and all registered players who are at least 18 years of age; and
 - 5.1.3 Parent / Guardian Membership shall include all parents and / or legal guardians of registered players where the registered player is under the age of eighteen years.

6 TERMS OF MEMBERSHIP AND ELIGIBILITY

- 6.1 **Membership Terms:**
 - 6.1.1 A Director shall be elected for a two (2) year term, as referenced in section 8.3 below.
 - 6.1.2 Unless otherwise determined by the Board, Board Membership shall commence at the Meeting when the Director was elected to join the Board and expires at the Annual Meeting held approximately two (2) years later.
 - 6.1.3 Unless otherwise determined by the Board, the Active Membership and the Parent/Guardian Membership shall commence on or after September 1st of each year and shall lapse and terminate on April 30th following the date on which such Membership commenced.
 - 6.1.4 If the expiration of the President's term of office coincides with the expiration of the

term of office as a Director, he or she may continue as a Director to fill the office of the past President.

6.2 Termination:

- 6.2.1 Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death. Members may resign from the Association by submitting their resignation in writing addressed to the Association, by emailing the President and the Secretary at the email addresses listed as Board Members' contact information on the Association's website (rbmha.com).

6.3 Expulsion:

- 6.3.1 The Board can and will expel or suspend any member whose conduct has breached RBMHA's Code of Conduct. Refer to section 9.4.

6.4 Right to vote:

- 6.4.1 All Classes of Membership shall be entitled to notice of, and to vote at, all Meetings of the Membership.

7 MEETINGS OF THE MEMBERSHIP

- 7.1 The **Annual Meeting** shall be held each year no later than the end of October, at a time, place and day determined by the Board, for the transaction of the following business to be set out in the agenda of such Annual Meeting:
 - 7.1.1 Approval of the minutes of the previous Meeting of the Membership and/or Annual Meeting,
 - 7.1.2 Receiving reports for the activities of the Association during the preceding year,
 - 7.1.3 Receiving information regarding the planned activities of the Association for the current year,
 - 7.1.4 Receiving and approving the annual financial statements,
 - 7.1.5 Election of the new Board of Directors of the Association,
 - 7.1.6 Consideration of any proposed amendments to the Constitution of the Association,
 - 7.1.7 Transaction of any business which relates to the business of the meeting referred to above.
 - 7.1.8 Notice of the Annual Meeting shall set out the agenda, including particulars of any other business to come before the Annual Meeting. The time and place of the Annual Meeting, and such Notice shall be posted on the RBMHA website and social media platforms at least ten (10) days and not more than fifty (50) days before the meeting.

- 7.2 Additional Meetings of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at additional Meetings shall be limited to that specified in the notice calling the additional Meeting.
- 7.2.1 Notice of Additional Meetings of the Membership shall be posted on the RBMHA website and social media platforms at least ten (10) days before the meeting.
- 7.2.2 No inadvertent error or omission in giving notice of any annual Meeting or additional General Meeting or any Adjourned Meeting, whether annual or general, shall invalidate such a Meeting or make void any proceedings taken at such a Meeting. 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.
- 7.3 A quorum for an Annual Meeting or other Meeting of the Membership shall be the number of Members present and eligible to vote.
- 7.4 Voting Procedures: A majority of votes cast by Members entitled to vote, unless otherwise required by the By-laws (Rules for Operations) of the Association, shall decide every question proposed for consideration at General Meetings. The Chair presiding over a General Meeting shall have a vote only in the event of a tie vote. At all General Meetings, 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.
- 7.5 No Proxies: Proxies will not be permitted. Members of the Association must be present in person at Meetings of the Membership in order to exercise their voting rights in relation to matters.
- 7.6 Adjournments: Any Meeting of the Membership 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 Meetings 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.
- 7.7 Chair: In the absence of the President, the First Vice-President and Second Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair. 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 COMPOSITION OF THE BOARD OF DIRECTORS

8.1 Eligibility - A Director Shall:

8.1.1 Be at least eighteen (18) years old;

8.1.2 Not have the status of bankrupt;

8.1.3 Not be a person who has been found to be incapable by any court in Canada or elsewhere;

8.1.4 Not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;

8.1.5 Be a Member of the Association at the time of his or her election or appointment; and

8.1.6 Remain a member of the Association throughout his or her term of office.

8.2 Number of Directors: A Board consisting of up to twenty-one (21) elected Directors shall manage the affairs of the Association.

8.3 Term of Office:

8.3.1 Directors shall be elected for a term of two (2) years.

8.3.2 The term for the Executive of the Board is defined in section 11.2.

8.4 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 comply with prevailing Ontario laws and regulations.

9 PROCEDURE FOR ELECTION OF DIRECTORS

9.1 Nominations

9.1.1 Nominations for Directors shall be received at the Annual Meeting.

9.1.2 Executive Officers of the Board shall be nominated and elected by the Board of Directors at the first regular Board meeting following the conclusion of the hockey season, held between April 1 and June 30.

9.2 Election Procedures

9.2.1 Nominations received for President. When nominations are closed, elections for the President will take place.

9.2.2 Nominations will then be taken for First Vice-President. When nominations are closed, elections for the First Vice-President will take place.

9.2.3 Nominations will then be taken for Second Vice President. When nominations are

closed, elections for the Second Vice-President will take place.

- 9.2.4 Nominations will then be taken for the Secretary. When nominations are closed, elections for the Secretary will take place.
- 9.2.5 Nominations will then be taken for the Treasurer. When nominations are closed, elections for the Treasurer will take place.
- 9.2.6 The Executive of the Association shall appoint from amongst the Board of Directors and its members, persons to fill other vacant board positions. Any nominated board member elected must fill a position/vacancy or be assigned one by the President.

9.3 Vacancies

- 9.3.1 Any vacancy occurring on the Board, other than at the time of the Annual Meeting, 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. The Board shall invite applications from the Members of the Association for appointment to the vacancy on the board, and the Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.

9.4 Termination and Removal of a Director by the Board Membership

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

9.5 Absenteeism

- 9.5.1 Unless otherwise determined by the Board, the absence of any Director from three (3) consecutive Board Meetings shall be deemed to be the resignation of the said Director from the Board.

9.6 Resignation

- 9.6.1 A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association. Refer to section 6.2.

10 BOARD RESPONSIBILITIES

- 10.1 Governance: The Board of Directors shall govern the Association in compliance with the objects, powers, by-laws and Policies of the Association, and all applicable laws and regulations.

10.2 Board Meetings

10.2.1 Regular Board Meetings: Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the First Vice-President may determine. The Board shall meet not less than eight (8) times per year.

10.2.2 Special Board Meetings may be called by 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 Board Meeting shall be limited to that specified in the notice calling the Meeting.

10.3 Notice of Board Meetings: Board Meetings are held on a regular day or date each month or immediately following a General Meeting of the Membership. No formal notice of any Board 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.

10.4 Error in Notice: No error or omission in giving notice for a Board Meeting shall invalidate such meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken.

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

10.6 Quorum: The quorum for a Board Meeting shall be more than 50% of elected board members. No business of the Board shall be transacted in the absence of a quorum.

10.7 Voting Rights: Each Director present at a Board Meeting shall be entitled to one vote. The Chair shall only vote in the event of a tie vote.

10.8 Voting Procedures: A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot 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 voters recorded in favour or against such motion.

10.9 Remuneration

10.9.1 The Board of Directors may establish policies relating to Honorariums as deemed necessary by the Board of Directors. Each honorarium shall be reasonable and shall not exceed \$1,500 and should be established only if budgets permit. Any Board Members may make a motion to propose specific honorariums at any board meeting.

- 10.9.2 Honorariums awarded throughout that year shall be communicated at the Annual Meeting, specifying the name and position of each person having received said honorarium(s).
- 10.9.3 The Board of Directors may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.
- 10.10 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 a Board Meeting. After making such a declaration, no Director votes on such a 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.
- 10.11 Indemnification of Directors:
- 10.11.1 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:
- 10.11.1.1 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 his 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
- 10.11.1.2 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 willful neglect or default.
- 10.11.2 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.
- 10.11.3 The Association will purchase and maintain such insurance for the benefit of its Directors and provide payment of premiums thereafter. Capacity as a Director, he or she has achieved complete or substantial success as a defendant.
- 10.12 **Confidentiality:** Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Boards for consideration, whether the discussion takes place during the normal course of the board meeting, outside of the board meeting, or in camera. Board members will be required to sign a confidentiality

agreement before their first board meeting.

11 OFFICERS & ELECTED OFFICERS

The Elected Officers of the Association shall be the President, First Vice-President, Second Vice-President, Treasurer, and Secretary.

11.1 Eligibility for Office: The elected Officers of the Association, with the exception of the Treasurer, must have served on the Board for at least one (1) year prior to election as an Officer. The Board shall endeavour to select, as Treasurer of the Association, a Director who has employment experience and skills in accounting procedures.

11.2 Term of Office for Executive Officers

11.2.1 The term of office for elected Executive Officers of the Board, except for the President, shall be one (1) year.

11.2.2 Executive Officers whose term as a Director expires while they are serving as an Executive Officer shall not require nomination or re-election as a Director during the Annual Meeting.

11.2.2.1 Any Executive Officer exempt from re-election under Section 11.2.2 shall be subject to re-election as a Director at the first Annual Meeting following their resignation or removal from Executive Office.

11.2.3 The President shall be elected for a term of two (2) years and may be re-elected for up to two (2) additional consecutive terms.

11.2.4 An Executive Officer who has served the maximum consecutive term in a given office shall be eligible for re-election to the same office only after a minimum one (1) year absence from the Executive.

11.3 Termination of Officers / Removal for Cause: The Board, by resolution approved by two thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his or her term of Office. Refer to section 9.4.

11.4 Resignation: An Officer of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association. Refer to section 6.2.

11.5 Responsibilities

11.5.1 The **President** shall:

- Represent the Association in the Community;
- Act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership of the Association;
- Exercise general supervision of the Association in accordance with policies

- determined by the Board;
- 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; and
- Be a Member of all committees and subcommittees of the Association, other than the Nominations and Elections Committee.

11.5.2 The **First Vice-President** shall:

- Assume the duties of the President in the absence for any reason of the President and shall carry out such other duties as are assigned by the Board or the President;
- Be available to assist any Director requiring assistance in the completion of his or her functions; and
- Carry out such duties as are assigned by the Board, the Executive Committee, or the President.

11.5.3 The **Second Vice-President** shall:

- Assume the duties of the President;
- in the absence for any reason of the President and First Vice-President shall carry out such other duties as are assigned by the Board or the President;
- Be available to assist any Director requiring assistance in the completion of his or her functions; and
- Carry out such duties as are assigned by the Board, the Executive Committee, or the President.

11.5.4 The **Treasurer** shall:

- Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- Present interim financial statements at the Board Meetings;
- Present financial statements to the Membership at the Annual Meeting of the Membership;
- Evaluate, review, and recommend financial policy to the Executive Committee and to the Board of Directors; and
- Carry out such duties as are assigned by the Board, the Executive Committee, or the President.

11.5.5 The **Secretary** shall:

- Record the minutes of Annual Meetings of the Membership, Board Meetings and 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, by-laws and the Policies and Procedures established by the Board or by the Members of the Association;
- Ensure the proper custody of the Association's corporate seal, corporate minutes and

- Resolutions and other corporate records and documents;
- Recommend policy to the Board of Directors regarding internal and external communications of the Association; and
- Carry out other duties as are assigned by the Board, the Executive Committee, or the President.

12 COMMITTEES OF THE BOARD

The following committees shall be Standing Committees of the Board of Directors of the Association:

- 12.1 Executive Committee
- 12.2 Operations Committee
- 12.3 Equipment Committee
- 12.4 Registration Committee
- 12.5 Ice Committee
- 12.6 Hockey Development Committee
- 12.7 Disciplinary Committee
- 12.8 Tournaments Committee
- 12.9 Webmaster Committee
- 12.10 Coach Interview and Selection Committee

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

12.1 The **Executive Committee** shall consist of the President who Chairs, the First Vice-President, the Second Vice-President, the Secretary, and the Treasurer. The 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. The Executive Committee shall:

- 12.1.1 During the intervals between the Board Meeting, take action in relation to any matter of any nature within the power and the authority of the Board of Directors, which requires immediate attention before the date of the next Board 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 Board of Directors for ratification at the next Board Meeting;
- 12.1.2 Review recommendations and proposals prior to such recommendations or proposals being submitted to the Board of Directors for ratification at the next Board Meeting;
- 12.1.3 Review recommendations and proposals prior to such recommendations or proposals being submitted to the Board of Directors for resolution; and

- 12.1.4 Deal with any other matters assigned to it by the Board of Directors or by the President.
- 12.2 The **Operations Committee** shall consist of the First Vice-President, and the Second Vice President, and, if applicable, the Rep Convenor.
 - 12.2.1 The First Vice-President shall oversee the Senior House League divisions (U15, U16 and U18).
 - 12.2.2 The Second Vice-President shall oversee the Junior House League divisions (U5, U7, U9, U11 and U13).
 - 12.2.3 The Rep Convenor, if the position exists, shall oversee the Representative (Rep.) program and Rep. divisions, if a Rep. program is in place.
 - 12.2.4 If a conflict arises that prevents a Vice-President from overseeing their designated division, a reassignment may be made between the First and Second Vice-President to resolve the conflict.
 - 12.2.5 The Operations Committee shall:
 - 12.2.5.1 Recruit and train volunteers to perform the functions required to operate House League and Rep Operations;
 - 12.2.5.2 Operate the House League and Rep Hockey Programs pursuant to the Policies of the Association;
 - 12.2.5.3 Establish and monitor Policies relating to Operations provided that such Policies shall be and remain consistent with all other Policies of the Association;
 - 12.2.5.4 Represent and promote the interests of the Association in relation to any House League and Rep. involvement of the Association or leagues; and
 - 12.2.5.5 Present a report regarding Operations of Divisions to the Board of Directors at meetings of the Board of Directors.
- 12.3 The **Equipment Committee** shall be Chaired by a Director recommended by the Executive Committee and confirmed by the Board and, in addition, shall consist of not fewer than one (1) and not more than three (3) individuals. The Equipment Committee shall:
 - 12.3.1 Maintain an inventory of all equipment owned by the Association;
 - 12.3.2 Collect rental fees and security deposits for all equipment leased;
 - 12.3.3 Solicit bids and purchase hockey equipment, as required;
 - 12.3.4 Maintain and repair all equipment owned by the Association; and

- 12.3.5 Have the authority to spend up to \$1,000 for equipment purchases.
- 12.4 The **Registration Committee** shall be Chaired by the Registrar recommended by the Executive Committee and confirmed by the Board. The Registration Committee shall:
- 12.4.1 Establish a marketing plan for upcoming Ice Hockey Registration;
 - 12.4.2 Recruit and train volunteers to perform the functions required for registration;
 - 12.4.3 Establish registration forms and procedures;
 - 12.4.4 Conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
 - 12.4.5 Maintain a register of receipts regarding all registration fees received by the Association and deposit to the credit of the Association;
 - 12.4.6 Supply to the Directors of House League Operations current registration information in a timely fashion;
 - 12.4.7 Ensure that all players are registered with the RBMHA;
 - 12.4.8 Communicate any changes in registration immediately to such other Directors or other individuals who are affected by such change;
 - 12.4.9 Present a monthly report regarding Registration Operations to the Board of Directors;
 - 12.4.10 Deposit registration fees collected and notify the Treasurer of deposit amounts; and
 - 12.4.11 Recommend policy to the Board of Directors regarding registration.
- 12.5 The **Ice Committee** shall be Chaired by the Ice Manager recommended by the Executive Committee and confirmed by the Board. The Ice Committee Shall:
- 12.5.1 Recruit and train volunteers to perform the functions required for Ice Allocation;
 - 12.5.2 Be responsible for the day-to-day management of ice allocations for the Association;
 - 12.5.3 Be the Association's contact with the Greater City of Sudbury regarding ice rentals;
 - 12.5.4 Represent the Association at any ice-related meetings;
 - 12.5.5 Present a monthly report regarding ice allocations to the Board of Directors; and
 - 12.5.6 Recommend policies to the Board of Directors regarding ice.
- 12.6 The **Hockey Development Committee** shall be Chaired by the Hockey Development Committee Coordinator recommended by the Executive Committee and confirmed by

the Board. The Hockey Development Committee shall:

- 12.6.1 Recruit and train volunteers to perform the functions required for technical development;
- 12.6.2 Coordinate the Association's Hockey Development program;
- 12.6.3 Establish and maintain on-ice and off-ice technical development programs in conjunction with the directors of House League Operations;
- 12.6.4 Present a monthly report regarding hockey development to the Board of Directors; and
- 12.6.5 Recommend policies to the Board of Directors regarding Hockey Development.
- 12.7 The **Disciplinary Committee** consists of no fewer than one (1) and no more than three (3) individuals appointed by the Board; and shall administer appropriate discipline within the Association and adhere to Rules for Operations.
- 12.8 The **Tournaments Committee** shall be appointed by the Board and Chaired by the Tournaments Chairperson. The Tournament Committee shall:
 - 12.8.1 Recruit and train volunteers to perform the functions required for Tournament preparations;
 - 12.8.2 Sanction the Association's Tournaments with the NOHA; and
 - 12.8.3 Be responsible for all Tournament and Jamboree functions.
- 12.9 The **Webmaster and Social Media Committee** shall be appointed by the Board and shall consist of no fewer than one (1) and not more than three (3) individuals. The Webmaster and Social Media Committee shall:
 - 12.9.1 Be responsible for the oversight and operation of the RBMHA website and the RBMHA Social Media pages.
 - 12.9.2 Make recommendations and present a budget and a financial summary where expenditure has been approved by the Board.
 - 12.9.3 Coordinate outside resources to assist in the update, maintenance, and creation of digital media, if required, and as approved by the Board.
- 12.10 The Coach Interview and Selection Committee shall be appointed by the Board and shall consist of no less than five (5) Board Members, of which not less than one (1) has been a coach in good standing with RBMHA for a minimum of the (2) years and is not applying for a coaching position for the current season. The President will actively take part in the selection and interview process as a resource and tiebreaker if required, and to make

recommendations. Priority will be given to members not currently applying for coaching positions. The Coach Interview and Selection Committee shall:

- 12.10.1 Appoint a Chairperson;
- 12.10.2 Review all eligible coaching applications;
- 12.10.2.1 All applications received will be passed by the Disciplinary Committee for review prior to the interview process.
- 12.10.3 Recruit additional applicants when required;
- 12.10.4 Interview all candidates;
- 12.10.4.1 Any Member of the committee that is currently applying for a coaching position will abstain from the interview and selection process for the division they are applying for.
- 12.10.5 Select the best candidates and present their recommendations to the board for ratification; and
- 12.10.6 Contact all candidates notifying them of the decision of the Board.

13 NON-MEMBER COMMITTEES

The Following Committees shall report to the Board of Directors but hold no voting rights and are required to meet with the Board upon request:

- 13.1 Referees and Officials Committee
- 13.2 Harassment and Abuse Committee

13.1 The **Referees and Officials Committee** shall be chaired by the Referee-in-Chief recommended by the Executive Committee and confirmed by the Directors. The Referee-in-Chief shall be given an honorarium to be negotiated and reviewed by the Board Annually. The Referees and Officials Committee shall:

- 13.1.1 Recruit and train referees and timekeepers;
- 13.1.2 Schedule referees and timekeepers at games when required by Association and team managers;
- 13.1.3 Maintain accurate and complete records for payment of timekeepers and referees;
- 13.1.4 Forward lists of honoraria payable to timekeepers and referees to the Treasurer for payment;
- 13.1.5 Monitor and evaluate the performance of timekeepers and referees on an ongoing basis;

- 13.1.6 Investigate and respond to complaints filed against referees or officials in a timely fashion;
- 13.1.7 Recommend policy to the Board of Directors regarding referees and officials; and
- 13.1.8 Provide monthly reports to the Board and submit financial statements dated prior to the Association's financial year end. Refer to section 15.
- 13.2 The **Harassment and Abuse Committee** shall be appointed by the Board and Chaired by the Harassment and Abuse Coordinator. The Committee will be responsible for investigating all harassment and abuse complaints filed against the Association and taking appropriate action to resolve them.

14 EXECUTION OF DOCUMENTS

14.1 Execution of Documents

- 14.1.1 The Board 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.

14.2 Books and Records

- 14.2.1 The Board shall ensure that all necessary books and records of the Association required by the By-laws of the Association or by any application statute are regularly and properly maintained and that any contracts or agreements are filed for safekeeping.

15 FINANCIAL YEAR

- 15.1 The financial year of the Association shall terminate on May 31st each year.

16 BANKING ARRANGEMENTS

16.1 Banking Resolution

The board shall designate, by resolution, the officers and other persons 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 Board 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:

- 16.1.1 Operate the accounts of the Association with a bank or a trust company;
- 16.1.2 Make, sign, draw, accept, endorse, negotiate, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills or exchange and orders for the payment of money;

16.1.3 Issue receipts for any orders relating to any property of the Association; and

16.1.4 Authorize any officer or the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

16.2 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 Board. 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 Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

17 BORROWING BY THE ASSOCIATION

17.1 Borrowing Power

Subject to the limitations set out in the By-laws of the Association, the Board may by Resolution authorize the Association to:

17.1.1 Borrow money on the credit of the Association;

17.1.2 Issue, sell or pledge securities of the Association; or

17.1.3 Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or their debt, any other obligation or liability of the Association.

17.2 Borrowing Resolution

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

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 Board or Members or the non-receipt or any notice by any Director or Member 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 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 bylaw of the Association, notice is required to be given, such notice may be given either personally or by telephone or by email 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. Any notice or other documents sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box. For the purpose 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 Board may recommend amendments to the By-laws of the Association from time to time, to the Membership.
- 19.2 If the Board intends to discuss amendment of the By-laws of the Association at a Board meeting, written notice of such intention shall be sent by the Secretary to each Director not less than ten (10) days before such Meeting. Where such notice is not provided, any recommendation to amend the Bylaws 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 Board shall be presented for adoption at the next Annual Meeting of the Membership. The notice of such Annual Meeting shall refer to, describe, and explain the By-law or amendment(s) to the By-Law to be presented at the Annual Meeting of the Membership. A motion to amend the By-laws recommended by the Board or proposed by a Member at an Annual Meeting of the Membership called for purpose must be approved by a two-thirds (2/3) vote of the members present at such Annual Meeting. The Members at the Annual Meeting of the Membership may confirm the proposed By-law or amended By-law as presented, or amend or reject the proposed By-Law or amended By-law.

20 REPEAL OR PRIOR BY-LAWS

- 20.1 Repeal: All prior By-Laws of the Association

- 20.2 Provision: 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 OPERATION

- 21.1 The rules contained in the most current edition of "Procedures for Meetings and Organizations" 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

- 22.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as herein set out. The Foregoing By-law No.1 is hereby enacted, ratified, sanctioned, confirm and approval without variation by the affirmative vote of the Members of the Association at an Annual Meeting of the Membership duly called and held at the Azilda Arena in the City of Greater Sudbury, Ontario and at which a quorum was present on the 22nd day of October, 2025.



Julie Dubois
President



Sarah Perreault
Secretary