

**FENELON FALLS
& DISTRICT
MINOR HOCKEY
ASSOCIATION INC.**

C O N S T I T U T I O N

and

B Y – L A W S

Amended 2008

FENELON FALLS DISTRICT MINOR HOCKEY ASSOCIATION

CONSTITUTION

Amended May 2008

ARTICLE 1: NAME

Section 1

This organization shall be known as the FENELON FALLS DISTRICT MINOR HOCKEY ASSOCIATION INC., hereinafter in the CONSTITUTION and the BY-LAWS referred to as the ASSOCIATION.

ARTICLE 2: OBJECTIVES

Section 1

The objectives of this ASSOCIATION will be to foster, promote and improve organized MINOR HOCKEY in the FENELON FALLS DISTRICT.

ARTICLE 3: AFFILIATION

Section 1

The Fenelon Falls District Minor Hockey Association shall annually affiliate with the Ontario Minor Hockey Association (OMHA), The Tri County Minor Hockey Association or any other association that the elected members of the FFDMA executive may deem appropriate.

ARTICLE 4: AIMS

Section 1

- (A) To teach FAIR PLAY and SPORTSMANSHIP to the boys and girls in the ASSOCIATION.
- (B) To provide hockey for the boys and girls of ALL Race, Age, Colour and Creed.
- (C) To promote and guard the interest of its members.
- (D) To institute and regulate competition in the various series to the best of our ability as dictated by OMHA and TRI-COUNTY.
- (E) To promote the good name of the ASSOCIATION through our various teams.
- (F) To ensure, that in so far as possible, all players are given a fair share of ice time. This is the responsibility of the COACHES and MANAGERS.

ARTICLE 5: MEMBERSHIP

Section 1

- (A) Membership of the ASSOCIATION shall be limited to boys and girls who are currently registered with FFDMA; their parents or guardians; the sponsors and ASSOCIATION OFFICIALS as listed under Voting members; and to include all current registered coaches, trainers and managers who agree to abide by the CONSTITUTION and BY-LAWS.
- (B) Members are asked to resign by a resignation in writing, which shall be effective upon the acceptance of the EXECUTIVE.
- (C) The EXECUTIVE shall ensure that all the boys and girls who are playing and practicing are REGISTERED. (see Article 9 "Finance", Section 1)

ARTICLE 6: EXECUTIVE

Section 1: AUTHORITY

- (A) The affairs of the ASSOCIATION shall be handled by the executive who shall, with the exception of the IMMEDIATE PAST PRESIDENT, be elected to hold office by the membership of the ASSOCIATION at the GENERAL MEETING held in the Spring.
- (B) The EXECUTIVE shall have full power to deal with any matter concerning the operation of the ASSOCIATION.

Section 2: Tenure

The EXECUTIVE is to take office the FIRST EXECUTIVE MEETING following elections.

Section 3: Eligibility and Responsibility

- (A) No member may be elected to, or hold MORE than ONE executive position.
- (B) To be elected to the office of PRESIDENT, it is imperative, but NOT necessary to have been an EXECUTIVE MEMBER in previous years.
- (C) ALL EXECUTIVE MEMBERS shall keep an accurate record of ALL business within their charge and shall prepare a written report for all EXECUTIVE MEETINGS or when requested by the PRESIDENT to do so.

Section 4: Composition

NON-VOTING MEMBERS

- (A) The Executive may appoint Directors as deemed necessary.

VOTING MEMBERS

Past President
President (in the event of a tie only)
Vice-President
Secretary
Treasurer
OMHA Convenor
Tri-County Convenor
Ice Convenor
Fundraising Chairperson
Registration Co-ordinator
Tournament Convenor A
Tournament Convenor B
Referee in Chief
Supervisor of Coaches, Managers & Trainers

The executive shall be the only persons with VOTING, MOTIONING or SECONDING PRIVILEGES at an EXECUTIVE meeting.

ARTICLE 7: COMMITTEES

Section 1:

- (A) The EXECUTIVE shall have the power to appoint Committees to deal with ASSOCIATION business.
- (B) Each Committee shall have a chairperson appointed by the EXECUTIVE who will report to the ASSOCIATION for the Committee.
- (C) Each Chairperson shall select the committee subject to the EXECUTIVE'S approval.
- (D) Committees dealing with receipt or disbursement of monies shall prepare a financial statement upon completion of each project.
- (E) The Chairperson of the Committee may be replaced and/or a committee dissolved, at anytime by the EXECUTIVE if the committee is not carrying out its required task.

ARTICLE 8: MEETINGS

Section 1: General

- (A) There will be ONE (1) General Meeting to take place in the SPRING with the ELECTION OF OFFICERS. This meeting and the OPTIONAL MEETING will follow the format as shown in (B) below.
An OPTIONAL second GENERAL MEETING will take place in the FALL (mid to end of NOVEMBER) at the discretion of the executive, or from a written request, from an active member(s) which contains a minimum of 10 signatures of active members, received by the PRESIDENT or SECRETARY at least two (2) weeks prior to the above time frame. This second meeting, if required, would essentially cover the presentation of a REVIEWED ENGAGEMENT REPORT.
- (B) At every GENERAL MEETING, in addition to any other business that may be transacted, the following shall be considered:
 - 1. Roll Call of Officers
 - 2. Reading of the Minutes of the LAST GENERAL MEETING
 - 3. President's Address
 - 4. Correspondence
 - 5. Financial Statement...Treasurer
 - 6. Notice of Motion
 - 7. General Business - Old and New
 - 8. Election of Officers (Spring meeting only)
 - 9. Adjournment
- (C) A Notice of Motion BY LAW is used to establish the advance notice SEVEN (7) DAYS prior to the SPRING GENERAL MEETING in writing that must be given of any motion that proposes a NEW BY LAW, AMENDMENT of an EXISTING BY LAW or an AMENDMENT to the CONSTITUTION.
- (D) PROXY VOTES will NOT be accepted.
- (E) ABSTAINING from voting shall NOT be allowed.

Section 2: Executive

- (A) The EXECUTIVE will meet once per month on a day that is acceptable to the members of each new EXECUTIVE as it is elected. The day of the meeting will be set at the FIRST meeting following the election of the EXECUTIVE and will REMAIN as set for the WHOLE of the new executive's term. The date will be posted on the bulletin board at the Arena. The PRESIDENT must call an emergency meeting of the EXECUTIVE at the request of FIVE (5) EXECUTIVE members.
- (B) The FIRST meeting following the election of the new EXECUTIVE shall be a JOINT meeting comprised both NEW and OLD EXECUTIVE presided over by the PAST PRESIDENT.
- (C) At each regular monthly meeting, in addition to other business that may be transacted, the following shall be considered:
 - 1. Roll call of officers
 - 2. Reading of the minutes of the last meeting
 - 3. Business arising from the minutes
 - 4. Correspondence
 - 5. Financial Report
 - 6. Unfinished and Old Business
 - 7. Committee Reports
 - 8. New Business
 - 9. Adjournment
- (D) All EXECUTIVE meetings shall be OPEN meetings and ALL members shall be permitted to attend. Permission to comment or to raise discussion will be GRANTED by the PRESIDENT (Chairperson) providing either written or verbal application has been made to the PRESIDENT (Chairperson) at least 24 hours prior to the EXECUTIVE meeting stating subject and purpose. The EXECUTIVE reserves the right to close meetings at their discretion.
- (E) A QUORUM for EXECUTIVE meetings shall consist of a simple majority of eligible members.
- (F) ALL EXECUTIVE meetings will be conducted following the Robert's Rules of Order.
- (G) PROXY votes will not be permitted.

ARTICLE 9: FINANCE

Section 1: Membership Fees

- (A) Each member of the ASSOCIATION who actively participates as a PLAYER shall pay MEMBERSHIP FEES as shall be designated from time to time by the ASSOCIATION. (See Article 5 "Membership", Section 1).

Section 2: Funds

- (A) Every financial transaction involving the ASSOCIATION shall be valid when carried out in the name of the ASSOCIATION and documents pertaining there to shall be valid ONLY when signed by the properly authorized representatives. ALL MONIES belonging to this ASSOCIATION shall be deposited in the name of the ASSOCIATION in such BANK as may be designated by the EXECUTIVE. Such deposits shall be made by the EXECUTIVE-TREASURER or PRESIDENT.

ARTICLE 9: FINANCE (cont.)

Section 3: Disbursement

- (A) Disbursement of ASSOCIATION MONIES shall be made by cheque, excepting that small amounts to a LIMIT established by the EXECUTIVE from a PETTY CASH FUND.
- (B) A fund in CASH shall be maintained in the custody of the TREASURER or PRESIDENT, to provide for small expenditures. A VOUCHER or RECEIPT shall be obtained and filed for every such expenditure. The MAXIMUM amount of the fund shall NOT exceed \$75.00 (Seventy-Five dollars). A MAXIMUM of \$25.00 (Twenty-five dollars) shall not be requested at one time.
- (C) CHEQUES shall carry the SIGNATURES of TWO (2) of the following: TREASURER, PRESIDENT, VICE-PRESIDENT.

Section 4: Records

- (A) A system of records adequate to preserve the details of the FINANCIAL operations of the ASSOCIATION shall be established and maintained.

Section 5: Financial Statements

- (A) A FINANCIAL STATEMENT is required every time monies are collected from ASSOCIATION members and/or the public whether there is a profit or loss. It should state monies from Minor Hockey contributed (floats) and the monies given back to Minor Hockey. This statement shall be completed within **TWO WEEKS** of event completion. All receipts shall be recorded and originals handed over to the TREASURER.

ARTICLE 10: AMENDMENTS

Section 1: Adoption

- (A) To AMEND the CONSTITUTION or BY LAWS where MONIES are involved, an AFFIRMATIVE vote of 50% plus one, of eligible members will be required.
- (B) To AMEND the CONSTITUTION or BY LAWS where MONIES are NOT involved, a simple MAJORITY vote of over 50% (fifty percent) will be required.

" B Y L A W S "

**ARTICLE 1: DUTIES AND RESPONSIBILITIES
OF THE EXECUTIVE**

Section 1: Immediate Past President

- (A) Act as CHAIRPERSON of the NOMINATIONS.
- (B) ASSIST the NEW EXECUTIVE in any capacity as determined by the PRESIDENT.
- (C) CHAIR meetings when the PRESIDENT or VICE PRESIDENT are not present.
- (D) Act as PUBLIC RELATIONS OFFICER.
- (E) As PUBLIC RELATIONS OFFICER will become the Chairperson of the PUBLIC RELATIONS COMMITTEE to ensure that duties of this committee are fulfilled.
- (F) Will submit a list of upcoming ASSOCIATION events to the Arena Manager to ensure that these are posted on the outside board at the Arena.
- (G) Shall be responsible for organizing the ANNUAL AWARDS DAY.
- (H) Shall sit on the Coaches Selection Committee.
- (I) Shall attend monthly meetings of the EXECUTIVE.

Section 2: President

- (A) The PRESIDENT shall, when present, preside at ALL meetings of the EXECUTIVE and at the GENERAL meetings unless another CHAIRPERSON has been delegated by the PRESIDENT.
- (B) The PRESIDENT shall be responsible for the complete operation of the ASSOCIATION.
- (C) The PRESIDENT shall have the power to appoint a replacement to any position on the EXECUTIVE when a member resigns, vacates the position or the position is vacant or the member is not fulfilling their duties.
- (D) All appointments and decisions by the PRESIDENT are subject to the EXECUTIVE RATIFICATION.
- (E) The PRESIDENT shall cast a vote ONLY in the EVENT OF A TIE.
- (F) The PRESIDENT shall be one of the SIGNING OFFICERS of the ASSOCIATION and therefore MUST BE BONDED.
- (G) Shall attend monthly meetings of the EXECUTIVE.

Section 3: Vice President

- (A) During the PRESIDENT'S temporary absence or temporary inability to act, the VICE PRESIDENT will attend to the PRESIDENTIAL DUTIES.
- (B) Shall become PRESIDENT if the President resigns.
- (C) Shall organize the TEAM and individual photo program as directed by the EXECUTIVE.
- (D) The VICE PRESIDENT shall assist the PRESIDENT in delegating authority to the members of the ASSOCIATION.
- (E) The VICE PRESIDENT shall be a SIGNING OFFICER and therefore MUST BE BONDED.
- (F) The VICE PRESIDENT shall be a member of the Budget and Purchasing Committees.
- (G) Will be responsible for all sweaters belonging to the ASSOCIATION (inventory, numbering, sponsor bars, etc.)
- (H) Shall sign up SPONSORS, making sure they receive SEASON PASSES, TEAM LISTS, GAME SCHEDULES, RECEIPTS AND THANK YOU NOTES at a later date.
- (I) Shall attend monthly meetings of the EXECUTIVE.
- (J) Shall invite businesses in the community, who are not sponsoring a team, to be a "Friend of Minor Hockey" or to sponsor a page on our website at a cost set out by the EXECUTIVE, and to follow up with thank you notes to those who contribute.

" B Y L A W S "

ARTICLE 1: DUTIES AND RESPONSIBILITIES
OF THE EXECUTIVE *Cont'd*

Section 4: Secretary

- (A) Shall have copies of all books, papers, records, contracts and other correspondence belonging to the ASSOCIATION. Also shall perform all other such duties as required by the EXECUTIVE.
- (B) Shall make the minutes of EVERY EXECUTIVE meeting, available to ALL members of the EXECUTIVE a minimum of TEN (10) DAYS prior to the next meeting.
- (C) Shall ensure that WRITTEN notice be PUBLISHED at least two weeks prior to the date of the GENERAL MEETING.
- (D) Shall record NOTICES OF MOTION regarding AMENDMENTS to the CONSTITUTION and BY LAWS in a SEPARATE BOOK.
- (E) Will be responsible for publication of a minimum of two (2) newsletters per season. One letter two (2) weeks prior to SPRING GENERAL MEETING and one during the last week of July which will include upcoming season information.
- (F) Attend monthly meetings of the EXECUTIVE.

Section 5: Treasurer

- (A) The TREASURER is required to keep an accurate, factual and up to date record of all costs, collections, accounts and other matters pertaining to the FINANCES of the ASSOCIATION.
- (B) The TREASURER shall keep a record of all MONIES received and disbursed, shall deposit all MONIES in the bank and shall make disbursements by CHEQUE.
- (C) Shall present at each meeting, a report of the financial position of the ASSOCIATION.
- (D) Shall serve on the PURCHASING and BUDGET committees.
- (E) Shall be one of the SIGNING OFFICERS and therefore MUST BE BONDED.
- (F) Shall present a report of the year's operations at the SPRING GENERAL meeting and the ANNUAL FINANCIAL STATEMENT.
- (G) Shall have a REVIEWED ENGAGEMENT REPORT of ALL books prepared annually by a Chartered Accountant.
- (H) Shall be the finance officer at REGISTRATION as well as the FIRST WEEK OF PRACTICES at the arena.
- (I) Shall attend monthly meetings of the EXECUTIVE.
- (J) Shall be responsible for the organization and operation of the "GATE" at all Minor Hockey games ensuring the proper forms are completed for each game and to collect the money.

Section 6: Promotion And Fundraising Chairperson

- (A) Shall organize FUND RAISING ACTIVITIES, excluding Bingo.
- (B) Shall be responsible for collecting written requests from individual teams and approving all draws and raffles carried on in the name of the ASSOCIATION, ensuring members are aware that FFDMA is not financially responsible for any financial loss for any approved fundraising of an individual team.
- (C) Shall be a member of the BUDGET COMMITTEE.
- (D) Shall be BONDED.
- (E) All money transactions MUST be handled in conjunction with the TREASURER upon completion of each various project as per **ARTICLE 9 - Section 5** of the constitution.
- (F) Shall be the representative and signing authority of the ASSOCIATION on the "SKATE-HOC" Committee.
- (G) Shall work with the TOURNAMENT CONVENORS and shall be responsible for collecting team fundraising financial statements following home tournaments and any fundraising activities throughout the season.
- (H) Shall attend monthly meetings of the EXECUTIVE.
- (I) FFDMA is not financially responsible for any financial loss for any approved fundraising of an individual team.

" B Y L A W S "

**ARTICLE 1: DUTIES AND RESPONSIBILITIES
OF THE EXECUTIVE *Cont'd***

Section 7: O.M.H.A. Convenor

- (A) Shall ensure that all O.M.H.A. players are playing in their CORRECT AGE group.
- (B) Shall help find COACHES AND MANAGERS for the O.M.H.A. teams in conjunction with the SUPERVISOR OF COACHES, MANAGERS AND TRAINERS, if necessary.
- (C) Shall ATTEND all O.M.H.A. Group meetings.
- (D) Shall arrange schedules for PLAY OFFS and REGULAR season games.
- (E) Shall be responsible for registering the OMHA teams "online" by the date specified by O.M.H.A. and ensure Affiliated Players are correctly registered according to OMHA regulations.
- (F) Shall work in conjunction with the SUPERVISOR OF COACHES, MANAGERS AND TRAINERS, ICE CONVENOR, REFEREE-IN-CHIEF, and TRI COUNTY CONVENOR.
- (G) Shall sit on the Coaches Selection Committee.
- (H) Shall attend monthly meetings of the EXECUTIVE.
- (I) Shall attempt to have all OMHA teams compete at the appropriate classification according to each team's current season record.
- (J) Shall be responsible for submitting completed game sheets to the area OMHA convenor within 7 days of each completed game.

Section 8: Tri-County Convenor

- (A) Shall ensure that all players are playing in their CORRECT age group.
- (B) Shall help find COACHES and MANAGERS and TRAINERS for the TRI-COUNTY teams in conjunction with the Supervisor of Coaches and Managers and Trainers, if necessary.
- (C) Shall ATTEND all TRI COUNTY Group meetings.
- (D) Shall arrange schedules for PLAY OFFS.
- (E) Shall be responsible for registering the Tri-County teams "online" by the date specified by the OMHA and TRI-COUNTY and ensure Affiliated Players are correctly registered according to OMHA and Tri-County regulations.
- (F) Shall work in conjunction with the SUPERVISOR OF COACHES AND MANAGERS AND TRAINERS, ICE CONVENOR, REFEREE-IN-CHIEF and OMHA CONVENOR.
- (G) Shall sit on the Coaches Selection Committee.
- (J) Shall attend monthly meetings of the EXECUTIVE.
- (K) Shall be responsible for submitting completed game sheets to the respective Tri-County convenors within 7 days of each completed game.

Section 9: Tournament Chairperson A

- (A) Shall be the primary contact and responsible for ALL home tournaments from Mite through to Atom.
- (B) Shall work in LIASON with TOURNAMENT CHAIRPERSON B.
- (C) Shall work in LIASON with the officials of each team, OMHA CONVENOR, TRI-COUNTY CONVENOR, FUNDRAISING CHAIRPERSON and SNACK BAR manager (if hired by FFDMA).
- (D) Shall co-ordinate tournament activities with the ICE CONVENOR (tournament dates, number of teams etc)
- (E) Shall be responsible for applying for all OMHA/TRI-COUNTY tournament sanction permits.
- (F) Shall provide a detailed FINANCIAL STATEMENT to the FUNDRAISING CHAIRPERSON along with all monies collected to the TREASURER within five (5) days of the completion of the tournament.
- (G) Shall be responsible for the registration forms and the rules for each tournament, including the collection of the tournament fee.
- (H) Shall be responsible for sending and ensuring that ALL information is correct on the OMHA website prior to September 1st.
- (I) Shall appoint an assistant/s, subject to the EXECUTIVE approval, as required and shall be responsible for and give direction to that named person/s.
- (J) Shall attend monthly meetings of the EXECUTIVE.

" B Y L A W S "

ARTICLE 1: DUTIES AND RESPONSIBILITIES
OF THE EXECUTIVE *Cont'd*

Section 10: Tournament Chairperson B

- (A) Shall be the primary contact and responsible for ALL home tournaments from PeeWee through to Juvenile.
- (B) Shall work in LIASON with TOURNAMENT CHAIRPERSON A.
- (C) Shall work in LIASON with the officials of each team, OMHA CONVENOR, TRI-COUNTY CONVENOR, FUNDRAISING CHAIRPERSON and SNACK BAR manager (if hired by FFDMA)
- (D) Shall co-ordinate tournament activities with the ICE CONVENOR (tournament dates, number of teams, etc)
- (E) Shall be responsible for applying for all OMHA/TRI-COUNTY tournament sanction permits.
- (F) Shall provide a detailed FINANCIAL STATEMENT to the FUNDRAISING CHAIRPERSON, along with all monies collected to the TREASURER within FIVE (5) days of the completion of the tournament.
- (G) Shall be responsible for the registration forms and the rules for each tournament, including the collection of tournament fee.
- (H) Shall be responsible for sending and ensuring that ALL information is correct on the OMHA website prior to September 1st.
- (I) Shall appoint an assistant/s, subject to the EXECUTIVE approval, as required and shall be responsible for and give direction to that named person/s.
- (J) Shall attend monthly meetings of the EXECUTIVE.

Section 11: Ice Convenor

- (A) Shall SCHEDULE, ASSIGN and CANCEL all ice times for ALL ASSOCIATION events.
- (B) Shall work in LIASON with the City of Kawartha Lakes Parks and Recreation Department and all relevant executive.
- (C) Shall maintain a current ice usage log for all ASSOCIATION teams.
- (D) Shall co-ordinate all ice activities with the OMHA and TRI-COUNTY CONVENORS as well as the TOURNAMENT CHAIRPERSONS.
- (E) Shall audit all ice invoices submitted to the ASSOCIATION and provide the Treasurer with the invoice including any necessary adjustments.
- (F) Shall sit on the BUDGET committee.
- (G) Shall sit on the COACHES SELECTION committee.
- (H) Shall attend monthly meetings of the EXECUTIVE.

Section 12: Referee-In-Chief

- (A) Shall make a list of all available REFEREES for the DIFFERENT CATEGORIES played in the ASSOCIATION.
- (B) Shall ASSIGN referees as required and work in conjunction with the TRI-COUNTY CONVENOR, ICE CONVENOR and OMHA CONVENOR.
- (C) Shall work in LIAISON with the OMHA AREA CONVENOR and TRI COUNTY AREA CONVENOR for this area.
- (D) Shall sit on COACHES SELECTION Committee.
- (E) Shall attend monthly meetings of the EXECUTIVE.
- (F) Shall be responsible for contacting the "GATE" person and snack bar personnel in the case of any re-scheduled or cancelled home game.

FENELON FALLS DISTRICT MINOR HOCKEY ASSOCIATION

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ARTICLE 1: DUTIES AND RESPONSIBILITIES
OF THE EXECUTIVE *Cont'd*

Section 13: Registration Co-ordinator

- A) Shall arrange for the registration of all hockey players in the ASSOCIATION and attend each registration, as well as being at the arena for the first week of ALL WARM-UP SKATES.
- B) Shall ensure that all players are eligible to be members of the ASSOCIATION.
- C) Shall ensure that all membership fees have been paid in full and that all monies or post-dated cheques are collected and submitted to the TREASURER within FIVE (5) days.
- D) Shall maintain a current record of all players or each EXECUTIVE member, which will include the following information: Players name, date of birth, address, telephone number and parent/legal guardian names as well as email if applicable.
- E) Shall supply the above information to the coach as well, to be distributed to the player's parents including the coaching staff phone numbers and team sponsor.
- F) Shall attend monthly meetings of the EXECUTIVE.

Section 14: Supervisor of Coaches, Managers and Trainers

- A) Shall be responsible for conducting monthly meetings of the COACHES, MANAGERS and TRAINERS as well as necessary CONVENORS.
- B) Shall work in LIAISON with the OMHA and TRI-COUNTY CONVENORS.
- C) Shall work in LIAISON with the PARENT REPRESENTATIVES for each hockey team.
- D) Shall ensure that all APPLICATIONS for COACHES, MANAGERS and TRAINERS are RECORDED in the minutes by NAME and DATE.
- E) Shall sit on, and be the CHAIRPERSON for the COACHES SELECTION COMMITTEE.
- F) Shall act as CHAIRPERSON for the EQUIPMENT COMMITTEE and as such, will sit on the BUDGET COMMITTEE.
- G) Shall ensure that interim coaching is provided if necessary in the case of absence of a coach until such time as the coach returns or a new coach is recruited.
- H) Shall attend monthly meetings of the EXECUTIVE.
- I) Shall keep an accurate and up to date record of all coaches & trainers PRS numbers, trainer's numbers, CHIP numbers, and Coach development and Intermediate numbers.

ARTICLE 2: COMMITTEES

Section 1: Publicity Committee

- (A) The IMMEDIATE PAST PRESIDENT will be the CHAIRPERSON of the PUBLICITY COMMITTEE.
- (B) Shall in co-operation with the SECRETARY, COACHES, TRAINERS AND MANAGERS, be responsible for accurately transmitting all NEWSWORTHY items to the local newspapers and other communications media.
- (C) Shall be responsible for all publicity and advertising of SPECIAL EVENTS.

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ARTICLE 2: COMMITTEES *Cont'd*

Section 2: Purchasing/Equipment Committee

- (A) MUST consist of PRESIDENT, VICE PRESIDENT, TREASURER, SUPERVISOR OF COACHES, MANAGERS AND TRAINERS and the EQUIPMENT MANAGER but may contain more members if necessary.
- (B) Shall be responsible for the assignment, storage and the collection of all equipment on a compiled inventory list.
- (C) All team equipment must be signed out by a Coach, Manager or Trainer.
- (D) Shall RECOMMEND purchase of equipment, and all purchases MUST be approved by the EXECUTIVE and accompanied by a WRITTEN PURCHASE ORDER signed by two of three signing officers.

Section 3: Budget Committee

- (A) MUST consist of the following seven: PRESIDENT, VICE PRESIDENT, FUNDRAISING CHAIRPERSON, ICE CONVENOR, TREASURER, SUPERVISOR OF COACHES & MANAGERS and REGISTRATION COORDINATOR, but may have more.
- (B) Shall be responsible for preparing and regulating ANNUAL MINOR HOCKEY BUDGET.

Section 4: Skate-Hoc Committee

- (A) MUST consist of the FUNDRAISING CHAIRPERSON, but may contain more members if necessary.
- (B) Works in conjunction with the SKATE-HOC COMMITTEE from the FENELON FALLS FIGURE SKATING CLUB to mutually promote good will and conduct Fundraising endeavours for the benefit of both associations.

Section 5: Coaches Selection Committee

- (A) VOTING members shall consist of the following EXECUTIVE members: IMMEDIATE PAST PRESIDENT; VICE-PRESIDENT; O.M.H.A. CONVENOR; TRI COUNTY CONVENOR; REFEREE-IN-CHIEF; ICE CONVENOR; SUPERVISOR OF COACHES, MANAGERS & TRAINERS. All other EXECUTIVE members may attend the selection committee meetings but are not eligible to vote.
- (B) Shall receive all applications in WRITING from those applying for coaches positions within the ASSOCIATION each season by a date to be set by the EXECUTIVE no later than the first meeting following SPRING elections.
- (C) Will be responsible for the selection of ALL coaches within the ASSOCIATION each season.
- (D) Will ensure that selection of individuals to coaching positions is made without prejudice as per criteria outlined in policy.

Section 6: Dispute Resolution Committee

- (A) The Dispute Resolution Committee shall be comprised of the following people: SUPERVISOR OF COACHES, MANAGERS & TRAINERS, A PARENT/LOCAL VOLUNTEER AND A SENIOR HOCKEY PLAYER (not from the team involved)

" B Y L A W S "

ARTICLE 6: ELECTION OF OFFICERS

Section 1:

- (A) NOMINATIONS will be accepted in writing by the NOMINATION COMMITTEE, prior to the SPRING GENERAL MEETING or orally from the floor at the SPRING GENERAL MEETING.
- (B) Each NOMINATION must be SECONDED.
- (C) EACH nominee must declare their oral or written willingness to stand for said nomination or nominated office.
- (D) Elections for the following positions will be held in even numbered calendar years and will be a two-year term commencing in 2008-09. (President; Secretary; Tri-County Convenor; Registration Coordinator; Tournament Convenor A; Referee-In-Chief; Fundraising Chairperson)
- (E) Elections for the following positions will be held in odd numbered calendar years and will be a two-year term commencing in 2009-10. (Vice-President; OMHA Convenor; Treasurer; Ice Convenor; Tournament Convenor B; Supervisor of Coaches). For the 2008-09 season, the above positions will be a one-year term.

ARTICLE 7: OMHA PLAYER RELEASES

Section 1:

- (A) The intent of the ASSOCIATION will be to form the best possible OMHA *REP* TEAMS using the BEST ELIGIBLE PLAYERS, EXCEPT where:
 - (1) A player makes a legitimate move to another centre, as defined by OMHA rules.
 - (2) A player permitted to try out for an AAA team is signed by that team or another AAA team the player was waived to.
 - (3) A player permitted to try out for a Junior team is released by the ASSOCIATION and signed to that Junior Team.
 - (4) A player living in a "right of choice" to another centre is released by the ASSOCIATION to play in the other centre.
- (F) ALL releases must be signed by the PRESIDENT and SECRETARY of the ASSOCIATION in order to be valid. A designated member of the EXECUTIVE may sign permission forms.

All permits and releases to play for another centre are according to OMHA rules.

ARTICLE 8: COLOURS

Section 1:

- (A) The colours of the sweaters of the ASSOCIATION TEAMS will be BLACK, WHITE and ORANGE.

ARTICLE 9: CONSTITUTION REVIEW

Section 1:

- (A) The CONSTITUTION and BY LAWS of the ASSOCIATION will be reviewed ANNUALLY.
- (B) The CONSTITUTION and BY LAWS of the ASSOCIATION will be REVISED and REWRITTEN EVERY FOUR (4) YEARS.