

**CLARINGTON GIRLS' HOCKEY ASSOCIATION
BY-LAWS**

ARTICLE I GENERAL

1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Clarington Girls' Hockey Association.

1.2 Definitions – The following terms have these meanings in these By-laws:

- a) *Act* – the *Ontario Not-for-Profit Corporations Act, 2010*, and any act that may be substituted therefore, from time to time amended.
- b) *Auditor* – an individual, partnership, or corporation appointed by the Members at the Annual Meeting to review the books, accounts, and records of the Association for a report to the Members at the next Annual Meeting in accordance with the Act.
- c) *Board* – the Board of Directors of the Association.
- d) *Association* – the Clarington Girls' Hockey Association.
- e) *Days* – days including weekends and holidays.
- f) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
- g) *Extraordinary Resolution* – a resolution passed by not less than eighty (80) percent of the votes cast on that resolution.
- h) *In Writing* – shall include both hard copy and electronic communication in a form determined appropriate by the Board.
- i) *Officer* – an individual elected or appointed to serve as an Officer of the Association pursuant to these By-laws.
- j) *Ordinary Resolution* – a resolution that is (i) submitted to a meeting of the Board or Members of the Corporation and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or (ii) consented to by each Member of the Corporation entitled to vote at a meeting of the Members of the Corporation or by the Member's attorney.
- k) *Special Resolution* – a resolution that is (i) submitted to a special meeting of the Members of the Corporation duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast, or (ii) consented to by each Member of the Corporation entitled to vote at a meeting of the Members of the Corporation or by the member's attorney.

1.3 Registered Office – The registered office of the Association will be located within the Province of Ontario.

1.4 No Gain for Members – The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objects.

1.5 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Association.

1.6 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of the Members and meetings of the Board will be conducted according to Robert's Rules of Order (current edition).

1.7 Interpretation – Words importing the singular will include the plural and vice versa and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

1.8 Affiliations – The Association will be affiliated with the Ontario Women’s Hockey Association, the Ontario Hockey Association, the Ontario Hockey Federation, and Hockey Canada (through the Ontario Hockey Federation).

ARTICLE II MEMBERSHIP

2.1 Categories – The Association has the following categories of Member:

- a) Player Member – Any individual who is a player with a team in the Association.
- b) Coach Member – Any individual who acts a coach with a team in the Association.
- c) Director Member – Any individual who is elected or appointed as a Director of the Association in accordance with the By-laws.

2.2 Registration – Each category of Member must register with the Association and agree to abide by the Association’s By-laws, policies, procedures, rules and regulations or, if the Member is under the age of 18, have a parent or guardian agree to abide by the Association’s By-laws, policies, procedures, rules and regulations on behalf of the Member.

Authority of Members

2.3 Membership Authority – The Members of the Association will have the following powers:

- a) To appoint the Auditor
- b) To amend the By-laws
- c) To elect Directors; and
- d) As provided in the Act and in these By-laws

Admission and Renewal of Members

2.4 Admission and Renewal of Members – Any candidate will be admitted or renewed as a Member if:

- a) The candidate member makes an application for membership in a manner prescribed by the Association;
- b) The candidate member was previously a Member, the candidate member was a Member in good standing when the candidate ceased to be a Member;
- c) The candidate member has paid fees as prescribed by the Board;
- d) For Director Members, the candidate member is not an employee or contractor receiving \$500 or more in compensation from the Association;
- e) The candidate member agrees to uphold and comply with the Association’s governing documents;
- f) The candidate member meets any other condition of membership determined by the Board;
- g) The candidate member has met the applicable definition listed in Section 2.1; and
- h) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Membership Fees and Duration

2.5 Duration – Unless otherwise determined by the Board, membership with the Association begins as described below and ends as described below or when the member resigns or is terminated from membership:

- a) Player Member – begins on the date the Board accepts the Member’s registration and ends on April 30th.
- b) Coach Member – begins on the date the Board accepts the Member’s registration and continues and ends on April 30th.
- c) Director Member – begins on the date the Director assumes office in accordance with these By-laws and ends when the individual ceases to be a Director.

2.6 Fees – Membership fees will be determined by the Board.

2.7 **Deadline** – Members will be notified in writing of the membership fees at any time payable, and if the membership fees are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Association.

Transfer, Suspension, and Termination of Membership

2.8 **Transfer** – Membership in the Association is non-transferable.

2.9 **Suspension** – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Association’s policies related to discipline, or by Special Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting.

2.10 **Effects of Suspension** – A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Association, and may be subject to a probationary period before being reinstated to good standing.

2.11 **Termination** – Membership in the Association will terminate immediately upon:

- a) The expiration of the Member’s membership, unless renewed in accordance with these By-laws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
- c) Resignation by the Member by giving written notice to the Association;
- d) Dissolution of the Association;
- e) The Member’s death; or
- f) By Ordinary Resolution of the Board, a committee of Directors, or a committee of Members (as applicable) at a duly called meeting, provided fifteen (15) days’ written notice to a Member. The notice shall set out the reasons for the termination of membership. The Member receiving the notice shall be entitled to give a written submission opposing the termination not less than five (5) days before the end of the 15-day period. The Board, committee of Directors, or committee of Members (as applicable) shall consider the written submission of the Member before making a final decision regarding the termination of membership.

2.12 **May Not Resign** – A Member may not resign from the Association when the Member is subject to disciplinary investigation or action by the Association.

2.13 **Arrears** – A Member will be expelled from the Association for failing to pay membership fees or monies owed to the Association by the deadline dates prescribed by the Board. Any fees, subscriptions, or other monies owed to the Association by suspended or expelled Members will remain due.

2.14 **Discipline** – A Member may be disciplined in accordance with the Association’s policies and procedures relating to the discipline of Members.

Good Standing

2.15 **Definition** – A Member will be in good standing provided that the Member:

- a) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- b) Has completed and remitted all documents as required by the Association;
- c) Has complied with the By-laws, policies, and rules of the Association;
- d) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- e) Has paid all required membership fees.

2.16 Privileges of Good Standing - Subject to these By-laws and other governing documents of the Association, Members in good standing may be entitled to the following privileges:

- a) To attend, participate, and vote at meetings of the Members;
- b) To participate in the Association's activities; and
- c) To participate in other events associated with the Association.

2.17 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board (or designate) or a disciplinary panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

ARTICLE III MEETINGS OF MEMBERS

3.1 Annual Meeting – The Association will hold meetings of Members at such date, time and place as determined by the Board within the Province of Ontario. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting and within six (6) months of the Association's fiscal year end. Any Member, upon request, will be provided, not less than ten (10) days before the annual meeting, with a copy of the approved financial statements, auditor's report (if any) or review engagement report (if any).

3.2 Special Meeting – A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the voting Members for any purpose connected with the affairs of the Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Association makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Board or Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice – Written or electronic notice of the date of the Annual Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor (if appointed) at least ten (10) days and not more than fifty (50) days prior to the date of the meeting. A further notice will be provided ten (10) days prior to the date of the meeting containing a proposed agenda and reasonable information to permit Members to make informed decisions.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business – No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member's proposal, has been submitted to the Board thirty (30) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and

copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Quorum – Forty (40) voting Members (or parents/guardians voting on behalf of a Member who is younger than 18 years old) present constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.9 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.10 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members, and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.11 Attendance – The only persons entitled to attend a meeting of the Members are the Members, the parents or guardians of a Member if the Member is younger than 18 years old, delegates representing Members, the Directors, the auditors of the Association (or the person who has been appointed to conduct a review engagement, if any), and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

3.12 Chair – The President will be the Chair of all meetings of Members unless another individual is designated by the President or appointed by the Board and approved by an Ordinary Resolution of the voting Members in attendance.

Voting at Meetings of Members

3.13 Voting Rights – Members in good standing at the time of the meeting of the Members at which a vote is to be taken have the following voting rights at all meetings of the Members:

- a) Player Members have one vote each.
- b) Coach Members have one vote each.
- c) Director Members have one vote each.

3.14 Voting Powers – Each voting Member may vote on every issue presented at the meeting in accordance with the following:

- a) Members who are 18 years or older at the time of the meeting may cast their own vote.
- b) When Members under the age of 18 at the time of the meeting may have their vote cast by a parent or guardian. A parent or guardian may cast one vote per child. Two parents or guardians of the same child may attend the meeting but may only cast one vote for that child.
- c) Director Members shall vote in all elections, including on matters related to their own re-election if applicable.

3.15 Record Date for Voting – The Board may set a date as the record date for the purpose of determining Members entitled to vote at any meeting of Members. The record date must not precede the date on which the meeting is to be held by more than ten (10) days. If no record date is set, the record date is 5:00pm on the day immediately preceding the first date on which the notice is sent or, if no notice is sent, the beginning of the meeting.

3.16 Proxy Voting – Proxy voting is not permitted.

3.17 Voting by Electronic Means – A Member may vote by electronic means if:

- a) The Association has made available a procedure that permits voting by electronic means;
- b) The votes may be verified as having been made by the Member entitled to vote.

3.18 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.19 Majority of Votes – Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue. In the case of a tie, the issue is defeated.

ARTICLE IV GOVERNANCE

Composition of the Board

4.1 Directors – The Board will consist of sixteen (16) Directors.

4.2 Composition of the Board – The Board will consist of the following positions:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) Director of HPP & Rep (High-Performance Program & Representative Teams)
- f) Director of House League
- g) Director of Wellness/Safety
- h) Director of Equipment
- i) Director of Tournaments/Events/Fundraising
- j) Director of Communications (Sponsorship/Brand)
- k) Director of Technology/Webmaster
- l) Director of Player Development Development (House/Rep/HPP/Goalie)
- m) Director of Development (Coaches/Managers)
- n) Ice/Timekeeper Scheduler
- o) Referee in Chief
- p) Registrar

4.3 Director Title and Role - The titles and specific roles of Directors may be adjusted at the discretion of the Board by Ordinary Resolution, provided that the total number of Directors remains consistent.

Eligibility of Directors

4.4 Eligibility – To be eligible to serve as a Director, an individual must:

- a) Be eighteen (18) years of age or older;
- b) Not be a paid employee or contractor of the Association;
- c) Not have been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
- d) Have not been declared incapable by a court in Canada or in another country; ;
- e) Not have the status of bankrupt;
- f) The President, Vice-President, Secretary and Treasurer will not hold the position of head coach or manager within the Association.

4.5 President and Vice-President Eligibility - The President and Vice-President will be elected from among the existing Directors. This requirement ensures stability and that those in these key roles have a thorough understanding of the Association and Board operations. If there are no eligible or willing candidates from the existing Board, the Board may, by Ordinary Resolution, nominate a non-Director for election as President or Vice-President at the next Meeting of Members in which elections are to be conducted.

4.6 Restrictions on Concurrent Roles - The President, Vice-President, Treasurer, Registrar, and Secretary will not concurrently hold the position of head coach or manager within the Association. This restriction is intended to ensure clear separation between the executive leadership and coaching/management functions, thereby avoiding conflicts of interest and maintaining effective governance.

4.7 Director Portfolios – Directors may be appointed, by the Board, to serve as Directors of various portfolios related to the operations of the Association (e.g., HPP/Rep Director, House League Director, etc.). Directors may have more than one portfolio and may be assigned and removed duties by Ordinary Resolution of the Board.

4.8 Appointed Director – The Board may appoint up to a maximum of one (1) Director upon Ordinary Resolution of the Board after the Corporation's Annual Meeting on an annual basis. For clarity, an appointed Director will serve a term of one (1) year and the number of appointed Directors cannot exceed more than one-third (1/3) of the Directors elected at the previous Annual Meeting.

Election of Directors

4.9 Nominations Committee – The Board may appoint a Nominations Committee. If appointed, The Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.

4.10 Nomination – Any nomination of an individual for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Comply with the procedures established by the Nominations Committee (if appointed); and
- c) Be submitted to the Registered Office of the Association five (5) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.11 Nominations from the Floor – All nominations for positions on the Board must be submitted in writing to the Board at least five (5) days prior to the meeting of the Members at which the election is to take place. No nominations from the floor will be permitted unless there are no prior nominations for a position. If no nominations have been received in advance for a specific role, nominations from the floor will be considered during the meeting. Such nominations will require a nominator and seconder from the voting Members present and will also require the attendance at the meeting and verbal or written acceptance of the nomination by the individual.

4.12 Circulation of Nominations – Valid nominations will be circulated to Members at the Annual Meeting prior to the elections.

4.13 Election – At each meeting of the Members at which elections are held, elections will be held for any Director position for which the incumbent Director's term is expiring and/or any Director position that is vacant.

4.14 Director Elections – Elections will be decided by Ordinary Resolution of the Members in accordance with the following:

- a) Equal number of Nominations and Available Positions – Winners elected by Ordinary Resolution.
- b) More Nominations than Available Positions – The nominee(s) receiving the greatest number of votes and an Ordinary Resolution will be elected. In the case of a tie or a run-off ballot, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be

conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared.

4.15 Post-Election Eligibility – A Director who does not meet the eligibility requirements for election as Director will have fourteen (14) days to become eligible for the position or will be removed as a Director of the Association.

4.16 Terms – Other than the appointed Director, who serves a term that begins on the date of appointment and ends at the next Annual Meeting, Directors will serve terms of three (3) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

Position	Year of Election
President	Even
Vice President	Odd
Treasurer	Even
Secretary	Odd
Director of HPP & Rep (High-Performance Program & Representative Teams)	Even
Director of House League	Odd
Director of Wellness/Safety	Even
Director of Equipment	Odd
Director of Tournaments/Events/Fundraising	Even
Director of Communications (Sponsorship/Brand)	Odd
Director of Technology/Webmaster	Even
Director of Player Development Development (House/Rep/HPP/Goalie)	Odd
Director of Development (Coaches/Managers)	Even
Ice/Timekeeper Scheduler	Odd
Referee in Chief	Even
Registrar	Odd

4.17 Director Consent – An individual who is elected or appointed to be a Director must consent in writing to hold office as a Director before or within ten (10) days of their election or appointment. Any individual who does not provide consent within the time limit is not a Director and is deemed not to have been elected or appointed to hold office as a Director. The requirement to consent does not apply to a Director who is re-elected or reappointed when there has been no break in their term of office.

Resignation and Removal of Directors

4.18 Resignation – A Director may resign from the Board at any time by presenting their notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Secretary or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Association resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.19 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director resigns;
- b) The Director is found to be incapable of managing property by a court or under Ontario law;
- c) The Director is found by a court to be incapable;
- d) The Director becomes bankrupt; or
- e) The Director dies.

4.20 Removal – An elected Director may be removed by Ordinary Resolution of the Members at a Special Meeting of the Members provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.21 Vacancy – When the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the position for the remainder of the term. Alternatively, the Board may decide, by Ordinary Resolution, that one or more Directors will execute the duties of the vacant Director position for the remainder of the unexpired term. If a Director is removed by the Members at a meeting of the Members, the Members may elect a Director to fill the unexpired term at the same meeting.

Meetings of the Board

4.22 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President or by written requisition of at least five (5) Directors.

4.23 Chair – The President will be the Chair of all meetings of the Board unless another individual is designated to be the Chair by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the Board will appoint an individual to Chair the meeting.

4.24 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least five (5) days prior to the scheduled meeting. Notice served by mail will be sent at least ten (10) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Association.

4.25 Board Meeting with New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.26 Number of Meetings – The Board will hold at least four (4) meetings per year.

4.27 Quorum – At any meeting of the Board, quorum will be at least two of the President, Vice-President, Treasurer or Secretary and two Directors.

4.28 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless at least one (1) Director present requests a secret ballot. Resolutions will be passed by Ordinary Resolution. In the case of a tie, the resolution is defeated.

4.29 No Alternate Directors – No person shall act for an absent Director at a meeting of the Board.

4.30 Written Resolutions – A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.31 Attendance at Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.32 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting. Additionally, for an in-person meeting of the Board, a Director may, if all the Directors of the Association consent, participate in a meeting of the Directors by telephonic or electronic means provided that all participants are able to adequately communicate during the meeting.

Duties of Directors

4.33 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Association; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

4.34 Powers of the Association – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Association and may delegate any of its powers, duties, and functions.

4.35 Empowered – The Board is empowered, including but not limited to:

- a) Develop and implement policies and procedures to manage the affairs of the Association in alignment with the Act and these By-laws, furthering the Association's objectives and purposes;
- b) Establish and enforce policies and procedures related to the discipline of Members;
- c) Create and enforce policies and procedures for managing disputes within the Association;
- d) Employ or engage individuals under contract as necessary to fulfill the Association's objectives;
- e) Determine registration procedures, membership fees, and other registration requirements;
- f) Accept and manage donations, benefits, bequests, and other forms of financial support to advance the Association's objectives;
- g) Make expenditures to support the Association's objectives;
- h) Invest funds to further the Association's objectives;
- i) Oversee and manage the Association's assets and resources to support its objectives;
- j) Borrow money on behalf of the Association as needed, in accordance with these By-laws; and
- k) Carry out any other duties deemed to be in the best interests of the Association.

ARTICLE V OFFICERS

5.1 Composition – The Officer positions are the President, Vice President, Secretary, and Treasurer and are responsible for the overall leadership and management of the Board.

5.2 Term – The term of the Officers will be one (1) year or until they or their successors are elected or appointed.

5.3 Duties – The duties of Officers are as follows:

a) President

- Chair of the Board and preside over Annual and Special Meetings of the Association and Board meetings unless otherwise designated.
- Serve as the official spokesperson for the Association.
- Oversee and supervise office staff.
- Perform additional duties as established by the Board.

b) Vice-President

- Assume the duties and powers of the President in their absence or disability.
- Perform other duties as established by the Board.

c) Secretary

- Document all amendments to the Association's By-laws.
- Ensure proper maintenance of all official documents and records of the Association.
- Record minutes of all meetings.
- Prepare and submit reports on activities since the last meeting.
- Provide due notice of meetings to all Members.
- Perform additional duties as established by the Board.

d) Treasurer

- File all financial and corporate returns required by applicable legislation.
- Maintain proper accounting records.
- Deposit all Association funds into the Association's bank account.
- Supervise the management and disbursement of funds.
- Provide financial accounts and reports to the Board.
- Prepare annual budgets.
- Perform additional duties as established by the Board.

5.4 Delegation of Duties - Officers may delegate their duties to staff, committees, or other Officers or Directors, subject to Ordinary Resolution of the Board.

5.5 Multiple Positions – With the exception of the position of President, a Director may hold multiple Officer positions.

5.6 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. Removal from an Officer position does not automatically mean the individual is removed from their Director position (when applicable).

5.7 Vacancy – Where the position of an Officer becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office.

5.8 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors and would not be members of the Board.

ARTICLE VI COMMITTEES

Committees

6.1 Appointment of Standing and Ad-Hoc Committees – The Board may appoint such standing and ad-hoc committees as it deems necessary for managing the affairs of the Association. The Board may appoint and remove members of these committees or provide for the election of members of these committees, may prescribe the duties and terms of reference of these committees, and may delegate to any of these committees any of its powers, duties, and functions.

6.2 Composition – The Board may appoint and remove any member of a standing or ad-hoc committee at any time and for any reason.

6.3 President Ex-officio – The President (or their appointed designate) will be an ex-officio and non-voting member of all standing and ad-hoc committees of the Association.

6.4 Debts – No committee will have the authority to incur debts in the name of the Association.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Association will be April 1st to March 31st.

7.2 Bank – The banking business of the Association will be conducted at such financial institution as the Board may determine.

7.3 Auditors – At each Annual Meeting the Members may appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Association in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Association and must be permitted to conduct an audit or review engagement of the Association under the *Public Accounting Act, 2004*, as amended. When the Association's revenue for the previous fiscal year was less than the amount prescribed in the Act, the Members may decline, by Extraordinary Resolution, to appoint an auditor. Alternatively, when the Association's revenue for the previous fiscal year was less than the amount prescribed in the Act, the Members may, by Extraordinary Resolution, chose to conduct a review engagement or compilation in lieu of an audit.

7.4 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Association of the last fiscal year of the Association but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than twenty-one (21) days before the Annual Meeting. The Financial Statements will include:

- a) The financial statements;
- b) The auditor's report or review engagement (if any); and
- c) Any further information respecting the financial position of the Association.

7.5 Books and Records – The necessary books and records of the Association required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Association's articles and By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;

- c) The resolutions of the Members and of any committee of Members;
- d) The minutes of meetings of the Directors or any committee of Directors;
- e) The resolutions of the Directors and of any committee of Directors;
- f) A register of Directors;
- g) A register of Officers;
- h) A register of Members; and
- i) Account records adequate to enable the Directors to ascertain the financial position of the Association on a quarterly basis.

7.6 Minutes of meetings of the Board and Board Resolutions – Minutes of meetings of the Board and Board Resolutions are confidential and may only be open for inspection by Members in good standing by request to the Board.

7.7 Signing Authority – The signing authority of the Association shall be vested in the Officers of the Association and such other persons as the Board, by Ordinary Resolution, may authorize in specific instances. The signatures or electronic authorization of any two of these Officers or persons shall be required on any financial instrument of the Association.

7.8 Property – The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.9 Borrowing – The Association may borrow funds under such terms and conditions as the Board may determine, as permitted by the Act.

7.10 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual Meeting.

Remuneration

7.11 No Remuneration – All Directors, Officers and members of committees will serve their term of office without remuneration (unless approved at a meeting of the Members) except for reimbursement of expenses as approved by the Board. This section does not preclude the Board from considering and approving discounts on player fees or other non-monetary benefits for Directors as part of future compensation or recognition programs. Any such arrangements must be clearly documented and disclosed to ensure transparency. Furthermore, this section does not preclude a Director or member of a committee from providing goods or services to the Association under contract or for purchase. Any Director or member of a committee will disclose the conflict/potential conflict in accordance with these By-laws.

7.12 Stipends for Specific Roles – Notwithstanding Section 7.11, the Referee in Chief and the Ice/Timekeeper Scheduler may receive a stipend for their services. This stipend must be approved by the Board and documented in the Association's financial records.

7.13 Disclosure of Conflicts – Any Director or member of a committee who provides goods or services to the Association under contract or for purchase must disclose any conflict or potential conflict of interest in accordance with these By-laws.

7.14 Approval and Transparency – All stipends and reimbursement of expenses will be subject to approval by the Board, and the details will be recorded transparently in the Association's financial documentation.

Conflict of Interest

7.15 Conflict of Interest – A Director, Officer or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – Subject to Article XII (when applicable), these By-laws may only be amended, revised, repealed or added to by:

- a) Ordinary Resolution of the Board. The new, amended, or revised By-law is effective until the next meeting of the Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution. A new, amended, or revised By-law that is not ratified by the Members ceases to have effect and no new By-law of the same or like substance has any effect until ratified at a meeting of the Members; or
- b) A Member entitled to vote who may make a proposal to make, amend, or repeal a By-law in accordance with the Act which requires at least sixty (60) days' notice. The new, amended, or repealed By-law will be submitted to the Members at the next meeting of Members and, except for those amendments that are considered fundamental changes, the voting Members may confirm, reject or amend the By-laws by Ordinary Resolution.

ARTICLE IX NOTICE

9.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable. It is the obligation of the Director, Officer or Member (as applicable) to provide a current address for notification under this provision to the Board.

9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked.

9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

ARTICLE X DISSOLUTION

10.1 Dissolution – Upon dissolution of the Association and after payment of all debts and liabilities, its remaining property shall be distributed to not-for-profit or charitable organizations which carry on their work solely in the province of Ontario.

ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify – The Association will indemnify and hold harmless out of the funds of the Association each Director and any individual who acts at the Association's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director and/or any individual who acts at the Association's request in a similar capacity.

11.2 Will Not Indemnify – The Association will not indemnify a Director or any individual who acts at the Association's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or

responsibility imposed upon them under the Act. For further clarity, the Association will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Association; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that their conduct was lawful.

11.3 Insurance – The Association will maintain in force Directors and Officers liability insurance at all times.

ARTICLE XII FUNDAMENTAL CHANGES

12.1 Fundamental Changes – A Special Resolution of all Members (whether voting or non-voting) is required to make the following fundamental changes to the By-laws or articles of the Association. Fundamental Changes are defined as follows:

- a) Change the Association’s name;
- b) Add, change or remove any restriction on the activities that the Association may carry on;
- c) Create a new category of Members;
- d) Change a condition required for being a Member;
- e) Change the designation of any category of Members or add, change or remove any rights and conditions of any such category;
- f) Divide any category of Members into two or more categories and fix the rights and conditions of each category;
- g) Add, change or remove a provision respecting the transfer of a membership;
- h) Increase or decrease the number of, or the minimum or maximum number of, Directors;
- i) Change the purposes of the Association;
- j) Change to whom the property remaining on liquidation after the discharge of any liabilities of the Association is to be distributed;
- k) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- l) Change the method of voting by Members not in attendance at a meeting of the Members; or
- m) Add, change or remove any other provision that is permitted by the Act.

ARTICLE XIII ADOPTION OF THESE BY-LAWS

13.1 Ratification – These By-laws were ratified by the Members of the Association at a meeting of Members duly called and held on September 9, 2024.

13.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Association repeal all prior By-laws of the Association provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.