

Manvers Minor Hockey Association

CONSTITUTION AND BY-LAWS

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Manvers Minor Hockey Association

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of Manvers Minor Hockey Association BE IT ENACTED as a by-law of Manvers Minor Hockey Association as follows:

1. DEFINITIONS

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

- a) "Association" means Manvers Minor Hockey Association (or such other name as the Association may in the future legally adopt);
 - b) "Board" means the Board of Directors of the Association;
 - c) "HC" means Hockey Canada (or such other name as the HC may in the future legally adopt);
 - d) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
 - e) "Director" means an individual who has been elected to the Board of Directors of the Association
 - f) "Constitution" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
 - g) "Officers" mean the individuals who hold the offices enumerated in Article 11;
 - h) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
 - i) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
 - j) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association .
 - k) "MMHA" means Manvers Minor Hockey Association
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- l) "Members" means all classes of membership in the Association as provided for in section 5.
m) "TC" means Three County Minor Hockey Association or such other name as the TC may in the future legally adopt;

1.2 All terms defined in the Corporations 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 as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Association for its use and safekeeping.

2.2 The registered head office of the Association shall be in Bethany, in the Province of Ontario.

3. MISSION OF THE ASSOCIATION

3.1 The purpose of the Association is to organize , develop, promote and grow minor ice hockey for the youth of the area encompassing the Manvers Minor Hockey Association . To instill in all players, coaches, managers and members associated with the MMHA good sportsmanship , correct and proper behaviour on and off the ice and a respect for authority and team play. The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its mission.

4. CLASSES OF MEMBERSHIP

4.1 There shall be two (2) classes of Membership in the Association :

- a) Active Membership;
- b) Parent/Guardian Membership;

5. TERMS OF MEMBERSHIP AND ELIGIBILITY

5.1 Terms and Eligibility

a) Active Membership

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

b) Parent/Guardian Membership

Parent/Guardian members shall include parents and or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years . Each fully registered player in good standing under the age of 18 will be entitled to one vote, to be cast by either a Parent or Guardian, but not both. Parents and/or Guardian member of a registered player may attend membership meetings.

c) One Person - One Class of Membership

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

5.2 Membership List:

Subject to Section 6.7 herein, the Registrar shall prepare and maintain a list of current Active Members and

Parent/Guardian Members. This list shall be maintained and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

5.3 Membership Year

Unless otherwise determined by the Board, every Membership shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

5.4 Termination

a) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears shall be suspended from Membership, unless otherwise agreed by the Board will not permit to participate in on ice activity, vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.

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

5.5 Membership Fees

Each member of the Association who actively participates as a Player shall pay registration fees as shall be established by the Board and resolved by the Board. No Association member will be allowed on the ice until his/her registration fees are paid in full or acceptable arrangements have been made. Any Player that has paid and withdraws prior to October 1st is eligible for a refund, including fundraising fees where applicable. Between October 1 and December 1, refunds will not be issued at the discretion of the executive. No fundraising fees will be refunded. After Dec. 1st no refund will be issued. In the case of a player being forced to resign due to illness or injury or special circumstance, the current Executive Committee will determine the amount of the refund depending on the circumstances. Refunds will not be made if a player is currently under suspension or is awaiting disciplinary action by the Executive or an association league.

5.6 Record Date

Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 35 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

6. MEETINGS OF THE MEMBERSHIP

6.1 Annual General Meeting of Members

The Annual General Meeting shall be held each year in the SPRING, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;

- a) approval of the agenda;
- b) approval of the minutes of the previous Annual General Meeting of the Membership;
- c) receiving reports of the activities of the Association during the preceding year;
- d) receiving information regarding the planned activities of the Association for the current year;
- e) receiving and approving the report of the Treasurer from the previous year and a projected financial position for the current year;
- f) consideration of any proposed amendments to the Letters Patent or Constitution of the Association;
- g) election of the new Board.

h) appointment of the Auditor for the ensuing year

6.2 Additional General Meetings of Members

In addition to the Annual General Meeting described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

6.3 Notice

a) Annual General Meeting;

Notice of the Annual General Meeting to be held in the SPRING each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be mailed, posted or e-mailed to all Members at the last known address recorded for such Members in the records of the Association. Such notice shall be posted in all Association Arenas at least thirty (30) days prior to the date of the Meeting.

b) Additional General Meetings of the Membership;

Notice of any Additional General Meetings of the Membership shall be mailed, posted or e-mailed to all Members at the last known address recorded in the records of the Association. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.

c) Error or Omission in Notice;

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting.

6.4 Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 16 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

6.5 Voting Procedures:

a) A majority of votes cast by Members in attendance, entitled to vote, unless otherwise required by the corporations .

Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership except Constitutional changes. Constitutional changes require 2/3 majority votes case by Members present and entitled to vote.

b) The President / Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;

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

6.6 No Proxies:

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

6.7 Chair:

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

7. BOARD OF DIRECTORS

7.1 Composition

a) Eligibility

A Director:

- i) shall be eighteen (18) or more years of age;
- ii) shall remain a Member of the Association throughout his or her term of office.

b) Number of Directors;

The affairs of the Association shall be managed by a Board, which consists of 14 elected Directors

c) Term of Office;

i) The Directors shall be eligible to be elected or appointed for three (3) consecutive terms of two (2) years each and shall not be eligible for election or appointment to the same Director position for a fourth (4th) consecutive two

ii) The term of all incumbent Directors at the date of adoption of this Bylaw shall expire and terminate by special resolution of the Board following the Annual General Meeting prior to May 1st that follows said meeting.

d) Change in Number of Directors;

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

8. PROCEDURE FOR ELECTION OF DIRECTORS

8.1 Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment.

8.2 Board Positions:

The Board shall consist of the following elected two year term directors;

- a) President
- b) 1st Vice President – Ice Scheduler
- c) 2nd Vice President – Equipment Manager
- d) Treasurer
- e) Secretary
- f) Three County / OMHA Director
- g) Referee in Chief
- h) Registrar
- i) Head Coach
- j) Fundraising Chairperson
- l) Social Media Director
- m) Past President

The Board shall consist of the following appointed directors;

- n) up to two 'at large' members
- o) Any other director as determined required by the Board.

8.3 Election Procedures:

The Secretary shall post in all Association arenas a listing of all positions that are due for renewal (end of 2 year term) or any open positions. Nominations may be submitted to the Secretary in writing or verbally prior to the Annual General Meeting and may also come from the floor at the Annual General Meeting. The Members shall, by ordinary resolution, elect directors. Elections for the following positions will be held in even numbered calendar years and will be a two-year term commencing in 2014-15. (President, 2nd Vice President, Registrar; Referee-In-Chief; Player Development and OMHA Director). Elections for the following positions will be held in odd numbered

calendar years and will be a two-year term commencing in 2015-16. (1st Vice-President; Treasurer; Secretary, Three County League Representative; Head Coach, Fundraising Chairperson, Tournament Director).

8.4 Vacancies:

Any vacancy occurring on the Board may be filled for the remainder of the term of the vacated position. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. The Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.

8.5 Termination

a) Removal of Director by Membership

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

b) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

c) Resignation

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

9. BOARD RESPONSIBILITIES

9.1 Governance:

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

9.2 Board Meetings

a) 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, a Vice-President, may from time to time determine. The Board will meet once per month on a day that is acceptable to the members of each new Executive Committee as it is elected. All Board 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 Board meeting stating subject and purpose. The Executive Committee reserves the right to close meetings at their discretion.

b) Special Board Meetings

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.

9.3 Notice of Board Meetings

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

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

c) 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.

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9.4 Error in Notice

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

9.4 Quorum

A quorum for a Board Meeting shall be 50% + 1 Elected Directors. No business of the Board shall be transacted in the absence of a quorum.

9.5 Voting Rights

Each Elected Director, present at a Board Meeting, excluding the Chair, shall be entitled to one vote. The Chair shall only have a vote in the event of a tie.

9.6 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 votes recorded in favour or against such motion.

9.7 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the 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.

9.8 Conflict of Interest

- a) 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 the Board Meeting the transaction is being discussed.
- b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.
- c) After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- d) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.
- e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

9.9 Indemnification of Directors

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

- a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default;

provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.

c) the Association may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

d) the Association is not financially responsible for any financial loss for any approved fundraising of an individual team.

9.10 Confidentiality

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

9.11 Manual of Operations

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

The Manual of Operations will deal strictly with only those day-to-day matters directly affecting the member teams and players such as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time, sponsorship, banquet, fundraising and other informational only items.

10. OFFICERS

10.1 Elected/Appointed Directors:

a) The Elected Directors shall be the President, 1st Vice-President (Ice Scheduler), 2nd Vice President (Equipment Manager), Treasurer, Secretary, OMHA Representative, Three County League Representative, Registrar, Referee In Chief, Head Coach, Player Development, Fundraising Chairperson, Tournament Director,

b) The Appointed Directors shall be assigned responsibilities from the President as approved by the Executive committee and shall be appointed following the Annual General Meeting.

c) An elected Director shall not hold more than one Office, nor hold the same Office for more than three 8. consecutive two (2) year terms, unless approved by the Executive Committee.

10.2 Assistants to Officers

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

10.3 Eligibility for Office:

a) The President and Vice President should have served on the Board for at least two (2) years immediately prior to election to either of these positions.

b) The Association shall endeavor to nominate as Treasurer a Director who has employment experience and skills in accounting procedures.

10.4 Term of Office

The elected Officers shall hold Office until the April 30th after the Annual General Meeting for the number of years according to section 9.3.

11. COMMITTEES OF THE BOARD

11.1 Standing Committees:

The following committees shall be Standing Committees of the Board:

Executive Committee
Coaches Selection Committee
Dispute Resolution Committee
Tournament Committee

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

11.3 Executive Committee:

a) The Executive Committee shall be chaired by the President, and shall consist of the Past President, the 1st Vice-President, the 2nd Vice-President, the Treasurer, the Secretary, the OMHA representative, the TC Representative, the Referee in Chief, the Ice Convener, the Registrar, the Head Coach, Player Development, the Fundraising Chairperson, the Tournament Director and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with.

b) The Executive Committee shall:

- i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, 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 for ratification at the next Board Meeting;
- i) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
- ii) present a report regarding the activities of the Executive Committee to the Board;
- iii) submit to the Treasurer an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;
- iv) recommend policy to the Board regarding management and administrative issues related to the Association;
- v) deal with any other matters assigned to it by the Board or by the President.

11.4 Dispute Resolution Committee

a) The Dispute Resolution Committee shall be comprised of the following people: 1st Vice President/2nd Vice President, and two other independent persons approved by the Executive Committee, with or without current membership and at least one member, shall be the same gender as the complainant.

11.5 Tournament Committee

The Tournament Committee shall:

- a) consist of the Tournament Director, OMHA Rep., TC Rep., Ice Convener, Referee in Chief, Fundraising Chairperson and up to 6 volunteers;
- b) determine the rules and schedule format to be implemented for all home tournaments;
- c) appoint one OMHA Tournament Convener to be the primary contact and responsible for all OMHA home tournaments. He/She will work in liaison with the officials of each team, OMHA Rep., Fundraising Chairperson
- d) appoint one TC Tournament Convener be the primary contact and responsible for all TC home tournaments. He/She will work in liaison with the officials of each team, TC Rep., Fundraising Chairperson
- e) recruit and train volunteers to perform functions at all home tournaments;

- f) be responsible for the registration forms, game sheets, applying the pre-determined rules for each tournament, and the collection of the tournament fee;
- g) be responsible for ordering and purchasing food and beverages for all teams and coaching staffs as approved by the Board;
- h) follow the rules as outlined in the OMHA Tournament Handbook;
- i) be responsible for convening all home tournaments.

12. EXECUTION OF DOCUMENTS

12.1 Execution of Documents:

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.

12.2 Books and Records:

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

13. FINANCES

13.1 Year End

The financial year of the Association shall terminate on the 31st day of May in each year.

13.2 Funds

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. The only way items can be bought on behalf of minor hockey will be through approval of the Executive committee.

13.3 Disbursement

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. 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. Cheques shall carry the signatures of two (2) of the following: Treasurer, President, 1st Vice-President, 2nd Vice President.

13.3.1 Disbursements

Disbursement of Association monies in the form of donations (including but not limited to: cash donations, gift cards, gifts, etc.) is not permitted. All monies collected by MMHA by means of registration fees, fundraising fees, door fees, sponsorship monies, etc shall be strictly used to pay direct operating expenses (ie paying ice time, referees, equipment, insurance, etc.). MMHA may hold specific fundraising events in order to raise funds for a community group/family. The only way additional fundraisers can be held will be through approval of the Executive Committee by way of vote. Once approval is granted the membership must be informed by email and / or posting at the arena that a MMHA Fundraiser is being held and what the funds raised will be used for / donated to.

13.4 Financial Statements

A Financial Statement is required to be submitted to the Treasurer 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. The only exception will be the Referee/Timekeeper floats provided to each team manager. This will be documented per use and reported to the Treasurer twice per season.

14. BANKING ARRANGEMENTS

14.1 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:

- a) operate the accounts of the Association with a bank or a trust company;
- b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) issue receipts for and orders relating to any property of the Association;
- d) Authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to Facilitate the business of the Association.

14.2 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.

15. PASSING AND AMENDING BY-LAWS

15.1 The Board and a member in good standing may recommend amendments to the By-laws of the Association annually at the Meeting of Membership, to the Membership.

15.2

- a) A By-law or an amendment to a By-law recommended by the Board shall be presented for adoption at the next Annual General Meeting of the Members of the Association. The notice of such Annual General Meeting shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the Meeting of the Members.
- b) A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a two-thirds vote of the Members present at such General Meeting.
- c) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary of the Association 10 days prior to the Annual General Meeting.
- d) All members in good standing shall have access to any proposed amendments to the By-laws, five (5) days prior to the Annual General Meeting at a place as stated in the original meeting notice.

16. REPEAL OF PRIOR BY-LAWS

16.1 Repeal:

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

16.2 Proviso:

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

17. EFFECTIVE DATE

17.1 This By-law shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out. The foregoing By-law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at Manvers Minor Hockey Association in the Town of Bethany, Ontario, and at which a quorum was present on the *day, month and year*.