



Aylmer Minor Hockey Association

Constitution & By-Laws

# **Aylmer Minor Hockey Association - Constitution**

## **Article 1: Name and Definitions**

### **1.1**

The name of the organization shall be "Aylmer Minor Hockey Association" herein after referred to as AMHA.

### **1.2**

In its Constitution, By-Laws, Policies and Guidance Documents of the AMHA, unless the context otherwise requires:

- a) "Association" also means AMHA;
- b) "Board" means the Board of Directors of the Association;
- c) "Director" means an individual who has been elected to the Board of the Association;
- d) "OMHA" means Ontario Minor Hockey Association;
- e) "OHF" means the Ontario Hockey Federation;
- f) "HC" means Hockey Canada;
- g) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered, and approved by the Board of the Association.
- h) "Members" refers to the membership of the Association per Article 6;
- i) "Member in good standing" is a person associated with AMHA through registration as a player, parent, guardian, coach, assistant coach, trainer, manager, who has paid in full registration or has approved association with the AMHA. This Member shall also not be serving any sanctions, suspensions or disciplinary action as directed by the AMHA, OMHA or HC;
- j) "The Code" refers to the OMHA Code of Conduct, as amended from time to time.

## **Article 2: Authority**

### **2.1**

The AMHA is incorporated under the *Corporations Act* R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time.

### **2.2**

The AMHA shall abide by and comply with the Constitution, By-Laws, Policies and Guidelines of the AMHA along with the rules and regulations as set forth by the OMHA, the OHF, and HC.

## **Article 3: Registered Office**

### **3.1**

The registered head office of the AMHA shall be in the Town of Aylmer, in the Province of Ontario and thereafter as the AMHA may from time to time determine by special Resolution of the members pursuant to the *Corporations Act*. The AMHA may establish such other offices within Canada, as the Board may deem expedient by Resolution.

## **3.2**

The AMHA represents the OMHA designated centre of “Aylmer”. The centre-point and boundaries of the AMHA shall be as determined upon consultation with the OMHA.

## **Article 4: Mission**

### **4.1**

The mission of the AMHA is to organize, develop and promote minor ice hockey for the youth within the Town of Aylmer and surrounding areas, including:

- a) The opportunity for all eligible individuals to participate in recreational local league ice hockey or community-based programs, which allows a player to participate in an environment for fun, physical exercise, and fair play.
- b) The development of and participation in Representative (Rep) ice hockey, which allows a player the opportunity to participate locally at the highest competitive level.
- c) To instill in all players, team officials, volunteers, and members of the AMHA with good sportsmanship, proper behaviour on and off the ice, respect for authority, and team play.

## **Article 5: Team Names, Colours, and Logo**

### **5.1**

Teams representing the AMHA shall be known as the AYLMEER FLAMES

### **5.2**

AMHA colours shall be red, white, black and gold.

### **5.3**

The official logo of the AMHA shall be as displayed on the cover of this document

## **Article 6: Association Affiliation**

### **6.1**

The AMHA shall be affiliated with and be a member of the OMHA, OHF, and HC.

### **6.2**

The AMHA shall affiliate and provide league play with the Lambton Middlesex Local League (LMLL) and the Southern Counties Minor Hockey League (SCMHL).

### **6.3**

The AMHA Board shall be empowered to act in the best interest of the Association regarding affiliation with minor hockey leagues other than those listed in Article 6.2.

## **Article 7: Membership and Eligibility**

### **7.1**

The membership of the AMHA consists of the following:

- a) AMHA Executive Officers and any properly elected member of the Board;
- b) parents and/or guardians of any player(s) registered with the AMHA and participating in OMHA sanctioned programming;
- c) players over the age 18 registered with the AMHA and participating in OMHA sanctioned programming;
- d) all rostered team officials and on-ice officials over the age of eighteen not already a member under the above clauses;
- e) Honourary Life Members;
- f) Any other person with association as approved by resolution by the Board from time to time, including any individual who may have an interest in the general betterment of the AMHA.

### **7.2**

Every Membership shall commence on or after July 1 in each year, and shall terminate on June 30 in each year.

### **7.3**

The AMHA membership shall conduct themselves in accordance with the standard of behaviour set forth by The Code.

### **7.4**

AMHA membership, excluding Honourary Membership, shall be a Member in Good Standing per Article 1.2(i).

### **7.5**

Any member delinquent in their fees shall forfeit said membership status until full payment of fees is received by the AMHA

### **7.6**

Registration fees shall be established annually by the Board.

### **7.7**

Members may attend the Annual General Meeting (AGM), General Meeting of the Membership, be a guest at monthly meetings of the Board (Board Meetings), and by invitation, Committee Meetings.

### **7.8**

All Members in good standing, excluding Honourary Memberships, shall be entitled to vote at the AGM.

### **7.9**

When a Member is called upon to cast a vote at the AGM, such voting Member must be present at the meeting to cast a vote and is entitled to only one vote regardless of the number of players registered they would like to represent or memberships they qualify for.

## **Article 8: Termination of Membership**

### **8.1**

Membership in the AMHA shall not be transferable and shall terminate upon a Member's resignation or upon no longer meeting eligibility as defined in Article 7.1.

### **8.2**

Members may resign from the AMHA by submitting a resignation in writing addressed to the Registrar.

### **8.3**

The Board shall have the authority to sanction, suspend, or discipline any Member whose conduct is considered by the Board to be contrary to The Code and the purposes of the Association.

## **Article 9: Meetings of the Membership**

### **9.1 Annual General Meeting (AGM)**

- a) The AGM of the AMHA Membership shall be held in May each year, the date to be set by the Board.
- b) Notice including date, location, and agenda of the AGM must be published on the AMHA website a minimum of two weeks prior to the Meeting.
- c) The following business is to be set out in the agenda of the AGM:
  - i. approval of the agenda;
  - ii. approval of the minutes of the previous AGM;
  - iii. receiving reports of the activities for the preceding year;
  - iv. receiving information regarding the planned activities for the coming year;
  - v. receiving and approving the financial statements to-date for the year ending and may include projected financial position for the coming year;
  - vi. consideration of any proposed amendments to the Constitution or By-laws;
  - vii. election of the new Board;
  - viii. establish auditors for the coming year;
  - ix. transaction of any other business which relates to the operation of the Association.

### **9.2 General Meetings of the Membership**

- a) A General Meeting of the Membership (GMM) may be called at any time by a resolution of the Board. The business to be transacted at a GMM shall be limited to that specified in the notice calling the meeting, and a minimum seven days notice of said meeting must be provided.
- b) The Membership may call a GMM when petitioned by at least 10 Members.

### **9.3**

No inadvertent error or omission in giving notice of any AGM or GMM or any adjourned Meeting shall invalidate such a Meeting or make void any proceedings taken at such Meeting.

## **Article 10: Board of Directors**

### **10.1**

The affairs of the AMHA shall be managed by a Board of Directors.

### **10.2**

The composition of the Board, the term of office, and the duties to be performed by each Director is provided in the By-Laws of the AMHA.

### **10.3**

Any Director on the Board, at the time of election and throughout their term in office, must be a member in good standing and possess a valid Police Record Check.

### **10.4**

All Directors on the AMHA Board will abide by all duly authorized decisions of the Board and the rules and regulations set forth by the Board.

### **10.5**

All Directors must be of age of majority or older.

## **Article 11: Board Meetings**

### **11.1**

The Board shall hold regular Meetings each month per a schedule published on the AMHA website.

### **11.2**

The date of the Board Meeting may be changed from time to time at the discretion of the Board.

### **11.3**

Additional special Meetings required to conduct the business of the AMHA may be called at the discretion of the President, or at the discretion of the Vice-President in the President's absence. Business transacted at a special Board Meeting shall be limited to that specified in the notice calling said Meeting.

### **11.4**

One half plus one of the voting Board Members constitutes a quorum at any Board Meeting.

### **11.5**

Notwithstanding any other provision contained in the Constitution and By-Laws, the Board shall have the power to pass, amend or enforce, without any confirmation or ratification by the Members of the Association:

- a) all necessary rules, regulations, policies, and procedures as they deem related in any way to the operations of the AMHA, provided such are not otherwise inconsistent with the Constitution and By-Laws;

- b) the purchase, lease, sell, exchange or otherwise acquire or dispose of any property or equipment necessary to conduct the Association's activities;
- c) the discipline or suspension of any Board Member, team official, parent, referee or other official connected with the Association or any of its activities.

## **Article 12: Constitution and By-Laws Amendments**

### **12.1**

The AMHA Constitution and By-Laws was initially adopted by the AMHA Board on the eleventh day of September 1972.

### **12.2**

The Constitution and By-Laws may be amended or revoked, provided that the changes are approved by a two-thirds majority of the votes cast at an AGM or Special Meeting called for such purposes.

### **12.3**

Any proposed amendments of the Constitution and By-Laws, that are to be presented at the AGM, must be submitted by the Chair of the AMHA Constitution Committee to the AMHA Secretary, at least 30 days in advance of the AGM, for publication on the AMHA website and consideration by the AMHA membership.

### **12.4**

In the case of a need for a Special Board Meeting to discuss proposed amendments to the Constitution and By-Laws, any proposed amendments or revocations must be submitted by the Chair of the AMHA Constitution Committee to the AMHA Secretary, at least 30 days in advance of the Special Board Meeting for consideration by the AMHA Board.

### **12.5**

A reference copy of the current Constitution and By-Laws shall be made available on the AMHA website.

## **Article 13: Rules of Procedure**

### **13.1**

The most current edition of "Robert's Rules of Orders" shall govern the rules and procedures to be used in conducting the Meetings and affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the Association.

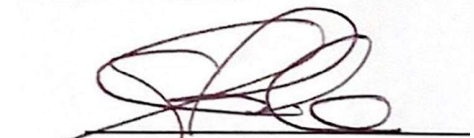
## **Article 14: Fiscal Year**

### **14.1**

The fiscal year of the AMHA shall terminate on April 30 in each year.

Revised May 24, 2022 on occasion of the Annual General Meeting of the AMHA

May 25, 2022  
Date

  
Shawn Pede, President AMHA



## **Aylmer Minor Hockey Association By-Laws**

### **By-Law 1: Board of Directors**

#### **1.1**

The AMHA Board of Directors shall be composed of up to 19 elected Directors and one Past President (as available), otherwise known as the Board.

#### **1.2**

The Board shall consist of the following positions:

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Treasurer;
- e) OMHA Representative;
- f) Registrar;
- g) Ice Convenor;
- h) SCMHA Representative;
- i) LMLL Representative;
- j) Referee/Timekeeper Liaison;
- k) Tournament Convenor;
- l) Equipment Manager;
- m) Initiation Program- U5 Director;
- n) Coach Coordinator;
- o) Directors-at-Large (Max of five);
- p) Past-President.

#### **1.3**

The term of any Director is two years in length commencing after election at an AGM.

#### **1.4**

Commencement of Director positions shall be staggered such that approximately half are elected in odd-numbered years and the other half are elected in even-numbered years;

#### **1.5**

The Board shall elect from amongst themselves the Executive Officers of the AMHA consisting of a President, a Vice-President, Secretary, and Treasurer.

#### **1.6**

The term of office for any Executive Officer position is valid for one year.

## **1.7**

In the event that a Director resigns, or cannot otherwise fulfill their term as Director, the position shall be declared vacant and a search from within the existing AMHA membership will commence for any parties interested in becoming a Director.

## **1.8**

Any candidate wishing to fill a vacant Director position will be considered and voted upon by the existing Board or be or be appointed by the Executive Officers for the remainder of term of the vacant Director position. If suitable candidates are not found the Director position may remain vacant.

## **1.9**

Any prospective Directors, whether it be at an AGM or to fulfill a vacant position, are required to submit a letter detailing their desire and interest to join the Board, including their past experiences and expected contributions to which AMHA and its membership will benefit.

## **1.10**

The Board, at its discretion, may appoint, switch the positions, assign dual roles of existing Directors, or establish a committee to fulfill the role of vacant positions.

## **1.11**

The Past President is an advisory position on the Board and therefore does not carry any voting privileges.

## **1.12**

The position of Past President and its privileges will be for one year immediately following the year served as President. If the Past President is unwilling or unable to carry out the responsibility of the position, the Board will approach the past Presidents, having served as President in the last five years, for to fill the position for the remainder of the term. The Board must review and, by vote, approve any person willing to fill the Past President position under this process.

## **1.13**

A member of the Board not attending 60 percent of the Board Meetings must be re-elected to retain their position at the next, AGM unless excused by the Board.

## **1.14**

Any member of the Board who misses three consecutive meetings without good reason, shall be contacted by the President to discuss their commitment to the Board. Upon direction from the Board, the President shall tell the person their term with the Board is terminated.

## **1.15**

The Board shall establish, from its membership, appointments to standing committees that are not already established by a role on the Board.

## **1.16**

All Board Members are required to participate in at least one fund raising event for the AMHA.

### **1.17**

All Board Members will abide by all duly authorized decisions of the Board and the rules and regulations set forth by the Board. Failure to do so by any member of the Board will be referred to the Complaint Committee for consideration.

### **1.18**

All Board Members shall serve without remuneration. No Director may directly or indirectly receive any profit from his position as a Director. A Director may be reimbursed reasonable expenses incurred in the performance of his/her duties.

## **By-Law 2: Responsibilities of the Board of Directors**

### **2.1**

The AMHA Board shall:

- a) review all Policies and Procedures on an annual basis;
- b) establish a registration fee structure each season;
- c) have the authority to approve team officials for all AMHA teams;
- d) decide on the teams to be entered at each division and level of play, based on registration numbers, player skill level, and feedback from players, parents, and coaches;
- e) proceed with a vote for a coach position should three months pass from the final advertised application deadline, even if all candidates have not been interviewed.
- f) ensure all incidents of harassment and abuse are documented and forwarded to the appropriate individuals and/or organizations

### **2.2**

The President shall:

- a) be in charge of the day-to-day general management and supervision of the affairs of the AMHA;
- b) preside as the Chair, preserve order, and shall decide questions of order at all meetings of the AMHA;
- c) have the right to vote on matters brought before the Board and, when the Board members are equally divided on matters, shall have the deciding vote;
- d) be the figurehead and represent the AMHA in the Community;
- e) report regularly to the Board on matters of interest;
- f) convene the Executive Officers in emergencies or in situations requiring immediate decision or action on the part of the AMHA, either with or without consultation of the remainder of the Board;
- g) serve on the Coach Selection Committee;

- h) appoint all committees when insufficient volunteers are available and be an *ex-officio* member of all Committees except for the Coach Selection Committee;
- i) delegate tasks as necessary.

### **2.3**

The Vice-President shall:

- a) assist the President in the discharge of their duties;
- b) perform the duties of the Present in the event of the President's absence or illness;
- c) serve on the Coach Selection Committee in the absence of the President;
- d) act as Chair on at least one standing committee;
- e) look to compete for the President's position in one to three year's time.

### **2.4**

The Secretary shall:

- a) be the clerk of the Association, attend all meetings of the AMHA, and record all the facts and minutes of all proceedings in the books kept for that purpose;
- b) be the custodian of all books, papers, records, correspondence, contracts, and other documents belonging to the AMHA;
- c) in the absence of the President and the Vice President, preside over the Board meeting and appoint a Secretary for the meeting.

### **2.5**

The Treasurer shall:

- a) keep full and accurate accounts of all receipts and disbursements of the AMHA, and shall deposit all moneys or other valuable effects in the name of and to the credit of the AMHA in such financial institutions as may be designated by the Board, and shall disburse the funds of the AMHA under the direction of the Board;
- b) report at all Board Meetings, or whenever required, an account of all transactions and of the financial position of the AMHA;
- c) present a year-to-date financial statement and projected financial position for the current year at the AGM;
- d) evaluate, review and recommend financial policy to the Board;
- e) prepare a budget for the AMHA for the next fiscal year for submission to the Board for approval;
- f) make records available to the Supervisory Committee and Auditor's for review.

### **2.6**

The OMHA Representative shall:

- a) be the primary contact between the Association and the OMHA;
- b) be the Risk Management Officer for the AMHA and:

- i. implement and enforce all OMHA Risk Management Programs;
  - ii. establish and maintain procedures with respect to volunteer clearance, including record of completion of police background checks;
  - iii. oversee any dispute resolution process when required, following OMHA policies;
  - iv. act as chair of the Complaint Committee.
- c) ensure all residency requirements set out by OMHA are upheld;
  - d) have the authority to sign permission to skate forms, Non-Resident Player Passports, Affiliation Forms and all other forms as the AMHA deems necessary;
  - e) file electronic team rosters with OMHA, including all players, bench staff, affiliated players, and on-ice volunteers;
  - f) apply for travel permits for all exhibition games and tournaments entered by AMHA teams;
  - g) inform all approved coaching staff when and where clinics will be held to assure certification;
  - h) carry out other duties as assigned by the Board.

## **2.7**

The Registrar shall:

- a) oversee the registration process;
- b) maintain a membership list of the AMHA;
- c) accept member resignations;
- d) recommend policy to the Board regarding registration;
- e) Act as chair of the Registration Committee;
- f) Serve on the Complaint Committee;
- g) Oversee any required refunds.

## **2.9**

The Ice Convenor shall:

- a) assess the ice requirements for the Association and shall enter contracts with the East Elgin Community Complex to meet these needs;
- b) apportion the ice and times in a fair and equitable manner and present a report regarding ice scheduling to the Board;
- c) report any discrepancies of ice times recommendations to resolve the matter to the President
- d) liaise with SCMHA Rep, LMLL Rep and the Referee in Chief;
- e) recommend policy to the Board regarding ice scheduling;

## **2.10**

The SCMHL Representative shall:

- a) be the primary contact for and attend all meetings of the SCMHA;
- b) represent the interests of the AMHA in SCMHA game scheduling;
- c) be the contact in all matters of discipline stemming from game play;
- d) liaise between the SCMHA and the AMHA Board;
- e) ensure that each Representative Team Coach has a copy of the SCMHA rules and regulations;
- f) ensure scores for all league games are reported to SCMHA;
- g) recommend policy to the Board regarding Representative League operations;

## **2.11**

The LMLL Representative shall:

- a) be the primary contact for and attend all meetings of the LMLL;
- b) represent the interests of the AMHA in LMLL game scheduling
- c) be the contact in all matters of discipline stemming from game play;
- d) liaise between the LLML and the AMHA Board;
- e) ensure that each Local League Team Coach has a copy of the LMLL rules and regulations;
- f) ensure scores for all league games are reported to LMLL;
- g) recommend policy to the Board regarding Local League operations;

## **2.12**

The Referee/Timekeeper Liaison shall:

- a) liaise with the Referee in Chief to ensure there are enough certified referees and trained timekeepers to officiate games of the AMHA;
- b) schedule referees and timekeepers
- c) forward records of payment to the Treasurer;
- d) recruit, train, monitor, and evaluate performance of referees and timekeepers;
- e) ensure refereeing and timekeeper complaints are addressed and solved in a timely fashion;
- f) recommend policy to the Board regarding referees and timekeepers, including an estimation of fees;

## **2.13**

The Tournament Convenor shall:

- a) apply for all OMHA tournament sanction permits as required;
- b) coordinate all activities concerning AMHA sanctioned tournaments, and ensure OMHA tournament regulations are followed;

- c) present a financial report for each tournament to the Board;
- d) act as chair of the Tournament Committee;
- e) recommend policy to the Board regarding AMHA sanctioned tournaments.

#### **2.14**

The Equipment Manager shall:

- a) maintain an inventory of all equipment owned by the AMHA;
- b) be responsible for the availability of adequate equipment for all teams, and storage of the equipment;
- c) liaise with corporate sponsors, such as Timbits Hockey and AtoMc hockey sponsorships;
- d) accept and forward requests for other organizations or individuals to make use of AMHA equipment to the Board
- e) recommend policy to the Board regarding purchasing of equipment;
- f) inform all coaches that they are responsible for their team jerseys and all related equipment;
- g) recommend the sale of used equipment and jerseys to the Board;
- h) form an *ad hoc* committee to assist with the handing out of jerseys or equipment.

#### **2.15**

The Initiation Program -U5 Director shall:

- a) hold, or be willing to complete, all required OMHA certifications;
- b) implement the OMHA Initiation Program;
- c) oversee a skills program to meet the needs and abilities of participants the Initiation Program;
- d) assist in recruiting on-ice volunteers, and ensure individuals are in place to lead each group, providing support and feedback to those individuals throughout the season;
- e) recommend policy to the Board regarding the Initiation Program.

#### **2.16**

The Coach Coordinator shall:

- a) gather and review all head coach applications
- b) serve as chair of the Coach Selection Committee and make recommendations to the Board for appointing a head coach for each team.
- c) prepare and deliver a Coaches meeting at the beginning of the season to review requirements and expectations
- d) assist in recruiting team officials for each team;

- e) ensure all coaching staff have completed required certifications and training, as set out by OMHA;
- f) act as a resource and mentor coaching staff throughout the season.

### **2.17**

The Directors-at Large shall:

- a) attend Board meetings to shadow existing Board members and positions;
- b) provide input and feedback on the operations of AMHA;
- c) assume a chair position of at least one standing or ad hoc committee;
- d) carry out other duties as assigned by the Board.

### **2.18**

The Past-President shall:

- a) provide guidance and act as a consultant to the Board;
- b) chair the Nominations Committee;
- c) sit on other committees as requested by the Board

## **By-Law 3: Executive Committee**

### **3.1**

The Executive Committee will consist of the President, Vice-President, Secretary and Treasurer, also known as the Executive Officers of the AMHA

### **3.2**

The Executive Committee shall transact the business of the AMHA between meetings of the Board. Such business shall be reflected in the minutes of the next Board meeting.

### **3.3**

The Executive Committee may, at their discretion, further solicit the advice of the remaining Board via email between meetings of the Board. Such email will typically be consensus making, but if voting is to take place any motion shall be made and seconded by the Executive Committee before being subject to a three-day discussion period. Such business shall be reflected in the minutes of the next Board meeting.

### **3.4**

The signing authority of AMHA for all financial transactions shall be the Treasurer and any other Executive Officer as appointed by the Executive Committee.

### **3.5**

In the event that an Executive Officer resigns prior to the expiration of his/her term, a Board Meeting shall be held within 30 days for the purpose of selecting a replacement Officer from amongst the Board. In the event that no member of the Board is willing to fulfill the duties of an Officer, an interim committee may be considered by the Board to carry out the duties of the



vacant Officer position. The Board shall fill any newly created vacancies as a result of this process per by-laws 1.8 to 1.10 (above).

#### **By-Law 4: Annual General Meeting**

##### **4.1**

The AGM shall be held before May 31 of each year, the date to be set by the Executive.

##### **4.2**

The main purpose of the AGM shall be to report on any business relating to the previous fiscal year (May 1 to April 30) to establish Directors for the length of their term, to elect Executive Officers for the upcoming year, and to elect or assign membership to committees.

##### **4.3**

Notice of the AGM must be made to the general public via advertising on the AMHA website, and by posting on the AMHA Board at the East Elgin Community Centre, as to where and when the AGM is. The AGM must be posted a minimum of two weeks prior to the meeting.

##### **4.4**

A quorum for the transaction of business at any AGM shall consist of not less than eleven voting Members 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 adjourn, or to take a recess.

##### **4.5**

Matters discussed at the AGM shall be decided by a show of hands. A declaration by the Chair that a resolution has been carried or defeated shall be recorded in the minutes.

##### **4.6**

With consent of the Board, and notice on an agenda, a Hybrid AGM may be held by such telephonic, electronic or other communication facility that permits all persons participating in the meeting to communicate simultaneously and instantaneously with each other during the meeting. Participation in the meeting by such means is deemed to be present at the meeting, including for the purposes of determining a quorum.

##### **4.7**

With consent of the Board, and notice on an agenda, a Virtual AGM may be held entirely by means of telephonic, electronic or other communication facility that permits all persons participating in the meeting to communicate simultaneously and instantaneously with each other during the meeting. Participation in the meeting by such means is deemed to be present at the meeting, including for the purposes of determining a quorum.

##### **4.8**

Elections for Director positions shall be conducted by secret ballot, one per voting delegate.

##### **4.9**

Elections for Executive Officer positions or committee membership that requires an election shall be conducted by secret ballot, one per Director

#### **4.10**

If elections are not warranted due to a lesser amount of interested parties than open Director positions, or only one interested participant in either an Executive Officer position or named Director position, the person for the position may be acclaimed to such a position.

### **By-Law 5: Board Meetings**

#### **5.1**

The AMHA Board Meetings will be established at the dates and times as established by the Board at the first Board Meeting after the AGM. The resultant schedule will be posted on the AMHA website.

#### **5.2**

The date of the Board Meetings may be changed from time to time at the discretion of the Executive Committee.

#### **5.3**

Any additional meetings required to conduct the business of the AMHA will be called at the discretion of the President, or at the discretion of the Vice President in the President's absence, or on petition in writing to the Secretary signed by any three Directors. Business transacted at such Special Board Meetings shall be limited to that specified in the notice calling the meeting or otherwise directed by the President or Vice President.

#### **5.4**

For all Board Meetings, the Secretary will notify all AMHA Directors in writing at least five days prior to the meeting, providing each with an agenda of that meeting and the minutes of the previous Board meeting.

#### **5.5**

All Board Meetings shall be open to the AMHA membership and the general public, as guests of the Board. Guests may be asked to leave the meeting should the need arise to discuss matters pertaining to Personal or finances of a confidential matter.

#### **5.6**

With the consent of the Board, a Hybrid meeting of the Board (or a committee of the Board) may be held by such telephonic, electronic or other communication facility that permits all persons participating in the meeting to communicate simultaneously and instantaneously with each other during the meeting. Participation in the meeting by such means is deemed to be present at the meeting, including for the purposes of determining a quorum. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board or of Committees of the Board.

#### **5.7**

With consent of the Board, a Virtual meeting of the Board (or a committee of the Board) may be held entirely by means of telephonic, electronic or other communication facility that permits

all persons participating in the meeting to communicate simultaneously and instantaneously with each other during the meeting. Participation in the meeting by such means is deemed to be present at the meeting, including for the purposes of determining a quorum

#### **5.8**

Any business which may arise prior to a Board meeting, which may be of an exclusionary character, shall be discussed and decided by the Executive Committee as to whether it should be discussed further with the remainder of the AMHA board as part of an *in camera* session.

#### **5.9**

Matters discussed at Board Meetings shall be decided by a show of hands, unless a recorded vote is called for by any Director present. A declaration by the Chair that a resolution has been carried or defeated shall be recorded in the minutes.

#### **5.10**

A reference copy of the minutes for the previous board meetings shall be made available on the AMHA website following their approval at a Board Meeting.

#### **5.11**

All written correspondence requiring a response from the Board will be composed and sent by the Executive Committee, or any other Director position as directed by the Board, following the Board Meeting at which the matter was discussed and a decision rendered.

#### **5.12**

One half of the elected Directors plus one constitutes a quorum at any Directors meetings. Two Executive Members must be present.

### **By-Law 6: Additional Committees**

#### **6.1**

Committees enhance the effectiveness of the Board and promote involvement within the AMHA. Issues and concerns can be efficiently addressed and decision making in a smaller group is easier and quicker. Resolutions, recommendations and decisions, stemming from committees, are to be brought to the Board for ratification approval or denial.

#### **6.2**

The following committees shall be Standing Committees of the Board:

- a) Executive Committee;
- b) Supervisory Committee;
- c) Coach Selection Committee;
- d) Trophy Committee;
- e) Tournament Committee;
- f) Registration Committee;
- g) 3 on 3 Committee;
- h) Nomination Committee;
- i) Complaint Committee;
- j) Constitution Committee.

### **6.3**

The role of the Executive Committee is outlined in By-Law 3.

### **6.4**

The Supervisory Committee shall:

- a) consist of two Directors that are not part of the Executive Committee.
- b) shall check the financial records presented by the Treasurer in early November and early May each year.

### **6.5**

The Coach Selection Committee shall:

- a) Consist of the Coach Coordinator, either the President or Vice-President and three other Directors elected by the Board at the AGM.
- b) Interview, consider, select and make recommendations to the Board based on applications received of coaches for all Local League and Rep teams and divisions
- c) have a minimum of three people in attendance when each interview is conducted and each coaching decision is voted on along with the mandatory presence of either the President or Vice President.
- d) Establish an application deadline and advertise for applications in the local newspaper and on the AMHA website at least two weeks prior to the deadline.
- e) Readvertise for coaching positions if only one application is received for any Rep Team coaching position by the initial application deadline.
- f) Only select any Rep/Local League Coach once all candidates have been interviewed.
- g) make all Coaches aware in writing that they are responsible for the team uniforms and equipment belonging to AMHA.
- h) advise all Coaches of the AMHA rules and expectations, and information for a selected Coach (i.e., equipment deposit, vulnerable sector/criminal check, certification records...etc.)
- i) Recuse themselves from the selection process by leaving the room if their application to be a coach is set for discussion, or if the application for a coach on a team/division that the committee member wishes to serve on is set for discussion. Any Committee Member who votes for a candidate in a division shall not be approved to be part of the coaching staff in that division.
- j) Re-engage the selection process should a coach step down or otherwise not be able to fulfill their duties.

### **6.6**

The Trophy Committee shall:

- a) Consist of two Directors;

- b) Send notification to the coaches of all teams toward the end of the playing season advising them of individual, team and association awards;
- c) Consider and make a decision of nominations for all AMHA awards;
- d) Maintain the AMHA Trophy Case;
- e) Establish a budget, to be approved by the Board, to order, update and make available awards;
- f) Contemplate and make recommendations for the establishment of, or the abandonment of awards;
- g) Nominate a person for the President's Award for consideration by the Board

## **6.7**

The Tournament Committee shall:

- a) Consist of the Tournament Co-ordinator and two other Board members;
- b) organize AMHA tournaments;
- c) establish subcommittees for each tournament consisting of Board members, AMHA membership, or the public;
- d) liaise with the Ice Convenor
- e) collect tournament fees
- f) account for the expenditure of tournament expenditures
- g) supervise the expenditure of monies for the purpose of running hockey tournaments.

## **6.8**

The Registration Committee shall:

- a) Consist of the Registrar plus two additional Directors;
- b) submit a proposed budget of all expenditures for the up coming season. e.g., Referees, Time Keepers, Practice Helpers.
- c) Be responsible for the registration of all hockey players who wish to participate in AMHA;
- d) Participate in the eligibility process for a player to play in a higher division;
- e) Approve, jointly with the OMHA Representative, any movement of players between Rep and Local League teams;
- f) Provide recommendations to the Board regarding late registrations and requested refunds;
- g) Based on the advice of the Complaint Committee, revoke or refuse registration to any player based on violations of the AMHA Constitution and By-Laws, or policies by either a player or their parents or legal guardian.

## **6.9**

The 3-on-3 Committee shall:

- a) Consist of two Directors plus the Registrar;
- b) Organize an eight-week long 3-on-3 style spring hockey program;
- c) Liaise with the Ice Convenor;
- d) Based on registration numbers for the program, determine the best number of teams per division, and determine when a division is full;
- e) Establish equal calibre teams of 10, based on past-playing knowledge of players;
- f) Enable a player to play up or down a division based on past-playing knowledge;
- g) Establish a minimum of one coach per team;
- h) Provide each team with a set of jerseys;
- i) Provide game sheets, pucks and a medical kit during playing time;
- j) Secure insurance for the program
- k) Establish rules for gameplay;
- l) In association with the Referee/Timekeeper Liaison, ensure enough referees and timekeepers are engaged to run the program;
- m) Report to the Board on significant deviations or expenditures.

#### **6.10**

The Nominations Committee shall:

- a) Consist of Past-President and two other Board members;
- b) receive nominations for Director positions on the next year's Board;
- c) to put forward prior to the AMG a list of names of persons who shall stand for election to the Board.

#### **6.11**

The Complaint Committee shall:

- a) consist of the OMHA Rep, the President, the Registrar and up to two other Board Members.
- b) Establish a complaint form and policies regarding valid complaints and make such information available on the Aylmer Flames website;
- c) be responsible for the handling of all submitted valid complaints.
- d) Consider all valid complaints with regard to the OMHA Code of Conduct (the Code), OMHA Regulations, the AMHA Constitution and By-Laws, and any policies established by the AMHA.
- e) without the contemplation of the Board, have the ability to refer to the OMHA any minor infractions under the Code that cannot be addressed by the AMHA, all major infractions under the OMHA Code of Code, and all cases of Harassment, Abuse, or Bullying (HAB). Upon such referral, the complaint will follow the process as set forth by the OMHA.

- f) For matters not related to bylaw 6.8 (d), provide complaint resolution options to the Board at the next Board meeting following submittal of the valid complaint.
- g) Contemplate conduct unbecoming of a Board Member or Coach that has not been addressed by the OMHA and provide a recommendation to the Board that must be voted on by the Board by secret ballot.
- h) At the direction of the Board provide a response to any valid complaints in writing within 10 days of the Boards decision.
- i) Be responsible to report to the OMHA, the East Elgin Community Complex and the Aylmer Police if a response to a valid complaint includes any sanctions, suspensions or disciplinary action against an individual or team.

## **6.12**

The Constitution Committee shall:

- a) Consist of up to three Directors;
- b) Provide advice to the Board regarding matters related to the Constitution, By-Laws, and other policies and guidance documents;
- c) Keep track and assess any possible or recommended changes to the Constitution and By-Laws;
- d) Present and lead discussions at the AGM or a Special Board Meeting regarding any proposed changes to the Constitution and By-Laws;
- e) Keep an approved copy of the Constitution and By-Laws on file and post a reference copy on the AMHA website.

## **6.13**

Clause 6.2 shall not restrict the Board from establishing *ad hoc* committees or subcommittees by Board resolution, as may be desired, or required, to address a rising or an urgent need.

## **6.14**

Any funds to be spent by a committee other than the Executive Committee must have approval of the majority of the committee and reported to Treasurer through the Board.

## **By-Law 7: Insurance**

### **7.1**

The AMHA participates in the Hockey Canada Insurance Program, purchased through the OMHA.

### **7.2**

Hockey Canada Insurance is in effect for: OMHA sanctioned events including but not limited to league & playoff games, tournaments, exhibition games, practices, training camps, and sanctioned fundraisers

### **7.3**

Only participants properly registered with AMHA will be allowed to participate in AMHA sanctioned activities, as determined by the Registration Committee

### **7.4**

Separate insurance is required for non-OMHA sanctioned events such as, but not limited to, the Spring 3-on-3 hockey program, or road hockey tournaments.

### **7.5**

Insurance coverage for programs listed in clause 8.3 must be for an amateur sports program, provide a minimum \$2,000,000 Commercial General Liability and Accidental/Medical coverage, and offer full participant coverage.

## **By-Law 8: Players**

### **8.1**

Players must register consistent with their age group. Any requests to play at a lower division will be for local league only, must be approved by the AMHA Board, and may be subject to LMLL approval. Any requests to play at a higher division must be per By-Law 9.

### **8.2**

Players, parents or guardians will be responsible for their own registration costs and equipment unless otherwise provided by AMHA.

### **8.3**

Players must be a minimum of three years of age by December 31 to register with the AMHA.

### **8.4**

Mandatory equipment established by OMHA Regulations must be worn during all games and practices

### **8.5**

Players will be prohibited from participating in practices and/or games until the necessary documentation has been completed and filed with the Association. This documentation includes, but is not limited to: copy of a birth certificate, confirmation of payment of registration fee, confirmation of Respect-in-Sport Parent module completion, and if necessary, transfer of residence information

### **8.6**

Players may affiliate to a team of a higher age division or category per the AMHA Affiliated Player Guidelines available on the AMHA website. Documentation is available from the OMHA Rep.

### **8.7**

Affiliated Players must be from the current AMHA registrations, not from other centres



## **8.8**

Any player rostered on a AMHA team is not eligible to play for any other hockey association, or vice versa, with the exception of Affiliated Players to an Elgin-Middlesex Zone AAA team or to a junior team. Such players must notify their coach of the affiliation.

## **8.9**

Player movement to other representative teams is supported with documentation provided by the OMHA. Players looking to make a AAA, AA, or A team should seek the OMHA Rep for the appropriate paperwork. Exemption to Play in Another Centre documentation may be available if the AMHA is not able to provide a rep team for the player's division. All players that qualify for the above type of movement return to the AHMA, their home organization, at the end of the season.

## **By-Law 9: Eligibility to Play in a Higher Division**

### **9.1**

Players wishing to play in a higher division than what their age dictates, whether it be local league or representative hockey, must in advance of tryouts, submit a form made available on the AMHA website, to the Board advising of such intentions

### **9.2**

The player must attend tryouts for the higher division to be considered.

### **9.3**

A group of observers consisting of the President, the SCMHA Rep or LMLL Rep., and the head coach of the team will assess the player during the tryout process.

### **9.4**

The player being considered must exhibit significant advanced skills and abilities to play at a higher level. Skating ability, skill maturity and player safety will be taken into consideration. The player must be ranked as a top player on the team he is trying out for, as well as the team at his own age group.

### **9.5**

The Board will consider the player assessment and make a decision before a team roster is released.

### **9.6**

The decision to allow or disallow player movement is final

## **By-Law 10: Team Officials and On-Ice Volunteers**

### **10.1**

Team Coaches may select additional Team Officials including Assistant Coaches, Trainers, Assistant Trainers, and Managers, and may also select On-Ice Volunteers for their team, subject to Board approval.

### **10.2**

Each team shall have a minimum of one Coach and one Trainer per team and a maximum of five coach, trainer and manager positions per team. There can only be one manager per team.

### **10.3**

All minimum requirements for team officials as indicated by OMHA Regulations – Appendix A, must be held by the participant and included on their HC profile prior to rostering to a team.

### **10.4**

Proper qualifications are the sole responsibility of the person wishing to act in the position.

### **10.5**

The AMHA will pay for all required Team Official clinics or courses.

### **10.6**

Any Team Official wishing to attend non-required clinics or courses, and wishing financial assistance, must be pre-approved by the AMHA board.

### **10.7**

All Team Officials and On-Ice Volunteers must abide by all rules and decisions set down by the AMHA and are subject to disciplinary action for failure to comply with these rules and regulations.

### **10.8**

Any disciplinary matters arising under section 10.7 will be referred Complaint Committee for consideration.

### **10.9**

All On-Ice Volunteers are to be identified and, if not already on a roster as a Team Official or player, added to an On-Ice Volunteer roster.

### **10.10**

All On-Ice Volunteers are expected to abide by the OMHA regulation regarding Mandatory Equipment Requirements for On-Ice Volunteers.

### **10.11**

On-Ice Volunteers must be a minimum age of nine years old and must be at least two years older than the division age limit they are associated with.

## **By-Law 11: General Rules and Regulations**

### **11.1 Teams**

- a) Reference to the words "Local League (LL) Team" are interchangeable with "House League (HL) Team"
- b) Players on every LL Team are entitled to equal share of ice time. This equal ice time policy applies to all games in both regular season and play-offs. All LL Coaches shall agree to abide by the equal ice time policy. The Complaint Committee shall consider any complaints regarding unfair ice time.
- c) Hockey tournaments will not interfere with LL Team play. Time lost by tournaments must be made up to the LL Teams during the current season
- d) Any movement of players between Rep and Local League teams after roster selection has been made must be approved by the Registration Committee and the OMHA Representative.
- e) All teams entering tournaments must first get approval from the AMHA Board.
- f) All teams are encouraged to enter three tournaments per season, but may enter as many tournaments as they wish. The AMHA shall not provide any funding for these tournaments except for the registration fee of any team that is invited to play in an International Silverstick Final.
- g) All AMHA teams that are still playing hockey in any playoffs will be afforded one practice time each calendar week after the regular ice allotment has ended at the expense of AMHA until they have been eliminated from the playoffs
- h) Every Rep Team shall be comprised of a minimum of 11 players with the maximum to be governed by the OMHA regulated roster sizes.
- i) AMHA will not be responsible for transportation to and from games.

### **11.2 Initiation Program**

- a) The AMHA shall offer an Initiation Program, or U5 programming, for all registrants aged four or less.
- b) The Initiation Program is designed to make a player's introduction to hockey a fun, safe, and positive experience. A modified ice environment will allow beginners to learn the fundamentals and age-appropriate skills. By progressively learning the fundamentals of hockey, players can develop confidence, experience personal achievement, and become contributing members of a team.

### **11.3 Player Pathways**

- a) The AMHA shall follow the Player Pathways for the U9 and below age groups, as approved by HC and amended by the OMHA. Players learn by participating in practice drills and informal modified games which forms the basis of Long-Term Player Development
- b) Player Pathway programming for all age groups may be found on the OMHA website.

#### **11.4 Remuneration**

- a) There shall be no remuneration to any Team Official or to any players.
- b) Return mileage will be paid at the rate set in the OMHA manual of operations (for Referees) to Representatives of AMHA who are required to drive to an out-of-town league or association meeting.

#### **11.5 Ice User Agreement**

- a) The Board will do everything in its power to assure that it abides by the ice user's agreement as set out by the EECC Board of Management or their representatives.
- b) The Ice Convenor is responsible for entering contracts with the EECC, to apportion ice times and to report to the Board.

#### **11.6 Good Role models**

- a) Players and Team Officials must refrain from smoking, consuming alcohol and/or using profane language in the dressing rooms at all times as well as abstaining from abusing arena property.
- b) Alcoholic beverages will not be consumed on any bus transporting an AMHA team.
- c) Failure to abide by the above subclauses will result in referral to the Complaint Committee for consideration.

#### **11.7 Player Release**

- a) Releases may be granted to any player wishing to play for a Junior Team in another center ranked category C or higher.
- b) The fee for release to a Junior Team will be in accordance with the OMHA release fee scale as defined in the most current OMHA Manual of Operations.
- c) Releases will not be granted to any Rep Team player unless approved by the AMHA Board.

#### **11.8 Team Fund Raising**

- a) No team within AMHA shall conduct any type of fund raising without the prior written consent of AMHA Board. Consent for each event must be obtained on a yearly basis.
- b) No team within the AMHA shall accept funds or donations of funds from any outside fund raising without the written consent of AMHA.
- c) Any and all fund raising within AMHA shall be done in accordance with all local Provincial and Federal Bylaws, Laws and Statutes.

#### **11.9 International Silverstick**

- a) The AMHA encourages all AMHA Local League Teams to participate in the Aylmer Region LL/HL Silverstick Tournament
- b) AMHA will pay the entry fee to the International Silverstick Tournament for any AMHA member team that qualifies or is invited.

### **11.10 3-on-3 Spring Hockey Program**

- a) The goal of the 3-on-3 Spring Hockey Program is for all participants to have fun while also developing their hockey skills;
- b) Registration to the 3-on-3 Spring Hockey Program does not make the player, parent or guardian of the registrant a member of the AMHA;
- c) The program is not sanctioned by the OMHA, thus separate insurance must be purchased by the AMHA;
- d) Players of various ages (U7 to U18), skill levels (HL to AAA), and from other associations may be accepted subject to registration requirements
- e) The program shall be non-contact in nature.

### **11.11 Complaints**

General complaints, grievances, suspected violations of The Code are to be validated by the following:

- a) the use of a Complaint Form (the form), made available on the AMHA website;
- b) the submission of mandatory information on the form; and
- c) receipt of the form (typically web form submission or email) to the chair of the Complaint Committee

## **By-law 12: The President's Award**

### **12.1**

The AMHA President's Award shall be awarded to an individual who has provided long outstanding contribution of any nature to AMHA.

### **12.2**

This award is to be nominated by the Trophy Committee.

### **12.3**

The recipient of the award is to be elected by the Board when this award involves a current Board Member, the election can be held without the recipient's knowledge.

### **12.4**

This award is to be determined at the end of the hockey season.

### **12.5**

This award is not necessarily given each year.

## **By-Law 13: OMHA Playdowns**

### **13.1**

The AMHA will pay the registration fee for any team that advances to an OMHA Playdown Final series.

### **13.2**

Any AMHA team that advances to an OMHA Playdown Final series, may make a request to the Board, and upon consideration, may be provided with up to \$750 to offset the cost of team bus transportation. Requests will only be entertained if travel exceeds 150 km from the Town of Aylmer to the venue. Such bus transportation, if chosen, is to be arranged by the team.

### **13.3**

A bus allowance may not be offered if the Association is operating at a deficit for the year.

### **13.4**

Money supplied toward bus transportation is for the player's and up to five coaching staff members only. Any others are subject to board approval and a user pay system based on total projected costs of bus transportation.

### **13.5**

At least two coaching staff members must be present on the bus or no bus shall be taken.

### **13.6**

To be eligible to play in the OMHA Playdowns and/or League Playoffs with their registered team, a player who is also an Affiliated Player (AP) with another team, must have played in a minimum of 50 percent of the regular season League games played by the registered team after being rostered to that team.

### **13.7**

When an (AP's) Affiliated Team and Registered team are both in the OMHA playoffs the Affiliated Team must get permission to use the AP from coach of the Registered Team.

### **13.8**

If permission is not granted for an Affiliated Team to make use of an AP, or there is a conflict in scheduling of the AP's teams, the Affiliated Team may bring the matter to the attention of the AMHA Board. A special meeting may be called to resolve the matter. A quorum of such meeting is 50 percent of Director's eligible to vote at the meeting. No Director who is part of the Coaching Staff from either team, or has a player on either team will be allowed to vote at the meeting. The Board is to make a decision which is in the best interest of the AMHA. Voting is to take place by ballot.

## **By-Law 14: Honourary Life Membership**

### **14.1**

Any past or present member of the Board who has served for a total of 10 years or more may apply or be nominated for an honourary life membership status.

## **14.2**

The current Board, upon receiving a letter of intent or nomination must vote on the applicant and either accept or deny honorary life membership to the individual.

## **14.3**

Upon Board approval arrangements will be made to have the President of the AMHA present a plaque in recognition of the Life Member at an upcoming Board Meeting or the AGM.

## **14.4**

Honorary Life Members will have no vote but may attend AGMs or General Meetings, and by invitation, may serve in an ex-officio capacity at meetings of standing or *Ad hoc* committee meetings.

## **14.5**

Honorary Life Membership with the AMHA include:

- a) Gary Rabbets;
- b) Eugene Lindsay

## **By-Law 15: Publication & Social Media Policy**

### **15.1**

- a) No individual or group may represent the AMHA, the AMHA Board, Teams, Team Officials, Players, or Parents/Guardians in any public medium without the expressed consent of AMHA's Board. This includes but is not limited to newspapers, television, radio or internet.

### **15.2**

- a) The AMHA understands the importance of Social Media and recognizes its place in the public domain. The AMHA is also aware of the potential for misuse and inappropriate unsupervised conduct which may be detrimental to the welfare of AMHA, and the future of AMHA Players.
- b) The AMHA holds the entire AMHA Community, including Directors, Team Officials, Players, Parents, Volunteers, on/off-ice Officials and others who participate in Social Media to the same standards as it would with all forms of media including television, radio and print.
- c) Inappropriate behavior exhibited through Social Media will not be tolerated and may result in disciplinary action being taken by the AMHA or the OMHA.
- d) The AMHA agrees to follow and abide by the Social Media Policy set forth by the OMHA for all member organizations.
- e) A reference copy of the OMHA Social Media Policy will be made available on the Aylmer Flames website

## **By-Law 16: Refunds**

### **16.1**

If a refund is desired, the parent / guardian must submit a request to the AMHA Registrar. Refunds will be granted according to the date the request is received by the AMHA. The Registration Committee will consider the refund request and provide a recommendation to the AMHA Board. The Board will render a decision on all refund requests.

### **16.2**

Refunds shall typically be allocated according to the following:

- a) 100% refund if a player withdraws on or before August 31;
- b) 90% refund if a player withdraws on or before September 30;
- c) 70 % refund if a player withdraws on or before October 30;
- d) 50% refund if a player withdraws on or before November 30;
- e) No refunds after November 30.

### **16.3**

There shall be no refunds for tryouts after the first on-ice session of a player's age group.

### **16.4**

There shall be no refunds for the AMHA 3-on-3 Hockey Program after the first on-ice session of the players age group.

## **By-Law 17: Late Registration**

### **17.1**

- a) If a late registration is desired, the parent / guardian must submit a request to the AMHA Registrar. The registration process may then be reopened to accommodate the player. The Registration Committee will consider the late registration and the placement of the player on a team. The Board will render a decision on all late registrations.
- b) Late registration will only be accepted if there is roster room on the teams in a player's age group.
- c) Player's registering late with the AMHA as a result of a Residential Move will not be subject to a late fee and may ask for registration costs to be varied from that presented in by-law 22.6.

### **17.2**

Late registrations are typically subject to a pro-rated registration fee and a late fee as follows:

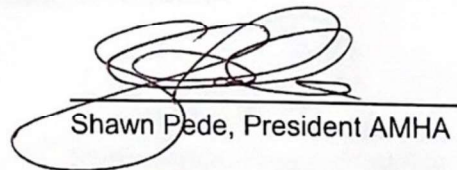
- a) Full registration cost, plus a late fee for any player signing after the close of the registration period to the end of November;
- b) 90% registration cost, plus a late fee for any player signing in the month of December;



c) 75% registration cost, plus a late fee for any player signing in the month of January;

Revised May 24, 2022 on occasion of the Annual General Meeting of the AMHA

May 25 2022  
Date

  
Shawn Pede, President AMHA