



Collingwood Minor Hockey Association Constitution and Bylaws

July 2022

Approved: _____

President:

TABLE OF CONTENTS

Article 1 - Preface and Introduction

- 1a) CMHA as a “Not for Profit” organization
- 1b) CMHA Mission, Aims and Objectives
- 1c) Affiliations

Article 2 - Governance Structure

- 2a) Board of Directors
- 2b) Directors
- 2c) Eligibility and qualifications
- 2d) Security Clearances
- 2e) Remuneration and Expenses
- 2f) Elected Terms of Office
- 2h) Duties of Elected Directors (see also attached schedules)
- 2i) Executive Committee
- 2j) Executive Replacement
- 2k) Membership, Eligibility and Fees
- 2l) Suspension and termination of membership

Article 3 - Annual General Meeting

- 3a) Elections
- 3b) Lack of Nominees
- 3c) Members’ eligibility to vote
- 3d) Method of voting
- 3e) Minutes and record keeping
- 3f) Financial reporting and books of account
- 3g) Additional general meetings
- 3h) Confirmation or rejection of by-laws or Constitutional Changes

Article 4 - Executive Meetings

- 4a) Authority
- 4b) Number of Meetings
- 4c) Executive Committee Composition
- 4d) Voting Rights
- 4e) Quorum
- 4f) Means of conducting meetings
- 4g) Agenda and minutes of meetings
- 4h) Administration, general.
- 4i) Standing Sub- Committees (see also attached schedules)

Article 5 - Association Branding

- 5a) Corporation Name
- 5b) Insignia
- 5c) Team Colors
- 5d) Official Teams' Name
- 5e) Uniforms and association apparel

By-Laws.

- By-law #1 – Director Remuneration
- By-law #2 – Elected term of office
- By-law #3 – Annual General Meeting and Elections
- By-law #4 – Finances
- By-law #5 – Executive Meetings
- By-law #6 – Membership

APPENDICES

Schedules of Director Duties

Schedule #1 Duties of Director CHIPS

Schedule #2 Duties of Director of Equipment

Schedule #3 Duties of Director of Communications

Schedule #4 Duties of Director of House League and Select

Schedule #5 Duties of Director Registration

Schedule #6 Duties of Director of Representative.

Schedule #7 Duties of Director of Risk Management

Schedule #8 Duties of Director of Treasurer

Schedule #9 Duties of Director of Secretary

Schedule #10 Duties of Director of Vice President

Schedule #11 Duties of Director of Past President

Schedule #12 Duties of Director Sponsors and Tournaments

Schedule #13 Duties of the President

Schedule #14 Duties of the Ice Scheduler

Schedule #15 Duties of Ref in Charge

Standing Committees

ARTICLE 1 – PREFACE AND INTRODUCTION

1a) CMHA as a “Not for Profit” organization:

Collingwood Minor Hockey Association applied for incorporation under the Corporations Act, and under Part III of that Act, which indicates the company formed is a "non-share" or "not-for-profit" company. Incorporating the organization created a legally recognized entity known in Ontario as a non-share company (that is, it has members not shareholders). It is incorporated under the Corporations Act as a corporation that doesn't issue shares.

In a corporation such as the CMHA, the money made can only be used or spent on achieving the purposes, goals or programs of the company, and cannot be utilized for the personal gain of members, or any one member, in the company. As per the requirements of the Corporations Act the CMHA carries on its activities without the purpose of gain for its members. Profits of the CMHA are used to promote the aims and objectives of the CMHA.

1b) Mission, Aims, and Objectives:

MISSION OF THE ASSOCIATION

The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the Town of Collingwood including:

- a) The opportunity for all eligible individuals to participate in recreational house/local league ice hockey, and to provide community-based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;
- b) The development of and participation in representative ice hockey and provide the opportunity to participate at the highest competitive level;
- c) To instill in all players, coaches, managers and members associated with the CMHA good sportsmanship, correct and proper behaviour on and off the ice, respect for authority and team play;
- d) 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 objects.

1c) Affiliations

The association shall have the following affiliations:

- a) the Association shall be a member of the OMHA and through the OMHA, shall be a member of Hockey Canada and the Ontario Hockey Federation (OHF)
- b) the Association shall operate in cooperation with the York Simcoe Minor Hockey League(YSMHL)
- c) the Association shall operate in cooperation with Georgian Bay Triangle Local League (GBTLL)
- d) the Association shall operate in cooperation with the Georgian Bay Minor Hockey League (GBMHL)

ARTICLE 2 – GOVERNANCE STRUCTURE

2a) Board of Directors

The Corporations Act indicates that no person shall be a director of a corporation unless they are a member of the corporation, and, if the person ceases to be a member, they, there upon ceases to be a director (see membership eligibility). Therefore, a director is a member prior to their election as a director.

2b) Directors

There are 11 Directors' positions plus the President and Past President that make up the Board of Directors.

The Directors are: Vice President, Treasurer, Secretary, Risk and Management, Registrar Communication, Equipment, CHIPS, Representative, Local League, Sponsorship/tournament,

A director must always act for the good of the Corporation. It does not matter what the personal opinions or feelings of a director may be, but when a director is at a Board meeting considering matters and voting, their voting must, to the best of their ability and experience, be cast in a manner which assists or is the best for the Corporation.

Directors must maintain confidentiality as to what transpires at a Board of Directors meeting. The business matters which a director may state, are those motions approved and printed, in the minutes of a meeting.

2c) Eligibility and qualifications

To be elected to the office of President, a candidate, during the year immediately preceding the election, must have served as a member of the executive committee. If no candidate(s) are available from the executive committee, then the candidate must have served as a member of the board in the last 2 years.

To be eligible for election as a director, a candidate must be a member in good standing. A director must be eighteen (18) or more years of age and shall not be an undischarged bankrupt or of unsound mind.

2d) Security Clearances

All CMHA executive members, as well as convenors within Rep and House League will be required to supply an up to date police check, per the security policies of the CMHA. In addition, all such members are required to complete an approved or RIS (Respect in Sport, Online Speak Out, Gender Identity and Diversity) course as defined by the OMHA and Hockey Canada. Failure to do so on the part of any member will require temporary removal from the position until this condition is met.

2e) Remuneration and Expenses

The Directors/Executive members shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of Directors/Executives expended on business matters of the Corporation as approved by the Board from time to time. See By-law #1.

2f) Elected Terms of Office

It is understood that the CMHA Board of Directors will be comprised of 13 positions made up of 11 Directors, plus the President's and Past President's position. The positions will be elected for two-year terms, with a view to having 50% of the Director positions elected in each alternating year (odd and even numbered years). This will help to ensure continuity among the Board and promote corporate memory. See By-law #2 for additional details.

2g) Elected Officials Implementation

In order to implement the provisions of this bylaw, the team of all incumbent Directors of this association at the date of adoption of this bylaw, shall expire and terminate on the date of the Annual General Meeting next following the date of implementation of the bylaw.

2h) Duties of Elected Directors

All duties, responsibilities, mandates, policies and procedures will be established and maintained as required by the board and will be recorded as policies and procedures of CMHA. Access to these records is made available to all members of CMHA. 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.

Additions, changes corrections etc., to the policies and procedures of CMHA can be requested by any member of the association. Requests must be in writing to the president of CMHA. Requests will be addressed at the board meeting and if further development is required then the request will be forwarded to the appropriate mandated sub-committee, defined in the constitution, by-laws, policies and procedures of CMHA.

See also the Appendices for the detailed “schedules” which outline the duties of each Director and other Executives.

2i) Board

Any member of the board, may also serve as a coach, manager, or trainer of a CMHA rep team, except for the President, who may serve in any capacity except Head Coach. However, any member serving in such an additional capacity must abide by the conflict-of-interest By-laws and/or policies of CMHA.

No member of the board shall hold more than one position on the board at any one time. However, board members may be members of more than one standing sub-committee or adhoc committee established for a specific goal.

Honorary board members of CMHA may be appointed by the board for outstanding dedication/contribution to CMHA. An honorary member shall have no voting rights.

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.

A recommendation for discharge of any elected member of the executive may be made by the CMHA Board during a closed “in-camera” session of the voting members of the Board of Directors. Such action must be undertaken with due consideration to the best interests of the CMHA. In addition, a discharged member of the board may also be released at that time from any role as coach, assistant coach, manager, trainer, or other volunteer, if the Board of Directors deems it appropriate and necessary in the best interests of the CMHA.

A discharged member will not be able to run for an elected position for the period of two (2) years following discharge, and where applicable will only be permitted to re-apply for other positions within the CMHA in accordance with Security Check policies, Coach Selections' policies and other applicable policies, by-laws and constitutional conditions.

Discharge of an elected member of a standing committee, may be made by the board by a simple majority vote of the board.

Discharge of an appointed/approved member of a standing committee can be made by the board by majority vote after recommendation by the chair of that committee.

2j) Executive Replacement

If for any reason an appointed board member fails to complete a term of office, the elected board officers of the CMHA, by majority vote, have authority to appoint a replacement who will hold office until the next AGM. At that time the replacement board member will be required to be voted into the position, even if the term for that position is not normally up for election.

2k) Membership Eligibility and Fees

Classes of Membership

There shall be 4 classes of membership in the Association:

- a) Active membership
- b) Parent/Guardian membership
- c) Honorary Lifetime membership
- d) Volunteer Membership

Persons eligible for membership include the following:

Active Membership

Active members shall include all elected or appointed Directors or officials, and all convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age.

Parent/Guardian Membership

Parent/Guardian Membership shall include all parents and/or legal guardians of registered players where the registered player is under the age of eighteen years.

Honorary Lifetime Membership

Honorary Lifetime membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime members by any member of the Association and the granting of Honorary Lifetime membership must be confirmed by a majority vote of the Board of Directors.

Volunteer Membership

Volunteer Membership shall include all individuals who does not have a registered player or guardian in CMHA and has successfully completed, RIS (Respect in Sport, Online Speak Out, Gender Identity and Diversity) course as defined by the OMHA and Hockey Canada.

- All registered players
- Parents or guardians of a registered player or players
- All registered coaching staff, including assistant coaches, managers and trainers.
- Executive members
- All honorary life members duly appointed by the CMHA Executive.

Terms of Membership

Individuals, who are members of the Association at least 35 days in advance of any General Meeting or 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 registration date has been established.

Membership Year

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

ARTICLE 3 – ANNUAL GENERAL MEETING

3a) Elections

Elections of executive members will be conducted at the annual general meeting of the CMHA and such elections will be conducted following the procedures established by the CMHA's Executive committee per By-law # 3. Nominations must be received in writing

two (2) weeks prior to the meeting and acknowledged by the nominee prior to the meeting. Nominations from the floor on the day of the AGM will be accepted.

3b) Lack of Nominees

In the event there are no nominations to and no candidates for one or more of the elected positions, the CMHA elected executive committee members shall have authority to appoint a replacement who will hold office until the next AGM. At that time the replacement executive member(s) will be required to be voted into the position, even if the term for that position is not normally up for election.

3c) Members' eligibility to vote

Those members who are eligible to vote at all association membership and annual meetings are:

- Any executive officer
- Any one (1) parent of a family which has one or more children all registered in good standing in the association for the year during which the meeting takes place. In this section, the term "parent" means the natural parent, or a person who has lawful custody of the registered child. For clarity, in the case of a split family or joint custody arrangement, the parent who has paid the required fees will be the parent entitled to vote as a member.
- Any Head Coach, of a CMHA team who has been designated in writing as such by CMHA, by the rep committee or one of the house league committees.

No person shall be entitled to more than one vote. Proxy votes will not be accepted.

A parent or guardian of a registered player in good standing may cast a vote in that capacity even if another member of the family has cast a vote in a different capacity (i.e. coach). The onus of proving that a person is eligible to vote is on the person desiring to vote.

Non-voting members are:

- All players registered in good standing under the age of 18.
- Any other person designated in writing by CMHA as a volunteer worker, whether or not that volunteer receives remuneration from CMHA.
- Honorary executive members
- CMHA paid staff

3d) Method of voting for Election of Directors

Voting will be conducted by secret ballot. Ballots will only be issued to eligible members and the issuing, collection and counting of ballots will be undertaken by election committee of the CMHA. In the unlikely event of a tie vote, a second round of voting will be conducted by show of hands. All vote counts and tallies will be recorded in the minutes of the Annual General Meeting.

Method of Voting Member Meetings

A majority of votes cast by members 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 Members.

3e) Minutes and record keeping

Minutes of the AGM will be recorded and published. See also By-law #3

3f) Financial reporting and books of account

A financial statement of CMHA will be tabled at the AGM for acceptance. See also By-law #4.

3g) Additional general meetings

The Directors may at any time by resolution of the Board a general meeting of the members for the transaction of any business, the general nature of which is specified in the notice calling the meeting can be called.

The membership may also cause a meeting to be held. In order to do so not less than one-tenth of the members of a corporation entitled to vote at the meeting proposed to be held, may request the directors to call a general meeting of the members for any purpose connected with the affairs of the corporation providing it is not inconsistent with the Corporations Act.

If the members call a meeting, they do not have to submit an agenda but they must make clear the purpose and reason for the meeting. The Executive will within seven(7) days of the request set the agenda and cause the meeting to be held within a 30 day period of the membership request.

3h) Confirmation or Rejection of By-laws or Constitutional changes

Constitutional changes and By-laws passed by the Board/Executive Committee will be submitted to a membership meeting in order to be confirmed, rejected, amended, or otherwise dealt with.

The CMHA will table new or modified constitutional matters and/or changes to by-laws at the AGM for affirmation of the membership.

ARTICLE 4 – EXECUTIVE MEETINGS

4a) Authority

The authority to govern the CMHA shall be vested in the CMHA Board of Directors unless otherwise specifically designated by terms of the CMHA constitution and by-laws.

The Board of Directors' executive committee shall have the power to alter or amend this constitution and by-laws in order to affect the required business of the Corporation, providing such changes are produced through formal motion and voted upon as required in by-law #5, and with the proviso that any such changes to the CMHA constitution or by-laws are taken to the next scheduled AGM for ratification by the membership.

The Board of Directors' executive committee can develop policies, procedures and rules of operations and manuals in order to guide the day-to-day operations of the CMHA, providing such matters are consistent with the policies and practices of the Ontario Minor Hockey Association and Hockey Canada, as applicable.

Chair

In the absence of the President, the members entitled to vote and present at any Meeting of Members 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 Chair.

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.

Resignation

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

4b) Number of Meetings

The executive committee shall meet as required and stated in By-law #5.

4c) Executive Committee Composition

The executive committee will consist of the president, Vice President, Secretary, Treasurer, Risk Management.

4d) Voting Rights

Only, the following members of the executive committee shall be entitled to vote at executive committee meetings; these are the president, the directors and past president.

4e) Quorum

In order to vote on any matter of business that is tabled to the executive committee a quorum of the executive committee will be required. A quorum is defined as 50% plus 1 (one) of the eligible voting members of the executive committee. In the absence of a quorum the discussions of the executive committee may continue, but no matters which require a vote may be passed or decided upon.

4f) Means of conducting meetings

Meetings will be held as face-to-face (in person) unless otherwise agreed by the executive committee.

Where circumstances require, meetings of the Directors may be held by telephone, electronic or other communication facilities so long as it permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously. However, in order to do so, all the executive members present at/participating in the meeting must consent to such methodology.

4g) Agenda and Minutes of meetings

Minutes of all proceedings at meetings of the executive committee will be recorded in books kept for that purpose. A record of all decisions will be kept as part of the official minutes of all meetings.

4h) Administration, general

All CMHA executive members and members of standing sub-committees, as well as conveners within Rep. and House League will be required to supply an up-to-date police check, per the security policies of the CMHA. In addition, all such members are required to complete an approved Speak Out (Prevention Services) course as defined by the OMHA and Hockey Canada.

Failure to do so on the part of any such member will require temporary removal from the committee and/or position until this condition is met.

4i) Standing Sub-Committees

The following are the current standing sub-committees of CMHA

- Finance
- Representative

- House League
- Equipment/ Apparel
- Tournaments/Sponsorship
- Election
- Coach Selection

The chairs of standing sub-committees shall normally be the Director responsible for that portfolio of operations within the CMHA, or where necessary due to circumstances, another CMHA executive member from the elected directors of CMHA.

The chairperson of the standing committees shall be empowered to conduct the usual business of their committees and shall report on this business to the Board of Directors at the regular executive committee meetings.

Additional committees may be formed by the executive committee of CMHA for various purposes. The structure and mandates for these committees will be for a term determined by the Executive Committee in order to meet the needs of the CMHA. Such committees are not standing sub-committees of CMHA, unless specifically formed as such and passed by formal motion at the executive committee.

See also the appendices for detailed mandates and terms of reference for each of the current subcommittees.

ARTICLE 5 – ASSOCIATION BRANDING

5a) Corporation Name

This organization shall be known as the "Collingwood Minor Hockey Association", member of the Ontario Minor Hockey Association. Reference to this association shall be referenced as "CMHA" in this constitution and in policies and procedures of the association.

5b) Insignia

The insignia shall appropriately depict the CMHA via a visual image. Any change to the insignia must be supported by the board of Directors and adopted at the AGM.

5c) Team Colors

The CMHA and team colors shall be approved by the executive committee for rep teams and for house league teams.

5d) Official Teams' Name

The CMHA official names for teams will be "The Collingwood Blues". Any change to the official name must be supported by the executive committee and adopted at the AGM.

5e) Uniforms and association apparel

Team uniforms and associated apparel must be consistent with the name, insignia and colors of the association. Procurement of team uniforms and associated apparel must be done in accordance with CMHA policies.

BY-LAW NO.1

A by-law relating to the particularities of the REMUNERATION FOR BOARD OF DIRECTORS, and OTHER OFFICERS Of Collingwood MINOR HOCKEY ASSOCIATION, as authorized under the Corporations Act.

1.1.01 Directors are Volunteers

The directors shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of directors expended on business matters of the Corporation as approved by the Board from time to time.

1.1.02 Indemnification

The Corporation may purchase and maintain such insurance for the benefit of its directors and officers or for matters as the Board may from time to time determine, and specifically matters identified in the Corporations Act, R.S.O. 1990, including insurance for errors and omissions under the Corporations Act R.S.O. 1990, and any contravention of applicable sections of that Act.

It is specifically noted that a personal action for breach of any law of Canada or the Province of Ontario on a personal basis is not exempted, waived nor released by such insurance.

1.1.03 Director Expenses

The following list of expenses has been deemed as fair and reasonable, in support of matters of business of the Board, as approved by the Board of Directors. Item son this list may be modified, adjusted, or removed by the Board at any time.

- Travel by personal vehicle outside of the Municipality of Collingwood and adjacent areas, per mileage compensation rates of the OMHA.

- Where travel requirements exceed 140kms in total and/or the business required extends over more than one consecutive day, then overnight hotel accommodation in a “standard” hotel room,
- Meals at rates determined by the Board, when on business of the Board.
- At the Board’s discretion, if requested, a set expense request will be granted to the Director

The above list may be modified from time to time as determined by the Board of Directors.

BY-LAW NO.2

A by-law relating to the particularities of the ELECTED TERMS OF OFFICE FOR THE BOARD OF DIRECTORS, and OTHER OFFICERS of COLLINGWOOD MINOR HOCKEY ASSOCIATION, as authorized under the Corporations Act.

2.1.01 President

The president will be elected at the annual general meeting to hold office for a two-year term but may seek re-election.

Directors will be elected for a two (2) year term at each annual meeting. Terms of office are set to alternate in order that all director positions are not elected each year. If there are vacancies, as many directors as required will be elected for the term of office left vacant by any retiring director. Any director may seek re-election. The term of all incumbent Directors of the association at the date of adoption of this Bylaw, shall expire and terminate on the date of the Annual General Meeting at closing of the meeting.

Rotational elected terms of office will be as follows:

ODD NUMBERED YEARS:

President

Treasurer

Rep

Risk

Communication

Equipment

EVEN NUMBERED YEARS:

Vice president

Secretary

Local League

Sponsorship/tournament

CHIPS

Registrar

2.1.02 Vacancies

If for any reason, an elected executive officer fails to complete the term of office for which they were elected then a replacement may be appointed per section 2i of the CMHA Constitution.

However, the Board of Directors also has the authority to host an additional membership meeting in order to elect a member to the vacant position.

Eligibility requirements for such an election must be adhered to. The association membership shall be given three (3) weeks' notice of such election. Until such election and association meeting are held the following will take affect:

- a) In the office of the President, then the immediate Past president will act in his stead, but if this arrangement cannot be completed, then the executive committee will elect, as an interim president, one of the members of the executive committee, by majority vote.
- b) In capacity of Directors, the executive committee may either, elect an interim officer from members of any standing sub-committee or, in its discretion, leave such position vacant until it is filled by election at the next CMHA annual general meeting.

BY-LAW NO.3

A by-law relating to the particularities of the ANNUAL GENERAL MEETING (AGM) AND ELECTIONS FOR THE BOARD OF DIRECTORS, and OTHER OFFICERS of COLLINGWOOD MINOR HOCKEY ASSOCIATION, as authorized under the Corporations Act.

3.1.01 Notice of Meeting

An annual meeting will be held during the latter part of the season, usually mid May, but no earlier than April 30th, on a date set by the CMHA executive committee at which time an election of executive officers will take place.

Each member may be informed by one of the following methods of notice under section 3.1.02 below, and the Corporation may exercise a minimum of two, or all methods to notify each member, but needs only exercise one of the methods to make notice of a member meeting proper.

3.1.02 Notice Methodology

Three (3) weeks' notice in writing must be given to all members of the annual meeting. The same advance notice may be given by:

- i) sending the notice by e-mail to each registered member in good standing,
- ii) distribution to each registered player member through the Team Officials notice of the meeting in conjunction with
 - a) posting such notice on the appropriate Bulletin Boards mounted in facilities leased by the Corporation for its' activities, where permitted; or
 - b) by entering such notice in or on the Web site maintained by the Corporation.

Notice of the Annual Member Meeting shall be given in a minimum of two methods set out in section 3.1.02 above, and once a week for at least three weeks prior to the number of days set out in section 3.1.02

3.1.03 Contents of Notice

Notice of a Member Meeting, including the Annual Member Meeting shall include the date, time and location of the meeting.

Error or Omission in Notice

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

may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

3.1.04 Agenda for the AGM

The AGM will be chaired by the President of the CMHA or designate. The Chair will be reflected in the minutes of the meeting.

The Order of Business at the Annual General Meeting shall be generally as follows unless amended by the executive committee prior to the said meeting:

- Call to Order
- Acceptance of Previous AGM Member Minutes
- Finance report
- Approval of Financial Statements
- Ratification of the appointment of the auditor for the fiscal year
- Amendments to the Constitution and/or By-Laws, Letters Patent
- President's Report
- Other Director's Reports – receiving reports of the activities of the Association during the preceding year
- Election of Officers
- Any other important business of the association will be dealt with (correspondence, old business, etc.)
- Adjournment

3.1.05 AGM quorum requirements

A quorum of twenty (25) members in good standing shall be required to conduct business at the annual meeting. Failure to achieve quorum will result in re-scheduling of the AGM.

3.1.06 Member attendance, speaking and representations

Any member registered with the Corporation may attend any member meeting.

Any member who carries a voting right as set out in section 3.1.07 below has the right to address the meeting through the Chair, provided proper decorum and courtesy is observed by such member and the appropriate rules of order are followed. Any member in attendance at a meeting who does not carry a voting right may address the meeting only at the pleasure of the Chair and on request to the Chair, and a ruling by the Chair may not be challenged.

3.1.07 Member Voting Rights

On attendance in person at any member meeting the members in good standing shall vote in the prescribed manner and form. Eligible members are defined in section 3c of the CMHA constitution. There will be no voting permitted via proxy votes.

3.1.08 Casting of Votes

Any member in attendance at a member meeting shall be required to register at the designated area prior to the commencement of the AGM. Any member not registering in the fashion designated by the Board for the meeting shall not be issued any voting rights at said meeting.

3.1.09 Voting Rights Suspended

Any member who is not in good standing for any reason shall not have voting rights and such rights shall be considered suspended until such time as the member is in good standing.

3.1.10 Meeting Minutes and Recorded Votes

Recorded minutes of all decisions and voting results will be taken and kept as a record of proceedings, as established by sections 3d and 3e of the constitution.

At all Meetings of Members, 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.

3.1.11 Challenge of Vote Results

Any challenge to the tally of voting results must be tabled on the floor at the time of the announcements of the results. The person(s) challenging the tally will then be permitted to scrutinize the ballots in the presence of those tallying the votes and the past President, only.

3.1.12 Changes To the Constitution or By-laws of the Collingwood Minor Hockey Association

a) Changes to the constitution or by-laws may be made by the board as per the required procedures of that committee, as outlined in the constitution's Article 4 and By-law #5. Any such changes made by the board must be brought forward to the membership for ratification at the next scheduled membership meeting/AGM.

b) Changes to the constitution or by-laws may be proposed by members per the established procedures under section 3.1.12 below and then voted upon at the AGM or other applicable general membership meeting.

c) Any non-material changes to the constitution and or by-laws such as typing errors, name changes (e.g. CMHA to CHA) or deletion of sections no longer applicable, may be made by the CMHA board at any board meeting providing there is a quorum and a two thirds majority vote in favor of the proposed change.

3.1.13 Notice of Proposed changes to the Constitution or By-laws

A notice of proposed changes in the constitution must be made available to all association members at least two (2) weeks prior to the annual meeting. Additional changes may be made and presented at the meeting itself by the president without previous notification.

3.1.14 Quorum and Approvals of Constitution or By-law Changes.

A quorum of (25) members including members of the board will be required with at least a two-third (2/3) majority vote of the attending members to approve a change.

3.1.15 Adjournment in the best interests of the CMHA

The board may adjourn any motion for amendments to the constitution and or bylaws, which it deems, in its arbitrary discretion, may be against the best interests of all members of the association, but only to the next annual meeting.

3.1.16 Destruction of Ballots:

At the conclusion of the AGM, all written ballots will be destroyed. Any challenge to the tally of ballots must be tabled on the floor during the announcement of the results.

BY-LAW NO.4

**A by-law relating to the particularities of the FINANCES of
COLLINGWOOD MINOR HOCKEY ASSOCIATION, as authorized under
the Corporations Act**

4.1.01 Banking Powers

The Board of Directors may from time to time:

- (a) borrow money on the Credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or

(c) charge, mortgage, or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debts, or any other obligation or liability of the Corporation.

From time to time, the Board may authorize any Director of the Corporation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as stated above and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional security for any monies borrowed or remaining due by the Corporation, as the Board may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

4.1.02 Delegation of Signatory

The Board may from time to time by resolution delegate to the President and the Treasurer or to any two officers of the Collingwood Minor Hockey Association (including the President or the Treasurer) all or any of the powers conferred on the directors by article 4.1.01 of this by-law to the full extent thereof or such lesser extent as the directors may in any such resolution provide.

4.1.03 Delegation to Position and Person

The powers hereby conferred shall pass to any President or Director or other officer of the Corporation upon election or appointment as said officer of the Corporation.

4.1.04 Banking Practices

The officers set out or named in section 4.1.02 above or any officers named by special resolution under this By-Law, are authorized to complete and execute (under seal where required), any corporate documents necessary to provide appropriate bank accounts or other bank documents to carry on the business of the Corporation.

The Treasurer of the CMHA shall have charge as required for carrying out the duties of that position as written or as amended from time to time by the Board of Directors. The Treasurer will develop procedures for the purposes of carrying out the duties of that office, which will be presented as required for approval of the Board. This will include, but not limited to; receipt of monies, disbursements and record keeping for the purposes of reporting and/or audit.

Financial Year

The financial year of the Association shall terminate on the 30th day of April in each year.

BY-LAW NO.5

A by-law relating to the particularities of the BOARD OF DIRECTORS' EXECUTIVE MEETINGS of COLLINGWOOD MINOR HOCKEY ASSOCIATION, as authorized under the Corporations Act

5.1.01 Meeting Requirements

The Executive meetings shall be held in accordance with the requirements of Article 4 of the CMHA constitution.

5.1.02 Meeting Frequency

The CMHA executive committee meetings shall be held at least once monthly, or as reasonably required to affect the business of the corporation.

5.1.03 Notice of Meetings

Notice of meetings shall be given by the secretary of the committee to each CMHA executive member at least seven (7) days prior to the meeting date. A notice of special meetings called by the president will be given at least two (2) days in advance.

Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting and my ratify and approve of any or all proceedings taken or had thereat.

Adjournment

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

5.1.04 Quorum

At the CMHA executive committee meetings, a quorum representing 50% plus 1 must be present before a motion can be carried.

Voting Rights

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

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.

5.1.05 Financial Statements

Financial statements of the association will be prepared for review by the board prior to the AGM where they will be presented to the membership for ratification.

5.1.06 Rights of Members

Any member who carries a voting right has the right to address the meeting through the Chair, provided proper decorum and courtesy is observed by such member. Any member who does not carry a voting right may address the meeting only at the pleasure of the Chair and on request to the Chair, and a ruling by the Chair may not be challenged.

5.1.07 Members Not Allowed

Members may be asked to leave a Board of Directors meeting if the Board of Directors convenes as Committee of the whole in Private Session (in camera) for a particular matter. Any member refusing to vacate a board meeting on request for such purpose shall be suspended forthwith.

5.1.08 Members Must Attend

In the event a member receives notice to attend an Board Meeting for a particular matter, the member shall attend at the time and place so designated and in default of such attendance the Board of Directors in the absence of the member may impose any sanction on the member the Board of Directors deems appropriate in the circumstances.

5.1.09 Members Rights to Propose Business To Corporation

Every voting member has the right to address any item of business to the Board of Directors, and the Board of Directors shall deal with the matter at the next regularly scheduled Board meeting and advise the member of the determination of the Board.

5.1.10 Member Right to Propose Constitution or By-Law Amendments

Any voting member has the right to propose an amendment to the CMHA constitution or by-laws of the Corporation as they exist from time to time, provided such proposal is in writing and addressed to the Board of Directors.

No such proposal shall be scheduled or placed on any agenda of a member meeting unless and until the Board of Directors has reviewed, commented and made recommendation thereon. A proposed amendment made at any member meeting

without such written notice and recommendation by the Board of Directors, although properly seconded and approved, shall only be approval of Notice of Motion for the next member meeting at which meeting the Board of Directors shall comment and make recommendation to the members.

5.1.11 Non-elected Members of CMHA Board

The elected board officers will appoint as non-voting members to the board the ice scheduler and the Referee in Chief, as well as other ad-hoc league representatives as required from time to time to represent CMHA in competition and league play.

5.1.12 Minutes

Recorded minutes of meeting proceedings will be kept and retained. All decisions and/or recommendation of the Board will be recorded and all voting issues will require documentation of results.

5.1.13 Conflict of Interest

A conflict of interest exists where a person, a person's spouse, family member, companion, Associate, or business interest has a direct or indirect financial, legal, equitable or personal interest in the matter, or the outcome of the consideration of the matter. Directors, and committee members have a responsibility to declare any conflict of interest and excuse themselves from discussion or voting on any particular matter of business for the Board which could represent a conflict of interest.

BY-LAW NO.6

A by-law relating to the particularities of the MEMBERSHIP REQUIREMENTS OF COLLINGWOOD MINOR HOCKEY ASSOCIATION, as authorized under the Corporations Act

6.1.01 Membership Contract

By applying for membership in the CMHA the prospective member is offering to follow the bylaws, regulations, policies, and rules of the Corporation, as they exist from time to time, as evidenced by the submission of an application form and attendant dues and fees.

The Board of Directors, and thereby the Corporation, completes the contract by accepting the applicant as a member, as evidenced by acceptance of the dues and fees, and therein agrees to follow its own bylaws, regulations, policies and rules, as they exist from time to time.

Memberships shall commence on or after August 1 in each year, and shall lapse and terminate on the 31st day of July next following the date on which such Membership commenced.

6.1.02 Member Resignation

A member may resign by submitting to the Board of Directors resignation in writing, and such resignation shall only be effective upon acceptance thereof by the Board of Directors. In case of resignation, a member shall remain liable for payment of any assessment or other sum due and owing the Corporation as at the date the resignation is accepted.

6.1.03 Dues and Fees

There shall be fees payable by members as set by the Board of Directors from time to time and such fees may be varied or may be as set for particular competitions, activities or programs of the Corporation as determined by the Board of Directors.

6.1.04 Registration Fees

Increases of more than 15% to registration or any program fees must first be voted on at a General Meeting.

6.1.05 Member in Good Standing

The CMHA shall notify the members of the dues or fees at any time payable by them and, if any are not paid within thirty days of the date of such notice any member in default shall thereupon automatically cease to be a member of the Corporation, but any such member may on payment of all unpaid dues or fees be reinstated by the Board of Directors.

Any member who has paid all dues and fees due and owing the Corporation may be called "a member in good standing", unless the Board of Directors for some other reason or act has specifically sanctioned the said member. Only members in good standing will have voting rights in matters of business of the Corporation.

APPENDICES

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 1

Board Position Job Description - Director of Collingwood Hockey Initiation Programs(CHIPS)

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Shall facilitate the orderly operation of the Initiation Program within the organization.
9. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
10. Provide a written and verbal report at each executive meeting.
11. Coordinate any player evaluation and draft process as necessary
12. Coordinate with the CMHA Director of Equipment, the ordering a distribution of medals and/or trophies for Fun Day
13. Coordinate the annual IP Fun Day
14. Ensure that all in house and OMHA rules and policies and procedures are adhered to. Assess discipline to those players/coaches or parents who do not follow the rules.
15. Field any questions and concerns that players/coaches/parents may have
16. Attend and conduct the Parent Session at the annual IP Fun Day Festival.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 2

Board Position Job Description - Director of Equipment

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Shall facilitate the use of the practice jerseys at tryouts.
9. Shall managed the distribution of team jerseys to coaches/managers at the beginning of each season.
10. Shall manage any jersey issues arising throughout the season.
11. Shall manage the collection of team jerseys from coaches/managers at the end of each season.
12. Shall inventory the jerseys at the end of each season to ensure 100% return rate.
13. Coordinate the Atomic Jersey program
14. Coordinate the Tim Hortons Jersey program
15. Field any questions and concerns that coaches/managers may have with equipment
16. Provide a written and verbal report at each executive meeting.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 3

Board Position Job Description - Director of Communication

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (Letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Facilitate the communication between Board and Membership, through email, social media, direct mail.
9. Maintain Website to meet up to date information.
10. Facilitate the communication between any committee directives and the membership.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

Schedule 4

Executive Position Job Description – Director of House League and Select

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence.
6. Commit to the term of office as required of the executive position.
7. Coordinate with the CMHA, the distribution of pucks, jerseys, socks and goalie equipment for the house league season.
8. Shall fill the head coach position for all teams in every division.
9. Ensure that all in House and OMHA rules and policies and procedures are adhered to Shall attend all CMHA Executive meetings and participate in a meaningful way by asking questions and exercising due diligence.
10. Shall request any policy and procedure changes, additions, deletions as deemed necessary
11. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
12. Field questions and concerns that players/coaches or parents may have.

Select

1. ensure that policies and procedures pertaining to the house league and select program are adhered to by house league select players and coaches.
2. Ensure that the game and practice ratio for local league select program is adhered to.

3. Ensure that local league select teams complete the required paperwork for all exhibitions and tournament games such as travel permits, gamesheets, transportation forms etc.
4. Field questions and concerns those players/coaches or parents may have with regards to House League Select.
5. Coordinate the Local League Select Program including: coach recruitment and selection, coach meetings, season schedules and day to day operations.
6. Work with the Executive Committee members to organize apparel, team finances, equipment, player and coach development and tournament volunteer hours.
7. Assist with the preparation and operation of Local League Select tryouts and season play.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 5

Board Position Job Description - Director of Registrar

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Coordinate with the Administrator on a timely manner, on the registration of players
9. Chair the Registration Standing Committee
10. Coordinate with the Representative Director on number of players registered
11. Coordinate with the Local League Director on the number of players registered.
12. Coordinate with the CHIPS Director on the number of players registered.
13. Coordinate with the CMHA Executive on the number of teams in each age group
13. Facilitate the hiring of the Administrator.
14. Work with the OMHA on the registration platform, current registration rules of the OMHA.
15. Sit on the Budget committee
16. Assist with funding from outside sources for those in need – jumpstart etc
17. Ensure all players are registered and rostered to the correct teams.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 6

Executive Position Job Description – Director of Representative

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a Conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the CMHA Annual General Meeting and monthly CMHA Executive meetings.
7. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
8. Commit to the term of office as required of the Executive position.
9. Ensure that all in house & OMHA rules and policies and procedures are adhered to. Coordinated with the Discipline committee when needed to Assess discipline to those Players/coaches or parents who do not follow the rules.
10. Field questions and concerns that players/coaches or parents may have.
11. Responsible for U18 – U10 Rep teams.
12. Work with the Coach Selection Committee on the coach selection process
13. Ensure the Rep Coach Evaluations and Applications are reviewed annually and the forms are available in a timely manner.
14. Work in co-ordination with the Rep Head Coach and all Rep coaches to support and attend the Coach mentorship program, when offered.
15. Co-ordinate and administer with the Rep tryouts and evaluation process. Ensure that Goalie Evaluations are included in the tryout format for the season.
16. Work in co-ordination with Equipment Director for the timely distribution of tryout pinnies, team jerseys for the season as well as the co-ordination of collection of the jerseys at the end of the season.

17. Ensure all Rep Coaches and rep bench staff follow all rules and regulations as set out by the CMHA.
18. Acknowledge the authority of Hockey Canada, OHF, OMHA and the local Minor Hockey Association & agree to carry out/abide by their constitution, bylaws, rules & regulations.
19. Provide York Simcoe, GBMHL and OMHA information to the CMHA Executive on a regular basis.
20. Attend York Simcoe, GBMHL, monthly and Annual General meetings and report on same.
21. Deliver tournament documentation to York Simcoe and GBMHL as required.
22. Distribute York Simcoe and GBMHL meeting minutes to CMHA board.
23. Verify affiliation lists when necessary for York Simcoe purposes.
24. Assist with York Simcoe, GBMHL and OMHA rule interpretations
25. Field questions and concerns that players/coaches or parents may have surrounding York Simcoe and GBMHL matters.
26. Order OMHA championship banners.
27. Return trophies to York Simcoe and GBMHL in a timely fashion. Ensure that trophies have updated engraving.
28. Shall request any policy and procedure changes, additions, deletions as deemed necessary by CMHA to York Simcoe and GBMHL.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 7

Executive Position Job Description – Director of Risk Management

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Executive members cannot put themselves in a position where his/her duty to act in the best interest of the association and their self-interest are in conflict. An Executive member cannot use his/her position as a director to obtain a personal profit or other benefit for himself/herself.
4. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
5. Protect the association's confidential information to which you may have access.
6. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
7. Commit to the term of office as required of the Board position.
8. Coordinate and update as required, all For the Good of the Game, Discrimination and Harassment and Risk Management policies and procedures.
9. Recruit and select Discrimination and Harassment and For the Good of the Game committee members each term.
10. Chair CMHA Discrimination and Harassment Committee and For the Good of the Game Committee meetings as required.
11. Distribute committee meeting minutes to CMHA file, Director of Rep and Director of Local League in a timely fashion and as necessary.
12. Develop and maintain a framework for mediation and facilitation of disciplinary issues of parents, players, coaching staff, convenors, executive members as required.
13. Assist with CMHA and OMHA rule interpretations as they pertain to the Risk Management portfolio.
14. Field questions and concerns that players/coaches or parents may have regarding, Discrimination and Harassment and For the Good of the Game matters.
15. Provide support for all CMHA Convenors and coaches as necessary.
16. Shall request any policy and procedure changes, additions, deletions as deemed necessary by the Discrimination and Harassment and For the Good of the Game Committee to CMHA.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 8

Executive Position Job Description – Director of Treasurer

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the AGM and monthly CMHA Executive meetings.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Shall chair all Treasurer Committee meetings.
10. Shall report on the Treasurer Committee and Treasurer items at the regular CMHA Board meetings.
11. Responsible for the collection and record keeping of all revenues and expenses generated on behalf of the CMHA.
12. Responsible for the payment and recording of all expenses incurred in the name of CMHA
13. Responsible for the preparation of all financial statements and ensure that all aspects of the Constitution are followed with respect to the preparation and presentation of audited financial statements
14. Act as a signing authority on all CMHA accounts.
15. Responsible for the orderly collection of all monies owing to the CMHA. This will include ensuring that those members with outstanding CMHA fees will not be permitted to register until arrangements are made for the outstanding fee payment
17. Propose an annual budget for CMHA Board consideration and maintain monthly budget reviews
18. Solicit the annual audit of the financial activities of the CMHA
19. Responsible for the collection of all NSF cheques and subsequent player suspensions if necessary.
20. Commit to the term of office as required of the Board position.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 9

Board Position Job Description - Director of Secretary

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Prepare agendas for: AGM, Special Meetings, Monthly Board Meetings.
9. Distribute Agenda to Board members
10. Take the minutes from each meeting
11. Keep the minutes from each meeting in a cloud-based platform
12. Coordinate with Committee chairs to receive a copy of each committee report and minutes from committee meetings.
13. Keep the minutes and reports in a cloud-based platform.
14. Work with the Communications Director to send notice of AGM, Special Meetings.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 10

Board Position Job Description - Director of Vice President

1. Act honestly and in good faith with a view of the best interests of the association.
2. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
3. Protect the association's confidential information to which you may have access.
4. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
5. Commit to the term of office as required of the Executive position.
6. Attend the CMHA Annual General Meetings and monthly CMHA Executive meetings.
7. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
8. Member of the Executive Committee
9. Sit on all Standing Committees.
10. In the case of an absence at a meeting by the President, chair any meeting.
11. Fulfill the role of President: If a President resigns, from the board or Association.
12. Facilitate the ice rental contracts between the Association and the Town of Collingwood and other municipalities as needed.
13. Supervise the duties of the Ice Scheduler, main point of contact.
14. Chair the committee for Ice Scheduler.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 11

Executive Position Job Description – Past President

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with BMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the BMHA Annual General Meeting and monthly BMHA Executive meetings.
7. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence.
8. Commit to the term of office as required of the Board position

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 12

Director Position Job Description - Director of Sponsorship and Tournaments

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
- 6.. Attend the CMHA Annual General Meeting and monthly CMHA Executive meetings.
7. Shall request any policy and procedure changes, additions, deletions as deemed necessary

Sponsorship

- a. To secure annual team sponsors for HL, Rep teams and tournaments.
- b. Develop corporate and local business long term sponsorship relationships.
- c. Work with the CMHA office in communication with the OMHA to secure OMHA sponsorships for CMHA teams.
- d. Manage the Sponsorship Committee.
- e. Ensure that adequate sponsorship records from year to year are kept on the secure CMHA online records.
- f. Supervision of the maintenance of a current Sponsorship contact file, to be located through the secure CMHA online records.
- g. Coordinate the Sponsorship Appreciation program.
- h. Revise the Sponsorship Package as required.
- ij. Attend the CMHA Annual General Meeting and monthly CMHA Executive meetings to address and fulfill the sponsorship agenda

k. Determine which teams will be assigned to each sponsor and monitor those teams in need of sponsorship

Tournaments

a. Act as Chairperson of the Tournament Committee. As Chairperson, shall be empowered to conduct the usual business of the Committee and shall report to the Board at the regular Board meetings.

b. Ensure that all in house & OMHA rules and policies and procedures are adhered to with respect to tournaments. Assess discipline to those players/coaches or parents who do not follow the rules.

c. Field questions and concerns that tournament teams may have.

d. Responsible for all tournament monies received and disbursed from vendors, on site special events and ensure that deposits are made.

e. Shall be responsible for the operation of all tournaments that are approved within Collingwood region including public relations, scheduling, awards, skills competitions and team selections, scheduling and ice allocations.

f. Shall provide a complete budget for approval to Executive Committee by June 1st of each year.

e. Ensure that adequate tournament files from year to year are kept on the secure CMHA online records.

g. Commit to the term of office required of the Executive position.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 13

Executive Position Job Description – President

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions and voting on any decisions relating to such matters.
5. Protect the association's confidential information to which you may have access.
6. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
7. Attend the CMHA Annual General Meeting and monthly CMHA Executive meetings
8. May not be Head Coach of a Representative Team
9. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
10. Shall facilitate the orderly operation of the CMHA.
11. May call special meetings as the need arises.
12. Shall receive any proposed changes to Policies and Procedures as requested by any member of CMHA and forward to the appropriate committee.
13. Shall give a report of all activities of the Association during the past year at the CMHA Annual General Meeting.
14. Act as Chair at CMHA Annual General Meeting.
15. Chair all CMHA Executive Meetings and be responsible for all procedures at these meetings.
16. Provide a report at each CMHA Executive Meeting.
17. Act as a signing authority on all CMHA accounts.
18. Shall be an ex officio member of all CMHA Committees.
19. Shall act as the media representative for the CMHA.
20. Shall not vote at the CMHA Board Meetings except for tie breaking purposes.

21. The President may at any time delegate his/her rights and responsibilities.
22. Attend meetings and participate in a meaningful way by asking questions and exercising due diligence.
23. Commit to the term of office as required of the Executive position.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 14

Position Job Description – Ice Scheduler

1. To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Act honestly and in good faith with a view of the best interests of the association.
3. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose your personal interests in conflict with the association's interests and abstain from participating in discussions on any decisions relating to such matters.
4. Protect the association's confidential information to which you may have access.
5. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies).
6. Attend the CMHA Annual General Meeting and monthly CMHA Executive meetings, as requested.
7. Attend Rep Coach, Local League, Manager meetings as necessary.
8. Shall request any policy and procedure changes, additions, deletions as deemed necessary.
9. Shall deal directly with the Municipality of Collingwood and other ice providers for the obtaining and scheduling of ice in the best interest of the association.
10. Shall deal directly with the Vice President, or other appointed director of CMHA.
11. The Ice Scheduler shall not be able to contract ice without written approval of the appropriated Director.
12. Shall work with the Director of Representative League to co-ordinate the Rep league schedule i.e. # of games/practices for each division.
13. Shall work with the Director of Local League to co-ordinate the Local league schedule i.e. # of games/practices for each division.
14. Shall work with the Tournament Director and/or committee to facilitate the booking and scheduling of tournament ice.
15. Shall prepare all tryout ice schedules with the Representative and Local league Directors.
16. Commit to the term of office as required of the Executive position.

17. Provide monthly reports to the Vice President
18. Coordinate with the Head Coaches/Managers the practice times and game times for each team.
19. Coordinate the Playoff ice times
20. Facilitate the hiring of time keepers
21. Training of time keepers
22. Scheduling of time keepers
23. Work with the Ref in Charge on refs for games.
24. Provide a final ice report at end of year.
25. Provide reports to budget committee.

Note: Job Description may be adjusted or modified from time to time as determined by the Board of Directors.

SCHEDULE 15

Position Job Description – Referee in Chief

The Referee in Chief shall:

1. Shall assign referees for all games for Rep and Local League
2. Shall liaise with Local League Director and Rep Director with respect to all issues dealing with referees
3. Be responsible, in cooperation with CMHA, for the development of all referees
4. Act honestly and in good faith with a view of the best interests of the association
5. Avoid conflicts between the interests of the association and personal interests and where a conflict arises, disclose personal interests in conflict with the association's interests and abstain from participating in discussions/voting on any decisions relation to such matters
6. Protect the associations confidential information to which you may have access
7. May not hold a position of Head Coach, Assistant Coach, Trainer or be on the bench during games, for any CMHA team.
8. Attend CMHA executive meetings as requested
9. Assist with the selection of referees for playoff, tournament and championships with OMHA supervisors
10. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
11. Comply with CMHA legal duties under the Act and those contained in governing documents (letters patent, by laws, rules of operation/policies)

CMHA Standing Committees

9.1 REPRESENTATIVE COMMITTEE

a) The Representative Committee will be appointed by the Board of Directors each season during the July monthly Board meeting and shall consist of each of the, Director of Representative, Registrar of the CMHA, at least one other Board member, and at least one other Member in good standing who is not a Board member. The Committee may consist of up to five (5) total Members in good standing.

b) Responsibilities & Functions:

i) The Representative Committee shall be responsible for reviewing the number of players registered for Rep hockey, to determine the number of Representative teams rostered for the upcoming year.

ii) Establish the guidelines for NRP selection process.

iii) Ensure that coaches are provided the correct paperwork for the upcoming season;

iv) Coordinate any coaching courses and/or development courses for coach positions

9.2 COACH SELECTION COMMITTEE

a) The Coach Selection Committee will be appointed by the Board of Directors each season during the March monthly Board meeting and shall consist of each of the Vice President of the CMHA, at least one other Board member, and at least one other Member in good standing who is not a Board member. The Committee may consist of up to seven (7) total Members in good standing.

b) The Vice President along with both Representative and Local League Directors working together: shall;

i) ensure that coaching applications are created and posted, no later than the end of April each year;

ii) shall communicate to the Association the application deadline for submission;

iii) shall set the interview dates and location; and

iv) shall ensure that the documented procedure is being followed throughout the coach selection process.

v) Items i-iv can all be completed in advance of formally identifying the Committee.

c) A minimum of four (4) Coach Selection Committee members must be present for each prospective coach interview.

d) Responsibilities & Functions:

i) The Coach Selection Committee shall be responsible for interviewing all Head Coaching applications of all Major and Minor Rep Teams, and shall recommend to the Board, Head Coaches for the upcoming season, prior to the commencement of tryouts or at the AGM (whichever comes first);

ii) The Coach Selection Committee shall be responsible for interviewing all Head Coaching applications of all Local League/House League/Select teams, and shall recommend to the Board the Head Coaches for the upcoming season.

iii) The Coach Selection Committee shall be responsible for requesting interviews of any coaching staff members identified by the applicant Head Coach;

iv) The Coach Selection Committee members may also convene in an ad-hoc fashion as needed to interview coaching applicants for vacant coaching positions at other time periods as needed.

9.3 ELECTION COMMITTEE

a) The Board of CMHA shall select/appoint the Elections Committee chairperson each season; who will then be responsible for finding the remaining participants for the Elections Committee.

b) This Committee, consisting of three (3) Members in good standing as a minimum, shall solicit, select, accept and post nominations for each available open Board position for that term ending at the upcoming AGM, and potentially through advanced polling when suggested.

c) The Election Committee member names must be announced before February 15th each year, and the Committee can begin taking nominations for positions immediately thereafter.

d) Committee Functions and Duties:

i) To respond and interact with anyone wishing to nominate a person or be nominated for a Board position; members can approach the Election Committee with their nomination documentation. Nomination forms would be made available on-line, on the CMHA bulletin boards or from the Committee members directly.

ii) The Elections Committee will be responsible for proper communication of the entire list of nominees for all positions prior to voting taking place.

iii) The Election Committee will announce, organize, and fully conduct any elections for Board positions that are required each year at the AGM or otherwise stated time.

iv) The Election Committee will be responsible to communicate the election process formally in advance of voting, at their discretion, to the membership.

v) The Committee will act as scrutineers during the voting process for Board elections at the AGM or otherwise, and are also permitted to still cast their own vote if eligible as outlined.

vi) The Committee will announce the result, at the AGM, after voting has been deemed closed by the Committee.

vii) To provide feedback to the Association in a formal report to the Board summarizing procedures and policy change suggestions, any results-oriented notations and any areas of concern that arose during the process of electing the CMHA Board that year. This should be done within 14 days of voting being complete.

9.4 FINANCE COMMITTEE

a) The Board of CMHA shall have a Budget Committee each season which reviews budgetary decisions and direction when necessary.

b) This Committee should include at a minimum the Treasurer, the Vice President, at least one other CMHA Board member, and at least one other CMHA member.

c) The Committee should report to the Board by the end of February any changes regarding upcoming Registration fees for the following season.

d) The Committee would also be responsible for reviewing season costs to that point to be able to suggest any changes required for the following season in spending trends.

9.5 LOCAL LEAGUE AND SELECT COMMITTEE

a) The Local League and Select Committee will be appointed by the Board of Directors each season during the September monthly Board meeting and shall consist of each of the, Director of Local League, CHIPS, at least one other Board member, and at least one other Member in good standing who is not a Board member. The Committee may consist of up to five (5) total Members in good standing.

b) Responsibilities & Functions:

- i) The Local League and Select Committee shall be responsible for reviewing the number of players registered for Local League hockey, to determine the number of Local League teams rostered for the upcoming year.
- ii) Establish the guidelines for Local League selection process.
- iii) Ensure that coaches are provided the correct paperwork for the upcoming season;
- iv) Coordinate any coaching courses and/or development courses for coach positions
- c) Coordinate the Select Team process
 - i) Interview potential coaches
 - ii) Facilitate the tryouts
 - iii) Appraise the board on the number of select teams, and their status

9.6 EQUIPEMENT/APPARELL COMMITTEE

- a) This Committee, consisting Director of Equipment and three (3) Members in good standing, shall track all CMHA equipment.
- b) Committee Functions and Duties:
 - i) Ensure Tryout Jerseys are available for any CMHA tryout.
 - ii) Ensure coaches know Try out jerseys are to be returned after each tryout.
 - iii) Catalogue the team jerseys, with sponsors and assigned teams.
 - iv) Track the return of team jerseys at the end of each season, assessing for repairs or replacement.
 - v) Establish a replacement program for team jerseys
 - vi) Find funding for replacement equipment, IE Hockey Canada, McDonalds etc.

9.7 TOURNAMENTS

- a) The Tournament committee shall be broken into Huronia and Silver Stick, the Director of Tournaments will chair both committees.
- b) Huroina Tournament Committee shall be comprised of the Director of Tournaments and 2 parent volunteers from the U10, U12, U14 and U15 Rep teams.

- c) Silverstick Tournament Committee shall be comprised of the Director of Tournaments and 2 parent volunteers from the U11, U13, U15 and U18 Rep teams.
- d) Director of Tournament will attend the first Coach/Parent Meeting to explain the need for parent volunteers.
- f) Responsibilities and Functions
 - i) Follow the guidelines on how to run a tournament.
 - ii) Lay the ground work for the next year's tournament

9.8 COMMITTEE REPORTS

- a) All Committee Chairpersons/assigned Directors, will provide written reports on their meetings and/or findings at the next monthly meeting, and will provide the Secretary with a copy of this written report.
- b) Reports are to be provided even if the Chairperson/assigned director are not available for that meeting.
- c) All monthly meeting reports are to be made available to the directors within a reasonable time frame after that meeting.
- d) Recommendations for areas of concern or improvement and other notes of importance emanating from the functioning of the Committee are expected to be presented to the Board.