

Gloucester Rangers Minor Hockey
Association(GRMHA)

BYLAWS

April 25, 2016

BYLAW 1 - INTERPRETATION / DEFINITIONS

In this Bylaw, and all other Bylaws and Rules and Regulations of the Association, unless the context otherwise requires:

- 1.1 The singular includes the plural.
- 1.2 The masculine includes the feminine.
- 1.3 "Board" means the Executive and Appointed Board of the Association.
- 1.4 "GHA" means the Gloucester Hockey Association.
- 1.5 "HEO MINOR" means the Hockey Eastern Ontario Minor.
- 1.5 "OEMHL AA/A" means the Ontario East Minor Hockey League AA/A.
- 1.6 "HEO" means the Hockey Eastern Ontario.
- 1.7 "Hockey Canada" means the Canadian Hockey Association (name used for legal purposes only).

BYLAW 2 - AMENDMENTS

- 2.1 The Bylaws of the GRMHA may be amended at an Annual or Special General Meeting only. All proposed amendments to the Bylaws shall require a two-thirds majority vote of those present and voting.
- 2.2 Notice of all proposed amendment(s) shall be posted on the Association's website and emailed to the GRMHA Board at least 15 (fifteen) days prior to the meeting. No amendment to the Bylaws shall be considered unless such amendment is made in writing, by a voting member, and provided to the Secretary of the Association not later than 30 (thirty) days prior to the date of the meeting.

BYLAW 3 - GRMHA CREST

- 3.1 The following is the GRMHA crest accepted by the Association for Competitive/Representative "A" and "AA"



BYLAW 4 – ORGANIZATONAL STRUCTURE OF THE GRMHA

- 4.1 The business and affairs of the GRMHA shall be conducted by the elected Board members, as well as by the appointed Board who shall act in accordance with the Constitution and such Bylaws and/or Rules & Regulations as from time to time may be enacted by the GRMHA.
- 4.2 The organizational structure of the GRMHA Board is as set out in the GRMHA Constitution.

BYLAW 5 – DUTIES OF THE BOARD

- 5.1 President
 1. Shall preside at all Board of Directors, Executive Committee, General and Annual meetings of the GRMHA.
 2. Shall exercise the authority of the GRMHA in cases of emergency, subject to ratification by the Board of Directors by the next board meeting
 3. Shall be the official spokesman for the GRMHA as a member of the GHA Board of Directors.
 4. Shall be an ex officio member of all GRMHA Committees.

5. Shall not vote except in the case of a tie when casting the deciding vote or elections.

5.2 Past President

1. Shall fulfil duties as assigned by the President.
2. Shall serve primarily as an advisor and historian on policy and procedures.
3. Shall provide assistance to the Board of Directors on policy issues or in conflict situations when another Board member cannot act due to personal conflict of interest.

5.3 Vice-President, Administration

1. Shall receive and process all tryout applications including payment, and ensure all players registered for tryouts have registered with their home association prior to their first ice session.
2. Shall develop and manage official team lists and Specially Affiliated Player Lists.
3. Shall coordinate the completion of the GRMHA Fair Play Pledge by players, parents and coaches.
4. Shall ensure the dissemination of information to all GRMHA members and their families.
5. Shall arrange collection of Players Registration fees from Member Association immediately after making Team lists.

5.4 Vice-President, Hockey Operations

1. Shall perform the duties of the President in his absence or at his request and shall then have all the rights and powers of the President. When acting as President he shall not vote except to break a tie or elections.
2. Shall be responsible for the administration of, as well as the planning, organizing and implementation of Mentorships, Players evaluations and team Selections.
3. Shall ensure that teams conduct their on-ice activities in accordance with GRMHA and Corporation philosophies and guidelines through periodic reports and attendance at games or practices.
4. Shall ensure adherence to player affiliation processes and maintain controls aimed at improving player development.
5. Shall co-ordinate the coach's evaluation program.

5.5 Secretary

1. Shall prepare minutes of all Board, Executive, General and Annual meetings of the GRMHA and ensure proper distribution of same.
2. Shall prepare correspondence as necessary for the normal operation of the GRMHA.
3. Shall have custody of all documents and records pertaining to the affairs of the GRMHA except those held by the VP Administration and Treasurer.
4. Shall attend any other meetings as requested by the President and/or Vice Presidents in order to document proceedings.
5. Shall be responsible for coordinating the logistics and booking rooms for Board meetings and other events.

5.6 Treasurer

1. Shall receive all monies payable to the GRMHA and deposit same in a chartered bank as directed by the GRMHA Board of Directors, keep an accurate record of all monies received and disbursed and report at each Board of Directors meeting and Annual General Meeting.
2. Shall receive and record all accounts payable as approved by the GRMHA Board of Directors and pay all such accounts by cheque signed by two executive members.
3. Shall keep, and permanently retain for six (6) years, books of accounts and make them available to the GRMHA Board of Directors or Corporation on request.
4. Shall have all financial records prepared and submitted for audit each year, presenting them at the GRMHA Annual General Meeting.
5. Shall prepare and present a proposed budget prior to each hockey season to the Board for approval and will monitor and report on the status of the budget at monthly GRMHA meetings.
6. Shall ensure review of team budgets and monthly financial reports.

5.7 Director, Ice Scheduling

1. Shall prepare the tryout schedule in consultation with the President and Vice President Hockey Operations.
2. Shall liaise with the Corporation for assignment of practice ice through preseason, regular season and playoffs
3. Shall liaise with the Corporation for assignment of league regular season and play-off games and to resolve ice conflicts.
4. 4. Shall be responsible for the fair distribution of ice to GRMHA teams and will track assignments to ensure equity.
5. Shall arrange for the purchase of “contract ice” and assure the completion of the proper contracts.

5.8 Director, Equipment

1. Shall be responsible for the purchase, inventory and maintenance/repair of all equipment owned by the GRMHA.
2. Shall be responsible for the distribution and collection of all equipment with GRMHA teams.
3. Shall coordinate Requests for Proposals (RFP) to establish vendors for Ranger merchandise and equipment.

5.9 Director, Discipline

1. Shall coordinate compliance of the GRMHA with regards to the HEO MINOR and GHA Code of Disciplines.
2. Shall monitor all game incident reports that incur suspensions and review game sheets to ensure suspensions are served.
3. Shall review time/game suspensions in accordance with the HEO MINOR Handbook and Directory, as informed by GRMHA teams.
4. Shall chair GRMHA discipline hearings as required.
5. Shall provide the GRMHA Board with advice and direction, with regards to discipline policies, issues or rulings.
6. Shall represent the GRMHA at all Corporation Discipline Chairmeetings.

5.10 Director, Public Relations

1. Shall be responsible for the co-ordination of team photos, the GRMHA showcase and banners.
2. Shall be responsible for the maintenance, coordination, communication and posting of material on the GRMHA website and other association social media platforms.
3. Shall coordinate GRMHA special events, fundraisers and volunteer appreciation events.

5.11 Director, League Representation

1. Shall attend all AA/A league meetings on behalf of the GRMHA, including assuming any additional duties as required by the league and report back to the GRMHA Board.
2. Shall be responsible for the registration of all GRMHA teams for league play in accordance with instructions promulgated by the league.

5.12 Director, Risk and Safety

1. Shall provide the GRMHA Board of Directors advice and direction, in regards to Risk and Safety issues, and specifically communicating and identifying to them any or all risks which have been determined to be connected with hockey activities.
2. Shall recommend to the GRMHA Board of Directors, any specific courses or training that should be offered or mandated to players and/or team officials, which may further mitigate inherent risks.
3. Shall represent the GRMHA at all Corporation Risk and Safety meetings.
4. Shall initiate and/or participate in problem resolution processes concerning player, parent or team official conduct.

5.13 Director, Tournament

1. Shall be responsible for the co-ordination and organization of all tournaments hosted by the GRMHA
2. Shall establish as required an internal organizing committee made up of representatives from each team.
3. Shall ensure any tournament organized by the GRMHA is sanctioned by HEO MINOR.
4. Shall maintain records and accounts and present a financial statement to the Board at regular board meetings and immediately following the tournament.
5. Shall establish and maintain a tournament information bank and perform tournament assessments.

BYLAW 6 –POWERS OF BOARD

6.1 The Board shall have the power to:

- 6.1.1 Discipline, suspend or expel a team, team official, player, parent, guardian or member of the GRMHA Board for: disreputable, unfair, unsportsmanlike or any form of unacceptable conduct, individually or collectively, on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interests of the game; for negligence to pay assessments; or for any persistent infringement of the laws of the game, applicable Constitutions, Bylaws, Rules and Regulations, Policies or Duties.
- 6.1.2 Adjudicate all disputes between the members.
- 6.1.3 Recommend the removal from office any elected or appointed member of the Board or member of any other Committee, who is remiss or neglectful of his duty, fails to attend in person three (3) consecutive meetings without submitting a written progress report or whose conduct impairs his usefulness as a member of the GRMHA.
- 6.1.4 Review, approve or revise any recommendation by any Committee, with the exception of the Discipline Committee.

6.2 Documents requiring execution by the Association may be signed by the President or the Vice-President Administration. With prior approval of the Board, other person or persons may be appointed on behalf of the Association, either to sign documents generally or to sign specific documents.

6.3 Board Members shall serve without remuneration.

- 6.3.1 Board Members may seek reimbursement for reasonable expenses in connection with services to the Association. Receipts and invoices are required for reimbursements.

6.4 Members of the Board of Directors may not serve as Head Coach or any other team official on any GRMHA team.

6.4 Any Board Member acting as an assistant coach, manager or trainer on any minor hockey team shall declare such affiliation to the Board prior to the commencement of the regular season schedule.

BYLAW 7 - MEETINGS OF THE BOARD

7.1 As a general rule, the Board shall hold regular monthly meetings and additional meetings, as the Board deems necessary. The Board may appoint one or more days in each month for regular meetings at a place and time named.

7.2 Notice of meetings, including an agenda, shall be given by the Secretary to the Board at least two (2) days prior to such meetings. Minutes of the meetings should be distributed in a timely fashion following meetings.

7.3 Exceptions to the two (2) day notice shall be allowed to call a special or emergency meeting of the Board, provided that a quorum of Board Members agrees to such a meeting.

- 7.4 If for any reason, a meeting has not been called by the President within two weeks after being requested by two or more elected Board Members, a meeting may be called and chaired by a Vice President. Such meeting, subject to quorum, shall be constitutional.
- 7.5 Attendance at the Board meetings shall be open to: GRMHA Board Members, and invited guests where the President has granted permission.
- 7.6 The quorum for Board, Executive and General meetings of the GRMHA shall be a majority of its Board Members
- 7.7 Any Board member having a conflict of interest on a voting issue must declare their conflict for the record and must abstain from the vote.
- 7.8 Questions arising at any meeting of the Board shall be decided by a majority vote. The President may only vote in the event of a tie or during elections. At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the question is required by the President or requested by any Board Member. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or portion of votes recorded in favor or against the resolution.
- 7.8.1 Conducting votes via e-mail is appropriate when the items in question are not controversial and do not require extensive background and explanation. If the President, in consultation with the Board, believes that the item might require extensive discussion, he will defer voting until the next meeting. If any Board member wishes to request that voting on a particular issue be at a regular meeting and not via e-mail, they should inform the President. It is intended that the return of the vote, via email, from a Board Member's email address will be deemed as satisfactory authorization of voting by the said member. Proxy voting will not be accepted or deemed appropriate for email voting. All votes completed by e-mail will be reconfirmed at the next meeting of the Board and recorded in the minutes of that meeting.

BYLAW 8 – FINANCIAL

8.1 Execution of Documents

- 8.1.1 The seal of the Association shall, when required, be affixed to documents executed in accordance with the forgoing.
- 8.1.2 The Board shall see that all necessary books and records of the Association required by the Constitution, Bylaws or Rules and Regulations of the Association or by any applicable statute are regularly and properly kept.

8.2 Banking Arrangements

- 8.2.1 The Board shall designate, by resolution, the Board Members and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Association's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:
- 8.2.1.1 Operate the Association's accounts with the banker.
- 8.2.1.2 Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.
- 8.2.1.3 Issue receipts for and orders relating to any property of the Association.

8.2.1.4 Execute any agreement relating to any banking business and defining the rights and powers of the parties thereto.

8.2.1.5 Authorize any Director/Officer of the banker to do any act on the Association's behalf to facilitate the banking business.

8.2.2 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by two of three persons; at least one of the two signing must be an Elected Board Member.

8.3 Financial Activities

8.3.1 Regulate the financing of the GRMHA by establishing the yearly fees for membership, tournaments and all other activities under the direct control of the GRMHA.

8.3.2 Authorize expenditures and/or commit funds in its own right and examine any question arising out of the finances of the GRMHA and implement any course of action deemed appropriate.

8.4 Disbandment

8.4.1 At disbandment all funds and properties belonging to the Association shall be disposed of in accordance with the direction of the membership at an Annual or Special General Meeting.

BYLAW 9 – REGISTRATION AND FEES

9.1 Registration fees for GRMHA or associated hockey players shall be those approved by the GRMHA and shall as a minimum be sufficient to cover administration, league fees, ice rental involving league games and practices, referee fees and equipment.

9.2 The registration fee or any portion thereof may be refunded only at the discretion of the Board as set out in the Rules and Regulations.

9.3 A player shall not be permitted to register where fees and/or charges from a previous year are still outstanding from any Association within the GHA and shall not be permitted on the ice for any purpose until such outstanding fees and/or charges are paid in full.

9.4 Player registration fees or any portion thereof may be refunded at the sole discretion of the GRMHA Board.

BYLAW 10 – TEAM OFFICIALS

10.1 Each team established by the GRMHA shall have as a minimum a Head Coach, Assistant Coach, Manager and Trainer, herein referred to as Team Officials.

10.2 Team Officials must each be qualified, at a minimum, as per all HEO MINOR requirements for their position.

BYLAW 11 – PLAYING RULES

11.1 The playing rules of Hockey Canada, HEO, HEO MINOR, OEMHL AA/A, GHA, or any other organization, league or association that the GRMHA becomes affiliated with shall apply.

BYLAW 12 – DISCIPLINE

12.1 All matters of discipline resulting from other areas, leagues, organizations or associations that involve a GRMHA player or team official shall be reported to the GRMHA Director, Discipline and the GHA.

12.2 When there is an on-ice related discipline matter involving a player or team official, the Director, Discipline

shall convene a Discipline Committee, made up of at least two (2) Board Members, to will deal with the matter prior to the next practice or game of the individual(s) involved whenever possible.

- 12.3 Cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe shall be reported immediately to the Director, Discipline who shall convene Discipline Committee, at the earliest possible date and notify the President of the outcome.
- 12.4 The Director, Discipline shall maintain records of all Discipline Committee meetings.
- 12.5 The recommendations and/or decisions taken by GRMHA Discipline Committees shall be in writing and shall be effective immediately. The individual(s) involved shall be notified of the recommendations and/or decisions within 48 hours of the meeting, and the result shall also be recorded in the GHA Discipline Database and reported at the earliest GRMHA Board meeting.
- 12.6 For suspensions imposed by the GRMHA Discipline Committee, individual(s) have the right to appeal decisions to the GHA. All appeals shall be in writing and must be submitted to a member of the GHA within 48 hours of the individual being informed of the discipline.