



OMHA BYLAWS

Mission – Foster and promote minor hockey, and to provide a minor hockey program designed to develop the abilities and skills of participants at all levels.

Onway Minor Hockey Association
Updated October 9, 2013

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ONOWAY MINOR HOCKEY ASSOCIATION BYLAWS

WHEREAS the Onoway Minor Hockey Association is a voluntary Association of Members and Individuals, designed to promote and foster Minor Hockey in Onoway, which includes the Town and surrounding area;

AND WHEREAS members and individuals participating in the activities and games, have confidence in the judgment of the Executive;

AND WHEREAS it is declared that one of the purposes of the Association Bylaws shall be to confer upon the Executive all of the powers of a fully self governing organization;

NOW THEREFORE BE IT ENACTED;

Article 1 NAME

1.0 This Organization shall be called the Onoway Minor Hockey Association.

Article 2 ASSOCIATION GOVERNING BODY

2.1. This Association is the governing body of Onoway Minor Hockey in accordance with the definition of a Minor Hockey Player hereinafter set down.

2.2. This Association is a member of the Hockey Alberta Association (HAA):

- a. All teams registered with the HAA shall follow all the rules set forth by the HAA.
- b. All HAA rules apply except for any changes made in the Associations Bylaws as deemed as improved and surpassing the HAA rules.

Article 3 OBJECTIVES

3.1. The objectives of the Association will be as it was filed with Corporate Registries of Alberta in 1992.

Article 4 DEFINITIONS

4.1. Definition of a Minor Hockey team:

- (a) Shall be defined as Midget and lower hockey group.
- (b) Shall be defined as a group of hockey players comprised of not less than twelve players and a coach, manager, safety or other person duly registered with the team and Association, whenever possible if registration permits.

4.2. Definition of a player:

- (a) Shall be defined as an individual properly registered as a member of a team.

Article 5 CHANGES TO BYLAWS

5.1. This Association may make changes to the Bylaws under the following:

- (a) Subject to compliance with the requirements of the Societies Act, these Bylaws may be rescinded, altered, or added to by a special resolution of the Association with notice of such resolution to be given at least thirty days prior to a meeting at which it is intended to present such rescission, alteration or addition shall not take effect until it has been registered with the registrar of the Societies Act and Hockey Alberta.
- (b) Subject to change, all Bylaws may be changed at an Annual General meeting held by the Association as set by the Association at the last regular meeting and made due notification of it at this meeting.
- (c) Any changes in the Objective or Bylaws, which have been adopted, amended or revised in the manner herein set forth, shall not be negated by reason of any error or omission which may occur in the periodic printing of the Objectives or Bylaws of the Association.

Article 6 MEMBERSHIPS

- 6.1. Shall be defined as a registered hockey player in the Association.
- 6.2. Parents or Guardians of such registered hockey players.
- 6.3. Any person taking part as a referee within the Association who holds an official referee card.
- 6.4. Any other persons wishing to be a member of the Association who upholds the Bylaws and are registered by name with the Association.
- 6.5. The Executive Members of the Association shall have the sole discretion in classifying teams in this Association in all categories consistent with age limits.

Article 7 SUSPENSION AND EXPULSION OF MEMBERS

- 7.1 Any violation of the Objectives and Bylaws of this Association or decisions of the Executive members by any member of this Association, shall render such member liable to suspension by a two thirds vote of the executive Members until the next Annual or Special meeting of this Association and to expulsion by vote of the members at such general meeting.

- 7.2 A member may be expelled by a special resolution of the Association for any reason which may be determined by the Association to be detrimental to its well being. Thirty days prior in writing of the intention to place such and extraordinary resolution before the general meeting must be given to the member involved and to all other members.
- 7.3 Any member wishing to withdraw from membership to the Onoway Minor Hockey Association may do so upon written notice to the Executive Board of Directors. The effective date of withdrawal shall be the date on which the President or Registrar of the Onoway Minor Hockey Association receives the Notice of Withdrawal.

Article 8 REGISTRATION

- 8.1 The registration fee for each ensuing year shall be set at the Annual Meeting held by the Association.
- 8.2 Notice of such registration fees shall be given at such time as registration notices are published and advertised.
- 8.3 All registration fees shall be paid at the time of registration. No child shall have ice time until such time as a fee payment schedule has been arranged with the Executive. Any bank charges resulting from Non-Sufficient Fund cheques will be the responsibilities of the offending parent or guardian to pay.
- (a) Fundraising as per registration form, each family must agree to work their hours at OMHA events, or pay the applicable fee.⁴
- 8.4 Any outstanding fees from previous years must be paid in full prior to registration of players for the ensuing year, or pay the fee as set out by the Executive.
- 8.5 It will be at the discretion of the Executive to look at a payment schedule for underprivileged players.
- 8.6 The Executive also recognizes that increased enrollment in the Onoway and District Agricultural Society is a direct benefit to the Association in regard to care of the Arena Facility. Therefore the membership fee of \$1.00 will be collected with the registration fee.
- 8.7 Refund Policy

- (a) Reimbursement of Registration fees will not be given for any player after October 15th unless the family relocated to another community and association or a medical condition occurs (a doctor's certificate must accompany the request).
- (b) No refunds will be issued after November 30th under any circumstances. A written request or a request in person at a General Meeting must be made to obtain a refund.

Article 9 MEETINGS

9.1 Types of meetings and timing:

- (a) Annual General Meetings - Onoway Minor Hockey Association shall hold an Annual General Meeting on or before April 30th of each year. Such meeting shall be called by the President and notice shall be given three (3) consecutive weeks, 21 days prior to meeting.
- (b) General and Special Meetings - General and Special Meetings of the general membership of the Onoway Minor Hockey Association will be called at any time by the President, or on written request of three (3) Members of the Executive Board of Directors, or upon receipt by the Members of the Onoway Minor Hockey Association who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a local weekly newspaper for three (3) consecutive weeks, 21 days prior to the meeting date.

9.2 No person attending any meeting shall be entitled to more than one vote on each motion at the meeting. Where a person is entitled to vote as a Member in more than one capacity, they must select in which capacity they are voting as a Member. Every motion shall be decided by a show of hands. A declaration by the President that a motion has been carried or not carried shall be sufficient evidence without proof of number or proportion of the votes accorded in favor of or against such motion. A member may demand a poll on any vote which vote shall then be counted by a written ballot.

9.3 A quorum at any General Meeting, Special Meeting or Annual General Meeting shall be equal to fifteen (15) voting Members. This number can include the members of the Executive Board of Directors in attendance. If after fifteen (15) minutes of a meeting being called to order, a quorum of fifteen (15) voting Members does not exist, those Members in attendance shall be declared a quorum.

9.4 Except in the case of a Special Resolution, all motions shall be adopted by majority vote of those Members in attendance at a meeting.

9.5 A “special resolution” means:

(a) A resolution passed:

(i) At a General Meeting of which not less the twenty one (21) days notice specifying the intention to propose the Resolution has been duly given, and

(ii) By the vote of not less than 75% of those Members who, if entitled to do so, vote in person;

(b) A resolution consented to in writing by all Members who would have been entitled at a General Meeting to vote on the resolution in person.

Article 10 THE EXECUTIVE OF THE ASSOCIATION

10.1 The Executive of the association shall consist of the following positions and will not have any directors.⁹

a) President

(b) Vice-President

(c) Treasurer

(d) Secretary

(e) Registrar

(f) Equipment Manager

(g) Referee in Chief

(h) Referee Assignor (if not a paid position)

(i) Ice Scheduler⁹

10.2 The member, officers and directors present are entitled to vote at the Annual Meeting. They shall elect a President and a Vice-President from among the membership at this time, by elections.

- 10.3 In the event of a vacancy occurring on the Executive from any cause whatsoever, the Executive shall have the power to appoint a person to fill such vacancy until the next Annual Meeting, when such appointment shall expire and the vacancy shall be filled by election at the meeting.
- 10.4 In the event of any Executive or Board member not keeping in mind the interest of the Association uppermost when dealing with such matter within the Association, a general Meeting will be held with the Executive member as to whether or not the member will stay an active part of the Board or will be asked to step down. This will be given in writing to the person in question.
- 10.5 The Past President shall be available to assist the newly elected Executive Board members wherever deemed necessary.
- 10.6 A quorum at any Executive Board meeting shall be five(5) members of the Executive Board.⁹
- 10.7 All meeting shall be conducted under the Robert's Rules of Order (Appendix A).
- 10.8 At no time shall any member of the Executive Board receive any remuneration for their services. Members of the Executive Board shall be entitled to reimbursement for reasonable expenses incurred while engaging in business approved by the Executive Board. The President and Treasurer, or designate, shall ensure the validity of and countersign all expense claims.

Article 11 DUTIES AND POWERS OF THE MEMBERS OF THE EXECUTIVE

- 11.1 President, to be elected to a two year term by the membership at large on even number years.
- (a) The President shall preside over all regular meeting held by this Association.
 - (b) Shall have the right to act on behalf of this Association where deemed necessary with the well being of the Association foremost.
 - (c) Shall not vote except to cast a deciding vote.
 - (d) Shall be an ex officio member of all committees
 - (e) Shall call any meetings other than regular meetings when the time and need arises by contacting other board members by telephone, email or in person.¹⁰
 - (f) Shall have signing authority for the Association.

11.2 Vice-President, to be elected to a two year term by the membership at large on odd numbered years.

- (a) The Vice-President shall, in the absence of the President, have all the powers and perform all duties of the President.
- (b) Shall have signing authority for the Association.
- (c) Shall represent in all aspects the current season's coaches.
- (d) Shall receive and present to the board all coaching applications.
- (e) Shall distribute and collect the coaches' evaluations which will be present to the current board members for review.
- (f) Receive all game sheets from Referee Assignor and contact Hockey Alberta when deemed necessary; Shall be responsible for contacting the appropriate team coach should discipline from Hockey Alberta be required.

11.3 Treasurer, to be elected to a two year term by the membership at large on even numbered years.

- (a) The Treasurer shall keep records of all money transacted on behalf of the Association.
- (b) Shall at each season information meeting in September have a copy of the audited report for all members to review.
- (c) Shall have signing authority for the Association.
- (d) Shall be responsible for reporting the financial situation of the Association at each regular meeting by way of a written statement.
- (e) Shall collect all moneys for the Association (registrations, fundraising, etc.) and shall be available to attend registration times set forth by the Association.
- (f) Shall ensure that the financial records, books and accounts of the Treasurer shall be audited at least once each year by a duly qualified accountant.

11.4 Secretary, to be elected to a two year term by the membership at large on odd numbered years.

- (a) The Secretary shall be responsible for taking minutes at all meetings held by the Association.

- (b) Shall keep all records for all events held by the Association.
- (c) Shall receive all correspondence and report to meetings.
- (d) Shall reply to any correspondence deemed necessary by the executive.
- (e) Responsible for team letters and information going to teams on behalf of OMHA.

11.5 Registrar, to be elected to a two year term by the membership at large on even numbered years.

- (a) The Registrar shall be responsible for organization of the Registration meeting and provide all necessary forms to be determined by the Registrar.
- (b) Shall, under direction of the President, be responsible for getting all teams registered with the league an HAA as per HAA Rules and Regulations.
- (c) Shall, under the direction of the President, be responsible for all provincial applications for teams wishing to enter these games.
- (d) Shall, under the direction of the President, be responsible for affiliation of any teams or players who may be asked to be so affiliated outside our association, to be done so in writing, without prejudice, as per the deadline of November 1, of that season.¹⁰
- (e) Shall be responsible for reporting any correspondence from HAA in regards to player registration, and team sheeting of applications of any kind.
- (f) Shall keep accurate information on players within the system and make available this information to the Executive as needed.
- (g) Shall obtain Tournament and special events Sanctions from HAA and distribute them to the appropriate team.
- (h) Releases - No releases after January 10th, as per HAA Guidelines, or on teams with less than 12 players, with the exception of family relocation.

11.6 Equipment Manager, to be elected to a two year term by the membership at large on odd numbered years.

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- (a) The Equipment Manager shall oversee all distribution of all hockey equipment within the Association, and uniforms currently within the Association, and shall inventory all equipment and make available an account of equipment at the end of each year.
 - (b) Shall at the beginning of the year provide a list of equipment that may need to be purchased to adequately outfit each team for the ensuing hockey season.
 - (c) Shall, in consultation with the Executive, oversee the sale or dispersing of old equipment.

11.7 Referee in Chief, to be elected to a two year term by the membership at large on odd numbered years.³

- (a) The Referee in Chief shall³:
 - Arrange training programs for all on-ice officials,
 - Monitor supervision of all on-ice officials,
 - Ensure that all games are handled in accordance with OMH Association rules, Hockey Alberta rules, Hockey Canada rules and North Zone Referee committee rules.
- (a) Shall be responsible for conducting an annual referee clinic³.
- (b) Shall attend North Zone Referee in Chief meetings³.
- (c) Shall suspend or discipline on-ice officials as required and submit to the Executive written details of any disciplinary action taken regarding on-ice officials and provide to the Executive the rules and regulations governing on-ice officials³.

11.8 Referee Assignor, to be elected to a two year term by the membership at large on even numbered years.

- (a) The Referee Assignor shall be responsible for receiving telephone calls from Coaches and Managers, on game times where referee and linesmen are required.
- (b) Shall take down information precisely as to:
 - i) Game date
 - ii) Game time
 - iii) Level at which games are played (i.e. Initiation, Novice, Atoms, Peewees, etc.)
 - iv) What Referee system is being used (i.e. 2 man-systems or 3 man-systems)

- v) Is the game regular league, exhibition or play-off
- (c) Shall keep track of each referee on hand by:
- i) Name
 - ii) Phone Number
 - iii) Age of referee
 - iv) Level of referee (necessary when it comes to play-off time)
 - v) Number of years of experience that the referee has
 - vi) The availability of each referee (i.e. available Mon-Fri, only on evenings or weekends)
- (d) Shall keep a record of the games each referee is attending thus making it fair for both referee and coaches, so that they are not always attending to the same teams.
- (e) Shall rotate the referees so that they meet new referees and grow with the game rather than familiarizing themselves with the same partner thus keeping the referee position in tune with more of a professional attitude.
- (f) The referee assignor shall take care that the referee and linesmen during the regular season must be two levels over and above the age group playing, and that the referees during league play-offs and provincial play-offs must be no less than a level two referee.
- (g) The referee assignor shall set up an introductory meeting so that the referees may acquaint themselves with one another, and organize a referee clinic yearly.
- 11.9 Ice Scheduler, to be elected to a two year term by the membership at large on odd numbered years.¹⁰
- (a) the ice scheduler shall provide a rough draft to the executive for approval at the first board meeting of the season .
 - (b) shall be responsible to notify the Ag Society of the approved ice schedule.
 - (c) shall be responsible to contact the Ag Society of any ice cancellations or requirements that may occur during the current season.

Article 12 DUTIES AND POWERS OF THE EXECUTIVE

12.1 The Executive shall implement all the resolutions, exercise all powers and do all acts that the Association is authorized to exercise, and which are not these Bylaws or by the *Societies Act* directed or required to be exercised or done by the Association in General Meetings and more particularly, but not so as to restrict the generality of the foregoing:

- i) To supervise the collection of registration fees,
- ii) To supervise the expenditure of money,
- iii) The Executive, for the purpose of carrying out the objective of the Association, may borrow or raise or secure the payment of money in such manner as they deem fit,
- iv) To impose and enforce appropriate penalties for any violation or breach of the Bylaws of this Association or for any violation or breach of any decision or ruling Executive, and
- v) The Executive of the OMHA shall have the final say in player movement without association to different categories.

Article 13 ELECTIONS OF EXECUTIVE

13.1 The elections will take place at the Annual Meeting.

13.2 Elections will be held by secret ballot. If there is more than one name for any position, a 'scrutineer' shall be appointed to hold ballots and tally the results.

13.3 The newly elected members will take the responsibilities of their new positions at the meeting immediately following the Annual Meeting.

13.4 The past Executive members will be available for any assistance that may be needed by the newly elected Executive.

Article 14 MEETING

14.1 The Annual Meeting will be held on or before April 30 of every season.⁵

14.2 The Annual Meeting date will be set at the last General Meeting of the year.

14.3 The General Meeting dates will be set for a specific date of each month.

14.4 All Executive are required to attend these meetings.

14.5 All members of the Association, of the age of majority, have the right to one vote with the election of the President.

Article 15 REGISTRATION MEETING

15.1 The registration dates for the next hockey year shall be set at the General Meeting.

15.2 The registration fee shall be set at this time.

15.3 All registration fees to be paid at the time of registration or final deadline set by the Executive.

15.4 The Executive members of the Association will take the registration.

15.5 Local players will be given first chance at playing. If players are needed to fill teams, outside area players will be given the chance at registering (as per Hockey Alberta guidelines).

15.6 In the case of two teams in the same age level, teams will be determined by evaluation asset forth by the Executive.

Article 16 TOURNAMENTS

16.1 All teams registered may be required to host a tournament sometime during the hockey season. The Executive will set tournament dates at the beginning of each year.

16.2 Each team will have two persons elected to look after the finances of the tournament.

16.3 The teams will be required to pay for:

- i) The ice time used during the Tournament play.
- ii) The referees used during the Tournament play.
- iii) The trophies to be awarded during the Tournament.
- iv) The Tournament Sanction Number.
- v) Any other expenses incurred by the tournament.

16.4 Teams holding the tournament will retain all the profits after expenses are paid to spend as they see fit.

- 16.5 All teams holding a tournament through OMHA will be required to donate 10% up to \$250.00 of their tournament profits back to OMHA.⁶
- 16.6 All teams are encouraged to have a zero balance at the end of the hockey year; any moneys left should be reimbursed to the parents or may be donated to the Association.

Article 17 REFEREES

- 17.1 Any Referee not acting as a responsible person and with reasonable conduct will be reported to the Referee Assignor.
- (a) The referee assignor will have the authority to deal with such misconduct and if deemed necessary will bring a report to the Executive and the referee will be reprimanded by the Executive and Referee Assignor as they feel necessary.
- 17.2 The Association Treasurer will forward payment to the referees once a month.
- 17.3 Referees rates for the Association will be set according to the HAA Referee Provincial Rates and under no circumstances are the rates of the Association to surpass the Provincial rates set forth.

Article 18 PROVINCIALS

- 18.1 It is the responsibility of the coach who wishes to enter their team into the provincials to relate such desire to the President of the Association by no later than October 15 and in turn the Registrar will fill in the necessary forms under the direction of the President.

Article 19 COACHING STAFF

- 19.1 All coaches are acquired on a volunteer basis, through written application to the Association. The Executive may require an interview with the applicants. The final decision will be based upon qualification and the final decision will rest with the Executive.
- 19.2 All Coaches applying for the position must submit a current Criminal Record Check and a copy of their Coaching Certification.
- 19.3 All Coaches will follow the Coaches Guidelines set forth by the Association in the Policies and Procedures manual.

19.4 Any violation of the guidelines may result in the Coach being reprimanded.

(a) The Executive and the Grievance Committee will be the ones to deal with such reprimanding.

Article 20 GRIEVANCE COMMITTEE *(Note this is not part of the Executive Group)*

20.1 The Committee shall be comprised of at least three members nominated at the Annual Meeting.

20.2 The Committee Members shall not be selected from any of the present year coaches.

20.3 The CAHA rule book applies except in the Bylaws. It may be noted the OMHA Bylaws are deemed as improved rules that surpass CAHA Rules.

20.4 The Committee shall hear all grievances from any party (Referee, Coach, Players, Hockey Executive, and/or fan).

20.5 If the Committee is not able to deal with these situations satisfactorily they will bring any grievance to the Executive for discussion.

20.6 The Committee shall notify in writing, via the Secretary of the Association, the party that is barred or suspended.

20.7 The Committee shall send a copy of the Grievance Committee Report (outcome) to the President (filed confidential).

Article 21 FUNDRAISING COMMITTEE

21.1 The Fundraising committee shall be comprised of at least two members nominated at an Annual Meeting.

21.2 Shall be responsible for managing and overseeing any major fundraising that OMHA has approved.

Article 22 TABULATION COMMITTEE

22.1 The Tabulation Committee shall be comprised of at least 2 executive members appointed by the president.⁷

22.2 Shall tabulate the evaluation scores once the evaluations have been completed.⁷

22.3 Shall on completion of tabulations, all results be handed over to the president.⁷

22.4 The tabulation Committee shall ensure confidentiality during and after evaluations.⁷

Article 23 GAME AND CONDUCT MANAGEMENT

23.1 The elected individual that would form part of the Executive Committee to be decided at the Annual Meeting.

23.2 Oversee and advise on risk management guidelines.

Article 24 OPERATIONAL POLICIES AND PROCEDURES MANUAL

24.1 This manual is not a part of the Bylaws of Onoway Minor Hockey, and may be altered and changed by the membership at a regular meeting as deemed necessary by the Executive.

Article 25 TEAM FORMATION AND PLAYER MOVEMENT

25.1 The Onoway Minor Hockey Association shall provide a hockey conditioning school prior to the hockey season depending on cost and availability.

25.2 Player evaluations shall take place on a predetermined date after hockey conditioning school.

25.3 Players shall be graded using a point system ranging from 1 to 5 with 5 being the highest grade.⁸

Skills graded will be:

- Skating Ability
- Puck Control
- Game Situation

25.4 Evaluators - Two or more Evaluators will be decided by the Executive.⁸

25.5 Grading points will be used to determine where the player may play if there may be more than one team.⁸

25.6 Coaches will go with their child where possible.⁸

25.7 Team Formation will be considered with input from the respective Novice through Midget level coaches, the president, and designated executive members to establish the “grey area”. The executive will have final say in team formation. Player movement will take place between this area to establish an “A” level and “B” level team.¹¹

25.8 The "A" level Novice through Midget coach, the president and designated executive member(s) will present the proposed roster to the executive for approval. If no "A" level Coach is available at this time the Executive Committee will determine the teams.¹¹

Article 26 PLAYER MOVEMENT

26.1 After the teams are set, Player movement will take place with consultation between the Coaches, Parent(s) and approved by the Executive.

26.2 The Executive decision of all player movement is final.

26.3 After Player evaluations are completed and tabulated the middle 33% of the players at the respective level will be considered in the grey area. Player movement will take place between this area to establish an "A" level and a "B" level team.

Article 27 UNDERAGE PLAYER MOVEMENT *(These considerations must be made)*

27.1 Players must be evaluated within the top 5 positions or the top 25%, whichever is greater in the higher division in which they are trying out for.

27.2 There must be more than 13 players in the division the said Player is moving from.

27.3 There will be no player movement to another age category if the roster is considered complete. This will be at the discretion of the receiving Coach if there are more than 16 players on the team.

27.4 If a player trying out for the higher division is not successful, placement at the lower division is at the discretion of the "A" level Coach of the lower division and on approval of the Executive.

Article 28 DISSOLUTION

28.1 Should the Association dissolve, after payment of all debts and liabilities, any assets remaining shall be donated to a charitable organization.

Article 29 CORPORATE SEAL

29.1 There shall be no corporate seal for Onoway Minor Hockey Association.

Article 30 FISCAL YEAR END

30.1 The financial operating year of the Association shall be from June 1st of one year to May 31st of the next year.

Article 31 INSPECTION OF BOOKS AND RECORDS

31.1 The books and records of Onoway Minor Hockey Association may be inspected by any member in good standing at any time upon giving reasonable notice to the Executive Board and arranging a mutually satisfactory time with the member of the Executive Board having charge of the same. The books and records of the Association shall be available to the President at all times.

Article 32 DUTIES & POWERS OF OTHER BOARD MEMBERS

32.1 Directors, to be elected yearly by the membership at large, and shall represent each division within the association as follows:

i) Initiation and Novice²

ii) Atom²

iii) Peewee²

iv) Bantam²

v) Midget²

vi) Female League Representative /and Female Team Representative.

(a) The Director² shall attend all meetings held by the Association and provide a report either written or verbal.

(b) Shall report back to their teams all relevant information discussed at each meeting held.

(c) Shall be responsible with the Executive for any disciplinary action to be taken against any member by the Grievance Committee.

(d) Conduct pre-season meetings with coaches within two weeks of evaluation weekend.

(e) Produce an information letter to Parent/Guardian as approved by the Vice-President.

- (f) Encourage coaches to take appropriate courses in a timely manner and ensure coaches have an up to date rule book and association policies and procedures.
- (g) A parent may be allowed to be a Director of a division in which they have a child but must remove themselves from situations which involve their child and allow a Director from a different division to resolve the issue²

32.2 League Representative/League Appointed Governor

- (a) The league representative/league governor shall represent OMHA at all league meetings and convey back to OMHA of the league progress.
- (b) Shall submit to the league our ice schedule and tournament dates at the beginning of season.
- (c) The league appointed governor shall enter their division's timesheets, deal with suspensions in a timely manner and resolve complaints.

32.3 Concession Manager

- (a) The concession manager shall be responsible for the management of the concession.
- (b) Shall staff the concession.
- (c) Shall be responsible to the executive for duties outlined by the Executive.
- (d) Shall have signing authority on the concession bank account along with the treasurer and president.
- (e) Shall have a yearly review completed by the president or his designate in order to present any changes that may help to ensure the concession runs as efficiently as possible.

32.4 Webmaster

- (a) To be responsible to post all news, events and information to the OMHA website.
- (b) To set up OMHA teams on the website and provide teams with all passwords and ID's.

Appendix A ROBERT'S RULES OF ORDER – SUMMARY VERSION

Source: <http://www.robertsrules.org/>

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental rights of deliberative assemblies require all questions to be thoroughly discussed before taking action! The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
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Appendix B AMENDMENTS

AMENDMENT RECORD	DATE FILED	Resolution Date
¹ Article 10.1 (e),(f), (g), (h), (i), (m)	August 23, 2010	April 14, 2010 – Annual Meeting
² Article 11.5 (i), (ii), (iii), (iv), (v) and (a), (g)	August 23, 2010	April 14, 2010 – Annual Meeting
³ Article 11.8 (a), (b), (c), (d)	August 23, 2010	April 14, 2010 – Annual Meeting
⁴ Article 8.3 (a)	May 24,2013	March 13, 2013 – Annual Meeting
⁵ Article 14.1	May 24,2013	March 13, 2013 – Annual Meeting
⁶ Article 16.5	May 24,2013	March 13, 2013 – Annual Meeting
⁷ Article 22.1, 22.2, 22.3, 22.4	May 24, 2013	March 13, 2013 – Annual Meeting
⁸ Article 25.3, 25.4, 25.5, 25.6, 25.7, 25.8	May 24, 2013	March 13, 2013 – Annual Meeting
⁹ Article 10.1, 10.6	October 9, 2013	Sept ember 11, 2013 – Special Resolution Meeting
¹⁰ Article 11.1, 11.6, 11.9	October 9, 2013	September 11, 2013 – Special Resolution Meeting
¹¹ Article 25.7, 25.8	October 9, 2013	September 11, 2013 – Special Resolution Meeting
¹² Article 32.1, 32.2, 32.3	October 9, 2013	September 11, 2013 – Special Resolution Meeting