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Revisions voted on the APMHA 2009 AGM are in Yellow

DEFINITIONS

BYLAWS: shall refer to the bylaws of the Almonte Pakenham Minor Hockey Association.

APMHA: means the Almonte Pakenham Minor Hockey Association.

ODMHA: means the Ottawa District Minor Hockey Association.

ODHA: means the Ottawa District Hockey Association.

HC: means the Hockey Canada

ODMHL "A": means the Ottawa District Minor Hockey League "A" League.

ODMHL "B": means the Ottawa District Minor Hockey League "B" League.

LCMHL: means the Lanark Carleton Minor Hockey League.

Member: It shall be understood that such reference shall mean male or female as the case may be. A "member in good standing" is defined as one or both parents, or legal guardian(s) of a registered player of alternatively, a player of legal age and who has paid all APMHA charges for the current year.

BYLAW 1 HEAD OFFICE

The Head Office of the APMHA shall be in the Town of Mississippi Mills (Almonte Ward), in the County of Lanark, in the Province of Ontario, and at such places therein as the Executive Officers may, from time to time, determine.

BYLAW 2 CORPORATE SEAL

Until changed by Resolution of the Executive Officers, the Corporate Seal of the corporation shall be in the form impressed in the adjoining space.

BYLAW 3 NAME

The Almonte Pakenham Minor Hockey Association will be referred to within as the APMHA or the Association.

All following articles shall supersede all previous bylaws.

The A.P.M.H.A. is a recognized affiliate of the Ottawa District Minor Hockey Association (O.D.M.H.A.), the governing body of minor hockey within the Ottawa District Hockey Association (O.D.H.A.), one of the 13 branches of the Canadian Hockey Association (C.H.A.), the governing body of amateur hockey in Canada.

The A.P.M.H.A. is a member of O.D.M.H.A. District Four.

BYLAW 4 AIMS AND OBJECTIVES

The objectives of the APMHA are to foster, improve and uphold the sport of hockey, to encourage sportsmanship and fair play among its minor hockey players, coaches, managers and executive, and to provide equal opportunity for all eligible players within the APMHA boundaries prescribed by the ODMHA to participate in the sport.

BYLAW 5 MEMBERSHIP

1 Members

Each player shall register with the APMHA at the commencement of the hockey season as a general member and shall, at that time, pay any dues required and any dues outstanding from any previous hockey season.

There will be a registration day or days prior to the commencement of the hockey season.

2 Voting Membership

The voting membership of the APMHA shall consist of the Association's Executive Officers, committee members, parents, and/or guardians of all registered players, persons involved with or assisting the Association as determined by the Executive Officers, and registered players aged 18 years or older.

The parents, and/or guardians of registered players will remain voting members from the date their child is registered until the final registration day of the following season.

3 Associate Members

Individuals not resident within the A.P.M.H.A. boundaries who have been properly transferred or waived in accordance with O.D.M.H.A., O.D.H.A. and C.H.A. Regulations, shall become associate members of the A.P.M.H.A. upon registration and payment of fees.

Associate members shall not normally be voting members of the A.P.M.H.A.

4 Termination

Membership in the association shall not be transferable and shall cease to exist upon a member's resignation, non-payment of any annual membership dues, or death. Members may resign from the APMHA by a resignation in writing addressed to the Association.

BYLAW 6 GENERAL MEETINGS

1 Annual General Meetings

The annual meeting of members shall be held in such a place at such an hour as the APMHA Executive Officers shall determine each year, provided always that such an annual meeting shall be held not later than the 30th of April. The meeting shall be for the transaction of the following business.

- a) Approval of the minutes of the previous annual meeting and any general meetings held since the previous annual meeting.
- b) Conducting business arising out of the minutes.
- c) Receiving the reports of Executive and ad hoc committee chairmen.
- d) Receiving the annual financial report.
- e) Receiving the President's report.
- f) The election of officers for the next year.
- g) Amendment of Bylaws according to the provisions of Bylaw 16.
- h) Transaction of any other business, either special or general, which is pertinent to the interests of the membership and which, may properly come before the annual meeting without prior notice.

2 Special General Meetings

A special general meeting of the membership may be called by a majority of the Executive Officers, by the President or by the Vice-President in the absence of the President, or by notice in writing from 15 members in good standing. The business to be transacted at a special general meeting shall be limited to that specified in the call for the meeting. Should it be necessary in an emergency to take action for which notice was not given, such action must be ratified by the membership at its next regular meeting or at a special general meeting called for the purpose of ratification provided that no action which properly requires notice at all times can be taken without such notice.

3 Notice

Notice of annual and special general meetings shall include the agenda, time and place of meeting and shall be sent to members 14 days prior to the meeting.

4 Quorum

A quorum for meetings of the membership shall be those members present and in good standing.

5 Voting Rights

Each voting member present at the annual general meeting and special general meetings shall be entitled to one vote, ****one vote per family****.

6 Voting Procedures

A majority of votes of the members present unless otherwise required by law or the Bylaws of the APMHA shall decide every question. The officers shall be elected by a ballot. Every other question shall be decided in the first instance by a show of hands and, unless a count, a roll call vote or ballot is demanded by a member, a declaration by the chairperson that a motion or resolution has been carried or not carried, and an entry made to that effect in the minutes, shall be sufficient proof of the number or proportion of the votes recorded in favour of or against such motion or resolution.

BYLAW 7 EXECUTIVE OFFICERS

1 Composition

The affairs of the Association shall be managed on behalf of the membership by a Board, which consists of up to 16 Board members who shall be elected by the membership at the Annual General Meeting. All members of the Board have one vote. All members of the Board, Executive Officers, Committee members are accountable to the President, Board and the Members of APMHA.

The Board shall consist of the following positions:

President
Secretary
Director of Communications **and Webmaster**
Treasurer
Registrar - Records
Director of Fundraising
~~Program Director~~
Director Discipline and Risk Management
Director of Operations (Ice Scheduler)
Tournaments Coordinator
Director of Initiation
Director of House League Programs
~~Director of Competitive programs~~
Director Coach Development
Equipment Manager

The position of Past President is to provide continuity to the newly elected President and does not require voting powers. Past President is a non-voting Executive member of the Board. The position of Referee in Chief and Ref Scheduler are

Executive Non-Voting Positions accountable to the Board. These positions are appointments by the Executive and are required to comply with the provisions of APMHA Bylaws and its' affiliates. Removal of an Executive from this appointment is subject to the provisions of the APMHA Bylaws.

2 Term of Office

The term of office of any board member of the APMHA, shall be TWO (2) year beginning June 1st and ending May 31st. Members may stand for re-election at the end of their term.

3 Vacancies

- a) If the vacancy occurs in the office of President or if for any reason the President is no longer able to act, or is suspended from hockey responsibilities for a set period of time:
 - i) The Director Discipline and Risk Management shall be first in line to assume the role and is authorized to act and assume all the responsibilities of the office of the President.
 - ii) The Treasurer shall be second in line to assume the role and is authorized to act and assume all of the responsibilities of the office of President
- b) A meeting of the Executive Officers shall be held within four weeks for the purpose of electing a President, if the President is unable to continue the full term of office.
- c) Vacancies in other positions shall be filled by the Executive Officers, if no persons from the APMHA membership wish to hold the open position, for the unexpired term.
- d) An executive position may be deemed vacated if the member fails to attend three consecutive Board Meetings unless excused by the President.

4 Eligibility

- a) Before a person can be nominated and elected as the President, the incumbent must have served for at least one year as an officer in good standing.
- b) Any member of the APMHA membership can be nominated and elected as an officer to hold a position on the executive. Some positions require specific qualifications.

5 Executive

- a) The executive members are required to attend all executive meetings and are considered part of the quorum that constitutes a legal meeting.
- b) Executive members will provide status reports at each regular executive meeting for all roles they are accountable for.

BYLAW 8 Responsibilities

1 President

- a) Represent the association in the community.
- b) Preside at all general meetings of the membership, and act as the chairperson of the Executive Officers.
- c) Exercise general supervision over all Association activities in accordance with the bylaws, policies, and procedures determined by Hockey Canada, ODHA, ODMHA, LCMHL, and APMHA.
- d) Attend all meetings of District 4, Ottawa District Minor Hockey Association (ODMHA), Ottawa District Hockey Association (ODHA), Lanark League, and report back to the Executive Officers in their monthly meetings any happenings that take place.
- e) Cast a deciding vote in the event of a tie.

2 Past President

- a) Provide continuity for newly elected executive.
- b) The Past President is a non-voting position. This position would be considered vacant after 1 year subject to appointment for an indefinite period of time by the current Executive

3 Treasurer

- a) Exercise general supervision over the financial administration of the Association.
- b) Exercise supervision over the executive positions of Registrar – Records and Director of Fundraising
- c) Ensure that full and accurate accounts of all receipts and disbursements are maintained, and accounts payable are paid within the time frame as stated on the invoice.
- d) Ensure that all monies or other valuable effects in the name of and to the credit of the Association are deposited in such banks as may be directed by the Executive Officers.
- e) Disburse funds in accordance with the direction of the Executive Officers.
- f) Submit the books of account for audit at the close of the fiscal year and present the audited financial statements to the membership at the annual general meeting of members.
- g) Present a monthly summary to the monthly Executive Officers meetings.
- h) Complete all necessary paperwork required by the treasurer, i.e.: licenses, and/or applications for all fund raising activities held under the authority of the APMHA.
- i) Ensure all licenses are properly filled out for Nevada locations and order Nevada tickets for outlets selling Nevada tickets for the Association.
- j) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Finance with the assistance of Finance executives and with special committees as deemed required by the APMHA executive.

4 Director of Discipline and Risk Management

- a) To assume the duties of Risk Management.
- b) To assume the duties of the President at the request of the President or the Executive. The Director of Discipline shall have all the rights and powers of the President while acting on the President's behalf.
- c) Will act as the chairperson for the Discipline Committee
- d) Will be responsible, through the League representatives, Officers and Coaches, for the overall administration of discipline related to APMHA in accordance to by-law 18 Code of Conduct.
- e) Be responsible within APMHA for all interpretations of the ODMHA Regulations Governing Discipline
- f) Convene discipline and appeal hearings within the jurisdiction of the APMHA and inform president of such activities.
- g) Be responsible for advising the District chairman, APMHA President or other league officials of any carryover suspensions prior to the beginning of the next hockey season.
- h) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to discipline and risk management with special committees as deemed required by the APMHA executive.
- i) Monitor and track all suspensions imposed on all APMHA coaches, managers, trainers, and players.
- j) Be responsible, in conjunction with Mississippi Mills municipality officials, for ensuring safe playing conditions in all APMHA utilized facilities.
- k) Institute a Risk Management program in accordance with Hockey Canada, ODHA and ODMHA guidelines.
- l) Represent the Association at the District 4 Risk and Safety Management Committee as required.
- m) Provide all members of the Executive committee with advice and guidance on risk and safety issues.
- n) Responsible for the processing of security clearances for all volunteers in accordance with current APMHA policies and ensure the security and privacy of all information collected.

5 Director of Operations and update duties

- a) Exercise supervision over the executive positions and duties of Referee Scheduler and Tournaments.

- i) Represent APMHA in the Mississippi Mills ice allocation process. Collaborate with the Tournament Coordinator for Tournament dates. Submit APMHA ice allocation requirements for the upcoming season by the deadline set by the Town of Mississippi Mills.
- b) Schedule APMHA Pre-Season ice allocations:
 - i) conditioning camps, tryouts, practices, clinics in conjunction with Program Directors
 - ii) identify home game ice and submit to League schedulers
- c) Schedule APMHA Regular season ice allocations
 - i) home and away games, practices, clinics, tournaments
 - ii) identify home playoff game ice and submit to League
- d) Schedule APMHA Playoffs ice allocations:
 - i) home and away games, practices
- e) Submit home game schedule (regular season and playoffs) to Referee Scheduler
- f) Check ice invoices from Mississippi Mills with APMHA ice costs. Prepare summary and submit to Treasurer for payment.
- g) Return any unscheduled ice to Mississippi Mills Recreation within the time allowed.
- h) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Operations with the assistance of Operations executives and with special committees as deemed required by the APMHA executive.

6 Director of Programs

- a) Exercise supervision over the director positions and duties of the Program Directors.
- b) Must have Coaches level certification or demonstrated qualifications accepted by the APMHA executive and Speak-out Clinic certification.
- e) With the assistance of the Director Initiation Program, Director Competitive Program, Director House League Program, form a committee to assist in the startup of the hockey season. The committee shall:
 - i) Contact all APMHA registered players of conditioning camps.
 - ii) Assist with planning and execution of on-ice only activities in conditioning camps.
 - iii) Plan for player tryouts and evaluations.
- d) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Programs with the assistance of Directors in the Programs division and with special committees as deemed required by the AMPHA executive.

7 Referee In Chief

- a) Report directly to and accountable to the President of the APMHA.
- b) Must be Level II or higher certified referee.
- c) Preside over all referees and linesmen in the APMHA.
- d) Ensure all referees and linesmen are kept current on re-certification for each hockey season.
- e) Ensure all referees registered in the APMHA are certified according to Hockey Canada standards.
- f) To be responsible for referee training, and shall monitor all referees' equipment ensuring Ottawa District Hockey Association (ODHA) crestring is up-to-date.
- g) To inform Treasurer once referee has completed his/her certifications that referee is refunded one (1) certification course.
- h) Attend any ODMHA, ODHA, District, or League Referee In-Chief meetings as the APMHA Referee-in-Chief.
- i) Shall accompany any referees to hearings pertaining to the questioning of the APMHA referee calls.
- j) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to the Officials Program with the assistance of special committees as deemed required by the AMPHA executive.
- k) Supervise the Referee Scheduler

8 Secretary

- a) Act as secretary to the Executive Officers.
- b) Act as secretary for any sub-committee meetings.
- c) Ensure the maintenance of accurate records of all general and executive meetings; control all correspondence, and receipts of all reports of committee chairpersons. Present reports, statements, budgets or surveys as required by the executive members, Committees or outside agencies and be the custodian of the Association's Corporate Seal and all its documents.

9 Director of Communications and Webmaster

- a) Disseminate information to all APMHA members and executive as required to keep members and executive informed of activities and issues occurring within or impacting the APMHA and its members.
- b) Disseminate information to the community as required to keep the community informed of activities and issues that may be of interest to the general community.
- e) Assist the President as required in representing the APMHA within the community.
- d) Make use of various mediums such as the local papers, flyers, APMHA web site, and others to disseminate such information.
- b) responsible for updating and using the APMHA website to disseminate information to executive and members
- c) responsible for assisting other executive members in disseminating information to executive and members
- d) responsible for setting up new technologies that will assist other executive members (i.e. setting up of on-line registration)

10 Registrar-Records

- a) Organize registration day(s).
- b) Ensure all proper paperwork has been filled out as to player information on registration day.
- b) Ensure all members have been notified of the on-line registration process and collect all information via on-line report. Ensure that members who do not have access to on-line registration have access to alternate registration means (i.e. printed document and remittance of fees via mail or in person); Ensure the Treasurer is given a copy on the on-line report with information related to payment processed.
- c) Ensure all players needing carding in the ODMHA are carded.
- d) Register the house players on the ODMHA house sheets.
- e) Collect cards at the end of the season from the Rep levels.
- f) Enter all players' pertinent information into a database.
- g) Ensure the security and privacy of all personal information collected under the APMHA.
- h) Prepare list of all players in each level for the Program Directors.
- i) Prepare any required lists as requested by the coaches for evaluation, power skating, etc.
- j) Ensure all insurance forms are filled out to insure APMHA players, coaches, volunteers, and ensure the Executive Officers are ODHA insured.
- k) Prepare a list of players that will be in each level in the following season as needed.

11 Director of Fundraising

- a) Co-ordinate the fund raising activities for the APMHA in conjunction with the Executive and the Executive's approval
- b) Shall purchase with Executive's approval, samples of items to be used for the fundraising for the Association.

12 Referee Scheduler

- a) Coordinate referees for APMHA games, tournaments, and exhibition games, and maintain records of such for payment purposes.

13 Tournament Coordinator

- a) Act as the coordinator for all APMHA tournaments by receiving team entries, monies and directing them to the Vice President Finance.
- b) Obtain dates from the Ice Coordinator in early May and submit these dates to the ODMHA in order for them to appear in the ODMHA Tournament Sanction list.
- c) Act as the Chair of the Tournament Committee.
- d) Purchase, with the Executive's approval, trophies, prizes, etc., required for all sanctioned tournaments run by the APMHA.
- e) Shall locate teams for home tournaments.

14 Director of Initiation Program

- a) Exercise supervision over the APMHA Initiation Program.
- b) Must have Initiation level certification and Speak-out Clinic certification.
- c) Form a small committee to assist in the startup of the hockey season. The committee shall:
 - i) Contact all Initiation players of evaluations times and processes.
 - ii) Assist with planning and execution of on-ice only activities in the evaluations for the Initiation level players.
- d) Form an unbiased committee to evaluate Initiation players for player positioning and appropriate team levels based on the evaluation criteria.
- e) Act as liaison between parents, coaches, and the Association.

15 Director of Competitive Program

- a) Exercise supervision over the APMHA Competitive teams.
- b) Must have Coaches level certification or demonstrated qualifications accepted by the APMHA executive and Speak-out Clinic certification.
- c) With the assistance of the Director House League Program, form a small committee to assist in the startup of the hockey season. The committee shall:
 - i) Contact all Atom through Juvenile players of competitive tryouts.
 - ii) Register and form a list of all players attending competitive tryouts for each level Atom through Juvenile.
 - iii) Assist with planning and execution of on ice only activities in competitive tryouts.
- d) Form an unbiased committee to evaluate Atom players for player positioning on competitive teams based on the evaluation criteria. (i.e.: A-Rep, B-Rep, Minor, Major)
- e) Form an unbiased committee to evaluate Peewee players for player positioning on competitive teams based on the evaluation criteria. (i.e.: A-Rep, B-Rep, Minor, Major)
- f) Form an unbiased committee to evaluate Bantam players for player positioning on competitive teams based on the evaluation criteria. (i.e.: A-Rep, B-Rep, Minor, Major)
- g) Form an unbiased committee to evaluate Midget players for player positioning on competitive teams based on the evaluation criteria. (i.e.: A-Rep, B-Rep, Minor, Major)
- h) Form an unbiased committee to evaluate Juvenile players for player positioning on competitive teams based on the evaluation criteria. (i.e.: A-Rep, B-Rep, Minor, Major)
- i) Act as liaison between parents, coaches, and the Association.

16 Director of House League Program

- a) Exercise supervision over the APMHA House League teams.
- b) Must have Coaches level certification or demonstrated qualifications accepted by the APMHA executive and Speak-out Clinic certification.
- c) With the assistance of the Director Competitive Program, form a small committee to assist in the startup of the hockey season. The committee shall:
 - i) Contact all Novice through Juvenile players of house league evaluations.
 - ii) Form a list of all players attending house league evaluations for each level Novice through Juvenile.
 - iii) Assist with planning and execution of on-ice only activities in house league evaluations.
- d) Form an unbiased committee to evaluate Novice players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- e) Form an unbiased committee to evaluate Atom players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- f) Form an unbiased committee to evaluate Peewee players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- g) Form an unbiased committee to evaluate Bantam players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- h) Form an unbiased committee to evaluate Midget players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- i) Form an unbiased committee to evaluate Juvenile players for player positioning on house league teams based on the evaluation criteria. (i.e.: A, B, C, Minor, Major)
- j) Act as liaison between parents, coaches, and the Association.
- k) With the assistance of the Director Initiation Program and a convenor for each level (Initiation to Juvenile) form a committee to assist in the startup of the hockey season. The committee shall:
 - i) Contact all APMHA registered players of conditioning camps.
 - ii) Assist with planning and execution of on-ice only activities in conditioning camps.
 - iii) Plan for player sort-out and evaluations.
- l) Responsible for the creation and maintenance of objectives, policies, processes, and procedures with respect to Programs with special committees as deemed required by the AMPHA executive.

17 Director Coach Development

- a) Must have Coaches level certification or demonstrated qualifications accepted by the APMHA executive and Speak-out Clinic certification.
- b) Exercise supervision and development of all APMHA coaches, trainers and managers.
- c) Maintain a database of active, inactive, and candidate team coaches, trainers, and managers. This database shall include training details, experience, and positions held.
- d) Utilize Coach Selection Policies and Processes in the selection of head coaches.
- e) Utilize the APMHA Coach Development Model in recruiting, selecting, identifying development requirements, and provide ongoing mentoring and support for all coaches and volunteers
- f) Ensure that all coaches of the APMHA have proper coaching certification required to coach and, if needed, send coaches to coaching clinics to obtain or upgrade to the coaching level required.
- g) Ensure all coaches, trainers, managers, or other team volunteers have security clearance check as per current APMHA policies
- h) Convene regular coaches meeting to keep coaches abreast of any problems within the hockey system, pass on any new information to coaches, and implement a Coach Mentoring System.
- i) Act as liaison between APMHA Coach Mentor or association and all coaches.

18 Equipment Manager

- a) Distribute and collect all equipment needed for each team registered in the APMHA, such as sweaters, goalie equipment, pucks, first aid kits, and any other equipment on loan.
- b) Purchase, with Executive's approval, any new equipment and sweaters when required.
- c) Make routine repairs on the equipment as seen necessary.
- d) Keep inventory on all equipment of the APMHA.

BYLAW 9 RESPONSIBILITIES OF THE EXECUTIVE OFFICERS**1 Responsibilities**

The Executive Officers shall be responsible to the membership for the management and conduct of all affairs of the Association in accordance with its Letters Patent and Bylaws and the formulation of necessary policies and in so doing shall:

- a) Appoint and constitute additional committees, as it deems necessary.
- b) Authorize necessary expenditures including the purchase and rental of property and the making of contracts.
- c) Authorize the borrowing of money upon the credit of the Corporation on cheques, promissory notes, bills of exchange or otherwise in such amounts and subject to such terms as may be considered advisable, and may assign, transfer, convey, hypothecate, mortgage, charge or pledge to or in favour of the Bank any property of the Corporation, real or personal, movable or immovable, present or future, including book debts, unpaid calls, rights, powers, undertakings, franchises and the Corporation's own debentures, a security for the fulfillment of any liabilities or obligations, present or future, of the Corporation to the Bank and may empower the Bank or any person or persons to sell by public or private sale, assign, transfer or convey from time to time any such property; and may sign, make, draw, accept, endorse, execute and deliver on behalf of and in the name of the Corporation all such cheques, promissory notes, bills of exchange, drafts, acceptances, orders for the payment of money, warehouse receipts, bills of lading, agreements to give security, assignments, transfers, conveyances, hypothecs, mortgages, pledges, securities and other agreements, documents and instruments as may be necessary or useful in connection with the borrowing of money or other banking business of the Corporation.
- d) Authorize any one or more officers, employees or agents of the Association to exercise the responsibility of any of the rights, powers, and authorities conferred by paragraph items a), b) and c) above.
- e) Authorize the signing by such officers, employees or agents as shall be determined by the board, of all cheques, bills of exchange or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association.
- f) Appoint managing staff if appropriate and exercise through the President such direction over administrative affairs as is necessary for effective pursuit of the Association's objectives.
- g) The Executive Officers shall serve as chairs on the Executive Committees and report all doings to the Executive at monthly meetings.
- h) May, prior to the Annual General Meeting, appoint an auditor to examine and audit all APMHA records, properties and assets, and a duly signed report shall be available for each voting member at the Annual General Meeting.
- i) Shall determine the place and hour at which the Annual General Meeting shall be held, provided that such Annual General Meeting shall be held not later than the 30th of April.
- j) Shall determine players' fees.
- k) May delegate powers to Executive Committees and ad hoc committees.
- l) May appoint ad hoc committees as required.
- m) Prepare a budget for the beginning of each hockey season.
- n) May, by two-thirds majority, vote, adopt, amend, revise or repeal any APMHA rule or regulation provided such notice of motion has been made at the previous Executive Officer meeting; provided, however, that at any Executive Officer meeting so held, the notice herein required may be waived by a majority vote.
- o) Any changes made in the APMHA rules or regulations by the Executive Officers shall be subject to approval at the next Annual General meeting. Should the annual meeting not approve the amendment, this shall not invalidate the action taken by the Executive Officers under the interim amendment.

p) Create and maintain current documentation on the duties performed by each executive position.

2 Cause for Removal

The members of the Association may, by a Resolution passed by at least two thirds (2/3) of the votes cast at a general meeting or which notice specifying the intention to pass such resolution has been given, remove any director from office before the expiration of the term of office and may, by a majority of votes cast at that meeting, elect any eligible person to serve the remainder of the term.

3 Remuneration

Executive Officers shall serve without remuneration and no Executive Officer shall indirectly or directly receive any remuneration, salary or profit from the position of Executive Officer or for any service rendered to the Association, Regional Councils, affiliated Local Associations, the Provincial Association, or the National Association provided that officers may be reimbursed for reasonable expenses incurred in the performance of their duties.

a) Conflict of Interest

Every Executive Officer who in any way directly or indirectly or who has a spouse who in any way directly or indirectly has an interest in a proposed or existing contract or transaction of the Association shall make a full and fair declaration of the nature and extent of the interest at a meeting of the Executive Officers. In the case of a proposed contract or transaction, the declaration of interest shall be made at the meeting of the Executive Officers at which the question of entering into the contract or transaction is first taken into consideration, or if the officer or the officer's spouse is not at the date of that meeting interested in the proposed contract or transaction, at the next meeting of the Executive Officers held after the officer or the officer's spouse becomes so interested. In the case of an existing contract or transaction, the declaration shall be made at the first meeting of the Executive Officers after the officer assumes office the interest comes into being. After making such a declaration, no Director shall note on such a contract or transaction nor shall he/she be counted in the quorum in respect of such contract or transaction. If an officer has made a declaration of an interest in a contract or transaction in compliance with this clause, the officer is not accountable to the Association for any profit realized from the contract or transaction. If an officer fails to make a declaration of interest in a contract or transaction in compliance with this clause, the officer shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract.

4 Indemnity

Every Executive Officer, and the heirs, executors and administrators and estate and effects, respectively, of every Director, may, with the consent of the Association, given at any general membership meeting, from time to time (and at all times) be indemnified and saved harmless out of the funds of the Corporation from and against:

a) All costs, charges and expenses whatsoever that are sustained or incurred by the officer, in or about any action, suit or proceeding that is brought, commenced or prosecuted against the officer for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by the officer in or about the execution of their duties of his or her office; and

b) All other costs, charges and expenses that are sustained or incurred by the officer in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the willful negligence or default of the officer.

BYLAW 10 EXECUTIVE MEETINGS

1 Regular Meetings

Except as otherwise required by law, the Executive Officers may hold meetings at such place or places as it may from time to time determine.

The Executive Officers shall meet at least once in each month except June and July when meetings may be dispensed with except that no more than ninety (90) days shall elapse between meetings.

2 Special Meetings

The President may call special meetings. If, for any reason, a meeting has not been called by the President within two weeks after being requested by three members of the Executive Officers, a meeting shall be called under the chairmanship of an Executive Officer, which shall be legal and constitutional.

Notice shall be communicated to all Executive Officers at least one week in advance of the meeting, unless all Executive Officers agree to the calling of a meeting on shorter notice or the board meeting is held on a regular day or date each month or immediately following a meeting of the members of the Association. Notice shall include a tentative agenda in the case of a regular meeting and shall specify the business to be conducted in the case of a special meeting.

3 Quorum

A quorum shall be any combination of 50% + 1 of occupied executive positions.

No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to fix the time to which to adjourn, to adjourn or to take a recess.

4 Voting Rights

Each Executive Officer present at the meeting shall be entitled to one vote.

5 Voting Procedures

A majority of votes of the Executive Officers present, unless otherwise required by law, or the Bylaws, or the adopted Rules of the Association, shall decide every question. Every question shall be decided in the first instance by a show of hands, and, unless a count or ballot or a roll call vote is demanded, a declaration by the Chairperson 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 accorded in favour or against such motion.

BYLAW 11 EXECUTIVE COMMITTEES

1 Composition

Ad hoc or standing committees formed to conduct the business of the Association shall consist of:

- a) A Chairperson who is a member of the Board
- b) Board members are considered as the Chair for their respective portfolios.

2 Responsibilities

Each Executive Committee shall undertake such assignments as the Executive Officers may request and shall be responsible for:

- a) The formulation and recommendations to the Executive Officers of policies affecting the program for which it is responsible and the determination and recommendation to the Executive Officers of all annual and supplementary budgets pertaining to that program.

- b) The observance of such policies; the monitoring of expenditures in the operation of the program; and evaluation of the program.
- c) The preparation of an Annual Report of the program for which it is responsible, to be presented to the membership by the Executive Officers.

3 Disciplinary Committee

The Disciplinary committee shall be comprised of a minimum of three executive officers, which should include: President - two others as selected by the Chair.

It shall be the duties of the discipline and appeals committee to:

- a) establish the Code of Conduct for the A.P.M.H.A., the provisions of which shall not be less than the O.D.M.H.A. Regulations Governing Discipline;
- b) review and maintain detailed documentation on all suspensions levied to any player, team official, game official or Executive officer of the A.P.M.H.A.;
- c) ensure that the provisions of the O.D.M.H.A., Regulations Governing Discipline, league or A.P.M.H.A. Codes of Discipline have been adhered to;
- d) determine if an additional suspension is warranted;
- e) establish and publish appeals fees and procedures;
- f) receive and adjudicate all appeals addressed to the A.P.M.H.A.
- g) All voting members of a Committee convened to hear an appeal or to decide a disciplinary matter may introduce, amend or second a motion with the exception of the chairman who may introduce, amend or second a motion but may only vote in the case of a tie in which case he shall cast the deciding vote.

4 Meetings

Regular meetings shall be held as required by the responsibilities assigned to the Committees by the board.

BYLAW 12 SPECIAL COMMITTEES

Special Committees may be constituted by the Executive Officers to carry out designated tasks not covered under Executive Committees and such committees will be disbanded once their designated task is completed. Membership and terms of reference shall be as designated by the Executive Officers.

BYLAW 13 TERMS OF OFFICE

Executive Officers shall serve a two year term and shall be eligible for re-election for additional terms. The Executive Officer positions will be divided into groups. These positions will be a two year term beginning and ending on odd and even years.

The following positions will begin and end on odd years:

1. Secretary
2. Director of Discipline and Risk Management
3. Director of Operations
4. Director of Programs
4. Director of Initiation
5. Treasurer
6. Director of Fundraising
7. Director Coach Development

The following positions will begin and end on even years.

1. President

2. Director of Communications and webmaster
3. Tournament Coordinator
4. Registrar-records
4. Director of Competitive League
5. Director of House League Programs
6. Equipment Manager

BYLAW 14 STATUS OF THE REFEREE IN CHIEF

The position of Referee in Chief is a non-voting position appointed by the current Executive

BYLAW 15 STATUS OF THE REFEREE SCHEDULER

The position of Referee Scheduler is a non-voting position appointed by the Referee in Chief with approval from the current Executive.

BYLAW 16 FISCAL YEAR

The fiscal year of the Association shall be from June 1st to May 31st.

BYLAW 17 MEMBER OF HOCKEY CANADA

- a) The APMHA is a member of the Canadian Hockey Association.
- b) The APMHA adopts the definition of the amateur as set forth in the Canadian Hockey Association handbook.

BYLAW 18 AMENDMENT TO BYLAWS

The bylaws of the APMHA shall not be amended except at an Annual General Meeting by two-thirds vote of the members present. Notice of the proposed amendment shall be given to the Secretary in writing twentyone (21) days prior to the annual meeting, and he/she shall provide copies of the revision to all those entitled to vote at such meetings.

BYLAW 19 CSA EQUIPMENT

Effective September 1st, 1999, any coach, trainer, assistant coach or volunteer who is on the ice at practice must wear a C.S.A. approved helmet.

BYLAW 20 CODE OF CONDUCT

The Disciplinary Committee may reprimand or suspend any team official, team, individual player, parent, guardian or spectator under APMHA jurisdiction, for any conduct, individual or collective, on ice or off, that in the opinion of the Executive is either:

- a) Contrary to the principles of the code of conduct set out by Hockey Canada, ODHA and the ODMHA;
- b) A serious or continuing infraction of the playing rules, or the Constitutions, Bylaws, Duties, Rules and Regulations of the APMHA, ODHA, ODMHA, Hockey Canada or any other affiliated minor hockey organization or association; or
- c) Detrimental to the interests of, or a discredit to the APMHA and its members.

BYLAW 21 CONFLICT OF INTEREST

If any member of the APMHA executive receives any promotion or promise or benefit as a direct result of their performing their official duties on the executive that those benefits be declared to the executive; and if material in nature, (gifts promotional items) they are turned over to the President or the executive. Where the benefit derived may be or deemed to be an advantage for themselves or their child it is important that this be declared and reviewed to ensure there has been no undue pressure, influence or coercion (perceived or real) for this advantage as a result of a position on the executive.

- Revised March 1998*
- Revised March 1999*
- Revised April 2000*
- Revised April 2002*
- Revised April 2003*
- Revised April 2005*
- Revised April 2006*
- Revised April 2007*
- Revised April 2008*
- Revised April 2009*