



Almonte Pakenham Thunder Minor Hockey

www.apmha.org

Constitution and By-Laws



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DEFINITIONS

- **Constitution:** shall refer to the constitution of the Almonte Pakenham Minor Hockey Association
- **BYLAWS:** shall refer to the bylaws of the Almonte Pakenham Minor Hockey Association.
- **APMHA:** means the Almonte Pakenham Minor Hockey Association.
- **HEO:** means Hockey Eastern Ontario (formerly ODHA)
- **HEO Minor:** means Hockey of Eastern Ontario Minor (formerly Ottawa District Minor Hockey Association ODMHA)
- **HEO Minor AAA:** means Hockey of Eastern Ontario Minor AAA Hockey League.
- **HC:** means the Hockey Canada
- **OEMHL AA/A:** means the Hockey of Eastern Ontario Minor AA/A Hockey League.
- **OBMHL:** means the Ottawa B Minor Hockey League.
- **LCMHL:** means the Lanark Carleton Minor Hockey League.
- **Member:** It shall be understood that such reference shall mean any person 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.



CONSTITUTION

Article 1 Name

This organization shall be known officially as the Almonte Pakenham Minor Hockey Association, hereinafter to be referred to as APMHA. The following articles and by-laws shall supersede all previous Constitutions and By- Laws.

The APMHA is a recognized affiliate of District 4 within the Lanark Carleton Minor Hockey League (LCMHL), the governing body of minor hockey within Hockey of Eastern Ontario (HEO), one of the 13 branches of the Hockey Canada (HC), the governing body of amateur hockey in Canada.

Article 2 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 HEO to participate in the sport.

Article 3 Membership

3.1 *Members*

Each player shall register with the APMHA prior to 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.

Registration will be available on-line on the APMHA website after the APMHA AGM.

3.2 *Voting Members*

Members who are parents or guardians or who have reached the age of majority as defined by the Province of Ontario and who reside within the APMHA boundaries shall be entitled to vote at Annual and Special General Meetings, provided they are members in good standing. Each parent will be allowed one vote. Each member of coaching staff/team management, as registered with HEO, shall also be a member of the Association and shall be entitled to a vote unless already so entitled as a player representative.

3.2.1 Special membership may be granted to persons who have demonstrated involvement and interest in the activities of the Association and shall be entitled to a vote unless already so entitled as a player representative.

3.3 *Associate Members*

Individuals not residing within the APMHA boundaries who have been properly transferred or waived in accordance with LCMHL/D4, HEO and HC, shall become associate members of the APMHA upon registration and payment of fees. Associate members shall not normally be voting members of the APMHA.



3.4 Resignation

A member may resign from membership in the APMHA provided such member is in good standing at the time of doing so, by submitting his resignation in writing to the Secretary of the APMHA. Upon such resignation becoming effective, such member shall forfeit all rights and privileges afforded by membership in the APMHA.

Article 4 Executive Officer Roles

4.1 Composition

The affairs of the Association shall be managed on behalf of the membership by an Executive Committee, which consists of up to 20 members who shall be elected by the membership at the Annual General Meeting. Each member of the Executive shall have one vote. All members of the Executive Committee are accountable to the President, The Committee and the Members of APMHA.

The Executive Officers for the APMHA shall consist of:

- a) President**
- b) Past President - Past President is a non-voting Executive member of the board.**
- c) Director of House Programs**
- d) Director of Risk and Discipline**
- e) Director of Finance**
- f) Director of U7**
- g) Director of Coach & Player Development**
- h) Director of Registration**
- i) Ice Scheduler**
- j) Director of Community Engagement**
- k) Director of Tournaments**
- l) Director of Communications & Webmaster**
- m) Director of Equipment**
- n) MTK Rep**
- o) Silver Seven Rep**
- p) Level Convenors: U7, U9, U11, U13, U15, U18 (non-voting positions)**

4.2 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. 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:

- a) Director of Communications & Webmaster
- b) Director of Risk and Discipline
- c) Director of Finance
- d) Director of Community Engagement
- e) Director Coach & Player Development
- f) Director of Registration
- g) Director of U7

The following positions will begin and end on even years:

- a) President
- b) Director of Tournaments
- c) Director of House Programs
- d) Director of Equipment
- e) Ice Scheduler
- f) Referee in Chief

4.3 Vacancies

4.3.1 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 of Risk and Discipline** 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 Director of House Programs** 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.

4.3.2 A meeting of the Executive Officers shall be held within four weeks for the purpose of electing a new President, if the President is unable to continue the full term of office.

4.3.3 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.

4.3.4 An executive position may be deemed vacated if the member fails to attend three consecutive Board Meetings unless excused by the President.

4.4 Eligibility

4.4.1 Before a person can be nominated and elected as the President, the incumbent must have served for at least two years as an executive officer in good standing.

4.4.2 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.



Article 5 Executive Officer Duties

5.1 President

- a) Represent the association in the community.
- b) Preside over all general meetings or special meetings of the membership and monthly executive meetings.
- c) Act as the chairperson of the Executive Officers.
- d) Exercise general supervision over all Association activities in accordance with the bylaws, policies, and procedures determined by Hockey Canada, HEO, LCMHL, and APMHA.
- e) Attend all meetings of District 4, HEO, LCMHL and report back to the Executive Officers in their monthly meetings.
- f) Cast a deciding vote in the event of a tie.

5.2 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.

5.3 Director of House Program

- a) Exercise supervision over the APMHA House League teams.
- b) Must have Coaches level certification, vulnerable sector check and Respect in sport (*or equivalent) as per HEO guidelines.
- c) With the assistance of the Convener of each level, assist in the startup of the hockey season.
- d) Shall form an unbiased committee to evaluate players for positioning on house league teams at each level based on evaluation criteria.
- e) Act as liaison between parents, coaches, convenors and the Executive.
- f) Contact all APMHA registered players of conditioning camps with the Director of Communications
- g) Assist with planning and execution of activities in conditioning camps, player sort-outs and house evaluations.
- h) 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.
- i) Responsible for evaluating the APMHA development programs and suggesting changes when required.
- j) Responsible for meeting as required with the level convenors.



5.4 Director of Risk and Discipline

- a) To oversee all areas of risk, safety and management of discipline within the association.
- b) To assume the duties of the President at the request of the President or the Executive. The Director of Risk and Discipline shall have all the rights and powers of the President while acting on the President's behalf.
- c) Shall act as the chairperson for the Discipline Committee.
- d) Shall be responsible, through the League representatives, Officers and Coaches, for the overall administration of discipline related to APMHA in accordance with the APMHA Code of Conduct.
- e) Be responsible within the APMHA for all interpretations of the HEO 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, HEO and LCMHL 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 collecting (with the assistance of the Director of Initiation and the Level Convenors) - All vulnerable sector checks for all volunteers in accordance with current APMHA policies - All Player, Parents and Coaches Fair Play Pledges - All Release of Information Forms (Forms authorizing the publications of pictures and players/coaches' information – such as tournament results) and responsible for ensuring the security and privacy of all information collected.
- o) Will oversee the set-up and use of suspension reporting for all APMHA teams within the HEO District 4



5.5 Director of Finance

- a) Exercise general supervision over the financial administration of the Association.
- b) 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.
- c) 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.
- d) Disburse funds in accordance with the direction of the Executive Officers.
- e) Can submit the books of account for audit, if requested at the close of the fiscal year and present the audited financial statements to the membership at the annual general meeting of members.
- f) Present a monthly summary to the monthly Executive Officers meetings.
- g) Complete all necessary paperwork, i.e.: licenses, and/or applications for all fund-raising activities held under the authority of the APMHA.
- h) 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.

5.6 Director of U7 Program

- a) Shall be appointed by the President with the approval of the Executive.
- b) Exercise supervision over the APMHA U7 Program in accordance with the HEO rules and regulations.
- c) Must have all required Initiation level coaching certifications and Respect in Sport Certification* or equivalent in, accordance with the HEO guidelines
- d) Assist with the planning of appropriate team levels based on the HEO rules and regulations
- e) Coordinate the player allocation based on the HEO rules and regulations
- f) Assist the Director of Coaching with selection of coaching staff
- g) Coordinate the planning and execution of a U7 Program Welcome Event
- h) Act as a liaison between parents, coaches and the association



5.7 Director Coach & Player Development

- a) Must have all required house league level coaching certifications and Respect in Sport Certification* or equivalent, in accordance with the HEO guidelines
- 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 the APMHA Coach Development Model in recruiting, selecting, identifying development requirements, and provide ongoing mentoring and support of all coaches and volunteers.
- e) Ensure all team volunteers have correct certifications and valid vulnerable sector check in accordance with HEO guidelines and APMHA policies
- f) Act as liaison between parents, the executive and team volunteers
- g) Establish and maintain close relationships with association coaches and promote a collaborative approach to coach and player development.
- h) Provide mentorship, advice and guidance to coaches as required.
- i) Ensure each association coach establishes and maintains an inclusive team environment that is conducive to learning and assures players development through positive reinforcement.
- j) Host and coordinate coaching clinics as needed to ensure all association coaches can obtain the required certification in a timely manner.
- k) Coordinate player development clinics when feasible and as required (including goalie clinics).
- l) Identify and provide helpful resources and tools to coaches in support of player development (i.e. skating clinics, online coaching resources, drill hubs, etc.)



5.8 Director of Registration

- a) Any reference to "Registration Coordinator" or "Registrar of Records" shall hereinafter be referred to as "Registrar"
- b) Organize in person registration day(s), if deemed necessary
- c) 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 Director of Finance is given a copy of the on-line report with information related to payment processed.
- d) Pre-register all players in the HCR and APMHA databases, entering pertinent player information
- e) Register house players in the HCR database and APMHA databases.
- f) Confirm entry of all players' pertinent information into the HEO's and APMHA's databases.
- g) Collect all monies pertaining to player registration (when not collected on-line) and transfer all monies to the Director of Finance in a timely manner.
- h) Collect all required documents pertaining to player's registration as needed (i.e. birth certificates and proof of residency)
- i) Monitor player registration details as they are available (i.e. addresses)
- j) Ensure the security and privacy of all personal information collected under the APMHA
- k) Prepare list of all players in each level for the Director of U7, the Director of house and the MTK Representative.
- l) Prepare any required lists as requested by the coaches for evaluation, power skating, etc.
- m) Issues the Tax receipts when required and submit to registrants
- n) Process all transfers of players in and out of APMHA
- o) Provide all supporting documentation required for affiliations
- p) Ensure all insurance forms are filled out to insure APMHA players, coaches, volunteers, and ensure the Executive officers are HEO insured
- q) Prepare lists of players, coaches and on-ice help that will be in each level and team the following season as needed using the HEO and APMHA database.
- r) Coordinate with the LCMHL Registrar to complete official team rosters and distribute to team officials as received.



5.9 Ice Scheduler

- a) Schedule APMHA Pre-Season ice allocations:
 - i) conditioning camps, tryouts, practices, clinics in conjunction with Director of U7 and the Director of House
 - ii) identify home game ice and submit to LCMHL Head Statistician
- b) Schedule APMHA Regular season ice allocations: home and away games, practices, clinics.
- c) Schedule APMHA Playoffs ice allocations: home and away games, practices
- d) Identify home playoff game ice and submit to LCMHL Head Statistician
- e) Submit home game schedule (regular season and playoffs) to Referee Scheduler
- f) Return any unscheduled ice to Mississippi Mills Recreation within the time allowed.
- g) 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.
- h) Check ice invoices from Mississippi Mills with APMHA ice costs. Prepare summary and submit to Treasurer for payment

5.10 Director of Community Engagement

- a) Co-ordinate events for APMHA in conjunction with the Executive and the Executive's approval
- b) Work with the clubwear supplier in the selection and sale of clubwear to APMHA members throughout the season. Receive and deliver clubwear purchases to members.
- c) Oversee organization of clubwear sales at APMHA day and other association events
- d) Plan APMHA photo day, schedule team photo times and location
- e) Print and organize raffle tickets for all APMHA members (1 booklet per player) with the help of the Director of Registration. Disburse tickets to team managers in a timely manner
- f) Work with the Director of Finance to obtain the raffle ticket lottery license
- g) Be present, with the Director of Finance to complete raffle draw on the selected December date



5.11 Director of Tournaments

- a) Re-inventory the past seasons trophy stock.
- b) Review the Tournament webpages and update as necessary.
- c) Coordinate with the Ice scheduler to create a tournament schedule and submit to the President in May for ice allocations.
- d) Submit HEO sanction applications directly to HEO as soon as confirmed ice allocation has been received.
- e) Submit tournament budget to the APMHA Executive for approval by mid-October
- f) Purchase trophies, prizes, etc., required for all sanctioned tournaments run by the APMHA, keeping within the approved tournaments budget.
- g) Work with the Level convenors to enlist teams for home tournaments. Use last season's tournament distribution email list to send tournament invitations.
- h) Maintain a registration log
- i) Act as the coordinator for all APMHA tournaments by receiving team entries, monies and directing them to the Director of Finance prior to each tournament dates.
- j) Ensure that all teams that have sent a request are answered via e-mail in an appropriate time frame (48 hours is the target).
- k) Create a schedule for the tournament, considering travel time.
- l) Create the tournament rules and send to all teams and level convenors prior to the tournament
- m) Send a copy of the schedule to the ice scheduler, referee scheduler and webmaster in a timely manner
- n) Provide the level convenors with the tournament schedule, rules and team contact information as early as possible prior to the tournament
- o) Provide the Level Convenors the tournament kit the week prior to the tournament and retrieve the kit following the tournament.
- p) Keep all tournament game sheets are to be kept for one (1) year.
- q) Update the tournament email distribution list with the new email addresses from the season located in the season's Registration log.



5.12 Director of Communications & Webmaster

- 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.
- d) 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.
- e) Responsible for assisting other executive members in disseminating information to executive and members.
- f) Responsible for external communications (News Papers, Radio stations) with regards to APMHA results and events.
- g) Responsible for updating and using the APMHA website throughout the season with input from executive members.
- h) Responsible for assisting the ice-scheduler with any issues regarding teams and the scheduling of practices, etc.
- i) Responsible for creating new season teams, seasons and schedules on the APMHA webpage at the beginning of each season
- j) Responsible for assigning players and team staff for each team to teams following the selection process at the beginning of each season.
- k) Responsible for providing the team structure list to the LCMHL webmaster before season starts for the purpose of tying the APMHA website to the LCMHL website for game schedules.
- l) Responsible for providing the upload files for teams to LCMHL before season begins (as per the LCMHL webmaster's deadline).
- m) Responsible for exporting the team lists for the Registrar at the beginning of the season.
- n) Responsible for maintaining logins and email aliases for executive and team staff
- o) Responsible for providing assistance to team staff or executive regarding website (APMHA or LCMHL) usage as needed.



5.13 Director of Equipment

- a) Distribute and collect all equipment needed for each team registered in the APMHA, such as game jerseys, goalie equipment, pucks, first aid kits, and any other equipment on loan.
- b) Submit a budget at season start and year end to the executive.
- c) Purchase, with Executive's approval, any new equipment and game jerseys when required.
- d) Make routine repairs on the equipment as seen necessary.
- e) Keep inventory on all equipment of the APMHA.
- f) Report any missing equipment at season end to the Director of House for follow up.

5.14 Referee in Chief (RIC)

- a) responsible for the recruitment, training and standards of all referees for APMHA. Advise the APMHA EXECUTIVE as to the cost of referee services, when required
- b) responsible for the recruitment and development of the association's referees
- c) Act as the liaison between our local referees and our Branch supervisor as to clinic, level advancement
- d) report all problems immediately to the President
- e) appoint appropriate assistants, subject to executive approval or presidents' approval as required, and shall be responsible for their instructions and actions
- f) attend executive meetings and perform such other duties as the President may direct
- g) shall supply a list of all referees and linesmen with their levels and certification dates to the district chairperson and to the LCMHL

5.17 MTK Representative

- a) Shall be appointed by the President with the approval of the Executive
- b) Shall coordinate and oversee the MTK competitive program
- c) Shall provide direction and support to APMHA players when wishing to try out for competitive programs
- d) Shall provide hockey recommendations when needed to the Director of House and the Executive.



5.18 Ottawa Valley Silver Seven Representative (S7 Rep)

- a) Shall be appointed by the President with the approval of the Executive
- b) Shall coordinate and oversee the Silver Seven competitive program
- c) Shall provide direction and support to APMHA players when wishing to try out for competitive programs
- d) Shall provide hockey recommendations when needed to the Director of House and the Executive.

5.22 House League Level Convenors

- a) Shall be appointed by the Director of House with approval of the Executive
- b) Shall communicate with all members of any such activities pertaining to the level they are convening
- c) Shall assist the Director of Coaching & Player Development in ensuring all players and parents have the proper certification requirements completed in a timely manner
- d) Each level convenor shall act as a representative for all players, parents as needed at the regular APMHA Executive monthly meetings
- e) Shall be the main point of contact between parents/team staff regarding questions or concerns, prior to escalating to the executive level
- f) Shall assist the Director of House with APMHA conditioning and sort-out registration and distribution of sort-out jerseys

Article 6 Responsibilities of Executive Officers

6.1 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. 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.
- o) Create and maintain current documentation on the duties performed by each executive position.

6.2 Cause for Removal

- a) The Board of Directors may remove any Director from Office before the expiration of the term, by a resolution passed with at least two thirds (2/3) of the votes cast.
- b) The members of the Association may remove any Director from Office before the expiration of the term, by a resolution passed with at least two-thirds (2/3) of the votes cast at the Annual General Meeting.



6.3 Remuneration

Unless authorized by the Board of Executives, 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.

6.4 Conflict of Interest

- a) 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.
- b) 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.
- c) 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 vote on such a contract or transaction nor shall he/she be counted in the quorum in respect of such contract or transaction.
- d) 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.

6.5 Indemnity

- a) 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:
 - 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
 - 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.



Article 7 Meetings

7.1 Annual General Meetings

There shall be an Annual general Meeting (hereinafter the "AGM") of the APMHA on or before April 30 of each year. The executive committee will determine the exact place, date and time of this meeting.

The order of business at the AGM should be as follows:

- a) Call to order, roll call and approval of agenda
- b) Adoption of the minutes of the previous AGM and any Special General Meetings held since the previous AGM.
- c) Business arising out of the minutes.
- d) Presidents Report
- e) Executive Member Reports
- f) Presentation of the annual financial report
- g) Notices of Motion; Constitution, Bylaws, Rules and Regulations
- h) Nomination and election of APMHA Executive Committee Members
- i) New business
- j) Adjournment

7.2 Special General Meetings

- a) A special general meeting of the membership may be called by a majority of the Executive Officers, by the President or by notice in writing from 15 members in good standing.
- b) The business to be transacted at a special general meeting shall be limited to that specified in the call for the meeting.
- c) Should it be necessary in an emergency to take action for which no notice was 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.

7.3 Executive Meetings

- a) The Association Executive Committee shall hold regular monthly meetings and any additional meetings as deemed necessary.

7.4 Notice

- a) 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.



7.5 Quorum

- a) No annual or special general meetings shall be constituted without a quorum of at least two thirds (2/3) of its voting members who are present and who are in good standing and at least five (5) incumbent Executive Officers in attendance, one of whom must be the President or an alternative Executive Officer.
- b) No Board of Directors meeting shall be constituted without a quorum of at least 50% +1 members of the Board of Directors.

Article 8 Elections

- a) Each candidate for election as a Board of Director shall put their name forward in writing with a nomination from a member of the Association that is in good standing, to the President at least five (5) full calendar days prior to the annual general meeting.
- b) Nominations will be posted on the website prior to the Annual General Meeting.
- c) Any person wishing to withdraw or decline nominations may do so by announcing his or her withdrawal at the AGM.
- d) A candidate may be nominated at the time of the annual meeting if the position is vacant.
- e) Election of all Directors shall be by secret ballot distributed at the AGM.
- f) Those elected will be announced by name only. Vote tallies will not be disclosed.
- g) The voting procedures for the election of Directors will be conducted at the annual meeting as follows:
 - There shall be a returning officer, who shall be responsible for the counting of the ballots on the completion of voting and shall be assisted by two (2) scrutineers, who shall be appointed by the President, provided that such appointments shall be approved by the Members at the meeting.
 - The returning officer shall prepare and distribute all ballots.
 - Any candidate or Member may view the tally sheet in the presence of the returning officer.
 - Any candidate may request a recount of the ballots after the voting. The returning officer will conduct the recount of the ballots and shall be assisted by the two (2) scrutineers.
 - Any ballots used in conducting of such votes shall be destroyed upon completion of the voting process.
- h) No person shall be nominated for, or elected to, any office in the Association unless they are a member in good standing of the Association.
- i) A voting member may be nominated for any number of positions and may seek election to offices to which they have been properly nominated.
- j) Defeat in an election for a specific office does not disqualify them from seeking election to a subsequent office to which he has been properly nominated.
- k) A nominated voting member may be elected to only one Executive Office at the Annual General Meeting.



- l) Voting members currently suspended from the APMHA shall not be eligible for election as Executive Officers.
- m) Executive Office positions remaining vacant following the Annual General Meeting will be filled by the Executive with a two-thirds (2/3) majority vote at any Executive Officers meeting.

Article 9 Voting

- a) At all Annual General and Special General Meetings of the APMHA, voting shall be on the basis of one (1) vote per member in good standing and such vote shall be given personally and not by proxy.
- b) At all meetings of the Executive or sub committees, only the members of such committees or sub committees shall have the right to vote. Other members of the APMHA may attend such meetings only if they have submitted a written request to the APMHA Secretary to President forty-eight (48) hours in advance of such meeting.
- c) Questions arising at any meeting shall be decided by a majority of the eligible votes of those present, save and except in matters where a two-thirds (2/3) majority is required by the Constitution. In the case of an equality of votes the President or committee chairperson shall have the deciding vote, but otherwise shall not vote.
- d) The method of voting at the Annual General Meeting (AGM), Special General Meeting or regular executive meetings of the APMHA shall be by show of hands unless it is decided by one-third (1/3) of the voting members present at any such meetings that the method of voting shall be ballot.
- e) Any protest or appeal arising from an election or voting procedure at a General Meeting shall be made in writing to any Executive Officer who shall forward it to the President for immediate review. The President shall appoint a review committee of at least three (3) impartial and independent APMHA members to hear and finally decide such protest or appeal. The Review Committee shall make their decision known to the President without undue delay.
- f) At APMHA Executive meetings, each member of the Executive shall have one (1) vote.

Article 10 Fiscal Year

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

Article 11 Professional Services

The Executive shall have the power to consult with, or engage the services of Legal Counsel or other professional services as required.

Article 12 Contracts

Contracts and engagements on behalf of the APMHA shall be reviewed by the Executive and upon approval, entered into by the President or Director of House Program or Director of Operations and by the Treasurer.



Article 13 Obligations

All members of the APMHA shall abide by the provisions of the Constitution and the By-laws of the APMHA.

Article 14 Inspection by Members

- a) Any member (in good standing) shall have the right of inspecting any accounting book or document relating to the finances of the APMHA.
- b) Such accounts, book or document shall be made available for viewing within seven (7) days from such request in writing to the President.

Article 15 Petitions

No member shall send out, or cause to be sent out or circulated, any petition or communication relating to any resolution, referendum or proposal under consideration or that deals with the policy of the APMHA without first having advised the Executive.

Article 16 Amendments

- a) Amendments to the Constitution or By-laws may be proposed by a petition signed by a least twenty (20) members in good standing of the APMHA or by a resolution adopted by two-thirds (2/3) of the Executive.
- b) Amendments to the Constitution or By-laws of the APMHA must be passed by a two-thirds (2/3) majority vote at an Annual General Meeting or Special Meeting.
- c) Amendments to the Constitution or By-laws shall be considered if received by the Secretary in writing thirty (30) days prior to a General Meeting.
- d) Twenty-one (21) days' notice of proposed amendments to the Constitution or By-laws shall be provided to all members of the Association.

Article 17 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.

17.1 Composition

Special committees formed to conduct the business of the Association shall consist of:

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



17.2 Responsibilities

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

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

17.3 Meetings

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

Article 18- Bylaws

The members of the Executive may, by a two-thirds (2/3) majority vote, make new or changes to the By-laws with respect to any of the matters provided for in this Constitution and required for the operation of the APMHA.

By-Law 1 Registration

- c) Fees are established and approved by the APMHA Board of Directors by taking into account all of the expenses and closing balances combined with expected revenues from Sponsorship and Fundraising. The outgoing Board of Directors makes this decision at the end of the season for the upcoming season.
- d) Any player who has previous season fees that are outstanding shall be suspended until fees are paid in full. Any player, will not be allowed to play until those fees are paid in full and arrangements for payment for the current season are made.
- e) The APMHA will sponsor the following divisions (player ages as per Hockey Canada regulations):
 - U7
 - U9
 - U11
 - U13
 - U15
 - U18
 - U21

By-Law 2 Boundaries

The boundaries of the APMHA shall be determined by HEO.



By-Law 3 Team Rosters

An initial team list, including all volunteers must be provided to the President, Director of House and Registrar by October 15th, and a final team roster by November 1st.

By-Law 4 Rules and Regulations

- a) The APMHA by virtue of its membership in the HEO agrees to abide by and comply with the HEO Minor Hockey Regulations (refer to the HEO Handbook).
- b) The HC Regulations and HC playing rules as amended or clarified by the HEO shall apply to the APMHA, Team Officials and Players under the jurisdiction of the HEO (refer to the HEO Handbook).
- c) All Coaches are to play all of the players on their teams with equal ice-time. Any infraction of this rule will be dealt with by the Executive. "IF A PLAYER PAYS --- A PLAYER PLAYS"
- d) Individual leagues will have jurisdiction over the duration of games.

By-Law 5 APMHA Equipment

Any player not turning in ANY of the APMHA equipment (goalie equipment, sweaters etc.) shall be charged the full replacement cost as per the APMHA Equipment Policy.

By-Law 6 Certifications for Team Officials

- a) All Team Officials (coaches, trainers, on-ice helpers and managers) are required to complete Respect in Sport (or equivalent) certification and follow the Almonte Pakenham Minor Hockey Association (APMHA) Vulnerable Sector Check.
- b) All team officials are required by Hockey Canada to obtain proper certification as per Hockey Canada, LCMHL and HEO required certifications in accordance with HEO and LCMHL policies.
- c) It is essential to obtain approval from the Director of Coaching before registering for a course. This pre-approval process allows the organization to verify the courses' relevance and alignment with district level certification requirements and coaching development goals. All receipts for approved courses must be submitted to the Director of Coaching within the current hockey season in order to be eligible for a reimbursement.

By-Law 7 ODMHA Code of Discipline

The HEO Code of Discipline shall apply to All Members of the APMHA, Team Officials and Players.

By-Law 8 APMHA Code of Conduct

The APMHA Code of Conduct shall apply to all members of the APMHA, Team officials and players.

- a) The APMHA is dedicated to providing an environment whereby all individuals are treated with respect. It is expected all APMHA members shall conduct themselves in a fair and responsible manner. The APMHA has a zero tolerance for any behaviour which is



disrespectful, offensive, abusive, racist or sexist. It is the duty of the APMHA to protect all participants from all forms of abuse and harassment, whether emotional, physical, neglectful, sexual or of the bullying type, while participating in a APMHA sanctioned event. The APMHA considers any form of abuse or harassment to be unacceptable and will take appropriate measures to prevent this intolerable social problem. The APMHA will not tolerate any form of abuse or harassment towards any participant within the APMHA. It is the expectation of the APMHA, every executive member, team or game official, volunteer, parent and player/participant to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

- b) Any member of the APMHA whose conduct establishes: violent or harassing behaviour against children, youth or adults; violations of positions of trust; abuse of a physical, sexual or emotional nature; substance or chemical abuse; or other violations, may be suspended, dismissed and/or not accepted as a volunteer or executive member. This may include any parent, guardian, adult or spectator, whose conduct during any APMHA sanctioned event/activity, is legitimately deemed to be disruptive, unsafe or non-conducive to the wellbeing of the game of hockey.
- c) Abuse is defined as any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child or youth. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or a breach of trust.
- d) Emotional Abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring a child's needs.
- e) Physical Abuse is when a person in a position of power or trust purposefully uses, or threatens to use physical force or action that results in or could result in an injury, impairment, intense or prolonged pain to a child or a child's death. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, assaulting, burning, poisoning, hazing or using excessive exercise as a form of punishment.
- f) Sexual Abuse is when a young person is used by an older child, adolescent or adult, for his/her own sexual stimulation or gratification.
- g) Neglect is the inability or unwillingness of those responsible for the care of a child to meet the physical, medical and/or developmental needs of the child, including inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no one intervenes when team members are persistently harassing another player, or road trips are not properly supervised. Not always intentional, neglect may be a result of insufficient resources or other circumstances beyond a person's control.
- h) Harassment is defined as conduct/behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. Any of the different forms of harassment may be based on grounds prohibited by human rights legislation, such as race, ethnicity, sex, sexual orientation or religion. It may be



between peers (e.g. player to player of the same age group, parent to official, coach to coach), or between someone in a position of power or authority and an adult in a subordinate position (e.g. Coach to player, sports administrator to employee). Harassment covers a wide spectrum of behaviours; subsequently the response must be an appropriate and fair one, allowing adequate opportunity for all involved parties to collect all relevant information.

- i) Bullying is a unique phenomenon. It describes behaviours between children under the age of twelve which are reflective of harassment, intimidation and discrimination. It can also describe behaviours between youth and between adults which are cruel, demeaning and hostile but are not addressed under human rights legislation or criminal codes.

By-Law 9 Complaints and Hearings

- a) The APMHA recognizes the sensitive and serious nature of abuse and harassment, in particular of coming forward with a complaint or of being accused, and will strive to keep all matters related to a complaint confidential. However, if required by law to disclose information, the APMHA will do so.
- b) The APMHA members receiving complaints shall act with complete neutrality. Just as the complainant has a right to make a complaint, the accused has a right to know that a complaint has been made, and to respond. There are two sides to every story and the first task in sorting out the merits of a complaint is to gather the facts.
- c) Should a member bring forth a complaint/disclosure describing an issue of abuse or serious harassment, regardless of the scenario or individuals involved, if the complaint/disclosure is of an abusive or criminal nature, document and report it immediately to your local Child Protection Agency and/or the local Police Detachment, ask for instructions.
- d) Any person wanting to file a complaint for follow-up action should report the complaint to the APMHA Director of Discipline and Risk Management and/or President.
- e) Where a third-party person believes there is sufficient evidence to warrant laying a formal complaint, but the victim is apprehensive, unsure or unable to independently bring forth his/her complaint, the third-party person, on behalf of the victim, may bring forth the complaint, verbally or in writing.
- f) Anonymous complaints may be received and mean that there is a possibility that something is wrong and therefore, a discreet investigation is needed. These complaints will be investigated in order to determine if the complaint is founded.
- g) Upon receipt of a complaint the Director of Discipline and Risk Management will open an investigation into the complaint. All relevant information will be examined and investigated. The result of the investigation will be disclosed to the APMHA President and the information will be held by the APMHA Director of Discipline and Risk Management.
- h) Only if the complaint is deemed to be founded will the involved parties be notified. If the complaint is concluded to be unfounded, the complainant will be notified of the result and the complaint will be deemed as closed.



- i) A hearing may be required in order to resolve a complaint or to impose sanctions. If a hearing is required, the Director of Discipline and Risk Management will activate a hearing committee composed of the Director of Discipline and Risk Management and two other members of the APMHA Executive.
- j) The hearing committee will examine the information and evidence of the complaint and listen to the evidence of the involved parties. Written and signed submissions may be considered but given little weight as the hearing committee will not have a chance to discuss the contents with the complainant if they are not present.
- k) Consequences for a breach of the Code of Conduct can range from a warning to suspension of the member from all activities of the APMHA. The sanction will be decided by the hearing committee and the President advised of the outcome. The result of the hearing will be presented to the APMHA Executive at the following board meeting. The decision will be retained on file by the Director of Discipline and Risk Management for future reference.
- l) If the complaint requires immediate action the Director of Discipline and Risk Management and/or President may impose an immediate sanction until a hearing can be completed.

By- Law 10 Appeals

- a) Any member wishing to appeal an internal suspension are to refer to the APMHA Appeal Process for Internal Suspensions in Breach of the Code of Conduct.
- b) Any member wishing to appeal an external (game) suspension are to refer to the HEO Handbook

By- Law 11 Disciplinary Committee

- a) The disciplinary committee shall be comprised of a minimum of three executive officers, which should include: President or the Director of Risk and Discipline as chair and two others as selected by the Chair.
- b) It shall be the duties of the discipline and appeals committee to:
 - Apply the Code of Conduct for APMHA
 - Determine if an additional suspension is warranted
 - If the complaint requires immediate action the Director of Risk and Discipline and/or President may impose an immediate sanction until a hearing can be completed
 - The hearing committee will examine the information and evidence of the complaint and listen to the evidence of the involved parties. Written and signed submissions may be considered, but given little weight as the hearing committee will not have a chance to discuss the contents with the complainant if they are not present
 - Consequences for a breach of the Code of Conduct can range from a warning to suspension of the member from all activities of APMHA. The sanction will be decided by the hearing committee and the President advised of the outcome. The result of the hearing will be presented to the APMHA Executive at the



following board meeting. The decision will be retained on file by the Director of Risk and Discipline for future reference.

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By-Law 12 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

*Revised April 1998
Revised April 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
Revised April 2010
Revised April 2011
Revised April 2012
Revised April 2013
Revised April 2014
Revised April 2015
Revised April 2017
Revised April 2018
Revised April 2019 Jennifer Downey
Revised April 2021 Jennifer Downey
Revised April 2024 Lauren Baron
Revised April 2024 Elizabeth Blonde*