

**COLBORNE CRAMAHE  
MINOR HOCKEY  
ASSOCIATION  
CONSTITUTION  
AND  
BY-LAWS**

**Updated and adopted at the June 9<sup>h</sup>, 2015 Special Meeting**

## **CONSTITUTION ARTICLE A.0- DEFINITIONS**

- (a) "CCMHA" Colborne Cramahe Minor Hockey Association
- (b) "UCHL" United Counties Hockey League
- (c) "OMHA" Ontario Minor Hockey Association
- (d) "OWHA" means Ontario Women's Hockey Association (or such other name as the OWHA may in the future legally adopt);
- (e) "CHA" means the Canadian Hockey Association (or such other name as the CHA may in the future legally adopt);
- (f) "OHF" the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt) .
- (g) "EOMHL" means Eastern Ontario Minor Hockey League (or such other name as the EOMHL may in the future legally adopt);
- (h) "AP" Affiliated player.
- (i) "At Large Roster" a list maintained by the CCMHA with certified Trainer and Coach Replacements.
- (j) "Travel Permit" a permit to travel and play outside the approved OMHA playing area.
- (k) "On Ice" any activity on the ice surface including games and practice.
- (l) "Off Ice" any activity off the ice including dry-land training.
- (m) "Member" shall refer to all individuals affiliated with the CCMHA who are paid up members and their parents or guardian (Article A5.01).
- (n) "Executive Board" the executive as a whole (elected or appointed) of the CCMHA. "Board Members" may also be referred to as Executive Members.
- (n1) "Senior Executive Board of director" the executive board members holding 2 year terms in office
- (n2) "Executive Board Officers" the executive board members holding 1 year terms in office
- (o) "By-laws" refers to this by-law and all other bylaws of the OMHA that may be enacted from time to time hereafter
- (p) "Categories" a Centre's level of competition, or in instances, teams within a Centre. Example: D, DD, C, CC, B, BB, A, AA, AAA. CCMHA is a D Centre.
- (q) "Centre" a minor hockey association within the OMHA that is a city, town, village, municipality or geographic sub-division which has corporate limits or boundaries as accepted by the OMHA for the purpose of determining hockey eligibility of players for competition within the jurisdiction of the OMHA
- (r) "Division" age groups within an Association (i.e. Juvenile, Midget, Bantam, Pee Wee, Atom and Novice)
- (s) "In good standing" "financially" shall refer to a member who has paid any membership dues or other fees owing to CCMHA and "Intergrity" who is not the subject of a disciplinary investigation or sanction by the CCMHA or OMHA
- (t) "Quorum" a minimum number of members to give authority to specific committees of the CCMHA or at the AGM or any specific general meeting of members
- (u) "Regulations" the OMHA's Regulations and rules of competition and any other rules and guidelines governing competition within the OMHA
- (v) "Term of office" the length of time that an executive may serve on the Board without having his /her position renewed
- (w) "Zone" an Ontario minor hockey association created by the OMHA as a geographic area for the purpose of competition

**CONSTITUTION - ARTICLE A.1 - ORGANIZATIONAL NAME**

A.1.01 The name of this organization shall be the COLBORNE CRAMAHE MINOR HOCKEY ASSOCIATION. (Shall be referred to in this Constitution and by-Laws as CCMHA).

**CONSTITUTION - ARTICLE A.2 - OBJECTIVES**

A.2 Athletics and Sports

A.2.01 Promoting organized athletic sports, games and recreation, in particular the game of Hockey

A.2.02 Arranging games, matches and competitions, and establishing and granting prizes, awards and distinctions

A.2.03 fostering goodwill and sportsmanship

A.2.04 such other complementary purposes not inconsistent with these objects.

**CONSTITUTION - ARTICLE A.3 - AIMS**

A.3.01 To promote, organize, supervise and govern minor hockey for children and young adults, up to and including Juvenile and Intermediate divisions.

A.3.02 To promote fellowship, teach respect for rules and authority, help children and young adults become good citizens.

A.3.04 To increase the individual knowledge of hockey and good sportsmanship by coaching, managing and general supervision.

A.3.05 To interest more people both as participants and members and promote the interest of hockey in Colborne Cramahe.

A.3.06 To promote hockey not necessarily for the best players, but for the greatest number of participants.

A.3.07 To encourage the training and organization of both coaches and referees for the improvement of the game of hockey.

A.3.08 The CCMHA clearly adopts and supports the Initiative Program curriculum. The association will recruit and give guidance to the personnel who organize and run the program.

A.3.09 The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the Association shall be used solely for the purposes of the Association and for the promotion of its objects to achieve the highest level of hockey in Local league and Rep.

A.3.10 CCMHA will

**CONSTITUTION - ARTICLE A.4 - AREA OF OPERATION**

A.4.01 The CCMHA operations shall be confined to the territorial boundaries, as set forth by OMHA or any other league or organizations it may become affiliated with whose purpose and objectives are similar, as determined by CCMHA and within the allowance of OMHA. CCMHA is currently a D Centre, Region 7 Area K as defined by OMHA.

**CONSTITUTION - ARTICLE A.5 - MEMBERSHIP**

A.5.01:

(a)Participating Member:

Registered with the Association as a player and has paid the annual player registration fees and is considered to be in good standing

(b)Associate Member:

A parent or legal guardian of a participating member currently playing for CCMHA and is under the age of eighteen (18) years and who has paid the annual player registration fees and is considered to

be in good standing.

(C) Active Member:

(i) Any person(s) approved by the Board of Directors, up to a maximum of five (5) team officials per team, and registered with the CCMHA as team officials prior to December 1 of the hockey year; and is considered to be in good standing

(ii) Person(s) appointed by the Executive to fulfill voluntary responsibilities on behalf of the CCMHA who would not otherwise qualify as members;

(iii) Membership may be extended by the unanimous vote of the Executive to persons who have contributed to the current year activities of the CCMHA.

A.5.02 Copies of the Constitution and By-Laws are available on request and for the cost of reproduction to members of CCMHA. A copy will be posted on the CCMHA website.

A.5.03 The Executive Board, shall be elected at the Annual General Meeting held between May 1<sup>st</sup> and July 31<sup>th</sup> of each year. Candidates for the office of President and 1<sup>st</sup> Vice President shall have served one year on the Executive before being nominated to those offices. Only position of the Executive Board members whose term in office is completed will be elected.

A.5.04 Elected Executive Board shall hold office following the date of their election.

#### **CONSTITUTION - ARTICLE A.6 - FISCAL YEAR/REGISTRATION FEES**

A.6.01 The fiscal year will be twelve month period, commencing May 1<sup>st</sup> and ending April 30<sup>th</sup> of the following year.

A.6.02 The Executive shall determine the amount of the annual registration fees for players in the CCMHA.

A.6.03 The Registrar may notify any player at any time that the player's registration fees are due and, if not paid within 30 days of such notice, the member shall be in default.

A.6.04 Any player who is in default of the payment of player registration fees, and/or fundraising fees can, at the discretion of the Executive, lose their playing and membership privileges until the amount owing has been paid in full. In those instances involving extenuating circumstances, it will be at the discretion of the Executive as to the appropriate course of action.

A.6.05 Any member may resign from the Association by giving written notice to the Registrar. Should the resignation occur on or after December 1 of the current hockey season, then any player registration fees paid shall be forfeited. If the resignation occurs prior to December 1, player registration fees shall be refundable in such amount as the Board of Directors determines to be fair and reasonable in the circumstances as per the CCMHA Refund By-Law B.5.

A.6.06 The Board of Directors reserves the right to withhold the administrative cost when issuing any refund of player registration fees. (By-Law B.5)

#### **CONSTITUTION - ARTICLE A.7 – EXECUTIVE BOARD EXECUTIVE DIRECTORS AND EXECUTIVE OFFICERS**

A.7.01 The Executive shall be as follows:

SENIOR EXECUTIVE BOARD DIRECTORS: (8 positions) President, First Vice-President, Second Vice-President, Secretary, Registrar, Treasurer, Past President, and IP Convener (Voting Privileges)

EXECUTIVE BOARD OFFICERS:(7 positions) Tournament Organizer, OMHA Rep/UCHL Rep, OWHA Rep, Fundraising Rep, Equipment Manager, and Ref in chief/ice scheduler (Voting Priveleges)

APPOINTED BOARD MEMBERS: Head Trainer (as directed by OMHA), and Abuse and Harassment Officer (NO Voting Privileges)

A.7.02 The executive of each new season will make reasonable and regular efforts to keep the membership informed as to the details of decisions rendered, related to current and future events or

activities within the Association.

A.7.03 CONFLICT OF INTEREST: Members of the CCMHA Executive are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit—financially or otherwise. Members shall not vote in such instances and must declare their conflict. The Executive will make a ruling where the question of conflict of interest arises. The ruling will be documented in the minutes.

A.7.04 ABUSE and HARASSMENT OFFICER will be appointed by the Executive and will follow all steps/procedures as outlined by OMHA.

A.7.05 HEAD TRAINER will be appointed by the Executive and will follow all steps/procedures as outlined by OMHA.

A.7.06 The Executive Board shall be elected at the Annual General Meeting held between May 1<sup>st</sup> and July 31<sup>st</sup> of each year. Candidates for the office of President and 1<sup>st</sup> Vice President shall have served one year on the Executive before being nominated to those offices.

A.7.07 Elected Executive Board shall hold office following the date of their election.

## **CONSTITUTION - ARTICLE A.8 - DUTIES OF ELECTED AND APPOINTED EXECUTIVE**

### **A.8.01 IMMEDIATE PAST PRESIDENT**

- (a) Shall act as an advisor to the President and the Executive.
- (b) Shall perform such duties as may be assigned by the President and or the Executive.
- (c) Entitled to 1 vote at all meetings

### **A.8.02 PRESIDENT (2 year term)**

- (a) The President when available shall preside at all meetings of CCMHA.
- (b) Shall be empowered to have a meeting at the request of three or more members of the executive.
- (c) Shall be an Ex-official Member of all Standing Committees.
- (d) Shall perform all duties as naturally fall within the boundaries of the office.
- (e) Can only hold one position on the Board of Directors
- (f) Must have been a director of the board for at least (1) one of the (2) two preceding years
- (g) Entitled to 1 vote at all meetings; in the event of a tie vote, the president shall be awarded a second tie breaking vote.

### **A.8.03 FIRST VICE-PRESIDENT – SKILL DEVELOPMENT (2 year term )**

- (a) Shall perform the duties of the President in their absence.
- (b) Shall continually implement and revise team/age specific development plans
- (c) Shall co-ordinate conditioning/skill clinics for IP, Novice and Atom, Peewee, Bantam and Midget arranging for ice time, instructors and shall collect fees from all participants
- (d) Shall communicate to players, parents, coaches and the board development plans and opportunities
- (e) Shall seek out and apply for grants to promote development opportunities
- (f) Must have been a director of the board for at least (1) one of the (3) three preceding years
- (g) Entitled to 1 vote at all meetings

### **A.8.04 SECOND VICE-PRESIDENT – HEAD COACH (2 year term)**

- (a) Shall perform the duties of the President or First Vice-President in their absences
- (b) Shall act as a liaison for entire coaching staff, and between the parents and CCMHA
- (c) Shall be familiar with CCMHA & OMHA rules of conduct
- (d) Present a monthly report regarding parent/guardian issues to the Board and if required set up and

conduct mediation/disciplinary meeting in a timely fashion

(e) Be responsible for determining the need for REP teams and co-ordinate REP player selection criteria and try-outs including collection of try-out fees

(f) Will hold a MANDATORY coach/team official meeting prior to the regular season and provide CCMHA Manual and other related handouts to all coaches/officials.

(g) Entitled to 1 vote at all meetings

#### A.8.05 REGISTRAR (2 year term)

(a) Shall perform the duties of the President or First Vice-President or Second Vice President in their absences

(b) Shall organize, advertise and run all registrations following OMHA, OWHA, and CCMHA rules, requirements and/or restrictions

(c) Shall ensure that online registration is properly completed, all players are entered in rosters and submitted to OMHA/OWHA before deadlines.

(d) Shall maintain a registration list of all registered players including mailing address, telephone numbers and parent/guardian contacts and info

(e) Shall provide coach and manager with approved roster lists

(f) Shall co-ordinate and ensure all players, coaches, executive, parents, referees have completed all Fair Play Agreements

(g) Shall ensure that Police checks are completed for all Coaches, Trainers and Managers

(h) Entitled to 1 vote at all meetings

#### A.8.06 SECRETARY (2 year term)

(a) Shall perform such duties as assigned by the President and/or the Executive

(b) Shall be responsible for all correspondence associated with CCMHA

(c) Shall maintain records and file all OMHA Player Registration by deadline

(d) Shall maintain records of all coach and trainer certification

(e) Shall prepare and submit all player and team official insurance documentation to OMHA.

(f) Shall handle/maintain all Player affiliations

(g) Keep accurate record and distributes minutes of all meetings

(h) Notify all Executive Members of location and time of all meetings

(i) Control all records, documents, correspondence etc. of Executive

(j) Maintain and Update the CCMHA website and display case

(k) Shall act as the Centre contact for CCMHA.

(l) Entitled to 1 vote at all meetings

#### A.8.07 TREASURER (2 year term)

(a) Shall perform such duties as assigned by the President and/or the Executive

- (b) Shall deposit all funds received by CCMHA
- (c) Shall pay all accounts of CCMHA, signed jointly with authorized signing officers of CCMHA
- (d) Shall maintain all financial records of CCMHA
- (e) Shall maintain an accurate record of all funds received and disbursed
- (f) Shall provide a Financial Report at each regular meeting of CCMHA
- (g) Shall present Financial Statements at the Annual General Meeting
- (h) Shall maintain all records pertaining to local registration and payment of fees
- (i) Recommend financial policy to Executive
- (j) Shall follow-up all overdue payments including collection of NSF cheques
- (k) Shall ensure that all league convenors receive complete listing of all registered players for team selection
- (l) Entitled to 1 vote at all meetings

#### A.8:08 – IP CONVENER (2 year term)

- (a) Shall Interpret and enforce the IP Program/Guidelines
- (b) Work with the UCHL Representative for game schedules with other centres
- (c) Shall have CHIP or equivalent (Coaches Card) for IP Convener
- (d) Shall co-ordinate and oversee the orientation session with parents and if player numbers allow oversee player draft to ensure balanced teams
- (e) Shall secure “TimBit” sponsorship.
- (f) Entitled to 1 vote at all meetings

#### A.8.09 EXECUTIVE BOARD OFFICERS – SEVEN (7) IN NUMBER

##### A.8.10 EXECUTIVE BOARD OFFICER#1 - FUNDRAISING REP(1 Year Term)

- (a) Shall be responsible for all fundraising. To include but not limited to:
  - (i) CCMHA Raffles: Obtain Licence and file appropriate financial records at completion of draws; Arrange for all advertising for fundraisers and collect all advertising revenue; Oversee/participate in drawing of winning raffles with at least one other committee member; Publish list of winners as necessary, Arrange with Treasurer to ensure payment of all winnings;
  - (ii) Team Sponsorships: Recruit and collect sponsorship payment
- (b) Actively pursue new fundraising projects
- (c) Recruit and train volunteers to performs the functions required for CCMHA fundraising
- (d) Responsible for Year End Banquet and Team Pictures
- (e) Entitled to 1 vote at all meetings

##### A.8.11 EXECUTIVE BOARD OFFICER#2 – REFEREE IN CHIEF/ICE SCHEDULER (1 Year Term)

- (a) Shall act as advisor to all referees in the CCMHA, OWHA and UCHL
- (b) Shall schedule all referees for all home games, exhibition games and home tournaments and be responsible for referee signature sheets and forwarding summary sheets to Treasurer
- (c) Shall understand and be familiar with CCMHA bylaws for on-ice officials and address complaints in a timely manor
- (d) Schedule referees as fairly as possible to ensure equal opportunity

- (e) Shall ensure all referees are evaluated and reviewed under OMHA policy
- (f) Supply contact information for scheduled referees to OMHA Rep, OWHA Rep
- (g) Maintain payment records and submit reports to Treasure for payment before the deadlines.
- (h) Shall schedule and secure practice and game ice for all teams in CCMHA.
- (i) Shall be responsible for training and scheduling competent timekeepers/Scorekeepers for all home games Novice to Pee wee
- (j) Shall work closely with the tournament director to ensure all tournaments have referees
- (k) Hold a pre season meeting for all referees and staff
- (l) Entitled to 1 vote at all meetings

**A. 8.12 EXECUTIVE BOARD OFFICER #3 - EQUIPMENT MANAGER (1 Year Term)**

- (a) Shall complete an inventory and order supplies as necessary (pucks, uniforms, First Aid Kits, Etc.)
- (b) Shall be responsible for all CCMHA hockey equipment, goalie equipment, including repairs.
- (c) Shall be responsible for maintaining, distributing and collection of all CCMHA Hockey Sweaters
- (d) Shall be responsible for ordering, numbering & crestring of all new CCMHA Sweaters
- (e) Shall be responsible for ordering all socks for Teams
- (f) Shall be responsible for all first aid kits ensuring they remain stocked throughout the season
- (g) Shall be responsible for all Trophies and Trophy Cabinets
- (h) Entitled to 1 vote at all meetings

**A. 8.13 EXECUTIVE BOARD OFFICER #4 – OMHA REPRESENTATIVE (1 Year Term)**

- (a) Shall act as the CCMHA`s only liaison with the Ontario Minor Hockey Association.
- (b) Shall be the CCMHA singular point of communication with the offices of the OMHA.
- (c) Shall represent the CCMHA at OMHA, meetings with other associations.
- (d) Shall meet all deadlines associated with the OMHA
- (e) Shall complete all paperwork required by OMHA
- (g) Entitled to 1 vote at all meetings

**A. 8.14 EXECUTIVE BOARD OFFICER #5 – UCHL REPRESENTATIVE (1 Year Term)**

- (a) Shall act as the CCMHA`s only liaison with the United County Hockey League.
- (b) Shall be the CCMHA singular point of communication with the offices and contacts of the UCHL.
- (c) Shall represent the CCMHA at UCHL, meetings with other associations.
- (d) Shall meet all deadlines associated with the UCHL
- (e) Shall complete all paperwork required by UCHL
- (g) Entitled to 1 vote at all meetings

**A. 8.14 EXECUTIVE BOARD OFFICER #6 – OWHA REPRESENTATIVE (1 Year Term)**

- (a) Shall act as the CCMHA`s only liaison with the Ontario Woman`s Hockey Association.
- (b) Shall be the CCMHA singular point of communication with the offices of the OWHA.
- (c) Shall represent the CCMHA at OWHA, meetings with other associations.
- (d) Shall meet all deadlines associated with the OWHA
- (e) Shall complete all paperwork required by OWHA
- (g) Entitled to 1 vote at all meetings

**A. 8.14(b) OMHA/UCHL/OWHA Reps – Shall interpret and enforce all Rules of conduct and Rules**



& By-laws of their respective League/Associations, act as League/Association liaison to CCMHA. The executive may choose to combine these positions into 1 or 2 positions when needed.

**A.8.15 EXECUTIVE BOARD OFFICER#7 – TOURNAMENT CONVENOR (1 Year Term)**

- (a) Shall be responsible for applying for tournament sanctions, organize and execute tournaments, work with team managers to ensure tournaments are filled.
- (b) Shall be responsible for setting up and organizing a tournament committee.
- (c) Shall be responsible for sending paperwork back to OMHA.
- (d) Shall be responsible for organizing lunch for teams ( IF SAID TOURNAMENT IS TO PROVIDE LUNCH) with a Certified, Confirmed vendor with Cramah Township
- (e) Shall work with Ref In Chief/ice scheduler to provide tournament dates, as well as a schedule of game times as soon as confirmed
- (f) Ensure that any tournament purchases have be approved by the Executive Board prior to tournament date, this includes but not limited to trophies, awards, tickets, prize table.
- (g) Shall be responsible to organize, or all tournaments being hosted by the CCMHA .
- (h) Shall be responsible to notify the OMHA Contact for procurement of tournament permits.
- (i) Shall submit, or cause to be submitted a financial statement of the tournament funds as per OMHA regulations.
- (j) Entitled to 1 vote at all meetings

**A.8.16 Appointed Executive Persons/ Standing Committees**

- (a) Head trainer will be appointed by the executive
- (b) Abuse and Harassment Officer will be appointed by executive
- (c) Skill development Committee: Shall assist the 1<sup>st</sup> Vice in obtaining and delivery of skill development opportunities (see by-laws for detailed descriptions)
- (d) Nominating Committee: Shall at the direction of the Executive seek out nominations for the Board no less than three (3) weeks prior to the AGM. The nominating committee will organize and act as returning officers for the AGM Elections. (see by-laws for detailed descriptions)
- (e) Discipline, rules, protest, and appeals Committee: Shall be formed at the direction of the President to deal with matters from time to time pertaining to the violation of this Constitution or it's By-Laws. (see by-laws for detailed descriptions)
- (f) Tournament Committee: Shall assist the tournament convener in obtaining teams and on tournament days (see by-laws for detailed descriptions)
- (g) Fundraising Committee: Shall assist the fundraising Rep in securing sponsorships and fundraising (see by-laws for detailed descriptions)
- (h) Public Relation Committee: (see by-laws for detailed descriptions)
- (i) Representative Team Committee (When applicable) (see by-laws for detailed descriptions)
- (j) Rep Team Manager Committee (When applicable) (see by-laws for detailed descriptions)
- (k) Rep Team Parent Council Committee (when applicable) (see by-laws for detailed descriptions)

**CONSTITUTION - ARTICLE A.9 - MEETING AND ELECTIONS**

**A.9.01 GENERAL MEETING**

- (a) All members of CCMHA (Article A5.01) will be notified of the time, date and the place by the Secretary, fourteen (14) calendar days in advance of such date.
- (b) All members (A.5.01 (a) if over the age of 18, b, and c) in good standing of the CCMHA shall be eligible to vote at these meetings.
- (c) The President shall see to it that discussion during the meeting is kept orderly and no member shall speak until granted permission by the chair.

- (d) Motions shall be addressed to the chair and no motion shall be discussed or put to a vote without a seconder being present to his motion.
- (e) There shall be no further debate or discussion of a motion after the motion has been put to a membership vote by the presiding officer.
- (f) When a vote is called, and at the discretion of the President, it may be taken by:
  1. a show of hands – voting members only.
  2. a secret ballot – voting members only.
  3. a poll vote – voting members only.
- (g) No amendments or alterations shall be made to any part of the constitution, except at the Annual General Meeting, or a Special General Meeting (called by the President) and only by (2/3) two-thirds majority vote by the members present.
- (h) A notice of any proposed amendments or changes in the Constitution and or By-Laws must be filed with the Secretary of CCMHA at least ten (10) calendar days prior to the Annual General Meeting or Special General Meeting.
- (i) Any amendment or change to the By-Laws made by the Executive must be approved by two-thirds of the complete Executive and shall have the force until the next Annual General Meeting or Special General Meeting.
- (j) Only members of CCMHA (Article A5.01) shall attend meetings.
- (k) Non-members can be invited by special invitation of the Executive.

#### A.9.02 SPECIAL GENERAL MEETING

- (a) Special General Meeting of CCMHA may be called by the President or shall be called upon the written request of not less than twenty (20) adult members of CCMHA
- (b) Quorum consists of a majority of the elected Executive which includes the immediate Past President, Appointed Executive (see A-7.01) and members having been notified 5 days prior to the meeting.

#### A.9.03 ANNUAL GENERAL MEETING

- (a) Shall be called by the President between June 1 and July 31st of each year for the purpose of electing the new officers. A nominating committee of at least three (3) members of CCMHA (Article A5.01) shall be appointed by the Executive at least three weeks prior to the elections. The nominating Committee shall if possible, submit the names of at least two members (Article A5.01) for each office, and shall obtain their consent to run for office.

#### (b) RULES FOR THIS ELECTION

1. Nominations may be made from the floor on election night providing that there is no other written nomination form for that said position, the consent of the nominee has been obtained and said nominee is in good standing.
2. The nominating committee shall prepare ballots for elections. The nominating committee chairman shall act as returning officer with two committee members as scrutinizers to count ballots. The count is to be kept confidential and the ballots are to be destroyed after the elections have been completed (only applies if vote by secret ballot)
4. The elections shall be by secret ballot and shall require a majority vote. In the event that there are more than two candidates running for any one office, a majority vote overall will be required to elect anyone.
5. The Executive Board shall be elected in the following order: Senior Executive directors President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Registrar, IP convener. Executive Board officers: Fundraising Rep, Equipment Manager, OWHA Rep, OMHA Rep, UCHL Rep, Tournament Convener, Referee in chief/Ice scheduler.

6. Results for each office shall be counted and the elected announced before proceeding with the election of the next office.
7. Defeated candidates shall be able to stand for any other office, if they so desire.
8. In the event of a tie vote, the deciding vote shall be cast by the chairperson of the meeting.
9. Only members of the CCMHA (A. 5.01) will be entitled to a vote.
10. No participating member under 18 or under will be eligible to a vote

#### A.9.04 RULES OF ORDER AT ANNUAL GENERAL MEETING

- (a) Check of voting powers and credentials, (to be noted in the minutes of this meeting.)
- (b) Presidents welcome address.
- (c) Reading of the minutes of the previous Annual General Meeting and all other General Meetings held since that time.
- (d) Discussion of minutes.
- (e) Reading of outstanding correspondence.
- (f) Business arising out of the outstanding correspondence.
- (g) Annual report of the secretary.
- (h) Annual report of the treasurer (audited copy of statement available for each member)
- (i) Presidents report
- (j) 1<sup>st</sup> Vice Presidents report
- (k) 2<sup>nd</sup> Vice Presidents report
- (l) Old business
- (m) Consideration of constitution, by-laws, rules, amendments thereof.
- (n) Election of new Executive Officers
- (o) New business
- (p) Good and Welfare of CCMHA
- (q) Meeting adjourned

#### ARTICLE A.10.1 - EXECUTIVE MEETINGS

- (a) The President shall be empowered to call a meeting or may at the request of 3 or more members of the CCMHA executive be directed to call a meeting of the executive.
- (b) The CCMHA executive will be required to hold, at least, monthly executive meetings.
- (c) The President, when available, or a designate, shall preside over all meetings
- (d) All CCMHA executive members are to be invited to all executive meetings
- (e) All CCMHA executive members are required when available, to attend all executive meetings. Should an executive member miss three consecutive meetings, that member is subject to suspension from the executive, at the discretion of the executive.
- (f) In order for a meeting to be recognized as an official executive meeting, the meeting must be attended by a quorum, representing one half plus one of the CCMHA executive members.
- (g) Without a quorum, the executive may not vote on any matters.
- (h) All executive members are entitled to one vote.
- (i) Motions put forth for executive approval require the approval of more than 50% of the executive present, providing that there is a quorum present.
- (j) When a vote is called, and at the discretion of the President, it may be taken by (a) a show of hands; (b) a secret ballot;

(k) All decisions affecting CCMHA require the approval of the executive. No executive member shall commit the CCMHA in any way, financially or otherwise, without the prior approval of the executive. Notwithstanding, Executive members are authorized for emergency purchases such as office supplies, pucks etc up to \$50.00 without prior executive approval.

(l) Annually, the CCMHA executive may give the Treasurer together with the President or Secretary, continuous authority to pay regular monthly CCMHA accounts; included but not necessarily limited to, ice rental bill, payment of referees and timekeepers, telephone bills, etc;

(m) Any member of the CCMHA Executive who commits the CCMHA financially or otherwise, without the approval of the executive, will be immediately suspended from the CCMHA executive, until such time that the CCMHA Executive convenes a Disciplinary Committee to deal with the situation.

#### **ARTICLE A.11.1- TENDERING FOR SERVICES**

a) Within reason and whenever possible, every effort should be made to purchase merchandise and services from local businesses and in particular, supporters of CCMHA. (Sponsors, advertisers etc)

b) For purchases/expenditures in excess of \$1000, CCMHA shall consider tendering for services. Failing an Executive decision to tender a purchase or service, an accurate rationale why tendering was not used shall be documented in the minutes for audit purposes.

c) If a tender for services is undertaken, requests should be made in writing, and should detail what services are required; request should indicate timing and should request written responses; all requests should include the phrase CCMHA reserves the right to select "any of" or "none of" the quotes received and "is not obligated to select the lowest bid". Evaluation criteria will be decided upon prior to and included when posting the tender.

d) Quality of merchandise/services shall be considered in the evaluation criteria process.

#### **ARTICLE A.12.0- CONFIDENTIALITY**

A.12.01 Every member on the Executive Board of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera. If any executive member is found not to be adhering to the confidentiality agreement, their resignation will be forced by a 50% plus 1 vote at a meeting of the Executive. Proof of the confidentiality breach directly or indirectly must be present beyond a reasonable doubt.

#### **ARTICLE A.13.0- REPEAL OF PREVIOUS CONSTITUTION**

Upon this Constitution being passed and coming into force, all previous constitutions of the Association and any regulations, procedures, and policies or parts thereof inconsistent with this Constitution shall be repealed and be of no further effect.

# CCCMHA BYLAWS

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# BY-LAWS

## BY-LAW: ARTICLE 1.0 MEMBERSHIPS

### B.1.01 Participating Member:

Registered with the Association as a player and has paid the annual player registration fees and is considered to be in good standing.

(a) Membership shall commence on September 1st in the year, and terminate on August 31st of the year following the date on which membership commenced.

(b) No participating member under the age of 18 years may hold an executive position, have voting rights, or participate in Corporation meetings, or Notices of Motions, or other Corporation business.

### B.1.02 Associate Member:

A parent or legal guardian of a participating member currently playing for CCMHA and is under the age of eighteen (18) years and who has paid the annual player registration fees and is considered to be in good standing.

(b) Membership shall commence on September 1st in the year, and terminate on August 31st of the year following the date on which membership commenced.

### B.1.03 Active Member:

1. Any person(s) approved by the Board of Directors, up to a maximum of five (5) team officials per team, (coaches, managers and trainers) and registered with the CCMHA as team officials prior to December 1 of the hockey year; and is considered to be in good standing.

(a) Membership shall commence on or after September 1st in the year, and terminate on August 31st of the year following the date on which membership commenced.

2. Shall include all executive members (elected or appointed), all elected or appointed league conveners and volunteers, and generally, all those persons authorized by the CCMHA Directors to be directly involved with the administration of the association.

(a) Membership shall commence on the day elected, and terminate at the end of the term in office.

## **BY-LAW- ARTICLE: 2.0 MEMBER RESPONSIBILITIES**

### **2.01 ACTIVE AND ASSOCIATE MEMBERS**

It is the responsibility of all Active, and Associate members to:

- (a) Respect and comply with all CCMHA policies, ideals, and rules and regulations of the game as determined by the association, the Ontario Minor Hockey Association (OMHA) the Ontario Hockey federation (OHF), United County Hockey League (UCHL), and the Ontario Woman's Hockey Association (OWHA)
- (b) Assist the CCMHA in the promotion of sportsmanship and positive attitudes,
- (c) Recognize the authority of all league and arena officials, and to assist them in exercising that authority,
- (d) Ensure that participants have safe and approved equipment for all games and practices,
- (e) Comply with coaching staff regulations and ensure that participants arrive at the arena when requested.
- (f) Support and encourage all participants on the ice, and to refrain from negative comments to game officials, or any of the participants
- (g) Refrain from the abuse of alcoholic beverages, or any illegal drugs, use of profanity, or unacceptable social conduct in or around arena facilities or while attending team related activities.
- (h) Failure to comply with these responsibilities may result in action by the Executive to suspended membership privileges, and/or expulsion from arena properties

### **B.2.02 PARTICIPATING MEMBERS**

- (a) It shall be the responsibility of the Participating Members to:
- (b) Respect and comply with all CCMHA policies, ideals, and rules and regulations of the game as determined by the CCMHA, the Ontario Minor Hockey Association (OMHA) and the Canadian Hockey Association (CHA),
- (c) Attend all games, practices and team events, as scheduled by their coaching staff, if unable to attend games, practices or team events notify your coach.
- (d) Ensure that all personal protective equipment is safe and approved for use,
- (e) Exhibit due respect for their coaching staff, all game officials, CCMHA officers and volunteers of the CCMHA,
- (f) Respect and properly maintain all equipment of the CCMHA.

## **BY-LAW: ARTICLE 3.0 TERMINATION OF MEMBERSHIP**

(a) Members may be censured, suspended or expelled for breach of the Constitution or Bylaws of the CCMHA, or for any act, omission or conduct which the Executive Board deems to be prejudicial to the welfare of the CCMHA. All such suspensions and expulsions shall be in compliance with prevailing Ontario laws.

(b) All matters respecting censure, suspension and expulsion of members, and any termination of membership shall be within the exclusive control of the Executive Board..

(c) Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith terminate all rights of membership of the member concerned. Such termination shall not be deemed to discharge any financial obligation of the member accrued to the CCMHA prior to the date of such termination, and not then fulfilled.

(d) Any member (player, staff, executive, parent/legal guardian) resorting to legal action against the Colborne Minor Hockey Association, after having first exercised their right of appeal throughout the complete appeal procedure, shall be deemed to have resigned from, and terminated all rights of membership in the Association.

## **BY-LAW - ARTICLE B.4.0 - PLAYER ENTRY REGULATIONS**

B.4.01 Registration is defined as completed when signed registration form has been received by Registrar and payment received in full.

B.4.02 Any player residing in the boundaries as defined in the Constitution (Article A.4) may register to play hockey in CCMHA (providing facilities are available.)

B.4.03 Any player registering to play hockey in CCMHA must produce at the time of registration a satisfactory proof of age, unless said player has registered previously with the Association.

B.4.04 Players must be registered and all fees paid or payment arrangements made before participating in any game, practice or try-out. Payment may be made in either of two ways:

(1) Payment in full by cash or cheque.

(2) Payment by a series of post-dated cheques of similar amounts with the last cheque representing final payment dated no later than December, 20<sup>th</sup>.

B.4.05 Payment for monies owed to league will be arranged by October 1 of the season. Failure to pay will result in suspension to players until the account is settled (this includes registration fees, fundraising, volunteer cheques, NSF cheques plus \$ 25.00 Admin Fee, rep fees). The executive will charge late fee(s) for late registration(s) as set. Exceptions will be at the discretion of the executive if "family hardships" are evident.

B.4.06 At the time of Registration any player who for reasons beyond his/her control cannot pay said Player's fee, the Registration Representative will provide information on the Jump Start program or other subsidized programs available to CCMHA at the time.

B.4.07 The minimum age for players playing hockey in CCMHA shall be three (3) years of age as of the 31st of December of the playing season.



B.4.08 Any boy or girl, who takes up residence in the boundaries as defined in the Constitution after the registration day, may register to play in CCMHA as long as space is available.

B.4.09 Girls choosing to play full time with the girls teams (OWHA) and local league teams (OMHA) will pay the equivalent of 2 registrations (AP PLAYERS EXEMPT). However, if numbers are an issue, preference will be given to the player registering for only one team.

B.4.10 Each family is required to provide a post-dated cheque for \$100.00 in lieu of volunteer hours. Twelve (12) hours of volunteer time is required for 1 child or 15 hours per family, in addition, two hours is mandatory at each child's home tournament for return of the cheque at the end of the season. I.P./Sr. Ip (Tyke) only; player's parents will require 6 hours of volunteer or 8 hours if they have more than 1 IP player in this season. Failure to complete volunteer hours in full will result in the \$ 100.00 cheque being cashed.

B.4.11 All CCMHA teams and players shall comply with the registration requirements of the Ontario Minor Hockey Association, by completing CHA/OHF player registration certificates, or approved equivalent.

B.4.12 Representative and Select players must submit completed certificates and team rosters and have OMHA approvals returned prior to participation in any league or tournament game. (WHEN APPLICABLE)

B.4.13 Local League players must complete these requirements prior to participation in any games or tournaments, and not later than October 30 (Or deadline date given by OMHA-UCHL), after which further participation shall be denied until in compliance.

B.4.14 A player must secure a 3.5, NRP, waiver from the Executive Board in order to become eligible to play for another hockey organization outside the CCMHA

B.4.15 No OMHA Regulation 3.5 letters will be given to unregistered players who register after July 31, 11:59pm. Players may register and tryout for Representative hockey with CCMHA when applicable but registration must be paid in full before the deadline in order for a 3.5 letter **will be given to such players.**

#### **B.4.16 - LEAGUE COMPOSITION**

The CCMHA may be composed of the following classifications, designated by age in keeping with OMHA Manual of Operations Section 3.1 and following the UCHL age grouping.

##### **CLASSIFICATION AGE**

Juvenile under 20 years as at Dec. 31

Midget under 18 years as at Dec. 31

Bantam under 15 years as at Dec. 31

Pee Wee under 13 years as at Dec. 31

Atom under 11 years as at Dec. 31

Novice under 9 years as at Dec. 31

Tyke (Sr.IP) 7 years as at Dec. 31 UCHL age group of 6-7 year olds

Initiation Program under 7 years as at Dec. 31 UCHL age group of 4-5 year olds

Pre school: Minimum age of 3 as of Dec 31.... These children will only be rostered to the IP team if roster numbers allow and OMHA approves underage player.

#### **BY-LAW - ARTICLE B. 5.0 - REFUNDS**

CCMHA will apply the following refund policy to all requests for refund.

B.5.01 All requests are subject to approval and must be submitted through the Registrar. The request must include: the name of the player, division, team name (IF APPLICABLE), parent's name, address. Request must be submitted by the parent or guardian.

B.5.02 Requests received prior to the start of regular hockey season will receive a full refund minus a \$25.00 administration fee.

B.5.03 Requests received from the start of the hockey season to October 31 will receive an 80% refund minus a \$50.00 administration fee. (Excludes Jr. IP players, which will receive 100 percent refund)

B.5.04 Requests received from November 1 to November 30 will receive a 60% refund minus a \$50.00 administration fee.

B.5.05 NO REFUNDS will be provided after November 31st. Requests MAY BE CONSIDERED by the CCMHA in the case of injury or medical reason when submitted with written medical documents from a Physician

B.5.06 CCMHA will render a final decision and repayment, if necessary, within four weeks of the request

**BY-LAW – ARTICLE- 6.0 - TEAM REGULATIONS**  
Refer to the OMHA Manual of Operations

**BY-LAW – ARTICLE-7.0 – TEAM FUNDRAISING**

B.7.01 Each team is allowed to fundraise, aside from the 50/50, but must first gain the approval of the Fundraiser Representative and must be within the restrictions of the OMHA.

B.7.02 All teams are still permitted to use the \$0.25 "goal pail" for their own benefit.

B.7.03 Each team is required to run a 50/50 draw for each home game with the first \$200.00 (\$100.00 for IP and TYKE) profit going to the CCMHA, all subsequent profits going to the team.

B.7.04 Tournament 50/50 draws can be run for the duration of the tournament, where winner gets 50%, team gets 25% and Association get 25%. of one 50/50 draw. Exception to this would be approved by the Executive.

B.7.05 All fundraising events must have a completed fundraising approval request before any event begins.

B.7.06 There will be no solicitation of sponsors/donors or prospective sponsors/donors by any team member for individual team benefit. This excludes OMHA associated team based sponsorships. Fundraising Representative must be notified in advanced of the intention to apply.

**BY-LAW-ARTICLE 8.0– TEAM APPAREL**

All CCMHA team apparel must be the official design(s) as approved by the Executive Board, and must be procured from a supplier authorized by the Board. Approval must be obtained from the Board for any team(s) of the CCMHA to procure other team apparel to be worn or used by the team staff and/or players. Such apparel shall include, but not be limited to, track suits, summer jackets, caps toques or hats, equipment bags, etc. All such approved apparel must also be from an approved supplier, and display the

official approved logo of the Corporation.  
Failure to comply shall result in suspension of the team staff

### **BY-LAW - ARTICLE B.9.0 - PLAYER REGULATIONS**

B-9.01 Players will not be allowed to play out of their classification, except with the approval of the player, the player's parents or guardian, and two-thirds majority of the complete Executive. Local league players wishing to play above or below their normal classification will also require the approval of the CCMHA Executive. Rep team players cannot play below their normal classification. Local League players needing (medical concerns etc.) to play below their age level has to be approved by UCHL/OMHA. Parent must notify CCMHA of their intent, CCMHA will notify player and parent of OMHA/UCHL final decision.

B.9.02 A hockey player registered with CCMHA shall not try-out with any team which is not under the jurisdiction of CCMHA without the written permission of the Executive. A request for permission shall be made in writing to the Secretary. AAA try-outs require a Permission to Skate and A or AA try-outs require a NRP or not registered player form. All request must be sent in writing to CCMHA's gmail.

B.9.03 Swearing, fighting, rough play in the rink, or damage to the rink, by any player registered with CCMHA will not be tolerated and the offenders will be liable for game suspensions.

B.9.04 It is recommended players playing in the USA should be covered with out of province medical insurance for the duration of their visit. CCMHA is NOT RESPONSIBLE for any medical expenses above the Hockey Canada Insurance, which is only a limited supplement to the basic provincial insurance.

B.9.05 Female and male players will be provided and use separate dressing rooms. When all players are fully dressed in their hockey equipment, players may re-enter a common dressing room for the 'pep talk' before and after the game at both home and away games and practices. The coach will be responsible for enforcing the above. Non observance will result in suspension of the coach.

### **BY-LAW – ARTICLE- B.10.0 - REFEREE REGULATIONS**

CCMHA contracts for all referee services. All referees are bound by the Hockey Canada Official Playing Rules in force in any season.

### **BY-LAW – ARTICLE – 11.0 ON-ICE OFFICIALS CODE OF CONDUCT**

B.11.01 Act in a professional manner at all times and take your role seriously.

B.11.02 Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.

B.11.03 Know all playing rules, their interpretations and proper application of them.

B.11.04 Remember that officials are teachers too. Set good examples.

B.11.05 Make your calls with quiet confidence, never with arrogance.

B.11.06 Control games only to the extent that is necessary to provide a good experience for all

participants.

B.11.07 Violence must never be tolerated.

B.11.08 Be fair and impartial at all times.

B.11.09 Answer all reasonable questions when requested properly.

B.11.010 Adopt a "Zero Tolerance" attitude towards verbal or physical abuse.

B.11.11 Never use profanity when speaking to players, coaches, or parents.

B.11.12 Use honesty and integrity when answering questions.

B.11.13 Admit your mistakes when you make them.

B.11.14 Never openly criticize a coach, player, or other official.

B.11.15 Keep your emotions under control.

B.11.16 Use only CHA approved officiating techniques and policies.

B.11.17 Maintain your health and physique through a physical conditioning program.

B.11.18 Dedicate yourself to personal improvement and maintenance of officiating skills.

B.11.19 Respect your supervisor and his critique of your performance

#### **BY-LAW - ARTICLE B.12.0 - COACHES REGULATIONS**

B.12.01 Shall promote and foster the Aims and Objectives of CCMHA.

B.12.02 Shall be at the rink at least fifteen (15) minutes prior to game time. If a coach or manager cannot be present THEY ARE RESPONSIBLE for appointing a properly certified and registered replacement.

B.12.03 Report any complaints or recommendations to your executive Convener.

B.12.04 Team officials are accountable to the Executive for their conduct and that of their hockey players, during and after games and practices. They are expected to set a good example of conduct and language, dress and sportsmanship.

B.12.05 Coaches, Manager or Trainers who contravene the Constitution and By-Laws are subject to being suspended or disciplined by the Convener and/or Executive.

B.12.08 Coach and/or Manager of each CCMHA team must submit to the OMHA/UCHL rep contact within 24 hours any suspensions, be it a League or Exhibition game,

B.8.09 All coaches, trainers, managers and on-ice personnel are required to wear CHA approved helmets

during all practices. Failure to follow this rule will result in suspension of coach, trainer or manager.

B.12.10 All head coaches, assistant coaches, goalie coaches, trainers and managers must be registered with a CCMHA team otherwise, they will not be allowed on the bench, except for those on the 'At Large List' as maintained by CCMHA.

B.12.11 All head coaches, assistant coaches, goalie coaches, trainers and managers will be required by CCMHA to authorize a vulnerable persons police check, otherwise they can not be registered with a team.

B.12.12 All Head Coaches and all assistant coaches are required to have qualifications as outlined in the OMHA Manual of Operations. Refer to Appendix A – Regulations “OMHA Coaching Certification requirements”.

B.12.13 All REP Team coaching staff are required to have qualifications as outlined in the OMHA Manual of Operations. Refer to Appendix A – Regulations “OMHA Coaching Certification requirements”.

B.12.15 All trainers are to be certified with a minimum Level I Certification under the Hockey Trainers Certification Program.

B.12.16 All coaches, assistant coaches, trainers and managers must have completed the Speak-Out Course; otherwise they cannot hold these positions.

B.12.17 CCMHA will keep a list of 'Trainers at Large' and 'Coaches at Large' for any REP or house league team to use in case their approved trainer or a coach is unavailable. The teams head coach must notify the ice scheduler of the CCMHA with at least 10 days' notice if his/her team will not be using their ice because of other commitments. Failure to contact ice scheduler of the CCMHA can result in cancellation of a future ice practice, and if continues will forfeit all remaining in the season. Head Coach will receive one game suspension and could result in the team paying for open ice rental at the CCMHA's discretion.

B.12.18 The head coach must notify the OMHA Rep, UCHL Rep or OWHA Rep if a game has to be cancelled or postponed. If a home game is cancelled because of inclement weather, the home team is still expected to use the ice time unless it is cancelled by the arena.

B.12.19 Before using a UCHL affiliated player(AP), the head coach must first contact the UCHL Rep for tracking purposes and then the coach of the team to which the player is first rostered. The Head coach or manager must review player/parent Code of Conduct with players during their first practice and with parents during the first parents' meeting. He/she must ensure both players and parents sign this document proving they have read and understood it. Manager will be responsible to return signed copy to 2nd Vice President who in turn will distribute accordingly. Head Coach is to complete A/P roster and hand into registrar

#### B.12.20 REP COACHES

(a) The REP Coaches will be appointed by the Executive.

(b) The REP Coach has the privilege of selecting his own Assistant Coach, Trainer and Manager subject to approval by the Executive. The Manager may, with Executive approval, select a temporary Manager prior to try-outs to initiate the Team's season and assist with try-outs.

### BY-LAW - ARTICLE B.13.0 - MANAGERS REGULATIONS

- B.13.01 Shall be at the rink at least fifteen (15) minutes prior to game time. If a manager cannot be present THEY ARE RESPONSIBLE to ensure that all is in order prior to the game.
- B.13.02 Team officials are accountable to the Executive for their conduct and that of their hockey players, during and after games and practices. They are expected to set a good example of conduct and language, dress and sportsmanship
- B.13.03 Manager who contravene the Constitution and By-Laws are subject to being suspended or disciplined by the Convener and/or Executive
- B.13.04 Manager of each team must submit to the Executive (Treasurer) and parents no later than the 15th of March each year an itemized statement of account of all teams monies obtained and disbursed
- B.13.05 All managers and on-ice personnel are required to wear CHA approved helmets during all practices. Failure to follow this rule will result in suspension of coach, trainer or manager
- B.13.06 The manager is responsible for, 50/50 sellers, tracking volunteer hours and acting as a liaison with the Tournament Convener.
- B.13.07 Team managers will also be responsible for media release forms, tracking of any fundraising or assistance with an event if needed.
- B13.08 Manager is to ensure Police Checks are completed by all coaching staff and on ice volunteers
- B13.09 Team Manager will have financial records available upon request within a two-week time frame. A summary will be provided at the end of December and a financial statement after the last game/tournament of the season.
- B 13.10 The manager from each team will assist tournament Convener in lining up teams for his/her own home tournament
- B.13.11 The Manager will provide a team information newsletter
- B.13.12 The Manager will be responsible for the tracking of team jerseys
- B.13.13 Managers are not required to be on the bench during games
- B.13.14 The Head coach or manager must review player/parent Code of Conduct with players during their first practice and with parents during the first parents' meeting. He/she must ensure both players and parents sign this document proving they have read and understood it. Manager will be responsible to return signed copy to 2nd Vice President who in turn will distribute accordingly.
- B.13.15 Manager is to ensure Police Checks are completed by all coaching staff and on ice volunteers

**BY-LAW – ARTICLE - B.14.0 – TRAINER REGULATIONS**

B.14.01 Each team in the CCMHA shall have, as a minimum, a coach, manager and trainer registered with the organization.

All team officials shall have, as a minimum, the certification requirements prescribed by the OMHA.

B.14.02 Shall be at the rink at least fifteen (15) minutes prior to game time. If a manager cannot be present THEY ARE RESPONSIBLE for appointing a properly certified and registered replacement.

B.14.03 CCMHA will keep a list of 'Trainers at Large' and 'Coaches at Large' for any REP or local league team to use in case their approved trainer or a coach is unavailable.

B.14.04 Team officials are accountable to the Executive for their conduct and that of their hockey players, during and after games and practices. They are expected to set a good example of conduct and language, dress and sportsmanship

B.14.05 Trainers who contravene the Constitution and By-Laws are subject to being suspended or disciplined by the Convener and/or Executive

B.14.06 All trainers and on-ice personnel are required to wear CHA approved helmets during all practices. Failure to follow this rule will result in suspension of coach, trainer or manager

B.14.07 Each team requires a certified trainer on the bench at all times. If a team trainer cannot be present it is their responsibility to find a replacement either one from the Trainer at Large list, another CCMHA bench trainer and if a replacement is not available, the trainer of the other team can be approved to act as trainer for both teams.

#### **BY-LAW – ARTICLE - B.15.0- BENCH STAFF CODE OF CONDUCT**

Coaches and Bench Staff must remember a child doesn't care how much you know, until he/she knows how much you care.

B.15.01 Be a positive role model for your players.

B.15.02 Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun.

B.15.03 Display emotional maturity.

B.15.04 Be alert to the physical safety of players.

B.15.05 Be generous with your praise when it is deserved.

B.15.06 Be fair and just, do not criticize players publicly.

B.15.07 Teach good sportsmanship, respect parents, opponents, and officials.

B.15.08 Be patient and understanding, be upbeat and encourage fun.

B.15.09 Familiarize yourself with the rules, techniques, and strategies of hockey.

B.15.10 Be an effective communicator; do not just yell at the players or officials.

B.15.11 Recognize your influence on players; be honest and consistent.

B.15.12 Teach the importance and value of teamwork.

B.15.13 Emphasize the development of the fundamental skills of hockey.

B.15.14 Adjust to personal needs and problems of players.

B.15.15 Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.

B.15.16 Never verbally or physically abuse a player or official.

B.15.17 When conversing with your players, or in the event that an official wishes to converse with you,

be conscious of your position on the bench. Do not carry on a conversation where you are towering over the individual so that there is an intimidation aspect to your actions. (This would include standing on the bench with your foot on top of the boards. This posture may incur a bench minor penalty) Eye level is best.

B.15.18 Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.

B.15.19 Organize practices to be fun and challenging for your players.

B.15.20 Be concerned with the overall development of your players. Stress good health habits and clean living.

B.15.21 Never use profanity around players, parents, or officials.

B.15.22 At no time shall the coach or any member of the staff, on the ice or off, either before or after a game, approach an on ice official. Failure to abide by this rule could result in the Executive assessing additional suspensions in addition to any penalty assessed by the referees on the game sheet report.

### **BY-LAW - ARTICLE - B.16.0 – TIMEKEEPER REGULATIONS**

B.16.01 The RIC/Ice Schedule shall have such duties and responsibilities as may from time to time, be assigned by the Executive.

B.16.02 Any person Twelve (12) years or older may file an application for the position of timekeeper under the jurisdiction of CCMHA.

B.16.03 Timekeepers shall be paid the rates set forth in the schedule of Fees for Timekeepers. The Schedule of Fees for Timekeepers shall be prepared by the RIC/Ice scheduler and submitted to the Executive. It shall become effective only on the date prescribed by the Executive in its written approval.

B.16.04 Timekeepers shall conduct all hockey games in accordance with rules set-out by CCMHA in conjunction with rules by OMHA.

B.16.05 Timekeepers shall officiate at hockey games as directed by the RIC/Ice Scheduler  
Paid Timekeepers are used for Novice Level and up.  
JR.IP /SR IP use parent volunteers

### **BY-LAW - ARTICLE B.17.0 - PROTESTING REGULATIONS**

B.17.01 A team who wishes to protest the act, omission or conduct of any CCMHA representative, referee or linesman, coach, manager, player or other matter shall file the protest in writing with the Secretary not later than forty-eight (48) hours (exclusive of Saturdays, Sundays or statutory Holidays) after the happening of the event.

B.17.02 The protest shall be signed by the Manager or Coach of the team.

B.17.03 Failing a local resolution the Team will be referred to the OMHA Manual of Operations Regulation 16.0 on appeals.

### **BY-LAW - ARTICLES B.18 - COMPETITION REGULATIONS**

B.18.01 Group playing rules as set down by the OMHA, these shall govern play in regular exhibition and play-off schedule games, except ones, which are covered by the constitution and By-Laws.

B.18.02 All teams must inform the OMHA REP/UCHL Rep to seek the approval of their OMHA REM



prior to arranging tournaments and exhibition games outside of OMHA.

B.18.03 Novice, Atom, Pee wee, Bantam, Midget, Juvenile Local League games will consist of fifty (50) minutes of ice time. The game will be 3 periods consisting of 10, 10 and 10 minutes. IP teams will run a 32 minute period and use blue pucks. SR IP ( TYKE) will run a 36 minute period until half way mark of the season and then switch to 3- 10 minutes and will use blue pucks

B.18.04 1 or 2 ice times per week (providing ice time available)

B.18.05 All teams shall have equal ice time for games.

B.18.06 Coaches at all levels of hockey are required to provide fair ice time to all players on their teams. Coaches not providing Fair Ice time to all players may be liable to suspension or dismissal.

### **BY-LAW - ARTICLE - B.19.0 - PRACTICE REGULATIONS**

19.01 If a Coach or Trainer cannot attend his practice it is the responsibility of the coach or trainer to find a substitute. No team will practice without a Coach or on the Ice.

B.19.02 Practice times will be scheduled on a rotating basis to ensure fair practice ice time at the discretion of the CCMHA executive.

B.19.03 All teams shall have equal ice time for practices. Teams may have to practice two (2) at a time. to ensure each player receives equal ice time.

(a) If a coach wishes to share a practice ice with another team, they must notify/ seek approval from the executive prior to ice time.

B.19.04 All CCMHA members registered as coaches, assistant coaches, trainers, managers and practice coaches/helpers on CCMHA teams, must wear a minimum of approved helmets when assisting with on-ice practices. Any player registered with CCMHA and assisting with on ice practices with other teams is required to wear full equipment

### **BY-LAW - ARTICLE - B.20.0 HARASSMENT POLICY**

a) Harassment in any form will not be tolerated.

b) OMHA Harassment rules and regulations will apply

c) When a harassment claim is needed to be made it must be made in writing to the CCMHA Abuse and Harassment Officer via email. The Abuse and Harassment officers will then determine course of action to be taken.

### **BY-LAW - ARTICLE - B.21.0 ALCOHOL AND DRUG POLICY**

B.21.01 Alcohol and drugs have no place in youth sports. CCMHA is committed to providing all our players with an alcohol and drug free environment. CCMHA Alcohol and Drug Policy will be strictly enforced.

B.21.02 Players: Any player suspected to be under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behaviour. If found in violation of this policy, disciplinary consequences are as follows:

- a) First violation: Suspension from the Association for 30 days OR permanent expulsion from CCMHA.
- b) Second violation: Permanent expulsion from CCMHA.

**B.21.03 On-ice Officials:** Any official suspected to be under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behaviour. If found in violation of this policy, disciplinary consequences are as follows:

- a) First violation: Suspension from the Association for 30 days OR permanent expulsion from CCMHA.
- b) Second violation: Permanent expulsion from CCMHA.

**B.21.04 Coaches and team officials:** Any coaches or team officials suspected to be under the influence of alcohol and/or drugs while carrying out coaching/team on-ice or off-ice duties, to be in the possession of drugs, or attempting to distribute drugs, will be immediately suspended until a hearing with the Disciplinary Board. Coaches should not consume alcohol within 8 hours prior to a game or practice. If found in violation of this policy, disciplinary consequences are as follows:

- a) First violation: Suspension from the Association for 30 days OR permanent expulsion from CCMHA.
- b) Second violation: Permanent expulsion from CCMHA.

**B.21.05 Parents:** CCMHA asks all parents to observe the high standards set forth by our Association at the rink and during any CCMHA event. Individuals found to be drinking in or around the rink, or entering the building in an intoxicated state will be asked to leave the premises. Refusal to leave the arena will result in removal of the individual by the police. . If found in violation of this policy, disciplinary consequences are as follows:

- a) First violation: Suspension from the Association for 30 days OR permanent expulsion from CCMHA.
- b) Second violation: Permanent expulsion from CCMHA.

## **BY-LAW - ARTICLE - B.22.0 PARENTS CODE OF CONDUCT**

**B.22.01** Encourage, do not force an unwilling child to participate in sports.

**B.22.02** Remember children are involved in organized sports for their enjoyment, not yours.

**B.22.03** Insist your child always play by the rules.

**B.22.04** Realize the importance of practice in developing your child's necessary hockey skills.

**B.22.05** Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.

**B.22.06** Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never yell at your child for making a mistake.

**B.22.07** Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.

**B.22.08** Do not publicly question an officials' judgment and never their honesty.

**B.22.09** Support all efforts to remove verbal and physical abuse from children's sporting activities.

B.22.10 Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.

B.22.11 Do not discuss other team players as to their ability or aptitude in front of your own child.

B.22.12 Should you have concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time.

### **BY-LAW - ARTICLE - B.23.0 SPECTATOR POLICY**

B.23.01 Parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all CCMHA sanctioned events.

B.23.02 On-ice officials can stop the game when parents/spectators displaying inappropriate and disruptive behavior interfere with the other spectators or the game.

B.23.03 The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing/game area.

B.23.04 Once these are removed, play will resume.

B.23.05 Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

B.23.06 This inappropriate and disruptive behaviour shall include, but not be limited to:

- a. Use of obscene or vulgar language in a boisterous manner to any one at any time.
- b. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or actual physical violence.
- c. Throwing of any object in the spectators viewing area, players bench, penalty box or on-ice surface, directed in any manner as to create a safety hazard.

B.23.07 Spectators involved with a CCMHA event are expected to conduct themselves with the highest degree of courtesy, integrity and behaviour.

B.23.08 Parents and spectators are requested to remain behind the glass areas of the rinks.

B.23.09 Parents and spectators are to avoid any contact with the players' bench or the official timekeepers' area (including penalty boxes), unless specifically requested by a member of the coaching staff to be there.

B.23.10 At no time are spectators allowed to have any direct contact with the referees, either before, during or after the game.

B.23.11 The area directly behind the goaltenders should be avoided when possible.

B.23.13 In the event of disorderly conduct, the coach or assistant coach will be responsible for ordering the spectators to leave the premises. The coach is then required to file a letter of incident with the CCMHA Directors.

B.23.14 Any parent/guardian spectator who interferes in any manner with the on-ice officials, the team officials, the players, or with the playing of the game, may be ejected from the arena facility for the balance of that game, and for an extended period of time (if required) by both the CCMHA Executive Board and the Arena Staff. Also certification or recertification of the RIS will be mandatory. The Disciplinary Board/ Executive Board will review and follow the OMHA risk management formula, and make recommendations based on the following guidelines.

a. First Offense:

- 1) For profanity or other verbal abuse a maximum 30-day suspension is applied.
- 2) For physical abuse a minimum 90-day suspension will be considered, and the laying of charges will be considered, for the most serious of violations Sent to OMHA risk Management

b. Second Offense:

- 1) Will lead to a longer suspension, possibly up to the duration of the season, and the laying of charges will be considered, for the most serious of violations.
- 2) Profanity/verbal abuse or physical abuse includes any behaviours aimed at players, coaches, officials, rink employees and/or other spectators. This policy will also be in effect for away games.

#### **BY-LAW - ARTICLE - B.24.0 - MEMBERS POLICY**

B.24.01 CCMHA members include all CCMHA elected executive, appointed executive, referees, timekeepers, head coaches, assistant coaches, managers, trainers, players and parents.

B.24.02 CCMHA will follow the OMHA Code of Conduct Policies and Procedures and implement the Dispute Resolution flow chart. CCMHA will assess the infractions accordingly, as per the Policies and Procedures of the OMHA

B.24.03 The rules governing the CCMHA will be that of the Canadian Hockey Association (CHA), Ontario Minor Hockey Association (OMHA), United Counties Hockey League (UHL) and the Ontario Women's Hockey Association (OWHA), with the following additions.

B.24.04 All CCMHA members are expected to conduct themselves in an acceptable manner while involved in any CCMHA related function.

B.24.05 All members of the CCMHA shall conduct themselves in a manner which is respectful of the association and others, and shall respect and uphold the Constitution and Bylaws. All shall act in accordance with any Code of Conduct and Ethics that may reasonably be established by the Board.

B.24.06 The Executive of CCMHA is committed to providing a healthy, caring and enjoyable environment to ALL of our members. In the spirit of this commitment, several policies have been created. Failure to comply with these policies can result in consequences.

B.24.07 To participate in CCMHA as a player, coach, team official or parent is a privilege. All participants MUST adhere to these policies in order to participate. Possible consequences for violating these policies are as follows:

- a) The filing of incident report against you.
- b) A hearing with the CCMHA Executive or Discipline Committee/and notice of offence in offenders file.
- c) Temporary suspension from the team, ice arena and/or Association, and written proof put in offenders file

- d) Permanent expulsion from the team, ice arena and/or Association, and written proof put in offenders file
- e) The Executive Board will determine if the offender will be welcomed back the following season based on seriousness and repeated offences.

B.24.08 All correspondence, inquires, requests, complaints by any parent, player, guardian, team official, etc. MUST be made in writing at the ASSOCIATION LEVEL to an active Board Member, as per the contact information provided. The 2nd VP for CCMHA acts as the Liaison for the entire coaching staff, is familiar with the CCMHA rules of conduct, acts as a liaison between the CCMHA and the parents of the CCMHA players and must bring to the attention of the appropriate Board Members any concerns received from a parent or guardian and if required, set up and conduct mediation / discipline meeting in a timely fashion

B.24.10 Failure to follow the procedures stated above in bylaw 24.08 will result in the following:

1st offence – verbal /written warning by President or 2nd VP (with written confirmation of verbal warning stated)

2nd offence --parent/guardian/etc will not be permitted to attend home games of the player (not permitted in the Keeler Centre)

3rd offence – player to which the offender is attached to (parent/guardian/etc.) a one game suspension will be issued and followed by a written notification.

4th offence - player to which the offender (parent/guardian/etc.) is attached to a suspension from the league will be issued (UHL/OMHA) and followed by a written notification.  
Any fine incurred to CCMHA due to the offender (player, parent/guardian/etc.) not following procedure will be forwarded to the offender. This fine must be paid in full prior to player being allowed to play.

#### **BY-LAW - ARTICLE - B.25.0 PLAYERS CODE OF CONDUCT**

B.25.01 Play for the fun of it, not just to please your parents or the coach.

B.25.02 Respect your coach, your teammates and your opponents.

B.25.03 Play by the rules.

B.25.04 Never argue with the officials' decisions. Let your team captain or coach ask any necessary questions.

B.25.05 Control your temper- no mouthing off, breaking sticks or throwing equipment.

B.25.06 Work equally hard for yourself and your team - your team's performance will benefit and so will you.

B.25.07 Be a good sport. Cheer all good plays, whether your team or your opponents.

B.25.08 Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.

B.25.09 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.

B.25.10 Cooperate with your coach, teammates and opponents, for without them you don't have a game

#### **BY-LAW - ARTICLES B. 26.0 - SUSPENSION REGULATIONS**

B. 26.01 Major suspensions must be reported to the appropriate representative (OMHA, OWHA or UCHL) and Referee-in-Chief within 24 hours

B. 26.02 All suspensions assessed to any player, team official or administrator shall be honoured by the CCMHA.

B. 26.03 Parents of any players who are registered in CCMHA who in any way discredit their team or CCMHA during the time they are on Arena property, or representing their teams at other Arenas, their son/daughter may be suspended

Problems will then be dealt with according to the CCMHA rules pertaining to conduct.

#### **BY-LAW - ARTICLE B. 27.0 - SPONSORSHIP OF CCMHA TEAMS**

B.27.01 CCMHA Executive shall have complete control of all sponsorship including:

(a) Allocation of Sponsorship funds (all funds must be paid directly to the Treasurer of CCMHA)

(b) Cost of Sponsorship of all teams under CCMHA jurisdiction.

(c) Selection of Sponsor's team.

(d) Team colours, sweater and sponsored crests design.

B.27.02 The sponsor must agree not to:

(a) Interfere in any way with the operations of the teams or players.

(b) Make direct contributions in any form whatsoever to a sponsored team or player without prior approval of the Executive.

#### **BY LAWS – ARTICLE B. 28.0 – ASSOCIATION TOURNAMENTS**

B.28.01 CCMHA supports the following local tournaments and Fun Days

(a) Midget Tournament – up to 2 days

(b) Bantam Tournament – up to 2 days

(c) Pee wee Tournament – up to 2 days

(d) Atom Tournament – up to 2 days

(i) Novice Tournament – up to 2 days

(j) Initiation Program Fun Day – up to 2 day

B.28.02 OMHA Tournament Sanctions and travel permits are required for each tournament including home tournament and will be obtained by CCMHA on behalf of the Association.

B.28.03 All teams will have the responsibility of assisting in organizing their respective tournaments.

B.28.04 CCMHA will be responsible for all costs associated with the home tournament including. ice costs, referees, timekeepers, hall rental, awards etc.

B.28.05 Each Team is required to file a tournament financial report with CCMHA within 15 days of the tournament date.

B.28.06 Home teams are to pay full entry fee prior to the tournament.

B.28.07 Home teams are able to run any fundraising activities that have been approved by the Executive prior

B.28.09 Tournament 50/50 draws can be run for the duration of the tournament, where winner gets 50%, team gets 25% and Association get 25% (on one draw only) All other 50/50 draws the team makes the entire 50%. Exception to this would be approved by the Executive.

## **BY- LAW- ARTICLE – 29.0- OUT OF CENTER TOURNAMENTS**

B 29.01 All teams applying for participation in tournaments or exhibition games must have approval of the Executive and have all required documents from OMHA (travel permits will be done by the executive upon request from team manager).

B.29.02 CCMHA will provide a cheque if necessary to hold a team's position in an outside tournament, with the understanding that the team is responsible for full repayment immediately after the event. A team must request these funds from the treasurer.

## **BY-LAW - ARTICLE 30.0– REP TEAM SELECTION (When Applicable)**

B.30.01 On or before the first (1st) day of October, try-outs will be held in each division for the REP teams.

B.30.02 On or before the fifteenth (15th) day of October, the first 2<sup>nd</sup> Vice-President will call a meeting to form Teams in each classification. Coaches will be expected to attend.

B.30.03 On or before the fifteenth (15th) day of October the play will begin.

B.30.04 The coaches, and evaluators of the REP teams will chose their complement of players prior to the start of Season.

B.30.05 Any player who is being returned to the Local League from a REP Team, will be placed on a team by the appropriate Convenor.

B.30.06 Coaches will make their REP Team selections by the end of the fourth (4th) Rep Team try-out.

B.30.06 A request to remove a player from a REP team will be considered by the executive only in "extreme circumstances". Valid reasons for player removal would include

(a). Poor attendance at games and/or practices,

(b). A players on-ice or off-ice behaviour is so poor that it is unreasonable to expect the coaching staff to continue dealing with the player

(c). A player's parents behaviour is so poor that it is unreasonable to expect the coaching staff to continue to deal with the parent.

(d) "lack of ability" on the part of the player is not a valid reason to have the player removed from the team.

(e) Approval by a two-thirds majority of the complete Executive must be obtained.

(f) A request from a player or parent to be removed from a team must be presented in writing to the Executive. Approval for movement to another team may be conditional upon team composition. Approval by a two-thirds majority of the complete Executive must be obtained.

B.30.07 In any division that has major and minor REP teams, all major players must be 2nd year players and all minor team players must be first year players. This rule is subject to By-Law B.6.01.

## **BY-LAW- ARTICLE: 31.0-EXECUTIVE DIRECTOR/ EXECUTIVE MEMBER BOARD RESPONSIBILITIES**

It is the responsibility of the Executive Board to:

- B.31.01 Uphold the Integrity of the CCMHA
- B.31.02 Control all of the affairs of the CCMHA
- B.31.03 Fill any vacancies that may occur on the Board, (such appointments shall complete the term of office for the vacancy created).
- B.31.03 Appoint such team officials and other league officials and convenors as may be required to carry out the duties of operating the teams of the CCMHA.
- B.31.04 Establish working policies and practices, which promote and foster an environment that allows the members to enjoy the game to the fullest, in a safe and organized manner.
- B.31.05 Ensure that procedures are in place to implement the rules and regulations of our governing bodies, the OMHA, the UCHL, the OWHA and the regulations of the CCMHA.
- B.31.06 Communicate any rule or policy changes to all members of the CCMHA, and to keep members informed of the affairs of the CCMHA.
- B.31.06 Assign Directors and other competent members to all operating committees, and ensure the committees fulfill their duties.
- B.31.07 Comply with all town of Colborne regulations regarding use of rental facilities,
- B.31.08 Ensure all coaching staff trainers and managers are in compliance with current OMHA, UCH, OWHA and CHA certificate program requirements, and to provide access to the training programs required
- B.31.09 Establish programs and procedures to assist in teaching of skills and player development
- B.31.10 Establish procedures for the assignment of coaching staffs for all teams.
- B.31.11 Establish screening procedures for all volunteers in contact with participants, as well as all Directors of the Corporation.
- B.31.12 Safeguard the monies and assets of the CCMHA, and adequately document by the use of appropriate audit procedures.
- B.31.13 All Communication between the Executive board members must be answered within a 24 hour time frame.
- B.31.14 All Communication from members must be acknowledge by the executive within a 48 hour time frame



## **BY-LAW- ARTICLE 32.0 -POWERS**

B.32.01 The Board may administer the affairs of the CCMHA in all things, and make, or cause to be made for the CCMHA any kind of contract which the organization may lawfully enter into, and except as hereinafter provided, may generally exercise all such other acts and things as the organization is authorized by its charter to exercise and do.

B.32.03 The Board has the responsibility to up hold the integrity of the association. The board has the power to consequence any members who may jeopardize the association's integrity. Consequence may include but not limited to

- (a) Suspension of membership for a specific time frame.
- (b) Denial of any or all Executive position nominations for a specific time frame.

## **BY-LAW- ARTICLE 33.0 - REMUNERATION OF BOARD MEMBERS**

B.33.01 An Executive Member may be reimbursed reasonable expenses incurred in the performance of his/her duties, and remuneration for his/her services.

B.33.02 Any executive board member of the CCMHA who is directly or indirectly involved in a material interest in a proposed contract or matter before the Board, shall declare that interest at a meeting of the Board. Such disclosure shall be made when the question of entering into a contract or agreement is first made by the Board, or in any case, at the first opportunity afterwards.

## **BY-LAW- ARTICLE 34.0 - TERMINATION OF MEMBERS ON THE EXECUTIVE BOARD**

### **B.34.01 CONFIDENTIALITY BREACH**

Every member on the Executive Board of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera. If any executive member is found not to be adhering to the confidentiality agreement, their resignation will be forced by a 50% plus 1 vote at a meeting of the Executive. Proof of the confidentiality breach directly or indirectly must be present beyond a reasonable doubt.

### **B.34.02 MISSED MEETINGS**

Member of the Executive Board, of the CCMHA are required to attend ALL meetings including regularly scheduled meeting and emergency meetings. Unless otherwise determined by the Board, the absence of an Executive from three (3) consecutive board meetings or the absence of a Director from four (4) consecutive board meetings shall be deemed to be a resignation of the said executive member, unless notice of an acceptable reason for absence has been given in advance.

### **B.34.03 RESIGNATION**

An Executive of the Board may resign from his or her position by submitting a letter of resignation to the President of the Association

#### **B.34.04 NEGLECT OF INABILITY OF DUTY**

If any executive board member has been found neglectful in completing their mentioned duties, a motion must be put before the remaining Executive Board asking for the termination of that said executive member. A vote will take place and a vote of 50% plus 1 will pass this motion. A letter will be sent to the said party detailing the outcome.

#### **B.34.05 INTEGRITY /NOT IN BEST INTEREST OF CCMHA**

Any Executive member found not to be holding the Integrity or not acting in the best interest of the Association may be removed from the board. A motion must be put before the remaining Executive Board asking for the termination of that said executive member. A vote will take place and a vote of 50% plus 1 will pass this motion. A letter will be sent to the said party detailing the outcome.