

Change No. 1

4. AFFILIATIONS

- 4.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA; and,
 - (b) The Association shall operate in co-operation with the Recreation and Parks Departments within our zone.

Amended to:

4. AFFILIATIONS

- 4.1 The Association shall have the following affiliations:
- (a) The Association shall be a member of the OMHA *and the ETA*; and,
 - (c) The Association shall operate in co-operation with the Recreation and Parks Departments within our zone.

Rationale: to include our membership in the Eastern AAA Hockey Association (E.T.A.)

Change No. 2

5. CLASSES OF MEMBERSHIP

- 5.1.1 Membership in COWHA may be granted to individuals in good standing who shall agree to abide by and comply with the General By-Law and other policies, rules and guidelines of COWHA.
- (a) Active Membership – include all elected or appointed Directors or officials and all coaches, managers and trainers appointed for the current season and all registered players who are at least 18 years of age. Also included are those persons appointed by the Board to fill a vacancy. **Members in this classification will be granted one vote per person.**
 - (b) Parent/Guardian Membership – include all parents and/or legal guardians of registered players in good standing where the registered player is under the age of 18 years. **Each couple or custodial single parent shall have one vote per player registered and may attend members meetings and, by invitation, meetings of the Board and Committees of COWHA.**
 - (c) Honorary Lifetime Membership – granted to an individual who has rendered extraordinary and distinguished service to COWHA and has been expressly named by a duly passed resolution of the Board. **These members have no vote but may attend members meetings and, by invitation, meetings of the Board and of Committees of COWHA.**
 - (d) One Person – One Class of Membership – although it is possible for a member to be qualified for more than one class of membership in COWHA, no person may hold membership in more than one class of membership. It is, therefore, mandatory that each member shall declare himself/herself prior to the start of any meeting on the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.
- 5.2 Termination of membership in COWHA is as follows;
- (a) Membership in COWHA shall not be transferable and shall terminate upon members resignation or death;
 - (b) Members may resign from COWHA by submitting a Letter of Resignation to the Secretary of COWHA. The resignation shall take effect at the time of such delivery unless a later date is specified in the resignation;

- (c) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these members are unwilling or unable to do so, they shall be asked by the Board to resign from COWHA. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting expulsion of these members. A copy of this motion shall be communicated to the members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

Amended to:

5 CLASSES OF MEMBERSHIP

- 5.1 Membership in COWHA may be granted to individuals in good standing who shall agree to abide by and comply with the General By-Law and other policies, rules and guidelines of COWHA.
 - (a) Active Membership – include all elected or appointed Directors or officials and all coaches, managers and trainers appointed for the current season and all registered players who are at least 18 years of age. Also included are those persons appointed by the Board to fill a vacancy. **Members in this classification will be granted one vote per person.**
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 - (d) One Person – One Class of Membership – although it is possible for a member to be qualified for more than one class of membership in COWHA, no person

may hold membership in more than one class of membership. It is, therefore, mandatory that each member shall declare himself/herself prior to the start of any meeting on the membership and advise the chairperson of the membership class he/she wishes to represent. Once the meeting is called to order, the member must remain in that class of membership and may not change to another category or class of membership.

- (e) Unless otherwise determined by the Board, every Membership for the current year, other than Honorary Lifetime Memberships shall commence immediately following the AGM of COWHA and shall terminate on the 1st day following the next AGM of COWHA.
- (f) All Active Members, Parent/Guardian Members and Honorary Lifetime Members, in good standing, shall be entitled to notice of and to vote at all Meetings of Members of COWHA.
- (g) Members in good standing is defined as one who does not owe any applicable COWHA fees, assessments, etc and who is not the subject of any current disciplinary action. A member may be re-instated by the Board.
- (h) Members, who are Members of the Association at least 45 days in advance of any General Meeting of the Members of COWHA, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 45 days in advance of a General Meeting shall have their voting privileges commence with the start of the new Membership year.

5.2 Termination of membership in COWHA is as follows;

- (a) Membership in COWHA shall not be transferable and shall terminate upon members resignation or death;
- (b) Members may resign from COWHA by submitting a Letter of Resignation to the Secretary of COWHA. The resignation shall take effect at the time of such delivery unless a later date is specified in the resignation;
- (c) The Board shall have authority to suspend or expel any member or supporter from COWHA for any one or more of the following grounds:
 - 1. Violating any provision of the Article, By-Laws or written policies of COWHA;
 - 2. Carrying out any conduct which may be detrimental to COWHA as determined by the Board in its sole discretion;
 - 3. For any reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of COWHA.

In the event that the board determines that a member should be expelled or suspended from membership in COWHA, the President or such other office as may be designated by the Board, shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received, the President, or such other officer as may be designated by the Board, may proceed to notify the member is suspended or expelled from membership in COWHA. If written submissions are received in accordance with the Article, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further fourteen (14) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal.

Rationale: to expand on the definition of a Member, voting rights and disciplinary action.

Change No. 3

6. MEETINGS OF MEMBERS

- 6.1 The Annual General Meeting shall be held each year prior to June 30, at a time, place and day determined by the Board for the purpose of doing business as set out in the agenda of such Annual General Meeting. Notice of the Annual General Meeting shall be given not less than 30 days before the day on which the meeting is to be held. The notice of the Annual General Meeting shall be mailed to all members at the last known address recorded for such members in the records of COWHA.
- 6.2 The President may call a General Membership Meeting at any time. Members may call a Special Membership Meeting or General Membership Meeting at any time providing the reason for such a meeting is in writing and on the signatures of thirty (30) voting members and at least twenty-one (21) days prior to the requested date of said meeting. The only business that may be transacted at a Special Membership Meeting is that referred to in the notice.
- 6.3 The President, or in his/her absence, a Vice-President shall be Chairperson of any meeting of the members. If no such Director is present, the Directors present shall chose (1) of their number to be chairperson. If the Secretary is absent, the Chairperson shall appoint some person to act as Secretary of the meeting.
- 6.4 At any meeting of the Members, the respective voting rights of Members are those set out in Section 5.
- 6.5 There shall be no proxies at any meeting of the Members.
- 6.6 The Order of Business at any meeting of Members shall be at the discretion of the Chairperson of the meeting. Subject to the aforesaid, the order of Business shall be as follows:
- (a) Call to Order
 - (b) Reading of notice call of meeting
 - (c) Reading and approval of the previous Meeting of Members
 - (d) Directors Reports
 - (e) Financial Report
 - (f) Motions
 - (g) Correspondance
 - (h) Election of the new Board (elected positions only) – AGM only
 - (i) Other Business
 - (j) Adjournment
- 6.7 A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or By-Laws of the Association, shall

decide every question proposed for consideration at Meetings of Members. The Chairperson presiding at the meeting shall have a vote only in the event of a tie vote. Every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, a declaration by the Chair that a resolution has been carried or lost by a majority shall be sufficient. The result of the vote shall be entered into the minutes of the meeting.

- 6.8 Any meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned meeting (s) as might have been transacted at the original meeting form which adjournment took place. No notice shall be required of any such adjourned meeting other than to those members present in person at the adjourned meeting.

Amended to

6. MEETINGS OF MEMBERS

- 6.1 The Annual General Meeting shall be held each year prior to June 1, at a time, place and day determined by the Board for the purpose of doing business as set out in the agenda of such Annual General Meeting. Notice of the Annual General Meeting shall be given not less than 6 weeks before the day on which the meeting is to be held.
- 6.2 The President may call a General Membership Meeting at any time. Members may call a Special Membership Meeting or General Membership Meeting at any time providing the reason for such a meeting is in writing and on the signatures of thirty (30) voting members and at least twenty-one (21) days prior to the requested date of said meeting. The only business that may be transacted at a Special Membership Meeting is that referred to in the notice.
- 6.3 The President, or in his/her absence, a Vice-President shall be Chairperson of any meeting of the members. If no such Director is present, the Directors present shall chose (1) of their number to be chairperson. If the Secretary is absent, the Chairperson shall appoint some person to act as Secretary of the meeting.
- 6.4 At any meeting of the Members, the respective voting rights of Members are those set out in Section 5.
- 6.5 There shall be no proxies at any meeting of the Members.

6.6 The Order of Business at any meeting of Members shall be at the discretion of the Chairperson of the meeting. Subject to the aforesaid, the order of Business shall be as follows:

- (a) Call to Order
- (b) Reading of notice call of meeting
- (c) Reading and approval of the previous Meeting of Members
- (d) Directors Reports
- (e) Financial Report
- (f) Motions
- (g) Correspondance
- (h) Election of the new Board (elected positions only) – AGM only
- (i) Other Business
- (j) adjournment

6.7 A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or By-Laws of the Association, shall decide every question proposed for consideration at Meetings of Members. The Chairperson presiding at the meeting shall have a vote only in the event of a tie vote. Every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, a declaration by the Chair that a resolution has been carried or lost by s majority shall be sufficient. The result of the vote shall be entered into the minutes of the meeting.

6.8 Any meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned meeting (s) as might have been transacted at the original meeting form which adjournment took place. No notice shall be required of any such adjourned meeting other than to those members present in person at the adjourned meeting.

6.8 *The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.*

Rationale: To change the time frame for the AGM, notice length and attendance. Method of giving notice is covered under Section 14.1.

Change No. 4

7.3 Board Positions

The Board shall consist of the following:

- (a) Past President – immediate
- (b) President – elected – two (2) year term, with re-election privileges
- (c) Vice President (Hockey Development & Operations) – elected – two (2) year term, with re-election privileges
- (d) Vice President (Business & Administration) – elected – two (2) year term, with re-election privileges
- (e) Treasurer – elected – two (2) year term, with re-election privileges
- (f) Secretary – elected – two (2) year term, with re-election privileges
- (g) Zone Governing Representatives – a representative from each of our Home Centres (selected by Home Centre) – open term

Brock	Sturgeon Lake	Highland Storm
Lindsay	Manvers	Mariposa
Omeme	Ops	Port Perry
Sunderland	Uxbridge	Woodville

- (h) Appointed Directors – open term
 - Ice Scheduler
 - Equipment Manager
 - OMHA/ETA Contact
 - Registrar
 - Public Relations
- (i) Special Appointments (non-voting)
 - Directors-at-large – maximum of five (5)

Amended to

7.3 Board Positions

The Board shall consist of the following:

- a. Past President – immediate
- b. President – elected – two (2) year term, with re-election privileges
- c. Vice President (Hockey Development & Operations) – elected – two (2) year term, with re-election privileges
- d. Vice President (Business & Administration) – elected – two (2) year term, with re-election privileges
- e. Treasurer – elected – two (2) year term, with re-election privileges
- f. Secretary – elected – two (2) year term, with re-election privileges

- g. Zone Governing Representatives – a representative from each of our Home Centres (selected by Home Centre) – open term

Brock	Sturgeon Lake	Highland Storm
Lindsay	Manvers	Mariposa
<u>Kawartha</u>	Port Perry	Uxbridge
Woodville		

All Zone Governing Representatives are required to bring a letter from their home centre advising the Board of their representation at COWHA board and member meetings. This will be done on a yearly basis for each membership period.

- h. Appointed Directors – open term
- Ice Scheduler
 - Equipment Manager
 - OMHA/ETA Contact
 - Registrar
 - Public Relations

- i. Special Appointments (non-voting)
- Directors-at-large – maximum of five (5)

Rationale: To update Home Centre listing and to set out Zone Governing Reps requirements to the board that have been followed for several years

Change No. 5

7.4 Election Procedures

The Chairperson of the Nominations Committee shall present a draft slate of candidates for election at a COWHA Board Meeting and shall present the same to the membership at the Annual General Meeting. Such listing shall identify what position each nominee is seeking election for. Nominations may also come from the floor at the Annual General Meeting.

To be eligible for the position of President, a Director must have sat on the Board for two (2) of the last three (3) years as a voting director.

To be eligible for the position of Vice President, a Director must have sat on the Board for one (1) of the last two (2) years as a voting director.

The Nominating Committee shall strive to nominate a person who has employment experience and skills in accounting procedures for the position of Treasurer.

The Appointed Directors will be approved by the new Board at the first meeting following the Annual General Meeting.

Amended to

7.4 Election Procedures

The Nominations Committee shall present a draft slate of candidates for election **to the Board by April 30.** Such listing shall identify what position each nominee is seeking election for. **Further nominations must be presented in writing to the President no later than two (2) weeks prior to the AGM. One (1) week prior to the AGM, a list will be posted on the COWHA website. This same list will also be presented at the AGM.**

To be eligible for the position of President, a Director must have sat on the Board for two (2) of the last three (3) years as a voting director.

To be eligible for the position of Vice President, a Director must have sat on the Board for one (1) of the last two (2) years as a voting director.

The Nominating Committee shall strive to nominate a person who has employment experience and skills in accounting procedures for the position of Treasurer.

If, for any elected position, there is more than one (1) eligible candidate running, voting will be done by secret ballot.

The Appointed Directors will be approved by the new Board at the first meeting following the Annual General Meeting.

Rationale: To change nomination procedures so that ballots can be prepared ahead of time and eligibility requirements are met.

Change No. 6

9.6 Secretary

The Secretary shall:

- (a) attend and record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that the Association's records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-Laws and the Policies and Procedures established by the Board or by the Membership;
- (b) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- (c) give notice of all Board Meetings, draft an agenda and forward same to all Directors;
- (d) keep attendance record of all Board Meetings;
- (e) respond to correspondence pertaining to the operation of COWHA;
- (f) maintain an up-to-date mailing and telephone list of all Directors and Members of COWHA;
- (g) mail notice of AGM to all current members;
- (h) chair the Nominations Committee;
- (i) be responsible for maintaining current revisions to Manual of Operations;
- (j) ensure that all Directors have a current copy of the Manual of Operations;
- (k) be a voting member;
- (l) carry out duties as assigned by the Board, Executive Committee or the President.

Amended to

9.6 Secretary

The Secretary shall:

- (a) attend and record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that the Association's records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-Laws and the Policies and Procedures established by the Board or by the Membership;
- (b) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- (c) give notice of all Board Meetings, draft an agenda and forward same to all Directors;

- (d) keep attendance record of all Board Meetings;
- (e) respond to correspondence pertaining to the operation of COWHA;
- (f) maintain an up-to-date mailing and telephone list of all Directors and Members of COWHA;
- (g) chair the Nominations Committee;
- (h) be responsible for maintaining current revisions to Manual of Operations;
- (i) ensure that all Directors have a current copy of the Manual of Operations;
- (j) be a voting member;
- (k) carry out duties as assigned by the Board, Executive Committee or the President.

Rationale: Removal of mailing out notices of AGM

Change No. 7

9.9 OMHA/ETA Contact

The OMHA/ETA Contact shall:

- (a) oversee and implement registration procedures of all players under the jurisdiction of COWHA and the OMHA;
- (b) maintain an up-to-date mailing, telephone and e-mail list of all team managers, coaches and trainers;
- (c) book all play-off games for OMHA Playdowns and ETA League Play-offs;
- (d) attend the monthly ETA league executive meetings plus any other ETA functions as required by the league;
- (e) ensure that all player and coaching staff suspensions are enforced;
- (f) be a voting member;
- (g) carry out duties as assigned by the Board, Executive Committee or the President

Amended to

9.9 OMHA/ETA Contact

The OMHA/ETA Contact shall:

- (a) oversee and implement registration procedures of all players under the jurisdiction of COWHA and the OMHA;
- (b) maintain an up-to-date mailing, telephone and e-mail list of all team managers, coaches and trainers;
- (c) ***co-ordinate with the ice scheduler*** all play-off games for OMHA Playdowns and ETA League Play-offs;
- (d) attend the monthly ETA league executive meetings plus any other ETA functions as required by the league;
- (e) ensure that all player and coaching staff suspensions are enforced;
- (f) be a voting member;
- (g) carry out duties as assigned by the Board, Executive Committee or the President

Rationale: Updating job description

Change No. 8

9.10 Public Relations

The Public Relations Director shall:

- (a) oversee all advertising for COWHA;
- (b) oversee, maintain and up-date the website for COWHA;
- (c) co-ordinate the annual Awards Banquet;
- (d) be a voting member;
- (e) carry out duties as assigned by the Board, Executive Committee or the President

Amended to

9.10 Public Relations

The Public Relations Director shall:

- (a) oversee all advertising ***and media coverage*** for COWHA;
- (b) oversee ***or delegate the administration of*** the website for COWHA;
- (c) co-ordinate the annual Awards Banquet;
- (d) be a voting member;
- (e) carry out duties as assigned by the Board, Executive Committee or the President

Rationale: Updating job description

Change No. 9

14.1 Method of Giving Notice

Whenever, under the provisions of this By-Law of COWHA, notice is required to be given, such notice may be given either personally or by telephone, e-mail or by depositing same in a post office or a public letter box, in a postage paid envelope addressed to the Director or Member at his/her address as the same appears in the records of COWHA. Any notice or other documents sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letterbox as above. For the purposes of sending any notice, the address of any member or Director shall be his/her last address in the records of COWHA.

Amended to

14.1 Method of Giving Notice

Whenever, under the provisions of this By-Law of COWHA, notice is required to be given, such notice may be given either personally or by telephone, e-mail, **posting on website** or by depositing same in a post office or a public letter box, in a postage paid envelope addressed to the Director or Member at his/her address as the same appears in the records of COWHA. Any notice or other documents sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letterbox as above. For the purposes of sending any notice, the address of any member or Director shall be his/her last address in the records of COWHA.

Rationale: Updating to include website