

Proposed Whitby Minor Hockey Association By-Law Amendments

2017-2018 Annual General Meeting, June 4, 2018

Removal of wording is indicated by single line strike through text (~~deletion~~)

Addition of wording is indicated by bold and underline text (**addition**)

| Amendment No. & Motion by: | New Wording | Rationale |
|----------------------------------|--|---|
| 2018-001 Board Supported | <p>6 Terms of Membership and Eligibility</p> <p>1) Terms and Eligibility</p> <p>a) Active Membership</p> <p>i) Active Members shall include all elected Directors, or appointed <u>Positions, appointed Committee Members</u> Directors or officials, all convenors, coaches, managers and trainers appointed for the current season, all registered players who are at least 18 years of age and further any individual involved in the administration of the Corporation. Members in this classification will be allowed one vote per person.</p> <p>b) Parent Membership</p> <p>i) Parent members shall include all parents and legal guardians of registered players in good standing under the age eighteen (18) years. Any one parent or guardian of a registered player(s) of the corporation shall have one vote and may attend members meetings and, by invitation, meetings of the Board and the Committees of the WMHA. See Appendix A for examples of voting rights.</p> <p>c) Honorary Lifetime Membership</p> <p>i) Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Lifetime Members by any Member of the Association and the granting of Honorary Lifetime Membership must be confirmed by a majority vote of the Board of Directors.</p> <p>ii) Honorary Members will have no vote but may attend members meetings and by invitation, meeting of the Board and Committees of WMHA.</p> <p>d) One Person – One Class of Membership</p> <p>i) Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare themselves prior to the start of any meeting of 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.</p> | Membership classes have been updated to reflect other changes related to appointed positions and appointed Committee members to support the revised Board structure |
| 2018-002 Board Supported | <p>6 Terms of Membership and Eligibility</p> <p>2) Membership List</p> <p>a) Subject to Section 6.7 herein, the Secretary of the Board (<u>General Manager of the Association</u>) shall prepare and</p> | Updated to reflect proposed Board structure |

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| | maintain a list of current Active Members, Parent/Guardian Members, and Honorary Lifetime Members. This list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership. | |
| 2018-003 Board Supported | <p>6 Terms of Membership and Eligibility</p> <p>5) Membership Fees</p> <p>a) Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable <u>as per the Association's Refund Policy, however,</u> but the Board of Directors may, in its sole discretion, grant a request for such a refund.</p> | Updated to reflect changes to how the Budget is approved, and to refer to the Association's previously established Refund Policy. |
| 2018-004 Board Supported | <p>7 Meetings of the Membership</p> <p>1) Annual General Meeting of Members</p> <p>a) The Annual General Meeting shall be held each year within the first fifteen (15) days <u>in advance of the Ontario Minor Hockey Association Annual General Meeting in</u> of June, at a time, place and day determined by the <u>Board of Directors,</u> for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting:</p> <ul style="list-style-type: none"> i) approval of the agenda; ii) approval of the minutes of the previous meeting of the Membership; iii) receiving reports of the activities of the Association during the preceding year; iv) receiving information regarding the planned activities of the Association for the current year; v) receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year; vi) appointment of the Auditor for the ensuing year; vii) consideration of any proposed amendments to the Letters Patent or By-laws of the Association; viii) transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing fourteen (14) days, immediately preceding the Annual General Meeting; ix) election of the new Board; x) new business. | The WMHA AGM should take place in advance of the OMHA AGM, that is traditionally held in June, and the date is announced at least 8 months in advance. |

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| 2018-005 Board Supported | <p>7 Meetings of the Membership</p> <p>5) Voting Procedures</p> <p>a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;</p> <p>b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;</p> <p>c) At the Meetings of the Membership, every question shall be decided by a show of hands <u>(use of a voting card)</u>, unless a specific count or a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands <u>(voting card)</u> has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.</p> | Updated to reflect current practice. |
| 2018-006 Board Supported | <p>7 Meetings of the Membership</p> <p>8) Chair</p> <p>a) In the absence of the President and the two (2) <u>three (3)</u> Vice Presidents, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair. <u>The Board may also choose to appoint a parliamentarian to reside over the proceedings, if deemed necessary.</u></p> | Updated to reflect current practice. |
| 2018-007 Board Supported | <p>8 Board of Directors</p> <p>1) Composition</p> <p>a) Eligibility</p> <p>i) A Director:</p> <p>(1) shall be eighteen (18) or more years of age;</p> <p>(2) shall not have a status of Bankrupt;</p> <p>(3) shall not have been found under the Substitute Decisions Act, or under the Mental Health Act to be incapable of managing property or who has been found to be incapable by a Court in Canada, or elsewhere;</p> | <p>Number of Directors has been revised to support proposed Board Structure.</p> <p>Term limits have been changed to remove a one year term to improve succession planning on the Board.</p> |

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| | <p>(4) be a Member of the Association at the time of his or her election or appointment or becomes a member within 10 days of election;</p> <p>(5) shall remain a Member of the Association throughout his or her term of office.</p> <p>b) Number of Directors</p> <p>i) The affairs of the Corporation shall be managed by a Board of Twenty (20)<u>sixteen (16)</u> Directors, each of whom at the time of election or within ten (10) days thereafter and throughout his term of office shall be a member of the Corporation. One (1) director shall be the immediate Past President of the Corporation and shall hold such position on the Board of Directors ex officio.</p> <p>c) Term of Office</p> <p>i) To ensure proper succession planning for the Board, at each Annual General Meeting, the length of the term of office of each director to be elected at such Annual General Meeting shall be set based on the following criteria:</p> <p>Subsequent to the election of directors at any Annual General Meeting: i) a minimum of five (5) directors shall be scheduled to hold office for a term of three (3) years from the date of their election or until the third annual meeting of members at such date, whichever occurs first; <u>and</u> ii) a minimum of five (5) directors shall be scheduled to hold office for a term of two (2) years from the date of their election or until the second annual meeting of members at such date, whichever comes first; and (iii) a minimum of five (5) directors shall be scheduled to hold office for a term of one (1) year from the date of their election or until the first annual meeting of members at such date, whichever occurs first. Subject to the foregoing, the President shall set the term of office of any directors to be elected at any Annual General Meetings as either a one (1), or two (2) or three (3) year terms.</p> <p>d) Change in Number of Directors</p> <p>i) The Corporation may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws, and regulations and the Corporation's Letters Patent.</p> | |
| 2018-008 Board Supported | <p>8 Board of Directors</p> <p>2) Board Positions</p> <p>a) The following positions shall be Members of the Board of Directors:</p> | Changes made to support proposed Board Structure that is intended to streamline Board and to transfer Board positions to |

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| | <p>i. President;</p> <p>ii. Past President;</p> <p>iii. Vice President of Representative Hockey (1st VP) <u>Hockey Operations</u>;</p> <p>iv. Vice President of Houseleague Hockey (2nd VP);</p> <p>iv. Vice President of Operations, Risk Management and OMHA Contact <u>Discipline</u></p> <p><u>v) Vice President of Governance and Strategic Planning</u></p> <p>vi. Secretary;</p> <p>vii. Treasurer;</p> <p>viii. Referee in Chief;</p> <p>ix. Ice and Development Director</p> <p>x. vi) House League Director (6) (5);</p> <p>xi. vii) Representative Director (4);</p> <p>xii. viii) House League Coordinator</p> <p><u>ix) Representative Coordinator</u></p> <p>b) The Board of Directors may appoint the following positions <u>and individuals to committees</u>, if required.</p> <p><u>Individual Appointed Positions:</u></p> <p><u>i) Referee in Chief;</u></p> <p><u>ii) Head of Player and Coach Development</u></p> <p>ii) iii) Sponsorship Manager <u>Coordinator</u>;</p> <p>ii) iv) Tournament Convenor <u>Coordinator</u>;</p> <p>iii) v) Equipment Manager</p> <p>iv) IT Manager.</p> <p><u>vi) Secretary to the Board (General Manager)</u></p> <p><u>Appointed Committees:</u></p> <p><u>vii) Internal Discipline Committee (Minor Infractions)</u></p> <p><u>viii) External Discipline Review Committee (Major Infractions)</u></p> <p><u>ix) Governance & Strategic Planning</u></p> <p><u>x) Nominations & Elections</u></p> <p><u>xi) Contract Administration & Procurement Committee</u></p> | <p>appointed positions to ensure individuals with the proper qualifications assume these roles.</p> |

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| | <p align="center"><u>xii) Audit Committee</u></p> <p>c) The Board of Directors may appoint assistant(s) to Officers of the Association as the Board may determine by Resolution from time to time.</p> | |
| <p>2018-009 Board Supported</p> | <p>8 Board of Directors</p> <p>4) Vacancies</p> <p>a) Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term, by Resolution of the Directors then in office, provided there is a quorum of Directors then in office. <u>Alternatively, the Board may Resolve to declare the position vacant for the remainder of the term. If the position is to be filled, the</u> The Board shall invite the unsuccessful candidates who ran for office at the last AGM in order of votes received. Example if there were 6 positions up for election and 9 candidates were offered for election, candidate's # 7, 8 + 9 would be placed on an eligibility list to be drawn from in the event of a vacancy on the board. Should all eligible candidates on the list decline the position, the board would then invite applications from the Membership for appointment to the vacancy on the Board. If The the Board <u>decides to fill the vacancy, they</u> shall appoint a replacement Director within thirty (30) days after the Board position was vacated. After thirty (30) days and if there has been no successful candidate for the vacant position, the board may elect not to appoint an additional member.</p> | <p>Updated to provide clarity when a Board Member may resign or be terminated at a point in the season where it may not be appropriate to involve a new Board member.</p> |
| <p>2018-010 Board Supported</p> | <p>8 Board of Directors</p> <p>6) Termination</p> <p>a) Removal of Director by Membership</p> <p>i) Provided that notice, signed by not less than ten per cent (10%) of the Membership, in good standing, and subject to a 2/3 majority vote of the current Board of Directors approving such a resolution, specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office.</p> <p>b) Absenteeism</p> <p>i) Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.</p> <p>c) Directors</p> | <p>Updated to reflect introduction of an External Discipline Review Committee for major infractions to the Association</p> |

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| | <p>i) Directors shall be censured, suspended or expelled, by resolution approved by 2/3 majority vote of the current Board of Directors, for breach of the Constitution or bylaws of the Corporation or for any act, omission or conduct which the Board of Directors deems to be prejudicial to the welfare of the Corporation.</p> <p><u>These decisions may be bolstered by input from the External Discipline Review Committee</u></p> <p>d) Any termination of the member of the Executive or Board which occurs as a result of the above shall not be eligible to hold a subsequent position on Executive or Board for a period of seven (7) years.</p> <p>e) Resignation</p> <p>i) A Member of the Executive or Board may resign his or her position by submitting a letter of resignation to the President of the Association. In doing so, this member will not be eligible to hold a subsequent position on the Executive or Board for a period of two (2) years.</p> | |
| 2018-011 Board Supported | <p>10 Board Responsibilities/Meetings</p> <p>2) Board Meetings</p> <p>a) Regular Board Meetings</p> <p>b) i) Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice President, may from time to time determine. The Board shall schedule to meet a minimum of six (6) times per year.</p> <p>e) b) Special Board Meetings</p> <p>d) i) Special Board Meetings may be called by the President or a Vice President in the absence of the President or on petition in writing to the Secretary signed by any three Directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.</p> | Housekeeping amendment to reformat numbers to be consistent with remainder of the Bylaws |
| 2018-012 Board Supported | <p>10 Board Responsibilities/Meetings</p> <p>8) Voting Procedures</p> <p>a) A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded <u>requested</u> by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion. Ballots should be counted in front of all members in attendance.</p> | Update of language to improve clarity |

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| 2018-013 Board Supported | <p>10 Board Responsibilities/Meetings</p> <p>12) Confidentiality</p> <p>a) Every Director and Officer of the Corporation shall respect the confidentiality of matters brought before the Board for consideration in camera. <u>Board members must sign a non-disclosure/confidentiality agreement at the beginning of their tenure with the Board.</u></p> | Updated to reflect current practice. |
| 2018-014 Board Supported | <p>10 Board Responsibilities/Meetings</p> <p>13) Rules Of Operation</p> <p>a) Notwithstanding any other provision contained in this By-law, the board Board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law. Such prescribed rules and regulations shall have the force and effect until the next AGM when they shall be confirmed at that AGM. In the event of default of confirmation at such AGM, the regulation shall, at and from that time, cease to have force and effect.</p> <p>b) The Rules of Operation will not deal with such things as: fees and dues of members; qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of officers; execution of documents; establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws.</p> <p>c) Rules of Operation will strictly deal with only those day to day matters directly affecting the member teams and players, <u>including, but not limited to</u> such as hockey jerseys, tournaments, exhibition games, affiliated players, player and parent conduct and discipline, harassment and abuse, referees and officials, fundraising, sponsorship, player movement, selection of coaches/managers/trainers, equipment, uniforms, colours and ice time to name a few.</p> | <p>Improvements to grammar for clarity.</p> <p>Clarification what the ROO applies to.</p> |
| 2018-015 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>1) Elected/Appointed Directors</p> <p>a) The Elected Directors shall be: President; First Vice President; Second Vice President; Secretary; Treasurer; Referee-</p> | Updated to reflect proposed Board Structure. |

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| | <p>in Chief; OMHA Contact; Development Director; <u>Vice Presidents (3) of Risk Management & Discipline, Hockey Operations and Governance & Strategic Planning;</u> House League Director (6) <u>(5)</u>; Representative Director (4); <u>Representative Coordinator; and House League</u> HL Coordinator</p> <p>b) The Past President shall hold such position ex officio.</p> <p>c) The Board of Directors shall appoint the following positions from : Sponsorship Manager; Tournament Convenor; Equipment Manager; IT Manager.</p> <p>d) c) <u>A Director shall not hold more than one Office, unless a vacancy can not cannot be filled, or the Board makes a decision not to fill the position.</u></p> | |
| 2018-016 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>2) Employees Of The Corporation</p> <p>a) Recognizing that the Corporation operates on a not for profit basis and is managed by volunteer members of the Corporation, provisions must be available for the Corporation to employ staff to fill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire, and where need be, terminate the employ of staff. Approval of <u>matters related to the General Manager of the Association</u> all staff must receive a two-thirds vote of the members present at a meeting of the Board of Directors. On a day to day basis the <u>General Manager</u> employee(s) will be accountable to the President. <u>Major changes related to the administration of the Association will be brought to the Board.</u> An employee of the Corporation cannot be a Director or an immediate family member of a Director of the Corporation.</p> | Updated to reflect reorganization of office structure. |
| 2018-017 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>3) Eligibility For Office</p> <p>a) The President and Vice Presidents must have two (2) consecutive years of service on the Board at the time of nomination. In the case there is no willing candidate with these qualifying credentials; subsequent active board members may be elected with a majority vote of full board approval <u>the Board</u>. No member in their first year of service on the board is eligible for these <u>this</u> positions.</p> <p>b) The Vice President of Representative Hockey <u>Operations</u> must have a minimum of one year service on the Board, with experience <u>related to either House League and Representative committee hockey.</u> <u>If there is no willing candidate with these credentials; subsequent active board members may be elected by a majority vote of the</u></p> | Updated qualifications to reflect proposed Board Structure |

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| | <p><u>Board;</u></p> <p>c) The Vice President of House League must have a minimum of one year service on the House League committee <u>Governance and Strategic Planning must have a minimum of one year service on the Board. If there is no willing candidate with these credentials; subsequent active board members may be elected by a majority vote of the Board;</u></p> <p>d) The VP or Operations, <u>Vice President of</u> Risk Management and OMHA Contact <u>Discipline must have a minimum of one year service on the Board, and</u> will preferably have experience in dealing with dispute resolution, code of conduct issues at some professional level and must have a minimum of one year service on the board. <u>If there is no willing candidate with these credentials; subsequent active board members may be elected by a majority vote of the Board;</u></p> <p>e) In the case there is no willing candidate which meet the above referenced qualifying credentials for the role of Vice Presidents (Representative or House League) or the OMHA Contact) other active board members may be elected to any such position by majority vote of full board approval; provided that, no board member in their first year of service on the board is eligible for these positions.</p> <p>f) The Treasurer shall have a recognized accounting designation or equivalent related experience.</p> | |
| 2018-018 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>5) Vacancies in Office</p> <p>a) If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, a Board Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Board of Directors.</p> <p>b) The Board shall fill vacancies in other Offices for the balance of the unexpired terms from amongst those eligible to serve.</p> | This is duplicative to what was already included in the Bylaws above (list section #) |
| 2018-019 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>a) President</p> <p>i) The President shall be the Chief Executive Officer of the Corporation and shall, if present, preside at all meetings of</p> | Updated to improve clarity and grammar. |

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| | <p>the Corporation, and the Board of Directors. He/she <u>They</u> shall:</p> <ol style="list-style-type: none"> 1. be Ex-officio on all Standing Committees. 2. He shall see that all orders and resolutions of the Board are carried into effect. 3. He shall also have shall have such other powers and duties as are elsewhere provided for in these Articles or as may be assigned to him from time to time by the Board. 4. The President shall also have the general supervision and management of the business and affairs of the Corporation including direction on the association's website and its content. 5. In cases requiring immediate decision, the President may take action with or without reference to the Members of the Board of Directors <u>in cases requiring immediate decision</u>, but shall be responsible for any decision to the Board of Directors at the next meeting of the Board. | |
| 2018-020 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p><u>b) Vice President of Hockey Operations (1st VP)</u></p> <ol style="list-style-type: none"> i) <u>The Vice President of Hockey Operations may assist the President and in the absence or disability of the President, shall perform the duties and exercise the power of the President.</u> ii) <u>The Vice President of Hockey Operations will oversee the coordination of the house league and representative hockey programs of the Association;</u> iii) <u>The Vice President of Hockey Operations may also perform such other duties as may from time to time be assigned to him/her by the Board.</u> | <p>Updated to reflect proposed Board Structure to streamline hockey operations from both sides of our business.</p> |
| 2018-021 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p><u>c) Vice President of Governance and Strategic Planning (2nd VP)</u></p> <ol style="list-style-type: none"> i) <u>The Vice President of Governance and Strategic Planning may assist the President and in the absence or disability of the President, shall perform the duties and exercise the power of the President.</u> ii) <u>The Vice President of Governance and Strategic Planning will oversee longer-term planning for the organization,</u> | <p>Updated to reflect proposed Board Structure to improve long-range planning for Association.</p> |

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| | <p><u>succession planning, nominations and elections for both the Board and appointed positions and committees, and will seek out opportunities to improve the Association at all times;</u></p> <p>iii) <u>The Vice President of Governance and Strategic Planning may also perform such other duties as may from time to time be assigned to him/her by the Board.</u></p> | |
| 2018-022 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>b) Vice President of Representative Hockey (1st VP)</p> <p>i) Vice President of Representative Hockey may assist the President and in the absence or disability of the President, shall perform the duties and exercise the power of the President. The Vice President of Representative Hockey may also perform such other duties as may from time to time be assigned to him/her by the Board.</p> | Removed to support proposed Board Structure and replaced with VP of Hockey Operations above. |
| 2018-023 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>c) Vice President of Houseleague Hockey (2nd VP)</p> <p>i) The Vice President of Houseleague may assist the President and in the absence or disability of the President, shall perform the duties and exercise the power of the President. The Vice President of Houseleague may also perform such other duties as may from time to time be assigned to them by the Board.</p> | Removed to support proposed Board Structure and replaced with VP of Hockey Operations above. |
| 2018-024 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>d) Vice President of Operations and Risk Management and OMHA Contact <u>Discipline (3rd VP)</u></p> <p>i) The Vice President of Operations and Risk Management <u>and Discipline</u> is responsible for:</p> <ol style="list-style-type: none"> <u>Chairing the Discipline – Minor Infractions Committee;</u> <u>Liaising with the Discipline – Major Infractions (External) Committee;</u> | Implements revised Board structure Shifts some responsibilities from this position to the General Manager, including being the OMHA Contact General renumbering of sections |

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| | <p>3. <u>Liaising with the Referee in Chief;</u></p> <p>4. i) to investigate <u>investigating</u> any risks or issues raised to the association <u>Association</u>, acting on behalf of the Executive and Board;_;</p> <p>5. develop and implement <u>developing and implementing</u> risk management processes and protocols adhering to all OMHA, OHF and Hockey Canada policies and procedures;_;</p> <p>6. ii) The Vice President of Operations and Risk Management will be responsible in managing issues pertaining to conduct Harassment, Abuse and Bullying Policies;</p> <p>7. as well as manage managing matters that may bring unnecessary risk to the Association, its Board Directors and members;_;</p> <p>8. The VP of Operations will report <u>reporting</u> to the Executive Branch <u>Board</u> on a quarterly period <u>monthly basis</u> any issues dealing with discipline whether on or off the ice.</p> <p>i) Co-ordinate the registration of players, teams and team officials</p> <p>9. <u>working with the General Manager to:</u></p> <ul style="list-style-type: none"> • iii) implement <u>implement</u> and enforce all OMHA Risk Management Programs; • (v) establish <u>Establish</u>, maintain and implement procedures with respect to clearance of all volunteers required to complete a police report (<u>Police Vulnerable Sector Check or equivalent</u>); • (vi) ensure <u>Ensure</u> that all necessary and appropriate insurance has been purchased; • (vii) Act as the Corporation's liaison with the Ontario Minor Hockey Association and represent the Corporation at regional meetings with other associations; • (viii) Carry out other duties as assigned by the Board, Executive Committee, or the President. | |
| 2018-025 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>e) Treasurer</p> <p>i) The Treasurer shall:</p> <ul style="list-style-type: none"> (1) ensure adherence to and implementation of financial Policies in the financial administration of the Association; (2) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year; (3) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting; (4) evaluate, review and recommend financial policy to the Executive Committee and to the Board; | <p>Removed to reflect proposed Board Structure. Responsibilities related to financial policies, accounting records, presentation of Report of the Auditor, setting the annual budget, allocation and schedule ice, preparation of ice bills will be shifted to a paid position that will report to an Audit Committee that will be</p> |

Proposed Whitby Minor Hockey Association By-Law Amendments

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| | (5) chair the Budget Committee; (6) in consultation with the Representative and House League Committee allocate and schedule, all ice time at any arenas being used by the Corporation with due regard to the association; (7) prepare and reconcile ice bills for association ice use; (8) carry out duties assigned by the Board, the Executive Committee or the President. | made up of professionals within the Membership. |
| 2018-026 Board Supported | 11 Officers and Responsibilities of Officers 6) Responsibilities of Directors f) Secretary i) The Secretary shall: (1) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association 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; (2) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents; (3) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association; (4) recommend policy to the Board regarding internal and external communications of the Association; (5) be responsible for the Registrar function: (a) maintain the membership list referred to in Section 6.2; (b) be responsible for organizing and completing the annual registration for the Association; (c) be a member of the Finance Committee; (d) may seek the assistance of any members of the Corporation in order to execute the duties of the Registrar office; (6) carry out duties as assigned by the Board, the Executive Committee or the President. | It is recommended that the General Manager, or staff designate will take on the responsibilities of the Secretary position that were previously the responsibility of this position. Increasingly a number of these functions were being provided by office staff related to communications, membership lists, registration, etc. Research of other not-for-profits indicated that a "Secretary to the Board" can be appointed and does not have to be elected. |
| 2018-027 Board | 11 Officers and Responsibilities of Officers | Updated to reflect proposed Board structure. It is |

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| Supported | <p>6) Responsibilities of Directors</p> <p>g) e) Past President</p> <p>i) The Past President shall:</p> <p>(1) chair the Nominations and Elections Committee;</p> <p>(2) <u>(1)</u> be available to assist any member of the Board requiring assistance in the completion of his or her functions;</p> <p>(3) <u>(2)</u> carry out other duties as assigned by the Board, Executive Committee, or the President.</p> | recommended that the Vice President of Governance and Strategic Planning will Chair the Nominations and Elections Committee. |
| 2018-028 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>h) Development Manager</p> <p>i) Development Manager shall:</p> <p>(1) act as the liaison between the town and the association regarding facility requirements;</p> <p>(2) for purposes of establishing, implementing and evaluating on-ice and off-ice technical development programs</p> <p>liaise with the House League Hockey Committee and the Representative Hockey Committee;</p> <p>(3) recruit and train volunteers to perform the functions required for technical development;</p> <p>(4) liaise with the OMHA concerning the development program;</p> <p>(5) carry out other duties as assigned by the Board, Executive Committee, or the President.</p> | <p>Removed to reflect proposed Board Structure.</p> <p>The appointed position of Head of Player and Coach Development will assume this for the Association. These duties and responsibilities have been included in the job description for the position of Head of Player and Coach Development.</p> |
| 2018-029 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>6) Responsibilities of Directors</p> <p>i) Referee In Chief</p> <p>i) The Referee In Chief shall:</p> <p>(1) be responsible for providing qualified officials for all association home games;</p> <p>(2) liaison with the Budget Committee to establish fees for game officials for the upcoming season;</p> <p>(3) ensure refereeing complaints are addressed and solved in a timely fashion;</p> <p>(4) implement and maintain referee developmental programs;</p> <p>(5) ensure referees are scheduled for all games and accurate records maintained for payment;</p> <p>(6) provide a monthly report to the Board, including, but not limited to:</p> | The appointed position will assume this role for the Association. These duties and responsibilities have been included in the job description for the position of Referee in Chief. |

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| | –allocation of referee assignment hours; –overview of completed and planned supervisions & certifications of officials; –outline of any complaints addressed (7) carry out other duties as assigned by the Board, Executive Committee, or the President. | |
| 2018-030 Board Supported | k) g) The House League Coordinator shall: i) The House League Coordinator shall: (1) support the VP House league <u>of Hockey Operations</u> and HL Directors as required and <u>(2) supports OMHA rep the General Manager</u> with HL team rostering (2) (3) Assist and oversee Sponsorship for HL teams (3) (4) Assist and oversee Event Management <u>related to HL tournaments, festivals and season kick off and banquets</u> (4) Assist in problem resolution between WMHA Board and Membership | Updated to reflect proposed Board Structure |
| 2018-031 Board Supported | h) h) Representative Directors <u>[(4) – AAA, AA, A, AE]</u> i) The Representative Directors shall: (1) be responsible for the day-to-day operations of the Representative League; (2) act as liaison between the Association and its respective teams and leagues; (3) act as liaison and be responsible for the day-to-day operations of the representative league with primary focus being the level they are voted to represent. (4) the AAA rep director must <u>shall</u> attend all <u>Eastern Triple A [ETA/SCTA]</u> meetings as a representative of the association to ensure association presence at said meetings. <u>If the AAA Director is unable to attend, the Representative Coordinator will attend in their place;</u> (5) the AE, A, AA rep directors must <u>amongst themselves shall ensure a representative is present at</u> attend all Lakeshore/York Simcoe league meetings as a representative of the association to ensure association presence at said meetings. (6) carry out other duties as assigned by the Board, Executive Committee, or the President; | Updated to reflect proposed Board Structure and improved language for clarity. |
| 2018-032 Board Supported | <u>i) Representative Coordinator</u> i) <u>The Representative Coordinator shall:</u> <u>(1) support the VP of Hockey Operations and Representative Directors to deliver representative programming for</u> | Added to reflect proposed Board Structure, adding a new role on the representative side, to match |

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| | <p><u>the Association</u></p> <p><u>(2) be responsible for the coordinated operation of the Representative League;</u></p> <p><u>(3) coordinate programming and policy decisions that may impact house league with the House League Coordinator;</u></p> <p><u>(4) carry out other duties as assigned by the Board, Executive Committee, or the President</u></p> | <p>the role of House League Coordinator on the HL side. Position will support VP of Hockey Operations</p> |
| 2018-033 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>a) <u>All appointed positions and committees will be established through a rigorous competition process facilitated by the Nominations and Elections Committee.</u></p> <p>b) <u>A Board of Director cannot concurrently hold an appointed position and sit on the Board of Directors.</u></p> <p>c) <u>Appointed Committees will have Board representation, where defined in the By-laws.</u></p> <p><u>Positions:</u></p> | <p>Updated to reflect proposed Board Structure and the movement of certain Director positions to Appointed Positions. The duties of the appointed positions take into account what the existing Directorships are responsible, but have also been updated to reflect proposed Board and Association structure.</p> |
| 2018-034 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>d) <u>Referee in Chief:</u></p> <p>i) <u>The Referee In Chief shall:</u></p> <p>(1) <u>have previous referee and officiating experience, preferably at a high level, in accordance with OMHA requirements;</u></p> <p>(2) <u>work with Association staff to ensure officials are provided for all association home games;</u></p> <p>(3) <u>liaise with the Board to establish fees for game officials for the upcoming season;</u></p> <p>(4) <u>ensure refereeing complaints are addressed and solved in a timely fashion;</u></p> <p>(5) <u>implement and maintain referee developmental programs;</u></p> <p>(6) <u>provide a monthly report to the Board, including, but not limited to:</u></p> <ul style="list-style-type: none"> • <u>allocation of referee assignment hours;</u> • <u>overview of completed and planned supervisions & certifications of officials;</u> • <u>outline of any complaints and how they were addressed</u> | |

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| | (7) <u>carry out other duties related to the referees for the Association</u> | |
| 2018-035 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>e) <u>Head of Player and Coach Development</u></p> <p>i) <u>The Head of Player and Coach Development shall:</u></p> <p>(1) <u>Preferably a minimum of three years experience coaching at the representative level and understand the importance of house league coaching development;</u></p> <p>(2) <u>Ideally hold their High Performance Coaching qualifications or working towards their qualifications;</u></p> <p>(3) <u>for purposes of establishing, implementing and evaluating on-ice and off-ice technical development programs, liaise with the VP of Hockey Operations, House League Hockey Committee and Representative Hockey Committee;</u></p> <p>(4) <u>work with the VP of Hockey Operations to oversee the procurement of any contracted services to support the development program, and maintain any relevant contracts;</u></p> <p>(5) <u>recruit and train volunteers to perform the functions required for technical development;</u></p> <p>(6) <u>ensure the implementation of development programs are consistent with Hockey Canada, OHF and OMHA;</u></p> <p>(7) <u>oversee the Association's coach mentoring program;</u></p> <p>(8) <u>participate in the coach selection and tryout processes;</u></p> <p>(9) <u>carry out other duties related to the provision of development programs for the Association.</u></p> | |
| 2018-036 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>a) f) Sponsorship Manager <u>Coordinator</u></p> <p>i) The Sponsorship Manager <u>Coordinator</u>, <u>in consultation with the General Manager</u> shall:</p> <p>(1) <u>ideally have advertising, sales or marketing experience that would lend to the qualifications of the position;</u></p> <p>(1) (2) <u>be responsible for soliciting potential sponsors and ensure sponsors are invoiced in a timely manner;</u></p> | |

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| | (2) be responsible for invoicing and collection of fees from all association sponsors; (3) carry out other duties as assigned by the Board, Executive Committee, or the President. | |
| 2018-037 Board Supported | 11 Officers and Responsibilities of Officers 7) Responsibilities of Appointed Positions <u>& Committees</u> b) g) Tournament Convener <u>Coordinator</u> i) The Tournament Convener <u>Coordinator</u> shall: (1) <u>work with the General Manager to oversee the</u> be responsible for tournaments <u>that are run by and</u> for the association; (2) carry out other duties as assigned by the Board, Executive Committee, or the President. | |
| 2018-038 Board Supported | 11 Officers and Responsibilities of Officers 7) Responsibilities of Appointed Positions <u>& Committees</u> e) h) Equipment Manager i) The Equipment Manager shall: (1) be responsible for making recommendations for the purchase of equipment for the Association; (2) maintaining equipment inventory for the Association; (3) Collect rental fees and security deposits for all goalie equipment leased; <u>(4) report to the General Manager quarterly regarding the condition and inventory of equipment, and this report will be shared with the Board;</u> (3) (5) carry out other duties as assigned by the Board, Executive Committee, or the President; (4) report to the Purchasing and Equipment Committee. | |
| 2018-039 Board Supported | 11 Officers and Responsibilities of Officers 7) Responsibilities of Appointed Positions <u>& Committees</u> d) IT Manager i) The IT Manager shall: | |

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| | (1) form and chair an IT Committee; (2) report to the Executive Committee; (3) carry out other duties as assigned by the Board, Executive Committee, or the President; | |
| 2018-040 Board Supported | 11 Officers and Responsibilities of Officers 7) Responsibilities of Appointed Positions <u>& Committees</u> <u>i) Secretary to the Board</u> <u>i) The Secretary shall:</u> <u>(1) Be the General Manager of the Association;</u> <u>(2) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association 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;</u> <u>(2) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;</u> <u>(3) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;</u> <u>(4) recommend policy to the Board regarding internal and external communications of the Association;</u> <u>(5) be responsible for the Registrar function:</u> <u>(a) maintain the membership list referred to in Section 6.2;</u> <u>(b) be responsible for organizing and completing the annual registration for the Association;</u> <u>(c) be a member of the Finance Committee;</u> <u>(d) may seek the assistance of any members of the Corporation in order to execute the duties of the Registrar office;</u> | |
| 2018-041 Board Supported | 11 Officers and Responsibilities of Officers 7) Responsibilities of Appointed Positions <u>& Committees</u> <u>Committees</u> <u>j) Internal Discipline Committee</u> <u>i) The Internal Discipline Committee shall:</u> <u>(1) Be chaired by the VP of Risk Management and Discipline;</u> | |

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| | <p>(2) <u>Include a minimum of two (2) members of the Board and two (2) members that are either members of the Association, or interested members of the community;</u></p> <p>(3) <u>The Chairperson or their designate and any two (2) members of the Committee shall have the power to hear and decide all protests, complaints or other matters which pertain to the alleged violation of any of the operating rules or bylaws of the Corporation or which pertain to the conduct or action of any member, player, team official, Referee or Corporation representative while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the Corporation, any team or player within the jurisdiction of the Corporation.</u></p> <p>(4) <u>The Chairman or their designate and any two (2) members of the Committee shall have the power to decide the outcome of any House League game prematurely terminated by the Referees.</u></p> <p>(5) <u>Provide all persons appearing before this Committee the full opportunity to be heard, with representation.</u></p> <p>(6) <u>conduct any investigation or hearing as directed by the Board of Directors and make a report in writing of such investigation or hearing and without delay transmit it to the President.</u></p> <p>(7) <u>The Committee's mandate and terms of reference will reside within the Rules of Operation of the Association</u></p> | |
| 2018-042 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>k) <u>External Discipline Review Committee (Major Infractions)</u></p> <p>i) <u>The External Discipline Review Committee shall:</u></p> <p>(1) <u>Include up to five (5) members, three (3) of which must be involved in any situation that comes before the Committee;</u></p> <p>(2) <u>will be constituted by soliciting members of the broader membership and hockey community that have ideally a background in law enforcement, legal representation or are experts in mediation and/or dispute resolution;</u></p> <p>(3) <u>address matters that are deemed "major" by the Vice President of Risk Management and Discipline in consultation with the Internal Discipline Committee;</u></p> <p>(4) <u>In all circumstances, the Committee will address matters that may involve accusations against a Board member;</u></p> <p>ii) <u>The Committee's mandate and terms of reference shall reside within the Rules of Operation of the Association.</u></p> | |
| 2018-043 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>l) <u>Governance & Strategic Planning</u></p> | |

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| | <p>i) <u>The Governance & Strategic Planning Committee shall:</u></p> <p>(1) <u>Be chaired by the VP of Governance & Strategic Planning, have two (2) members from the Board of Directors and two (2) members from the broader membership or community</u></p> <p>(2) <u>Oversee any suggestions to changes in governance of the Association</u></p> <p>(3) <u>Develop Strategic Planning documents, at regular intervals, ensuring consultation with the Association;</u></p> <p>(4) <u>Provide semi-annual reports to the Board on the Committee's activities</u></p> | |
| 2018-044 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>m) <u>Nominations & Elections</u></p> <p>i) <u>The Nominations & Elections Committee shall:</u></p> <p>(1) <u>Be chaired by the VP of Governance & Strategic Planning;</u></p> <p>(2) <u>Include two (2) members of the Board and two (2) from the broader membership;</u></p> <p>(3) <u>review applications for all appointed positions and committees to ensure the requisite qualifications and interests are met, prior to submitting recommendations to the Board for their final approval;</u></p> <p>(4) <u>oversee the Board of Directors nominations and election process for the Annual General Meeting or other General Meetings;</u></p> <p>(5) <u>recommend policy and by-law changes to the Board regarding Nominations and Elections;</u></p> <p>(6) <u>Provide, at a minimum, quarterly reports to the Board</u></p> | |
| 2018-045 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>n) <u>Contract Administration & Procurement Committee</u></p> <p>i) <u>The Contract Administration & Procurement Committee shall:</u></p> <p>(1) <u>Be chaired by the VP of Governance & Strategic Planning</u></p> <p>(2) <u>Include the General Manager, three (3) members of the Board and the Head of Player and Coach Development</u></p> <p>(3) <u>Oversee the procurement of services and goods (equipment, etc) related to player and coach development;</u></p> <p>(4) <u>iv) Solicit bids and purchase hockey equipment, as required;</u></p> <p>(5) <u>Act as the Purchasing Agent for the Association with respect to all Association purchases;</u></p> | |

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| | <p>(6) <u>Submit to the Board each year an estimate of revenues and expenditures of the Contract Administration Committee for the next fiscal year of the Association;</u></p> <p>(7) <u>Recommend policy to the Board regarding purchasing of goods and services for the Association, in consultation with the Equipment Manager, as necessary.</u></p> | |
| 2018-046 Board Supported | <p>11 Officers and Responsibilities of Officers</p> <p>7) Responsibilities of Appointed Positions <u>& Committees</u></p> <p>o) <u>Audit Committee</u></p> <p>i) <u>The Audit Committee shall:</u></p> <p>(1) <u>Be independent of the Board;</u></p> <p>(2) <u>Consist of three (3) individuals that hold a recognized professional accounting designation, to oversee the financial operations of the Association;</u></p> <p>(3) <u>Receive the proposed budget for the Association prepared by staff for the next fiscal year and submit to the Board for approval;</u></p> <p>(4) <u>recommend policies to the Board regarding financial budgeting and planning;</u></p> <p>(5) <u>Meet at a minimum, quarterly, to review financial statements, policies and annual budgets and that are provided by the staff and Board of the Association;</u></p> <p>(6) <u>Provide a report to the President of the Association after each meeting to ensure the fiscal responsibilities of the Association are being upheld.</u></p> | |
| 2018-047 Board Supported | <p>12 Committees of the Board</p> <p>1) Standing Committees</p> <p>a) The following committees shall be Standing Committees of the Board:</p> <p>i) Executive Committee;</p> <p>ii) House League Operations Committee;</p> <p>iii) Representative Operations Committee;</p> <p>iv) Budget Committee;</p> <p>v) Nominations and Elections Committee;</p> <p>vi) iv) Ice Scheduling Committee;</p> | Reduction in Standing Committees of the Board is to reflect proposed Board Structure and reduce duplication of efforts with Appointed Committees. |

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| | vii) Purchasing and Equipment; viii) Protest and Discipline Committee; ix) Sponsorship Committee; x) Information Technology Committee. | |
| 2018-048 Board Supported | <p>12 Committees of the Board</p> <p>3) Executive Committee</p> <p>a) The Executive Committee shall be chaired by the President, and shall consist of the 1st Vice President, the 2nd Vice President, the Secretary, the Treasurer, the Past President and the OMHA Contact <u>Vice President of Hockey Operations, Vice President of Governance & Strategic Planning and the Vice President of Risk Management & Discipline</u>, and shall be responsible for the day to day management of the affairs of the Corporation, including monitoring of all Committees to ensure all Policies of the Corporation are being complied with.</p> <p>b) The Executive Committee shall:</p> <p>i) during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;</p> <p>ii) review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;</p> <p>iii) present a report regarding the activities of the Executive Committee to the Board;</p> <p>iv) submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the Association;</p> <p>v) recommend policy to the Board regarding management and administrative issues related to the Association;</p> <p>vi) deal with any other matters assigned to it by the Board or by the President.</p> <p>c) Notwithstanding anything to the contrary, the Executive Committee may by a two third (2/3rd) majority vote uphold, for one subsequent term, any decision passed by the immediately preceding Board when to alter the decision could have a serious and detrimental impact on the Association or bring the Association into disrepute.</p> | <p>Updated to reflect proposed Board Structure.</p> |

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| 2018-049 Board Supported | <p>12 Committees of the Board</p> <p>4) House League Operations Committee</p> <p>a) The House League Operations Committee shall consist of the Vice President – House League <u>House League Coordinator</u>, as Chair, House League directors (6) <u>(5)</u>. The Referee-in-Chief shall participate as an ex-officio member.</p> <p>b) The House League Operations Committee shall:</p> <ul style="list-style-type: none"> i) operate the House League Hockey Programs pursuant to the Policies of the Association; ii) establish and monitor Policies relating to House League Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board; iii) recruit and train volunteers to perform the functions required to operate the House League Operations; iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Operations Committee for the next fiscal year of the Association; v) present a report regarding House League Operations to the Board; vi) select Ad-Hoc committees as required; vii) recommend policy to the Board regarding House League Operations. | Updated to reflect proposed Board Structure. |
| 2018-050 Board Supported | <p>12 Committees of the Board</p> <p>5) Representative Operations Committee</p> <p>a) The Representative Operations Committee shall consist of the Vice President – Representative <u>Representative Coordinator</u>, as Chair, and shall consist of the Representative Directors (3) <u>(4)</u> and OMHA Contact. The Referee-in-Chief <u>Vice President of Risk Management and Discipline</u> shall participate as an ex-officio member.</p> <p>b) The Representative Operations Committee shall:</p> <ul style="list-style-type: none"> i) operate the Representative Hockey Program pursuant to the Policies of the Association; ii) establish and monitor Policies relating to Representative Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board; iii) recruit and train volunteers to perform the functions required to operate the Representative Operations; iv) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues; v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Operations Committee for the next fiscal year of the Association; | Updated to reflect proposed Board Structure. |

Proposed Whitby Minor Hockey Association By-Law Amendments

2017-2018 Annual General Meeting, June 4, 2018

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| | <ul style="list-style-type: none"> vi) present a report regarding Representative Operations to the Board; vii) select Ad-Hoc committees as required; viii) recommend policy to the Board regarding Representative Hockey Operations. | |
| 2018-051 Board Supported | <p>12 Committees of the Board</p> <p>6) Budget Committee</p> <p>a) The Budget Committee shall be chaired by the Treasurer and shall consist of at least one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee and shall consist of other Board Members as required.</p> <p>b) The Budget Committee shall:</p> <ul style="list-style-type: none"> i) prepare a budget for the Association for the next fiscal year for submission to the Board for approval; ii) liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget; iii) finalize schedule of budget submissions from all committees on an annual basis; iv) recommend policy to the Board regarding financial budgeting and planning. | <p>Duties of this Committee will be assumed by Association staff and the proposed Audit Committee.</p> |
| 2018-052 Board Supported | <p>12 Committees of the Board</p> <p>7) Nominations And Elections Committee</p> <p>a) The Nominations and Elections Committee shall be chaired by the Past President and shall consist of two (2) other members of the Board.</p> <p>b) The Nominations and Elections Committee shall:</p> <ul style="list-style-type: none"> i) solicit nominations for each Board position, which may or will become vacant including nominations for each Annual General Meeting; ii) be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By Law; iii) submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association; iv) present a report regarding Nominations and Elections to the Board; v) recommend policy to the Board regarding Nominations and Elections. | <p>Updated to reflect proposed Board Structure related to the VP of Governance and Strategic Planning and an appointed Nominations and Elections Committee</p> |

Proposed Whitby Minor Hockey Association By-Law Amendments

2017-2018 Annual General Meeting, June 4, 2018

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| 2018-053 Board Supported | <p>12 Committees of the Board</p> <p>8) Ice Scheduling Committee</p> <p>a) The Ice Scheduling Committee shall be chaired by the Ice General Manager, <u>or designate staff member,</u> and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.</p> <p>b) The Ice Scheduling Committee shall:</p> <p>i) assess the ice requirements for the Association and shall enter negotiation with the ice providers to meet these needs;</p> <p>ii) Apportion the ice and times in a fair and equitable manner;</p> <p>iii) Work with the Vice Presidents responsible for House League Hockey Operations and Representative Hockey Operations <u>Vice President of Hockey Operations, Representative Coordinator and House league Coordinator,</u> in determining the ice budget;</p> <p>iv) Present a report regarding Ice Scheduling to the Board;</p> <p>v) Recommend policy to the Board regarding Ice Scheduling.</p> | Updated to reflect reorganization of the office and proposed Board Structure. |
| 2018-054 Board Supported | <p>12 Committees of the Board</p> <p>9) Purchasing and Equipment Committee</p> <p>a) The Purchasing and Equipment Committee shall consist of a Chairman and not less than two (2) other members, each whom shall be appointed by the Board of Directors.</p> <p>b) The Purchasing and Equipment Committee shall:</p> <p>i) Recruit and train volunteers to perform the functions required for purchasing and equipment;</p> <p>ii) Maintain an inventory of all equipment owned by the Association;</p> <p>iii) Collect rental fees and security deposits for all goalie equipment leased;</p> <p>iv) Solicit bids and purchase hockey equipment, as required;</p> <p>v) Maintain and repair all equipment owned by the Association;</p> <p>vi) Solicit bids and arrange the purchase of awards;</p> <p>vii) Act as the Purchasing Agent for the Association with respect to all Association purchases;</p> <p>viii) Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association;</p> | Duties of this Committee will be performed by the proposed Contract Administration and Procurement Committee. |

Proposed Whitby Minor Hockey Association By-Law Amendments

2017-2018 Annual General Meeting, June 4, 2018

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| | ix) Present a report regarding purchasing and equipment to the Board; x) Recommend policy to the Board regarding purchasing and equipment. | |
| 2018-055 Board Supported | <p>12 Committees of the Board</p> <p>10) Protest And Discipline Committee</p> <p>a) The Protest and Discipline Committee shall consist of a Chairman and not less than four (4) other members of the Board of Directors, each of whom shall be appointed by the Board of Directors. There will be a minimum of 1 member from the Representative committee and one member from the House League committee. The Referee In Chief shall automatically be the chair of this Committee.</p> <p>b) If a member of the Protest and Discipline Committee is absent or is unable to perform his/her duties for any reason whatsoever; the Chairman may appoint a new member to fill such a vacancy on a temporary basis, with or without reference to the Board of Directors.</p> <p>c) The Chairman or his designated representative and any two (2) members of the Committee shall have the power to hear and decide all protests, complaints or other matters which pertain to the alleged violation of any of the operating rules or bylaws of the Corporation or which pertain to the conduct or action of any member, player, team official, Referee or Corporation representative while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the Corporation, any team or player within the jurisdiction of the Corporation.</p> <p>d) The Chairman or his designated representative and any two (2) members of the Committee shall have the power to decide the outcome of any House League game prematurely terminated by the Referees.</p> <p>e) All persons appearing before this Committee shall be given full opportunity to be heard.</p> <p>f) The Committee shall as soon as possible after the conclusion of proceedings make a report to the President of the Corporation as well as to other persons directly involved in the matter.</p> <p>g) The Committee shall also conduct any investigation or hearing as directed by the Board of Directors and make a report in writing of such investigation or hearing and without delay transmit it to the President.</p> | <p>The proposed Appointed Internal Discipline Committee would serve as this function.</p> |
| 2018-056 Board Supported | <p>12 Committees of the Board</p> <p>11) Sponsorship Committee</p> <p>a) The Sponsorship Committee shall be chaired by the Sponsorship Manager and shall consist of at least two (2) other members of the Board of Directors.</p> | <p>Committee members of a Sponsorship Committee will transform to volunteer positions, under the appointed position of Sponsorship Manager.</p> |

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2017-2018 Annual General Meeting, June 4, 2018

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| | <p>b) The Sponsorship Committee shall:</p> <ul style="list-style-type: none"> i) recruit and train volunteers to perform the functions required for sponsorship for the Association; ii) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer; iii) actively pursue new sponsorship projects; iv) manage and supervise current sponsorship endeavours; v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association; vi) present a report regarding sponsorship to the Board; vii) recommend policy to the Board regarding sponsorship. | |
| 2018-057 Board Supported | <p>12 Committees of the Board</p> <p>12) Information Technology Committee</p> <ul style="list-style-type: none"> a) The IT Committee shall be chaired by the IT Manager and shall consist of at least two (2) other members of the Board of Directors. b) The IT Committee shall: <ul style="list-style-type: none"> (1) support the technology solutions required by the board of directors and volunteers; (2) make recommendations for the use of technology; (3) present a report regarding sponsorship to the Board; (4) recommend policy to the Board regarding technology. | Policy put in place as computers/automated technology coming online. The Board can fulfill the role of recommending IT policy while volunteers can help with IT expertise, if needed. |
| 2018-058 Board Supported | <p>12 Committees of the Board</p> <p>13) Standing Committees <u>of the Board</u> Procedure</p> <ul style="list-style-type: none"> a) All Standing Committees shall comply with all bylaws, guidelines, Policies and procedures of the Corporation as determined by the Board of Directors or the Membership of the Corporation, from time to time, and also shall comply with all requirements of the hockey organizations with which Association teams are participating. b) Meetings <ul style="list-style-type: none"> i) Each Standing Committee shall meet, as required, at the call of the Chair but shall meet not less than four times per year. | Updated language for clarity. |

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2017-2018 Annual General Meeting, June 4, 2018

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| | <p>c) Notice</p> <p>i) Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.</p> <p>d) Quorum</p> <p>i) A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.</p> <p>e) Voting Rights</p> <p>i) Each Member of a standing committee present at a Meeting shall be entitled to one vote with the exception of the chair; the Chair shall have a vote only in the event of a tie vote.</p> <p>f) Reports to Board</p> <p>i) Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.</p> <p>g) Annual Report</p> <p>i) Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Association.</p> | |
| 2018-059 Board Supported | <p>15 Banking Arrangements</p> <p>3) Banking Arrangements</p> <p>a) The Treasurer and either the <u>General Manager, and one of either the</u> President and or Vice-President(s) will sign all cheques issued by the Whitby Minor Hockey Association.</p> | Updated to reflect removal of Treasurer role from proposed Board Structure and addition of General Manager as Head of Office. |
| 2018-060 Board Supported | <p>17 Notice</p> <p>3) Method of Giving Notice</p> <p>a) Whenever under the provisions of this By-law of the Association, notice is required to be given by the Secretary <u>Board, or Association staff</u>. Such notice may be given either personally or by telephone or by depositing same in a post office or a public letter box, or by publicizing <u>via the Association's website</u> in the local newspaper and/or newsletter and/or bulletin boards, or by electronic mail, in a postage paid sealed envelope addressed to the Director, Officer or Member at his or her address as the same appears in the records of the Association. Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member, Director or Officer shall be his</p> | Updated to reflect the proposed removal of the elected Secretary of the Board, and the use of the website as a primary communication tool. |

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| | or her last address in the records of the Association. | |
| 2018-061 Board Supported | <p>18 Passing and Amending By-Laws</p> <p>6) Any Amendment to the By-laws by a member must be in writing, signed by a member in good standing and received by the Secretary <u>General Manager</u> of the Association fourteen (14) days prior to the Annual General Meeting. All proposed Amendments that meet the criteria set forth above shall be posted as submitted to the home page of the WMHA website by the Secretary <u>General Manager or designate</u> of the Association no later than seven (7) days prior to the Annual General Meeting.</p> | N/A |
| 2018-062 Board Supported | <p>18 Passing and Amending By-Laws</p> <p>7) The House League, and Representative Team Rules <u>of Operation</u> are recognized as Rules of the Corporation. The Board of Directors may change or alter rules at meetings of said Board of Directors.</p> | Updated to reflect proposed changes to ROO that will bring HL Playing Rules and Rep ROO under one umbrella document. |