



KEMPTVILLE
DISTRICT MINOR HOCKEY ASSOCIATION



Kemptonville District Minor Hockey Association — CONSTITUTION —

By-Laws

May 1 2025

Record of Amendments

Date	Amended by	Comments
April 20, 2017	KDMHA	<ul style="list-style-type: none"> ● Addition #30 Referee Scheduler (omitted in error) ● Addition #34 Media Officer (new for 2016-17)
April 12, 2018	KDMHA	<ul style="list-style-type: none"> ● Revision to Section 8 – Remuneration of Directors (new 2018-2019)
April 11, 2019	KDMHA	<ul style="list-style-type: none"> ● Addition #19 – Secretary Responsibilities ● Addition #17 – President Responsibilities ● Addition #35 – Ice Convenor Assistant ● Addition #26 – Ice Convenor Responsibilities
June 11, 2020	KDMHA	<ul style="list-style-type: none"> ● Replace Panthers with Royals throughout ● Revision to Section #8 - Remuneration of Directors (addition of Equipment Convenor and Referee Scheduler) ● Revisions to Sections #21d, 54, 56 & 70 Change of Auditor to Public Accountant ● Addition #36 – Administration Officer ● Revision to Section #61 AGM Voting
May 29, 2021	Mike Ross, KDMHA Media Officer	Re-format document to updated KDMHA standard (e.g., add running headers/footers, Table of Contents; Word Styles; cross-references; fixed minor typos. Content as per 11 June 2020.
April 21, 2022	KDMHA AGM	<ul style="list-style-type: none"> ● Remove ODWHA through-out as no longer functioning ● Renumeration of Directors – repetitive sentence ● Duties of Directors – All Directors; Add Code of Conduct, Police check and courses required by governing bodies. Removed from R&R ● Risk & Safety Director – add entering CRC/VSC to HCR and ensure volunteers have completed requirements ● Registrars – act as association users for HCR ● Referee in Chief & Referee Scheduler – add HEO
June 16, 2022	KDMHA AGM	<ul style="list-style-type: none"> ● 20. Risk & Safety – add; Participates with Coach Selection Committee (remove sits on) ● 28. Division Convenors – add; Sit on the Coach Selection Committee
April 11, 2023	KDMHA AGM	<ul style="list-style-type: none"> ● Section 8 - Remove remuneration for Ref Scheduler and Ice Convenor ● Section 26 - Move Ice Convenor from Voting Position to Officer (nonvoting position) to allow for position to be a paid position to be set by the board annually. Now Section 30 - changed name to Ice Scheduler to align to similar title as Ref Scheduler (paid positions) ● Section 30 – add “Referee Scheduler receives monetary Assignor Fee as set by HEO annually”



		<ul style="list-style-type: none"> Remove Section 66 – Special Requirement Committee – to be replaced by Rules and Discipline Committee as outline in Rules and Regulations Update Ice Scheduler Responsibilities to section e) update to negotiate hours
April 18, 2024	KDMHA AGM	<ul style="list-style-type: none"> Section 27 – Changed Storm Convenors from 4 to 5. Additional Convenor relative to our increased membership. Split U11/U13 convenor. Storm Convenor U7/U9, U11, U13, U15, U18
May 1, 2025	KDMHA AGM	<ul style="list-style-type: none"> Section 8 – Renumeration increase to align to duties of key Executive Officers and add Ways & Means Sections 15-36 Duties of Directors; <ul style="list-style-type: none"> President- update to HCR/RAMP registration systems Vice Presidents- update to Chair Coach Selection Committee Coach Co-ordinator – to now be Hockey Development (updates to roles & responsibilities) combine Coach Mentor into Hockey Development role Ways & Means – update to actual role responsibilities around apparel, photos, and lottery Coach Mentor – remove officer position into Hockey Development Section 56 change from posting AGM in newspaper to website and social media



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By-Law No. 1

A by-law relating generally to the transaction of the affairs of:

KEMPTVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION

BE IT ENACTED as By-Law No. 1 of KEMPTVILLE AND DISTRICT MINOR HOCKEY ASSOCIATION (herein referred to as the “Association” as follows:

HEAD OFFICE

1. The head office of the Association shall be in the Town of Kemptville, in the Province of Ontario or at such place as the Board of Directors (the “Board”) may from time to time determine.

SEAL

2. The Association may have a corporate seal, and in the event that the Board adopts such a seal, the impression thereof shall be stamped in the margin hereof

PLAYERS AND BOUNDARIES

3. The Association shall have jurisdiction for hockey players in the Township of North Grenville and shall be affiliated with the Hockey Eastern Ontario (HEO), Upper Canada Minor Hockey League (UCMHL) and Ontario Women’s Hockey Association (OWHA)

BOARD OF DIRECTORS

4. The affairs of the Association shall be managed by a Board consisting of no more than 23 Directors each of whom is a Member of the Association. Each Director shall be at least 18 years of age and not be an un-discharged bankrupt or a mentally incompetent person. If a Director is an un-discharged bankrupt or mentally incompetent, he or she shall cease to be a Director.

ELECTION OF DIRECTORS

5. Twenty-three (23) Director positions shall be up for election, by a majority vote of the Members at every Annual General Meeting of Members.



REMOVAL OF DIRECTORS

6. The Members may, by a resolution passed by at least two-thirds of the votes cast at an Annual or Special Meeting of Members of which notice specifying the intention to pass such resolution has been given, remove any elected Director before the expiration of his or her term of office. Notwithstanding the foregoing, a Director may be removed from office by the Board of Directors if:
 - a. A Director does not attend at least 70% of the Director Meetings during each year the Director is in office; or
 - b. Non-compliance with KDMHA approved Privacy Policy.

DIRECTOR VACANCIES

7. The current Directors may fill a vacancy or vacancies of the Board, however caused, with qualified Members, so long as a quorum of Directors remains. If there is not a quorum of Directors remaining in office, the remaining Directors shall forthwith call a Special Meeting of the Members to fill the vacancy or vacancies.

REMUNERATION OF DIRECTORS

8. An honorarium by either player registration of a direct family member or payment at end of season will be provided to the following Directors due to the nature of the time involved in the following roles: \$1500 President, \$1000 Vice-Presidents (2), \$800 Registrars (2), and \$500 Treasurer, Equipment Convenor, Ways & Means and Referee-in-Chief (subject to annual review by the executive). The Director must fulfill their obligations of the role as put forward in Section 6, and Section 5: Duties of Directors, of the By-Laws to remain in good standing. Failure to commit to the role will require a reimbursement of the honoraria. All other Directors shall serve as such without remuneration and no Director shall directly or indirectly profit from his or her position as such. A Director may be paid reasonable expenses incurred in the performance of his or her duties.

VOTING, BOARD OF DIRECTORS

9. Motions arising at any Directors Meeting shall be decided by a majority of votes. Each Director shall have one vote other than the Chairman who shall only vote to break a tie. In case of equality of votes, the motion shall be deemed to be defeated. All votes at any such meeting shall be taken by ballot if so, demanded by any Director present, but if no demand were made, the vote shall be taken by a show of hands. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be proof of the number or proportion of the votes recorded in favour or against such resolution.



QUORUM AND MEETINGS OF DIRECTORS

10. Six (6) Directors shall form a quorum for the transaction of business at all meetings of the Board. The six Directors to form a quorum must include two of the President, Vice President, Secretary and Treasurer. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. The President, the Secretary, or any three Directors may call a Directors Meeting. Notice of such meetings shall be delivered, telephoned, or transmitted electronically to each Director not less than two days before the meeting is to take place. The statutory declaration of the President or the Secretary that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and no notice of such meeting need be sent. A Directors' meeting may also be held, without notice, immediately following the Annual Meeting.

DISCLOSURE OF CONFLICT OF INTEREST

11. Any Director who has a conflict of interest with any of their duties or responsibilities shall notify the President who will find a replacement Director to fulfill the obligations. Any Director who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion of said motion. If said Director does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director is or is not in a conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions and/or voting. Directors can serve as a Team Official for a KDMHA team while acting as a Director, providing they have the proper certifications required for the position. Unless specified otherwise in Section 14: Duties of Directors

INDEMNITIES OF DIRECTORS AND OTHERS

12. Every Director or Official of the Association or other person who has undertaken or is about to undertake any liability on behalf of the Association and their respective heirs, executors, administrators and other personal representatives, shall from time to time and at all times, be indemnified and save harmless out of the funds of the Association, from and against:
 - a. All costs, charges, and expenses whatsoever which such Director, Official, or other person sustains or incurs in or about any action, suit, or proceedings which is brought, commenced or prosecuted against him/her, on in respect of any, act, deed, matter or thing whatsoever, made, done, or permitted by him/her, in or in respect of any such liability provided such Director acted honestly and in good faith with respect to such matter; and



- b. All other costs, charges, and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by his or her own willful neglect or default.

INSURANCE

13. The Board may obtain Directors and Officers liability insurance on the Directors and Officers of the Association from time to time and in such an amount, as it shall be deemed appropriate.

DIRECTORS

14. Each Director shall hold office until the next Annual General Meeting, or until removed as a Director by two-thirds vote of the Directors present at a meeting for which proper notice of intention to remove such Director is given.

Duties of Directors

15. **All Directors shall:**
 - a. Attend all Directors Meeting as called by the Board;
 - b. Complete a Code of Conduct form, police check as required by KDMHA, the Respect in Sport: Activity Leader Program and any other courses required by governing bodies; and
 - c. Familiarize themselves with the Constitutions, By-Laws, Rules & Regulations, and Policies of the HEO/UCMHL, OWHA, and KDMHA.
16. **Past President:** The Past President shall act in an advisory capacity only and shall not vote on any question before the Board.
17. **President:** The President shall:
 - a. Preside at all meetings of the Directors and Members of the Association;
 - b. Call all meetings as deemed necessary or at the request of three members of the Board;
 - c. Act as an ex-officio member on all committees of the Association;
 - d. Act as one of the co-signers with the Treasurer for cheques drawn on funds of the Association;
 - e. Act as a co-administrator of the GoalLine website, KDMHA Gmail accounts, KDMHA Google Drive accounts, Hockey Canada Registry/Spordle and OWHA's RAMP registration system;
 - f. Make emergency decisions not covered by the By-Laws, Rules & Regulations, and/or Policies, to be ratified at the next meeting of the Board;



- g. Be responsible for their role in the Complaint Resolution Process;
- h. Be responsible for the implementation of the Special Requirements Committee;
- i. Chair the Annual Coaches Meeting; and
- j. Not be allowed to be a Head Coach. If there is a shortage of applicants during Coach Selection process, they may be considered for a Head Coach Position providing they have the appropriate credentials.

18. **Vice Presidents** (1 for the Royals Division and 1 for the Storm Division): The Vice President shall:

- a. Perform such duties as are assigned by the President and assume the duties of the President when the President is absent or unavailable;
- b. Act as one of the co-signers with the Treasurer for cheques drawn of the funds of the Association;
- c. Chair the Annual Review Panel of the Player Evaluation Process and Player Allocation Process for their respective Royals and Storm Division;
- d. Chair the Coach Selection Committee;
- e. Chair the Annual Coach Meeting Panel; and
- f. Not be allowed to be a Head Coach. If there is a shortage of applicants during Coach Selection process, they may be considered for a Head Coach Position providing they have the appropriate credentials.

Storm Vice President shall also:

- g. Be the contact person for the OWHA; and
- h. Attend (or send a representative) to the OWHA meetings.

19. **Secretary:** The Secretary shall:

- a. Issue notice of meetings, prepare minutes and proceedings, send copies of minutes and proceedings to members of the Board within one week following each meeting;
- b. Be custodian of all books, papers, records, correspondence, and documents belonging to the Association and perform the other duties from time to time prescribed by the Board or incident to this office;
- c. Act as a co-administrator of the GoalLine website, KDMHA Gmail accounts and KDMHA Google Drive accounts;
- d. Maintain the Association policy manual as needed and make sure it is posted periodically throughout the year; and
- e. Be responsible for updating and maintaining the website, Facebook, Social Media, Online storage to ensure that records remain accurate and up to date.

20. **Risk & Safety Director:** The Risk & Safety Director shall:
- a. Be Responsible for the KDMHA's involvement in Risk Management, Fair Play Codes, and the Hockey Canada Insurance Program as per the *Safety Requires Teamwork & Safety for All* manual;
 - b. Represent the Association at HEO and OSHA safety committees;
 - c. Ensure Directors and Team Officials understand the content of the *Safety Requires Teamwork & Safety for All* manual;
 - d. Be responsible for the KDMHA adhering to the Hockey Canada National Screening Policy;
 - e. Be responsible for entering in CRC/VSC into HCR and ensuring all bench staff, Executive, and volunteers have completed the required CRC/VSC;
 - f. Providing Directors, Officers, Team Officials, and Members with advice on Risk Management, Fair Play Codes, and the Hockey Canada Insurance Program;
 - g. Be responsible for their role in the Complaint Resolution Process;
 - h. Participate with the Coach Selection Committee;
 - i. Provide the members of the Coach Selection Committee with records of previous suspensions and incidents of Head Coach Candidates and Team Official Candidates;
 - i. Not be allowed to be a Head Coach. If there is a shortage of applicants during Coach Selection process, they may be considered for a Head Coach Position providing they have the appropriate credentials;
 - j. Sit on the Annual Coaches Meeting Panel; and
 - i. Duty to address Trainers of any pertinent information regarding Risk Management;
 - k. Act as a Privacy Officer for the KDMHA.
21. **Treasurer:** The Treasurer shall:
- a. Keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all moneys or valuable effects in the name of and to the credit of the Association in the bank or banks from time to time designated by the Board;
 - b. Disburse the funds of the Association under the direction of the Board, taking proper vouchers therefore and shall render to the Board, whenever required of him or her, an account of all his or her transactions as the Treasurer and of the financial position of the Association;
 - c. Maintain a record of what each registered member has paid or owes to KDMHA;
 - d. Submit and co-operate with the public accountant during the annual review of accounts of the Association and perform the other duties from time to time prescribed by the Board or incident to this office;



- e. Receive bank statements and/or financial statements from each team for filing at the end of the hockey season;
- f. Act as a Privacy Officer for the KDMHA;
- g. Have a background in finance and/or accounting and bookkeeping; and
- h. Sit on the Annual Coaches Meeting Panel;
 - i. Duty to address Team Official of any pertinent information re: accounts and transactions.

22. **Registrars:** (one for Storm Division and one for Royals Division) The Registrar shall:

- a. Be responsible for establishing, with the approval of the Board, the dates for registration of all players;
- b. Maintain a list of all registered players as per Hockey Canada directives and internal procedures;
- c. Act as association user for Hockey Canada Registry and other databases as required by Hockey Canada, HEO and OWHA
- d. Provide the Division Convenors with their appropriate Registered Player List including Head Coach Applicants as per the Player Registration Forms;
- e. Provide the Division Convenors with the Evaluator Lists from the Player Registration Forms;
- f. Enter and track affiliations in accordance with HEO affiliation rules;
- g. Provide appropriate lists of players as required by the Board;
- h. Obtain final approval of all teams and affiliations;
- i. Ensure that transfers are handled in accordance with HEO /OWHA transfer rules and that the appropriate paperwork is signed and completed by all parties;
- j. Make sure all players and teams are registered with the appropriate leagues.
- k. Act as a Privacy Policy Officer for the KDMHA; and
- l. Sit on Annual Coaches Meeting Panel;
 - i. Duty to address Team Officials of any pertinent information.

23. **Hockey Development/**The Hockey Development shall:

- a. Sit on the competitive Coach Selection Committee;
- b. Sit on the Annual Coaches Meeting Panel;
- c. In the event that a Head Coach is to be removed prior to the completion of the season, the Coach Coordinator will Chair another Coach Selection Committee to replace the removed coach, pending Presidential approval;
- d. Be responsible for the KDMHA's role in the National Coach Mentorship Program by organizing and/or providing the information for the required NCCP Coach Clinics when necessary, also



providing OWHHA and HEO Specialty Clinics to the KDMHA when requested or deemed necessary by the Board;

- e. Be responsible for the implementing the Coach Development Plan; and
- f. Meet with Entry Level Head Coaches individually before Nov 30 of the current season and be available upon request as a mentor throughout the season;

24. **Ways and Means Convenor:** The Fundraising Officer shall:

- a. Lead Association fundraising Campaigns;
- b. Lead Apparel and Photo tenders and point of contact with Preferred Vendors
- c. Lead team requests for Logo usage, Lottery licenses and management of license requirements

25. **Equipment Convenor:** The Equipment Convenor shall:

- a. Be responsible for the distribution and collection of all the equipment to the Head Coaches in the Association;
- b. Order/replace any equipment for the Association with the prior approval of the Association via at least two quotes preferably from local businesses. If there is a conflict of interest, all quotes will go through the Treasurer for approval; and
- c. Maintaining an up-to-date inventory prior to the season beginning and again at the end of the season.

26. **Referee-in-Chief:** The Referee-in-Chief shall:

- a. Be responsible for evaluating all the HEO referees and help ensure their development; and
- b. Set up a training/review program annually for HEO referees in conjunction with the Referee Scheduler.

27. **Division Convenors** (6 Royals, 5 Storm): The Division Convenors shall:

- a. Be responsible for their Divisions Player Evaluation Process, and Player Allocation Process;
- b. Be responsible for their role in the Complaint Resolution Process;
- c. Sit on the Coach Selection Committee;



- d. Submit monthly reports to their Vice President detailing team records and standings, suspensions, injuries, and incidents;
- e. Assist in collecting Vulnerable Sector Checks from bench staff and submit them to the Risk & Safety Director by November 30 of the current season;
- f. Not be allowed to be the Division Convenor for a Division where they have a child participating; and
 - i. If a Member is nominated as a potential Division Convenor at the AGM, who has a child in the Division they would Convene, the board will look at options to realign convenors to avoid the conflict of interest. If not possible, they may be elected to be that Division Convenor providing they are the sole nominee or have a majority vote in the case of multiple nominees.
- g. Not be allowed to be a Head/Assistant Coach in their Division. If there is a shortage of applicants during the Coach Selection process, they may be considered for a Head Coach Position providing they have the appropriate credentials.

OFFICERS

- 28. The Board may designate the offices of the Association. The Board may appoint Officers and specify their duties to manage the affairs of the KDMHA. The Board may appoint such Officers as it deems necessary, and the Officers shall have such authority and shall perform such duties as the Board may delegate. All decisions to appoint Officers are to be voted on by the Directors, as in By-Law 9 - Voting, Board of Directors. Officers will hold a Non-Voting position on the Board of Directors.
- 29. **Ice Scheduler:** The Ice Scheduler shall be responsible for:
 - a. Scheduling ice times for all the teams in the Association;
 - b. Ensuring that all ice is distributed fairly amongst the teams in the Association;
 - c. Follow the Ice Allocation Allotment Schedule;
 - d. Train/mentor a board appointed assistant to fulfill the duties of the Ice Convenor in their absence;
 - e. Negotiate hours with all Municipalities in which KDHMA holds ice contracts; and
 - f. Report all ice expenditures to the Treasurer and President.
 - g. Remuneration to be set by the board annually
- 30. **Referee Scheduler:** The Referee Scheduler shall be responsible for;
 - a. The assignment of referees to home games for all Royals teams and keep record of same;

- b. Setting up training/review program annually for HEO referees in conjunction with Referee-in-Chief
 - c. Appointing assistant to act in absentia; and
 - d. Submitting payment request for referees to the treasurer according to the schedule of fees approved annually by HEO.
 - e. Referee Scheduler receives monetary Assignor Fee as set by HEO annually
 - f. Remuneration to be set by HEO annually
31. **Goalie Mentor:** The Goalie Mentor shall:
- a. Be responsible the development of goalies in the KDMHA;
 - b. Be available to the Division Convenors to evaluate their respective Divisions goalies; and
 - c. Be available to Head Coaches to provide instruction on how to coach a goalie and how to effectively incorporate them in a practice.
32. **Tournament Organizer:** The Tournament Organizer shall;
- a. Schedule Tournaments;
 - b. Obtain the necessary sanction permits to hold the Association tournaments;
 - c. Promote tournaments to other Associations through email and social medias;
 - d. Prepare a budget for the proposed expenses and projected income from the tournament for Board Approval;
 - e. Obtain at least two quotes from suppliers for tournament awards, preferably from local businesses. If there is a conflict of interest all quotes will go through the Treasurer for approval;
 - f. Contact the Referee Scheduler with a list of dates/times and levels so that referees can be scheduled;
 - g. Contact the Ice Convenor to arrange the ice for the tournament dates/times; and
 - h. Make teams aware of fundraising guidelines for tournaments.
33. **Media Officer:** The Media Officer shall;
- a. Be the lead on all matters of Social Media, including but not limited to Facebook, Instagram, X , www.kemptonvillehockey.com and advertising.
34. **Ice Convenor Assistant:** The Ice Convenor Assistant shall;
- a. Assist the Ice Convenor in scheduling ice times for the KDMHA teams;



- b. Participate with the Ice Convenor in all meetings and communications with the Municipalities;
 - c. Receive training and mentoring from the Ice Convenor to:
 - i. Fulfill the Ice Convenor role in his/her absence; and
 - ii. Take on the role in the future.
35. **Administration Officer:** The Administration Officer shall:
- a. Assist Registrars (Storm and Royals) with duties included but not limited to:
 - i. Annual Registration, emails, amendments,
 - ii. Rosters, gathering and inputting data
 - iii. Coach Certifications; working with bench staff to ensure proper certifications on file
 - iv. Travel Permits;
 - b. Assist Treasurer with duties included but not limited to:
 - i. Inputting payments into registration platforms
 - ii. Financial Administrative duties (i.e. gathering data, deposits, team financials);
 - c. Assist Risk and Safety with duties included but not limited to:
 - i. Criminal Record Checks and Vulnerable Sector Checks in collection and input into Hockey Canada registry; and
 - d. Other administrative duties as assigned.

REGISTRATION

36. Within the registration period and the rules as to eligibility determined by Hockey Canada, the Board will admit, as players, all eligible persons who have been invited to play hockey in the applicable boundaries of the Association.

MEMBERSHIP

37. A parent or legal guardian must represent each Player at the date of registration. The parent or legal guardian of each player shall be accepted as a Member of the Association. If there is any dispute as to membership, after reviewing the records of the Association, the individual who signed the older player's card, shall be entitled to vote at any Meetings of Members. Each family shall be entitled to one vote for each player in the family at a Meeting of the Members
38. In addition to the Members described in the preceding paragraph, the membership of the Association for any given year shall also consist of the Head Coach of each Association team, each

Director, officer and official and such other persons as may be appointed or accepted for membership by the Board including honorary members as long as each such individual is not the parent of legal guardian of a player.

39. If a Member has not paid the annual fees by the first KDMHA activity (i.e., conditioning camp or any player evaluation camp) such Member will not be permitted to participate in any KDMHA activities until paid in full. The Member will also be found not to be a member in good standing and shall not be entitled to a vote at a meeting or Members.
40. If a Member has not paid any such levies set by the player's team thirty days after the first Team Meeting, such Member will not be permitted to participate in any KDMHA activities until paid in full. The Member will also be found not to be a member in good standing and shall not be entitled to a vote at a meeting of Members.
41. A Member who becomes a Member by virtue of a transfer approved by the HEO or the OWHA, shall cease to be a Member when the player plays his or her last game for an Association team.
42. A Member shall cease to be a member in good standing once a player signs his/her HEO or OWHA Player Release form. Members may also resign by written notice to the Association which shall be effective upon acceptance thereof by the Board, which acceptance shall not be unreasonably refused.
43. Any Member may be required to resign by a vote of two-thirds of the Members at an Annual or Special Meeting provided that any such Member shall be granted an opportunity to be heard at such meeting. There must be due notice as to the intent of such a meeting.
44. In case of resignation, a Member shall remain liable for payment of annual fees set by the Board and/or such levies set by the player's team which became payable by such Member during the current season.
45. In the case of a suspension the Member will be considered "not in good standing" and will not have voting privileges or be able to hold an executive position or an official position on a team for the duration of the suspension period.
46. The Board may refuse membership, or terminate a Members membership, in the Association for:
 - a. Failure to fulfill their financial obligations; and
 - b. Seriously or repeatedly violating the By-Laws, Rules & Regulations, Policies, and/or Playing Rules of Hockey Canada, HEO, OWHA, UCMHL, and/or the KDMHA.
47. Refusal or termination of membership requires a seventy-five percent vote of the Directors at a Special Resolution Meeting. If a Director is unable to attend their right to vote is revoked.



- a. The Board must provide the party facing such potential discipline with a statement of the reason(s) for the proposed discipline. The statement shall be provided at least thirty days prior to the Special Resolution Meeting; and
 - b. The party facing such potential discipline shall be given an opportunity to be heard prior to any decision being rendered.
48. The membership of Members will be terminated following the adjournment of the AGM. The elected Directors will remain as Members and handle the affairs of the Associations prior to the next registration dates.

ANNUAL AND OTHER MEETINGS OF MEMBERS

49. Each Meeting of the Board shall follow a standard agenda:
- a. Call to order by the President or Designate
 - b. Roll Call
 - c. Reading of the minutes of the previous meeting or a motion to waive the reading of the minutes
 - i. Errors or omissions in the Minutes
 - ii. Motion to adopt the minute as read and/or circulated
 - d. Business arising from the Minutes
 - e. Correspondence
 - f. Delegations
 - g. Executive Reports
 - h. New Business
 - i. Queries from the Membership
 - j. Adjournment
50. The Annual General Meeting (AGM) shall be held at a place determined by the Board prior to May 31st of each year.
51. The AGM will follow Roberts Rules of Order.
52. The President or Vice President will act as the Chairman of the AGM.
53. At every AGM, in addition to any other business that may be transacted, the report of the Directors, the financial statements and the report of the public accountant, if available, shall be presented and auditors appointed for the ensuing year. Financial statements may be made available to parents of players through team managers or any Directors at least seven (7) days prior to the date of the meeting.



54. The Board, the President or Vice President shall have power to call a meeting of the Members at any time.
55. The Board shall give notice of an Annual or Special Meeting at least fourteen (14) days prior to the date of the meeting and the notice of meeting shall include an agenda and outline of the business to take place at such meeting. Notice of the Meeting shall be posted on website and social media as well as in the North Grenville Complex on the Association's bulletin board and mailed to the public accountant of the Association.
56. For the purpose of sending notice to any Member, Director, officer or official for any meeting or otherwise, the address of such Member, Director or official shall be the last address recorded on the books of the Association.
57. A quorum for the transactions of business at any Meeting of Members shall consist of twenty (20) Members present in person.
58. Prior to voting in a new Board, the current board will be dissolved. The District 1 Chair or another third party who is not a member of KDMHA will do the elections. Elections will be the last order of business at the Annual General Meeting.
59. To be nominated for a position on the Board a member must be in attendance to accept the nomination. A proxy will not be allowed.

VOTING OF MEMBERS

60. Each KDMHA Member in good standing present at meetings of Members is entitled to one vote either by show of hand or by secret ballot.
61. At all meetings of Members every question shall be decided by a majority of the votes cast by Members present in person. Every question shall be decided in the first instance by a show of hands. A poll will be taken if demanded by any Member. Upon a show of hands, a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be proof of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution. In case of equality of votes at any Meeting of Members, whether upon a show of hands or at a poll, the matter shall be deemed to be defeated.
62. A Member shall not be allowed to appoint a person by means of a proxy to attend and act at the meeting as his or her nominee.

Adjournment

63. Any meeting of the Directors or of the Members may be adjourned to any time and from time to time and such business may be transacted at such adjourned meetings as might have been transacted



at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

ERRORS IN NOTICE

64. No error or omission in giving notice for a meeting of Directors or Members shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting. Any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had there at.

BOOKS AND RECORDS

65. The Board shall at all times ensure that all necessary books and records of the Association required by the by-laws of the Association or by any applicable statute or law are regularly and properly kept and that all filings are made in a timely fashion.

EXECUTION OF DOCUMENTS

66. Deeds, transfers, licenses, contracts, and agreements on behalf of the Association shall be signed by any two of the President, the Vice President, the Treasurer, and the Secretary. The Directors may from time to time authorize an official, Director or other person to sign documents on behalf of the Association.

FINANCIAL YEAR

67. Unless otherwise determined by the Board, the financial year of the Association shall terminate on the 31st of March in each year.



AUDITORS

68. The members shall at each annual Meeting appoint a public accountant to review the accounts of the Association for report to the Members at the next Annual Meeting. The public accountant shall hold office until the next Annual Meeting provided that the Directors may fill any casual vacancy in the office of the public accountant. The Board shall fix the amount of the remuneration of the public accountant.

RULE & REGULATIONS AND POLICIES

69. The Directors may implement such Rules & Regulations and Policies, not inconsistent with the By-laws of the Association, relating to the management and operation of the Association. Adoption and/or amendment of Rules & Regulations and Policies will be voted on during a Directors Meeting.

AMENDMENT OF BY-LAWS

70. The By-laws of the Association may be repealed or amended by a by-law enacted by a majority of the Directors at a meeting of the Board and sanctioned by an affirmative vote of two-thirds of the Members at the next Annual Meeting of Members.
71. These By-laws shall take effect on the May 1st, 2025 and any By-laws passed previously by the Directors and Members of the Association are hereby repealed.
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