



Kanata Minor Hockey Association

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Constitution of District Eleven Constitution of the K.M.H.A. Bylaws of the K.M.H.A.

KMHA CONSTITUTION

May 7, 2011

INTRODUCTION

This document may be described as the body of rules, which define the function of District Eleven and the Kanata Minor Hockey Association and its various Standing Committees. The rules regulate the relations between District Eleven and the Kanata Minor Hockey Association and the persons concerned.

The District Eleven and Kanata Minor Hockey Association Constitutions define the manner in which and the authority by which they are constituted.

The Kanata Minor Hockey Association's Bylaws prescribe the manner in which the day-to-day operations will be conducted.

District Eleven and the Kanata Minor Hockey Association use the O.D.M.H.A., O.D.H.A. and C.H.A. Official Rules and Regulations for their interpretation of the playing rules of the game of hockey.

This document is divided into three sections:

- **SECTION A:** Constitution of District Eleven
- **SECTION B:** Constitution of the K.M.H.A.
- **SECTION C:** Bylaws of the K.M.H.A.

INDEX

- **Article I:** Name and Affiliation
- **Article II:** Organization
- **Article III:** Discipline and Appeals
- **Article IV:** Amendments
- **Article V:** Whereas

ARTICLE I - NAME AND AFFILIATION

- I.1** The organization shall be known as "District Eleven of the Ottawa District Minor Hockey Association", herein referred to as District Eleven.
- I.2** District Eleven by virtue of its affiliation with the Ottawa District Hockey Association and the Ottawa District Minor Hockey Association is a member of the Canadian Hockey Association, the governing body of amateur hockey in Canada. District Eleven shall abide by the Constitution, Rules and Regulations of the O.D.M.H.A., the O.D.H.A. and the C.H.A.
- I.3** District Eleven shall have jurisdiction to govern all Minor Hockey Associations within the bounds of the O.D.M.H.A. District Eleven territory, which includes the Kanata Minor Hockey Association.

ARTICLE II - ORGANIZATION

- II.1** The presiding officer of District Eleven shall be the Chairman.
- II.2** The business and affairs of District Eleven shall be administered by the Board of Directors who shall govern in a manner consistent with the Constitution, Bylaws, and Rules and Regulations of the C.H.A., O.D.H.A. and the K.M.H.A.
- II.3** The Board of Directors of District Eleven shall consist of: the Chairman; the Alternate Chairman; the District Referee-in-Chief; the District Registrar and the District Chairman, Discipline and Appeals.
- II.4** The Board of Directors positions referred to in this Article shall be filled by May 31 each year by the Executive Committee of the Kanata Minor Hockey Association in a manner deemed appropriate by that Committee.
- II.5** The term of office for persons occupying the Board of Director positions referred to in this Article shall be at the pleasure of the Executive Committee of the Kanata Minor Hockey Association.

ARTICLE III - DISCIPLINE AND APPEALS

- III.1** The Board of Directors of District Eleven shall have the unfettered right to review and stay, alter or reverse any Appeal decision that has been rendered by a Discipline and Appeals Committee of the Kanata Minor Hockey Association prior to any hearing before any higher authority.
- III.2** The fee for this review shall be \$100.00 payable by the appellant, all, part or none of which may be refunded at the discretion of the Board of Directors.

ARTICLE IV- AMENDMENTS

- IV.1** This Constitution may be amended on the recommendation of the Board of Directors to the Executive Committee of the Kanata Minor Hockey Association.
- IV.2** The amendment shall be approved by a three-quarters majority of the Kanata Minor Hockey Association's Executive Committee as defined by clause 3.4 of its Constitution and shall take effect on the date determined by that Committee.

ARTICLE V - WHEREAS

- V.1** Whereas District Eleven consists entirely and exclusively of the Kanata Minor Hockey Association be it so enacted that the Constitution of the Kanata Minor Hockey Association shall be that of District Eleven, as appropriate.

CONSTITUTION of the KANATA MINOR HOCKEY ASSOCIATION

INDEX

- **Article 1:** Name
- **Article 2:** Object
- **Article 3:** Organization
- **Article 4:** Membership
- **Article 5:** Meetings of the Association
- **Article 6:** Amendments
- **Organization Chart of the KMHA**

ARTICLE 1 – NAME

- 1.1** This organization shall be called the KANATA MINOR HOCKEY ASSOCIATION, hereinafter referred to as the K.M.H.A.
- 1.2** The K.M.H.A. is a recognized affiliate of the Ottawa District Minor Hockey Association (O.D.M.H.A.), the governing body of minor hockey within the Ottawa District Hockey Association (O.D.H.A.), one of the 12 branches of the Canadian Hockey Association (C.H.A.), the governing body of amateur hockey in Canada.
- 1.3** The K.M.H.A. is the sole member of O.D.M.H.A. District Eleven.

ARTICLE 2 - OBJECT

- 2.1** The objectives of the Kanata Minor Hockey Association are to:
- 2.1.1** Maintain and increase interest in the game of hockey by providing to all who desire, where it has in its power to do so, the opportunity to participate in hockey giving due consideration to their individual capabilities;
 - 2.1.2** Exercise a general supervision and direction over its players, team and game officials and Executive Officers with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship; and
 - 2.1.3** Provide, wherever possible, a hockey program, including an Initiation Program as prescribed by the C.H.A., giving due consideration to all divisions and categories of minor hockey.

ARTICLE 3 - ORGANIZATION

- 3.1** The presiding officer of the K.M.H.A. shall be the President.
- 3.2** The business and affairs of the K.M.H.A. shall be administered by the Board of Directors who shall govern in a manner consistent with the Constitution, Bylaws, and Rules and Regulations of the C.H.A., O.D.H.A., O.D.M.H.A. and the K.M.H.A.
- 3.3** The Board of Directors of the K.M.H.A. shall consist of the President; the Past President; the Vice Presidents Hockey Programs, Finance and Administration and Operations; two members of the Hockey Programs Committee and one other Executive Officer who is not a member of the Hockey Programs Committee.
- 3.4** The Executive Officers of the K.M.H.A. shall, in addition to the members of the Board of Directors include: the Director House League Programs, the AAA, AA, A and B Representatives; the Conveners - Initiation, Novice, Atom, Peewee, Bantam, Midget and Juvenile; the Secretary; the Chairman, Discipline and Appeals; the Referee-in-Chief; the Ice Scheduler; the Registrar; the Coordinators - Sponsorships and Fundraising, Equipment, Tournaments, Development, Public Relations, Director Competitive Program, Coaching Mentor and Risk Management & Safety ; the Statistician; and appointed Executive Officers at Large.
- 3.5** The Executive Officers of the K.M.H.A. shall form the Executive Committee.

ARTICLE 4 - MEMBERSHIP

- 4.1** Wherever used in the Constitution or Bylaws the word "member" shall be deemed to include, where the context permits, any team or individual registered with the K.M.H.A. or participating in games or activities of any kind sponsored by or organized by the K.M.H.A.; "individual" shall include, where the context permits, any person, player, coach, manager or official affiliated with or associated with, in any game or activity sponsored or organized by the K.M.H.A., and shall also include game officials, and throughout the Constitution and Bylaws the masculine includes the feminine and neuter, and the neuter includes the masculine and feminine, and the singular includes the plural and the plural includes the singular, whenever the context requires or permits.
- 4.2** Membership in the K.M.H.A. is purely voluntary, but application for or acceptance of membership entails acceptance by the binding authority of all the rulings and decisions of the Board of Directors and acceptance of the governing authority of the K.M.H.A., subject to properly conducted protests and appeals provided for by the Bylaws.
- 4.3** Members Individuals shall become members of the K.M.H.A. upon registration and payment of fees.
- 4.4** Voting Members Members who are parents or guardians or who have reached the age of majority as defined by the Province of Ontario and who reside within the K.M.H.A. boundaries shall be entitled to one vote at Annual and Special General Meetings.
- 4.5** Associate Members
 - 4.5.1** Individuals not resident within the K.M.H.A. boundaries who have been properly transferred or waived in accordance with O.D.M.H.A., O.D.H.A. and C.H.A. Regulations, shall become associate members of the K.M.H.A. upon registration and payment of fees.
 - 4.5.2** Associate members shall not normally be voting members of the K.M.H.A.

4.6 Resignation

- 4.6.1** A member may resign from membership in the K.M.H.A. provided such member is in good standing at the time of doing so, by submitting his resignation in writing to the Registrar of the K.M.H.A.
- 4.6.2** Upon such resignation becoming effective, such member shall forfeit all rights and privileges afforded by membership in the K.M.H.A.

ARTICLE 5 - MEETINGS OF THE ASSOCIATION

- 5.1** There shall be an Annual General Meeting of the K.M.H.A. on or before April 30 each year. The exact date and time will be decided by the President.
- 5.2** The order of business at the Annual General Meeting shall be as follows:
 - 5.2.1** Call to order
 - 5.2.2** Adoption of Minutes of the previous Annual General Meeting
 - 5.2.3** Business arising from the Minutes
 - 5.2.4** Presentation of Financial Statements
 - 5.2.5** Proposed Changes to the Constitution, Bylaws, Rules and Regulations
 - 5.2.6** Reports from the Vice Presidents
 - 5.2.7** Appointment of a Returning Officer and 2 Scrutineers
 - 5.2.8** Nomination and election of Executive Officers
 - 5.2.9** New Business
 - 5.2.10** President's Remarks
 - 5.2.11** Adjournment
- 5.3** Voting shall be on the basis of one vote for each voting member present and such vote shall be given personally and not by proxy. The method of voting shall be by show of hands unless a majority of the voting members decide that the method of voting shall be by some other means.
- 5.4** Transition of the new Executive Officers is to occur on the first day of May in the year of election.
- 5.5** There may be other general meetings called by the President as deemed necessary.
- 5.6** No annual or other general meetings shall be constituted without a quorum of at least 25 of its voting members who are in good standing and at least 5 incumbent Executive Officers in attendance, one of whom must be the President or a Vice President.
- 5.7** Notice of all annual and Special General Meetings shall be advertised to the membership in the community newspaper and also may be posted in the City of Kanata Arenas at least 7 days prior to the date of such meetings.

ARTICLE 6 - AMENDMENTS

- 6.1** The Constitution, inclusive of Bylaws, may be amended only at the Annual General Meeting of the K.M.H.A., or at Special General Meetings of the membership specifically called for by the President for this purpose, and then may only be amended by a 2/3 majority and affirmative vote of the membership present and voting, a quorum being present.
- 6.2** No amendment to the Constitution or Bylaws shall be considered unless such amendment is made in writing by a voting member, and provided to the Secretary not later than 20 days prior to the date of the meeting, and it shall be the duty of the Secretary to provide a copy of all such amendments to each of the Executive Officers at least 10 days prior to the date of such meetings.
- 6.3** All approved amendments to the Constitution or Bylaws shall take effect immediately, and shall remain in effect for a period of at least 1 year, unless specified otherwise by time.
- 6.4** Notwithstanding the foregoing, the Executive Committee at its regular meetings, by majority affirmative vote of 2/3 of its voting members, including the President and one of the Vice Presidents present, may establish or amend the Constitution or Bylaws governing inter alia conduct of meetings, conditions of membership, playing rules, tournaments, conduct and conditions of appeals and protests and without limiting the generality of the foregoing, establish or amend the Constitution or Bylaws and playing rules to meet emergency or unusual situations as properly fall within the jurisdiction of the K.M.H.A., provided such is ratified at the first Annual General Meeting following such change(s).
- 6.5** No decision shall be made by the Board of Directors by way of adoption or amendment, to the Bylaws, when such decision so made shall constitute a breach of any C.H.A., O.D.H.A., or O.D.M.H.A. Bylaw, Regulation or playing rule.
- 6.6** Any amendment to the Constitution, Bylaws, Rules and Regulations of the C.H.A., O.D.H.A. and O.D.M.H.A. shall automatically amend or alter the Constitution and Bylaws of the K.M.H.A., where applicable.
- 6.7** Any change in the Constitution or Bylaws which have been adopted, amended revised in the manner herein set forth, shall not be negated by reason of error or omission which may occur in the period transcription or printing thereof.

BYLAWS of the KANATA MINOR HOCKEY ASSOCIATION

INDEX

- **Bylaw 1:** Suspension and Expulsion of Membership
- **Bylaw 2:** Fees
- **Bylaw 3:** Election of Executive Officers
- **Bylaw 4:** KMHA Standing Committees
 - Executive Committee
 - Board of Directors
 - Finance and Administration Committee
 - Hockey Programs Committee
 - Discipline and Appeals Committee
- **Bylaw 5:** Duties and Powers of Executive Officers
 - President
 - Past President
 - Absence of President
 - Secretary
 - Vice President Hockey Programs
 - Vice President Finance and Administration
 - Vice President Operations
 - Director House League Programs
 - Registrar
 - Sponsorships and Fundraising Coordinator
 - House League Convenors
 - League Representatives
 - Referee-in-Chief
 - Ice Scheduler
 - Tournament Coordinator
 - Public Relations Coordinator
 - Equipment Coordinator
 - Statistician
 - Development Coordinator
 - Chairman Discipline and Appeals
 - Coordinator Risk Management and Safety
 - Director Competitive Program
 - Coaching Mentor
- **Bylaw 6:** Boundaries
- **Bylaw 7:** Financial
- **Bylaw 8:** Code of Conduct

BYLAW 1 - SUSPENSION AND EXPULSION OF MEMBERSHIP

- 1.1** Without limiting or restricting the generality of anything elsewhere contained in the Constitution or Bylaws and without derogating from any of the specific or general powers of the Board of Directors elsewhere contained, any breach or violation by any member of any provision of the Constitution or Bylaws, or of any decision or ruling of the Board of Directors shall automatically, upon the Secretary given written notice thereof, result in an immediate, indefinite suspension from participation in all games or activities of any kind sponsored or organized by the K.M.H.A. or the O.D.M.H.A. The suspension may, at the sole discretion of the Executive Committee, be removed or remitted by action of the Executive Committee.

BYLAW 2 – FEES

- 2.1** The registration fee, an assessment charged each player, depending on age, level, category and program, shall be set by the Board of Directors based on budget requirements. At the discretion of the Board of Directors, a family registration fee may be established. Refunds will be at the discretion of the Vice President Finance and Administration. Every effort will be made to make a fair decision for the parent and player who leaves either voluntarily or through forced departure, based upon the timing of the departure. Each player will be covered by a comprehensive accident insurance policy at the time of registration, the fee being included in the registration fee.
- 2.2** Additional fees may be assessed members in the form of fines or other assessments as may be determined necessary by the Board of Directors.
- 2.3** Any member who has not paid such fees or assessment, in accordance with the conditions established by the Board of Directors, shall be subject to disciplinary action as deemed appropriate by the Board of Directors.
- 2.4** The K.M.H.A. will not normally sponsor or waive the registration fees for any individual. The Board of Directors may however, consider reducing the registration fees for an individual upon submission and approval of subsidy application. If it so chooses the Board of Directors may delegate its authority in this matter to specific Executive Officers whose decisions shall become final and binding.

BYLAW 3 - ELECTION OF EXECUTIVE OFFICERS

- 3.1** The Executive Officers of the K.M.H.A. specified in clauses 3.3 and 3.4 of Article 3 of its Constitution, excluding the immediate Past President who gains his office by succession, shall be elected annually at the Annual General Meeting. The Vice President Finance and Administration and the Development Coordinator may not take office until clauses 5.6 and 5.19 respectively of these Bylaws have been satisfied.
- 3.2** Full or part time employees of the K.M.H.A. , or those receiving an honorarium shall not be eligible for election as Executive Officers of the K.M.H.A.
- 3.3** K.M.H.A. voting members currently suspended from or not in Good Standing with the K.M.H.A. shall not be eligible for election as Executive Officers of the K.M.H.A.
- 3.4** The term for all Executive Officer positions shall be for one year and only members present at the Annual General Meeting, who are voting members in good standing of

- the K.M.H.A., may have the privilege of nominating and voting to elect a voting member to an Executive Officer position.
- 3.5** A voting member may be nominated for any number of positions and may seek election to offices to which he has been properly nominated. Defeat in an election for a specific office does not disqualify him from seeking election to a subsequent office to which he has been properly nominated.
 - 3.6** A nominated voting member may be elected to only one Executive Office at the Annual General Meeting.
 - 3.7** To be eligible as a candidate for election as President of the K.M.H.A., the nominated voting member must have served on the Executive Committee for at least one year.
 - 3.8** To be eligible as a candidate for election as the Vice President Hockey Programs, the nominated voting member must have served on the executive of a minor hockey association for one year, be certified at the equivalent of the Coach Stream level and have coached minor hockey for a minimum of one year.
 - 3.9** To be eligible as a candidate for election as the Vice President, Finance and Administration, the nominated voting member must hold a recognized accounting designation or have considerable relevant experience in the accounting and financial management fields.
 - 3.10** To be eligible as a candidate for election as the Director Competitive Program, the nominated member must be certified at the equivalent of the Intermediate Coaching Level. (Added 1999/2000 AGM)
 - 3.11** To be eligible as a candidate for elections as the Director House League Programs, the nominated member must be certified at the equivalent of the CSC Coaching level and have been a minor hockey coach for a minimum of one year.
 - 3.12** Executive positions remaining vacant following the Annual General Meeting will be filled by the Executive Committee in a manner deemed appropriate by that Committee.
 - 3.13** In the event that an Executive Officer position becomes vacant during the year, for any reason, the following shall apply:
 - 3.13.1 The President**
The Vice President Hockey Programs shall assume the role on an interim basis. The Executive Committee, by majority vote, a quorum being present, shall elect from among its members a new President subject to clause 3.7 of this Bylaw;
 - 3.13.2 The Vice President Hockey Programs**
The Executive Committee, by majority vote, a quorum being present, shall elect from among the members of the Hockey Programs committee a new Vice President, subject to clause 3.8 of this Bylaw;
 - 3.13.3 The Vice President Finance and Administration**
The Executive Committee, by majority vote, a quorum being present, shall elect from among the members of the Finance and Administration Committee a new Vice President;
 - 3.13.4 The Past President**
The position shall remain vacant; and
 - 3.13.5 All Other Executive Officers**
The Executive Committee, by majority vote, a quorum being present, may appoint any individual.

BYLAW 4 - K.M.H.A. STANDING COMMITTEES

- 4.1** The Standing Committees shall be the Executive Committee, the Board of Directors, the Hockey Programs Committee and the Finance and Administration Committee. Special Ad Hoc Committees may be convened as required to coordinate registration, tournaments, fundraising and other K.M.H.A. events and to hear appeals and/or complaints.
- 4.2** Any member of a K.M.H.A. Standing Committee who participates in activities with an interest conflicting with those of the K.M.H.A. must declare such conflict of interest to the Board of Directors prior to the commencement of the season's activities; otherwise, such member may be removed from office by a simple majority vote of the Executive Committee.
- 4.3** Unless granted a leave of absence by the Board of Directors, or for reasons of health, any member of a Standing Committee who absents himself from two (2) consecutive regular Standing committee meetings, may have his office declared vacant by a simple majority vote of the Executive Committee.
- 4.4** Unless specifically stated elsewhere in the Constitution or Bylaws, all motions (includes amendments) arising at any meeting of a Standing or Special Ad Hoc Committee shall be carried or defeated by a simple majority of votes on the basis of one vote for each voting member present and such vote shall be given personally and not by proxy.
- 4.5 Executive Committee**
- 4.5.1** The Executive Committee shall normally be chaired by the President.
- 4.5.2** The presence of half of the Executive Officers plus one, including the President and at least one of the Vice Presidents, shall constitute quorum at all regular and special meetings of the Executive Committee.
- 4.5.3** The Executive Committee will meet at least four times a year as follows:
- 4.5.3.1** in May to welcome the new and returning Executive Officers and to discuss and approve proposals related to the hockey program to be implemented for the upcoming hockey season;
 - 4.5.3.2** in August to receive a status report on the development of the hockey program from the President and Vice Presidents and to approve the budget for the upcoming hockey season;
 - 4.5.3.3** in December to receive status reports from each Executive Officer related to their particular office of responsibility; and
 - 4.5.3.4** in February to prepare for the Annual General Meeting.
- 4.5.4** The Executive Committee shall empower the Board of Directors to administer the business and affairs of the K.M.H.A. in a manner consistent with the Constitution, Bylaws, Rules and Regulations of the K.M.H.A., O.D.M.H.A., O.D.H.A. and the C.H.A.
- 4.5.5** The approval of the Executive Committee by a 2/3 majority vote, a quorum being present, shall be required for motions to:
- 4.5.5.1** appoint Executive Officers at Large; and
 - 4.5.5.2** remove current Executive Officers from their position for reasons other than absence.
- 4.5.6** The Executive Committee may be called to meet at the order of the President or if requested by at least seven of the Executive Officers.

- 4.5.7** All members of the Executive Committee may introduce, amend, second and vote on motions with the exception of the Chairman who may only vote in the case of a tie in which case he shall cast the deciding vote.

4.6 Board of Directors

- 4.6.1** The affairs of the K.M.H.A. shall be managed by the Board of Directors. The Board of Directors shall normally be chaired by the President and shall consist of the following Executive Officers:

- 4.6.1.1** President
- 4.6.1.2** Past President
- 4.6.1.3** Secretary (non-voting)
- 4.6.1.4** Vice President Finance and Administration
- 4.6.1.5** Vice President Hockey Programs
- 4.6.1.6** One League Representative
- 4.6.1.7** One House League Convener
- 4.6.1.8** One other Executive Officer who is not a member of the Hockey Programs Committee
- 4.6.1.9** Vice President Operations

- 4.6.2** The Hockey Programs representatives shall be appointed in a manner deemed appropriate by the Hockey Programs Committee and shall serve at the pleasure of that Committee. The remaining members of the Board of Directors shall be appointed in a manner deemed appropriate by the Executive Committee and shall serve at the pleasure of that Committee.

- 4.6.3** Unless herein provided to the contrary, the presence of five members of the Board of Directors, including the President and at least one of the Vice Presidents, shall constitute a quorum at all regular and special meetings of the Board of Directors. Executive Officers may attend Board of Directors' meetings at the discretion of the President and may partake in the discussions but will not have voting rights.

- 4.6.4** Board of Directors meetings shall be held during the fiscal year as deemed appropriate by the President.

- 4.6.5** The Board of Directors shall have the power and/or responsibility, in addition to its powers and/or responsibilities elsewhere contained, to:

- 4.6.5.1** Formulate and prepare recommendations, alterations and amendments to Bylaws for the government of the K.M.H.A., which shall not be inconsistent with the scope and provisions of its Constitution, and in general, to make rulings or decisions on any matter brought before it pertaining to all minor hockey within its jurisdiction;
- 4.6.5.2** Grant or refuse application for membership in the K.M.H.A.;
- 4.6.5.3** Impose and enforce any penalties for any violations or breach of the Constitution or Bylaws of the K.M.H.A. or for any violations or breach of any decision of the Board of Directors;
- 4.6.5.4** Remove or remit on such terms and conditions as it may deem fit, any suspension or penalty that has been imposed by an Executive Officer of the K.M.H.A., a K.M.H.A. team official, Standing or Ad Hoc Committee or by the operation of any provision of these Bylaws. This authority does not extend to decisions rendered by the Discipline and Appeals Committee;

- 4.6.5.5** Adjudicate all disputes between the membership, subject to properly conducted protests and appeals;
- 4.6.5.6** Recommend to the Executive Committee, the removal from office of any member of the Board of Directors or any other Standing Committee, who is remiss or neglectful of his duty or whose conduct impairs his usefulness as a member of the K.M.H.A.;
- 4.6.5.7** Regulate the financing of the K.M.H.A. by establishing the yearly fees for membership, tournaments and all other activities under the direct control of the K.M.H.A.;
- 4.6.5.8** Authorize expenditures and/or commit funds in its own right and to examine any question arising out of the finances of the K.M.H.A. and to implement any course of action deemed appropriate;
- 4.6.5.9** Provide to the Executive Committee, on or before the first meeting of the K.M.H.A. in August of each year, a budget outlining the planned financial activities for the forthcoming season;
- 4.6.5.10** review and revise any decision of any Executive Officer, Standing or Ad Hoc Committee, save the Discipline and Appeals or the Executive Committee, if it feels it is in the best interests of the K.M.H.A. to do so;
- 4.6.5.11** The exclusion of any body, save that of the C.H.A., O.D.H.A. and the O.D.M.H.A., so that this power is vested in the Board of Directors, solely, finally, absolutely and exclusively, to interpret, construe, define and explain all the provisions of the Constitution and Bylaws of the K.M.H.A., all members and individuals shall accept as final and binding, all such interpretations, constructions, definitions and explanations given or made by the Board of Directors of the K.M.H.A.;
- 4.6.5.12** Approve the creation of non-voting positions, vest in them the powers and authorities deemed essential and establish a rate of remuneration for the position;
- 4.6.5.13** Respond to all questions arising from emergencies or the conduct of the K.M.H.A.'s affairs, not covered elsewhere in these Bylaws;
- 4.6.5.14** Limit registration by age or number, and
- 4.6.5.15** Deems any individual to be a voting member.
- 4.6.6** No Executive Officer shall sit on the K.M.H.A. Board of Directors in a dual or multiple capacities.
- 4.6.7** All voting members of the Board of Directors may introduce, amend and second motions with the exception of the Chairman who may only vote in the case of a tie in which case he shall cast the deciding vote.
- 4.6.8** The business of the K.M.H.A. shall be conducted by the Board of Directors who have the authority to make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and may exercise all such other powers and do all such other acts and things as the Association is by its character or otherwise authorized to exercise and do. Without in any way derogating from the foregoing, the members of the Board of Directors are expressly empowered in accordance with the nature of their position, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of rights, warrants, options and other securities and any other property, real or personal, tangible or intangible, or any right or interest therein

owned by the Association, for such consideration and upon such terms and conditions as they may deem advisable.

4.7 Finance and Administration Committee

4.7.1 The Finance and Administration Committee shall normally be chaired by the Vice President Finance and Administration and shall consist of the following Executive Officers:

- 4.7.1.1** Vice President Finance and Administration
- 4.7.1.2** Registrar
- 4.7.1.3** Sponsorships and Fundraising Coordinator
- 4.7.1.4** Referee-in-Chief (as appropriate, non voting)
- 4.7.1.5** Equipment Coordinator
- 4.7.1.6** Public Relations Coordinator
- 4.7.1.7** Executive Officers at Large
- 4.7.1.8** Risk Management and Safety Coordinator (as appropriate, non-voting)

4.7.2 The Finance and Administration Committee shall have the power, in addition to its power elsewhere contained:

- 4.7.2.1** to direct the planning, organizing, implementing and monitoring of all financial and non-financial services that support the K.M.H.A. hockey program; and
- 4.7.2.2** To organize Ad Hoc Committees to coordinate registration, tournaments, banquets, fundraising events and other activities in support of the hockey program as directed by the Board of Directors.

4.7.3 The Finance and Administration Committee shall meet at least three (3) times per year: in July to plan registration and develop budgets; midway through the year to review progress and in March to prepare for the Annual General Meeting.

4.7.4 All voting members of the Finance and Administration Committee may introduce, amend and second motions with the exception of the Chairman who may only vote in the case of a tie in which case he shall cast the deciding vote.

4.8 Hockey Programs Committee

4.8.1 The Hockey Programs Committee shall normally be chaired by the Vice President Hockey Programs and shall be comprised of the following Executive Officers:

- 4.8.1.1** Vice President Hockey Programs
- 4.8.1.2** Secretary (non-voting)
- 4.8.1.3** House League Conveners
- 4.8.1.4** League Representatives
- 4.8.1.5** Development Coordinator
- 4.8.1.6** Ice Scheduler (voting, provided that it is NOT a paid position) (modified 1999/2000 AGM)
- 4.8.1.7** Statistician (non-voting)
- 4.8.1.8** Tournament Director (non-voting) (added 1999/2000 AGM)
- 4.8.1.9** Referee-in-Chief (as appropriate, non-voting)
- 4.8.1.10** Risk Management and Safety Coordinator (as appropriate, non-voting)
- 4.8.1.11** Director Competitive Program (added 1999/2000 AGM)
- 4.8.1.12** Coaching Mentor (added 2004-2005 AGM)

4.8.1.13 Director House League Programs

4.8.2 The Hockey Programs Committee shall have the power, in addition to its power elsewhere contained:

4.8.2.1 To develop the structure of the K.M.H.A. hockey program, giving due consideration to all divisions and categories of minor hockey and will present same to the Board of Directors for approval to ensure that it agrees with the Constitution, Bylaws and budget;

4.8.2.2 To appoint and dismiss all coaches and team officials including the establishment of the criteria and methodology for doing so;

4.8.2.3 To establish game schedules, playoff formats and rules and regulations governing the house league program;

4.8.2.4 To monitor the activity of the entire K.M.H.A. hockey program; and

4.8.2.5 To have control over the operations of the entire K.M.H.A. hockey program which shall include the power to suspend, discipline or expel a team, player, team official for an infraction of the Constitution, Bylaws, Rules and Regulations of the K.M.H.A., O.D.M.H.A., O.D.H.A. or C.H.A.

4.8.3 The Hockey Programs Committee shall as a minimum, conduct two (2) plenary sessions, one in December and one in March of each playing season, to review the operation of the hockey program and associated policies, rules and regulations and recommend changes to the Board of Directors for approval.

4.8.4 All voting members of the Hockey Programs Committee may introduce, amend and second motions with the exception of the Chairman who may only vote in the case of a tie in which case he shall cast the deciding vote.

4.9 Discipline and Appeals Committee

4.9.1 The Discipline and Appeals Committee shall be chaired by the Chairman, Discipline and Appeals and shall be comprised of Executive Officers and others selected by the Chairman who are best positioned to adjudicate the case.

4.9.2 It shall be the duties of the Discipline and Appeals Committee to:

4.9.2.1 Establish the Code of Discipline for the K.M.H.A. House League, the provisions of which shall not be less than the O.D.M.H.A. Regulations Governing Discipline;

4.9.2.2 Review and maintain detailed documentation on all suspensions levied to any player, team official, game official or Executive Officer of the K.M.H.A.;

4.9.2.3 Ensure that the provisions of the O.D.M.H.A., Regulations Governing Discipline, league or K.M.H.A. Codes of Discipline have been adhered to;

4.9.2.4 Determine if an additional suspension is warranted;

4.9.2.5 Establish and publish appeals fees and procedures; and

4.9.2.6 Receive and adjudicate all appeals addressed to the K.M.H.A.

4.9.3 All voting members of a Committee convened to hear an appeal or to decide a disciplinary matter may introduce, amend or second a motion with the exception of the Chairman who may introduce, amend or second a motion but may only vote in the case of a tie in which case he shall cast the deciding vote.

BYLAW 5 - DUTIES AND POWERS OF EXECUTIVE OFFICERS

5.1 President - The President shall:

- 5.1.1** Chair all Annual, Special, Board of Directors and Executive Committee meetings of the K.M.H.A. He shall generally perform the duties usual to the office of President, and may at his discretion, order the callings of meetings of the K.M.H.A. or its committees, and must call a meeting with the request of at least seven members of the K.M.H.A. Executive Committee. The President if he so chooses, shall be a voting member of any K.M.H.A. Standing Committee except the Executive Committee where his right to vote shall be governed by paragraph 4.4.6 of Bylaw 4. By virtue of his position, he also shall be a voting member of the O.D.M.H.A.;
- 5.1.2** Exercise, in addition to his own powers conferred upon him by the Constitution and By-laws, all duties and powers of the Board of Directors when it is impossible for the President to obtain a vote of his Board of Directors in case of an emergency, it being understood that such actions as may have been taken be referred to the Board of Directors as soon as possible for approval or rejection at the next regular or special meeting of the Board of Directors;
- 5.1.3** Is one of the cheque signing officers;
- 5.1.4** Have the power to suspend summarily any individual for any breach or violation of any of the provisions of the Constitution or Bylaws or any other decision or ruling of the Board of Directors, or for ungentlemanly conduct on or off the ice, for abusive language to any of the officials, providing that the President is satisfied that the individual as the case may be, has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with the Board of Directors at their next regular or Special Meeting. The President shall have the power to impose such suspension in respect of any matter or incident which may occur at any time having to do with a game of any kind, or otherwise; and
- 5.1.5** Sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

5.2 Past President

The Past President shall be the source of guidance to the Executive Committee and the Board of Directors on all matters relating to the past conduct of business of the K.M.H.A. He shall be a full member of the Board of Directors and the Executive Committee.

5.3 Absence of President

In the temporary absence of the President, the Past President shall have all the powers to perform all the duties of the President with the exception of those prescribed by paragraph 5.1.5 of Bylaw 5. While in this capacity he shall not vote except when such vote is needed to break a tie.

5.4 Secretary

The Secretary shall:

- 5.4.1** Record, transcribe and distribute the minutes of all Board of Directors, Executive Committee, Special and Annual Meetings;

- 5.4.2 Maintain the filing system of all K.M.H.A. records, including past records;
- 5.4.3 Collect and distribute all incoming K.M.H.A. mail;
- 5.4.4 Coordinate the production of typed material at the request of Board of Directors and/or Executive Committee; and
- 5.4.5 is responsible for the coordination, reporting and record keeping pertaining to accident and/or injury claims/reports.

5.5 Vice President Hockey Programs

- 5.5.1 In the temporary absence of both the President and Past President, have all the powers to perform all the duties of the President with the exception of those prescribed by paragraph 5.1.5 of Bylaw 5. While in this capacity he shall not vote except when such vote is needed to break a tie;
- 5.5.2 Hold the position of Chairman of Standing and Ad Hoc Committees, and shall perform the duties usual to the office of chairman;
- 5.5.3 direct the planning, organizing, implementing and monitoring of the K.M.H.A. hockey program including the Initiation Program as prescribed by the C.H.A. and shall be a source of guidance to the Conveners, League Representatives, the Development Coordinator, Ice Scheduler and Statistician on matters relating to the operation of the K.M.H.A. hockey program; and
- 5.5.4 Be one of the cheque signing officers.

5.6 Vice President Finance and Administration

The Vice President Finance and Administration may not take office until such time as the Executive Committee has determined by 2/3 majority vote, a quorum being present, that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting. Having been endorsed by the Executive Committee the Vice President Finance and Administration shall:

- 5.6.1 in the temporary absence of the President, Past President and Vice President Hockey Programs, have all the powers to perform all the duties of the President, however, while in this capacity shall not vote except when such vote is needed to break a tie;
- 5.6.2 Hold the position of Chairman of Standing and Ad Hoc Committees and shall perform the duties usual to the office of Chairman;
- 5.6.3 Direct the planning, organizing, implementing and monitoring of all services and revenue generating programs and shall be a source of guidance to the Registrar and Coordinators: Tournament; Equipment; Public Relations; and Sponsorships and Fundraising;
- 5.6.4 be the primary cheque signing officer;
- 5.6.5 ensure the proper maintenance of all books and accounts; shall authorize all expenditures and investments; shall pay all bills; shall have custody of all monies and other evidence of assets, liabilities, credits or debts of the K.M.H.A.; shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers; shall be responsible for having the K.M.H.A.'s books and accounts audited by a competent accounting firm on an annual basis;

- 5.6.6 prepare a financial statement of all monies received and disbursed and shall report on same at each regular Board of Directors meeting and at the Annual General Meeting of its membership;
- 5.6.7 be responsible for recruiting and selecting individuals for various non-voting positions which in the opinion of the Vice President are necessary for the administration of the K.M.H.A.'s activities; and
- 5.6.8 In the absence of the President, sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

5.7 Vice President Operations

The Vice President Operations shall

- 5.7.1 Be a source of guidance the Registrar, Equipment Coordinator, Statistician and Public Relations Coordinator
- 5.7.2 Direct the evolution of the KMHA website
- 5.7.3 Hold the position of Chairman of Ad Hoc Committees and shall perform the duties usual to the office of Chairman

5.8 Registrar

The Registrar shall:

- 5.8.1 Report to and receive direction from the Vice President Finance and Administration;
- 5.8.2 Plan, organize and establish a Registration Committee to coordinate K.M.H.A. membership registration activities;
- 5.8.3 Maintain and distribute an up-to-date list of player members by age group;
- 5.8.4 Coordinate and verify all player and team registrations within the K.M.H.A. No C.H.A. Player Certificates (Minor) or house league lists will be forwarded to the O.D.M.H.A., District Registrar or to a League, until certified by the K.M.H.A. Registrar and President;
- 5.8.5 Coordinate the identification of players, Executive Officers and team officials for insurance coverage;
- 5.8.6 Resolve any registration disputes; and
- 5.8.7 In conjunction with the Development Coordinator be responsible for maintaining an up-to-date record of all team officials' certifications and for ensuring that all teams have on their rosters officials that are carded and/or certified at the level prescribed by the O.D.M.H.A.

5.9 Sponsorships and Fundraising Coordinator

The Sponsorships and Fundraising Coordinator shall:

- 5.9.1 Is responsible for all matters related to the solicitation of sponsorships and donations to support the financing of the K.M.H.A. hockey program;
- 5.9.2 Report to and take direction from the Vice President Finance and Administration;
- 5.9.3 Solicit sponsorships and donations from the business community to support the hockey program;
- 5.9.4 Establish sponsorship fees and a budget for review and approval by the Board of Directors;

- 5.9.5 In conjunction with the Equipment Coordinator, ensure that the names of the sponsors who have not renewed their sponsorship are removed from the K.M.H.A. sweaters before the season begins;
- 5.9.6 Provide each sponsor with a "Certificate of Appreciation" and a letter of acknowledgement on K.M.H.A. letterhead, and in the case of major sponsors, a team picture/plaque as deemed appropriate by the Director;
- 5.9.7 Ensure that the sponsor's name and/or logo is displayed on the back of the team sweaters in such a location and manner as the Equipment Coordinator in his absolute discretion may determine; and
- 5.9.8 Approve all fundraising activities proposed by any member of the K.M.H.A. where the Association's name is used.
- 5.9.9 No sponsorship shall be accepted if the prospective sponsor insists on conditions which are contrary to the policies of the K.M.H.A., O.D.M.H.A., O.D.H.A., or C.H.A. or is considered to be detrimental to the K.M.H.A.

5.10 House League Conveners

House League Conveners shall:

- 5.10.1 Administer all matters relating to the daily operation of the house league program within their respective divisions and in so doing, ensure compliance with the K.M.H.A. Constitution and Bylaws, Discipline and Appeals Committee decisions and the O.D.M.H.A. Code of Discipline;
- 5.10.2 Take direction from and report to the Vice President Hockey Programs;
- 5.10.3 Participate on various committees as established elsewhere in these Bylaws;
- 5.10.4 Act as liaison between the Hockey Programs Committee and the team officials of their respective divisions;
- 5.10.5 Ensure team officials within their respective divisions are aware of and comply with all Board of Directors' and Hockey Programs Committee decisions regarding the administration of the hockey program and team conduct; initiating corrective action whenever a violation occurs and reporting same to the Vice President Hockey Programs;
- 5.10.6 Organize, implement and monitor the operation of the hockey program within their respective divisions as approved by the Hockey Programs Committee;
- 5.10.7 Assist other Executive Officers in the administration of activities respecting their division as directed in the Bylaws and by Standing Committee decisions; and
- 5.10.8 Approve all team officials recommended by Head Coaches prior to their names being forwarded to the O.D.M.H.A.

5.11 League Representatives

League Representatives shall:

- 5.11.1 Represent the K.M.H.A. on their respective League Executive Committees and assume league responsibilities as may be required by the league;
- 5.11.2 Take direction from and report to the Vice President Hockey Programs;
- 5.11.3 Administer all matters relating to their league program within the K.M.H.A., and in so doing, insure compliance with the K.M.H.A. Constitution, Bylaws, Discipline and Appeals Committee decisions and the O.D.M.H.A. Regulations Governing Discipline;
- 5.11.4 Participate on various committees as established elsewhere in these Bylaws;

- 5.11.5 Act as a liaison between the Hockey Programs Committee and Officials of their respective divisional teams;
- 5.11.6 Approve all team officials recommended by Head Coaches prior to their names being forwarded to the O.D.M.H.A.;
- 5.11.7 Ensure team officials within their respective divisions are aware of and comply with all Board of Directors' and Hockey Programs Committee decisions; initiating corrective action whenever a violation occurs and reporting same to the Vice President Hockey Programs;
- 5.11.8 Organize, implement and monitor the operations of their league program within the K.M.H.A.;
- 5.11.9 Assist other Executive Officers in the administration of activities respecting their division as directed by the Bylaws and Standing Committee decisions;
- 5.11.10 Attend league executive meetings; table items for discussion or concern and report back to the Hockey Programs Committee and report all information affecting the K.M.H.A. to the Vice President Hockey Programs; and
- 5.11.11 Collects the applicable League fees from each of the teams under their jurisdiction and ensures that the League receives the fees on or before the due date.

5.12 Referee-In-Chief

The Referee-in-Chief shall:

- 5.12.1 Be responsible for all officiating activities in the K.M.H.A. and to the best of his ability, shall insure that all officials registered with the K.M.H.A. are properly supervised, evaluated and subsequently certified at the proper level, in keeping with the intent of the Canadian Hockey Officials Program (C.H.O.P.);
- 5.12.2 Serve as a technical advisor to the Discipline and Appeals Committee convened for the purpose of administering discipline or hearing the appeal of any player, team or game official;
- 5.12.3 Report to, advice and take direction from the President;
- 5.12.4 Establish a rate schedule and control the scheduling of referees;
- 5.12.5 Schedule and organize a referee development program for all K.M.H.A. referees;
- 5.12.6 Ensure, in conjunction with the Vice President Hockey Programs, that all K.M.H.A. team officials are advised of all C.H.A. and O.D.M.H.A. Rule and Code or Regulations Governing Discipline changes;
- 5.12.7 Represent the K.M.H.A. at all meetings called by the District, O.D.M.H.A. or O.D.H.A. Referee-in-Chief; and
- 5.12.8 Interview and recommend to the Board of Directors a candidate(s) for the position of Referee Scheduler(s). Final appointment and terms and conditions of the employment of the Referee Scheduler will be defined by the Board of Directors
- 5.13.9 Supervise the Referee Scheduler

5.13 Ice Scheduler

The Ice Scheduler may not take office until such time as the KMHA Board of Directors has determined that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting

Having been endorsed by the Board of Directors the Ice Scheduler shall:

- 5.13.1** Plan, organize and manage all matters relating to the procurement and disposition of ice time to support the K.M.H.A. hockey program;
- 5.13.2** Take direction from and report to the Vice President Hockey Programs;
- 5.13.3** Plan and submit an overall plan on ice scheduling to the Hockey Programs Committee for approval;
- 5.13.4** Procure ice time in accordance with the Hockey Programs Committee decisions;
- 5.13.5** Is a member of all Standing Committees that discuss ice allocations and invoicing;
- 5.13.6** In conjunction with the Vice President Finance and Administration, represent the K.M.H.A. in all negotiations with the City of Kanata officials related to the procurement of ice time;
- 5.13.7** Distribute ice time through the Conveners and League Representatives for all practices, league games, tournaments and all other ice activities approved by the Hockey Programs Committee;
- 5.13.8** Coordinate the sale of extra ice and obtain payment from purchasers prior to the scheduled ice time;
- 5.13.9** Provide regular status reports on ice allocation and usage to the Vice President Finance and Administration; and
- 5.13.10** Advises the Vice President Finance and Administration of all ice sales and provide all receipts for said ice sales.

5.14 Tournament Coordinator

The Tournament Coordinator shall:

- 5.14.1** Is responsible for planning and organizing all tournaments in conjunction with the Hockey Programs Committee;
- 5.14.2** Report to and take direction from the Vice President Hockey Programs (amended 1999/2000 AGM);
- 5.14.3** Plan, develop, promulgate and finalize the structure and scheduling of all K.M.H.A. tournaments and submit an overall tournament program to the Hockey Programs Committee for approval, prior to the commencement of the K.M.H.A. hockey program;
- 5.14.4** Provide a report to the Hockey Programs Committee on the progress of tournament planning at least 30 days prior to the scheduled date;
- 5.14.5** Establish and chair a Tournament Committee comprised of the Referee-in-Chief, Ice Scheduler, the Chairman Discipline and Appeals, the appropriate Conveners and League Representatives and the team representative (parent) from each K.M.H.A. team entered in the tournament;
- 5.14.6** Issue, receive, review and approve all team applications to K.M.H.A. tournaments;
- 5.14.7** Ensure all K.M.H.A. tournaments are conducted in accordance with the Rules and Regulations of the O.D.M.H.A., O.D.H.A. and C.H.A.;
- 5.14.8** Obtain O.D.M.H.A. and C.H.A. tournament sanctions as required;
- 5.14.9** Prepare and distribute tournament regulations; and
- 5.14.10** Purchases all tournament awards based on the approved budget.

5.15 Public Relations Coordinator

The Public Relations Coordinator shall:

- 5.15.1** Is responsible for the publication of information related to the operation of the K.M.H.A. and its activities;
- 5.15.2** Report to and take direction from the Vice President Finance and Administration;
- 5.16.3** Place advertisements in local newspapers to advertise the Annual and Special General Meetings, registration and tournaments and other events as requested by the Board of Directors and Standing Committee(s);
- 5.15.4** Publicize items of interest to the membership as approved by the Board of Directors; and
- 5.15.5** Organize and manage team/player photographs and the annual skate and equipment exchange.

5.16 Equipment Coordinator

The Equipment Coordinator shall:

- 5.16.1** Is responsible for the procurement, maintenance and distribution of all hockey equipment owned by the K.M.H.A.;
- 5.16.2** Report to and take direction from the Vice President Finance and Administration;
- 5.16.3** Maintain detailed inventory records of all equipment including a replacement plan;
- 5.16.4** Establish the annual requirements for new equipment purchases and submit the details to the Vice President Finance and Administration for review and approval;
- 5.16.5** Submit an annual budget for approved equipment purchases and maintenance expenses to the Vice President Finance and Administration;
- 5.16.6** Ensure all existing equipment is clean and in good repair prior to the commencement of the hockey program;
- 5.16.7** Organize the distribution and return of all equipment, collect and forward any rental fees and deposits to the Vice President Finance and Administration, and maintain detailed records of equipment allocations and deposits; and
- 5.16.8** Provide the Sponsorships and Fundraising Coordinator with an inventory list of sponsorships on existing equipment.

5.17 Statistician

The Statistician shall:

- 5.17.1** Is responsible for accumulating statistics on all House League Teams;
- 5.17.2** Report to and take direction from the Vice President Hockey Programs; and
- 5.17.3** Maintain and update the K.M.H.A.'s public display board.

5.18 Development Coordinator

The Development Coordinator may not take office until such time as the Hockey Programs Committee has determined that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting.

Having been endorsed by the Hockey Programs Committee, the Development Coordinator shall:

- 5.18.1** Is responsible for hockey development;
- 5.18.2** Report to and take direction from the Vice President Hockey Programs;

- 5.18.3 Make recommendations to the Hockey Programs Committee with respect to program goals, objectives and content;
- 5.18.4 Organize C.H.A., O.D.M.H.A. and other clinics for coaches, players and trainers;
- 5.18.5 Provide technical support for all levels of play in the K.M.H.A. including audio/visual, on-ice and off-ice training/information sessions.
- 5.18.6 In conjunction with the registrar be responsible for maintaining an up-to-date record of all team officials' certifications and for ensuring that all teams have on their rosters officials that are carded and/or certified at the level prescribed by the O.D.M.H.A.

5.19 Chairman Discipline and Appeals

The Chairman Discipline and Appeals shall:

- 5.19.1 Be responsible, through the League Representatives, Conveners and Coaches, for the overall administration of discipline related to players and team officials within the K.M.H.A.;
- 5.19.2 Is the authority within the K.M.H.A. for all interpretations of the O.D.M.H.A. Regulations Governing Discipline;
- 5.19.3 Institute a "tracking system" for all suspensions of K.M.H.A. players and officials;
- 5.19.4 Convene Appeal hearings within the jurisdiction of the K.M.H.A.;
- 5.19.5 Convene disciplinary hearings and/or mete out disciplinary sanctions within the jurisdiction of the K.M.H.A.; and
- 5.19.6 Is responsible for advising the District Chairman, Discipline and Appeals of all suspensions that occur during the year and of any carry-over suspensions prior to the beginning of the next hockey season.

5.20 Coordinator Risk Management and Safety

The Coordinator Risk Management and Safety shall:

- 5.20.1 Is responsible, in conjunction with City or Municipality officials, for ensuring safe playing conditions in all facilities;
- 5.20.2 Report to and take direction from the President;
- 5.20.3 Institute a risk management program in accordance with C.H.A. and O.D.H.A guidelines;
- 5.20.4 Represent the District and Association at the O.D.H.A. Risk and Safety Management Committee; and
- 5.20.5 Provide all members of the Executive Committee with advice and guidance on Risk and Safety Management issues.

5.21 Director Competitive Program

The Director Competitive Program shall (added 1999/2000 AGM);

- 5.21.1 Take direction from and report to the Vice President Hockey Programs;
- 5.21.2 Recruit candidates for the KMHA's competitive coaching positions;
- 5.21.3 Oversee the selection of competitive coaches for approval by the Hockey Programs Committee, following procedures established by the Hockey Programs Committee;
- 5.21.4 Define the objectives of the KMHA Competitive Program
- 5.21.5 Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches;

5.21.6 Initiate, collect and document coaching evaluations.

5.22 Director House League Programs

- 5.22.1** Take direction from and report to the Vice President Hockey Programs
- 5.22.2** Define the objectives and specifics of the House League Program
- 5.22.3** Assist in identifying development requirements and provide ongoing mentoring support for all House League coaches
- 5.22.4** Initiate, collect and document House League coaching evaluations
- 5.22.5** Oversee the House League convenors and ensure compliance with KMHA program objectives

5.23 Coach Mentor

The Coach Mentor may not take office until such time as the Hockey programs Committee has determined that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting

Having been endorsed by the Hockey programs Committee the Coach Mentor Shall

- 5.23.1** Plan, organize and manage all matters relating to the mentorship of all competitive and house league coaches, including the review of clinic tasks and other course requirements
- 5.23.2** Take direction from and report to the Vice President of Hockey programs
- 5.23.3** Plan and submit a mentoring plan to the Hockey Programs Committee for approval
- 5.23.4** Represent KMHA and the District at the ODHA on all coach mentoring related matters

BYLAW 6 - BOUNDARIES

- 6.1** The boundaries of the K.M.H.A. shall coincide with the boundaries of the City of Kanata, a legal description being:
- Firstly, part of the Township of Goulbourn, commencing at the northerly angle of said township; thence southerly along the easterly boundary of the said Township of Goulbourn to the south-easterly limit of the road allowance between Concession IX and X of said Township; thence southwesterly along the southeasterly limit of said road allowance to the southeasterly prolongation of the southwesterly limit of Lot 29 in the said Concession X; thence northwesterly to and along the southwesterly limit of Lot 29 in Concession X, XI, and XII to the northeasterly boundary of the said Township of Goulbourn; thence northeasterly along the northwesterly boundary of the said Township to the point of Commencement;
 - Secondly, part of the Township of Nepean, commencing at a point in the westerly boundary of the said Township, where it is intersected by the southerly limit of Lot 26 in Concession VI (Rideau Front) of the said Township; thence easterly along the northerly limit of the Hope Side Road in the said Concession VI to the westerly limit of the Richmond Road; thence northerly along the westerly limit of the said Richmond Road to the easterly limit of the road allowance between Concessions V and VI (Rideau Front) of the said Township; thence westerly to and along the northerly limit of Lot 33 in the said Concession VI to the westerly boundary of the said Township of Nepean; thence southerly along the westerly boundary of the said Township to the point of commencement; and
 - Thirdly all of the Township of March.

BYLAW 7 - FINANCIAL

- 7.1** The financial structure of the K.M.H.A. is designed to achieve the following basic aims:
- 7.1.1** To minimize the financial impact upon the parents of players;
 - 7.1.2** To ensure that all teams are provided the basic needs to develop hockey skills;
 - 7.1.3** To ensure the availability of funds to meet the current commitments of the K.M.H.A. and an adequate financial balance to facilitate subsequent commitments and/or long range plans; and
 - 7.1.4** To ensure that the accounting for all funds received and disbursed is made to members at the Annual General Meeting.
- 7.2** All funds raised, and expenditures incurred, in the name of the K.M.H.A. shall be processed through the Vice President Finance and Administration and approved books of account following accepted accounting practices and standards. All funds, including investment income, shall be applied against incurred or future expenses.
- 7.3** An annual budget shall be prepared by the Board of Directors and presented to the Executive Committee for review and approval. Once approved, authority to exceed budgeted expenditures must be obtained from the Board of Directors. Should budgeted revenues not be realized, the Board of Directors may impose restrictions on expenditures as deemed necessary.

- 7.4** Within three months of the fiscal year end, the Board of Directors will engage an auditor to review the K.M.H.A. financial books of account and prepare appropriate year end financial statements. The fiscal year end for the K.M.H.A. shall be April 30.
- 7.5** Prior approval for all fund-raising projects undertaken by a team must be obtained from the Sponsorships and Fundraising Coordinator. Teams conducting approved fund-raising projects must submit complete financial statements, with supporting documentation of receipts and disbursements, to the Sponsorships and Fundraising Coordinator within 30 days of the event.
- 7.6** At the discretion of the Board of Directors, purchases may be made on behalf of teams; however said teams must remit sufficient funds to the Vice President Finance and Administration at a time and in sufficient amount to pay the invoice upon receipt. Failure to comply will result in disciplinary action against the team in question as prescribed by the Board of Directors.

BYLAW 8 - CODE OF CONDUCT

- 8.1** Membership in the K.M.H.A. is not a right - it is a privilege. Members must abide by the Constitution and Bylaws and their behavior is expected to mirror the spirit of this Code.
- 8.2** All members of the K.M.H.A. shall respect other, O.D.H.A., O.D.M.H.A. and K.M.H.A. members, officials, parents, players, team officials, volunteers and Executive Committee members. Any inappropriate conduct, harassment or abuse (includes the use of profanity) directed towards game or team officials, parents, players, volunteers, or Executive Committee members of the K.M.H.A., O.D.H.A. O.D.M.H.A. or of another Branch District or Association will not be tolerated.
- 8.3** All members of the K.M.H.A. shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 8.4** Violation by any member of any provision of this Code of Conduct may result in an immediate and indefinite family (including player) suspension or expulsion from the K.M.H.A.
- 8.5** In the event of an alleged violation of this Code of Conduct, the Chairman, Discipline and Appeals shall be notified immediately and he shall convene a hearing of the Discipline and Appeals Committee as soon as practical. The Committee shall consist of the Chairman and three other members of the Executive Committee and shall follow the O.D.M.H.A. Discipline and Appeal hearing format and guidelines. If the Chairman is unable to convene a hearing, the Chairman may designate the President or one of the Vice Presidents to chair the hearing.