



NCOHA Constitution

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THE ASSOCIATION

- 1.1 The organization is known as the North Central Ontario Hockey Association and is referred to as the NCOHA.
- 1.2 The NCOHA is incorporated as a non-profit organization. Business is carried on without the purpose of financial gain for its members. Any profits to the NCOHA are used in promoting its objectives.
- 1.3 Teams playing for the NCOHA are known as the Predators. The NCOHA team colours are those of the Nashville Predators of the NHL.
- 1.4 The NCOHA has jurisdiction of “AAA” hockey within the boundaries established by the Ontario Minor Hockey Association (OMHA).
- 1.5 The following minor hockey associations are included in the zone: Almaguin, Bala, Bracebridge, Coldwater, Elmvalle, Gravenhurst, Humphrey, Huntsville, Mactier, Midland, Orillia, Oro-Medonte, Parry Sound, Penetang, Port Carling, Trout Creek and Wasaga Beach.
- 1.6 The NCOHA is a member of the Eastern “AAA” Hockey League (ETA).
- 1.7 The NCOHA is a member of the OMHA and the Ontario Hockey Federation (OHF).

REGISTERED OFFICE AND SEAL

- 2.1 The Corporate Seal of the Association shall be in the form as the Executive Committee may by resolution from time to time adopt and shall be entrusted to the Secretary of the Association for its use and safekeeping.
- 2.2 The registered head office of the NCOHA shall be in the town of Orillia, in the province of Ontario and thereafter as the NCOHA may from time to time determine by special resolution of the members pursuant to the Corporations Act.

OBJECTIVES OF THE ASSOCIATION

- 3.1 To promote, encourage and foster the development of “AAA” hockey in the zone.
- 3.2 To support community-based hockey in local associations to meet the needs of players below “AAA” level.
- 3.3 To provide the opportunity to all zone players to play at the highest level of competitive hockey possible.
- 3.4 To promote sportsmanship as well as championship.

CLASSES OF MEMBERSHIP & TERMS OF MEMBERSHIP

4.1 General Information

Membership in the NCOHA may be granted to any resident within the zone who is in good standing with their local minor hockey association.

Member in good standing means that the member:

- Paid all membership fees
- Paid all other fees as deemed necessary by the NCOHA Executive Board
- Complies with the NCOHA and OMHA Code of Conduct
- Is currently not under sanctions under NCOHA
- Is currently not seeking legal action against the NCOHA

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4.2 Classes of membership in the NCOHA

4.2.1 Class 1 Members – Executive Committee

Class 1 members are those persons elected to the Executive Committee or those persons appointed by the Executive Committee to fill a vacancy in its number. Class 1 members are given **one vote per member**.

4.2.2 Class 2 Members – Team Officials

Class 2 members are team officials including coaches, managers and trainers of NCOHA teams. Class 2 members are elected by the Class 2 members of their team and are given **one vote per team**. Class 2 members may attend all members meetings and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

4.2.3 Class 3 Members – Hockey Players

Class 3 members are registered players in good standing with the NCOHA. **Class 3 members are not entitled to a vote**. Class 3 members may attend members meetings, and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

4.2.4 Class 4 Members – Parent/Guardian

Class 4 members are parents or legal guardians of registered players in good standing with the NCOHA. Each couple or custodial single parent is entitled to **one vote per registered player**. Class 4 members may attend members meetings and, by invitation, meetings of the Executive Committee and/or Committees of the NCOHA.

4.2.5 Class 5 Member – Affiliate Players

Class 5 members are those players who are affiliated to NCOHA teams in the hockey season, and who are in good standing with their hockey association. Class 5 members are **not entitled to a vote**. Class 5 members may attend members meetings, and, by invitation meetings of the Executive Committee and/or Committees of the NCOHA.

4.3 One Person-One Class Membership

Although it is possible for a member to be qualified for more than one class of membership in the NCOHA, no person may hold membership in more than one class. It is therefore, mandatory that each member

declare themselves, prior to the start of any meeting, and advise the chairman of the membership class they wish to represent. Once the meeting starts, the member must remain in that class of membership and may not change to another category or class of membership.

4.4 Membership Not Transferable

The interest of a member in the NCOHA is not transferable.

4.5 Publicising Membership

No member or entity whose representative is a member may authorize or permit its sponsors, suppliers, or others to advertise or publicize in any way, for promotional purposes, its affiliation with the NCOHA through such membership, or permit or authorize use, of NCOHA official marks, seals, or symbols, without prior written consent of the NCOHA.

4.6 Membership Year

Unless otherwise determined by the Board, every Membership, other than Honorary Lifetime 5 Memberships shall commence on or after May 1st of each year, and shall lapse or terminate on the 30 th day of April next following the date on which such Membership commenced.

4.7 Membership Fees

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

4.8 Right to Vote

All Active Members and Parent/Guardian Members shall be entitled to notice of and to vote at all Meetings of Members of the Association. Members whose registration fees are in arrears shall be suspended and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspensions in writing.

4.9 Record Date

Members, who are Members of the Association at least 60 days in advance of any General Meeting of the Members of NCOHA, are entitled to notice of and to vote at such General Meeting of Members. Any individual who is not a Member at least 60 days in advance of a General Meeting shall have their voting privileges commence with the start of the new Membership year. (TABLED AT AGM FOR FURTHER DISCUSSION IN EXECUTIVE)

MEETINGS OF MEMBERS

5.1 Regular Meetings

Executive Committee meetings will be held monthly at the call of the President. Notice will be given to each Executive Committee Member by the Secretary at least 14 days before the time when the meeting is to be held. No notice of a meeting will be necessary if all the Executive Committee Members present or if those absent waive notice or otherwise signify their consent to such meetings being held. The Executive Committee may appoint a day or days in any month or months for regular meetings at a specific place and hour.

5.2 Special Meetings

A special meeting of the Executive Committee may be held from time to time at the call of the President or

at least 1/3 of Executive Committee Members who sign a request for same and deliver it the Secretary. Notice must comply with the time period referred to in Section 4.9 and must specify clearly the purpose for which the meeting is being called. The only business which may be transacted at a special meeting is that referred to in the notice.

5.3 Place of Meeting

Meetings of the Executive Committee will be held in locations which are available within the NCOHA zone.

5.4 Chair

The President or in his/her absence, a Vice-President will be Chair of any meeting of the Executive Committee.

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5.5 Votes to Govern

At all meetings of the Executive Committee, every question will be decided by a simple majority of the votes cast on the question; and, in case of an equality of votes, the Chair of the meeting will be entitled to a second or casting vote.

5.6 Proxies

Executive Committee Members may not appoint a proxy to represent themselves for any reason whatsoever.

5.7 Conflict of Interest

Executive Committee Members will declare to the Executive Committee any actual or perceived conflict of interest pertaining to any matter undertaken by the Executive Committee and/or Corporation, previous to any undertaking. As well, an Executive Committee Member will refrain from discussing or voting on any undertaking. Necessary action regarding any conflict of interest may be determined by the Executive Committee.

5.8 Order of Business

The order of business at any meeting of Members will be at the Discretion of the Chair of the meeting and will be as follows:

- a) Call to order
- b) Reading and confirming of minutes
- c) Representative/Convenor reports
- d) Committee Reports
- e) Financial report
- f) Motions
- g) Correspondence
- h) Other Business
- i) Adjournment

5.9 Annual General Meeting (AGM)

The AGM will be held at such time and on such day prior to May 31st in each year as the Executive Committee may from time to time determine.

The purpose of the AGM is for receiving the reports and statements, electing Executive Committee Members for the transaction of such other matters as may properly be brought before the meeting and be set out in the agenda of such AGM;

- a) Approval of agenda;
- b) Approval of minutes of the previous Meeting of Membership;
- c) Receiving reports of the activities of the Association during the preceding year;
- d) Receiving information regarding planned activities of the Association for the current year; e) Receiving and approving the report of the Auditor of the Association from the previous year and a projected financial position for the current year;
- f) Appointment of the Auditor for the ensuing year;
- g) Consideration of any proposed amendments to the Constitution of the Association; h) Transaction of any business which relates to the business of the Meeting referred to above and notice and particulars of which are received by the Secretary in writing on or before 6:00 pm on the date twenty-one (21) days immediately preceding the AGM;
- i) Election of the new Board.

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5.10 Notice

A) AGM: The time and place of the Meeting and such notice shall be posted on the Association website at least forty-five (45) days prior to the date of the Meeting.

B) Additional General Meetings of the Membership: Notice of any Additional Meetings of the Membership shall be emailed to all Members at the last known email address recorded in the records of the Association. Such notice shall be posted on the NCOHA Website.

C) Error or Omission in Notice: No inadvertent error or omission in giving notice to any AGM or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice or any such Meeting and may ratify, approve and confirm any and all actions or proceedings taken at any such meeting.

5.11 Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 8 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

5.12 Votes to Govern

At any meeting of Members, every question will, unless otherwise required by the Constitution of the NCOHA, be determined by the majority of votes cast on the question.

5.13 Show of Hands

Any question at a meeting of Members will be decided by a show of hands unless a ballot is required. A simple majority will be sufficient. The result of the vote so taken will be announced by the Chair and entered into the minutes of the meeting. The result of the vote will be the decision of the Members upon said question.

5.14 Ballots

The Chair may require, or any person entitled to vote on the question may demand, a ballot. The result of the ballot will be the decision of the members upon said question.

5.15 Casting Vote

In the case of an equality of votes at any meeting of Members wither upon a show of hands or upon ballot, the Chair of the meeting will be entitled to an additional or casting Vote.

5.16 Amendments

5.17.1 The Constitution of the NCOHA will not be amended except at the AGM or at a Special Meeting of the Membership.

5.17.2 Any Association Member may propose an amendment by submitting the proposal in writing to the Secretary of the Executive Committee at least 4 weeks prior to the meeting.

5.17.3 The most recent revisions and additions to the Constitution or Procedures will be underlined.

5.17.4 Spelling and grammatical errors may be corrected without requiring an amendment.

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EXECUTIVE COMMITTEE MEMBERS

The Executive Committee of the NCOHA will be managed by Executive Committee Members, whose number will not be greater than fourteen (14). Two-thirds (2/3) of those Executive Committee Members present will constitute a quorum.

6.1 Composition of Executive Members

6.1.1 Eligibility

- i. shall be eighteen (18) or more years of age;
- ii. shall not be an undischarged bankrupt or of unsound mind;
- iii. shall be and remain a Member of Good Standing of NCOHA throughout his or her term of office.

6.1.2 Executive Committee

The Executive Committee will consist of the following Executive Committee Members:

- a) President
- b) Past-President
- c) Vice-President
- d) Secretary
- e) Treasurer
- f) OMHA Delegate/Registrar
- g) ETA Representative
- h) Fundraising & Special Events Convenor
- i) Communication & Website Convenor
- j) Equipment Convenor
- k) Risk Management Convenor

And any such additional Executive Committee Members as may be required to fill the remaining position as may be determined from time to time by special resolution of the Executive Committee.

6.1.3 Term of Office

The Executive Committee Members will be elected at each AGM to hold Office until the May Annual General Meeting (AGM) held approximately two (2) years after the Executives are elected.

6.2 Procedure for Election of Executive Committee Members

6.2.1 Elected/Appointed Executive Committee Members:

Elected Executive Committee Member Positions:

- A) Past President – immediate
- B) President – elected – two (2) year term, with re-election privileges (Odd years)
- C) Vice-President – elected – two (2) year term with re-election privileges (Even years)
- D) Treasurer - appointed – two (2) year term, with re-election privileges
- E) Secretary - elected – two (2) year term, with re-election privileges
- F) OMHA Delegate and Registrar- elected – two (2) year term, with re-election privileges
- G) Equipment Convenor- elected – two (2) year term, with re-election privileges
- H) Fundraising and Special Events Convenor - elected – two (2) year term, with re-election privileges

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- I) ETA Convenor - elected – two (2) year term, with re-election privileges
- J) Communication and Website Convenor - elected – two (2) year term, with re-election privileges
- K) Risk Management Convenor - appointed – two (2) year term, with re-election privileges

Appointed Positions: (appointed following the Annual General Meeting)

- Ice Scheduler
- Referee-in-Chief
- Coach Mentor

An Executive Member shall not hold more than one Office with the exception of the appointed Ice Scheduler position. An Executive Member may assume the role and responsibilities of the Ice Scheduler should a vacancy come about and only if he/she has previous experience in the position.

6.2.2 Nominations

No election or appointment of an Executive Committee Member is effective without consent given in writing prior to the election or appointment.

Nomination Forms for the Board shall be available each year from the Secretary 21 days prior to the AGM. Nomination forms will also be posted on the Association Website.

A Nomination Form (made available each year by the Secretary and found on the NCOHA Website) for the Executive Committee, must be completed by all nominees and two (2) nominators who are Members of the Association in good standing. Such completed form must be delivered to the Secretary no less than 7 days prior to the AGM/election.

Nominations will be accepted from the floor only for a vacant position that has no approved candidate.

Any member in good standing wishing to be elected for an Executive Committee position, but unable to

attend the AGM, must submit their name to a Nominating Committee/Executive Committee Member.

6.2.3 Election Procedures:

- i. Election will be by ballot and a simple majority will carry.
- ii. Retiring Executive Committee Members will be eligible for re-election, if qualified.
- iii. Persons nominated for the position of President must have served on the present Executive Committee for at least one year or for 2 years on past NCOHA Executive Committees.
- iv. If, for any elected position, there is more than one (1) eligible candidate running, voting will be done by secret ballot.
- v. The Appointed Committee Members will be approved by the new Executive Committee at the first meeting following the Annual General Meeting.

6.3 Vacancies

Vacancies of Executive Committee Member's positions may be filled by appointment at a Special Meeting of the Executive Committee, provided that the remaining Executive Committee Members constitute a quorum.

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6.4 Termination of Office

The office of an Executive Committee Member will be vacated upon the occurrence of any of the following:

- (A) Resignation: If an Executive Committee Member resigns by delivering to the Secretary of the NCOHA their written resignation. The resignation will take effect at the time of such delivery, unless a later date is specified in the letter of resignation.
- (B) Removal: If passed by at least two-thirds (2/3) of the votes cast at a duly called meeting of Members or Executive Committee, a resolution that such Executive Committee Member be removed from their position.
- (C) Absenteeism: Automatically upon an Executive Committee Member being absent from three (3) consecutive meetings during their term, without having given a reasonable explanation to the President, in advance. (D) Vacated Position:
 - a. Executive Member obtaining a status of bankruptcy;
 - b. Executive Member becoming of unsound mind, as so found by a Court of Canada;
 - c. Executive Member acquiring a criminal record;
 - d. Death of an Executive Member.

6.5 Powers and Duties

Without limitations on the powers of the Executive Committee to manage the affairs of the NCOHA, the Executive Committee Members will:

- a) Assume the responsibility for organizing the NCOHA, in accordance with the regulations and policies of the OMHA, its affiliated associations or regulatory body such as the CAHA.
- b) Control the affairs and conduct the business of the NCOHA and do all things necessary to ensure receipt of

needed revenues and adequate control of projected Expenditures.

- c) Receive and act upon all matters of discipline including, but not limited to, all disagreements, grievances, protests, suspensions and unbecoming conduct of its members wherever dictated by the Procedures of the NCOHA or to matters pertaining to the Constitution of the NCOHA.
- d) Be empowered to establish such Standing Committees and Ad Hoc Committees as deemed necessary from time to time, and to appoint the Chair of such Committees, and to alter the composition of Committees appointed by it and to terminate appointments of Committee Members or to dissolve such Committees.
- e) Uphold the Constitution of the NCOHA and establish, amend or alter policies, as they evolve, to enable the NCOHA to comply with the aims and objectives described in the Constitution.
- f) Arrange for and approve all team sponsors and ensure that all fees are made payable to the NCOHA.
- g) Arrange all ice times and approve all practice times, games and tournaments for all NCOHA teams. h) Fill any vacancy which may occur in its number.
- i) Review at least once annually, the Constitution and the Procedures of the NCOHA, and recommend any changes.
- j) Determine registration procedures, fees, dues, assessments, charges and other budgetary requirements, on an on-going basis and administer and control monies, funds, donations and investments of the NCOHA. k) Subject to governing law, purchase and maintain such insurance as determined by the OMHA and the ETA. l) Renumeration: NCOHA President to be paid Honorarium of \$5000 twice per year and NCHOA Vie-President to be paid Honorarium of \$2500 twice per year and categorized as a general operating cost of the organization. All other Executive Committee Members will receive no compensation, either directly or indirectly, for acting as such and will not receive, either directly or indirectly, any profit from their office. They will be paid

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reasonable out-of-pocket expenses properly incurred by them in carrying out business on behalf of the NCOHA and as approved by the Executive Committee.

6.6 Executive Committee Member Duties and Responsibilities

6.6.1 President

The President shall:

- (a) Represent the Association in the Community;
- (b) Chair all meeting of the NCOHA
- (c) Chair the Policy Committee
- (d) Act as Chief Executive Officer of the NCOHA
- (e) Exercise the powers of the Executive Committee in case of emergency
- (f) Execute documents as a signing officer of the NCOHA
- (g) Sit on all Committees as an ex-officio voting member
- (h) Report regularly to the Executive Committee on matters of interest
- (i) Delegate task as necessary
- (j) Represent NCOHA or have delegate represent at all OMHA or related Association functions (k) Exercise general supervision of NCOHA in accordance with the Policies and Constitution as determined by the Executive Committee
- (l) Be a voting member

6.6.2 Past President

The immediate Past-President will have such powers and duties, if any, as may from time to time be assigned to him/her by the Members, Executive Committee or Executive Committee

Members.

6.6.3 Vice-President

The Vice-President shall:

- (a) In the absence of the President or in the event of the President's inability to act, will have and exercise all powers of the President
- (b) Enforce all policies set out by the Executive Committee of the NCOHA
- (c) Chair the Coaching Selection Committee
- (d) Meet with all coaches prior to try-outs & throughout season
- (e) Monitor each team's financial statements and, if deemed necessary by the Board, to audit any team's records
- (f) Deny playing privileges to any player unless registration fees are paid in full
- (g) Carry out duties as assigned by the Executive Committee or the President
- (h) Be a voting member

6.6.4 Secretary

The Secretary shall:

- (a) Organize and chair the Annual Meeting of the NCOHA
- (b) Perform all general secretarial duties; maintain filing of all correspondence.
- (c) Retrieve Association's mail from post office and disburse the same.
- (d) Respond to correspondence pertaining to the operations of the NCOHA.
- (e) Give notice of all meetings as directed by the Executive Committee; draft an agenda in co operation with the President.
- (f) Keep an accurate record of all proceedings of the NCOHA and maintain up-to-date mailing lists of all Executive Committee Members, delegates, and coaching personnel.
- (g) Record the minutes of all general and Executive Committee Meetings and forward to all Executive Committee Members prior to the next meeting.
- (h) Publish the notice of the Annual General Meeting of the NCOHA on public notice boards at all zone participating arenas, at least 6 weeks prior to the date of the meeting.
- (i) Execute documents as one of the signing officers for the NCOHA.
- (j) Be the custodian of the association's seal.
- (k) Be responsible for maintaining current revisions of the Constitution
- (l) Be a voting member
- (m) Carry out duties as assigned by the Executive Committee or the President

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6.6.5 Treasurer

The Treasurer shall:

- (a) Chair the Budget and Finance Committees.
- (b) Keep a record of all monies received and disbursed; deposit all monies in the bank, make all disbursements by cheque as directed and approved by the Executive Committee. (c) Provide

the Executive Committee with a financial report on a monthly basis.

- (d) Present at each Annual General Meeting a report and updated financial statement and ensure that an annual audited statement is completed and available in a reasonable period at the end of the NCOHA's year of operations.
- (e) Upon retiring the position, the Treasurer will immediately return to the Association all books, papers, vouchers, money and other records or property of the Association.
- (f) Be a voting member
- (g) Carry out duties as assigned by the Executive Committee or the President

6.6.6 OMHA Delegate/Registrar

The OMHA Representative shall:

- (a) Approve or delegate authority to approve all schedules, exhibition or tournament games.
- (b) Perform all duties and responsibilities as outlined in the OMHA/OHF manual of Operations.
- (c) Obtain appropriate coverage of all insurance policies for the NCOHA.
- (d) Chair the Registration Committee.
- (e) Co-ordinate the registration of all players and members of the NCOHA in conjunction with the participating centres.
- (f) Issue complete players' lists at commencement of season's play or shortly thereafter to all Executive Committee Members, OMHA and ETA Representatives and coaching staff.

- (g) By September 15th, provide the home centres with a list, by team, of all signed players and all unsuccessful candidates that tried out for NCOHA teams.
- (h) Keep a proper receipt book of all monies received from registered players as well as forward a copy to the Treasurer.
- (i) Oversee and implement registration procedures of all players under the jurisdiction of the NCOHA.
- (j) Receive, verify and maintain all waivers submitted by potential participants. Also, ensure that any players who are trying out who require waivers, submit such waivers before participation in any NCOHA activity.
- (k) Be a voting member
- (l) Carry out duties as assigned by the Executive Committee or the President

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6.6.7 ETA Representative

The ETA Representative shall:

- (a) Attend all meetings of the NCOHA.
- (b) Represent the NCOHA at all ETA or related Association functions.
- (c) Perform all duties and responsibilities as outlined in the OHF Manual of Operations. (d) Be a voting member
- (e) Carry out duties as assigned by the Executive Committee or the President

6.6.8 Fundraising & Special Events Convenor

The Fundraising & Special Events Convenor shall:

- (a) Chair the Fundraising Committee.
- (b) Plan and organize fundraising events for the NCOHA.
- (c) Consider for approval all fundraising activities.
- (d) Prepare or delegate to prepare proper statements of all fundraising and social functions to present the same to Executive Committee Members.
- (e) Organize annual banquet.
- (f) Be a voting member
- (g) Carry out duties as assigned by the Executive Committee or the President

6.6.9 Communication & Website Convenor

The Communications & Website Convenor shall:

- (a) Inform all media within the NCOHA district regarding NCOHA events.
- (b) Co-ordinate pictures for all teams in the NCOHA.
- (c) Obtain up-to-date statistics for all divisions on a regular basis.
- (d) Communicate to all Executive Committee Members and team officials the workings and activities of the NCOHA by monthly newsletters.
- (e) Act as Website Administrator.
- (f) Update the NCOHA Website with information pertaining to organizational events, player & team accomplishments, alumni status & sponsor information. (g) Maintain user settings and access to website.

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- (h) Oversee the team website to ensure they are being utilized properly by team management.
- (i) Be a voting member
- (j) Carry out duties as assigned by the Executive Committee or the President

6.6.10 Equipment Convenor

The Equipment Convenor shall:

- (a) Keep an accurate and current inventory of all equipment.
- (b) Recommend to the Executive Committee all reasonable purchasing, maintenance, disbursement and disposal of all equipment for the Association teams.
- (c) Be available to assist all Association teams with equipment needs.
- (d) Be responsible for supervising the return of all Association equipment from the teams at the end of the playing year.
- (e) Be responsible for properly storing equipment during the off-season.
- (f) Be a voting member
- (g) Carry out duties as assigned by the Executive Committee or the President

6.6.11 Ice Scheduler

The Ice Scheduler shall:

- (a) Approve or delegate authority to approve all schedules, exhibition games or tournaments
- (b) Assess the ice requirements of NCOHA and shall enter negotiations with RAMA Mask and City of Orillia, Bala, Coldwater and Midland to meet those needs
- (c) Apportion the ice and times in a fair and equitable manner
- (d) Approve all ice bills prior to payment by Treasurer
- (e) Re-schedule games that are postponed throughout the season
- (f) Receive remuneration as determined annually by the Executive Committee
- (g) Be a non-voting member

OTHER COMMITTEES

The following Committees will be established by the Executive Committee of the NCOHA to ensure the orderly functioning of the Association. All Committee decisions will be reported to and are subject to ratification by the NCOHA Executive.

7.1 Coaching Selection Committee

The Coaching Selection Committee will be chaired by the Vice President and will include two (2) additional Executive Committee members.

The Committee will delegate a knowledgeable individual who will interview coaches and team officials applying for "AAA" positions. The Committee will inform the Executive Committee of their choices for the various coaching positions.

7.2 Discipline/Ethics Committee

The Discipline/Ethics Committee will be chaired by the Vice President.

The Committee will exercise authority and discretion in a fair and impartial manner in accordance with NCOHA and OMHA policies and guidelines. Furthermore, the Committee will be guided by the relative authorities, directives and statutes governing minor hockey at large.

The Committee will have the authority to dismiss coaches, team officials or teams, subject to ratification at an Executive Committee meeting, within 72 hours of a Documented incident.

The Discipline/Ethics Committee will be empowered to:

- (a) Receive complaints.
- (b) Investigate as deemed necessary.
- (c) Receive verbal/written submissions.

- (d) Make findings for fact.
 - (e) Render decisions.
 - (f) Set standards of behaviour with NCOHA.
- Teach and promote mandatory conduct.

More Specifically:

- (a) The Discipline/Ethics Committee will function as a 'Sub-Committee'.
 - (b) The Discipline/Ethics Committee will consist of four (4) members of the Executive Committee: OMHA Rep., ETA Rep, and two (2) additional Executive Committee members, appointed annually.
 - (c) In the event one or more of the Committee Members declare a conflict of interest on any matter under consideration, substitution of said member(s) will be made from within the Executive Committee. No less than four (4) members will be empowered to act on any matter falling within the mandate of the Discipline Committee. Consequently, the quorum required for all Discipline/Ethics Committee hearings, in all cases, will be comprised of 'four authorized members'. If circumstances arise, one of the four Discipline/Ethics Committee members will assume the responsibilities of Chair.
 - (d) Notwithstanding, the added duties, the Chair will be equally empowered to vote as a regular member.
 - (e) Detailed notes will be maintained on all members coming before the Discipline/Ethics Committee. One of the members will be designated for this Task.
 - (f) The detailed notes will accurately reflect the person's present, official deliberations, correspondence/reports, witness(es) accounts, past history and Decisions/judgements.
 - (g) In all cases requiring formal process by the Discipline/Ethics Committee, the Person(s) against whom allegations of improper conduct have been made, will be advised in writing of the allegations.
 - (h) The involved person(s) will be advised of the date, time and place of the relevant Discipline/Ethics Committee hearing.
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- (i) The individual will be invited to attend, and if so desired, be prepared to present a defence, reply or call witnesses in response to the allegations.
 - (j) Failure by the involved person(s) to attend the Discipline/Ethics Committee hearing, will in no way, prevent the Committee from otherwise proceeding with the matter under consideration. (k) The Discipline Committee may reserve judgement pending further information or deliberation, deemed necessary to arrive at a fair resolution. Final decisions rendered by the Discipline/Ethics Committee, will be presented in writing, to the involved person(s).
 - (l) Final dispositions made by the Discipline/Ethics Committee become effective from the time that formal notice is given in writing, to the involved person(s).
 - (m) The involved person(s) will have recourse to the Protest and Appeal Committee as defined with the NCOHA Policy Manual.
 - (n) Such recourse will apply to all decisions rendered by the Discipline/Ethics Committee. (o) In all cases, the decision handed down by the Discipline/Ethics Committee, will be binding and mandatory saving for, and, unless, the involved person(s), serve formal appeal notice, in writing, to the NCOHA Executive Committee.
 - (p) In all cases involving players, a team official, preferably the team manager, will be in

attendance at the relevant Discipline/Ethics Committee hearing.

7.3 Protest and Appeal

The Protest and Appeal Committee will be appointed by the Executive Committee and will be comprised of one (1) member of the Executive Committee and two (2) non-members of the NCOHA, should the Executive Committee decide that the appeal should be accepted. The Committee will have the authority to:

- (a) Receive complaints.
- (b) Investigate as deemed necessary.
- (c) Hear submission.
- (d) Make findings of fact, and
- (e) Render decisions on all matters of importance involving compliance with the policies of the NCOHA by any of its members.

7.3.1 The Committee will exercise its authority and discretion fairly, reasonably and in accordance with the policies of the NCOHA and the rules of natural justice.

7.3.2 In the event a member of the Committee has a conflict of interest in relation to any matter before the Committee, that member will be disqualified from acting, thereby ensuring impartiality of the Committee. All decisions of the Committee will be final and binding on the NCOHA.

7.4 Budget/Finance Committee

The Budget/Finance Committee will be chaired by the Treasurer and will include the OMHA Representative, Fundraising & Special Events Convener, president and the Equipment Convener.

The Committee will draft a budget at the start of the current year to be used as a guide for all related financial matters of the NCOHA for approval by the Executive Committee.

7.5 Registration Committee

The Registration Committee will be chaired by the Registration Convener and will include the Vice President, OMHA Delegate/Registrar and the Treasurer.

The Committee will carry out registration duties in accordance with NCOHA guidelines.

The Committee may also deny playing privileges to any player if registration fees are not paid.

7.6 Fundraising/Sponsorship Committee

The Fundraising/Sponsorship Committee will be chaired by the Fundraising Convener and will include the Vice President and Treasurer.

The Committee will obtain sponsorship in accordance with NCOHA/OMHA/OHF guidelines and will also carry out fundraising activities in accordance with NCOHA Guidelines.

7.7 Policy Committee

The Policy Committee will be chaired by the President and will include the Past-President, Vice-President, the OMHA Representative and Treasurer.

The Committee will be responsible for reviewing policies and present proposed Amendments as it may deem necessary and appropriate to the Executive Committee.

INDEMNIFICATION OF EXECUTIVE COMMITTEE MEMBERS

8.1 Indemnification of Executive Committee Members

Every Executive Committee Member of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- A) All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and;
- B) All other costs, charges and expenses that 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 wilful neglect or default; provided that, no Executive of the Association shall be indemnified by the Association in respect to liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or to her proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against his or her in his or her capacity as an Executive Committee Member, he or she has achieved complete or substantial success as a defendant.
- C) The Association may purchase and maintain such insurance for the benefit of its Executive Committee Members as the Committee may from time to time determine.

EXECUTION OF DOCUMENTATION

9.1 Execution of Documents

The Executive Committee may, from time to time, appoint (3) Members either to sign documents generally or to sign specific documents. One (1) of the three (3) Executive Committee Members must be the President. The corporate seal of NCOHA, when required, shall be affixed to documents executed in accordance with the foregoing.

9.2 Books and Records

The Executive Committee shall ensure that all necessary books and records of NCOHA are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

FINANCIAL YEAR

10.1 The fiscal year of NCOHA shall be from May 1st to April 30th.

BANKING ARRANGEMENTS

11.1 Banking Resolutions

The Executive Committee shall designate, by resolution, the Members and other persons authorized to transact the banking business of NCOHA, or any part thereof, with the Bank, Trust Company or other corporations carrying on banking business that the Executive Committee has designated as the banker of NCOHA, to have authority to set out in the resolution, including, unless otherwise restricted, the power to:

- (a) Operate the accounts of NCOHA with a Bank or Trust Company;
- (b) Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bill of exchange and orders for the payment of money; (c) Issue receipts for and orders relating to any property of NCOHA;
- (d) Authorize any officer of the Bank or Trust Company to do any act of thing on behalf of NCOHA to facilitate the business of NCOHA.

11.2 Deposit of Securities

The securities of NCOHA shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Executive Committee. Any and all securities so deposited may be withdrawn, from time to time, only upon written order of NCOHA signed by such agents or agents of NCOHA and in such manner as shall be determined from time to time by resolution of the Executive Committee and such authority may be general or confined to specific instances. The Institutions which may be so selected as custodians of the Executive Committee shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposits or proceeds thereof.

11.3 Cheque Signing

The Treasurer shall sign all cheques and one other elected Executive Members either the President or Vice President.

EFFECTIVE DATE

This Constitution shall come into force without further formality upon its enactment after approval by the Members of the Association as hereinbefore set out.

The forgoing Constitution is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at the AGM of the Members of the Association duly called and held at the RAMA Mask in the Rama, Ontario on Tuesday, May 22, 2018.

President Secretary