

SARNIA-LAMBTON AAA CONSTITUTION 2.0 – February 2024

**Replaces - LAMBTON AAA HOCKEY ASSOCIATION
BY-LAW # 1
BEING AN ORGANIZATIONAL BY-LAW**

WHEREAS the Corporation was incorporated by Letters Patent issued by the Ontario Minister of Government Services on November 27th, 2013, for the following Objects:

The establishment and operation of a hockey association for the purpose of:

- a) Organizing, operating, and promoting “AAA” hockey in Lambton County;
- b) Developing hockey skills in an atmosphere of good sportsmanship and with positive coaching role models;
- c) Working with other national, provincial, regional and local associations to promote and grow minor hockey;

And such other complimentary purposes not inconsistent with these objects.

BE IT ENACTED as a By-law #1 of the Lambton AAA Hockey Association (hereinafter referred to as the “Corporation” or the “LAHA”) as follows:

This Constitution was as version 2.0 in February 2024 as many of the segments were outdated. Version 2.0 addresses dated language and objects to ensure consistency with our Policies and Procedures.

ARTICLE I - NAME OF ASSOCIATION

The LAMBTON AAA HOCKEY ASSOCIATION is duly incorporated in the Province of Ontario as a corporation without share capital.

The Lambton AAA Hockey Association shall be referred to as SLJS or Sarnia-Lambton AAA.

ARTICLE II – OBJECTS & PURPOSE

The objects for which SLJS is incorporated are set out in the Letters Patent as follows:

The establishment and operation of a hockey association for the purpose of:

- a) Organizing, operating, and promoting “AAA” hockey in Lambton County;
- b) Developing hockey skills in an atmosphere of good sportsmanship and with positive coaching role models;
- c) Working with other national, provincial, regional and local associations to promote and grow minor hockey;

And such other complimentary purposes not inconsistent with these objects.

Other objects of the SLJS are:

- d) Promoting character and leadership in the youth of Lambton County by providing a positive hockey experience;
- e) Providing leadership, training and support for our team officials to encourage positive role models for our youth;

ARTICLE III - SPECIAL PROVISIONS

The Letters Patent includes the following special provision:

The number of directors of the corporation shall not exceed 21.

ARTICLE IV – HEAD OFFICE

The Head Office of the LAHA shall be at 1030 Confederation St, Suite 287, Sarnia, ON, N7S 6H1 or such other place as the Directors may from time to time determine.

ARTICLE V - MEMBERS

The Members of the Association are Directors of the corporation, elected Directors of the Corporation, Member Association Representatives, all persons serving on SLJS Committees, all SLJS team officials, and all parents/legal guardians of players on SLJS teams.

ARTICLE VI- AMENDMENTS

1. A Special Resolution of the Members shall be required to make any changes which require an amendment to Bylaw #1.

A “special resolution” means a resolution that is submitted to the AGM or a special meeting of the members of the corporation duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast.

The Members may make amendments to any other By-law only at the Annual General Meeting or a Special Members Meeting. Changes shall be affected by a majority vote. Any proposed changes to the bylaws must be forwarded to the Secretary, who must provide notice of any proposed change to all Members in writing at least (30) days prior to the AGM or 30 days prior to a Special Members Meeting.

2. Excluding changes to By-law #1, which must be made by special resolution, the Board of Directors may pass or amend policies, rules or procedures related to or necessary for the day-to-day operations of the SLJS, including amendments to

By-law #2 or any subsequent By-law, if necessary, by a 2/3 majority vote of the Board of Directors.

3. Upon the ratification at the AGM of any amendment to this By-law or any new policy or rule or procedural amendment, the Secretary shall provide notice of same, together with a revised copy of the relevant amended By-law to all Members.

ARTICLE VII – RULES

4. The rules governing conduct that have been adopted by the Corporation for all registered players and Members will be strictly enforced.
5. The rules are established in the By-laws, policies, procedures, regulations and directives of the SLJS. It is the responsibility of all players and Members to be aware of and abide by these rules.

ARTICLE VIII – DIRECTORS

The affairs of the SLJS shall be managed by a Board of not less than ELEVEN (11) and up to TWENTY-ONE (21) Directors, appointed and elected by the Members at the AGM.

6. After a Director has served for four (4) years in any capacity, he/she must stand for re-election as a Director by the Members at the AGM before he/she may sit on the Board or be appointed or elected to any Officer position.
7. Seven (7) Director positions shall be reserved for up to seven (7) Member Association Representatives to be confirmed by the method set out by the Board. Member Association Representatives who are elected to the Board of Directors shall serve two (2) year terms subject to removal, resignation, death, or except as otherwise limited in this bylaw.
8. Two (2) Director Positions shall be reserved for up to two (2) Directors at Large, to be appointed by the Board as set out by the Board. Directors at Large shall serve one (1) year terms subject to removal, resignation, death, or except as otherwise limited in this bylaw

Election of Directors and Officers

9. At subsequent AGMs, the Members shall elect Directors to fill vacancies caused by the expiring terms of any Directors in the manner prescribed below.
10. In even numbered years the First-Vice President, Fundraising Chairperson, Risk Management Officer, Equipment Director, Public Relations Officer, and

Program Development Chairperson will stand for election; in odd number years the President, Second-Vice President, Secretary, Policy Director, and Treasurer will stand for election.

11. Member Association Representative wishing to serve longer than the prescribed two (2) year term must be re-confirmed by the Members at the AGM in the manner prescribed by the Board.
12. Directors at Large wishing to serve longer than the prescribed one (1) year term must be re-appointed by the Board in the manner prescribed by the Board.
13. If a Director or Officer position is declared vacant by resignation, removal by the Board or Members, death, or in the event that there is no successful candidate at the AGM, such vacancies may be filled by appointment by the Directors by a majority vote as the Directors see fit, and such appointments will be held until the next AGM for confirmation or election in the regular cycle.

Appointments and Returning Officers

14. The Past President shall be appointed or re-appointed to the Board of Directors at the AGM until the current president leaves his or her office (and thereby becomes the past President).
15. Each year after the AGM and prior to the first meeting, those members of Office of the Chair—being the acting President, First-Vice President, Second Vice President, and Past President and Office of the Chair—who are returning to their office because their term of office has not expired, shall convene, in consultation with the Board, to prepare a slate of proposed Directors to fill any vacant Officer Positions.

Excluding the Member Association Representatives (whose participation requirements are set out in this Constitution), Directors without office will be offered three choices of either Officer position(s) or sub-committees on which to sit. If the Director is not willing to accept any of the offered position(s) or sub-committee(s), said Director must forfeit his position as a Director.

Eligibility

16. Any retiring Director shall be eligible for re-election or re-appointment if qualified.
17. With the exception of nominated Member Association Representatives, Nominations for Directors shall be moved by a Member of the Corporation and seconded by another Member of the Corporation. Member Association representatives shall be nominated by their Member Association in writing.
18. Except where set out elsewhere in this bylaw, a Member must have served

on a SLJS committee, or as SLJS team official (manager, coach, trainer, or parent liaison), for a minimum of two (2) years in the three (3) years immediately preceding an election in order to be eligible to be nominated as a Director.

19. A member must have served on the Board of Directors of the SLJS for two (2) of the preceding three (3) years to be eligible to run for a Position in the Office of the Chair (President, First-Vice President or Second-Vice President).

Voting Procedure

20. Voting shall be by show of hands. All votes shall be under the direction of the Past President and incumbent Secretary.

Removal of Directors

21. The Members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a special members meeting of which notice specifying the intention to pass such a resolution has been given, remove any Director before the expiration of his/her term of office. The Board of Directors may remove a Director upon a 2/3 majority vote at a Directors meeting duly constituted for that purpose. At least 7 days notice shall be provided to the Director who is the subject of a removal vote.
22. If the removal of Directors causes vacancies that result in too few Directors to meet quorum, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancies from among those Members who meet the nomination criteria, and if there are insufficient Members who satisfy the nomination criteria, then the vacancies shall be filled from among those other Members in good standing, as determined by Executive Members.
23. If there are insufficient Members who meet the eligibility requirements to fill the minimum number of Director positions willing to stand for election as Director, the Members may elect Directors who do not meet the eligibility requirements, provided that preference shall be given to Members who come closest to meeting the eligibility requirements.
24. If there are insufficient Directors who meet the eligibility requirements, the Board may nominate Directors who do not meet the eligibility requirements, provided that preference shall be given to Members who come closest to meeting the eligibility requirements.

Other

25. The Directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into, and may, save as herein provided, exercise all such other powers and do all such other acts and

things as the Corporation is by its Objects or otherwise authorized to do.

Indemnification

26. The SLJS agrees:

- (a) to indemnify and save harmless the Director(s) from and against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by the Director(s) in respect of any civil, criminal or administrative action or proceeding to which the Director(s) is/are made a party by reason of the Director(s) being or having been a director or officer of the LAHA; and
- (b) to undertake to obtain the approval of a court, if required, to indemnify and save harmless the Director(s) from and against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, reasonably incurred by the Director(s) in respect of any action by or on behalf of the Corporation to procure a judgment in its favour to which the Director(s) is/are made a party by reason of being or having been a director or officer of the Corporation;

except where a Director has failed to act honestly and in good faith with a view to the best interests of the LAHA or, in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, where a Director did not have reasonable grounds for believing that his conduct was lawful.

This Indemnity shall ensure to the benefit of the Director(s) and their heirs, executors, administrators and other legal representatives and shall be binding upon the Corporation and its successors and assigns.

ARTICLE IX – QUORUM AND MEETINGS

1. General

- a. **ELEVEN (11)** Directors shall form a quorum for the transaction of business.
- b. Except as otherwise required by law, the SLJS will hold monthly meetings with dates, times and locations to be determined by the Directors. Notices of all meetings will be circulated by the Secretary to all Members, and the dates of all advanced scheduled meetings shall be posted on the SLJS website.
- c. Additional meetings may be called at the discretion of the Chair or a simple majority of the Board of Directors.
- d. No formal notice of any such meeting shall be necessary if all the Directors are present or if those absent have signified their consent to the meeting being held in their absence.

- e. All Members may attend Board of Directors meetings, but only Directors shall be entitled to vote.
- f. Any Voting that is required in between meeting may be done so online, at the discretion of the President or the Office of the Chair.
- g. The President's vote shall count as two in the event of a tie.
- h. No member of the Board of Directors shall vote on a matter in which (s) he has a direct or indirect financial interest or direct or indirect personal interest in the outcome of a vote or discussion. Such a Member shall declare his or her conflict and absent him or herself from the meeting and discussion dealing with the subject matter of the conflict. The Secretary will record this declaration of conflict in the minutes. For the purpose of clarification, and without detailing all matters of conflict, a Member shall have a conflict of interest if his or her son, daughter, grandson or granddaughter, or the team to which their son, daughter, grandson, or granddaughter, belongs, is the subject matter of the discussion or vote. Any team officials on the Board of Directors must declare a conflict if an issue to be voted on centers around their team and excuse themselves from the meeting. The Chair has the right to declare a conflict of any Member(s) upon a majority vote of the Board of Directors.
- i. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution.
- j. The Board of Directors has final approval of any and all matters operational concerning "AAA" Hockey within the SLJS.
- k. It is within the power of the Board of Directors to determine, by simple majority, when discussions of sensitive matters which involve legal or potentially legal matters, economic and/or of a sensitive nature involving a particular player, parent, official, team, or Member warrant meetings of the Board which exclude non-Directors and whether such discussions should be held *in camera*; and when it is so determined, the Board has the power to dismiss Members for the purpose of holding such exclusive or *in camera* meetings.

2. Annual General Meeting, Special Members Meetings

- a. The Annual General Meeting (AGM) of the SLJS shall be held annually at a date and time determined by the Board of Directors.
- b. A Quorum for the AGM shall be 15 Members.
- c. A Quorum for a Special Members Meeting shall be 15 Members.
- d. At the AGM, the Members shall appoint an Auditor for the corporation.

- e. The President shall be responsible for calling the first regular meeting of the following year.
- f. The Secretary shall circulate notice for the First Meeting and the AGM, and for Special Members Meetings, notice shall be in writing to at least 50% of the Members.
- g. At the first meeting of the year, the Board of Directors shall appoint a Representative and Alternate Representative to the Minor Hockey Alliance of Ontario to serve on the Operating Committee of the Alliance, with one of the representatives being either the President, First Vice-President, or Second Vice-President.

ARTICLE X – OFFICERS, MEMBER ASSOCIATION REPRESENTATIVES & DIRECTORS AT LARGE

OFFICERS

As set out in Articles VIII and IX, Members at the AGM, or if vacated during a term, the Board of Directors, shall elect and/or appoint Directors to fill the following Officer positions, with the duties outlined herein. For clarity, the Officers of the corporation shall be the Office of the Chair, the Past President, and each of the Chaired Positions.

1. The Office of the Chair

President

The President shall:

- a. Act as chief executive officer of the SLJS;
- b. Act as an ex-officio member of all meetings and sub committees;
- c. Execute documents as one of the signing officers of the Lambton AAA Hockey Association;
- d. Chair all Board meetings;
- e. Exercise the powers of the Board of Directors in case of an emergency; all such emergency decisions will be immediately communicated to the board and will be brought forward at the next scheduled meeting to be discussed and documented in the minutes.
- f. Represent the SLJS (or appoint a delegate to do so) at all Alliance functions;
- g. Assume responsibility for all incoming written communication directed to the SLJS and distribute same;

- h. In the absence of extraordinary circumstances, or unless (s)he is removed by a vote of the Board of Directors, fulfill a two-year term; A 1 year term can be accepted by a simple majority vote by the board of Directors due to exceptional circumstances.
- i. Have discretion to suspend individual players, coaches, managers or teams for up to 72 hours; in the event that the President issues a suspension, an emergency meeting of the Board of Directors will take place within 72 hours to discuss and minute the decision, and to determine if further disciplinary action is required.
- j. After fulfillment of a two (2) year term, can become the Past President. The President can extend their term additional years if voted in.

First Vice-President

In the absence of the President or in the event of the President's inability to act, the First Vice -President shall have and exercise all powers of the President, and without limiting the generality of the foregoing shall:

- a. Establish and act as impartial facilitator of the Coaches' Selection Committee;
- b. Present the Coaches' Selection Committee's consensus recommendation candidates to the Board of Directors for their approval;
- c. Approve or delegate authority to approve schedule, exhibition or tournament games;

Second Vice-President

In the absence of the President and the First Vice-President or in their inability to act, the Second Vice-President shall have and exercises all power of their positions and without limiting the generality of the foregoing shall:

- a. Supervise and coordinate the registration of all players of the SLJS and the movement of Affiliated players both within Lambton AAA hockey teams and with Member Associations;
- b. Obtain the Board of Directors' approval for refunds of any registration fees;
- c. Deny playing privileges to any player unless registration fees are paid in full;
- d. Oversee and enforce all disciplinary issues that fall under the scope of our Policies and Procedures and outside of the mandate of the Risk Management Position. The second Vice-President has the discretion to forward any issues falling outside of these parameters, or within, to Risk Management;
- e. Talk to players and parents to review re -occurring penalties and assess further disciplinary measures if required;
- f. Talk to coaches of teams that have penalty, suspension, or discipline-related

problems with a player or players.

Past President or Director of the Office of the Chair

The Past President shall;

- a. Organize and chair the Annual General Meeting including the nomination and election of Directors; in the event of the Past President's absence the Secretary and/or their delegate would fulfill the Past President's duties at the AGM; and
- b. Assist the Second Vice-President in the preparation of the player affiliation rosters;
- c. Provides advice and guidance to the President and Board of Directors.
- d. In the event that a Past President is no longer in the office of the chair (for various reasons) the President may appoint someone from the Board to fill this position. The person filling the position must meet the eligibility requirements and will be voted into the position accordingly at the AGM.

3. The Chaired Positions

Secretary/Administration

The Secretary shall:

- a. Perform all general secretarial duties and attend all Board of Directors Meetings;
- b. Respond under direction of the President or Board of Directors to all correspondence pertaining to the operations of the SLJS;
- c. Provide notice of all meetings as directed by the Board of Directors at least one week in advance of all Board of Directors Meetings to all members;
- d. Prepare and keep on file accurate minutes of all proceedings occurring at Board of Directors and Committee Meetings and distribute the meetings to each Member Association at least one week prior to the next meeting date;
- e. Ensure that all corporation files e.g. minutes are kept for a minimum of seven (7) years.
- f. Maintain an up-to-date list of all Board of Directors, delegates, coaches, team managers, coaches' assistants and trainers;
- g. Send the notice of the AGM of the SLJS to the secretaries and presidents of Member Associations;
- h. Assist the Past President with the Annual General Meeting of the SLJS;
- i. Execute documents as one of the signing officers of the SLJS; and

- j. Ensure a copy of the files are passed on at year's end to the current President, Treasurer, Vice President and Past President

Fundraising Chairperson

The Fundraising Chairperson shall:

- a. Plan and organize fund raising events for the SLJS;
- b. Assist the Treasurer in financial statement preparation;
- c. Update the Board of Directors of all of the fundraising activities undertaken by any member or team or on behalf of the SLJS;
- d. Present to the Board of Directors for their approval any activities and agreements undertaken by any member or team or others having official involvement in the SLJS when such matters are intended to secure an advantage, favour, gratuitous consideration, commercial promotions, or to generate revenue;
- e. Approve all Team Fundraising activities and ensure activities follows the guidelines as set out in the AAA Bylaws and Policies;
- f. Prepare, or delegate to prepare, proper statements (financial and other analytics) of all fund raising and social functions of the SLJS as an organization, including, but not limited to, the Elimination Draw;
- g. Ensure Sponsorship Guidelines are available on the AAA website.
- h. Where appropriate, appoint a Sponsorship Committee to solicit and procure sponsors.

Director of Media Relations and Marketing

The Public Relations Officer shall:

- a. Inform the relevant media of all happenings of the SLJS. This can be done directly or through the AAA website and/or social media.
- b. Coordinate the team photos for the teams of the SLJS;
- c. Be responsible for updating the AAA website and social media on consistent basis to ensure its accuracy and relevance;
- d. Assist the Fundraising Chairperson in procuring sponsors and posting on the website
- e. Communicate to member associations, parents, coaching staff and officials the workings and activities of the SLJS.

Risk Management Director

The Risk Management Officer shall:

Abuse and Harassment Policy and Maltreatment

- a. Review all abuse and harassment issues at all levels;
- b. When required, Select three (3) members in good standing from the Board of Directors (other than the President or First Vice-President) to be part of the Abuse and Harassment Investigative Panel (along with the second Vice President). The Risk Management Officer will chair this Panel in all cases except where (s)he has a conflict of interest, in which case (s)he shall delegate the Second Vice President as an Alternate Chairperson from among the members of the Board of Directors. The three (3) members selected must be approved by the Board of Directors at the first meeting of the board year by a simple majority vote of the Board of Directors. Upon each incident of alleged abuse or harassment, the Board of Directors must re-evaluate the composition of the Panel to ensure that there are no conflicts of interest among its members. As an alternative, in special circumstances, one member of the Alliance Hockey governing body may be appointed to the panel.
- c. Ensure that the SLJS's abuse and harassment policy is understood, including enforcement protocols thereof, by all LAHA coaches, assistant coaches, trainers, managers, players, parents, officials and committee members;

Players Penalties and Suspensions

- d. Monitor all player penalties and suspensions throughout the season (also notify Second- Vice President of all suspensions);
- e. Review any complaints about the conduct of any Members of the corporation, including allegations of abuse by a parent or parents against players or opposing players, officials, or team officials;
- f. The Risk Management Officer does not have the ability to suspend any player, team official, or team without approval of the President (in an emergency) or the Board of Directors (e-vote may be used if necessary);

Player Injury Reports:

- g. Receive all injury reports from team managers to be kept for LAHA records, and forward same to the Alliance for their records. This is critical for ensuring that liabilities are not incurred; and

Vulnerable Sector Police Checks:

- h. Ensure that up to date Vulnerable Sector Check records are maintained for any members of LAHA who are in a position of trust or authority over players under 18 years of age.

Investigations:

- i. When asked by the Office of the Chair, conduct an investigation of any individuals that may be in violation of the AAA P&P or Alliance/OHF/Hockey Canada policies. The Risk Management Director will make a recommendation on discipline to the Office of the Chair for their review.
- j. Ensure confidentiality during all investigations.

Equipment Director

The Equipment Director shall:

- a. Be responsible for all matter related to association and team equipment; including but not limited to jerseys, socks, jackets, first aid equipment, storage areas, and pucks;
- b. Shall make recommendations to the Board of Directors on the replacement of jerseys (jerseys) and equipment;
- c. Based on competitive pricing make annual recommendations on suppliers for equipment e.g. socks, jerseys, etc.;
- d. Shall store all equipment and keep in good repair;
- e. Administer a system to track (including distribution and collection) all equipment;
- f. Administer the equipment deposit system; and
- g. Make year-end recommendations for refunds.

Program Development Director

The Program Development Director shall:

- a. Lead all programs to develop all Lambton AAA Hockey Association players in all areas of the sport;
- b. Assume the role of Coaches Mentor, unless otherwise filled by the Board. This role involves meeting with coaches periodically during hockey season to discuss individual team's progress and assist all teams as needed. Discuss with the coaches the seasonal plan for the specific division and also the association's player development season plan (immediately after tryouts and continuing throughout the season);
- c. Serve as Coach at Large. The Board of Directors may otherwise fill this position on an as needed basis as they see fit;

- d. Assemble a coaches sub-committee to help with redefining the Player Development Season Plan and the skill development manuals for each individual team;
- e. Chair a committee, made up of non-board members and non-current coaches, that will provide input on all F1s and to make a recommendation to the board of directors towards signing players from outside the county (when required);
- f. Be available to all coaches as an on ice/off ice aid;

Attend each SLJS Teams' first parent meeting (when possible) to discuss the player development program and their commitment to our association;
- g. Ensure that teams are following the Player Development and skill development manuals designed specifically for each age group; and
- h. Communicate back to the Board of Directors on each teams' execution of these programs.

Policy Director

The Policy Director shall:

- a. Chair the Policy Committee;
- b. Be responsible for update and review of SLJS policies, rules, and procedures;
- c. Provide advice and guidance to the board on all governance questions including but not limited to the constitution, policies, procedures, rules etc;
- d. Be the final arbitrator of the all questions regarding governance.
- e. Maintain all SLJS governance documents, including but not limited to, the constitution, policies, rules, etc.

Director of Officiating

The Director of Officiating shall:

- a. Be a liaison between the AAA board and the Officials
- b. Provide Alliance Hockey and required information relevant to Officials
- c. Update board members and teams on any changes in rules and ensure a positive relationship between the AAA teams and officials

Tournament Director

- a. Planning, organization and running of the Tournament(s), Showcases and End of Season Playdowns.
- b. Establish a committee to assist in completing these duties.
- c. The Tournament Directors shall, under the direction of the Treasurer, manage the financial aspects of the tournaments.

Member Association Representatives

- i. The Member Associations of the SLJS are: East Lambton, Lambton Shores, Mooretown, Petrolia, Point Edward and Sarnia. Each Association, other than Sarnia, is entitled to have one representative to stand as a Member of the SLJS. Sarnia will be entitled to two (2) representatives to reflect relative size, shared resources, and the two representatives they historically held as Sarnia and East Sarnia
- ii. A Member Association may in writing nominate its Representative, or in the case of Sarnia two representatives, to be the Member Association Representative. The nominated Representative will be appointed by Member Associations and not voted on by the SLJS Board. A confirmed Member Association Representative shall serve a two (2) year term as a Director, subject to the conditions below.
- iii. If a Member Association delegates a new Representative, the previous Representative shall cease to be a Member of the SLJS. The newly delegated Representative must wait until the next Board meeting to be confirmed by the Board as the Member Association representative by a simple majority vote of the Board.
- iv. A Member Association Representative who is elected to the Board is encouraged to actively contribute to the organization through participation in committees, special events, etc. The representative maybe called upon by the President in various capacities.
- v. Failure to fulfill the preceding provision may result in the Member Association Representative ceasing to being a Director or the Member Association Representative upon a motion of the Board which succeeds by a majority vote at a regular meeting.
- vi. In the event that a Member Association does not nominate a Representative to attend the AGM, the Board of Directors may appoint a Representative for the Member Association that is not represented (or from a Member Association that does not have Representation on the Board of Directors or any other Representative). Member Association Representatives appointed in this manner are not Directors.

- vii. The eligibility requirements set out in Article VIII do not apply to Member Association Representatives who are duly nominated by their Member Associations to stand for election as Directors, but Member Association Representatives are ineligible to stand for Office of Chair even if they otherwise meet the criteria thereof.

4. Director(s) at Large

The President or Board may elect or appoint up to two (2) Directors at Large as it sees fit.

Nominated Director(s) at Large will be approved by a simple majority vote of the Board of Directors.

The Director(s) at Large(s) is/are person(s) who is/are recruited by the Board of Directors after the AGM. The persons should be recruited by the Board to fill gaps of knowledge, skills or expertise on the current board after a thorough review of the Board Composition.

PAID POSITIONS (Non-Voting Positions)

Treasurer

The Treasurer shall:

- a. Keep a record of all monies received and disbursed, deposit all monies in a bank, make all disbursements by cheque as directed and approved by the Board of Directors;
- b. All cheques from the corporation are to be executed by the President and Treasurer, or in the absence of either, by the President or Treasurer and one other designated member of the Board of Directors;
- c. Keep a complete record of all monies received from registered players;
- d. Provide the Board of Directors with a monthly financial statement;
- e. Present at the AGM, 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 SLJS year of operation;
- f. Obtain appropriate insurance coverage for the Board of Directors, the players, the coaches, managers, off ice officials and all other persons volunteering for the LAHA; and
- g. Work with the Auditor appointed by the Members at the AGM.
- h. This is a paid position. The annual salary will be decided on by the Board (vote). Any changes to the salary will also need to be voted on.

Ice Scheduler

- a. Shall establish ice contracts with municipalities on behalf of the Corporation and remain the contact said municipalities on behalf of the Corporation;
- b. Shall schedule ice time to each team of the Corporation in a fair manner;
- c. Shall schedule all games between other teams of the Branch of Hockey Canada to which the Corporation is a member;
- d. Shall be the only person (or his/her designate) within our Corporation who can cancel and/or reschedule games;
- e. Shall attend Minor Hockey Alliance meetings as required for Structure and Scheduling; and
- f. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.
- g. Note: This position shall receive an honorarium to be set by the executive and therefore will be a non-voting member of the Corporation.

Registrar

- a. Shall be responsible to register all players within the Corporation with Hockey Canada/ Alliance Hockey
- b. Shall keep rosters updated on Corporate website
- c. Shall maintain a list of current active and honorary members of the Corporation
- d. Attend or appoint persons to attend all tryouts to collect tryout fees, and registrations
- e. Liase with Alliance Hockey Registration coordinator regarding all registration issues
- f. Keep Corporate rosters current and provide to Corporation teams as required.
- g. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors

ARTICLE XI - SUB-COMMITTEES

The Board of Directors shall appoint and establish the following sub-committees:

1. Policy (Rules, By-laws & Constitution)
2. Finance
3. Coaches' Selection
4. Appeals
5. Budget

1. Policy Committee

The Policy Committee shall consist of the Policy Chairperson, the Second Vice-President and one (1) other Member appointed by the Board of Directors. The Committee shall continually engage in review of policies, rules and procedures (Article XII) and present proposed amendments to the Board and ultimately the Members for voting. The appointed Board member will require the Board's approval through a simple majority vote.

2. Fundraising Committee

The Fundraising Committee shall consist of the Fundraising Chairperson, the Treasurer, and one (1) other member appointed by the Board of Directors. The Fundraising Committee shall oversee all expenditures. It shall have the authority to approve expenditures subject to the directives of Board of Directors. The Fundraising Chairperson will chair this committee. The Fundraising Committee shall be empowered to obtain competitive quotations on any expenditure exceeding \$500.00. The appointed member will require the Board's approval through a simple majority vote.

The Fundraising Committee's responsibilities, which may be discharged through sub-committees, include: Ways and Means, Sponsorship and Purchasing.

3. Budget Committee

The Budget Committee shall be comprised of the Treasurer as chairperson, the Fundraising Chairperson and the First Vice-President. The Budget committee shall develop a budget for the SLJS to be adopted by the Board of Directors at the first meeting of the year.

4. Coaches' Selection Committee

The Coaches' Selection Committee shall be formed and governed as per the relevant section of the SLJS Policies, Rules and Procedures.

5. The Appeals

The Appeals Committee shall be formed and governed as per the relevant section of the SLJS Policies, Rules and Procedures (By-Law # II).

ARTICLE XII – OTHER SLJS OFFICIALS

The Board of Directors may appoint officials to serve at the pleasure of the Board. All paid positions must be tendered to the public every two (2) years. All positions, and the remuneration associated, must be approved by the Board of Directors by a simple majority vote of the board.