



*City of Vaughan Hockey Association*  
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# CITY OF VAUGHAN HOCKEY ASSOCIATION

  

## CONSTITUTION

Revised August 26, 2020



Member of:



# City of Vaughan Hockey Association Constitution

## PREAMBLE

In September of 1990 discussions started with representatives of Maple, Thornhill and Woodbridge to find a common element in amalgamating the Maple Minor Hockey Association, Woodbridge Minor Hockey Association and the Vaughan hockey community of Thornhill. Amalgamation was agreed to in principle and the City of Vaughan Hockey Association was conceived.

Membership was established with the following organizations:

- The Ontario Minor Hockey Association (OMHA)
- The York Simcoe Minor Hockey League (YSMHL)
- The Corporation of the City of Vaughan

The Maple and Woodbridge Minor Hockey Associations had their Annual General Meeting in April 1991. The two associations democratically chose their Board to represent their communities in the City of Vaughan Hockey Association and dismantled the existence of their associations. The Vaughan hockey community of Thornhill chose volunteers to represent their community.

A Core Executive of fifteen with Special Advisor was chosen from the forty-three representatives to conduct the day-to-day activities of the new association. All the other representatives worked under the committee structure of the established executive flow chart.

The City of Vaughan Hockey Association began playing hockey in the fall of 1991.

Our sincere thanks to the Parks & Recreation Department of the City of Vaughan, Sonia Ceci, Sam Ciccolini, Al Doria, Sandra Georgiou, Wayne Guiney, Harvey Korman and Bruce Lee for taking us from concept to reality.

During the 1997-1998 hockey season the CVHA Executive took the decision to allow representative teams to play in the Metropolitan Toronto Hockey League (MTHL) (later changed to the Greater Toronto Hockey League ("GTHL"))

For the 2004-2005 hockey season the CVHA Executive took the decision to fully integrate the balance of its playing divisions (Select and House League ) into the GTHL, which included the signing of an agreement with the North York Hockey League ("NYHL") to govern the operations of our Select programme.

# City of Vaughan Hockey Association Constitution

## History of Constitutional / By-Law Amendments

First Issue June 1991

Constitutional Amendment # 1 - March 15, 1995

- revision made to reflect the current operation of the City of Vaughan Hockey Association.

Constitutional Amendment # 2 - March 15, 2000

- revision made to reduce the Executive to 9 members.

Constitutional Amendment # 3 - May 7, 2002

- removal of the Ice and Facilities Chairperson.
- Sponsorship Chairperson's job description added.

Constitutional Amendment # 4 - May 7, 2002

- amendment to set date of AGM on or before May 15th

By-Law No. 1 - March 9, 2003 - Executive Board Meeting

- a by-law governing the general affairs of the CVHA

By-Law No. 2 - March 9, 2003 - Executive Board Meeting

- a by-law governing the election and conduct of Officers

By-Law No. 3 - March 9, 2003 - Executive Board Meeting

- a by-law governing the financial affairs of the CVHA

Constitutional Amendment # 5 - March 9, 2003 Executive Board Meeting

- amendments to contextual language
- amendment to clarify declaratory notice for Annual General Meeting
- amendment to remove title of Director of Operations and transfer duties to CVHA Office

### **Constitutional Amendment No. 5 ratified at AGM on May 13, 2003**

By-Law Amendments - February 13, 2004 - Executive Board Meeting

- amendments to by-laws to clarify constitutional/by-law amendment and voting procedures

Constitutional Amendment #6 - February 13, 2004 - Executive Board Meeting

- amendments to clarify definitions of 'member, and 'current hockey season'

### **Constitutional Amendment No. 6 ratified at AGM on May 12, 2004**

## City of Vaughan Hockey Association Constitution

### By-Law Amendments - April 1, 2005 - Executive Board Meeting

- amendments to By-law No. 2 to clarify constitutional/by-law amendment and voting procedures:

- (i) to correspond with the Constitution.
- (ii) to restrict all Vice Presidents to Vaughan residency.
- (iii) to remove any ambiguity and clarify procedural requirements in the nominating process for officers of the CVHA.
- (iv) to require a slate of candidates selected by the Nomination Committee to be adopted and posted in advance of nominations by the membership at large.
- (v) to expand the opportunities for a greater pool of qualified members to be considered for the office of President when the slate does not include a candidate for that office or when the office becomes vacant during the year.
- (vi) to confirm that the primary form of communication to the membership is our website.

### Constitutional Amendment #7 - April 1, 2005 - Executive Board Meeting

- amendments to clarify membership and voting procedures
- amendment to implement a new staggered term arrangement for elected officers
- an amendment to change the possible number of directors at large and their qualifications for appointment

### **Constitutional Amendment No. 7 ratified at AGM on May 10, 2005**

### By-Law Amendments - April 25, 2006 - Executive Board Meeting

- amendment to clarify restriction on executive involvement with other hockey organizations
- amendment to clarify restriction against running for two elected positions

### Constitutional Amendment #8 – April 25, 2006 - Executive Board Meeting

- preamble amendment to update CVHA history
- amendments to clarify definitions of eligible voting members

### **Constitutional Amendment No. 8 ratified at AGM on May 10, 2006**

### By-Law Amendments - April 7, 2007 - Executive Board Meeting

- technical amendments to By-Law No. 1
- Structural elements of CVHA officer eligibility in By-Law No. 2 removed and embedded in Constitution with amendments.

### Constitutional Amendment #9 – April 7, 2007 - Executive Board Meeting

- as a result of By-law amendments (specifically By-Law No. 2) approved.

### By-Law #2 Amendment – May 8, 2007 - AGM

- members must wait to hear nominees announced at AGM before voting begins

### **Constitutional Amendment No. 9 ratified at AGM on May 8, 2007**

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### By-Law Amendments – May 29, 2008 - Executive Board Meeting

- technical amendments to By-Law No. 1 (definitions, clarification of votes cast)
- technical amendment to By-Law No. 2 (inclusion of “members”); vacancies; conduct and discipline of officers; code of conduct
- Structural elements to By-Law No. 2 requiring candidates running for positions to have a Vulnerable Sector Screening prior to nomination being accepted; voting to take after presentation of nominees
- technical amendment to By-Law No. 3; execution of documents, expense policy, auditors and budget

### Constitutional Amendment #10 – June 12, 2008 – Executive Board Meeting

- amendment to set Executive meeting dates and agenda items

### Constitutional Amendment #11 – June 12, 2008 – Executive Board Meeting

- amendment relating to auditors of the Association

### Constitutional Amendment #12 – June 12, 2008 – Executive Board Meeting

- amendment to clarify qualifications for Treasurer position

### Constitutional Amendment #13 – June 12, 2008 – Executive Board Meeting

- amendment to require Executives to submit Vulnerable Sector Screening by Sept. 1 current hockey season

### Constitutional Amendment #14 – June 12, 2008 – Executive Board Meeting

- amendment to set year in which Directors at Large are elected

### Constitutional Amendment #15 – June 12, 2008 – Executive Board Meeting

- amendment to set limit on Director of Large term

### Constitutional Amendment #16 – June 12, 2008 – Executive Board Meeting

- amendment to set life member qualification

### Constitutional Amendment #17 – June 12, 2008 – Executive Board Meeting

- amendment to clarify and restrict running for position of President

### Constitutional Amendment #18 – June 12, 2008 – Executive Board Meeting

- amendment to set clarify candidates presence at AGM

### Constitutional Amendment #19 – June 12, 2008 – Executive Board Meeting

- amendment to clarify duties of Directors at Large

### Constitutional Amendment #20 – June 12, 2008 – Executive Board Meeting

- amendment to clarify duties of the President

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Constitutional Amendment #21 – June 12, 2008 – Executive Board Meeting  
- amendment to clarify duties of the Treasurer

Constitutional Amendment #22 – June 12, 2008 – Executive Board Meeting  
- amendment to clarify establishment of Standing Committees

Constitutional Amendment #23 – June 12, 2008 – Executive Board Meeting  
- amendment to clarify Budget Committee

Constitutional Amendment #24 – June 12, 2008 – Executive Board Meeting  
- amendment to clarify Rep Discipline Committee

Constitutional Amendment #25 – June 12, 2008 – Executive Board Meeting  
- amendment to clarify complaints against members of Discipline Committees

Constitutional Amendment #26 – June 12, 2008 – Executive Board Meeting  
- amendment to add an Executive Discipline Committee

Constitutional Amendment #27 – June 12, 2008 – Executive Board Meeting  
- amendment to restrict membership on Committees if there is a conflict

### **Constitutional Amendments Nos. 10 thru 27 ratified at AGM on June 12,2008**

Constitutional Amendment #28 – May 11, 2009 – Executive Board Meeting  
-amendments to correct/clarify language

Constitutional Amendment #29 – May 11, 2009 – AGM  
-amendment to retain independent legal counsel to attend AGM

Constitutional Amendment #30 – May 11, 2009 – Executive Board Meeting  
-amendment to clarify and restrict running for position of President

Constitutional Amendment #31 – May 11, 2009 – Executive Board Meeting  
-amendment to clarify and restrict running for position of Vice-Presidents  
House League and Rep

### **Constitutional Amendments Nos. 28 through 31 ratified at AGM on June 11, 2009**

By-Law Amendment – April 28, 2011 - Executive Board Meeting  
- amendment to require VSS or receipt be submitted by Nominees 7 days prior to the  
AGM

Constitutional Amendment #32 – April 28, 2011 – Executive Board Meeting  
-amendment to delete requirement for independent counsel to be present at AGM

Constitutional Amendment #33 – April 28, 2011 – Executive Board Meeting  
-amendment to delete restriction on number of years an Executive can hold office

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Constitutional Amendment #34 – April 28, 2011 – Executive Board Meeting  
-amendment to delete restriction on Director at Large running for second consecutive term

Constitutional Amendment #35 – April 28, 2011 – Executive Board Meeting  
-amendment to clarify and restrict running for position of Vice-President House League

Constitutional Amendment #36 – April 28, 2011 – Executive Board Meeting  
-amendment to clarify and include Director at Large running for position of Vice-President Rep

Constitutional Amendment #37 – April 28, 2011 – Executive Board Meeting  
-amendment to clarify date as to when preliminary budget for following season needs to be presented to Board for approval

**Constitutional Amendments Nos. 32 through 37 ratified at AGM on June 07, 2011**

By-Law 2 Amendment Ratification June 6, 2012-Terms of Membership and Eligibility  
-amendment to ensure a current (not older than 3 month) VSS is submitted by candidate when putting forth a nomination.

Constitutional Amendment #38- Eligibilities, Duties and Terms of Office June 6, 2012-  
Amendment to establish frequency of submission of VSS by Executive Board.

**Constitutional Amendment #38 ratified at AGM June 6, 2012**

Constitutional Amendment #39 – May 7, 2012 – Executive Board Meeting  
- amendment to change title of Vice Presidents and who is eligible to vote

Constitutional Amendment #40 – May 7, 2012 – Executive Board Meeting  
- amendment to delete 7 day requirement for agenda notice

Constitutional Amendment #41 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 120

Constitutional Amendment #42 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 190

Constitutional Amendment #43 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 250

Constitutional Amendment #44 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 280

Constitutional Amendment #45 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 300

Constitutional Amendment #46 – May 7, 2012 – Executive Board Meeting  
- amendment to revise titles of Vice Presidents in Section 310

Constitutional Amendments Nos. 39 through 46 ratified at AGM on June 04, 2013

Constitutional Amendments Nos. 50- through 55 ratified at AGM on August 26, 2020

## City of Vaughan Hockey Association Constitution

### **010 Organization**

- i. The City of Vaughan Hockey Association is a non-profit corporation, duly incorporated according to the laws of the Province of Ontario.
- ii. This organization shall be known as the City of Vaughan Hockey Association (“CVHA”).

### **020 Aims and Objectives**

The objectives of the CVHA are to promote, govern, improve and foster maximum opportunity for all youths to participate in organized amateur hockey within the boundaries of the City of Vaughan and:

- i. To develop inter-community understanding and encourage fellowship between all participants for the betterment of their physical, mental, and social well being.
- ii. To sponsor and promote athletic, social, and other activities as may contribute to the moral and financial welfare of the CVHA.
- iii. To have and exercise general control, supervision and direction over the playing interests of its teams and players.
- iv. To carry on its operations without pecuniary gain or profits to its members. Any gains or profits are to be used to promote the objectives of the CVHA.
- v. To teach boys and girls respect for the concepts of sportsmanship; fair play, to take defeat graciously, to give credit to the winning team, to abide by referees' decisions, and to love the game above the prize.
- vi. To challenge and encourage our youth to win with humility and lose with dignity.
- vii. To instill an element of fun in the game of hockey and to ensure that every experience is positive and constructive.

### **030 Affiliation**

The CVHA shall operate under the auspices of the Ontario Hockey Federation and/or with other associations or leagues as deemed advantageous by the CVHA Executive for the ongoing operation of the CVHA.

The CVHA shall not be liable for the activities of affiliated associations or leagues unless approved in writing by the CVHA Executive.



**040 Membership**

Membership shall include:

- i All Past Presidents of the City of Vaughan Hockey Association.
- ii Executives, both elected and appointed, consisting of the following:
  - Director(s) at Large (up to 3)
  - Immediate Past President
  - President
  - Referee-In-Chief
  - Sponsorship Chairperson
  - Treasurer
  - First Vice President House League
  - Second Vice President House League
  - Vice President Rep
- iii. Adults who are 18 years of age or over and are CVHA registered coaches, managers, trainers, convenors, players and other hockey volunteers who are duly appointed and/or approved by the CVHA Executive
- iv. Each parent and/or guardian of players that are residents of Vaughan, and are registered with the CVHA and affiliated associations or leagues as defined by the CVHA Executive from time to time.
- v. Vaughan residents who are 18 years of age or over, without children in the CVHA upon purchase of a membership card. Such membership card must be purchased from the CVHA office at least 35 days prior to the Annual General Meeting. Membership obtained through the purchase of a membership card shall terminate upon completion of the Annual General Meeting for that current hockey season. The cost of a membership card shall be equal to the highest fee charged for House League registration for that current year. The CVHA office shall forthwith notify the CVHA Executive of such purchases.

**050 Annual General Meeting**

- i. The CVHA shall hold an Annual General Meeting on or before June 15th of each calendar year. The adjournment of the Annual General Meeting shall be deemed to mark the conclusion of the current hockey season.
- ii. Notice of motions, proposed amendments to the Constitution, and other matters for consideration at the Annual General Meeting must be submitted in writing and delivered to the CVHA office on the next business day following thirty (30) days prior to the published date of the Annual General Meeting. The CVHA office shall forthwith notify the CVHA Executive of all such notices.

## City of Vaughan Hockey Association Constitution

- iii. The CVHA office must advertise the date, time and location of the Annual General Meeting, on or before the second Friday in April of each year by posting notice of such on the web-site of the CVHA, and, if deemed appropriate by the Executive, (a) posting notice in each arena in Vaughan in which CVHA teams regularly play, (b) regular post or e-mail to all CVHA executives, delegates, convenors and team officials, or (c) in any other manner.
- iv. No inadvertent error or omission in giving notice of any Annual General Meeting shall invalidate such a meeting or make void any proceedings taken at such meeting. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such meeting.

### **060 Amendments to the Constitution**

The Constitution of the CVHA may only be amended by a majority vote of the voting members present at the Annual General Meeting of the CVHA.

### **070 Voting Eligibility**

- i. Annual General Meeting:  
All members as defined in paragraph 040 of the CVHA Constitution who remain members during the current hockey season are eligible to vote at the Annual General Meeting. The 'current hockey season' means the playing year that ends immediately prior to the Annual General Meeting of the same calendar year.
- ii. Executive Meetings:  
Only members as defined under Executives in paragraph 040 of the CVHA Constitution are eligible to vote at Executive Meetings
- iii. Members who hold more than one executive position are entitled to only one vote.
- iv. Proxy votes will not be accepted.
- v. Meetings of the executive are to be called by the President with a calendar of dates established at the first Executive Meeting.

### **080 Quorum**

- i A quorum for the Executive Committee meetings shall consist of a majority of the eligible voting members for the said meeting.
- ii A quorum must be established in order to conduct business at the Executive Meetings.
- iii A quorum is not necessary at the Annual General Meeting.

### **090 Eligibility for the Office of President**

In order to qualify for election as President of the CVHA, the candidate must have previously served on the Executive of the CVHA, in any capacity, for the two years immediately prior to the election. Notwithstanding the foregoing, a member serving on the Board as Director at Large may not run for the position of President.

**100 Financial Reporting**

- i. The Treasurer shall every month end present an interim financial statement and distribute the same to the executive members of the CVHA for approval.
- ii. The Treasurer shall at the Annual General Meeting present a year-end financial statement of the CVHA and distribute the same to all members present for approval.
- iii. The auditors of the Association shall present the last completed audited financial statements for adoption by the members.
- iv. The Treasurer shall, at the Annual General Meeting, submit the name of the proposed auditors of the Association for approval and appointment by the members.

**110 By-laws**

The CVHA executive may from time to time pass by-laws to regulate matters of administration and procedures. Unless otherwise set out, by-laws must be passed by a two-thirds (2/3) majority of the votes cast of the Executive at a duly constituted meeting. Such by-laws shall be submitted to the members at the Annual General Meeting for ratification and shall be appended to the CVHA Constitution once ratified at the AGM.

**120 Eligibility Duties and Term of Office of the Executive**

A. The Executive of the CVHA shall have full authority to act within the scope of its corporation according to the laws of Ontario, the Constitution and its by-laws. Without restricting the generality of the forgoing, the Executive shall more particularly:

- i. Appoint such standing committees, officials, volunteers and paid personnel, as it may deem necessary and appropriate for the efficient operation of the CVHA.
- ii. Hold business meetings as required
- iii. Address questions not otherwise covered by the Constitution and By-laws of the CVHA.
- iv. Be deemed to be Directors of the Corporation only for each year of their term of office actually served.

B. An Officer of the Association:

- i. shall be twenty-one (21) or more years of age;
- ii. shall be a member in good standing of the Association for at least 2 (two) years prior to his or her nomination or appointment;
- iii. shall remain a member of the Association throughout his or her term of office;
- iv. will have a strong and experienced background in the accounting or banking field and will hold a recognized Canadian accounting designation (C.A., C.G.A. or C.M.A.), to be eligible to run for the office of Treasurer. Notwithstanding the foregoing, in the event that an individual with such a designation does not run, the new Executive may appoint an individual who has extensive experience as a financial officer or manager in a business environment and is bondable.
- v. can be only one (1) member from any family:

## City of Vaughan Hockey Association Constitution

- vi. upon being duly elected or duly acclaimed, shall provide a vulnerable sector screening (VSS) report and, if necessary a police record check, both conducted by the York Regional Police, subject to the OHF requirements by no later than September 1<sup>st</sup> of the current hockey season. In the case of the Past President the VSS requirements for providing a current VSS will be the same as per the Presidents;
- vii. shall be residents and/or residential taxpayers of the City of Vaughan if holding the position of President or Treasurer;
- viii. shall have contributed a reasonable amount of his or her time to the activities of the Association in a volunteer capacity;
- ix. shall not be an executive member at any time during the current hockey season to any other minor hockey association or hockey club.
- x. An Executive Board Member, to a maximum of 1 (one) will be permitted the opportunity to be a Team Official in another Association within 1 hockey season. The position must be approved by the Board as whole with the outcome required a minimum 2/3rds Board approval. Only Board Members who have served a minimum of 3 consecutive 2 years terms on the Board of Directors will be eligible for this opportunity.
- xi. shall hold office for a minimum of two years from the date of election or acclamation, or until the next Annual General Meeting, if appointed by the Executive in the event of a vacancy. Notwithstanding the foregoing, in even numbered calendar years the offices of Vice President Rep, First Vice President House League, Treasurer, Referee-in-Chief and Director at Large 1 shall stand for election. In odd numbered calendar years the offices of President, Second Vice President House League, Sponsorship and the Director at Large 2 and Director at Large 3 shall stand for election.
- xii. shall become a life member after the tenth year of service on the Executive;
- xiii. A non-resident and/or non-residential taxpayer of the City of Vaughan will have the opportunity to run for any position on the CVHA Board, other than President and Treasurer, if said non-resident and/or non-residential taxpayer of the City of Vaughan being a board member that has served on the CVHA Board for 3 continuous 2-year terms.
- xiv. A maximum of 2 (two) non-resident and/or non-residential taxpayers will be permitted on the Board of Directors during any given 2-year term

### C. Candidates for the position of Officer shall be restricted to:

- i. the slate of candidates proposed by the Nominating Committee, which slate must be established at least forty-five (45) days prior to the published date of the Annual General Meeting to be valid, which slate shall be posted to the CVHA website immediately following its establishment,
- ii. for the position of President, subject to Section 090, any executive member who served on the Executive Board, in the current hockey season prior to the Annual General Meeting.

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Where the slate of candidates established by the Nominating Committee does not include a candidate for President, any other member of the CVHA who meets the requirements of Section B above and who has served as a volunteer in a regular and continuous capacity for each entire hockey season for at least four of the five years prior to the Annual General Meeting,

- iii. (a) for the position of First or Second Vice President House League, any member who
  - (1) held a volunteer position as a Head Convenor, Convenor or Co-Convenor, for the entire Current Hockey Season prior to the Annual General Meeting, (2) held a volunteer position as a carded team official in the House League program for three (3) consecutive years (during which the position of Head Convenor, Convenor or Co-Convenor had to have been held during one of those three years) including the entire Current Hockey Season, prior to the Annual General Meeting, or (3) Any Executive holding a Board position throughout the Current Hockey Season (including any Director at Large who has completed a full 2 year term), and
- iv. For the position of Referee In Chief
  - (1) Be a member in good standing of the association for minimum of 2(two) years prior to their nomination or appointment.
  - (b) for the position of Vice President Rep, any member who (1) held a volunteer position as a carded team official in the Vaughan Ranger program for three (3) consecutive years, including the entire Current Hockey Season, prior to the Annual General Meeting, (2) Any Executive holding a Board position throughout the Current Hockey Season (including any Director at Large who has completed a full 2 year term) or (3) any rep delegate serving in that capacity for at least two consecutive years, including the entire Current Hockey Season.
- iv. any other member whose name is submitted in writing on the prescribed nomination form to the CVHA Office, by any member entitled to vote, on the next business day following thirty (30) days prior to the published date of the Annual General Meeting, and
- v. only members who are properly nominated in accordance with the procedures set forth in the Constitution and By-laws of the CVHA, and who are present in person, at the Annual General Meeting. Notwithstanding the foregoing, in the event of exceptional circumstances and with the approval of a majority of the members present, a nominated member may be excused from being present in person and still remain a valid candidate.

### **130 Director at Large**

The duties and responsibilities of the Director at Large are to serve as advisor to the CVHA. In addition, if required by the relevant department head, the Directors at Large shall fill the role of Rep Delegate or house league Head Convenor or Convenor, wherever needed, until such time as an individual has been found to fulfill that duty. A maximum of 3(three) Directors at Large shall be elected for the current hockey season.

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Any member of the CVHA who has served as a volunteer in a regular and continuous capacity for each entire hockey season for at least three years of the five consecutive years prior to the Annual General Meeting, inclusive of the current hockey season, is eligible for the elected position of Director at Large.

### **140 Immediate Past President**

The duties and responsibilities of the Immediate Past President shall be as follows:

- i. Chair the Nominating Committee to draft a slate of candidates to fill all Executive positions. The elections shall be held at the Annual General Meeting of the CVHA.
- ii. Chair the Annual General Meeting.
- iii. Provide advice and counseling as requested by members of the CVHA Executive.
- iv. Be a member of the Budget Committee.
- v. Update the list of Executives for the CVHA Corporation registered with the Province of Ontario, immediately following the Annual General Meeting.
- vi. Obtain adequate liability insurance to safeguard the interests of all Executive members of the CVHA and players, and submit the same to the Executive for approval.
- vii. Insure that the conduct and activities of the CVHA are carried out in accordance with the CVHA Constitution and by-laws.
- viii. Chair the Constitution Committee
- ix. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.

The Immediate Past President is defined as a member who has served their complete term as President the preceding year, and is a member in good standing. This person is a voting member of the current year executive.

### **150 President**

The duties and responsibilities of the President shall be as follows:

- i. Execute documents as an authorized signing officer of the CVHA.
- ii. Ensure that both the President and Treasurer sign all cheques
- iii. Neither the President nor the Treasurer shall affix their signature until they have reviewed the supporting documentation and satisfied themselves as to the legitimacy of the documents
- iv. Preside at all meetings
- v. Sit on all standing committees as a voting member
- vi. Call all meetings as deemed necessary or when requested .
- vii. Generally act as the Chief Executive Officer.
- viii. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.
- ix. Oversee office administration. Conduct regular meetings with office staff.
- x. Vote at Executive meetings only in the event of a tied vote on any matter.

In the absence of the President, or in the event of the President's inability to act, the Executive shall have the right to appoint an Interim President from within the Executive. Such appointed Interim President shall have the same powers of the position of President.

**160 Referee-In-Chief**

The duties and responsibilities of the Referee-In-Chief shall be as follows:

- i. Oversee scheduling of all referee assignments in the House League games, Select games and tournaments games.
- ii. Monitor qualifications of referees.
- iii. Recruit, train, and supervise referees.
- iv. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.

**170 Sponsorship Chairperson**

The duties and responsibilities of the Sponsorship Chairperson shall be as follows:

- i. Source and negotiate all major sponsorship affiliations for the CVHA.
- ii. Oversee all sponsorship required for the House League and CVHA tournaments.
- iii. Coordinate the sweater colors and logos to appropriate sponsor.
- iv. Coordinate any fundraising efforts required by the CVHA.
- v. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA

**180 Treasurer**

The duties and responsibilities of the Treasurer shall be as follows:

- i. Chair the Budget Committee which shall prepare a preliminary budget for the following hockey season by no later than May 15 of the Current Hockey Season, for approval by the Executive.
- ii. Ensure all monies collected are properly recorded and deposited in the bank on a weekly basis. Make all disbursements by cheque as directed and approved by the Executive.
- iii. Oversee financial administration of office.
- iv. Review rep budgets with Vice President, Rep and present budget for approval to Executive prior to presentation to rep teams.
- v. Coordinate/administer payroll to ensure referees/timekeepers and office staff paid on timely basis.
- vi. Keep records of all monies received and disbursed.
- vii. Execute documents as one of the signing officers of the CVHA.
- viii. Ensure that both the President and Treasurer sign all cheques.
- ix. Neither the President nor the Treasurer shall affix their signature until they have reviewed the supporting documentation and satisfied themselves as to the legitimacy of the documents.
- x. Present at the Annual General Meeting a year end financial statement of the CVHA and distribute the same to all members present for approval.
- xi. Present an interim financial statement every month end to the CVHA Executive.
- xii. Submit to the Executive for approval procedure and guidelines for the tendering process.
- xiii. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.

**190 First and Second Vice President House League**

The duties and responsibilities of the First and Second Vice President House League shall be as follows:

- i. Oversee the operation of the House League division for which they are responsible.
- ii. Select and or approve convenors, coaches, officials or team officials for the house league division for which they are responsible
- iii. Recommend the dismissal of coaches, team officials or teams subject to ratification of the Executive.
- iv. Be a member of the Public Relations Committee.
- v. Approve or delegate the authority to approve all house league games schedules, exhibition games or house league tournament games.
- vi. Oversee and enforce all policies, procedures, rules and regulations pertaining to house league.
- vii. Provide information to the Treasurer as required by the Treasurer for the preparation of the Budget.
- viii. Be a member of the Select Coaches Selection Committee.
- ix. Assist the Tournament Committee with house league tournaments held during the year for the CVHA.
- x. Submit to the CVHA office a list of all house league coaches and team officials for their respective divisions.
- xi. Submit to the CVHA office a team roster for each house league team by November 15<sup>th</sup> for their respective division.
- xii. Inform the CVHA office of any changes in coaches, team officials and roster after November 15<sup>th</sup> on a timely basis.
- xiii. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.
- xiv. Ensure game sheets are delivered to the office as required for payroll.

**200 Vice President Rep**

The duties and responsibilities of the Vice President Rep shall be as follows:

- i. Chair the Rep Coaches Selection Committee.
- ii. Chair the Rep Disciplinary Committee.
- iii. Oversee the operation of the Rep teams.
- iv. Act as a liaison between the CVHA and affiliated associations or leagues.
- v. Attend on behalf of the CVHA all appropriate meetings of the CVHA affiliate associations or leagues.
- vi. Recommend the dismissal of coaches, team officials or teams subject to ratification of the Executive.
- vii. Approve or delegate the authority to approve all Rep exhibition games and Rep tournament games.
- viii. Be a member of the Public Relations Committee.
- ix. Oversee and enforce all policies, procedures, rules and regulations pertaining to Rep teams set out by the Executive.



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- x. Provide information to the Treasurer as required by the Treasurer for the preparation of the Budget.
- xi. Assist the Tournament Committee with Rep tournaments held during the year for the CVHA.
- xii. Submit to the CVHA office a list of all Rep coaches and team officials.
- xiii. Inform the CVHA office of any changes in Rep coaches, team officials and on a timely basis.
- xiv. Submit to the Executive a copy of each Rep team budget at the beginning of the hockey season and final financial report for each Rep team at the end of the hockey season.
- xv. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.
- xvi. Provide information to the Treasurer as required for the preparation of the Budget and ensure budgets are approved by Executive prior to presentation to teams.

### **210 Standing Committees**

The Executive of CVHA shall establish and approve the following Standing Committees, their composition and all appointees thereto, as soon as reasonably possible following the Annual General Meeting:

Budget  
Constitution  
Discipline  
Nominations  
Public Relations  
Rep Coaches Selection Committee  
Select Coaches Selection Committee  
Tournament Committee

No member of any committee may participate in any capacity in a matter which may present a conflict of interest by that member, either directly or indirectly. In the event of any real or perceived conflict the member shall be excused from sitting on the committee in respect of that matter.

### **220 Budget Committee**

- i. The Budget Committee shall consist of the Treasurer as Chairperson, the Immediate Past President and at least two other Executive members approved by the Executive of the CVHA.
- ii. The committee shall draft a budget at the beginning of the current financial year which shall incorporate and be based on the preliminary Budget approved by the Executive in the prior hockey season, to be used as a guide for all related financial matters of the CVHA.

### **240 Constitution Committee**

- i. The Constitution Committee shall consist of the Immediate Past President as Chairperson and at least two appointed members of the CVHA.

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- ii. The Constitution Committee shall review the Constitution, policies, rules and by-laws and present amendments to the executive.

### **250 Discipline Committee**

There shall be five distinct Discipline Committees consisting of the following:

1. House League Discipline Committee
2. Referee Discipline Committee
3. Rep Discipline Committee.
4. Executive Discipline Committee

The House League Discipline Committees shall consist of the First and Second Vice Presidents House League, as Chairpersons, the Head Convenor and the Referee-in-Chief.

The Referee Discipline Committee shall consist of the Referee-in-Chief and two other members of the Executive.

The Rep Discipline Committee shall consist of the Vice President Rep as Chairperson and the Select, "A" and "AA" Delegate(s).

The Executive Discipline Committee, shall consist of 3 members appointed by the GTHL.

Should any written complaint be registered against any member of the Discipline Committee, then such member shall be excluded from the committee with respect to the subject matter of the complaint. The remaining members of the Discipline Committee shall appoint any executive member to replace the above mentioned committee member with respect to the subject matter of the complaint. The duties and responsibilities of each committee shall be s follows:

- i. To exercise authority and discretion in a fair manner in accordance with the policies of the CVHA.
- ii. Investigate any written complaint received by any member of the Discipline Committee.
- iii. Issue a written decision of said complaint on a timely basis, a copy of which is to be kept in the office of the Association.
- iv. All rendered decisions shall be deemed final, subject to any applicable right of appeal.
- v. Inform appropriate parties of the decisions rendered.
- vi. Ensure any required action as set forth in the rendered decisions is enforced.
- vii. All rendered decisions shall be presented to the Executive at the next regularly scheduled Executive meeting.

### **270 Nominating Committee**

- i. The Nominating Committee shall consist of the Past President as Chairperson, and at least two other members of the Executive.
- ii. The committee shall draft a slate of candidates to fill all Executive positions. Elections will be held at the Annual General Meeting.
- iii. Additional candidates may be nominated in accordance with the rules and procedures of the by-laws of the CVHA and added to the slate at the Annual General Meeting.

**280 Public Relations Committee**

- i. The Public Relations Committee shall consist of, the Vice President Rep, the First and Second Vice President House League, and at least one other appointed member of the CVHA Executive and shall be supported as required by the CVHA office.
- ii. The committee shall plan, coordinate and supervise all CVHA banquets as approved by the Executive.
- iii. Determine the trophy and plaque requirements of all CVHA divisions.
- iv. Solicit tenders for the supply and delivery of required goods and services and submit it to the Executive for approval.
- v. Procure goods and services as approved by the Executive.

**290 Rep Coaches Selection Committee**

- i. The Rep Coaches Selection Committee shall consist of the Vice President Rep as Chairperson, the “A” and “AA” Delegate(s) and at least one other Executive member appointed by the CVHA Executive.
- ii. The committee shall be responsible for the recruitment and selection of the Rep coaches.
- iii. The committee will set the deadline for the reception of coaching application forms.
- iv. The committee shall interview all applicants for the positions available.
- v. Advertise where appropriate the coaching positions available for the upcoming season on a timely basis.
- vi. Recommend to the Executive the selected coaches for approval.

**300 Select Coaches Selection Committee**

- i. The Select Coaches Selection Committee shall consist of the Vice President Rep as Chairperson, the Select Convenor, First and Second V.P. House League and at least one other Executive member appointed by the CVHA Executive.
- ii. The committee shall be responsible for the recruitment and selection of the Select coaches.
- iii. The committee will set the deadline for the reception of coaching application forms.
- iv. The committee shall interview all applicants for the positions available.
- v. Advertise where appropriate the coaching positions available for the upcoming season on a timely basis.
- vi. Recommend to the Executive the selected coaches for approval.

**310 Tournament Committee**

- i. The tournament committee shall consist of, the Vice President Rep, First and Second Vice President of House League and at least one other appointed member of the CVHA Executive and shall be supported as required by the CVHA office.
- ii. The committee shall plan coordinate, and supervise all CVHA tournaments as approved by the Executive.

**320 CVHA Office**

- i. Ensure bank deposits are made weekly and a record of the deposits is provided to the Treasurer.
- ii. Provide information to the Treasurer as required by the Treasurer for the preparation of the budget and monthly financial statements.
- iii. Ensure payables and receivables are kept up to date and are made in accordance with the Treasurers instructions.
- iv. Oversee the registration and Data Management of all players and members of the CVHA.
- v. Ensure all registered players meet eligibility requirements and all Registration Fees are paid in full prior to being accepted into the program.
- vi. Ensure the accurate Registration and Data Management of all Competitive teams and team officials.
- vii. Coordinate ice and facilities times for the efficient operation of the CVHA
- viii. Prepare reports of ice allocations and facility allocations and present to the VP's and President for approval.
- ix. Ensure payroll management for referees/timekeepers is kept up to date and payments are made in accordance with the Treasurers instructions.
- x. Co-ordinate scheduling of Referees for House League Program
- xi. Co-ordinate the collection of all Sponsorship Applications, monies and orders to ensure the timely production of House League Jerseys.
- xii. Ensure apparel is re-tendered at the minimum of every 2 years. Provide all necessary backup to assist Executive Board in the selection process of Association Approved Vendors.
- xiii. Manage House League Banquet Ticket Sales and ensure accurate numbers are communicated to VP's and Hall as required.
- xiv. Ensure all deadlines for Association Sanctioning, Entry Fees and Insurance requirements are met with Member Partner (GTHL).
- xv. Assist in the organizing of Clinics where required.
- xvi. Ensure orders for all Awards (Pictures, Plaques, Trophies) for CVHA House League and Vaughan Ranger Competitive Teams are properly placed.
- xvii. Seek sanctioning for all Tournaments from the proper governing bodies.
- xviii. Co-ordinate all schedules, ice, teams, referees and budgets for all Tournaments.
- xix. Manage all Content on the CVHA Website.
- xx. Publish notice of the Annual General Meeting of the CVHA
- xxi. Keep accurate record of all proceedings of the CVHA
- xxii. Draft an agenda and distribute same to all members at each Executive meeting and the Annual General Meeting,
- xxiii. Record the minutes of all Executive meetings and the Annual General Meeting and forward same to all Executive members at least three days in advance of the next regularly scheduled meeting.
- xxiv. Submit to the Executive any Annual General Meeting item(s) that have been properly received.
- xxv. Accept and carry out duties as deemed necessary by the Executive for the operation of the CVHA.