



Clarington Zone Hockey Association

Constitution and Bylaws

(EFFECTIVE DATE June 23rd, 2017)

This constitution shall be composed of Articles numbered and referenced as follows with the headings only intended as information references.

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Article I – Name, Affiliation and Corporate Structure

A1.1 The following is enacted as the Constitution of the Clarington Zone Hockey Association, herein after referred to as Clarington Zone or Clarington Zone Governing Committee for reference within this document enacted in Bowmanville, Ontario, this 24 day of November in the year 2004.

The Constitution and Bylaws heretofore enacted are repealed. Being a not for profit association and operating with no primary gain or other benefits to individual members. Revenues and/or benefits to the Corporation shall be used solely for fulfilling its purposes and/or mission.

A1.2 The Clarington Zone Governing Committee shall be elected/appointed and shall consist of the following:

- Chairperson
- Two Vice Chairpersons
- Treasurer
- Nine Directors:
 - Board Secretary
 - Director of Equipment
 - OMHA Rep
 - Director Zone Liaison
 - Director of Fundraising
 - Director of Managers
 - Director of Photos/Awards
 - Director of Tryouts
 - Director at Large
- Four Zone Liaison Representatives
- Past Chair

One OMHA Representative, one Clarington Zone Ice Scheduler, one Director of Coaching and Player Development, one Head Trainer and one Prevention

Services Liaison will be selected by the Executive and approved by a majority vote of the Zone Governing Committee. Persons filling these positions can be selected from either the membership or the Zone Governing committee. These positions shall be bona fide members of Clarington Zone Governing Committee.

The immediate Past Chair, that has completed the full term for which they were elected, shall have a position maintained on the Clarington Zone Governing Committee for the purpose of continuity and assistance and shall be a bone fide member of the Clarington Zone Governing Committee.

The Clarington Zone Governing Committee shall have the authority and duty to maintain the Zone registration, designate the Association's signing authorities and act for any purpose thereto.

- A1.3** The Logo symbol of Clarington Zone is a registered trademark and can only be used with the pre-approval of the Executive of the Clarington Zone Governing Committee.
- A1.4** The Clarington Zone Hockey Association operates as a 'AAA' zone hockey center, defined/affiliated pursuant to the Constitution, Bylaws and Policies of the Ontario Minor Hockey Association (OMHA). Accordingly, its members and participants are governed by said rules and/or conditions appropriate to OMHA 'AAA' zone hockey centers and as may be further prescribed by the Constitution, Bylaws, and Policies of the following:
 - a) Ontario Hockey Federation (OHF), being the provincial body of authority;
 - b)** Hockey Canada (HC), being the national body of authority responsible for amateur (minor) hockey in Canada.

Article II – Objects and Mission Statement

- A2.1** Clarington Zone shall be an advocate for 'AAA' hockey and on an ongoing basis, further the development of 'AAA' hockey programs by:
 - a) Encouraging the highest degree of sportsmanship and fair treatment amongst all its members and participants/players and;
 - b) Actively promoting the Clarington Zone to other hockey organizations and affiliates, community sponsors, civic leaders and the public at large.
- A2.2** More particularly, Clarington Zone objective is to maintain and further advance a 'AAA' Hockey program for the benefit of eligible resident players of the OMHA's Clarington Zone centers, which are detailed below:

AAA zone centers

1. Clarington Minor Hockey Association
2. Orono Minor Hockey Association
3. Newcastle Minor Hockey Association
4. Clarington Recreational Hockey League

A2.3 MISSION STATEMENT:

The Clarington Zone mission is:

- To prepare our players for graduation to junior or college/university hockey and beyond
- To prepare our players to contribute responsibly to the game of hockey
- To encourage our players to realize their full potential

In order to achieve our goals we strive:

- To provide an advanced level of hockey training
- To provide a challenging physical training program
- To provide a stimulating program of skills development
- To provide an environment in which each player is treated as an individual
- To develop in our players a sense of self-worth and respect for others

Our success will be measured by:

- The number of our players who advance to a higher level of hockey
- The number of our players who advance to a higher level of hockey
- The number if OMHA, OHF and tournament championships won

Article III – Eligibility– Members/Participants

- A3.1** Players who participate in any ‘AAA’ hockey activities of Clarington must be Juvenile age or younger prior to the end of the calendar year and be registered for the current hockey season with their resident minor hockey (home center) (ref A2.2) and be otherwise eligible according to the rules of OHF/HC.
- A3.2** Clarington Zone voting members shall consist of the following individuals who are deemed members in good standing:
- a) Parents and/or guardians of eligible players who upon their signature accept a carded position with a Clarington Zone team;
 - b) Individuals who serve as carded officials of a Clarington Zone team;
 - c) Individuals who are elected or appointed and serve as a member of the Clarington Zone Governing Committee.
 - d) Players are excluded and do not have any voting privileges;

Member(s) in Good Standing

- A3.3** A member in good standing is defined as one who does not owe any applicable Clarington Zone fees, including home centers, assessments, etc. and who is not the subject of any current disciplinary action. A member cannot have any legal action against the Clarington Zone and cannot start any legal action without first exercising their right of appeal throughout the complete appeal procedure. A member cannot at anytime distribute/relay information that is slanderous or defamatory against any of the Clarington Zone Members or Clarington Zone Governing Committee Members. The Clarington Zone Governing Committee may reinstate a member.
- A3.4** Upon acceptance of membership as described herein and being afforded the rights hereunder, it shall also be understood/acknowledged by all members that part and parcel of their rights of participation, there exists a corresponding duty for all members to support Clarington Zone Constitution and abide by its Bylaws and/or Policies, adopted thereto.

Article IV – Administration – Authorities

- A4.1** A quorum shall consist of 50% (rounded to next higher number) of elected or appointed Clarington Zone Governing Committee members or more and shall include either the Chairperson or one Vice Chairperson who must be present at the Zone Governing Committee meetings to conduct the business of the Clarington Zone.
- A4.2** Between Zone Governing Committee Meetings the responsibility for the effective operations of Clarington Zone shall devolve in descending order, according to the duties prescribed in the Bylaws as follows:
- (a) To the Executive of the Clarington Zone Governing Committee and/or;
 - (b) To the Chairperson;
 - (c) To other titled officers, and home center representatives;
 - (d) To committees and/or individuals appointed hereunder.
- A4.3** The Officers of the Clarington Zone shall be elected or appointed as prescribed by the Bylaws and consist of Clarington Zone Chairperson, the two Vice Chairpersons and Treasurer; they shall be known as the Executive of the Clarington Zone Governing Committee.

There will be a position of Past Chair which shall be reserved for the immediate past chair that has successfully completed their full term. The position of Past Chair shall be bona fide member of Clarington Zone Governing Committee.

There shall also be nine Directors elected or appointed as prescribed by the Bylaws.

There will also be one OMHA Representative, one Clarington Zone Ice Scheduler, one Director of Coaching and Player Development, one Head Trainer and one Prevention Services Liaison that will be selected by the Executive and approved by a majority vote of the Zone Governing Committee. These positions shall be bona fide members of Clarington Zone Governing Committee.

The positions of OMHA Representative, Clarington Zone Ice Scheduler, Director of Coaching and Player Development, Head Trainer and Prevention Services liaison's terms of office will begin June 1 and end one year later on May 31.

Zone Liaison Representatives, one (1) from each Clarington Zone - 4 home centers, when officially designated by the home center, shall be a bona fide member of the Clarington Zone Governing Committee

- A4.4** It shall be the duty of all members of the Clarington Zone Governing Committee to fulfill their individual responsibilities of office and as the Governing Committee actively pursue and promote the Objects and Mission of Clarington Zone.

Article V – Funds

- A5.1** Clarington Zone revenues shall be acquired through methods approved by the Clarington Zone Governing Committee, which may include:
- (a) Fees for player registrations;
 - (b) Assessments for teams and/or members;
 - (c) Revenues from the sale of products with Clarington Zone trademarks and/or symbols;
 - (d) Revenues from fundraising events/programs;
 - (e) Revenues from Sponsors & for Sponsorship programs;
 - (f) Revenues from donations/bequests; and/or;
 - (g) Any other method approved by the Clarington Zone Governing Committee.
- A5.2** All revenues received from Clarington Zone fundraising activities shall be deposited into a general fund account in the name of Clarington Zone Hockey Association and subject to the approval of the Clarington Zone Governing Committee, be expended for the ongoing maintenance/ administration of Clarington Zone pursuit of its Objects and/or Mission.
- A5.3** Proper financial records shall be maintained by the Treasurer and submitted to an independent Chartered Accountant who shall be retained to provide an audit opinion on the financial statements, no less than every 3 years, which shall be subject to approval by the Clarington Zone Governing Committee and a quorum of members in attendance at the Annual General Meeting (AGM).

The exception to this rule would be in fiscal years where the annual financial surplus/loss deviates versus the approved budgeted surplus/loss by more than \$20,000 negatively. In such cases, an audit opinion must be conducted.

- A5.4** The fiscal year end of the Clarington Zone shall be the 30th of April in each year.

Article VI – Bylaws

- A6.1** Bylaws shall be adopted by the members and these Bylaws shall provide for and/or further clarify the:
- (a) Terms and/or requirements of this Constitution;
 - (b) Duties and conduct of Officers, Directors and Representatives;
 - (c) Eligibility, nomination and election of officers and directors;
 - (d) Their term of office;
 - (e) Removal of an officer for cause;
 - (f) Filling a vacancy in office between elections created by removal for cause, resignation or any other reason;
 - (g) Eligibility/appointment of committees and their members;
 - (h) Appointment of Clarington Zone delegate(s) to attend meetings of affiliate hockey organizations;
 - (i) Special rules of order for Clarington Zone Meetings;
 - (j) A process for member appeals and;
 - (k) Any other bylaw, which may be necessary to govern the activities of members and/or participants of Clarington Zone activities.

Article VII – Meetings for Members/for the Governing Committee

See Bylaw I.

Article VIII – Indemnity and Insurance

- A8.1** Where an Officer, Director or Representative to the Clarington Zone Governing Committee, or any member of a committee appointed hereunder, performs an act:
- (a) In compliance with the Constitution, Bylaws and/or Policies of Clarington Zone and/or;
 - (b) To action a decision which has been adopted at any General Membership Meeting of Clarington Zone, and is contained in the minutes thereof and/or;
 - (c) To action a decision by the Clarington Zone Governing Committee which is contained in the minutes of a meeting of the Clarington Zone Governing Committee; such Officer, Director or Representative or Member shall be indemnified by the Association for any personal losses, costs, damages, and expenses accruing to said Officer, Director, Representative or Member, their heirs, executors or administrators, by reason of the performance of such acts.
- A8.2** For this purpose, the Chairperson and Clarington Zone Governing Committee shall maintain liability insurance coverage and provide bond coverage for those members handling Association funds to the extent the Committee deems appropriate and reasonable.

Article IX – Amendments to Constitution, Bylaws and Policies

- A9.1** The Constitution and Bylaws may be amended at a General Membership Meeting provided that:
- (a) Notice of the proposed change(s) is/are provided to the membership in the manner prescribed by the Bylaws hereunder and;
 - (b) That the members voting at the General Meeting adopt the proposed amendment(s) with a majority vote;
- A9.2** The Policies may be established and/or amended at a Clarington Zone Governing Committee meeting with a majority vote of the members in attendance.

Article X – Interpretations and Parliamentary Authority:

A10.1 INTERPRETATIONS

When any circumstance arises due to conflicting language or disagreement over any bylaws, rules and/or policies adopted hereto, the Clarington Zone Governing Committee shall have the authority to interpret said language and/or issues in conflict, in a manner which is consistent with the intent and purpose of this Constitution.

A10.2 PARLIAMENTARY AUTHORITY

In all matters which could be set forth in this Constitution, its Bylaws and/or its Policies thereto, but are not detailed therein, the operations of Clarington Zone when it is appropriate, shall be governed in the manner prescribed by Robert's Rules of Order, Newly Revised, 10th edition, and its successors as the parliamentary authority to govern the organization in all procedural matters. This edition by reference is included as being part and parcel of this Constitution and is to be Clarington Zone Parliamentary Authority.

BYLAWS

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**Bylaw I – Meetings under the jurisdiction of Clarington Zone: agendas, rules
of procedure, conduct of members etc.**

B1.1 General Membership Meetings

Unless a different time or place is determined necessary by the Clarington Zone Governing Committee, the Chairperson shall call General Meetings as follows:

- (a) An Annual General Meeting "AGM" be held no later than the 31st of May each year and;
- (b) A Special General Meeting when in the opinion of the Chairperson a matter is of such importance necessitating a decision by the membership or;
- (c) When petitioned in writing by:
 - i. Five or more Members of the Clarington Zone Governing Committee or;
- ii. 25 voting members of Clarington Zone; wherein the agenda for Special General Meetings shall be limited to the purpose(s) for the meeting being called.

B1.2 Clarington Zone Governing Committee Meetings

- (a) The Chairperson shall convene regular monthly meetings of the Committee except when a quorum of its members is unattainable wherein at the discretion of the Chair, the date for said meeting may be rescheduled or deferred to the next regular meeting;
- (b) Special Meetings for the Clarington Zone Governing Committee shall be at the call of the Chairperson and/or be convened when a Vice Chairperson is petitioned in writing by five of its members;
- (c) The agenda for Special Meetings of the Clarington Zone Governing Committee shall be limited to the purpose(s) for the meeting being called.

B1.3 Notice of General Membership Meetings

Members are entitled to receive notices of, and to attend, participate in and debate at all membership meetings called by the Chair, hereinafter referenced as General Membership Meetings. No public notice nor advertisement of General Members' meetings shall be required, but notice of the time & place of every such meeting shall be given to each Member by sending the notice by distribution to Members through Team Officials and by entering such notice on the website maintained by the Clarington Zone (if available) no less than thirty days before the time fixed for the holding of such meeting. An affidavit statement by a Vice Chairperson attesting to the date and method of notice is prima facie proof of such notice.

B1.4 Member Voting Rights

To ascertain voting rights you must be a member in good standing with the Clarington Zone. (Ref. A3.3). Eligible voters shall be considered to be Clarington Zone Governing Committee members, Team Officials, and parents of the Clarington Zone players. (Ref. A3.2).

*There shall be no proxy votes allowed for the election of officers or any other vote within the Clarington Zone (Ref B2.9); there is only one voting card per eligible person.

The above is subject to one (1) vote per each parent or guardian to a maximum of two (2) votes per eligible player. (Family)

B1.5 Rules of Procedure

All meetings under the jurisdiction of Clarington Zone shall be conducted in accordance with the 'rules of procedure' as follows:

Rule 1 – Start Time

A meeting shall be called to order by the 'chair' within 20 minutes of the scheduled time except when a quorum is not present. In this event, the chair may delay the 'call to order' until a quorum is attained or may cancel the meeting. Pending the attainment of a quorum, the chair may designate those in attendances as having status as a 'committee' for purposes of discussion and/or formulating recommendations regarding any matter of business scheduled for the meeting.

Rule 2 – Order of Business

Except when otherwise 'noticed' to the attending members, the Order of Business shall be:

- (a) Announcement of official start of meeting by the 'chair';
- (b) Roll call of the Governing Committee (for *General Membership Meetings*) or confirming a list of attendees for any other meeting;
- (c) Reading of minutes of previous meeting (*when not provided in writing*), corrections, discussion and adoption thereof;
- (d) Report(s) by Officers and any other member of the Clarington Zone Governing Committee requested to do so;
- (e) During AGM's:
 - i. Report of the Treasurer for consideration to the members entitled thereto;
 - ii. Appointment of 'auditors' for the ensuing year;
- (f) Reports of committees reading of correspondence and/or presentations;
- (g) Unfinished business (*deferred from previous meetings*);
- (h) New business – includes suggestions or recommendations by members;
- (i) Notice of motions (*i.e. proposals to amend Constitution or Bylaws*);
- (j) Election of officers;
- (k) Adjournment.

Rule 3 – Processing of Motions

- (a) Except when stated otherwise, motions shall be decided by a majority of those members voting;
- (b) A member desiring to speak shall rise and before speaking be recognized by the Chair;
- (c) A main motion which introduces new business shall require a seconder of the motion and be recorded in the minutes;
- (d) Once a main motion has been stated by the Chair, it shall become the property of the assembly subject to customary considerations pending the vote on its disposition as follows: A main motion may be subject to a subsidiary motion to:
 - i. 'postpone temporarily'; (in order for a different/urgent matter to be considered and/or be handled);
 - ii. 'close debate and vote';
 - iii. 'refer to a committee'; (for additional study with an instruction for recommendations, reports, etc)
 - iv. 'amend'; (by deleting and/or adding words, or by substituting different words);
 - v. 'amend an amendment'; which motions shall have precedence in the order listed herein with having highest precedence and no further subsidiary motions shall be permitted.

Rule 4 – Rules for Debate and Voting

- (a) Chair shall request alternate 'pro' and 'con' debate;
- (b) Unless permitted by the Chair, a member may not speak; and than not more than twice on the same motion and the second time only after all others have been provided the opportunity to speak;
- (c) Upon the close of debate the Chair shall state the motion which is immediately pending and proceed to hold the vote and;
- (d) The Chair or two members may move that the vote be taken by ballot, otherwise the Chair shall order a vote be taken by general consent, voice, a show of hands or by a 'standing count'.

Rule 5 – Reconsideration

A motion (i.e. *main motion only*), when affirmatively carried, may not be reconsidered during the same meeting.

Rule 6 – Member – Conduct

- (a) During a meeting the Chair shall call to order any member who acts in an improper manner even if the member is in possession of the floor and speaking;
- (b) When a member is called to order by the Chair, the member must stop the improper behaviour and/or take his/her seat;
- (c) When a call to order is stated, all discussion/debate shall be suspended until;
 - i. The offending member apologizes to the meeting and/or an aggrieved member or;
 - ii. The offending member leaves, if requested or;
 - iii. Order is reinstated and the Chair resumes the business then under consideration.

Rule 7 – APPEAL on Points of Order, Rulings by the Chair, etc...

- (a) During all meetings, the Chair shall decide all issues on a point of order and he/she may speak to a point of order or to explain the ruling before any member.
- (b) When the Chair has decided a question of order, any member may appeal his/her ruling to the meeting providing a reason for the appeal. The Chair shall respond with an explanation of his/her ruling and without further debate, put the appeal to a vote.
- (c) The question 'put' will be "...shall the decision of the Chair be sustained?" When a majority of those voting do not sustain the decision of the Chair, only then will the decision of the Chair be overturned and the point of order shall be the decision of the meeting.

Rule 8 – Parliamentary Authority

For any procedures and/or rules not detailed herein and subject to the process allowed herein, whenever appropriate, shall be those prescribed by Clarington Zone Parliamentary Authority – (ref A10.2)

Bylaw II – Term of Office, Nominations & Election of Officers

- B2.1** The nomination and election of Clarington Zone Governing Committee members shall be an order of business at each Annual General Meeting wherein any Governing Committee position vacancy may be filled utilizing the electing procedures prescribed herein.
- B2.2** A vacancy (*ies*) notwithstanding, the **Executive** Officers Clarington Zone (Ref A4.3) shall be elected to a regular term of office extending over two consecutive years and Directors of Clarington Zone shall be elected to term of office of one year, beginning on June 1st and concluding on May 31st .
- B2.3 Eligibility of Candidates for all Officer Position:**
 - (a) Nominees must be a member in good standing at the time of their nomination and in addition,
 - (b) The nominee for Chairman is reserved for those having served for one full term as a Vice Chairperson or Treasurer or are actively serving as a Vice Chairperson or Treasurer,
 - (c) Failing these qualifications, the nomination will then be open to the General Membership.
- B2.4 Nominations and elections will be held upon the expiry of each term of office as follows:**
 - Chairperson - two (2) year term (even)
 - Treasurer - two (2) year term (even)
 - Both Vice Chairperson - two (2) year term (odd)
 - Directors: two (2) year terms
 - Board Secretary
 - Director of Equipment
 - OMHA Representative
 - Zone Liaison Representative
 - Directors: one (1) year terms
 - Director of Fundraising/Generals Day
 - Director of Photos/Awards
 - Director of Managers

- Director at Media Relations
- Director of Tryouts
- Four (4) Appointed Positions - one (1) year term June 1 to one year later on May 31
- Ice Scheduler
- Director of Coaching and Player Development
- Head Trainer
- Prevention Services Liaison

The OMHA Representative, Clarington Zone Ice Scheduler, Director of Coaching and Player Development, Head Trainer and Prevention Services Liaison will be selected by the executive and approved by a majority vote of the Zone Governing Committee. Representatives' terms of office will begin June 1 and end one year later on May 31.

Zone Liaison Representatives, one (1) from each of the Clarington Zone - 5 home centers, when officially designated by the home center, shall be a bona fide member of Clarington Zone Governing Committee.

Past Chair – this position is reserved for the immediate past Chair that has completed the full term for which they were elected and shall be a bone fide member of the Clarington Zone Governing Committee. This position can be held until the next chair election results in a change.

B2.5 Nomination Process:

- (a) Open positions are to be identified to Clarington Zone members by sending a notice by distribution to Members through Team Officials and by posting on the Zone website.
- (b) Nominations shall be submitted in writing to a Vice Chairperson as per notice on the website maintained by the Clarington Zone no less than 15 days prior to the Clarington Zone AGM.
- (c) Candidates who are not elected to the position for which they were nominated may be nominated for vacant positions from the floor at the AGM.
- (d) Acceptance by those above referenced positions must be done in person when requested by the Chair. (ref B2.9)

B2.6 A nominee may stand (i.e. *be a candidate*) for more than one office. A candidate/member that is currently holding a position within the Clarington Zone Governing Committee that has accepted a nomination to stand, he/she must vacate his/her current Committee position and declare it vacant. (Ref B.6.1) The vacant position is filled for the remainder of the term by election or appointment.

B2.7 Voting for multiple candidates for a single office shall be by ballot – by members attending the AGM and having voting privileges prescribed by Bylaw 1.4. The candidate receiving the largest number of all votes cast shall be declared elected.

B2.8 Ratification – when only a single candidate:

- (a) At the close of nominations for each office and when a single nominee is the only candidate, the Chair shall advise the members that upon the request of a single member, a ballot vote to ratify the candidate's election may be ordered. Upon a majority of those voting to confirm the candidate to office, or upon no requirement for ratification, the chair shall declare the candidate "...elected by acclamation!"

B2.9 NO Proxies

- (a) Proxies will not be permitted. Members must be present in person at General Meetings and Additional General Meeting of the membership in order to exercise their voting rights in matters coming before an Annual General Meeting and Additional General Meeting of the Membership

Bylaw III – Rights/Duties of the Clarington Zone Governing Committee

B3.1 The Clarington Zone Governing Committee

In accordance with Article A4.2 and subject only to the authority of a General Membership Meeting as prescribed under Article A4.1 the Zone Governing Committee shall be the governing body responsible for the effective administration of the Clarington Zone and the enforcement of all rights and duties emanating under its Constitution, Bylaws and/or Policies adopted thereto. In this regard the Zone Governing Committee shall retain the authority to further direct and/or approve actions of all Officers, Representatives and/or Committees in the performance of any of their duties prescribed hereunder.

Bylaw IV – Removal and Eligibility of Officers and Representatives

B4.1 Removal from Office

Further and having established an unacceptable circumstance of ‘neglect of duty’ the Committee shall, by motion – moved, seconded and carried – move a vote of no confidence and request the resignation of the member. The member so requested, who does not submit his/her resignation within 14 days, and does not appeal this decision to the Executive of the Clarington Zone Governing Committee, through a Vice Chairperson within 14 days of receiving notice, the Zone Governing Committee may at it’s next meeting by motion – moved, seconded and carried, declare the position vacant and subsequently fill the position with a member who is qualified and willing to serve.

The Board may remove a director for failing to carry out his or her duties or for conduct that in the opinion of the Board, reflects poorly on the organization. A Director who fails to attend Board Meetings on (2) consecutive occasions, without just cause shall be considered to have failed to carry out his/her duties.

B4.2 Eligibility:

- (a) A Clarington Zone member cannot sit on the Clarington Zone Governing Committee and have a child who is eligible to play for the Clarington Zone, play outside the Clarington Zone; Junior clubs are exempt.
- (b) Coaches cannot coach and have a child who is eligible to play for Clarington Zone, play outside the Clarington Zone. Junior clubs are exempt.
- (c) To be eligible to run for a position a Clarington Zone Governing Committee member must be in good standing in the Association. Any member who is in contravention of any of the Clarington Zone Constitutional Rules, Bylaws or Policies or who owes money to the Home Center is not considered to be a member in good standing (Ref– A3.3)
- (d) The CZHA Chair and Vice-Chairs and the four (4) team officials (Head Coach, Assistant Coach, Trainer and/or Manager) cannot hold dual positions on a CZHA Team or CZHA Executive position, unless there are no other qualified candidates for the CZHA Executive position at the time of election

Bylaw V – Rights & Duties of Officers and Representatives

B5.1 Chairperson

The Chairperson shall preside at all meetings of the Clarington Zone Governing Committee and exercise this authority towards the fulfillment of the objects of the Clarington Zone and in this regard shall:

- (a) Convene and preside over all General Meetings and meetings of the Zone Governing Committee;
- (b) Act as head authority and official spokesperson for the Clarington Zone;
- (c) Appoint committees at his/her own discretion, empowered to call meetings of said committees at his/her own discretion;
- (d) Advise the home center Executive and their members of Clarington Zone activities including try-outs which shall include dates, times and locations;
- (e) Use his/her authority to enforce all written policies and maintain supervision over all matters involving hockey operations;
- (f) Serve as a member of the Budget Committee, approve all member expense reports with exception of own expenses to be approved by a Vice Chairperson or Treasurer;
- (g) Appoint an ad hoc committee to develop and maintain a system of record keeping for:
 - i. Suitable candidates for Coach applications/files, interviews, letters of offer(s) acceptance(s) as a member of a Coach selection team
 - ii. Record keeping and/or procedures determining eligibility for AAA tryouts.
- (h) Be a signing authority for the Clarington Zone.

B5.2 Vice Chairperson (x2)

The duties of the two Vice Chairpersons shall be to:

- (a) While holding office be the custodian of Clarington Zone official records
- (b) Attend General Meetings and Clarington Zone Governing Committee meetings for the purpose of taking notes on all matters to be included as minutes;
- (c) Prepare a draft copy of the minutes for consideration and approval at the next meeting;
- (d) Receive, distribute and/or respond to correspondence as may be necessary or appropriate;
- (e) Provide notices of meetings to all Clarington Zone representatives and the business to be considered as required hereunder;
- (f) Maintain up-to-date contact lists of all Clarington Zone Governing Committee members and Team Officials which is to be available upon request after the start of the official season;
- (g) Chair the Zone Merchandise & Equipment Committee;
- (h) Serve as a member of the Budget Committee
- (i) Perform such other general administrative duties as may be required;
- (j) Be a signing authority for the Clarington Zone, authorized to approve Chairperson's expenses.
- (k) Upon leaving office, forward all records to the successor Vice Chairperson or Chairperson;

Specific tasks or duties shall be divided between the two Vice Chairpersons with the intent that each will handle some of the tasks. This can be determined at the start of each term based upon, but not limited to, the Vice Chairs interests and skill set that he/she brings to the position.

B5.3 Treasurer

The Treasurer shall be responsible to maintain accurate records of all financial transactions of the Clarington Zone. The Treasurer's duties shall be to:

- (a) Receive and deposit all revenues into the account(s) of the Clarington Zone;
- (b) Monitor all disbursements wherein payments shall be made upon an invoice(s) being submitted and only by cheques signed by two authorized Officers;
- (c) Provide the Clarington Zone Governing Committee a monthly financial report;
- (d) Serve as Chair of the Budget Committee;
- (e) Ensure that a year-end auditor's report will be available to members in attendance at the Clarington Zone AGM;
- (f) Review team budgets, financial statements, and expenses/reports for all members
- (g) Be a signing authority for Clarington Zone, authorized to approve Chairperson's expenses;
- (h) Be responsible for accounting and reconciling registration monies.

B5.4 OMHA Representative

The OMHA Representative will be selected by the Executive, approved by a majority vote of the Zone Governing Committee and shall be a bona fide member of Clarington Zone Governing Committee. The OMHA Representative will be responsible for the registration of players and other participants accepting an official position under the jurisdiction of Clarington Zone. In this regard the OMHA Representative shall:

- (a) In consultation with the Chair develop and maintain a system of record keeping and/or procedures determining eligibility for tryouts, player 'releases' and/or issuing of waivers, letters of offer(s) acceptance(s) as a member of a Clarington Zone team and all financial matters related thereto;
- (b) Ensure that all Team Officials and Players are properly registered in the Hockey Canada Registry;
- (c) Maintain a record of registration-related activities
- (d) Within thirty days after the start of the ETA Season (Eastern 'AAA' Hockey League) have available a list of team officials and their players, a list of members in good standing (or *otherwise*);
- (e) Provide a list of names of players from each home center who have been waived and those who have accepted a position on a Clarington Zone team;
- (f) Be responsible for obtaining appropriate player and team official insurance;
- (g) Act as Clarington Zone liaison (contact person) with the OMHA;
- (h) Serve as Clarington Zone representative on the Eastern 'AAA' Hockey League (ETA);
- (i) Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

B5.5 Ice Scheduler

The Clarington Zone Ice Scheduler will be a volunteer position (i.e. unpaid) that will be selected by the Executive and approved by a majority vote of the Zone Governing Committee. The position shall be a bona fide member of Clarington Zone Governing Committee.

B5.6 Zone Liaison Representatives

The Zone Liaison Representatives upon his/her appointment letter being received and noted in the minutes of a Clarington Zone Governing Committee meeting, the Clarington Zone Governing Committee may designate the named Representative a member of the Committee. Upon being so designated, the Representative's duty shall be to attend all meetings, participate in debate and exercise his/her vote as may be required hereto. In this regard the Representative shall:

- (a) Act as a liaison between his/her home center and Clarington Zone and report matters of mutual interest to the monthly Executive/ Committee meetings of both the home center and those of Clarington Zone;
- (b) Help facilitate the registration requirements of players from his/her home centre.

B5.7 Directors

The Directors will be responsible for serving on the Zone Governing Committee in a voting capacity and perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

a) **Board Secretary**

Duties:

- i. The secretary is responsible for recording and distributing the agenda and minutes of each board meeting.
- ii. Maintaining a register of all documentation, including meeting minutes, treasurer's reports, and any other reports and documentation that is submitted at an official board meeting.
- iii. in conjunction with the Chair, schedule and advise all Board members of meeting dates, times, locations etc
- iv. in conjunction with the Executive Committee, devise, prepare and distribute an agenda in advance of the meeting
- v. Assist other Board members with correspondence
- vi. Ensure all forms are updated in the Manager's Manual and all documents on the website for resources for Coaches, Manager and parents.
- vii. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

b) **Director of Equipment**

Duties:

- i. Maintaining all player uniforms, practice jerseys, organizing and distributing of all CZHA equipment.
- ii. They will act as a liaison between the zone and the team and will update the CZHA GC on the needs of the teams, equipment repair, arranging for the equipment return dates, and recommending the purchase of new or replacement equipment.
- iii. Will oversee tender for jerseys and will present to the GC for selection and voting.
- iv. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

c) **Zone Liaison Director**

Duties:

- i. Act as a liaison between AAA zone Centres and Clarington Zone and report matters of mutual interest to the monthly Executive/ Committee meetings , as required, of both the home center and those of Clarington Zone;
- ii. Help facilitate the registration requirements of players from his/her home centre
- iii. Will attend all meeting with CMHA and will share information with the CZHA at monthly meetings.
- iv. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

d) **Director of Fundraising**

Duties:

- i. Organizing the major Fundraising events for the CZHA including the General Day Exhibition Game, when awarded, Clarington Day and any other future fundraising ideas.
- ii. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

e) **Director of Managers**

Duties:

- i. Arrange an Introduction meeting with all managers to review the Manager Manual, to be completed by June 30th.
- ii. Maintaining and updating any changes required to the Managers Manual.
- iii. Answering questions from new and returning managers throughout the current season.
- iv. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

f) **Director/OMHA Representative**

Duties:

- i. Responsible for the registration of players and other participants accepting an official position under the jurisdiction of Clarington Zone.
- ii. In this regard the OMHA Representative shall:
- iii. In consultation with the Chair develop and maintain a system of record keeping and/or procedures determining eligibility for tryouts, player 'releases' and/or issuing of waivers, letters of offer(s) acceptance(s) as a member of a Clarington Zone team and all financial matters related thereto;
- iv. Ensure that all Team Officials and Players are properly registered in the Hockey Canada Registry;
- v. Maintain a record of registration-related activities
- vi. Within thirty days after the start of the ETA Season (Eastern 'AAA' Hockey League) have available a list of team officials and their players, a list of members in good standing (or otherwise);
- vii. Provide a list of names of players from each home center who have been waived and those who have accepted a position on a Clarington Zone team;
- viii. Be responsible for obtaining appropriate player and team official insurance;
- ix. Act as Clarington Zone liaison (contact person) with the OMHA;
- x. Serve as Clarington Zone representative on the Eastern 'AAA' Hockey League (ETA);
- xi. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

g) **Director of Photos and Awards**

Duties:

- i. Tendering out photos and selecting/maintaining a photographer for Organizational photographs.
- ii. Set up dates for all teams to have photos completed.
- iii. Communicate and help photography complete all pictures.
- iv. Ensure all photos are delivered to all teams.
- v. Running a committee for the Awards evening in April
- vi. Providing coaches criteria of awards
- vii. Collecting winners and arranging trophies
- viii. Arranging CZHA gifts for players.(as permitted)
- ix. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

h) **Director of Tryouts**

Duties:

- i. Arranging Midget tryouts in August.
- ii. Arranging volunteers for registration desk at tryouts
- iii. Arranging for volunteers to collect money for tryouts.
- iv. Maintaining all required paperwork for tryouts.
- v. Prepare for spring tryouts, paperwork, photo copying
- vi. Perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

i) **The Director of Media Relations**

Duties:

- i. Be responsible for the CZHA website
- ii. Work closely with all team managers publicize and promote all tournament and/or play-off successes
- iii. Be responsible for the content and management of the CZHA internet website
- iv. Edit the web site as directed by the appropriate Board of Director
- v. Ensure web content is current
- vi. Be the main point of contact between CZHA and our web provider
- vii. Carry out other duties as assigned by the Board of Directors

B5.8 Immediate Past Chair

The Immediate Past Chair that has completed the full term for which they were elected will have a position reserved for them on the Zone Governing Committee. They will serve on the Zone Governing committee in a voting capacity and perform such other duties as may be required by the Executive of the Clarington Zone Governing Committee.

B5.9 Coach and Player Development

The Coach and Player Development contact will be an appointed Director position that will be selected by the Executive, approved by a majority vote of the Zone Governing Committee and shall be a bona fide member of the Clarington Zone Governing Committee. The appointed director responsible for Coach and Player Development will be responsible for providing the day to day contact with the coaches and organizational mentors and work along with the CZHA Governing Committee to establish and monitor development plans for the organization.

B5.10 Head Trainer

The Head Trainer position will be selected by the Executive, approved by a majority vote of the Zone Governing Committee and shall be a bona fide member of Clarington Zone Governing Committee. The Head Trainer will work with the Coach and Player Development director to establish and maintain trainer protocols and procedures in accordance with OMHA policies. The Head Trainer will be responsible for providing the day to day contact with the all the team head and alternate trainers.

B5.11 Prevention Services Liaison:

The Prevention Services Liaison position will be selected by the Executive, approved by a majority vote of the Zone Governing Committee and shall be a bona fide member of Clarington Zone Governing Committee. The Prevention Services Liaison will work with the team designate and the CZHA Chairperson & CZHA Vice Chairpersons in accordance with the CZHA's Dispute Resolution Process.

Bylaw VI - Vacancy (ies) on the Governing Committee

B6.1 A Zone Governing Committee vacancy shall exist when a member or Representative:

- (a) Resigns;
- (b) Is suspended and/or is otherwise no longer eligible to serve as provided hereunder;
- (c) The position is declared 'vacant' as provided hereunder;
- (d) Is absent for three (or more) consecutive meetings with or without explanation and at which point the Clarington Zone Governing Committee may deem the position abandoned and declares it vacant.

B6.2 A Zone Governing Committee vacancy shall be filled in the interim until the Forthcoming election by the Committee exhausting the procedures as follows:

- (a) For Chairperson:
 - i. Appoint an officer who is deemed suitable and is qualified as required under Bylaw 2.2, or;
 - ii. Appoint a member of the Governing Committee who may have a background of home center executive experience and is deemed suitable, or;
 - iii. Appoint a member who has appropriate qualifications and experience and is deemed suitable and willing. The appointed Chairperson being the incumbent officer is eligible without the qualification under Bylaw 2.2, to stand as a candidate for the next (upcoming) election;
- (b) For any other Zone Governing Committee vacancy, the Governing Committee shall appoint a member deemed suitable and willing to serve;
- (c) For a vacancy in a Home Center Representative position, the Chairperson shall advise the home center and ask that another 'Representative' be appointed as soon as possible.

Bylaw VII - Amendments to the Clarington Zone Constitution

B7.1 Amendment Process:

- (a) Amendments to the Constitution may be proposed by any member of the Clarington Zone in writing with a mover and seconder;
- (b) All proposals to amend the Constitution must be in the hands of a Vice Chairperson 15 days prior to AGM and will be voted on at the AGM.
- (c) All proposed amendments to the Constitution will be made available to the membership at the AGM and enacted as of June 1st of the same year.

Bylaw VIII - Conflict of Interest:

- B8.1** It is the duty of any officer, director or Governing Committee member of the Clarington Zone to disclose any information that could rationally be regarded as affecting the impartiality of the officer, or Committee member in acting as such.

Bylaw IX – Constitution Supersedes Bylaws

- B9.1** In cases where language contained in the bylaws conflicts with that in the constitution, the language contained in the constitution shall prevail. Further, if such a conflict should come to light, the board will take the appropriate steps to revise the language in the bylaws as required to be consistent with the constitution, at the earliest opportunity.

Bylaw X – Confidentiality

- B10.1** Every Member of the Clarington Zone Governing Committee shall respect the confidentiality of matters brought before the Committee for consideration dealing with in-camera matters.