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BYLAW NUMBER 1

A bylaw enacted relating to the transaction of the affairs of LONDON MINOR BANDITS HOCKEY ASSOCIATION, (the "Corporation")

1.0 **Head Office**

The head office of the Corporation shall be in the City of London, in the Province of Ontario, and at such place therein as the Directors may from time to time by special resolution determine.

The mailing address of the Corporation shall be Post Office Box 35067, Nelson Park Postal Outlet, London, Ontario, provided the Board of Directors may, from time to time by resolution change the same. Responsibility for the Post Office Box will be shared by the Treasurer and Secretary of the Corporation.

2.0 **Seal**

The Seal, an impression of which is stamped in the margin, shall be the corporate seal of the Corporation.

The purposes and objectives of the Corporation shall be:

(A)To promote and develop organized amateur hockey for youths in the City of London, including both (1) the development of the maximum opportunity for participation in recreational hockey and (2) the development of representative teams with high levels of competency

(B) To help develop good character among players, and other members, by teaching the importance of the values of physical competition, physical activity, good sportsmanship, social participation and good fellowship, and the fair treatment of others (with respect to the latter, there shall be no place in the Corporation for discriminatory behavior with respect to race, place of origin, family circumstance, gender or creed)

(C) Through the above, to help foster strong civic spirit among members of the Corporation and other community members who support the organization’s activities

3.0 **Board of Directors**

3.1 The affairs of the Corporation shall be managed by a Board of Directors, all of whom shall be elected by the members (as that term is herein defined) of the Corporation.

3.2 The board of directors shall consist of the following positions:

President

Past President

Vice President

Director of Risk Management

Treasurer

Secretary

2 Registrars

2 Ice Convenors

Vice President of Competitive Hockey

Vice President of House League

Player/ Coach Development

Promotions and Sponsorship Chair (finance committee) (community relations committee)

2 Tournament Chair (finance committee)

Director of Equipment

1 Initiation Program Convenor

1 Minor Novice Convenor

1 House League Novice Convenor

1 House League Atom Convenor

1 House League PeeWee Convenor

1 House League Bantam Convenor

1 House League Midget Convenor

1 Juvenile Convenor

1 Minor development Convenor for Minor Novice- Atom divisions

1 Minor Development Convenor for Peewee-Midget divisions

4 Directors at Large

3.3 The Board of Directors will begin their respective terms of office immediately following the Annual General Meeting and shall be members of the Corporation throughout their respective terms of office.

3.4 All members of the Board of Directors shall hold office until the Annual General Meeting occurring at the end of the term to which they were elected. In the event the prior year's President shall not be re-elected, such person shall be appointed in an advisory position, designated as "Immediate Past President".

3.5 Persons standing for election to the Board of Directors shall first declare their intention to stand for election to one of the named offices set out in Article 3.2 and election as a Director shall also constitute election to such named office. The election of the Board shall occur in the same order as the offices are set out in said Article 3.2. In the event that a position is not filled during the election after two (2) attempts, or a vacancy occurs during the year, the Board will find a suitable candidate to fill the specific position and serve for the balance of the term.

3.6 The election of the Board of Directors shall be by secret ballot. The ballots will be counted and verified by three (3) individuals not standing for election. The results of the elections for each office shall be announced prior to proceeding with the election of the next position.

3.7 Persons standing for election for a position on the Board, shall:

3.7 a) Be at least eighteen (18) years of age

3.7 b) Have paid, to the Board's satisfaction, all outstanding accounts due the Corporation including without limitation, fees for ice time, referees and remittance of proceeds and related records from Corporation sponsored fundraising events;

3.7 c) Have returned all outstanding equipment of the Corporation

3.7 d) Supply a current, valid Police Check within forty-five (45) days of the Annual General Meeting (AGM) if none is already filed with the Corporation; and supply a current, valid Prevention Services (PRS) certification or equivalent prior to December 31st of the year of their election.

3.7 e) Anyone who has been nominated for the board can decline the nomination in advance once contacted or on the night of the A.G.M. The list posted on the London Bandits website represents nominations put forward, and whether or not the nominated person has chosen to accept or decline the nomination. If more than the necessary numbers of people for positions have been nominated, a vote will be held.

3.7 f) For a person to stand for election they must be present at AGM or have a designated person accept on their behalf. Designated person should have a written letter, sent via email to the Director of Sponsorship.

3.8 Honorary Members, Individuals with 10 years of service on the Board of Directors who wish to take an active part in the day to day operations of the hockey association, and serve as a voting member on the Board of Directors, must meet the same requirements as all current members of the Board of Directors and sign a nomination form prior to the Annual General Meeting.

3.9 No person may be nominated for, acclaimed to or elected to the position of President, Vice President Vice President of Competitive, Vice President of House League, Ice Convenor, Registrar, Treasurer, Tournament directors unless that person has served as an Officer or Director of the Association for at least one (1) year of three (3) years in the London Bandits . If no one with one (1) of three (3) years runs it will be open to anyone whom holds experience and this experience must be provided to the current board to fulfill the role and expectations.

3.10 Directors shall serve a term of one (1) year from the date of their election at the Annual General Meeting until the end of the next Annual General Meeting.

3.11 Members of the Board of Directors shall adhere to all policies and procedures established by the Board, the Greater London Hockey Association, Alliance Hockey, Ontario Hockey Federation, and Hockey Canada.

3.12 Board members shall be sought who reflect the qualifications and diversity determined by the Board in its policies.

4.0 **Removal of a Board Member**

4.1 A Director may, by resolution of the members of the Corporation, be removed from office prior to the expiration of his or her term. The Board may immediately remove any Board Member for cause by two-thirds (2/3) vote of all Members then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons is mailed by Registered Mail to the member within seven (7) days of the removal. This statement shall be accompanied by a notice of the time when, and the place where, the Member is given the opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

The basis for removal would include, but not be limited to:

* Misappropriation of Corporation assets
* Non-payment of outstanding accounts due the Corporation
* Such other actions as the members consider detrimental to the Corporation, including failure to follow the policies and procedures of the association, the Greater London Hockey Association, Alliance Hockey, Ontario Hockey Federation or Hockey Canada;
* Director's absence from three (3) consecutive Board meetings;
* Non-compliance of Articles 3.7 (d) or (e)

4.2 In event of removal from The Board of Directors, such members are responsible for any debt.

5.0 **Vacancies, Board of Directors**

Vacancies on the Board of Directors however caused, may, so long as a quorum of members of the Board of Directors remains, be filled for the remainder of the term by the Directors then in office, or by a suitable candidate of the Board’s choosing.

In the event there is not a quorum of Directors remaining, the Board of Directors shall forthwith call a General meeting of all members of the Corporation to fill the vacancies.

6.0 **Quorum, and Meetings, Board of Directors**

50 % plus one of the occupied positions of the members of the Board of Directors shall form a quorum for the transaction of business, except as otherwise required by law.

The Board of Directors may hold its meetings at such a time or place as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence.

Director’s meetings may be called by the President or Vice-President or by the Secretary on direction of the President or Vice President, or by the Secretary on direction in writing of two (2) Directors. Notice of such meetings shall be delivered or telephoned to each Director not less than one (1) day prior to the date fixed for the meeting or shall be given to each Director not less than two (2) days prior to such date. The declaration of the Secretary or President that notice has been given pursuant to this Bylaw shall be sufficient and conclusive evidence of the giving of such notice.

Special Meetings: Special meetings of the Board of Directors may be called by the President or by a majority of the Board filing a written request for such a meeting with the President and stating the object, date, and hour therefore. Due notice of special meetings shall be given and special meeting held within seven (7) days.

A Directors' meeting may also be held, without notice, immediately following the annual meeting of members of the Corporation.

So long as there is a quorum, the Directors may consider or transact any business, special or general, at any meeting of the Board.

Meetings of the Board shall be at least once each month.

Voting by Directors by proxies shall not be permitted. An absentee Board member may not designate an alternate to represent him or her at a Board meeting.

All meetings of the Corporation shall be held under "Robert's Rules of Order Revised".

7.0 **Voting, Board of Directors**

Questions arising at any meeting of Directors shall be decided by a majority of votes, each Director being entitled to one (1) vote.

In cases of a tie, the Chairperson (being the President or designate as set out in Article 10) shall exercise the deciding vote.

All votes at such meetings shall be taken by ballot if so demanded by any Director present, but if no demand is made the vote shall be taken by a show of hands.

A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible as prima facie proof of the fact, with record of the number or proportion of the votes recorded in favour of or against and abstained such resolution.

8.0 **Powers**

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

The Directors of any other Hockey Corporation wishing to merge or amalgamate its program with the Corporation shall have such voting privileges as set out in any merger agreement.

The Corporation shall save harmless and indemnify the members of the Board of Directors from liability in the discharge of their responsibilities as Directors, provided such responsibilities are carried out in a manner consistent with actions of a responsible prudent person.

The Board of Directors is authorized to enter into a working relationship with the Greater London Hockey Association and its successors and in all respects to deal with matters of insurance.

9.0 **General Duties and Remuneration**

The Directors shall attend all meetings of the Board, accept any appointment (if qualified) and provide general and specific assistance in the managing of the Corporation's affairs.

The Board of Directors shall receive no remuneration for acting as such.

10.0 **Specific Duties of Board of Directors**

**President**

* Sets the date of the AGM
* Chairing meetings of the Board of Directors and all General/Special meetings
* Contact with Alliance Hockey regarding policies and procedures
* Representing the Association at the meetings of the G.L.H.A.
* Advises Board of directors
* Sits on Alliance President's Committee
* Sits on Resolutions committee
* Delegates to VP of Competitive and VP of House League
* Supervises Police Record Check program
* Shall be a signing officer of the Corporation

**Past President**

* Act as a resource to the current Board of Directors and Executive Committee

**Vice President**

* Shall be a signing officer of the Corporation
* During the absence of the president perform the president's duties
* Sits on 3 committees (operations, discipline, and finance)
* Oversees the Directors at Large
* Recruit and train people 12 years and older to establish a stable of people for timekeeping of all games
* Schedule time keepers for all regular season, tournament, and playoff games
* Process time keeper invoices and ensure time keepers are paid in a timely manner

**Director of Risk Management**

* Be responsible for maintaining current list of all London Bandits coaching staff with certificate numbers
* Be responsible for all clinics being taken, coaches clinics, concussion clinics, etc. and be responsible for the billing of such clinics
* Be responsible for police checks and the tracking of them
* Be responsible for the tracking of all volunteers for Speak out etc.
* Be responsible for the enforcement of policies by the coaches and trainers

**Treasurer**

* Keep and maintain full and accurate accounts of all receipts and disbursements raised and expended in the name of the Corporation in the manner set out herein
* Report on all the financial activities of the Corporation in a manner and at such time as set out herein
* Act as Chairperson for the Finance committee
* Be responsible for reviewing statements relating to the operations of activities and events
* Work in conjunction with other board members to oversee the collection of registration fees for all aspects of hockey- issue invoices and receipts as required
* Be a signing officer on all accounts of corporation money
* Be responsible for reporting on all the accounts on a monthly basis

**Secretary**

* Attend all meetings of the Board of Directors and take the appropriate minutes of such proceedings
* Give all notices required to be given to the members and/or the Board of directors two weeks prior to next board meeting
* Have minutes from meeting to board members no later than 2 weeks after meeting.
* Create Labels for current board members mailboxes at Earl Nichols Arena and Argyle Arena
* Be the custodian of the Seal of the Corporation
* Be a signing officer of the Corporation
* Maintain all records, correspondence contracts and other such documents belonging to the Corporation which he or she shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution
* Maintain the flow of information to the association members using the MBS Sportsweb website, Facebook, Twitter and any other Social Media platforms chosen by the Board
* Additionally, they will create and maintain user accounts for all coaches or webmasters, and monitor individual team websites for appropriate material

**Registrar**

* Be responsible for the registration of all players in the Corporation's programs, including maintaining all registration records and team lists, ensuring all registration cards are signed, confirming rebates for players withdrawing from the program, confirming all registration fees paid and submitted to the Corporation's Treasurer
* Provide lists with appropriate information for the Board, conveners, coaches, City of London, and others as required. Ensure that accurate information is provided for pre-season ice tryouts, the house league assessments and draft, Round Up, and the ice allocation and rosters
* Complete and submit all rosters for London Bandits
* Work in conjunction with risk manager and other board members running clinics to ensure all players and coaches are properly registered as per Hockey Canada requirements and following up with collection or reimbursement of fees as appropriate

**Ice Convener**

* Be responsible for acquiring and scheduling of all ice time for the Corporation's hockey program
* Be responsible for liaison with the appropriate referee associations for the purpose of ice allocation and assignment of referees
* Liaise with the respective external ice and referee officials, the Vice president of House league, Vice President of Competitive Hockey
* Monitor and report on the utilization of ice
* Be responsible for notifying Vice President of league games
* Be responsible for liaison with Alliance

**Vice President of Competitive Hockey**

* Produce a contact list for all London Bandits Minor Development teams as required by the Board
* Be responsible for registering all London Bandit players and coaches in clinics and follow up with collection of fees or reimbursement of fees as appropriate
* Serve as Chair of the MD Coaches Selection Committee
* Recommend MD coaches to the Board for approval
* Be responsible for the movement of players between the Corporation’s MD and House League program
* Issue travel permits for London Bandits MD teams
* Sit on the London Junior Mustangs White committee
* Be responsible for all Mustang White Teams, including all aspects of their operation and represent London Bandits at the Seeded level
* Attend the Seeded Hockey League meetings representing the London Bandits
* Participate on the Seeded Coaches Selection Committee
* Be responsible for the movement of players between the Corporation’s MD and Seeded program

**Vice President of House League Hockey**

* Be responsible for all house league teams, including all aspects of their operation, representing same at the Community Hockey League or respective representative association
* Attend the Community Hockey League meetings as a voting member representing London Bandits
* Serve as chair of House League Hockey Coaches Selection Committee
* Recommend coaches to the board for approval
* Recommend for Board approval, from all members of the Board, an individual to serve as the second London Bandits Rep to the CHL Board, and an individual to serve as the Alternate London Bandits Rep to the CHL Board
* Be responsible for the annual House League coaches/managers meeting at the beginning of the season
* Issue travel permits

**Player/Coach Development**

* Work with the Vice President of House League and Vice President of Competitive to establish and administer development programs for players and coaches
* Organize and advertise clinics
* Be a point of contact for coaches regarding player skill development

**Sponsorship/ Promotions Coordinator**

* Co-ordinate and or arrange for sponsors for all House league teams;
* Report on the status of the sponsorship activity from time to time to the Board of Directors;
* Confirm the payment of all sponsorship fees with the Corporation's Treasurer;
* Serve as the principal contact with all sponsors and will liaise with same from time to time regarding the activities of the Corporation
* Sit on a minimum but not limited to one committee
* Oversee team fundraising ideas
* Provide a list of protected sponsors
* Provide a letter for HL and MD to obtain sponsorships.
* Plan, host and maintain corporation fundraising events
* Be responsible for the advertising and promotion of the corporation and its programs by means including, but not limited to newspaper ads, signboards, bulletin board notice, newsletters etc.
* Head the nominations committee for annual meeting
* Responsible for clothing and swag
* Address all public relations to portray the corporation positively

**Tournament Chair**

* Responsible for setting up committee of at least (3) three people
* Oversee running of the tournaments
* Ordering trophies
* Work with the company that offers hotel rebates
* Complete all documentation to the Alliance
* Complete final balance sheets to provide to treasurer and aboard
* Signing authority for all contracts required for the tournaments Board approval
* Coordinate for Vendors – contracts, e.g.

**Equipment Manager**

* Be responsible for the issuance, return and inventorying of all Corporation equipment and jerseys, the maintenance and storage of same, and the keeping of all records for the signing of all issuances and returns by team coaches
* Authorize the respective use of jerseys and equipment by all Corporation teams
* Sit on a minimum but not limited to one other committee
* Do an annual inventory of all equipment and report back to the board replacements needed, equipment repairs, and equipment not returned
* Responsible for obtaining quotes on equipment and jerseys

**Division Convenors (Initiation Program, Competitive, Atom, Peewee, Bantam and Midget Juvenile)**

* Be responsible for coordinating and managing all facets associated with the operation of their specific division including sending updates for posting on the web site
* Be responsible for the movement of players within the house league system
* Attend annual House League coaches meeting
* Represented on the discipline committee
* Prepare report for monthly board meeting
* Collaborate with Directors-at-Large to supply support to the convenor position

**Directors at Large**

* Be responsible for the implementation of one annual mandatory fundraiser (i.e. Night with the Knights)
* Be responsible for coordinating the volunteer activities associated with the tournaments, pre-season ice, and any other activity requiring volunteers
* Be responsible for promoting social and fundraising events such as, but not limited to, dances, Coach’s Appreciation Night, Picture Day, and Santa’s Visit; in conjunction with 10.16
* Be responsible for all activities associated with the annual Roundup
* Be responsible for forwarding information for posting on the web site
* Be responsible for parent-rep meetings
* Reports to the Vice President
* Follow issued budgets and bring event plans to the Board for approval

**11.0 Board Committees**

The Board of Directors shall establish each year sub-committees of the Board for the purpose of carrying out defined tasks. The respective committee Chairperson will be responsible for forming the committee and will report to the Board of Directors on the activities of the committee. Such reports, if appropriate, shall contain recommendations for approval and implementation by the Board of Directors. Must have secretary and minutes formed for the board. Such committees may include but not be limited to:

***Coaches Selection Committee***

Two (2) established coach selection committees, Competitive and House League

Minimum of three (3) committee members must be in attendance.

The MD Coaches Selection Committee will include Vice President of Competitive and the members of the Minor Development convenors.

House League Coaches Selection Committee will have the Vice President of House League and the members of the House League convenors.

Each Vice President is responsible for attending interviews and bringing to the board for approval, coaches for the upcoming season

The Vice Presidents are responsible for announcing the successful coaches, and forwarding said selections to the Secretary to post and sending thank you notes and letters of decline to unsuccessful candidates

***Constitution Committee***

The Board shall establish a Constitution Committee consisting of three (3) members of the Board of Directors

The committee shall review the constitution to ensure the Constitution is current in terms of the Corporation's operation

The committee Chairperson shall be selected from the three (3) members serving on the committee

The Chairperson will report on the results of the review to the Board of Directors by March 31st of each year and shall include any recommendations for change to the Constitution

***Nominations Committee***

The Board of Directors shall establish a Nominations Committee consisting of three (3) members of the Board of Directors including Secretary

The committee Chairperson shall be the Sponsorship/ Promotions Coordinator

The committee shall be responsible for ensuring there are candidates for the various offices set out in Article 3.2.

The committee will review nominations for Honorary Memberships and make recommendations to the board

The committee will be responsible for review nominations for positions on the Board and posting nominations before the A.G.M.

***Tournament Committee***

The Board of Directors shall establish a Tournament Committee consisting of three (3) members of the Board of Directors including the Secretary and the Directors at Large

The Chairperson will be the Tournament Director

The committee shall be responsible for coordinating the organization and delivery of the Corporation's House League and Competitive tournaments

The Chairperson shall report on the tournament activity to the Board including the financial operation of at all Board Meetings

***Finance and Budget committee***

The Board of Directors shall establish a Finance Committee consisting of, but not limited to the Treasurer, Ice Convenor, Sponsorship/Promotions Director, Registrar, Equipment Director, Tournament Chair, one (1) Director at Large, Vice President of House League, and Vice President of Competitive hockey to sit on this committee

Proactively manage budget

Review team budgets and account activity statements

Address team concerns about budget

Review all financial reports from tournaments, fundraising etc.

***Operations Committe****e*

The Board of Directors shall establish an Operations Committee consisting of, but not limited to the Director of Risk Management, Vice President of House League, Vice President of Competitive Hockey and Vice President to sit on the committee. The committee shall:

Be responsible for receiving and distributing up-to-date policies and procedures from all governing hockey associations

Ensure all coaches, volunteers and trainers remain informed of new policies

Establish new Association policies, rules, procedures and disciplinary actions as it deems necessary

Enforce policies, rules and procedures of the Association, the GLHA, Alliance Hockey, Ontario Hockey Federation and Hockey Canada as well as any applicable laws

***Community Relations Committee***

The Board of Directors shall establish a Community Relations Committee consisting of, but not limited to the Sponsorship Chair, Secretary, and the Directors at Large. The committee shall be:

Chaired by the Sponsorship Chair

Responsible for enforcing clothing policy

Responsible for enforcing fundraising policies

Overseeing all fundraising and promotions

Overseeing all association special events

Oversee any structural changes of the website

***Ethics and Discipline Committee***

The Board of Directors shall establish an Ethics and Discipline Committee consisting of, but not limited to the Vice President of House League~~,~~ Vice President of Competitive, Vice President, and the Director of Risk Management. The committee shall:

Organize the Vice President of House League or Vice President of Competitive to Chair the meeting according to the division where the infraction has taken place (e.g. House League Vice President will Chair all House League issues)

Allow the Vice President chairing the meeting to appoint other members of the Board per incident

Ensure all disciplinary meetings are documented and filed

Ensure disciplinary action is consistent

Ensure disciplinary action is carried out

Advise the Board of discipline handed out

12.0 **Members**

The membership of the Corporation shall consist of three categories of individuals as follows:

Active Members shall include all individuals involved in the administration of the Corporation as elected or appointed Directors or Officials, all Coaches and Managers, and any other regularly involved volunteers and all players aged eighteen (18) years and older

Parent Members shall include all parents and/or guardians of registered players where the latter are under the age of eighteen (l8) years.

Honourary Members shall include any individual who in the opinion of the Board of Directors and general membership warrants this designation because he/she has rendered extraordinarily distinguished service to the Corporation or the sport of hockey. This category of membership is intended to be reserved for those very few individuals who have made exceptional contributions to minor hockey in the City of London

Honourary members shall be nominated through a majority vote of the Board of Directors. Then must be affirmed through a majority vote on the matter at the Annual General Meeting

All Past Presidents and Lifetime Members of LMHA and SSE will receive Honourary membership with the London Bandits Hockey Corporation. All Past Presidents of the London Bandits Minor Hockey Corporation upon completion of their term as Past President or their retirement from any involvement will receive Honourary membership with the London Bandits Minor Hockey Corporation, whichever comes last

***Registration of Membership***

A list of current Parent Members and active members shall be available from the minor hockey registration materials collected by the Registrar

The Secretary shall keep a current list of Honourary Members, based on the minutes of the Annual General Meetings

**Termination of Membership**

Any member may resign from the Corporation by mailing written notice of resignation or emailing electronic notice of resignation to the Secretary, accompanied by payment of all monies owing to the Association.

Members may be censured, suspended or expelled for breach of the By-laws, or Rules and Regulations of the Corporation.

Termination of membership, whether by resignation, expulsion or otherwise, Shall forthwith remove all rights within the Corporation of the member, but shall not be deemed to discharge any financial obligation of the member to the Corporation accrued prior to the date of such termination and not then fulfilled

All matters respecting censure, suspension and expulsion of members and termination of membership shall be under the ultimate control and direction of the Board of Directors and its Ethics and Discipline Committee

13.0 **Annual and Other Meetings of Members**

Any meetings of the members shall be held from time to time as the Board of Directors may determine

The annual meeting shall be held on a date set by the Board at the end of each hockey season’s fiscal year end

At every annual meeting the reports of the Directors, the financial statement and related Treasurer's report shall be presented, and the Board of Directors elected as set out herein

The Members may consider and transact any other business listed on the agenda

14.0 **Quorum of Members**

Annual General Meetings: The Annual General Meetings of the Corporation shall be open to all members and to the general public. One such meeting is to be held before the beginning of each hockey season at such place and time in the City of London as determined by the Board of Directors.

Special General Meetings: A Special General Meeting of members may be called at the discretion of the Board of Directors as determined by majority vote.

Notice of Meetings: Notice of any General Meetings, whether annual or special, must be given through advertisement on the London Bandits website and electronic notification by email. This notice shall appear at least twenty-eight (28) days before the meeting is to take place and once in each of the four weeks leading up to the meeting. Notice of any Special General Meeting shall specify the purpose for which it is being called. The notices of Annual General Meetings shall contain invitations to submit nominations for positions on the Board of Directors, for election at the Meeting.

Quorum of Members: A quorum for the transaction of business at any annual or special General Meeting shall consist of not less than fifty percent, plus one, active members of the Board and not less than fifteen (15) Active and Parent members in total.

Voting at Annual General or Special General Meetings: All Active members, Parent members and Honourary members in good standing who are in attendance at an Annual or Special General Meeting shall be entitled to vote on any issue to be determined at such meeting. No person shall have more than one (1) vote. There shall be no proxy voting permitted. All persons voting must be at least eighteen (18) years of age. All questions shall be decided by a majority of votes, and in case of a tie-vote the Chairperson shall be permitted to cast a deciding vote. Any election of vote Officers shall be by secret ballot. Beyond this, voting may be either by a show of hands or by secret ballot; but the latter will be used whenever it is so requested by any member. The Secret vote count shall be made public at the request of any candidate.

Rules for Conducting Meetings: The following rules shall govern all Annual or Special General Meetings of the Corporation: If there is no quorum within thirty (30) minutes of the time fixed for the meeting to begin the Chair shall declare that there can be no meeting on this occasion. Parliamentary procedure, as specified in Robert's Rules of Order Revised, shall be followed at all meetings; The Chair shall have the right to require that any motion or resolution be presented in writing before the meeting. The Chair shall decide all questions of order, in accordance with the Rules of Order. In order to encourage and foster open and candid discussion at its meetings, the Board of Directors of the London Bandits believes confidentiality must be maintained. Therefore, the Board of Directors of London Bandits are reminded that each board member shall keep confidential any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board members are free to discuss the result of Board action items, disclosing any information concerning the discussion of such items during the Board meeting is prohibited. Please review the London Bandits Code of Ethics and Confidentiality Policy.

15.0 **Fiscal Year**

Unless otherwise approved by resolution of the Board of Directors, the fiscal (financial) year of the Corporation shall be May 1st to April 30th.

16.0 **Signing Officers**

The Signing Officers of the Corporation shall be the President, Vice-President, Treasurer and Secretary

All deeds, transfers, licenses, contracts and/or engagements established on behalf of the Corporation and approved by a resolution of the Board of Directors shall be signed by any two (2) of the designated signing officers.

All cheques, bills of exchange or other order for the payment of money associated with the normal operation of the Corporation shall be signed by any two (2) of the designated signing officers.

All notes or other evidences of indebtedness issued in the name of the Corporation and as approved by resolution of the Board of Directors shall be signed by any two (2) of the designated signing officers.

Any investment of Corporation assets, as approved by resolution of the Board of Directors, shall be signed by any two (2) of the designated signing officers.

In the event there is a family relationship (including but not limited to husband, wife, brother, sister, parent, child) between signing officers, such relationship will be declared and a replacement signing officer or officers may be selected from the remaining Board members, if deemed necessary by the Board. The selection will be evidenced by a resolution of the Board of Directors.

17.0 **Banking**

All banking service requirements of the Corporation shall be an appropriate banking service agreement with any chartered bank, trust company or other financial institution as approved by resolution of the Board of Directors from time to time.

The signing officers for all Corporation bank accounts, investment certificates or other such securities will be as designated under article 16.

All receipts of the Corporation shall be deposited by the Treasurer (or his or her designate) in the name of the Corporation with the selected chartered bank, trust company or other financial institution.

The day to day administration of any and all bank accounts established to carry out, in whole or in part, the business of the Corporation shall be the responsibility of the Treasurer.

The respective hockey teams of House League and Competitive may open "team bank accounts" but the same shall not be opened in the name of the Corporation

Seeded hockey division may have an account for the purpose of annual operations account must be at zero at the end of each hockey season.

Treasurer to be a signing officer on this account

Regular monthly statements to be given on all Corporation accounts

18.0 **Financial Records and Reporting**

The books of account shall be maintained on an accrual basis, consistent with financial record keeping requirements for "non-profit organizations" and to the extent they reflect the complete operating results of the activities carried out in the name of the Corporation.

All expenditures of the Corporation will be recorded and reported gross of related revenues.

The Treasurer will submit, at the annual meeting of the members of the Corporation, for their approval, the Corporation's financial statements and notes as applicable to date.

The Treasurer will submit monthly, to the Board of Directors for their approval, an appropriate report on the current status of the Corporation's financial activity and position.

An outside audit will be done yearly.

19.0 **Purchasing**

The principal basis for the purchase of supplies and services will be as provided by the annual budget approved by the Board of Directors. The purchase of supplies and services not included in the budget require a resolution of the Board of Directors before the same are acquired or contracted.

Contracts for the purchase of supplies and services require a resolution of the board of directors

20.0 **Corporation Colours**

Sweater colours and design for the Corporation shall be established by the Equipment Manager, with the same being subject to the approval of the Board of Directors.

21.0 **Corporation Clothing**

Any use of the London Bandits name or form thereof (written or visual) or of the London Bandits Association logo or facsimile of such, is prohibited unless prior written consent is received from the Board of Directors.

22.0 **Hockey Team Fundraising**

It is a condition of being a member of the Corporation that members and their teams participate wholeheartedly in Corporation fund raising events as established by the Board of Directors from time to time, including all Corporation tournaments established by the Board of Directors.

Teams wishing to raise funds for team activity shall notify the Director of Sponsorship/Fundraising, in writing, of the purpose of the team fund raising event. The appropriate event report, respecting the event is to be submitted to the team within thirty (30) days of the date the fund raising event ends.

The coach or manager shall submit, to the Board of Directors, at the conclusion of each hockey season, a complete financial statement relating to the operation of the team.

Team officials, players, or team parents shall not solicit moneys, goods and/or services from Corporation sponsors.

23.0 **Greater London Hockey Association (GLHA) Affiliation**

The Corporation, being a Greater London Hockey Association affiliate, subscribes to the Hockey Canada Constitution and By Laws as established.

All members of the Corporation shall give all due respect to the executive, convenors, and representatives to the governing bodies of hockey.

24.0 **Suspensions**

The Board of Directors may by resolution suspend any member of a coaching staff or a player, or parent/guardian from participating in the Corporation's program. Such suspension may be in addition to any suspension levied by the Greater London Hockey Association and/or Alliance Hockey respecting the event in question or other such events.

The suspended individual shall have the right to appear in his or her defence at a meeting to discuss the suspension.

25.0 **Coaches and Staff Eligibility**

The selection of all London Bandits coaches, assistant coaches, managers and trainers shall be approved by the Board of Directors.

The assignment of London Bandits coaches, assistant coaches, managers and trainers apply for the current hockey season only.

All approved coaches, assistant coaches, managers and trainers shall be registered with Hockey Canada as required, subsequent to their approval by the board of directors

The annual selection of coaches, assistant coaches, managers and trainers will be the responsibility of the Coaches Selection Committees, subject to approval by the Board of Directors.

All coaches, assistant coaches, managers and trainers approved by the board of directors must supply evidence of acquiring a current, valid police check within forty-five (45) days of acceptance of their position, if none is already filed with the corporation. Failure to comply will result in removal from that posi5ion until such a time that the said person supplies the necessary documentation.

26.0 **Player Eligibility**

All persons playing for a Corporation member team shall provide at the time of registration, a bona fide birth certificate from the Country and/or Province of their birth, in order to be considered eligible if non-is already filed. Baptismal certificates and hospital certificates will not be acceptable for this purpose.

All players with Corporation member teams are affiliated with the Greater London Hockey Association and as such will conform to player categories as established by such bodies.

Article 26.2 will not apply in the Corporation's house league program, where the ability of a player is not considered adequate for his or her age level. In such case, for the good of the player, the House League Division Convenor may place him or her in a category where he or she can participate for a period of one season at which time he or she will compete at his or her proper age level.

Players with corporation member teams may also play for their respective elementary or high school team but cannot be registered with any other association.

27.0 **House League Teams**

Players participating in the house league program will be assigned to teams at the beginning of the hockey year such that the teams are balanced in playing ability and numbers as closely as possible.

Should adjustments be required, re-assignment of players may take place up to December 2nd of each year or thereafter with the approval of the Board of Directors.

Convenors shall be appointed to manage each category and all players shall receive equal ice time.

Practice time shall be allocated according to ice availability, and as evenly as possible amongst all house league teams, with preferably one hour practice every week.

The Coaching staff for each team shall be responsible for all equipment and sweaters issued to their respective team, shall collect the sweaters after each game, maintain them and shall keep them in their care until the next official game or the end of the season which ever first occurs.

Team issued sweaters must be worn for all tournament games

At no time are sweaters to be used for practice. Sweaters may only be worn for other activities associated with hockey with board approval.

The coaching staff for each team shall sign out equipment at the start of the season and return the same at the end of the season to the Equipment Manager.

In the event of loss or misuse, the team who signed out such sweaters or equipment may be charged for the cost of replacement.

The season shall end for all teams of the Corporation after their last regular season or play-off game unless written permission is received from the Board of Directors. In the case of select teams the season will end March 31st of each year unless approved by the Board of Directors.

The coaching staff is responsible for team players from the time they enter the dressing room until they leave the dressing room after a game. Refer to the Ontario Hockey Federation Dressing Room policy.

28.0 **Competitive Teams**

Players for the Competitive teams shall be selected by the coach (or coaches) for the respective team.

Should a player not be selected for a Competitive team, it is the responsibility of the Seeded and Competitive coaches to see that he or she is directed to the appropriate House League division convenor The coaching staff is responsible for team players from the time they enter their dressing room until they leave the dressing room after a game/practice. Refer to the Ontario Hockey Federation Dressing Room policy

Ice will be available by your association and assigned as required

The coaching staff or delegated person of each team shall be responsible for all equipment and sweaters issued to their respective team, shall collect the sweaters after each game, maintain them and shall keep them in their care until the next official game or the end of the season which ever first occurs.

At no time are sweaters to be used for practice.

The coaching staff shall sign out equipment at the start of the season and return the same at the end of the season to the Equipment Manager.

All equipment and sweaters are to be returned clean, hung up and in their appropriate bags.

Team issued sweaters are to be worn for all tournament games.

In the event of loss or misuse, the team official who signed out such equipment may be charged for the cost of replacement.

The season ends for all teams of the Corporation after their last regular season or play-off game unless written permission is received from the Board of Directors. In the case of select teams the season will end March 31st of each year unless approved by the Board of Directors.

All team bank accounts are to be closed by April 30. At that time they will supply the board and its parents a final statement will be supplied to the Board of Directors and team parents.

29.0 **Complaints or Grievances**

Protocol for complaints

Step 1. Complaint to parent rep

Step 2. Complaint to coach

Step 3. Complaint to convenor

Step 4. Complaint to Discipline committee.

Step 5. Complaint to Board of Directors

With step 5 any parent or legal guardian with reason to complain shall submit their complaint in writing to the Board of Directors along with a $50.00 fee. The complaint shall be tabled at the next regular meeting of the Board, unless the Board shall determine that expedience be required, in which case a special meeting of the Board shall be called to hear the complaint.

In the event that the Board determines that a hearing is necessary, the complainant and the person or persons complained about shall be notified of the time and place of such meeting and shall have the right to appear at the meeting and be heard.

30.0 **Rules, Policies, Orders**

The Board of Directors may, from time to time by resolution, establish rules, policies and/or relating and or all aspects of the Corporation's operations.

The rules, policies and/or orders as approved by resolution of the Board of Directors shall be compatible with the intent and requirements of the Letters Patent of the Corporation and its Bylaws.

31.0 **Conflict of Interest**

Members of the Board of Directors shall declare conflict of interest in matters of the Corporation, including without restricting the generality of the foregoing, the following:

The supply or possible supply of goods and services to the Corporation by a member of the Board of Directors, or his or her immediate family;

The selection of coaches for a team in which the member of the Board or a member of his or her family has filed an application;

Issues respecting a team on which the member of the Board has a child or of which the member is part of the coaching or management staff.

In cases of conflict of interest, or potential conflict of interest, the member will refrain from voting on or discussing any resolution respecting the matter of conflict and the member's declaration of conflict shall be duly recorded.

32.0 **Amendments**

Amendments may be made to the Bylaws of the Corporation in accordance with the requirements of this Bylaw, the Corporation's Letters Patent and the Corporations Act of Ontario (as the same may be amended from time to time). Notice of proposed amendments shall be given to all members of the corporation by posting on our website the proposed amendments to each member not less than seven (7) days prior to the date of the annual or other meeting at which such amendments are to be considered.

Proposed amendments to the Bylaws of the Corporation shall be submitted, signed to the constitution committee in writing not less than twenty-one (21) days prior to the holding of the said meeting and a copy of the proposed amendments shall be made available to any member by the Corporation's Secretary up to the day of and at the said meeting.

33.0 **Mergers**

All negotiations with a view to a merger or affiliation with other associations shall be by a committee of the Board of Directors and such committee shall make a recommendation to the Board of Directors which shall, in turn, make such recommendation(s) as it considers appropriate to the members of the Corporation, for their approval.

34.0 **Effective Date**

This Bylaw shall come into force on the date the same is confirmed (with or without variation) by a majority of members entitled to vote, at the next annual meeting of members following the date of passage of this Bylaw by the Board of Directors.

Upon confirmation of this Bylaw in accordance with Article 34.1, the Corporation's prior Bylaw No. 1 is repealed.

**Bylaw Number 2**

Enacted as a Bylaw of the Corporation respecting the borrowing of money and the issuing of securities by LONDON BANDITS MINOR HOCKEY (the "Corporation"):

Without limiting the borrowing powers of the Corporation as set forth in the Corporations Act of Ontario R.S.O. 1990 (the "Act"), the Directors of the Corporation may, from time to time, without the authorization of the members of the Corporation (save as herein set out):

Borrow money upon the credit of the Corporation;

Charge, mortgage, hypothecate, pledge or otherwise create a security interest in all of any currently owned or subsequently acquired, real or personal, moveable or immoveable, property of the Corporation, including without limitation, book debts, rights, powers, franchises and undertakings, to secure any present or future indebtedness, liabilities or other obligations of the Corporation.

PROVIDED THAT, without the consent of a majority of the members of the Corporation, the amount of any single borrowing or indebtedness of the Corporation shall not exceed $20,000.00 and the term of any such single borrowing or indebtedness shall not exceed one (1) year.

The foregoing Bylaw was confirmed by a majority of members of the Corporation entitled to vote at the annual meeting of the Corporation held the March 21, 2018

\*To be PASSED by the Directors of the Corporation this May 26, 2019