



## LONDON BANDIT'S MINOR HOCKEY ASSOCIATION INC. ARTICLES & BYLAWS

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## **1. CORPORATION NAME**

Corporation Name: London Bandits Minor Hockey Association

## **2. PURPOSE & OBJECTIVES**

The purposes of the Corporation are:

- 1) To promote and develop 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 prominent levels of competency
- 2) 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, sexual orientation, or creed).
- 3) Through the above, to help foster a strong civic spirit among members of the Corporation and other community members who support the organization's activities.

The Corporation is not a charity, nor does it intend to operate as a charity.

Commercial purposes, if any, included in the articles are intended only to advance or support one or more of the non-profit purposes of the corporation. No part of a corporation's profits or of its property or accretions to the value of the property may be distributed, directly or indirectly, to a member, a director or an officer of the corporation except in furtherance of its activities or as otherwise permitted by this Act.

## **3. BOARD OF DIRECTORS**

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 at the AGM. The Board of Directors will consist of no less than 8 Directors and no more than 30 Directors.



#### **4. MEMBERSHIP STRUCTURE**

The Corporation is authorized to establish one class of voting members. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation in accordance with the provisions in the bylaws.

#### **5. DISSOLUTION**

##### **Dissolution**

Upon dissolution of London Bandits Hockey Association Inc., after payment of all debts and liabilities, the remaining Property and Assets will revert to the Governing Body, Greater London Hockey Association Inc, to be held in trust and returned to a Minor Hockey Association until such time as a new Minor Hockey Association, under Alliance Hockey, restarts in the City of London.

**No member, director, officer, or employee of the Corporation shall be entitled to any distribution of the remaining assets upon dissolution.**



### **BYLAW 1- HEAD OFFICE**

1. **Head Office:**

The Head Office of the Corporation shall be located at **799 Homeview Avenue**, in the City of London, Province of Ontario, or at such other location as the Directors may, from time to time, determine by special resolution.

2. **Mailing Address:**

The mailing address of the Corporation shall be **Post Office Box 35067, Nelson Park Postal Outlet, London, Ontario**. The Board of Directors may, by resolution, change the mailing address from time to time.

3. **Responsibility for Mailing Address:**

The **Treasurer** and **Secretary** of the Corporation will share responsibility for the post office box.

### **BY-LAW 2- POWERS AND RESPONSIBILITIES**

1. **Administration of Affairs:**

The Board of Directors shall administer the affairs of the Corporation in all matters and may, in the Corporation's name, make any contracts that the Corporation is lawfully permitted to enter. Except as otherwise provided, the Board may generally exercise all powers and perform all acts necessary for the Corporation to carry out its objectives.

2. **Merger or Amalgamation:**

Directors of any other hockey organization wishing to merge or amalgamate its program with the Corporation shall have voting privileges as outlined in the merger agreement.

3. **Indemnification:**

The Corporation shall indemnify and hold harmless the members of the Board of Directors from liability arising out of the discharge of their responsibilities, provided such actions are consistent with those of a responsible and prudent person.

4. **Working Relationship with Greater London Hockey Association:**

The Board of Directors is authorized to enter a working relationship with the Greater London Hockey Association and its successors, and to handle matters related to insurance.



5. **Remuneration and Expenses:**

The Board of Directors shall receive no remuneration for acting in their official capacity. No Director or Officer shall directly or indirectly profit from their position. However, they may be reimbursed for reasonable expenses incurred in the performance of their duties, as decided by the Board.

6. **Borrowing Powers of the Corporation**

a) **General Borrowing Powers:**

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, and without the authorization of the members of the Corporation (except as specifically provided herein):

- Borrow money upon the credit of the Corporation.
- Charge, mortgage, hypothecate, pledge, or otherwise create a security interest in any currently owned or subsequently acquired real or personal property of the Corporation, including but not limited to book debts, rights, powers, franchises, and undertakings, to secure any present or future indebtedness, liabilities, or obligations of the Corporation.

b) **Limitations on Borrowing:**

- **Amount:** Without the consent of a majority of the members, the Corporation shall not incur a single borrowing or indebtedness exceeding **\$20,000.00**.
- **Term:** The term for any such single borrowing or indebtedness shall not exceed **one (1) year**.

**Mergers**

**Negotiations and Recommendations:**

All negotiations regarding a potential merger or affiliation with other associations shall be conducted by a committee of the Board of Directors. This committee shall make a recommendation to the Board of Directors, which will, in turn, present the appropriate recommendation(s) to the members of the Corporation for their approval.



### **BYLAW 3- POSITIONS ON THE BOARD OF DIRECTORS**

The Board of Directors shall consist of the following positions:

#### **Officers:**

President/Chair  
VP of Hockey Operations  
Registrar  
Treasurer  
Ice Convenor  
Director of Risk/Timekeepers  
Tournament/Events Coordinator

#### **Directors:**

Secretary  
Webmaster/Communications  
Director of Equipment  
Director at Large  
Player & Coach Development  
IP Convenor (U9 and under)  
Convenor of HL (U10-U15)  
Convenor of HL (U16-U21)  
Convenor of BB Hockey  
Lifetime Member

\*As a result of the restructuring of positions, the VP of Competitive will be voted in for a 1-year term at the 2025 AGM and the VP of House League will complete their 2-year term in 2026. In 2026, the VP of Hockey Operations will be voted in to replace the VP of Competitive and the VP of House League.



#### **BYLAW 4- OFFICER/DIRECTOR QUALIFICATIONS**

To be elected or appointed as a director, candidates:

- a) Must be an individual.
- b) Must be at least eighteen (18) years of age.
- c) Must not be found to be incapable under the Substitute Decision Act, 1992 or the Mental Health Act of managing property, or by any court in Canada or elsewhere.
- d) Must not have the status of bankrupt.
- e) Must be current of all outstanding accounts due to the Corporation, including and without limitation to; fees for ice time; referees; and remittance of proceeds and related records from Corporation-sponsored fundraising events to the Board's satisfaction,
- f) Must have returned all outstanding equipment owned by the Corporation.
- g) Must supply an acceptable current vulnerable sector screening 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 October 31<sup>st</sup> of the year of their election.
- h) Must be present at AGM or have a designated person accept on their behalf. The designated person should have a written letter, from the candidate, and a copy sent to the Nomination Committee
- i) Shall not be eligible to serve on the Board if they are affiliated with any non-sanctioned programs or member partners, including holding a coaching position or serving on the board of another organization that may undermine the integrity of their decision making or conflict with the interests or objectives of the Corporation. However, a director may serve on the Board if they are solely the parent of a child participating in a team or program associated with a non-sanctioned organization or member partner, provided that such involvement does not create a direct conflict of interest.
- j) Sign a "Consent to Serve as Director" form as soon as elected (at the AGM if present or within 10 days of the AGM.) As well, an "Understanding of the Constitution" form must be signed, and handed in by the first board meeting following the AGM.
- k) Have served as a Director of the London Bandits Minor Hockey Association in the last one (1) year of three (3) years to be nominated for, acclaimed to, or elected as an officer.
- l) Upon fulfilling your role on the Board of Directors, all necessary equipment, passwords, and financial books, must be handed off to the newly elected person before the first regularly scheduled monthly meeting and the keys must be handed off to the Ice Convenor for re-distribution.



## **BYLAW 5- ELECTION OF DIRECTORS**

1. **Commencement of Terms:** The Board of Directors will begin their respective terms of office immediately following the Annual General Meeting (AGM) and shall remain members of the Corporation throughout their term.
2. **Term Duration:** All members of the Board of Directors shall hold office until the AGM at the end of the term for which they were elected.
3. **Nominations:** Persons nominating an individual for a position on the Board of Directors must complete a nomination form on the website at least **7 days** prior to the AGM. Any individual who has been nominated and is standing for election must declare their intention to stand for election to the **Nomination Committee**
4. **Election to Office:** Election to the Board of Directors shall also constitute election to the named office. The election will proceed in the order set out in **Bylaw 3**, starting with the officers' positions.
5. **Nominations from the Floor:** If there is no advance nominee for a director's position, nominations from the floor will be accepted.
6. **Election Process:** The election of the Board of Directors will occur at the AGM and will be conducted by **secret ballot**. The ballots will be counted and verified by two (2) individuals who are **not standing for election**. The results for each office will be announced before proceeding with the election of the next position.
7. **Eligibility:** If an individual is elected to a position and it is later discovered that they were not eligible, the election of that officer will be considered **null and void**. The Board will then find a new eligible candidate to fill the position and serve for the remainder of the term.



## **BYLAW 6- COMPLAINT RESOLUTION PROCESS FOR BOARD MEMBERS**

### **Step 1: Complaint to President/Chair or VP of Hockey Operations**

If the conflict is with the **President/Chair**, the complaint should be directed to the **VP of Hockey Operations**.

- The **President/Chair** or **VP of Hockey Operations** must respond within **14 days** of receiving the complaint.

### **Step 2: Complaint to Resolution Committee**

- If the issue is not resolved in Step 1, the complaint should be forwarded to the **Resolution Committee**.
- The **Resolution Committee** must meet within **14 days** to address the complaint.

### **Step 3: Appeal to the Board of Directors**

- If the complainant is unsatisfied with the decision of the **Resolution Committee**, the matter may be brought before the **Board of Directors** at the next regular Board meeting.
- Any **Director** may appeal the decision of the **Resolution Committee** by submitting their complaint in writing to the **Board of Directors**, along with a **\$200.00 fee**.
- The complaint will be tabled at the next regular meeting of the Board, unless the Board determines that a special meeting is needed for expedience. In that case, a **special meeting** will be called to hear the complaint.
- If the complainant wins the appeal, the **\$200.00 fee** will be returned to them upon the conclusion of the appeal process.



## **BYLAW 7- REMOVAL OF A DIRECTOR**

### **Removal of Directors and Officers**

1. **Removal by Resolution of Members:**

A **Director** may be removed from office prior to the expiration of their term by a resolution passed by the members of the Corporation.

2. **Special Meeting for Removal:**

If an **officer, director, or volunteer member** is engaging in conduct detrimental to the London Bandits Minor Hockey Association, the **President/Chair** of the Board of Directors will call a special meeting of the Board. A vote will be held to determine whether to remove the individual from their position.

The basis for removal includes, but is not limited to:

- **Illegal activities or conflicts of interest.**
- **Misappropriation** of Corporation assets.
- **Non-payment** of outstanding accounts due to the Corporation.
- **Non-compliance** with **Bylaw 2.**
- **Failure to fulfill duties** of the position held.
- Other actions deemed 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.**

3. **Notification of Removal:**

The director in question must be provided with notice of the board meeting where the removal is to be considered, and they must be given the opportunity to present their case to the board before any decision is made.

4. In the event a **Director** is removed, the **Board of Directors** must send a statement of the reasons for the removal to the removed **Director's last known mailing address** within **seven (7) days** of the removal. The **Director** will have **five (5) business days** to appeal the decision.

5. **Absence from Board Meetings:**

A **Director** who is absent from three (3) consecutive **monthly Board meetings** will be considered to have resigned from their position, unless:

- They notify the **Secretary** in advance of each meeting.
- There are mitigating factors (e.g., illness, incapacity).

If a **Director** misses three meetings without valid reasons, the **President/Chair** will send an email after the third missed meeting informing the **Director** that their resignation has been accepted by the Board.



## Appeal Process

### 1. Filing an Appeal:

A **removed Officer or Director** may appeal the decision by sending an appeal request to the **Board** within **five (5) days** of receiving the registered letter. The appeal must be accompanied by a **\$200** cheque, payable to the **London Bandits Minor Hockey Association**, or by an **e-transfer** to the **Treasurer**, with the appeal request emailed to the **Secretary**.

### 2. Resolution Committee Meeting:

The **Resolution Committee** will arrange a meeting within **five (5) days** of receiving the appeal request, where the **removed Officer or Director** will have the opportunity to present their case to the **Board**. The **removed Officer or Director** must be given at least **forty-eight (48) hours' notice** of the meeting.

### 3. Return of Property:

Upon removal from the **Board of Directors**, the **removed Officer or Director** is responsible for settling any debts owed to the Corporation and for returning any keys, equipment, or property belonging to the **London Bandits Minor Hockey Association** immediately.

### 4. Ineligibility for Future Board Positions:

If removed from the **Board of Directors**, the **removed Officer or Director** will be **ineligible** to run for or hold a position on the **Board** for a period of **two (2) years** following the termination of their position.

## **BYLAW 8- TERM OF OFFICE**

To allow for Annual elections and orderly change, the positions on the board will either be a one (1) year term or a two (2) year term. All positions listed below will be held for a 2-year term and any position not listed will be for a 1-year term. The 2-year positions will be elected on either Odd or Even years as described below.

### **ODD YEARS**

President/Chair  
Treasurer  
Ice Convenor  
Director of Equipment

### **EVEN YEARS**

VP of Hockey Operations  
Registrar  
Director of Risk/Timekeepers  
Tournament/Events Coordinator

As a result of the restructuring of positions, a VP of Competitive and Tournament/Events Coordinator will be voted in for a 1-year term at the 2025 AGM and the VP of House League will stay on until 2026. In 2026, the VP of Hockey Operations and the Tournament/Events Coordinator will be voted in for a 2-year term.



Any Officer who is unable to fulfill their two-year term must notify the Secretary thirty (30) days prior to the AGM of that year so that the position may be included in the election.

A Director automatically ceases to hold office when they:

- i) Die
- ii) Resign
- iii) Are removed by vote of the Board of Directors
- iv) No longer fulfill the mandatory qualifications set under in **Bylaw 2**

### **BYLAW 9- FILLING A VACANCY**

1. **Filling Vacancies:**

Vacancies on the Board, regardless of the cause, may be filled for the remainder of the term by the Officers/Directors currently in office, or by a suitable candidate chosen by the Board, provided a quorum of the Board remains.

2. **Lack of Quorum:**

If there is no quorum of Directors remaining, the Board shall call a **Special General Meeting** of all members of the Corporation to fill the vacancies as soon as practical.

### **BYLAW 10- DIRECTOR DISSENT RIGHTS**

A Director who was absent from a meeting where a resolution was passed or action taken will be deemed to have consented to the resolution or action, unless, within seven (7) days of becoming aware of the resolution or action, the Director either:

1. Causes their dissent to be recorded in the meeting minutes, or
2. Submits their dissent in writing to the Corporation.
- 3.

### **BYLAW 11- DIRECTORS MEETINGS**

**1, Calling Meetings:**

Directors' meetings may be called by the President/Chair, by the Secretary upon the direction of the President/Chair, or by the Secretary upon the written direction of two (2) Officers and/or Directors. Notice of such meetings shall be given via email or telephone to each Officer/Director at least two (2) days in advance.

**2. Proof of Notice:**

The declaration of the Secretary or President/Chair that notice has been given as required by this Bylaw shall be sufficient and conclusive evidence of notice.



### **3. Meetings Without Notice:**

A Directors' meeting may be held without notice immediately following the Annual General Meeting of the Corporation's members.

### **4. Quorum and Business:**

Provided there is a quorum, the Officers and/or Directors may transact any business, whether special or general, at any meeting of the Board.

### **5. Rules and Policies:**

The Board of Directors may, by resolution, establish rules, policies, or orders related to any aspect of the Corporation's operations. These rules must be consistent with the Corporation's Letters Patent and Bylaws.

### **6. Regular Meetings:**

Meetings of the Board of Directors shall be held at least once per month.

### **7. Voting by Proxy:**

Voting by proxy is not permitted. An absentee Board member may not designate an alternate to represent them at a meeting.

### **8. Written Resolutions:**

Written resolutions in lieu of Board meetings are valid if signed by all Officers and/or Directors entitled to vote on the matter. These resolutions shall be kept in the minute book.

### **Special Meetings**

Special meetings of the Board of Directors may be called by the President/Chair or by a majority of the Board, by submitting a written request to the President/Chair. The request must specify the subject, date, time, and location of the meeting.

Due notice of the special meeting must be provided, and the meeting shall be held within seven (7) days of the notice. A quorum for special meetings requires 50% plus one vote of the Board members.

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



## **BYLAW 12- MEMBERSHIP OF THE CORPORATION**

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

1. **Active Members:** Shall include all individuals involved in the administration of the Corporation as elected or appointed Directors or Officials, all Coaches and Managers, any other regularly involved volunteers, and all players aged eighteen (18) years and older.
2. **Parent Members:** Shall include all parents and/or guardians of registered players where the latter are under the age of eighteen (18) years.
3. **Lifetime Members:** Lifetime members taking an active role in the association, such as attending meetings, sitting on a committee, and/or mentoring, may stand as a lifetime member at the AGM and be a voting member. If the Lifetime member has not been an active member in the association, their vote at the AGM will be null and void.

### **Suspensions of Membership**

- The President/Chair and the VP of Hockey Operations may suspend any coaches and/or players from participating in the Corporation's program, with cause. 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. Any suspension of fewer than two weeks would be dealt with by the VP of Hockey Operations. If the suspension is greater than two weeks but less than one month, it will be brought to the Ethics and Discipline Committee for resolution. If the suspension is greater than one month, it must be approved by the Board of Directors, after the Ethics and Discipline Committee has reviewed the investigation.
- The **Resolution Committee** may suspend any Active member (Parent, Board Member) 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. This suspension would be pending an investigation and would be heard within 5 days.

### **Termination of Membership**

- Any member may resign from the Corporation by mailing a written notice of resignation or emailing an 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.
- Any removal of Board members prior to their term ending, by the vote of the Board, will not be able to stand for election for the next 2 years.



- When a Board member leaves a position on the Board, all signed contracts, other documents, keys, and/or equipment need to be forwarded to the newly elected/appointed person replacing them as soon as possible.

## **BYLAW 13- MEMBER MEETINGS**

### **Meetings of the Members**

Meetings of the members shall be held from time to time as determined by the Board of Directors.

### **Annual General Meeting (AGM)**

The Annual General Meeting shall be held on a date set by the President/Chair at the end of each hockey season's fiscal year. Notice of the AGM shall be posted on the website at least twenty-eight (28) days before the meeting and once every week for the four weeks leading up to the meeting. The AGM shall be open to all members and the public.

The AGM shall take place before the start of each hockey season, at a location and time in the City of London as determined by the Board of Directors. The AGM notice will include invitations for members to submit nominations for positions on the Board of Directors.

At the AGM, the Board of Directors will present reports, including the financial statement and the related Treasurer's report. Elections for the Board of Directors will take place as outlined in these Bylaws. Members may also consider and transact any other business listed on the meeting agenda.

Anyone nominated for the Board of Directors may decline the nomination in advance upon contact or on the day of the AGM. The London Bandits website will display a list of nominations and whether nominees have accepted or declined their nominations. If more candidates are nominated than necessary, an election will be held.

Elections will be conducted in accordance with the Corporation's laws and the Privacy Act. Membership emails cannot be used for soliciting or promoting individuals for election. Personal information will only be used for managing hockey programs.

### **Privacy and Disclosure**

1. No member, shareholder, creditor, agent, or legal representative may make or cause a list of shareholders or members to be made unless they have filed with the Corporation.
2. Personal information may only be disclosed when legally authorized or for the purposes for which it was collected (e.g., to provide programs or services).



## **Amendments**

Amendments to the Bylaws may be made in accordance with the Corporation's Letters Patent and the Corporations Act of Ontario (as amended). Notice of proposed amendments will be posted on the London Bandits website and sent to all members at least seven (7) days before the meeting at which the amendments will be considered.

Proposed amendments must be submitted in writing to the Constitution Committee at least twenty-one (21) days before the meeting. A copy of the proposed amendments will be made available to members by the Corporation's Secretary up to the day of the meeting.

## **Special General Meetings**

A Special General Meeting of all members may be called at the discretion of the Board of Directors by a majority vote. Notice of the meeting will specify the purpose for which it is being called.

## **Notice of Meetings**

Notice of any general meeting (whether annual or special) will be given through advertisement on the London Bandits website and via electronic notification by email.

## **Voting at Annual General or Special General Meetings:**

All Active Members, Parent Members, and Lifetime Members in good standing who attend an Annual or Special General Meeting shall be entitled to vote on any issues determined at such meetings. Each person is entitled to only one (1) vote. Proxy voting is not permitted.

To vote, individuals must be at least eighteen (18) years of age. All questions shall be decided by a majority vote. In the case of a tie vote, the Chairperson shall cast a deciding vote.

Any election of Officers shall be conducted by secret ballot. Beyond that, voting may either be by show of hands or secret ballot, with the latter being used if requested by any member. The results of secret ballots shall be made public at the request of any candidate.



### **Rules for Conducting Meetings:**

The following rules govern all Annual or Special General Meetings of the Corporation:

1. If there is no quorum within thirty (30) minutes of the scheduled start time, the President/Chair shall declare that no meeting can be held at that time.
2. Parliamentary procedure, as specified in Robert's Rules of Order Revised, shall be followed at all meetings.
3. The President/Chair has the right to require that any motion or resolution be presented in writing before the meeting.
4. The President/Chair shall decide all questions of order in accordance with the Rules of Order.
5. To encourage open and candid discussions, the Board of Directors believes that confidentiality must be maintained. All Board members are reminded to keep confidential any information discussed during meetings unless compelled to disclose it by legal process or as agreed by the Board. While members may discuss the outcome of Board decisions, disclosing discussions from the meeting itself is prohibited.

Please refer to the **London Bandits Code of Ethics** and **Confidentiality Policy** for further details.

### **BYLAW 14- VOTING THRESHOLDS**

#### **General Board Meetings:**

A quorum for the transaction of business at a general Board meeting shall consist of fifty percent plus one (50% + 1) of the occupied positions of the members of the Board of Directors, unless otherwise required by law.

#### **Amendment of Articles:**

A quorum for the amendment of articles shall consist of sixty-six and two thirds' percent (66.67%) of the positions occupied on the Board of Directors.

#### **Annual General Meetings or Special Meetings:**

A quorum for the transaction of business at any Annual General Meeting (AGM) or Special General Meeting shall consist of:

- Not less than fifty percent plus one (50% + 1) of the active members of the Board, and
- Not less than fifteen (15) active parent members in total.

#### **Removal of a Board Member:**

A quorum for the removal of a Board Member shall consist of not less than sixty percent plus one (60% +1) active members of the Board.



### **BYLAW 15- CONFLICT OF INTEREST**

Members of the Board of Directors shall declare any conflict of interest in matters of the Corporation, including, but not limited to, the following situations:

1. The supply or possible supply of goods and services to the Corporation by a Board member or their immediate family.
2. The selection of coaches for a team in which the Board member or a member of their family has submitted an application.
3. Issues related to a team on which the Board member has a child, or if the Board member is part of the coaching or management staff.

In cases of conflict of interest, or potential conflict of interest, the member will be excused from the meeting, for during the discussion of the matter in question, and the declaration of the conflict will be duly recorded in the meeting minutes.

### **BYLAW 16- SPECIFIC DUTIES OF THE BOARD OF DIRECTORS**

#### **DUTIES APPLICABLE TO ALL POSITIONS:**

- Act honestly, with integrity, and in the best interests of the Corporation.
- Exercise the same care and thoughtfulness that a reasonable person would in similar circumstances.
- Attend all monthly Board meetings.
- Respond to all correspondence (e.g., emails) within 48 hours of receipt.
- Volunteer for a minimum of 4 hours at each hosted tournament.
- Contribute to or create a procedures manual with clear instructions to guide the successor in the role.

#### **President/Chair**

- Chair the Board of Directors' monthly, general, and special meetings.
- Set the date for the Annual General Meeting (AGM).
- Liaise with Alliance Hockey on policies, procedures, appeals, and other issues.
- Represent the Association at GLHA meetings and provide updates, including meeting details, at monthly Board meetings.
- Sit on the Alliance President's Committee and provide updates at monthly Board meetings.
- Serve on the Coach Selection Committee and Chair the Resolutions Committee.
- Delegate duties to appropriate individuals when necessary.
- Oversee the Vulnerable Sector Screening program.
- Act as a signing officer of the Corporation.
- Assist in managing corporate affairs.
- Foster a collaborative relationship with all Board members; if issues cannot be resolved by the President/Chair, refer them to the Resolution Committee.



### **VP of Hockey Operations**

- Produce and maintain a contact list for all London Bandits Minor Development teams as required by the Board.
- Register all London Bandits players and coaches for clinics, ensuring follow-up for the collection or reimbursement of fees as appropriate.
- Serve on the GLHA London Jr Mustangs Committee in an advisory capacity, attending meetings as required.
- Serve on the Coach Selection Committee (Chair), Finance and Budget Committee, Ethics and Discipline Committee, and Resolution Committee.
- Recommend coaches and bench staff to the Board for approval.
- Oversee the movement of players between the Corporation's Competitive and House League programs.
- Manage the movement of players between the Corporation's Competitive programs.
- Conduct an annual review of the Coaches Manual and ensure that the Secretary has all necessary documents to post before the season begins.
- Work with the Registrar to maintain an up-to-date list of all coaches and coaching staff.
- Organize and run a coaches' meeting and a parent rep meeting at the start of the season for BB and HL.
- Supervise the BB Convenor, Jr HL Convenor, and Sr HL Convenor.
- Serve as a signing officer of the Corporation.

### **Registrar**

- Oversee the registration of all players in the Corporation's programs, including maintaining registration records and team lists, and ensuring all registration cards are signed.
- Coordinate with the Treasurer regarding the collection or reimbursement of fees as appropriate.
- Provide relevant lists with necessary information to the Board, Convenors, Coaches, City of London, and other stakeholders as needed.
- Ensure accurate information is provided for pre-season ice tryouts, House League assessments and player drafts, Round-Up, ice allocation, and rosters.
- Complete and submit all rosters for the London Bandits.
- Collaborate with the Director of Risk and other board members running clinics to ensure players and coaches are properly registered according to Hockey Canada requirements.
- Serve on the Finance and Budget Committee.
- Track vulnerable sector screenings to ensure compliance with the November 15th deadline and update the President/Chair on any outstanding checks.
- Provide the Secretary with a list of active members for the AGM membership meeting.
- Maintain an up-to-date list of current Parent and Active members from the minor hockey registration system.



### **Treasurer**

- Keep and maintain full and accurate records of all receipts and disbursements made in the name of the Corporation, in accordance with the established procedures.
- Report on the financial activities of the Corporation at the times and in the manner specified.
- Chair the Finance and Budget Committee and serve on the Constitution Committee.
- Serve as the custodian of the Corporation's Seal.
- Review statements related to the Corporation's activities and events.
- Collaborate with other board members to oversee the collection of registration fees for all aspects of hockey, and issue invoices and receipts as required.
- Act as a signing officer for all Corporation accounts.
- Provide monthly financial reports on all accounts.
- Maintain a list of corporate assets, such as computers, printers, and other equipment.
- Retain access to the books until the annual audit is completed and approved; however, signing authority will end at the AGM.

### **Ice Convenor**

- Acquire and schedule all ice time for the Corporation's hockey programs.
- Liaise with the appropriate referee associations to coordinate ice allocation and the assignment of referees.
- Collaborate with external ice and referee officials, the VP of Hockey Operations and the Director of Risk/Timekeepers to coordinate scheduling of timekeepers for league games.
- Monitor and report on ice utilization.
- Liaise with Alliance regarding ice scheduling and related matters.
- Coordinate with the Tournament/Events Director to arrange tournament ice and manage ice allotments.
- Collect keys from outgoing board members, distribute keys to incoming board members, and maintain an up-to-date list of who holds keys and alarm codes.

### **Director of Risk/Timekeepers**

- Oversee all newly implemented programs for members of the Association.
- Ensure discipline and adherence to policies and procedures by coaches and trainers.
- Manage all waivers for players and volunteers, ensuring full compliance.
- Enforce the policies, rules, and procedures of the Association, the GLHA, Alliance Hockey, Ontario Hockey Federation, Hockey Canada, and any applicable laws.
- Maintain a record of all disciplinary actions at all levels, including those involving players, bench staff, and Board members.
- Collaborate with the Registrar to ensure all Criminal Record Checks (CRCs) and waivers required by players and volunteers are provided and updated as needed.
- Ensure the safety and well-being of all players during the season.
- Maintain confidentiality in all matters.
- Recruit, train, and schedule timekeepers aged 12 years and older for all regular season and playoff games.
- Process timekeeper invoices and ensure timely payment to timekeepers.
- Provide updates and copies of payments to the Treasurer.



### **Tournament/Events Coordinator**

- Plan, host, and promote the Meet and Greet event in September and the Round Up Awards in April.
- Adhere to event budgets and bring event plans to the Board for approval.
- Manage the procurement of clothing and swag for events.
- Organize the Dan Pulham and Memorial Tournaments, including the completion of all required documentation (e.g., obtaining permits, scheduling timekeepers, ordering awards/trophies), coordinating with vendors, and managing volunteers.
- Chair the Tournament Committee and sit on the Finance and Budget Committee.
- Ensure all London Bandits Board teams are registered for the Dan Pulham and London Bandits Memorial Tournaments.
- Approve contracts related to tournaments and seek tenders for hotel rebates. Ensure all rosters and travel permits are submitted and approved two weeks prior to the tournament.
- Ensure the London Bandits Memorial Tournament honors individuals by naming divisions after them:
- U10/U11 Division: **Jayden Elmore Division**
- U16/U18 Division: **Neil Barker Division**
- U14/U15 Division: **Brian Sturgeon Division**
- Notify the families of memorial honorees well in advance, inviting them to participate in the opening and closing ceremonies of their respective divisions.
- Review the Memorial Tournament after five years to allow for the recognition of additional families, bringing any recommendations to the Board for approval.
- Complete the final balance sheets for the tournaments and provide them to the Treasurer and the Board for review.
- Ensure all expenditures not directly related to tournament necessities (e.g., jerseys, nets) are brought to the Board for approval.

### **Secretary**

- Attend all Board meetings and take accurate minutes of proceedings.
- Provide required notices for scheduled meetings to the members and/or the Board of Directors
- Distribute meeting minutes to Board Members within 7 days of the meeting, make any necessary corrections as advised, then send out corrected minutes.
- Maintain all records, correspondence, contracts, and other documents belonging to the Corporation. These records shall only be delivered when authorized by a resolution of the Board to the designated person(s) named in the resolution.
- Keep a record of attendance at Board meetings and alert the President/Chair if any officer/director has missed 3 monthly meetings.
- Create and distribute a contact list of the current Board of Directors, including phone numbers and email addresses, at the first meeting following the AGM.
- Collect signed confidentiality agreements, Consent to Serve as Director forms, and signed "Understanding of the Constitution" forms.
- Serve as Chair of the Constitution Committee and sit on the Tournament Committee and Resolution Committee.
- Issue travel permits as needed



### **Webmaster/Communications**

- Maintain the flow of information to association members through platforms such as the Sports Headz app, website, Facebook, Twitter, and any other social media platforms selected by the Board.
- Create and manage user accounts for all coaches and webmasters, ensuring that team websites contain appropriate and relevant material.
- Oversee the advertising and promotion of the corporation and its programs through various means, including but not limited to newspaper ads, signboards, bulletin board notices, newsletters, and other appropriate channels.

### **Director of Equipment**

- Oversee the issuance, return, and inventory of all Corporation equipment and jerseys, ensuring proper maintenance, storage, and keeping of records for all transactions (signing of issuances and returns by team coaches).
- Authorize the use of jerseys and equipment by all Corporation teams.
- Sit on the Finance and Budget Committee to help with equipment-related budgeting.
- Conduct an annual inventory of all equipment, providing a report to the Board on needed replacements, equipment repairs, and any equipment not returned.
- Obtain quotes for equipment and jerseys, ensuring cost-effectiveness and quality.
- Ensure adherence to the equipment budget throughout the year.
- Assist the Tournament Committee with color conflicts for the House League division.

### **Director at Large**

- Plan, host, promote, and maintain events such as Picture Day, Skate with Santa, and Coach's Appreciation Night, and assist with the September Meet & Greet and Round Up Awards.
- Adhere to event budgets and submit event plans to the Board for approval.
- Organize and facilitate parent-rep meetings at the beginning of the season and before playoffs.
- Provide letters for House League (HL) and Competitive teams to obtain sponsorships.
- Coordinate and arrange sponsorships for House League teams.
- Regularly report on the status of sponsorship activities to the Board of Directors.
- Confirm payment of all sponsorship fees with the Corporation's Treasurer.
- Act as the primary contact for all sponsors and liaise with them regarding the Corporation's activities.
- Maintain a protected list of sponsors.
- Forward relevant information to the Secretary for posting on the website.
- Enforce the Corporation's clothing policy.
- Serve as Chair of the Nominations Committee and organize nominations for the AGM.
- Sit on the Tournament and Constitution Committees.
- Coordinate volunteers for tournaments, pre-season ice events, and any other activities requiring volunteer participation.



### **Player & Coach Development**

- Collaborate with the Vice President of Hockey Operations to establish and administer development programs for players and coaches.
- Organize and manage clinics for player and coach development.
- Serve as the main point of contact for coaches regarding player skill development.
- Create a budget plan and work with the President/Chair and Ice Convenor to ensure an appropriate budget is established for development programs.
- Collect fees in collaboration with the Treasurer and Secretary.
- Serve as the point of contact for the goalie clinic, organizing and overseeing the program.
- Provide information to the Secretary for the advertisement of upcoming clinics.
- Sit on the Tournament and Constitution Committees.

### **IP Convenor (U9 & Under)**

- Coordinate and manage all aspects of the Initiation Program (IP), ensuring smooth operation and providing updates for posting on the website. Prepare and present a report for the monthly Board meeting.
- Attend as many home games as possible to support the IP players and teams.
- Volunteer at tournaments, ensuring everything runs smoothly for the IP division.
- Attend and assist with the Meet and Greet and Round Up Awards Banquet.

### **HL Convenors (<U10-U15 & U16-U21)**

- Represent the London Bandits at Community Hockey League (CHL) meetings.
- Oversee the movement of players within the House League system.
- Attend the annual House League coaches meeting, Parent Rep meetings, and CHL meetings.
- Ensure all coaches, volunteers, and trainers stay informed about new policies and procedures.
- Liaise with coaches and the VP of Hockey Operations to ensure effective communication.
- Serve on the Ethics and Discipline Committee and the Resolution Committee, as needed.
- Attend as many home games as possible to support teams.
- Volunteer at prep skates, tryouts, and tournaments to contribute to the smooth operation of events.
- Attend the Meet & Greet and Round Up Awards Banquet to engage with members and celebrate achievements.
- Attend the annual Coaches meeting and Parent Rep meetings to stay aligned with team expectations and developments.



### **Convenor of BB**

- Liaise with coaches and the VP of Hockey Operations to maintain effective communication and collaboration.
- Review team budgets and account activity statements, addressing any concerns about the budget.
- Sign off on team accounts prior to the closure of accounts at the end of the season.
- Ensure all coaches, volunteers, and trainers are kept informed of new policies and procedures.
- Coordinate and manage all aspects of the BB hockey division.
- Serve on the Ethics and Discipline Committee and the Resolution Committee, as needed.
- Attend as many home games as possible to support teams and foster community involvement.
- Volunteer at prep skates, tryouts, and tournaments to contribute to the smooth running of events.
- Attend the Meet & Greet and Round Up Awards Banquet to engage with members and celebrate achievements.
- Attend the annual Coaches meeting and Parent Rep meetings to stay aligned with team expectations and updates.
- Sit on the GLHA London Jr Mustangs Committee in an advisory role to the program and attend their meetings.
- Participate in the GLHA London Jr Mustangs Coaches Selection Committee to help select coaches for the program.

### **BYLAW 17- BOARD COMMITTEES**

Each year, after the AGM, the Board of Directors shall establish various committees to handle specific tasks. Each committee shall have a minimum of five (5) members and two (2) alternates for cases of a conflict of interest or other extenuating circumstances where a committee member cannot attend. The Committee Chairperson is responsible for organizing the committee and reporting to the Board of Directors, including recommendations for approval and implementation, as appropriate. Each committee must have a secretary to record minutes for the Board.

NOTE: The members of each committee listed are mandatory, but others Board members may choose to join committees they have not been assigned to, should they wish to participate in additional tasks.

### **Coach Selection Committee**

- **Members:**
  - VP of Hockey Operations (Chair)
  - President/Chair
  - Director of Risk
  - Lifetime Member (if available)
  - Appropriate Convenor for the age group being interviewed



- **Responsibilities:**

- Bring a list of all candidates for coaching positions, along with recommendations, to the Board for approval.
- Advise successful coaches and communicate decisions to unsuccessful candidates.
- Send selections to the Secretary for posting on the website.

### **Nominations Committee**

- **Members:**

- President
- Treasurer
- Registrar
- Director at Large
- Lifetime Member (if available)

- **Responsibilities:**

- Identify and recommend the best candidates for each Board office.
- Ensure candidates meet eligibility requirements.
- Review nominations for conflicts of interest and ensure compatibility with skills required.
- Prepare and present a list of nominees to the members at the AGM.

### **Constitution Committee**

- **Members:**

- Secretary (Chair)
- Treasurer
- Player Development
- Tournament/Events Coordinator
- Lifetime Member (if available)

- **Responsibilities:**

- Review and ensure the Constitution is current with the Corporation's operations.
- Report findings and recommendations for change to the Board 30 days prior to the AGM.

### **Ethics and Discipline Committee**

- **Members:**

- VP of Hockey Operations
- Director of Risk
- Appropriate Convenor (from House League or Competitive)
- Ice Convenor
- Lifetime Member (if available)



- **Responsibilities:**
  - Document and file disciplinary meetings.
  - Ensure consistent and fair disciplinary action.
  - Advise the Board on disciplinary action in camera.

### **Resolution Committee**

- **Members:**
  - President/Chair (Chair and deciding vote)
  - VP of Hockey Operations
  - Secretary
  - Director of Risk
  - Lifetime Member (if available)
  - Director at Large
- **Responsibilities:**
  - Address conflicts within the Board and issues raised by GLHA, Alliance, or member associations.
  - Act on matters as directed by the President/Chair.
  - Handle conflicts of interest by appointing another Board member to fulfill roles, as needed.

### **Finance and Budget Committee**

- **Members:**
  - Treasurer (Chair)
  - Ice Convenor
  - Registrar
  - Director of Equipment
  - Tournament/Events Coordinator
  - Director At Large
  - VP of Hockey Operations
- **Responsibilities:**
  - Proactively manage the budget.
  - Review financial reports from tournaments and fundraising activities.
  - Ensure the budget is voted on by the Board prior to the AGM and then by membership at the Annual General Membership Meeting.



## **Tournament Committee**

- **Members:**
  - Tournament/Events Coordinator (Chair)
  - Secretary
  - Ice Convenor
  - Director At Large
  - Director of Equipment
- **Responsibilities:**
  - Organize and coordinate House League Memorial and Competitive tournaments.
  - Report tournament activities, including financials, to the Board at each meeting.

## **BYLAW 18- AFFILIATION**

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

The Corporation, being a Greater London Hockey Association affiliate, subscribes to the Hockey Canada, Alliance and CHL Constitution and By Laws, as established. All members of the Corporation shall give all due respect to the executive, convenors, and representatives of the governing bodies of hockey.



## **BYLAW 19- PLAYER/PARENT/TEAM GRIEVANCES**

### **Protocol for Grievances:**

- **Step 1:** Complaint to parent rep.
- **Step 2:** Complaint to coach.
- **Step 3:** Complaint to convenor & VP of House League or VP of Competitive.
- **Step 4:** Complaint to Ethics and Discipline Committee.
- **Step 5:** Complaint to the Board of Directors.

With **Step 5**, any parent, legal guardian, or volunteer/director of the Board with reason can appeal a decision made by the Resolution Committee. Their complaint must be submitted in writing to the Board of Directors, along with a \$200.00 fee. The complaint will be tabled at the next regular meeting of the Board unless the Board determines that expedience is required, in which case a special meeting of the Board shall be called to hear the complaint. The complainant will have the \$200.00 fee returned to them at the completion of the complaint if they win the complaint.

If the Board determines that a hearing is necessary, the complainant and the person(s) 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. A notice of 48 hours must be given.

### **Refund Policy:**

- If a refund is requested prior to **September 1**, a standard administration fee of \$50 will be charged.
- If a refund is requested before **October 15**, \$100 of paid fees plus a \$50 administration fee will be charged.
- If a refund is requested before **December 1**, 50% of the registration fee plus a \$50 administration fee will be charged.
- **Requests for refunds will not be accepted after November 30th.**



## **BYLAW 20- ELIGIBILITY**

### **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 applies only for the current hockey season.
- All approved coaches, assistant coaches, managers, and trainers shall be registered with Hockey Canada as required, after 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 Committee, subject to approval by the Board of Directors.
- All coaches, assistant coaches, managers, and trainers approved by the Board of Directors must submit a current valid vulnerable sector check as soon as they have accepted their position, if none is already filed with the Corporation.
- Coaches must also comply with all Hockey Canada requirements such as (but not limited to) Gender Identity, Rowan's Law, and other relevant guidelines.
- Failure to comply with these requirements will result in removal from the position until such time as the individual provides the necessary documentation.

### **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, to be considered eligible. This documentation must be provided unless it has already been filed with the Corporation. Baptismal certificates, hospital certificates, and health cards will not be acceptable for this purpose.
- All players with Corporation member teams are affiliated with the Greater London Hockey Association (GLHA) and, as such, will conform to player categories as established by the GLHA, Alliance Hockey, and Hockey Canada.
- If the ability of a player is deemed inadequate for their designated age level, and for the good of the player, the Vice President of Hockey Operations may place the player in a category where they can participate for one season. After this season, the player will be expected to compete at their proper age level. The Alliance must be consulted, and approval given, for the player to participate in tournaments.
- Players with Corporation member teams may also play for their respective elementary or high school teams but cannot be registered with any other association at the same time.



## **BYLAW 21- HOUSE LEAGUE PROGRAM**

### **1. Team Assignments & Adjustments:**

- Players participating in the House League Program will be assigned to teams at the beginning of the hockey year. The goal is to balance the teams as closely as possible in terms of playing ability and numbers.
- Reassignment of players may take place up to December 2nd of each year. Any re-assignment thereafter requires the approval of the Board of Directors.

### **2. Convenors & Ice Time:**

- Convenors will manage each category, ensuring that all players receive equal ice time.
- Practice time will be allocated according to ice availability and will be distributed as evenly as possible amongst all House League teams, with a preference for one hour of practice each week.

### **3. Equipment & Sweater Management:**

- The Coaching staff for each team is responsible for all equipment and sweaters issued to their respective team.
- Sweaters must be collected after each game, maintained, and kept in the coach's care until the next official game or the end of the season, whichever comes first.
- Team-issued sweaters must be worn for all tournament games.
- Sweaters or game socks are not to be used for practice. These items may only be worn for League games and tournaments unless otherwise approved by the Board for other events, such as Knights' games or the Santa Claus Parade.
- Only jerseys issued by the League can be used for League games and tournaments.
- Coaching staff must sign out equipment at the start of the season and return it to the Director of Equipment at the end of the season.
- In the event of loss or misuse, the team that signed out the equipment may be charged for the cost of replacement.

### **4. Season End & Special Conditions:**

- The season will 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.
- For Select Teams, the season will end on March 31st of each year unless approved by the Board of Directors.

### **5. Coaching Staff Responsibilities:**

- The Coaching staff is responsible for team players from the time they enter the dressing room until they leave after a game. Coaches must refer to the Ontario Hockey Federation Dressing Room policy for guidance.

### **6. Tournament Participation:**

- All Bandit teams are required to enter the respective tournaments to which they are affiliated. For example, House League teams are required to enter the London Bandits Memorial Tournament.
- Coaches are responsible for registering their teams into their respective tournaments.

### **7. Financial Closure:**

- All Bandits teams are required to have the VP of Hockey Operations sign off and close their bank accounts at the end of the fiscal year season, no later than April 20th.



## **BYLAW 22- COMPETITIVE PROGRAM**

### **1. Player Selection:**

- Players for competitive teams will be selected by the coach(es) for their respective team.
- If a player is not selected for a competitive team, it is the responsibility of the Seeded and Competitive coaches to direct the player to the appropriate House League division convenor.

### **2. Coaching Staff Responsibilities:**

- The coaching staff is responsible for team players from the time they enter the dressing room until they leave after a game or practice. Coaches must adhere to the Ontario Hockey Federation Dressing Room Policy.
- Ice time will be provided by the association and assigned as required.

### **3. Equipment & Sweater Management:**

- The coaching staff (or delegated person) of each team is responsible for all equipment and sweaters issued to the team.
- Coaches must collect the sweaters after each game, maintain them, and keep them in their care until the next official game or until the end of the season, whichever occurs first.
- Sweaters and game socks are not to be used for practice at any time.
- Coaches must sign out equipment at the beginning of the season and return it to the Director of Equipment at the end of the season.
- All equipment and sweaters must be returned clean, hung up, and in their appropriate bags.
- Team-issued sweaters must be worn for all league games and tournament games.
- In case of loss or misuse, the team official who signed out the equipment may be charged for the cost of replacement.

### **4. Season End & Financial Closure:**

- The season for all teams in the Corporation will end after the last regular season or playoff game unless written permission is obtained from the Board of Directors.
- For Select Teams, the season ends on March 31st of each year, unless otherwise approved by the Board.
- All team fees and any outstanding balances owed to the Corporation must be paid, and bank accounts must be closed by April 20th. This must be done after the Vice President of Competitive has signed off. At this time, a final statement will be provided to the Board of Directors and to the team parents.

### **5. Tournament Participation:**

- All Bandit teams must participate in the tournament with which they are affiliated. For example, competitive teams are required to enter the Dan Pulham Tournament.
- Coaches are responsible for registering their teams into their respective tournaments.



## **BYLAW 23- FINANCES AND SIGNING AUTHORITY**

### **Fiscal Year:**

- The fiscal year of the Corporation shall be from May 1st to April 30th, unless otherwise approved by a resolution of the Board of Directors.

### **Signing Officers:**

- The Signing Officers of the Corporation shall include the President/Chair, VP of Hockey Operations, Treasurer, and Tournament & Events Coordinator.
- All deeds, transfers, licenses, contracts, and/or engagements made 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 orders 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 evidence of indebtedness issued in the name of the Corporation and 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 that there is a family relationship (e.g., husband, wife, brother, sister, parent, child) between any signing officers, such a relationship must be declared. If deemed necessary by the Board of Directors, a replacement signing officer or officers may be selected from the remaining Board members. This decision will be formalized by a resolution of the Board of Directors.

### **Banking:**

- The Corporation shall maintain an appropriate banking service agreement with any chartered bank, trust company, or other financial institution as approved by the Board of Directors.
- All receipts of the Corporation shall be deposited by the Treasurer (or their designate) in the name of the Corporation with the selected bank or financial institution.
- The day-to-day administration of all bank accounts established for conducting the business of the Corporation shall be the responsibility of the Treasurer.
  - Team Bank Accounts:
    - The House League and Competitive teams may open team bank accounts but not in the name of the Corporation.
    - Team bank accounts can be used for annual operations but must have a zero balance at the end of each hockey season.
    - Regular monthly statements must be provided for all Corporation accounts.



### **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, ensuring that the full operating results of the Corporation's activities are reflected.
- All expenditures of the Corporation will be recorded and reported gross of related revenues.
- The Treasurer will submit the Corporation's financial statements for approval by the members at the annual meeting of the Corporation.
- The Treasurer will submit a monthly financial report to the Board of Directors, detailing the Corporation's financial status for approval.
- The Corporation will have an outside audit performed annually.

### **Purchasing:**

- The principal basis for purchasing supplies and services will be the annual budget, as approved by the Board of Directors.
- Purchases of supplies and services not included in the approved budget require a resolution from the Board of Directors before the acquisition or contract can proceed.
- Contracts for purchasing supplies and services also require a resolution from the Board of Directors.

### **BYLAW 24- SEAL**

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

### **BYLAW 25- DIGITAL COMMUNICATIONS, BRANDING, AND MEDIA MANAGEMENT**

#### **Social Media Account Management**

##### **1, Account Ownership**

- All social media accounts (including but not limited to Facebook, Instagram, X/Twitter, YouTube, etc.) representing the **London Bandits Hockey Association**) must be created and maintained using an official organizational email address under the **@londonbanditshockey.com** domain.
- The use of personal email addresses for the creation, access, or management of official LBHA accounts is strictly prohibited.

##### **2, Access and Security**

- All two-factor authentication (2FA) methods must use organization-controlled options, such as:
  - An official organizational email address
  - An authenticator app managed by the Webmaster/Communications
  - Another secure, shared method approved by the Board of Directors



- If a platform requires a phone number for 2FA and no alternative method is available, the Board shall assign an organization-approved number accessible by the Webmaster/Communications.
- Credentials for all accounts must be stored in a Board-approved password management system.
- Access to this system is limited to:
  - The current Board-approved Officer
  - The current Webmaster or Communications Director
  - The outgoing individuals in those roles, for a period of up to **30 days post-transition**, to ensure a secure handoff
- After 30 days, access for outgoing individuals must be removed unless otherwise authorized by the Board.

### 3. Role Transition and Continuity

- During Board transitions, all login credentials must be transferred to the incoming members, and account credentials must be updated as needed.
- The outgoing Webmaster or Communications Director is responsible for overseeing a smooth transition of all social media account access.
- All accounts must remain accessible to **at least two current, Board-approved officers or directors** at all times to ensure continuity and accountability.

### 4 Compliance

- Any existing accounts not in compliance with this bylaw must be updated within **30 days** of its adoption.
- Failure to comply may result in temporary deactivation of the account or reassignment of access by the Board.

### Website Ownership and Administration

#### 1, Ownership and Hosting

- The official London Bandits website (**londonbanditshockey.com**) shall remain fully under the control and administration of the Association.
- No individual Board member may register, host, or manage the website under a personal account or personal hosting service.
- All website access credentials must be stored in a Board-approved password management system, accessible only to authorized individuals as defined in Section 2

#### 2 Access and Security

- Website administrative access is limited to the following roles:
  - Webmaster or Communications Director
  - Ice Convenor
  - Tournament and Events Coordinator
  - Any additional individuals approved by the Board



- Newly appointed individuals in these roles shall be granted access to required tools and credentials as part of onboarding.
- Outgoing individuals shall retain access for **no more than 30 days post-transition**, after which access must be revoked unless otherwise approved by the Board.

## Website Forms and Communications

### 1, Form Configuration

- All website-based forms (e.g., contact, registration, applications) must direct submissions only to **@londonbanditshockey.com** email addresses.
- Submissions must not be sent to personal email accounts (e.g., Gmail, Yahoo, Hotmail) as the primary recipient.

### 2 Email Routing

- All form submissions must be routed through an official London Bandits email (e.g., **webmaster@londonbanditshockey.com**)
- All Officers and Directors will be assigned an official London Bandits email address for use during their term. Personal email addresses may not be used for league-related communications.
- Officers and Directors currently serving a 2-year term must begin using their assigned London Bandits email address immediately following the AGM and discontinue the use of any personal or third-party email accounts (e.g., Gmail).
- This ensures proper record-keeping, security, and avoids issues with former members receiving sensitive information after their term ends.

## Website and Communication Compliance

### 1 Review and Oversight

- All website components, forms, and associated communications must be reviewed **annually** or upon major administrative changes to ensure ongoing compliance.

### 2 Non-Compliance Remediation

- Any non-compliant forms or communication channels must be updated within **30 days** of bylaw adoption.
- The Webmaster or Board of Directors may temporarily remove non-compliant forms or redirect communication to compliant addresses as needed.

## Branding, Corporate Colours, and Clothing

### 1 Corporate Colours and Sweater Design

- The official **sweater colours and design** of the Corporation shall be established by the **Director of Equipment**, subject to the approval of the **Board of Directors**.



- Any changes to team uniforms must be reviewed and approved by the Board before implementation.

## **2 Use of Corporate Name and Logo**

- The use of the **London Bandits name**, in any written or visual form, or the **London Bandits Hockey Association logo** (or any variation/facsimile thereof), is strictly prohibited without **prior written consent** from the **Board of Directors**.
- This applies to all apparel, merchandise, printed materials, digital content, and promotional products, whether for personal, commercial, or team use.

### **BYLAW 26- TEAM FUNDRAISING**

- Teams wishing to raise funds for team activities shall notify the Director at Large in writing, specifying the purpose of the fundraising event.
- A report of the event, detailing the funds raised and the use of those funds, must be submitted to the team within thirty (30) days of the event's conclusion.
- The coach or manager of the team must submit a complete financial statement related to the operation of the team to the Board of Directors at the conclusion of each hockey season.
- Team officials, players, or team parents are prohibited from soliciting money, goods, or services from Corporation sponsors.



## Definitions

- a. "Act" means the *Not-for-Profit Corporations Act, 2010* (Ontario) and, where the context requires, includes the regulations made under it, as amended, or re-enacted from time to time.
- b. "AGM" means Annual General Meeting.
- c. "Board" means the Board of Directors of the Corporation.
- d. "By-laws" means this by-law (including the schedules in this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect.
- e. "Chair" means the chair of the Board or Committee.
- f. "Corporation" means the corporation that has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*.
- g. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called.
- h. "Lifetime Member" is an individual who has demonstrated exceptional dedication and significant contribution to the growth, development, and success of the association. To be eligible, the individual must have actively served on the Board of Directors for over 10 years and must be approved by the Board. To retain voting privileges, a Lifetime Member must continue to play an active role in the association (e.g., attending meetings, mentoring, or serving on committees). If a Lifetime Member fails to actively participate in association activities, their voting rights may be nullified at the AGM or during monthly Board meetings. Lifetime membership is non-transferable.
- i. "Member" means a member of the Corporation.
- j. "Members" means the collective membership of the Corporation.
- k. "Officer" means an officer of the Corporation.
- l. "Quorum" means the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.