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**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:

1. To promote and develop organized amateur hockey for youths in the City of London, including both
2. the development of the maximum opportunity for participation in recreational hockey and;
3. 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

Treasurer Secretary

Registrar (2) Ice Convenor

Vice President of Competitive Vice President of House League

Player/ Coach Development Tournament Chair

Director of Equipment Director At Large (4)

U7 Convenor (Initiation Program) U9 Convenor (House League)

U11 Convenor (House League) U13 Convenor (House League)

U15 Convenor (House League) U18 - U21 Convenor (House League)

U9 - U13 Convenor (Minor Development)

U14 - U21 Convenor (Minor Development)

**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 "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:

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

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.

c) Have returned all outstanding equipment of the Corporation

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 October 31st of the year of their election. A registered letter will be sent to the applicant, and they will be removed from the board immediately.

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.

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 a Director at Large.

g) A person standing for election or holding office and continuing in that role may not be affiliated with a member partner (West, North, Oakridge, Jr. Knights). They also must not partner with any non-Sanctioned Program such as Red Circle, Cobra’s or Ice Dogs.

**3.8** 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.

**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, or Director of Risk, unless that person has served as an Officer or Director of the London Bandits Minor Hockey Association in the last one (1) year of three (3) years. If the nominees have not served as an Officer or Director of the London Bandits Minor Hockey Association for one (1) year of the last three (3) years, the nominee must prove competency and demonstrate the ability to fulfill the role. The nominee would need to be pre-approved by a vote by the current London Bandits board members prior to the AGM.

**3.10** Directors shall serve a term of one (1) year or two (2) years as stated in the roles 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.

**3.13** Members will be required to sign understanding of the Constitution following the AGM. Those breaking the constitution will be brought to the Discipline and Ethics Committee if the violation breaches the by-law or rules and regulations of the corporation.

**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. A Director may be recommended for removal from office by the Resolution Committee and the members of the Corporation, prior to the expiration of his or her term for cause, by a 60 percent plus 1 vote of all Members then in office, at any regular or special meetings of the Board. The Member will be given 5 business days to appeal the decision with an accompanying cheque payable to the London Bandits Minor Hockey Association, provided that a statement of the reason or reasons for removal is sent by Registered Mail to the members last known mailing address, within seven (7) days of the removal. This statement shall be accompanied by a notice of a date and time when, and a place where the Member will be given the opportunity to be heard. The matter will be considered by the Board at the time and place mentioned in the notice. Forty-eight (48) Hours notice must be given.

The Resolution Committee would include:

President (Chair and deciding vote)

Vice President

Vice President of House League

Vice President of Competitive

Ice Convenor

Secretary

Director of Risk

Lifetime Member (if available)

If there is a conflict of interest, the Chair will appoint another board member to fulfil the role(s) where the conflict exists. This will be established at the AGM or the meeting following the AGM.

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 are considered 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 or the absence of a director from their role will be considered as terminated from their position on the Board, unless otherwise determined by the Board with consideration to mitigating factors (incapacity, illness etc.)
* Non-compliance of Articles 3.7 (d), (e) or (g)
* Unsatisfactory police check

**4.2** In event of removal from The Board of Directors, such members are responsible for any debt, keys and/or equipment belonging to the London Bandits Hockey Association should be returned immediately.

**4.3** In the event of removal from the Board of Directors, said member will be ineligible to run or hold a position on the board for 2 years following termination.

**5.0**  **Vacancies, Board of Directors**

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

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

**5.1** Length of the Terms of Board Positions:

a) To allow for Annual elections and orderly change, the positions listed below will be held for a 2-year term. These positions will be elected on Odd and Even years. With the 2021 Elections, all even year terms will be 1 year to align the progression of the overlap 2-year terms.

 ODD YEARS EVEN YEARS

President Vice President

Registrar 1 Registrar 2

VP of Competitive VP of House League

 Ice Convenor Director of Risk

 Tournament Director

b) Any Director 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.

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

50 % plus one (1) 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.

Directors' meetings may be called by the President or Vice-President, or by the Secretary upon direction of the President or Vice President, or by the Secretary upon written direction of two (2) Directors. Notice of such meetings shall be given by, email, or telephone 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 by filing a written request for such a meeting with the President, stating the subject, date, time and location of the special meeting. Due notice of special meetings shall be given, and special meetings are to be held within seven (7) days of such notice. Special Meetings would require a quorum of 50% plus one vote.

A Directors' meeting may also be held, without notice, immediately following the Annual General 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 held at least once each month.

Voting by proxy 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 designated 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 proof of the fact, with record of the number or proportion of the votes recorded in favour of or against and abstain from such resolution.

Only Directors of the Board and Active Lifetime members receive a vote.

For extreme circumstances where a situation arises, (such as Hockey Canada closing hockey for the remainder of the season) an online opportunity, (such as a Zoom meeting) where voting possibilities are available, will be provided for the members to continue have meetings, such as board meetings etc.

**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 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 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 (if qualified) and provide general and specific assistance in the managing of the Corporation's affairs.

The Directors shall respond to all correspondence, such as email, within 48 hours.

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

**10.0**  **Specific Duties of Board of Directors**

**President**

* Sets the date of the AGM
* Chairs meetings of the Board of Directors and all General/Special meetings
* Maintains contact with Alliance Hockey regarding policies and procedures
* Represents 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,
* Sit on Discipline Committee
* Delegates to VP of Competitive and VP of House League
* Supervises Police Record Check program
* Shall be a signing officer of the Corporation
* Works with all board members to ensure a collaborative working relation is held. If s/he feels it’s not working then s/he may delegate the Resolution Committee to deal with the situation at hand to find a resolution.

**Past President**

* Act as a resource to the current Board of Directors and Executive Committee
* Fulfills the role of President in the previous year prior to the role assignment
* Resignation as President mid-term will forfeit your right to claim the title of Past President the next season

**Vice President**

* Shall be a signing officer of the Corporation
* Perform President’s duties during the absence of the president
* Sits on 3 committees (Operations, Constitution 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 timekeepers for all regular season and playoff games
* Process timekeeper invoices and ensure timekeepers are paid in a timely manner

**Director of Risk**

* Be responsible for all newly implemented programs for all members of the Association
* Be responsible for the discipline of the policies and procedures by the coaches and trainers
* Be responsible for Rowan’s Law for all players and coaches and ensure compliance
* Works with Registrars to complete an updated list of all coaches and coaching staff
* Enforce policies, rules, and procedures of the Association, the GLHA, Alliance Hockey, Ontario Hockey Federation and Hockey Canada as well as any applicable laws
* Be responsible for creating a summary of suspensions, disciplinary actions
* Be responsible for creating and maintaining a summary of CRC’s and waivers for all coaches and will be forwarded
* Be responsible for ensuring the safety of all players during the season
* Be responsible for collection of tracing information in compliance with the MHU
* Maintaining confidentiality within this role

**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 required notices to the members and/or the Board of Directors prior to next Board meeting
* Provide minutes of the 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 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 Sports website, Facebook, Twitter, and any other Social Media platforms chosen by the Board
* Create and maintain user accounts for all coaches or webmasters and monitor individual team websites for appropriate material

**Registrars (2)**

* 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, Convenors, Coaches, City of London, and others as required
* Ensure that accurate information is provided for pre-season ice tryouts, House League assessments and draft, Round Up, and ice allocation and rosters
* Complete and submit all rosters for London Bandits
* Work in conjunction with Director of Risk and other board members running clinics to ensure all players and coaches are properly registered as per Hockey Canada requirements
* Follow up with collection or reimbursement of fees as appropriate
* Be responsible for police checks and the tracking of them by Nov 15th deadline with receipts/ and or completed Police Checks
* Provide the President with monthly updates on how the collection of Police checks are going and who is outstanding
* Be responsible for providing the Secretary a list of all active members for the AGM membership meeting
* Be responsible for having a list of current Parent members and Active members (available from the minor hockey registration system)

**Ice Convenor**

* 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
* Monitor and report on the utilization of ice
* Be responsible for notifying Vice President of league games
* Be responsible for liaison with Alliance
* Be responsible for Tournament ice and working with tournament directors in conjunction for ice allotments

**Vice President of Competitive**

* 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 and Bench staff 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 team~~s~~
* Sit on the GLHA London Jr Mustangs committee as an advisory committee to the program
* Bring forth another committee member to the board to attend the GLHA London Jr Mustangs committee
* Attend the GLH A London Jr Mustangs committee meetings representing the London Bandits
* Participate on the GLHA London Jr Mustangs Coaches Selection Committee
* Be responsible for the movement of players between the Corporation’s MD program
* Annual review of the Coaches Manual and work in conjunction with House League VP to ensure the same forms are being used where need be and alter where competitive forms are different and ensure that the Secretary has all necessary documents to post prior to season beginning.
* Review team budgets and account activity statements
* Address team concerns about budget
* Ensure all coaches, volunteers and trainers remain informed of new policies

**Vice President of House League**

* 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, as well as the CHL
* Serve as chair of House League Hockey Coaches Selection Committee
* Recommend coaches and bench staff 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
* Annual review of the Coaches Manual and work in conjunction with VP of Competitive Hockey to ensure the same forms are being used where need be and alter where competitive forms are different and ensure that the Secretary has all necessary documents to post prior to season beginning.
* Review team budgets and account activity statements
* Address team concerns about budget
* Ensure all coaches, volunteers and trainers remain informed of new policies

**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
* Create a budget sheet and work with President/Ice convenor on appropriate budget
* Collection of fees’, in conjunction with the Treasurer and webmaster
* Be a point of contact for the goalie clinic and organize this program
* Be responsible for all clinics being taken, coaches’ clinics, concussion clinics, etc. and be responsible for the billing of such clinics

**Tournament Chair**

* Responsible for setting up a committee of at least (5) people including:

Ice Convenor, Vice President, Director at Large and 2 others. Committee is to be established at the first general meeting following the AGM.

* Schedule the timekeepers for the Tournament
* Oversee running of the tournaments and delegate to the committee the duties associated with the tournament.
* Ordering trophies
* Work with the company that offers hotel rebates,
* Complete all documentation to the Alliance ( including obtaining permits for the sanctions of the tournament with the Alliance)
* Complete final balance sheets to provide to Treasurer and the Board
* Signing authority for all contracts required for the tournament's Board approval, seeking tender for hotel rebates
* Coordinate Vendors
* Ensure that all rosters and travel permits are approved 2 weeks prior to the tournament start date
* Ensure that all London Bandits Board teams are entered and have registered for the Dan Pulham and London Bandits Memorial Tournaments
* Ensure that the London Bandits Memorial Tournament continues to honour the Jayden Elmore player in the Atom division by offering a Jayden Atom division.
* Ensure that the London Bandits Memorial Tournament Continues to honour Neil Barker by offering a Neil Barker division in the Midget division
* Ensure that the London Bandits Memorial Tournament continues to honour Brian Sturgeon by offering a Brian Sturgeon division in the Bantam division
* Ensure that the trophies are labelled correctly and reviewed for spelling at least 2 weeks prior to the tournament
* Ensure families of the Memorials are notified of the tournament well in advance so they can be a part of the opening ceremonies and the closing ceremonies of each of those divisions
* The Memorial will be reviewed after 5 years to enable the process of other families being recognized as well. The tournament director will bring forth to a board meeting for approval
* All expenditures not associated with key issues in the tournament must be brought to the London Bandits board for approval. I.e., jersey, net purchases

**Director of Equipment**

* 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 of (but not limited to) one (1) 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
* Be responsible for ensuring a budget is followed
* Assist the tournament committee with colour conflicts for the house league division.

**Directors at Large (3 Positions)**

* Plan, host, promote and maintain corporation fundraising events, such as (but not limited to) Picture Day, Skate with Santa, Coach’s Appreciation Night, Night with the Knights, Round Up Awards and Round Up Dance
* Follow issued budgets and bring event plans to the Board for approval
* 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
* Oversee and enforce all fundraising and promotions policies
* Provide a letter for HL and MD to obtain sponsorships
* Coordinate and arrange for sponsors for all House League teams
* Report on the status of the sponsorship activity 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 liaise with sponsors regarding the activities of the Corporation
* Provide a protected list of sponsors
* Be responsible for forwarding information to the Secretary for posting on the web site
* Be responsible for parent-rep meetings at the beginning of the season and before playoffs
* Responsible for clothing and swag
* Responsible for enforcing clothing policy
* Head the Nominations Committee for the AGM
* Sit on a minimum of, but not limited to, one committee
* Be responsible for coordinating the volunteer activities associated with the tournaments, pre-season ice, and any other activity requiring volunteers

**Division Convenors (House League U7, U8, U11, U13, U15 and U18 - U21 and Competitive U9 -U13, U14 - U21)**

* 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, CHL meeting
* Representative on the Discipline Committee
* Prepare report for monthly board meeting
* Collaborate with Directors at Large to supply support to the Convenor position
* Volunteer at the Dan Pulham Tournament, London Bandits Memorial Tournament – (minimum of one tournament)
* Attend the CHL during the Championship weekend
* Support the playoffs
* Attend as many home games as possible.
* Attend the Round Up Awards Banquet and support the Directors at Large
* NOTE: One cannot be the convenor of your own child’s age group at the Competitive level- it is a conflict of interest

**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. Each Committee must have a secretary and minutes formed for the board. In forming this committee, the respectful Chairperson will address the Board of Directors asking for volunteers to serve on this committee. Such committees may include but not be limited to:

***Coaches Selection Committee***

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

Minimum of five (5) committee members must be in attendance. Minimum of 7 Committee Members approved by the President and VP’s If there is an extenuating circumstance where a board member can not attend, another board member will be voted in. The committee must include President, VP, Director of Risk Management, Lifetime member, if available.

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

The recommendation to the board must include a list of all candidates that were interviewed for the position.

***Constitution Committee***

The Board shall establish a Constitution Committee consisting of a minimum of five (5) committee 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 five (5) members serving on the committee

The Chairperson will report on the results of the review to the Board of Directors by the March Board Meeting, a minimum of 30 days prior to the AGM of each year, and shall include any recommendations for change to the Constitution.

***Nominations/ AGM Committee***

The Board of Directors shall establish a Nominations Committee consisting of five (5) members of the Board of Directors including the Secretary

The committee Chairperson shall be the Secretary

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 and make recommendations to the board

The committee will be responsible for reviewing nominations for positions on the Board and posting nominations before the AGM

Nominations will be read at the AGM by a Director at Large.

Our elections will follow the corporation laws as well as the Privacy Act that we are unable to use our membership emails for the purpose of soliciting and promoting an individual for election purposes. We are only to use personal information for the running of our Hockey programs.

1. No shareholder or member or creditor or the agent or legal representative of any of them shall make or cause to be made a list of all or any of the shareholders or members of the corporation unless the person has filed with the corporation.

2. We may only disclose personal information where we have legal authority to do so, or where the disclosure is for the purpose that we collected the information, such as providing you with a program or service.

***Tournament Committee***

The Board of Directors shall establish a Tournament Committee consisting of a minimum of five (5) members of the Board of Directors including the Secretary and the Directors at Large. This will be completed at the first meeting after the AGM

The Chairperson will be the Tournament Chair for the competitive tournament and /or memorial tournament respectively.

The committee shall be responsible for coordinating the organization and delivery of the Corporation's House Leagues Memorial tournaments 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, one (1) Registrar, Director of Equipment, Tournament Chair, two (2) Directors at Large, Vice President of House League, and Vice President of Competitive to sit on this committee.

The Committee shall:

Proactively manage budget

Review all financial reports from tournaments, fundraising etc.

The Budget must be voted on by the Board of Directors prior to the AGM .

The Budget must be voted by membership at the Annual General Membership Meeting.

***Ethics and Discipline Committee***

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

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 issue)

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

Establish the committee at the first meeting after the AGM. A minimum of 5 members is required for the Ethics and Discipline Committee plus 2 Alternatives. We have to provide members with 48 hours’ notice.

**12.0 Members**

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, and 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. All Past Presidents and Lifetime Members of London Bandits will receive Honorary 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 Honorary membership with the London Bandits Minor Hockey Corporation, whichever comes last. An Honorary Member who has served as President must complete the last year in full term to be determined a Honorary Member or to be classified as Past President.

**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 General 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 General 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.

**Annual General Meeting**: Notice shall appear on the website 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.

**Special General Meeting:** Notice 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 (50) 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 Lifetime members in good standing who attend 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 person’s 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 evidence 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 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 divisions may have an account for the purpose of annual operations and 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 status of the Corporation's financial activity and position.

An outside audit will be done yearly.

**DISSOLUTION CLAUSES:**

1. 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

2. That, if London Bandits Hockey Association Inc. should dissolve, the distribution of the Organization’s assets and property held or acquired for the proceeds of the licensed lottery events (i.e., lottery trust account or property purchased with lottery proceeds) will be donated to Charitable Organizations that are eligible to receive lottery proceeds in Ontario

**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 Directors at Large, in writing, of the purpose of the team fundraising 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 money, 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 & Termination of Membership**

The President, The VP of Competitive and The VP of House League may suspend any coaches and/or players from participating in the Corporations’ 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. Any suspension less than 2 weeks would be dealt with by the VP of House League or VP of Competitive. If the suspension is greater than a one (1) month, it can be brought to the Resolution Committee for resolution. If the suspension is greater than a month it must be approved by the Board after the Resolution Committee has reviewed the investigation.

The Resolution Committee may suspend any Active member (Parent, Board Members) from participating in the Corporations’ 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 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.

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 needs to be forwarded to the newly elected/appointed person replacing them as soon as possible.

**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 days of acceptance of their position if none is already filed with the corporation. Coaches also require all Hockey Canada requirements such as (but not limited to) Gender Identity (2 weeks), Rowans Law, etc. Failure to comply will result in removal from that position 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 none 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.

CHL 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 a 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 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 keep them in their care until the next official game, or the end of the season, whichever 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 League Games and tournaments and must be approved by the board to wear at other functions, such as Knights’ games or the Santa Claus Parade.

Only jerseys issued by the League can be used for all League games and tournaments.

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.

All Bandit teams are required to enter their respective tournament that they are affiliated with. For example, House League teams are required to enter the London Bandits Memorial Tournament. All coaches are responsible for registering their own team into their respective tournament.

All Bandits teams are required to close their bank accounts at the end of the fiscal year season and no later than April 20th.

**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 keep them in their care until the next official game or the end of the season, whichever 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 league games and 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 20th. At that time, a final statement will be supplied to the Board of Directors and to team parents.

All Bandit teams are required to enter their respective tournament that they are affiliated with. For example, MD teams are required to enter the Dan Pulham Tournament. All coaches are responsible for registering their own team into their respective tournament.

**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 VP of House league or VP of Competitive Convenor

Step 5. Complaint to Discipline Committee.

Step 6. Complaint to Board of Directors

With Step 6, any parent or legal guardian or volunteer/director of the board with reason can appeal a decision made by the resolution committee. Their complaint must be in writing to the Board of Directors, along with a $150.00 fee. The complaint shall be tabled at the next regular meeting of the Board, unless the Board determines that expedience be required; in which case a special meeting of the Board shall be called to hear the complaint. The Complainant shall have the $150.00 fee returned to them at the completion of the complaint if the complaint is won by them.

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. A notice of 48 hours must be given.

**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:

1. 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.
2. 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.
3. 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 meetings 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**

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 1**

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

**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.

**Bylaw Number 3**

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 registration plus a $50 administration fee will be charged.

**Requests for refunds will not be accepted after November 30th**.

If there is a shutdown of hockey for any reason such as health protocols, **The determination of refunds will be discussed between the GLHA  and all associations prior to the end of the season.   We will determine the best action to take regarding any lost ice time once the lockdown is over.  Fees will be returned based on the City of London providing refunds to the Association for lost ice time.**

\*To be PASSED by the Directors of the Corporation this April 12, 2022.