

CLARINGTON RECREATIONAL HOCKEY LEAGUE



PRESIDENT CENTERED BY-LAW BY-LAW ONE

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Contents

1. DEFINITIONS.....	3
2. REGISTERED OFFICE AND SEAL.....	4
3. MISSION OF THE CRHL	4
4. AFFILIATIONS.....	5
5. CLASSES OF MEMBERSHIP	5
6. TERMS OF MEMBERSHIP AND ELIGIBILITY	6
7. MEETINGS OF THE MEMBERSHIP.....	9
8. BOARD OF DIRECTORS	11
9. PROCEDURE FOR ELECTION OF DIRECTORS.....	12
10. BOARD RESPONSIBILITIES.....	14
11. OFFICERS and RESPONSIBILITIES OF OFFICERS.....	17
12. COMMITTEES and CONVENORS OF THE BOARD	21
13. EXECUTION OF DOCUMENTS	29
14. FINANCIAL YEAR	30
15. BANKING ARRANGEMENTS	30
16. BORROWING BY THE CRHL	31
17. NOTICE	31
18. PASSING AND AMENDING BY-LAWS	32
19. REPEAL OF PRIOR BY-LAWS	33
20. RULES OF PROCEDURE	33
21. EFFECTIVE DATE	33
Table of Passed Amendments to By-Law One	35

Clarington Recreational Hockey League

BY-LAW ONE

This is a by-law relating to the affairs of the Clarington Recreational Hockey League. BE IT ENACTED as a by-law of Clarington Recreational Hockey League as follows:

1. DEFINITIONS

- 1.2 In this By-law and all other By-laws and Resolutions of the CRHL, unless the context otherwise requires:
- (a) "Board" means the Board of Directors of the CRHL;
 - (b) "CRHL" means Clarington Recreational Hockey League (or such other name as the CRHL may in the future legally adopt); also referred to as Clarington Thunder;
 - (c) "CMHA" means Clarington Minor Hockey Association, also referred to as Clarington Toros.
 - (d) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time;
 - (e) "Director" means an individual who has been elected to the Board of Directors of the CRHL;
 - (f) "Family" includes all persons residing in the same residence and all parents or guardians of any child residing in that residence;
 - (g) "Guardian" means any person standing in the place of parent;
 - (h) "HC" means Hockey Canada (or such other name as the HC may in the future legally adopt);
 - (i) "Letters Patent" mean the Letters Patent incorporating the CRHL, as from time to time amended by Supplementary Letters Patent;
 - (j) "Member" means any class of membership in good standing in the CRHL as provided for in section 5;
 - (k) "NVMHA" means Newcastle Village Minor Hockey Association, also referred to

as Newcastle Stars;

- (l) "OAAA" means Orono Amateur Athletic Association, also referred to as the Orono Leafs;
- (m) "Officer" means any individual who holds office enumerated in Article 11;
- (n) "OHF" means Ontario Hockey Federation (or such name as the OHF may in the future legally adopt);
- (o) "OMHA" means Ontario Minor Hockey Association (or such name as the OMHA may in the future legally adopt);
- (p) "Policy" means any written statement governing issues affecting the affairs of the CRHL which has been considered and approved by the Board of Directors of the CRHL;
- (q) "Clarington" means the Municipality of Clarington.

- 1.2 All terms defined in the Corporations Act have the same meaning in this By-law and all other By- laws and Resolutions of the CRHL.

2. REGISTERED OFFICE AND SEAL

- 2.1. The Corporate Seal of the CRHL shall be in the form as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the CRHL for its use and safekeeping.
- 2.2. The registered head office of the CRHL shall be in the in the Municipality of Clarington, in the Province of Ontario and thereafter as the CRHL may from time to time determine by special resolution of the members pursuant to the Corporations Act. The CRHL may establish such other offices within Canada, as the Board may deem expedient by resolution.
- 2.3. The Boundaries for the CRHL shall be the same as the Municipality of Clarington.

3. MISSION OF THE CRHL

- 3.1. The purpose of the CRHL is to organize, develop and promote minor ice hockey for the youth of the Municipality of Clarington including:
 - (a) The opportunity for all eligible individuals to participate in recreational house

league ice hockey, and to provide community based programs, which will allow a player to participate in an environment for fun, physical exercise and fair play;

- (b) To instill in all players, coaches, on- ice officials, managers and members associated with the CRHL good sportsmanship, correct and proper behavior on and off the ice, respect for authority and team play;
- (c) The CRHL shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or accretions of the CRHL shall be used solely for the purposes of the CRHL and for the promotion of its objects.

4. AFFILIATIONS

4.1. The CRHL shall have the following affiliations:

- (a) The CRHL shall be a member of the OMHA;
- (b) the CRHL shall operate in cooperation with the Recreation and Parks Department of the Municipality of Clarington;
- (c) the CRHL shall operate in cooperation with the CMHA;
- (d) the CRHL shall operate in cooperation with the OAAA;
- (e) the CRHL shall operate in cooperation with the NVMHA.

5. CLASSES OF MEMBERSHIP

5.1 There shall be four (4) classes of Membership in the CRHL:

- (a) Active Membership;
- (b) Parent/Guardian Membership;
- (c) Lifetime Membership;
- (d) Honorary Membership.

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1. Terms and Eligibility

(a) Active Membership:

Active Members shall include all elected Officers and Directors, appointed Officers or Directors, and all convenors, coaches, referees, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age.

(b) Parent/Guardian Membership:

Parent/Guardian members shall include all parents and or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years.

(c) Lifetime Membership:

Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the CRHL. An individual may be nominated to be a Lifetime Member by any Member of the CRHL and the granting of Lifetime Membership must be confirmed by a 2/3 majority vote of the Board of Directors.

(d) Honorary Membership:

Honorary Membership may be granted to an individual for special recognition for the purpose of promoting youth hockey in Clarington by the CRHL. An individual may be nominated to be an Honorary Member by any member of the CRHL. Granting of an Honorary Membership must be confirmed by a majority vote of the Board of Directors.

6.2. Membership List:

The Board shall prepare and maintain a list of current Active Members, Parent/Guardian Members, Lifetime, Honorary Members and a list of all voting members. This list shall be kept at the head office and updated as necessary and made available to all Directors. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.3. Membership Year

Unless otherwise determined by the Board, Membership, other than Lifetime and Honorary Memberships, shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st day of August next following the date on which such Membership commenced.

6.4. Termination

- (a) Membership in the CRHL shall not be transferable and shall terminate upon a Members resignation or death.
- (b) Members may resign from the CRHL by submitting a resignation in writing addressed to the Board.
- (c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the CRHL. Members whose Membership fees are in arrears for a period of three (3) months may be suspended from Membership and not permitted to vote, make nominations, or hold office in the CRHL. The Board shall inform those concerned of this suspension in writing. Members may be reinstated upon payment of arrears and the approval of the Board.
- (d) The Board may suspend or terminate a person's membership by giving the member at least 15 days notice of an intention to suspend or terminate his or her membership at a meeting of the Board.
- (e) The notice shall set out the reason for the suspension or the termination and shall also be provided to all members of the Board with the notice of the Board meeting.

The Member may respond in writing or may attend the Board meeting and will be entitled to make submissions to the Board members prior to a vote on the suspension or termination being taken.

A motion to suspend or terminate a member shall require a 2/3 majority in a ballot conducted at the meeting.

The Board may suspend for a specific or undetermined period and on such conditions as they may decide.

The Board may reinstate a terminated membership as they may determine in their sole discretion.

6.5. Membership Fees

Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable but the Board of Directors may, in its sole discretion, grant a request for such a refund.

6.6. Right to Vote

All meetings of the membership voting shall be as follows:

- (a) All Active Members are entitled to one vote and only one vote as an active member notwithstanding that they may be included in more than one category of active. (i.e. coach, manager, trainer, referee.)
- (b) Parent/Guardian Members are entitled to one vote for each registered player under the age of 18 years. Parent/Guardian will notify the Board of the Parent/Guardian who will be entitled to vote for that registered player, at the time of registration. If no person is selected or a dispute arises the Board shall be entitled to select which Parent/Guardian is the voting member for the registered player.
- (c) Lifetime Members are entitled to one vote.
- (d) Honorary Members are not entitled to vote.
- (e) The rights to vote under paragraph (a), (b), and (c) are cumulative such that a single person may have more than one vote in total.

6.7. Rights and Responsibilities

- (a) All members may attend members meetings and with the consent or invitation of the Board may attend meetings on the Board and Committees of the CRHL.
- (b) It is the responsibility of all members to provide a proper address, telephone number, and email address to the Board and to notify the Board of any change of such information.

6.8. Record Date

All Members of the CRHL shown on the membership list 35 days in advance of any General Meeting of the Members of the CRHL are entitled to notice of such meeting.

Only voting members shown on the voting members list 35 days in advance of a General Meeting are allowed to vote at that General Meeting unless allowed by a majority of

eligible voters in attendance.

7. MEETINGS OF THE MEMBERSHIP

7.1. Annual General Meeting of Members

The Annual General Meeting shall be held each year within the month of April, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;

- (a) Approval of the agenda;
- (b) Approval of the minutes of the previous Meeting of the Membership;
- (c) Receiving reports of the activities of the CRHL during the preceding year;
- (d) Receiving information regarding the objectives of the CRHL for the current year;
- (e) Receiving and approving the report of the Auditor of the CRHL from the previous year and a projected financial position for the current year;
- (f) Appointment of the Auditor for the ensuing year; consideration of any proposed amendments to the Letters Patent or By-laws of the CRHL;
- (g) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Office Administrator in writing on or before 6:00 p.m. on March 1st, immediately preceding the Annual General Meeting;
- (h) Election of the new Board of Directors.

7.2. Additional General Meetings of Members

- (a) In addition to the Annual General Meeting described in Article 7.1, a General Meeting of the Membership may be called at any time by a Resolution of the Board.
- (b) A General Meeting of the membership must be called by the Board upon receiving a resolution signed by 10% of the membership requesting a meeting to deal with business as specifically set out in the resolution. Where the resolution requests the removal of a Director or Officer it should also set out the reason for the removal as part of the resolution.
- (c) The business to be transacted at a General Members meeting shall be limited to that specified in the resolution calling the General Meeting.

7.3. Notice

- (a) Annual General Meeting

Notice of the Annual General Meeting to be held within the month of April in each year, will include the time and place of the meeting and the agenda, including particulars of any other business to come before the Meeting. Notice shall be sent to all Members as determined by article 6.7 for such Members in the records of the CRHL 30 days prior to the date of the meeting.

(b) Additional General Meetings of the Membership

Notice of any Additional General Meetings of the Membership shall contain the time and place of the meeting and the particulars of the business to be dealt with. The notice will be sent to all Members as determined by article 6.7 at the last known address recorded in the records of the CRHL at least fifteen (15) days prior to the date of the meeting. A Notice will also be posted in all CRHL arenas at least 15 days prior to the date of the meeting.

(c) Error or Omission in Notice

No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

7.4. Quorum

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 20 Members eligible to vote and present in person, holding a minimum of 25 votes. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.5. Voting Procedures:

- (a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the CRHL, shall decide every question proposed for consideration at Meetings of the Membership;
- (b) The Chair presiding at a Meeting of the Membership may have a vote and shall also cast a tie breaking vote in the event of a tie vote;
- (c) At the Meetings of the Membership, every question shall be decided by a show of

hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.6. Proxy

Anyone wishing to vote by proxy must complete a proxy form provided by the Board. A proxy form must be witnessed by the Office Manager or a Board Member and be filled at least the day prior to the meeting for which the proxy is to be used.

7.7. Adjournments

Any Meeting of the Members of the CRHL may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

7.8. Chair

In the absence of the President and the Vice-Presidents, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair.

8. BOARD OF DIRECTORS

8.1. Composition

(a) Eligibility

A Director:

- i. shall be eighteen (18) or more years of age;
- ii. shall not be of an un-discharged bankrupt or of unsound mind;
- iii. shall be a Member of the CRHL at the time of his or her election or appointment;
- iv. shall not be a member of any other OMHA sanctioned centre playing within the

CRHL, even if also a member of the CRHL.

(b) Number of Directors:

The affairs of the CRHL shall be managed by a Board, which consists of 25 Directors.

(c) Transition of Directors

In order to implement the provisions of this Bylaw, the term of all incumbent Directors of the CRHL at the date of adoption of this Bylaw, shall expire and terminate on the date of the April General Meeting next following the date of implementation of this Bylaw.

(d) Change in Number of Directors:

The CRHL may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.

9. PROCEDURE FOR ELECTION OF DIRECTORS

9.1 Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership on or before April 30. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be available each year from the Office Administrator by January 31. A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the CRHL. Such completed form must be delivered to the Office at least 35 days prior to the election.

9.2 Board Positions:

The Board shall consist of the following:

- (a) Past President - immediate
- (b) President – Elected - two year term
- (c) Vice President of Hockey Operations - Elected – two year term
- (d) Vice President of Administration - Elected – two year term
- (e) Referee in Chief - Elected- two year term

- (f) Treasurer - Elected - one year term
- (g) Secretary - Elected - one year term
- (h) Convenors- Elected - one year term
- (i) Directors - Elected - one year term, as are necessary to reach a total of 25 Board Members.

9.3 Election Procedures:

The Chair of the Nominations and Elections Committee shall provide a list of all individuals who have been nominated for election to the Board. Such list is to be sent to the members with the Notice of the Annual Meeting. The listing of all individuals who have been nominated for election to the Board will be posted in all CRHL arenas.

9.4 Vacancies:

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office.

9.5 Termination

(a) Removal of Director by Membership

The membership may remove a Director or Officer by a resolution passed by at least a 2/3 of the votes cast at a General Meeting of the Members called for that purpose and by a majority of the votes elect any member to replace such Director or Officer for the remainder of his or her term.

(b) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.

(c) Resignation

A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the Board of the CRHL.

10. BOARD RESPONSIBILITIES

10.1. Governance:

The Board of Directors shall govern the CRHL in compliance with the objects, powers, by-laws and Policies of the CRHL, Rules of Operation and all applicable laws and regulations.

10.2. Board Meetings

(a) Regular Board Meetings

Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-Presidents, may from time to time determine. The Board shall meet not less than twelve (12) times per year.

(b) Special Board Meetings

Special Board Meetings may be called by the President or Vice-Presidents in the absence of the President or on petition in writing to the Office Administrator signed by any three Directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.

10.3. Notice of Board Meetings

- (a) Notice shall be communicated to all Directors and Officers at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the CRHL.
- (b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.
- (c) No formal notice of any Board Meeting shall be necessary if all the Directors and Officers are present or if those absent signify their consent to the Meeting being held in their absence.

10.4. Error in Notice

No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director and

Officer may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.

10.5. Adjournment of Board Meetings

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

10.6. Quorum

A quorum for a Board Meeting shall be 2/5 of the total number of directors for the given year. No business of the Board shall be transacted in the absence of a quorum.

10.7. Voting Rights

Each Director and Officer, present at a Board Meeting shall be entitled to one vote. The Chair in addition shall be entitled to vote again in the event of a tie vote.

10.8. Voting Procedures

A majority of votes of the Directors and Officers present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the Minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

10.9. Remuneration

Directors and Officers shall serve without remuneration and no Director or Officer shall indirectly or directly receive any remuneration, salary or profit from the position of Director or Officer for any service rendered to the CRHL; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors or Officers for reasonable expenses incurred in the performance of their duties as Directors of the CRHL.

10.10. Conflict of Interest

(a) Every Director or Officer who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the CRHL shall make a full and fair written declaration of the nature and extent of the interest at a Board

Meeting.

- (b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director or Officer is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.
- (c) After making such a declaration, no Director or Officer shall make submissions or vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- (d) If a Director or Officer has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director or Officer is not accountable to the CRHL for any profit realized from the contract or transaction or other matter.
- (e) If a Director or Officer fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director or Officer shall account to and reimburse the CRHL for all profits realized, directly or indirectly, from such contract or transaction or other matter.

10.11. Indemnification of Directors

Every Director or Officer of the CRHL and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the CRHL from and against:

- (a) all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; provided that, no Director or Officer of the CRHL shall be indemnified by the CRHL in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director or Officer, he or she has achieved complete or substantial success as a defendant.

- (c) CRHL may purchase and maintain such insurance for the benefit of its Directors and Officers as the Board may from time to time determine.

10.12. Confidentiality

Every Director and Officer of the CRHL shall respect the confidentiality of matters brought before the Board for consideration in camera.

10.13. Vacancies of Directors or Officers

If a vacancy occurs in any office or position of Director or if for any reason an Officer or Director is unable or unwilling to act in that capacity then the Board may select a member to replace a Director or any current Director or Officer to replace any Officer for the remainder of such Directors or Officers term.

11. OFFICERS and RESPONSIBILITIES OF OFFICERS

11.1. Elected Officers

The Elected Officers shall be the President, the Vice-President of Hockey Operations, the Vice-President of Administration, the Treasurer, the Secretary, and the Referee-In-Chief.

11.2. Assistants to Officers

The Board of Directors may appoint such assistant(s) to Officers of the CRHL as the Board may determine by Resolution from time to time.

11.3. Eligibility for Office:

The President, Vice President of Hockey Operations, and Vice President of Administration must have served on the Board for at least two (2) years during the last 5 years prior to election to either of these positions.

The CRHL shall endeavour to nominate as Treasurer, a Director who has employment experience and skills in accounting procedures.

11.4. Term of Office

The elected Officers shall hold Office until the April General Meeting held at the end of their one year or two year term as the case may be.

11.5. Resignation of Officers

An Officer of the CRHL may resign his or her Office by submitting a letter of resignation to the Board of the CRHL.

11.6. Vacancies in Office

If a vacancy occurs in any Office, or if for any reason an Officer is unable or unwilling to act in that capacity, a Board Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Officer from among the current Board of Directors.

The Board shall fill vacancies in other Offices for the balance of the unexpired terms from among those eligible to serve.

11.7. Responsibilities of Officers

(a) President

The President shall:

- i. represent the CRHL in the Community;
- ii. act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership;
- iii. exercise general supervision of the CRHL in accordance with Policies determined by the Board;
- iv. be a non-voting Member of all committees and sub-committees of the CRHL;
- v. report regularly to the Board on matters of interest;
- vi. delegate tasks as necessary.

(b) Vice President of Administration

The Vice-President of Administration shall:

- i. may assume the duties of the President in his or her absence for any reason if the President cannot complete their duties or elected turn;
- ii. may preside over executive meetings when the president is absent;
- iii. shall oversee the administration of the respective standing committees ensuring that policies and procedures are followed;
- iv. shall in co-operation the Budget Committee establish the CRHL budget prior to the Annual General Membership meeting and registration;
- v. may be a signing officer as approved by the executive;

- vi. shall enforce rules and regulations of the CRHL and OMHA.

(c) Vice President of Hockey Operations

The Vice-President of Hockey Operations shall:

- i. assume the duties of the President in the absence for any reason of the President;
- ii. preside over executive meetings when the President and the VP of Administration are absent;
- iii. be available to assist any Director requiring assistance in the completion of his or her functions;
- iv. administer all hockey operations within the CRHL through the related committees ensuring that all policies and procedures are followed;
- v. ensure that each convenor receives a copy of the rule book and OMHA Manual of Operations;
- vi. recommend coaches to Coach Selection committee;
- vii. shall enforce all Rules and Regulations of the CRHL;
- viii. shall have the authority to make scheduling changes when conflicts occur;
- ix. may be a signing officer as approved by the Executive.

(d) Treasurer

The Treasurer shall:

- i. ensure adherence to and implementation of financial Policies in the financial administration of the CRHL;
- ii. provide monthly financial reports to be reviewed at Board meetings;
- iii. ensure the submission of the books of account to the Auditor of the CRHL at the end of the financial year;
- iv. present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- v. evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- vi. chair the Budget Committee;
- vii. shall be one of the three signing officers;
- viii. reconcile all invoices with receipts and ensure payment are made in a timely fashion;
- ix. carry out duties assigned by the Board, the Executive Committee or the President.

(e) Secretary

The Secretary shall:

- i. record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that CRHL records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii. ensure the proper custody of the CRHL's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii. be responsible for receiving and distributing all correspondence received or sent by the CRHL and all communications within the CRHL;
- iv. recommend policy to the Board regarding internal and external communications of the CRHL;
- v. ensure that all necessary and appropriate insurance has been purchased;
- vi. chair the Registration Committee;
- vii. maintain the membership list referred to in Section 6.2;
- viii. carry out duties as assigned by the Board, the Executive Committee or the President.

(f) Past President

The Past President shall:

- i. chair the Nominations and Elections Committee;
- ii. be available to assist any Director requiring assistance in the completion of his or her functions;
- iii. carry out other duties as assigned by the Board, Executive Committee, or the President.

(g) Referee In Chief

The Referee in Chief shall:

- i. be responsible for scheduling referees and timekeepers for league, tournament, and exhibition games within the CRHL including Selects;
- ii. have the authority to suspend officials and notify the Executive of the suspension at the next scheduled Executive meeting following the suspension ;
- iii. recruit, train, monitor, and evaluate performance of referees;
- iv. maintain accurate records for payment of the officials;
- v. represent the CRHL officials at Executive meetings and carry out other duties as assigned by the Board, Executive Committee, or the President.

12. COMMITTEES and CONVENORS OF THE BOARD

12.1. Standing Committees

The following committees shall be Standing Committees of the Board:

- (a) Executive Committee;
- (b) Coach Selection Committee;
- (c) Rules and Discipline Committee;
- (d) Budget Committee;
- (e) Nominations and Elections Committee;
- (f) Ice Scheduling Committee;
- (g) Tournament Committee;
- (h) Purchasing and Equipment Committee;
- (i) Registration Committee;
- (j) Sponsorship Committee;
- (k) Social Awareness Committee;
- (l) Draft Committee;
- (m) By-law Committee;
- (n) OMHA Representative;
- (o) Risk Management;
- (p) Communications Committee.

12.2. Nothing in this by-law shall be construed to limit the ability of the Directors and Membership of the CRHL from abolishing or creating Standing Committees by by-law or from establishing such ad hoc committees or subcommittees by Directors' Resolution as may be desired or required from time to time.

12.3. Executive Committee

- (a) The Executive Committee shall be chaired by the President, and shall consist of the VP of Administration, the VP of Hockey Operations, the Referee in Chief, the Treasurer, the Secretary, the Past President and shall be responsible for the day to day management of the affairs of the CRHL, including monitoring of all Committees to ensure all Policies of the CRHL are being complied with.
- (b) The Executive Committee shall:
 - i. during the intervals between the Board Meetings, take action in relation to any matter of any nature within the power and the authority of the Board, which requires immediate attention before the date of the next Board Meeting. Such action shall not involve any change of policy or the authorization of unbudgeted

- expenditures, and any action taken shall be submitted to the Board for ratification at the next Board Meeting;
- ii. review recommendations and proposals prior to such recommendations or proposals being submitted to the Board for Resolution;
 - iii. present a report regarding the activities of the Executive Committee to the Board;
 - iv. submit to the Budget Committee an estimate of revenues and expenditures of the Executive Committee for the next fiscal year of the CRHL;
 - v. recommend policy to the Board regarding management and administrative issues related to the CRHL;
 - vi. deal with any other matters assigned to it by the Board or by the President.
 - vii. submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the CRHL;
 - viii. present a report regarding House League Hockey Operations to the Board;
 - ix. select Ad-Hoc committees as required;
 - x. recommend policy to the Board regarding House League Operations.

12.4. Coaches Selection Committee

- (a) The Coaches Selection Committee shall report to the VP of Hockey Operations and will consist of a chair and at least one (1) member from the directors.
- (b) The Coaches Selection Committee shall:
 - i. recruit Head coaches for each Division prior to the start of the season and based on credentials and input from Convenors, Referees, Board Members, and Parents when deemed necessary, make recommendations to the CRHL Board for approvals and coaches not to be approved.
 - ii. ensure all police checks are completed with each coaching application prior to the league drafts.
 - iii. organize coaching meetings prior to the start of the season and ensure that divisional meetings take place throughout the season.
 - iv. once the league starts, with the help of the Convenors and the Office Administrator ensure that all assistant coaches, trainers, and managers have police checks completed.
 - v. organize coaching, trainer, and PRS clinics prior to the start of the season
 - vi. be responsible with the Convenors for conducting coaching evaluations at the end on each season.

12.5. Rules and Discipline Committee

- (a) The Rules and Discipline Committee Reports to the Vice President of Hockey Operations, and shall consist of a chair, the Referee in Chief and at least two (2)

other directors.

(b) The Rules and Discipline Committee shall:

- i. enforce all rules and regulations of the CRHL and the OMHA.
- ii. review and submit amendments of the CRHL Rules and Regulations to the Board for approval.
- iii. shall notify the Board on discipline of any member in the CRHL including coaches, managers, trainers, players, officials, Parent/Guardians, or Directors who do not adhere to the Rules and Regulations.
- iv. maintain records of the discipline rulings.
- v. allow appeals as per HC.
- vi. notify Division Convenor, Team Official, parent and player on any suspension (Note coaches are responsible for enforcing mandatory OMHA suspensions which accompany any major penalties. Mandatory suspensions can be found in the OMHA Rule Book.)
- vii. be responsible for collecting all House League Game sheets from CRHL arenas.

12.6. Budget Committee

a) The Budget Committee shall consist of the Treasurer, President and Vice President of Administration.

b) The Budget Committee shall:

- i. prepare a budget for the CRHL for the next fiscal year for submission to the Board for approval;
- ii. liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the CRHL for purposes of preparing the Budget;
- iii. finalize schedule of budget submissions from all committees on an annual basis;
- iv. recommend policy to the Board regarding financial budgeting and planning.

12.7. Nominations and Elections Committee

(a) The Nominations and Elections Committee shall include the Past President and the VP of Administration.

(b) The Nominations and Elections Committee shall:

- i. solicit nominations for each Board position, which are to become vacant, including nominations for each Annual General Meeting;

- ii. nominations are to be in writing and filed with the Board/Office 35 days prior to the Annual General Members meeting. Nominations are to be included in the Notice sent out members advising of Annual General Membership meeting;
- iii. shall post proposed By-law amendments in all CRHL areas prior to the Annual General Membership meeting;
- iv. be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
- v. submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the CRHL;
- vi. present a report regarding Nominations and Elections to the Board;
- vii. recommend policy to the Board regarding Nominations and Elections.

12.8. Ice Scheduling Committee

- (a) The Ice Scheduling Committee shall be chaired by the Vice President of Hockey Operations.
- (b) The Ice Scheduling Committee shall:
 - i. Assess the ice requirements for the CRHL and shall enter negotiations with the city to meet these needs;
 - ii. Apportion the ice and times in a fair and equitable manner;
 - iii. Work with the Treasurer to determine the ice budget;
 - iv. Present a report regarding Ice Scheduling to the Board;
 - v. Recommend policy to the Board regarding Ice Scheduling;
 - vi. Verify and approve payment of ice bills.

12.9. Tournament Committee

- (a) confirm divisional tournament dates are set aside at start of season;
- (b) ensure OMHA tournament applications are filed annually within OMHA guidelines;
- (c) ensure web site is updated with tournament dates and on line application;
- (d) responsible for receipt of applications, tournament fees, team rosters, travel permits and then notify teams of the receipt of application;
- (e) responsible for setting tournament format and rules;
- (f) responsible for notifying teams for final acceptance;
- (g) arrange scheduling referees and timekeepers;
- (h) responsible for selection of awards;
- (i) ensure volunteers on hand for tournament day ;
- (j) selection and set up of prize table;
- (k) ensure all paper work is in order on tournament day, including displaying permit, handling sign in sheets, game sheets, and keeping tournament win/loss/tie/plus-

- minus stats;
- (l) will have final say on any controversies arising at tournaments keeping in mind to follow OMHA and CRHL rules;
- (m) present awards;
- (n) prepare and submit OMHA tournament report.

12.10. Purchasing and Equipment Committee

- (a) The Purchasing and Equipment Committee shall be chaired by the Vice President of Administration and at least one (1) member of the directors.
- (b) The Purchasing and Equipment Committee shall:
 - i. perform the functions required for purchasing and equipment;
 - ii. maintain an inventory of all equipment owned by the CRHL;
 - iii. solicit bids and purchase hockey equipment, as required;
 - iv. maintain and repair all equipment owned by the CRHL;
 - v. solicit bids and arrange the purchase of awards;
 - vi. act as the Purchasing Agent for the CRHL with respect to all CRHL purchases;
 - vii. submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the CRHL;
 - viii. present a report regarding purchasing and equipment to the Board;
 - ix. recommend policy to the Board regarding purchasing and equipment.

12.11. Registration Committee

- (a) The Registration Committee shall be chaired by the VP of Administration and include the President.
- (b) The Registration Committee shall:
 - i. recruit and train volunteers to perform the functions required for registration;
 - ii. establish registration forms, procedures, give notice of registration dates, places, and time, including a final cut off date for last registration;
 - iii. conduct registration for all applicants eligible to participate in CRHL Ice Hockey Programs;
 - iv. maintain a register of receipts regarding all registration fees received by the CRHL and forward all monies promptly to the Treasurer for deposit to the credit of the CRHL;
 - v. maintain a current registration list of all players including mailing addresses,

- vi. telephone numbers and Parent/Guardian name(s); (also be used as members list);
- vii. supply to the Vice President of Hockey Operations current registration information and division numbers in a timely fashion – to be used by Ice Scheduling, Coaches Selection, Draft, and Purchasing Committee;
- viii. ensure that all players are registered with the OMHA;
- ix. communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
- x. submit to the Treasurer in each year an estimate of revenues and expenditures of the Registration Committee for the next fiscal year of the CRHL;
- xi. present a report regarding Registration Operations to the Board;
- xii. recommend policy to the Board regarding registration.

12.12. Sponsorship Committee

- (a) The Sponsorship Committee shall be chaired by the Vice President of Administration and shall consist of at least one (1) board member.
- (b) The Sponsorship Committee shall:
 - i. perform the functions required for sponsorship for the CRHL;
 - ii. set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
 - iii. actively pursue new sponsorship projects;
 - iv. manage and supervise current sponsorship endeavours;
 - v. submit to the Treasurer in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the CRHL;
 - vi. present a report regarding sponsorship to the Board;
 - vii. recommend policy to the Board regarding sponsorship.

12.13. Social Awareness Committee

- (a) organize and oversee any approved social or fundraising event held by CRHL;
- (b) obtain all necessary quotes, permits and contracts for Board approval;
- (c) book hall, staff, and entertainment as required;
- (d) arrange for printing tickets, advertisement, and distribution;
- (e) arrange for or solicit for prizes for draws;
- (f) arrange for volunteer help if required;
- (g) arrange for refreshments and lunch if required;
- (h) arrange for draw time and distribution of prizes;
- (i) ensure clean up on hall upon completion of event;
- (j) provide financial report to Board.

12.14. Draft Committee

- (a) responsible for annual ratings of all CRHL players;
- (b) responsible for formulating the draft process and submitting format to be followed to Board for approval;
- (c) responsible with the help of the Office Administrator for preparing all draft lists based upon registration information;
- (d) responsible for setting draft meeting dates and ensuring hall meeting room booked;
- (e) responsible for notifying coaches of draft date, time, and place;
- (f) over see the draft proceedings;
- (g) maintain team lists to be forwarded to Office Administrator for roster approvals.

12.15. By-law Committee

- (a) shall review the By-law and propose amendments to the Board, and with Board approval; add motions to the agenda to be tabled at the next Annual General Meeting for voting;
- (b) shall ensure By-law proposals/motions are sent out with the Notice of Annual General Meeting or notice of special General Member meeting for purpose of dealing specifically with the proposed By-law;
- (c) shall receive By-law change motions in writing 30 days prior to the Annual General Members meeting.

12.16. Risk Management Director

The Risk Management Director shall:

- (a) implement and enforce all OMHA Risk Management Programs;
- (b) establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
- (c) carry out volunteer screening as per policy and guidelines;
- (d) assist as requested with implementation of Risk Management Programs;
- (e) carry out other duties as assigned by the Board, Executive Committee, or the President.

12.17. Ontario Minor Hockey Association (OMHA) Rep

- (a) act as liaison between the OMHA and CRHL;
- (b) receive and distribute OMHA communications to CRHL Directors;
- (c) manage team officials and player registrations;
- (d) approve team rosters, team officials and player cards;
- (e) arrange certification training for coaches and trainers;

- (f) approve rosters for CRHL tournaments;
- (g) process OMHA payments for teams, team officials and players;
- (h) reconcile OMHA payments for teams, team officials and players;
- (i) attend OMHA Annual General Meeting and special meetings.

12.18. Communications Committee

- (a) prepare communications material for the CRHL;
- (b) assemble and edit CRHL newsletter (Pep Talk);
- (c) assist with website copy;
- (d) manage communications for special projects.

12.19. Standing Committee Procedure

- (a) All Standing Committees shall comply with all bylaws, guidelines, Policies and procedures of the CRHL as determined by the Board of Directors or the Membership of the CRHL, from time to time, and also shall comply with all requirements of the OMHA, the OHF, the CHA, and, if applicable, any other hockey organizations with which CRHL teams are participating.
- (b) Meetings:
Each Standing Committee shall meet at the call of the Chair but shall meet at least once per year.
- (c) Notice:
Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.
- (d) Quorum:
A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.
- (e) Voting Rights:
Each Member of a standing committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.
- (f) Minutes:
Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Board at regular intervals and at any other time upon request by the Board.

(g) Annual Report:

Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the CRHL.

12.20. Sub-Committees and Ad Hoc Committees

The Standing Committee procedure also shall govern the procedure of all sub-committees and Ad Hoc committees of the CRHL.

12.21. Division Convenors

There will be one Divisional Convenor for each division within the CRHL including Select.

(a) The Divisional Convenors shall report to the Vice President of Hockey Operations;

(b) The Divisional Convenors shall:

- i. act as liaison between the Board and the teams to initiate, organize, implement, and administer hockey within their respective divisions;
- ii. recommend coaches (past coaches having a minimum of Level 1 may be given preference), managers, and other team officials to the Coaches Selection Committee;
- iii. enforce the CRHL rules and regulations;
- iv. approve all game and practice changes;
- v. help oversee draft procedures and rating of players at the end of the season;
- vi. conduct coaches meetings within their respective division;
- vii. represent coaches and managers at Board meetings;
- viii. help ensure Police checks are completed.

13. EXECUTION OF DOCUMENTS

13.1. Execution of Documents:

The Board may from time to time appoint any Officer or Officers or any person or persons on behalf of the CRHL, either to sign documents generally or to sign specific documents. The corporate seal of the CRHL, when required, shall be affixed to documents executed in accordance with the foregoing.

13.2. Books and Records:

The Board shall ensure that all necessary books and records of the CRHL required by the By-laws of the CRHL or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

14. FINANCIAL YEAR

14.1. The financial year of the CRHL shall terminate on the 30th day of April in each year.

15. BANKING ARRANGEMENTS

15.1. Banking Resolution:

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the CRHL, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banker of the CRHL, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:

- (a) Operate the accounts of the CRHL with a bank or a trust company;
- (b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- (c) issue receipts for and orders relating to any property of the CRHL;
- (d) authorize any officer of the bank or trust company to do any act or thing on behalf of the CRHL to facilitate the business of the CRHL.

15.2. Deposit of Securities

The securities of the CRHL shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the CRHL signed by such officer or officers, agent or agents of the CRHL, and in such manner as shall be determined from time to time by resolution of the Board,

and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

15.3. All cheques shall be signed by the Treasurer and one of the 3 Executive positions.

16. BORROWING BY THE CRHL

16.1. Borrowing Power:

Subject to the limitations set out in the Letters Patent, Supplementary Letters Patent, By-laws or Policies of the CRHL, the Board may by Resolution authorize the CRHL to:

- (a) borrow money on the credit of the CRHL;
- (b) issue, sell or pledge securities of the CRHL;
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the CRHL, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the CRHL.

16.2. Borrowing Resolution:

From time to time, the Board may authorize any Director or Officer of the CRHL or any other person to make arrangements with reference to the monies so borrowed or to be borrowed and as to the terms and conditions of any loan, and as to the security to be given therefore, with power to vary or modify such arrangements, terms and conditions, and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the CRHL. Monies cannot be borrowed for operating expenses until the financial books are reviewed by the board of directors.

17. NOTICE

17.1. Computation of Time:

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any Meeting or other event, the date of giving the notice is included, unless otherwise provided.

17.2. Omissions and Errors:

The accidental omission to give notice of any Meeting of the Board or Members or the non-receipt of any notice by any Director or Member or by the auditor of the CRHL or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the Meeting. Any Director, Member or the Auditor of the CRHL may at any time waive notice of any Meeting and may ratify and approve any or all proceedings taken thereat.

17.3. Method of Giving Notice:

- (a) Where notice is to be sent for a members meeting it may be sent by email or first class mail to the address last provided by the member to the CRHL or by personal delivery to the member or to a person who resides at the residence last provided by the member to the CRHL.
- (b) Notice of a Board Meeting may be sent by email, mail, by telephone or personal delivery or delivery to a person at the residence of the Board Member at the last address provided by the Board Member to the CRHL.
- (c) Notices sent are deemed sent on the day of emailing, mailing, telephoning, delivery, or delivery to a person at the residence of the Member, Director, or Officer.
- (d) Any Member (or his or her proxy), Director, or Officer may waive any notice required to be given to him under any provision of the Corporations Act, the Letters Patent, the Bylaws, or other wise and such waiver whether given before or after the meeting or other event which requires notice shall serve any default in giving such notice.

18. PASSING AND AMENDING BY-LAWS

18.1. Passing and Amending By-laws

- (a) Any member in good standing may recommend amendments to the By-laws of the CRHL to the Board if approved by a majority of the Board at a meeting for which notice to consider the recommendation has been given, the recommendation shall be presented for adoption at the next Annual General Meeting for which proper notice can be given.
- (b) A group of 25 members in good standing may recommend amendments to the By-laws by presenting a written recommendation to the Board signed by all 25 members. The Board must present the recommendation at the next Annual General Meeting for

which proper notice must be given.

(c) The Board may recommend the members changes to the By-laws at any Annual General Meeting or a special members meeting called for that purpose.

- 18.2. Any recommendation to amend the By-laws at an Annual General Meeting shall be included in the notice of the meeting to the members.
- 18.3. A motion to amend the By-laws recommended by the Board or proposed by a Member at a General Meeting of Members called for that purpose must be approved by a 2/3 majority of the Members present at such General Meeting.
- 18.4. The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law or amend or reject the proposed By-law or amended By-Law.

19. REPEAL OF PRIOR BY-LAWS

19.1. Repeal:

All prior By-laws of the CRHL, including the document entitled the "Constitution" of the CRHL are hereby repealed.

19.2. Proviso:

The repeal of all prior By-laws of the CRHL shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

20. RULES OF PROCEDURE

- 20.1. The Rules contained in the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the Meetings and affairs of the CRHL in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or other governing documents or laws affecting the CRHL.

21. EFFECTIVE DATE

- 21.1. This By-law shall come into force without further formality upon its enactment after approval by the Members of the CRHL as herein before set out.

The foregoing By-law One is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the CRHL at a General Meeting of the Members of the CRHL duly called and held at in the Municipality of Clarington, Ontario, and at which a quorum was present on the 29th day of April, 2012.

Chair

Secretary

Table of Passed Amendments to By-Law One

Amendment	When passed
Paragraph 7.4 be varied to provide that a quorum is 20 members having a minimum of 25 votes.	AGM 2007 - 2008
Paragraph 8.1 (b) be varied to provide for 25 Directors.	AGM 2007 - 2008
Paragraph 10.6 be varied to provide for a quorum at a board meeting to be 10 voting Directors.	AGM 2007 - 2008
Paragraph 14.1 be varied to provide for a year end of April 30 th in each year.	AGM 2007 - 2008
Paragraph 8.1 (a), new item added to state that a member shall not be eligible as a director of the CRHL if also a member of any other OMHA sanctioned centre playing within the CRHL, even if also a member of the CRHL.	AGM 2011 - 2012
Paragraph 10.6 be varied to state that Board Meeting quorum is to be set at 2/5 of the total number of directors for a given year.	AGM 2011 - 2012