



Northumberland Minor Hockey
Annual General Meeting
May 24, 2017

By-Law Amendment

Motion #: 1

Submitted Date: April 9, 2017
Submitted By: Wayne Mahaffy
Seconded By:

By-Law One, Article #: 5.22

Article Amendment

Current wording:

5.22 Members of the NMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit, financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

Proposed wording:

5.22.1 Every Board, Executive, Convenor and Committee Member having an interest in a proposed or existing contract, transaction, association team and or player, business arrangement with the Association or any other matter relating to the Association, has a duty to provide a full and fair declaration of the nature and extent of the interest as follows: i) At the first board meeting immediately following each Annual General Meeting, all Members have a duty to provide the Board or Executive with a written declaration as to any potential or existing conflicts; and ii) Thereafter, immediately upon discovery by a Member of a new potential or existing conflict of interest not disclosed in any previous statement or declaration, the said Member is required to provide the Board with a written declaration as to the potential conflict as soon as is practicable.

5.22.2 Contemporaneous with the disclosure of the conflict or potential conflict, the Member must also provide a statement as to why an actual conflict does not exist or how the relationship may benefit the NMHA.

5.22.3 Upon submission of the written declarations contemplated by Paragraphs 5.22.1 and 5.22.2 of these by-laws, the Board shall determine, by majority vote (the Member in question shall not participate in such vote) whether or not a Member is in a conflict of

interest position in respect of the matter at hand. In the event that the Member is found to be in a conflict of interest position in respect to the matter at hand, that member shall not participate in any way in respect of any matter or thing related to the matter at hand, and the Member shall not hold any office within the Association which makes non-participation by the Member with the matter at hand impractical or inconsistent with the core duties and responsibilities of such office.

After making such a declaration, no Member shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum and may not participate in any discussion in respect of such a contract or transaction or other matter.

5.22.4 If a Member has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, subject to the requirement that it be provided in writing, the Member is not accountable to the Association for any profit realized from the contract or transaction or other matter.

5.22.5 Any member of the Board or Executive who perceives another Member to be in conflict of interest in a matter under consideration has a duty to raise this concern with the President. The President, in turn, shall request a written supplementary declaration and thereafter will discuss the matter with the Member who is perceived to be in conflict, as appropriate, and shall also hold discussions with the reporting board member. The Board will be notified that an actual or potential conflict has arisen and shall, at the next meeting of the board, determine (by majority vote) whether an actual conflict of interest exists. The member perceived to be in conflict is to refrain from voting.

5.22.6 If a Member fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Member shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter, and shall be subject to expulsion from the board or executive in the event that the Board or Executive (by majority vote) determined that: i) the conflict of interest is material; and ii) the Member knew or should have known that he/she has in a conflict of interest.

5.22.7 Should a conflict of interest arise that is so material that such conflict might prevent the Member from having any meaningful participation on the Board (as determined by majority vote of the Board), the Member shall forthwith resign from his or her position on the Board, failing which he or she will be removed from the Board.

5.22.8 No person(s) affiliated with any other Minor Hockey Association who may directly or indirectly impact NMHA in any capacity but not limited to Board, Executive, Committee, Volunteer or Coaching staff cannot be a member with The Northumberland Minor Hockey Association Board of Directors or Executive. This does not apply to members/directors with associations under the OWHA umbrella. This does not apply to parents of players in other associations.

Rationale for change:

Our current NHMA policy is too vague and open for misinterpretation.

Motion #: 2

Submitted Date: April 9, 2017

Submitted By: Wayne Mahaffy

Seconded By:

By-Law One, Article #: 6.1

Article Amendment**Current wording:**

6.1.1. The Executive shall decide prior to December meeting, the process to be followed for Coach Selection. The Coaching Selection Committee will arrange for interview dates and times, interview questions, review of coaching applications.

6.1.2. OMHA Head Coaches will be recommended for selection by the Coaching Selection Committee to the Executive for approval. Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection and Evaluation Committee shall be empowered to appoint a coach, provided approval has been granted by the Board. House League Coaches may be appointed by the Divisional HL Governor.

6.1.3. Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.

6.1.4. Head coaches are responsible for their team's affairs. The head coach shall address discipline in team matters.

6.1.5. OMHA coaches from Novice through Atom must have Coach 2 certification or higher. OMHA coaches from Peewee through Midget must have Development 1 certification or equivalent. HL coaches from Initiation through Tyke must have Coach 1 certification or equivalent. HL Coaches from Novice through Midget must have Coach 2 certification or higher. A trainer for any OMHA team must have HTCP Level 1 certification. All teams must have a certified coach and trainer on the bench. All coaching staff members must have completed a PRS (Speak Out) clinic.

6.1.6. All NMHA Team staff must have proper credentials for their position. The NMHA, when possible, will attempt to host Coach Certification courses. See Section 8.

6.1.7. All team officials should seek ways of improving their abilities and credentials.

6.1.8. For spouses rostered to same OMHA team, only one may act as a signing authority.

6.1.9. A head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Executive Committee must approve any exceptions.

6.1.10. Any member of the current Board of Directors or any member of the Association nominated to run for the Board of Directors may apply for or hold an REP or HL coaching position.

Proposed wording:

6.1.1 All final decisions regarding the selection of Head Coaches shall be made by the Executive based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members:

1. President of Hockey Operations
2. V.P. Rep Hockey
3. Director of Hockey Development
4. OMHA Contact
5. Any member of the association in good standing that has been approved by the NMHA executive to participate in the selection of team officials.

Any approved additions to the Committee from outside of the Executive would only be in place for the recommendation of Head Coach position(s) for the upcoming season. The Coach Selection Committee will be chaired by the V.P. Rep Hockey who will only vote on Head Coach recommendations in the event of a tie.

6.1.2 The conflict of interest provisions of the Association's By-law No. 5.22 apply to the entire NMHA coach selection process.

6.1.3 Applications for Head Coach positions in the next hockey season will be made available in January of the current season. Application forms will be available online at www.northumberlandminorhockey.com. Completed applications must be submitted in accordance with the dates outlined with the application process as stated on the website.

6.1.4 The Coach Selection Committee shall conduct all interviews for Head Coach positions. Other than in exceptional circumstances, no less than 3 members from the Coach Selection Committee will be present for any interview. Given the volume of applications and time constraints, some applicants may not receive an interview.

6.1.5 Prior to making any Head Coach recommendations, the Coach Selection Committee will seek input from the Head Mentor Coach and the Associate Mentor Coaches.

6.1.6 All Head Coach positions will be reviewed and selected on an annual basis. Preference will generally be given to previous NMHA Head Coaches provided they have met the Association's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, qualifications of the Head Coach candidates in their recommendation as to whether an existing Head Coach is put forth for another season in the same Category (AA or AE) but in the subsequent Division (e.g. Minor Bantam to Major Bantam) or whether a new Head Coach is recommended.

6.1.7 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

6.1.8 It is the policy of the Association to favor applicants for Head Coach who will not have a child on the team. If an applicant will have a child playing on the team, the skill level of the child will be a factor considered when determining whether the applicant should be selected.

6.1.9 The Executive shall decide prior to December meeting the members of the Coaching Selection Committee. After which they will arrange interview dates and times, set up interview questions and review the coaching applications.

6.1.10 OMHA Head Coaches will be recommended for selection by the Coaching Selection Committee to the Executive for approval. Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection and Evaluation Committee shall be empowered to appoint a coach, provided approval has been granted by the Board. House League Coaches may be appointed by the Divisional HL Governor.

6.1.11. Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.

6.1.12. Head coaches are responsible for their team's affairs. The head coach shall address discipline in team matters.

6.1.13. OMHA coaches from Novice through Atom must have Coach 2 certification or higher. OMHA coaches from Peewee through Midget must have Development 1 certification or equivalent. HL coaches from Initiation through Tyke must have Coach 1 certification or equivalent. HL Coaches from Novice through Midget must have Coach 2

certification or higher. A trainer for any OMHA team must have HTCP Level 1 certification. All teams must have a certified coach and trainer on the bench. All coaching staff members must have completed a PRS (Speak Out) clinic.

6.1.14. All NMHA Team staff must have proper credentials for their position. The NMHA, when possible, will attempt to host Coach Certification courses. See Section 8.

6.1.15. All team officials should seek ways of improving their abilities and credentials.

6.1.16. For spouses rostered to same OMHA team, only one may act as a signing authority.

6.1.17. A NMHA head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Executive Committee must approve any exceptions.

6.1.18. Any member of the current Executive or any member of the Association nominated to run for the Executive may apply for or hold an REP or HL coaching position.

Rationale for change:

The current NMHA coaches selection policy does not outline a clear and concise process. Currently the process can change from year to year and even interview to interview. With a clear policy that defines and outlines the process all parties involved have a clear description on how the process works and what to expect.

Motion #: 3

Submitted Date: April 23, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 9.1

Article Amendment

Current wording:

Nominees for the position of President must come from a current member of the NMHA Executive.

Proposed wording:

Nominees for the position of President must be selected as per section 11.3 of this document.

Rationale for change:

The requirements for the candidacy of the President position is further defined in section 11.3.

Motion #: 4

Submitted Date: April 23, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.3

Article Amendment

Current wording:

Only a person having served the immediately preceding year as an elected or appointed Executive Member of the NMHA shall fill the position of President. If there is no such individual to stand for the position of President then a nomination can be considered from the membership.

Proposed wording:

Only a person having served on the NMHA Executive and/or Board in any capacity, either elected or appointed, shall be nominated for the position of President. If there is no such individual willing to stand for the position of President then a nomination will be accepted from within the membership.

Rationale for change:

The current wording was put in place to ensure continuity. The new wording will allow for more flexibility and more candidates. The original wording has a very narrow scope.

Motion #: 5

Submitted Date: April 23, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 12.2

Article Amendment

Current wording: The Coaches Selection Committee shall report to the Executive Members Committee and shall consist of the President as the chair, the VP of Rep Hockey, at least one (1) other Board Member and a Member(s) assigned by the Chair.

The Coaches Selection Committee shall set-up and interview candidates for head coach for each Representative team prior to the start of the season and based on credentials and input (when deemed necessary) from Convener's, Referees, Executive Members, and Parents, make recommendations to the NMHA Executive for selection of coaches.

Proposed wording:

The Coach Selection Committee shall report to the Executive Committee and shall consist of members and methods as outlined in Section 6 of the NMHA Manual of Operations.

Rationale for change:

The Committee is defined in greater detail in the Manual of Operations. The definition should be in one place or the other.

Motion #: 6

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 11.7.1

Article Amendment

Current wording:

11.7.1 President;

The President shall:

- a) represent the NMHA in the Community and with all stakeholders;
- b) act as one of the signing officers of the NMHA
- c) act as Chair at all Board Meetings and at all Meetings of the Membership;
- d) will vote at any Board Meeting only in the occasion of a tie vote
- e) exercise general supervision of the NMHA in accordance with Policies determined by the Board;
- f) be a non-voting Member of all committees and sub-committees of the NMHA;
- g) report regularly to the Board on matters of interest;
- h) shall in co-operation the Budget Committee establish the NMHA budget prior to registration

- i) have the power, on recommendation of the Board, to replace any appointed members, league representatives or Board members who they feel is not fulfilling his or her duties.
- j) Suspend clubs or players, subject to ratification at the next meeting of the Rules and Disciplinary Committee.
- k) be responsible for the day to day management of the affairs of the NMHA, including monitoring of all Committees to ensure all Policies of the NMHA are being complied with; NMHA BY-LAW NUMBER ONE - 2nd EDITION 20
- l) delegate tasks as necessary;
- m) Will remain on as past president for one year or until such time as a new president is elected.

Proposed wording:

Add on:

- n. Will have the highest level of administration access on the HCR database and the NMHA website.
- o. Will ensure that access rights to the HCR database and NMHA website of all executive members are suspended immediately before the AGM.
- p. Creates new access rights and reinstates access rights as required to the HCR website and NMHA website immediately following the AGM.

Rationale for change:

No one currently has the HCR and Website under their job descriptions and it needs to be added. The President makes the most sense for being the main contact to these groups.

Motion #: 7

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 9.5

Article Amendment

Current wording:

c) Resignation

A Board Member may resign his or her position on the Board by submitting a letter of resignation to the President of the NMHA, which resignation shall not be accepted until approved by a majority of the Board.

Proposed wording:

(c) Resignation

A Board Member may resign his or her position on the Executive by submitting a letter of resignation to the President of the NMHA. Such resignation will be accepted and communicated to the balance of Executive members.

Rationale for change:

If someone resigns, the position will have to be held vacant until a Board meeting could be held to approve the resignation. There is no need to vote on accepting a resignation of a volunteer. It should be final once submitted to the president.

Motion #: 8

Submitted Date: April 26, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.7.6 d

Article Amendment

Current wording:

d) be responsible to organize and prepare the schedules for the House League;

Proposed wording:

d) be responsible to organize and prepare the schedules for House League with input from divisional governors;

Rationale for change:

To ensure input is solicited from the people who are directly affected by the ice schedule. There are many nuances that should be considered, such as coach availability, player availability etc.

Motion #: 9

Submitted Date: April 26, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.6 addition

Article Amendment

Current wording:

None

Proposed wording:

j. ensure that the NMHA website ice schedule is updated in a timely fashion.

Rationale for change:

The website needs to be updated ASAP in order to ensure that referees are scheduled in an efficient fashion, parents and players made aware so they can plan their lives outside of hockey, and timekeepers can be scheduled as applicable.

Motion #: 10

Submitted Date: April 26, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.7.10

Article Amendment

Current wording:

None

Proposed wording:

be given full access to the HCR system.

Rationale for change:

To clarify that this position will have full access to the HCR system.

Motion #: 11

Submitted Date: April 26, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.7.14

Article Amendment

Current Wording:

This is a paid position. Two months prior to the AGM, the current office administrator will be given a performance evaluation by the President, Treasurer, and the Director of Administration. Should the evaluation be positive and a consensus decision by the committee, the current office administrator will be given the position for the upcoming season. Should the decision be that it is necessary for the position to be opened to the public for resume submission, then a deadline of 2 weeks prior to the AGM for resumes to be submitted will be posted. The candidates will then be interviewed prior to the AGM by the noted executive members and a decision will be made and given at the AGM.

Proposed Wording:

This is a paid position. Two months prior to the AGM, the current office administrator will be given a written performance evaluation review by the President, Treasurer, and the Director of Administration. This review will be presented to the new executive for discussion and acceptance or rejection. Should the review be negative or rejected by the new executive, the current employee will be given two weeks notice and the position will be filled through a competitive posting process to the public.

Rationale for Change: If there is a wholesale change to the executive they should not have to accept the decision of the previous executive.

Motion #: 12

Submitted Date: April 26, 2017

Submitted By: Todd Gimblett

Seconded By:

By-Law One, Article #: 10.8

Article Amendment

Current Wording:

10.8 Quorum

a) A quorum at any Board Meeting shall consist of the President and/or 1 Vice President plus a minimum of 5 elected or appointed members eligible to vote. A Board Member may also participate in a Board Meeting through a conference call and will be considered to be present.

b) A quorum at any HL Executive Meeting shall consist of the HL Vice President and 4 elected or appointed HL Executive Members eligible to vote and present in person.

c) A quorum at any Executive Committee Meeting shall consist of the President and/or 1 Vice President plus a minimum of 8 elected or appointed members eligible to vote and present in person.

d) No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, or to establish a new meeting date.

Proposed Wording:

10.8 Quorum

a) A quorum at any Board Meeting shall consist of the President and/or 1 Vice President plus a minimum of 50% + 1 of elected or appointed members eligible to vote. A Board Member may also participate in a Board Meeting through a conference call and will be considered to be present.

b) A quorum at any HL Executive Meeting shall consist of the HL Vice President and 50% + 1 of appointed HL Executive Members eligible to vote and present in person.

c) A quorum at any Executive Committee Meeting shall consist of the President and/or 1 Vice President plus a minimum of 50% + 1 of elected or appointed members eligible to vote and present in person.

d) No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, or to establish a new meeting date.

Rationale for Change:

From time to time, positions on the Executive or Board may remain vacant. Vacancies can impact the ability to conduct meetings and vote on business matters. Using a percentage of 50% + 1 will allow for the quorum number to fluctuate should positions remain vacant.

Motion #: 13

Submitted Date: April 26, 2017

Submitted By: Matt McKeen

Seconded By:

By-Law One, Article #: 11.7.16

Article Amendment

Current Wording:

a)manage the NMHA website;

Proposed Wording:

a) manage and have full administrative rights to the NMHA website;

Rationale for Change: To clarify that the communications officer is responsible for the website and it's content and has the highest administrative level of access.

Motion #: 14

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 9.3

Article Amendment

Current Wording:

9.3 Election Procedures:

The election of Executive Members shall take place at the AGM. The Chair of the AGM shall accept the list of nominations for all elected positions (see 9.2). The Chair of the AGM shall accept nominations from the floor at the AGM for any elected position that has no nominees listed and remains open. A "letter of intent to stand" may also be accepted as valid for nomination to any position within the NMHA. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to be come valid. All nominees shall be asked if they will accept or decline the nomination. If more than one person accepts the nomination then a secret ballot vote will be held by the attending members. Once the voting is complete the votes shall be tabulated and the results announced for that position. Subject to Section 9.4, no one person shall be elected to more than one (1) position on the board.

Proposed Wording:

9.3 The Elections Officer:

The Elections Officer, shall be a neutral and unbiased external resource appointed by the Board four weeks prior to the AGM. The Elections Officer will not be a candidate for any office within the NMHA either elected or appointed. Once appointed the Elections Officer will seek out and appoint two unbiased and impartial scrutineers. The scrutineers

will not be candidates for any offices within the NMHA either elected or appointed.

The elections officer is responsible for chairing the NMHA AGM. He or she will be familiar with the by-laws of the organization and familiarize himself/herself with the organization's methods and agenda. The elections officer will ensure that an accurate voting list of all eligible members is available at the AGM. Eligible members in attendance will be checked off as they arrive at the AGM by a minimum of two members of the NMHA.

9.3.1 Election Declaration:

- a. The Elections Officer shall declare all positions vacant;
- b. Any pertinent by-laws governing the conduct of elections are read or explained;
- c. Scrutineers are introduced; and
- d. Subject to Section 9.4, no one person shall be elected to more than one (1) position on the Board or Executive.

9.3.2 Election Procedure:

Each elected position is brought forward in turn as follows:

- a. List all names nominated to the positions in the order as identified at paragraph 9.2.
- b. Call for nominations from the floor for any vacant positions. A "letter of intent to stand" will also be accepted as valid for nomination to any position within the NMHA.
- c. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to become valid.
- d. Close nominations by a declaration from the Elections Officer after a reasonable time. Any positions that remain vacant will be filled as per paragraph 9.4.
- e. Ask each person nominated, in order of nomination, whether he or she will stand for the position.
- f. If only one person agrees to stand, then he or she is elected by acclamation to that position. (The Elections Officer announces that result.) If more than one person agrees to stand, then each is asked to briefly address the group explaining his or her views on policy, etc.
- g. Where there is more than one candidate for a position, voting will be by secret ballot
- h. Scrutineers distribute and collect ballots, count the votes cast for each candidate, and report results to the elections officer.
- i. Ballots will be distributed to the members in attendance for each contested position, one at a time in the order described at paragraph 9.2.
- j. Each member in attendance will enter the name of the candidate of choice on the ballot for that position, fold the ballot in half and return it to the scrutineer.
- k. Scrutineers will retire to a secure location to count the votes for the position in question at that time.
- l. Scrutineers will report the results of that ballot to the Elections Officer.
- m. The Elections Officer will announce the results if a winning candidate receives the majority (50% plus one) of votes cast. If no candidate receives a majority, then the candidate with the least number of votes received is dropped from the list and a second vote is taken. This process continues with a third or fourth vote until a candidate with clear majority emerges.

- n. At the close of elections, ballots should be disposed of at the direction of a motion from the floor;
- o. The entire list of newly elected Executive Members is read by the Elections Officer;

Rationale for Change: The current wording is a little vague. The organization has grown to the point where the election procedures need to be more clear and concise.

Motion #: 15

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 9.1

Article Amendment

Current Wording:

9. PROCEDURE FOR ELECTION OF BOARD MEMBERS

9.1 Nominations:

The election of the Executive shall take place at the Annual General Meeting (AGM) of the Membership. No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by April 1st. A Nomination Form must be completed for all nominees and one (1) nominator who is a Member of the Association. Such completed form must be delivered to the Secretary two weeks prior to the election.

A listing of all individuals who have accepted a nomination for election to the Board shall be post on the association's web site on or before the fifteenth (15th) day of May in each year. Such listing shall identify that position each nominee is seeking election for.

The Chair of the AGM shall accept nominations from the floor at the AGM for any elected position that has no nominees and remains open. A "letter of intent to stand" may also be accepted as valid for nomination to any position within the NMHA. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to become valid.

Nominees for the position of President must come from a current member of the NMHA Executive.

Proposed Wording:

9. PROCEDURE FOR ELECTION OF BOARD MEMBERS

9.1 Nominations:

The election of the Executive shall take place at the Annual General Meeting (AGM) of the Membership. No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment. Nomination

Forms for the Executive shall be available each year from the Secretary by April 1st. A Nomination Form must be completed for all nominees and one (1) nominator who is a Member of the Association. Such completed form must be delivered to the Secretary two weeks prior to the election and can be done via email.

A listing of all individuals who have accepted a nomination for election to the Board shall be post on the association's web site within 7 days of the closing date for nominations in each year. Such listing shall identify that position each nominee is seeking election

for and must be accompanied by a brief overview of the nominee and why they wish to hold the position they are running for. A nominee who has accepted in writing with the Secretary prior to the AGM the nomination, does not have to be present at the AGM to be voted into the position.

The Chair of the AGM shall accept nominations from the floor at the AGM for any elected position that has no nominees and remains open. A "letter of intent to stand" may also be accepted as valid for nomination to any position within the NMHA. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to become valid.

Nominees for the position of President must come from a current member of the NMHA Executive.

Rationale for Change:

I have added in that the nominees are to be posted to the website within 7 days of the closing date of nominations to avoid having a date as the AGM date could change any given year.

I also added in that a nominee who has accepted a nomination via the Secretary for a position they were nominated for, does not have to be at the AGM to be voted in (in case we have shift workers and other coaching commitments that keep the nominee from being at the meeting).

I have also added that the nominees should be providing with their acceptance, a brief overview of who they are and why they would like to hold the position they have accepted the nomination for. Not everyone knows everyone running and if we are to vote on a couple of different people they should at least give us an opportunity to understand who we are voting for rather than just "picking the guy you know or see at the rink".

Motion #: 16

Submitted Date: April 26, 2017

Submitted By: Todd Gimblett

Seconded By:

By-Law One, Article #: 11.7.21

Article Amendment

Current Wording: No current wording. This is a new paid position.

Proposed Wording: This position will hold office hours at the Cobourg Community Centre. Office hours to be determined by the season.

The Executive Director shall;

- a) manage the day-to-day operations of the organization with direction from the Executive Committee, in accordance with the association's By-Laws and Manual of Operations;
- b) core responsibilities shall include all registration, ice scheduling, sponsorship and tournament administration duties;
- c) promotion and marketing of NMHA programming;
- d) support NMHA REP teams, Select teams and House League Convenors;
- e) assist the VP of Rep Hockey with running of spring Tryouts;
- f) co-ordinate with the Risk Management Officer to insure all volunteers have valid Police Checks on file in compliance with the Hockey Canada policy and contact volunteers who do not;
- g) other activities as assigned by the Executive Committee;
- h) must attend Executive Committee and Board meetings;

Registration;

- a) receive and certify all registration forms submitted on behalf of all players applying for registration with the NMHA and shall keep a file of each player signed;
- b) ensure that all registration forms are filled out properly;
- c) ensure all registration forms are received with proper fees and that birth certificates are on file or accompany the registration form and all players are registered with the OMHA;
- d) work with VP of Rep Hockey and the VP of House League on all rosters;
- e) ensure that electronic rosters are submitted to the OMHA for approval for all OMHA and House League teams in accordance with the OMHA deadlines;
- f) maintain a current registration list of all players including mailing addresses, telephone numbers, email addresses and Parent/Guardian names(s);
- g) supply to the Vice Presidents current registration information in a timely fashion;
- h) communicate any change in registration immediately to Executive Members or other individuals who are affected by such change;
- i) administer Tryout Passport purchases

Ice Scheduling;

- a) shall complete all ice scheduling as determined by the Ice Scheduling Committee;
- b) attend REP and Select scheduling meetings;

- c) responsible to organization and prepare REP tryouts, practices, regular season and playoff games;
- d) organize and prepare the schedules for the House League;
- e) complete scheduling of OMHA Play Down contracts;
- f) shall be the liaison with the arena managers;
- g) shall be available/on call during inclement weather to cancel and reschedule games;
- h) return ice to the arena facilities within the prescribe deadlines to eliminate wasted ice rentals and avoid unnecessary charges;
- i) submit monthly ice use reports to both Bookkeeper and Director of Administration for verification of ice bills;

Sponsorships;

- a) perform the functions required for REP, House League and Tournament sponsorships for the NMHA;
- b) set up an accurate recording system covering income and disbursements relating to sponsorship;
- c) actively pursue new sponsorship opportunities and projects;
- d) manage and supervise all current sponsorship endeavours;
- e) submit to the Executive each year an estimate of revenues and expenditures of the sponsorship for the next fiscal year of the NMHA;
- f) assist the Equipment Manager to ensure all REP and House League jerseys have appropriate sponsor bars.

Tournaments;

The Executive Director will assist the Tournament Committee with the administrative tasks leading up to the start of the tournaments including the following;

- a) ensure web site is updated with tournament dates and online registration application;
- b) be responsible for receipt of applications, tournament fees, team rosters, travel permits;
- c) be responsible for notifying teams for final acceptance and liaison with the teams leading up to the tournament;
- d) reserve local hotel rooms for the teams;
- e) arrange tournament schedule;
- f) arrange scheduling of timekeepers;
- g) be responsible for ordering awards and gifts;
- h) preparation of game sheets;
- i) ensure all paper work and signage is in order on tournament day;
- j) prepare and submit tournament documents to the OMHA

Rationale for Change: With the very successful amalgamation of Northumberland Minor Hockey now entering its third season, the increased size of the Association has opened doors to many great opportunities for its players but has also increased the workload of many Executive Committee positions - some positions, to the point where they have become part-time, volunteer jobs.

The members of Executive Committee are a vital part of the organization and their

importance to the success of the association is often unmeasurable. In order for this success to continue, the NMHA must retain existing Executive members while attracting new members who can assume these positions without the fear of being overburdened by a demanding workload of that position.

In order to ensure long-term success of the organization, Northumberland Minor Hockey must continue to look for ways to better service the requirements of its members, players, coaches and volunteers. With the creation of a full-time, salaried Executive Director position, the association will create a central point of contact for the League and a position that is accountable to the Membership and the Executive Committee.

While the Executive Committee governs the association, the Executive Director shall manage the day-to-day operations of the organization with direction from the Executive Committee, in accordance with the association's By-Laws and Manual of Operations.

The creation of an Executive Director position (bylaw 11.7.21) will result in the reduction of two Executive Committee positions, Ice Scheduler (bylaw 11.7.6) and Registrar (11.7.10) along with a number of "job duties" shifted from other Executive Committee members to significantly reduce the demand on their volunteer time therefore requiring amendments to other bylaw article #'s.

The Executive Director position will be advertised immediately following the AGM, an external hiring and selection committee created, with a successful applicant starting on or about July 1st.

Any currently scheduled in-person registration nights will remain and be staffed by Executive Committee members until the hired candidate is in place.

Compensation commensurate with experience of the successful applicant and job description requirements. Please see job description.

The association's very positive financial position does allow for the funding of this position.

Additionally, the position of Office Administrator (bylaw 11.7.14) will be kept and renamed to NMHA Bookkeeper. This position will retrain all financial duties for the organization including accounts payable/receivables, payroll, billing, payments and reporting while some duties are reassigned to the new Executive Director.

Motion #: 17

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 11.7.18

Article Amendment

Current Wording:

11.7.17 OMHA Centre Contact:

The OMHA Centre Contact shall;

- a) co-ordinate the rostering of all NMHA players, teams and team officials;
 - b) implement and enforce all OMHA Risk Management Programs;
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- c) secure team travel permits when required;
 - d) apply for Tournament Sanctions and complete Tournament reconciliation's;
 - e) ensure that all necessary and appropriate insurance has been purchased;
 - f) act as the Association's primary point of communication with the offices of the OMHA and represent the Association at regional meetings with other associations;
 - g) attend OMHA Annual General Meeting;
 - h) carry out other duties as assigned by the Board, Executive Committee, or the President;
 - i) shall arrange collection of all OMHA official copies of AA, A and AE game sheets and distribute to league contacts and OMHA;
 - j) shall follow up and confirm with team managers any suspensions received by players on AA, A, and AE teams.

Proposed Wording:

i) shall arrange collection of all OMHA official copies of AA, A, AE and Select game sheets and distribute to league contacts and OMHA

j) shall follow up and confirm with team managers any suspensions received by players on AA, A, AE, Select and houseleague teams.

Rationale for Change:

The OMHA centre contact should be looking after all teams that need game sheets submitted and suspensions dealt with/submitted.

Motion #: 18

Submitted Date: April 26, 2017

Submitted By: Lisa Filce

Seconded By:

By-Law One, Article #: 11.7.10 (d)

Article Amendment

Current Wording:

11.7.10 Registrar

The Registrar shall:

- a) receive and certify all registration forms submitted on behalf of all players applying for registration with the NMHA and shall keep a file of each player signed;
- b) ensure that all registration forms are filled out properly
- c) ensure all registration forms are received with proper fees and that birth certificates are on file or accompany the registration form.
- d) work with VP of Rep Hockey, the A and AE reps, and the VP of House League on all rosters to be submitted for approval to the Executive
- e) ensure that electronic rosters are submitted to the OMHA for approval for all OMHA and House League teams in accordance with the OMHA deadlines.
- f) maintain a current registration list of all players including mailing addresses, telephone numbers, email addresses and Parent/Guardian names(s)
- g) supply to the Vice Presidents current registration information in a timely fashion
- h) ensure that all players are registered with the OMHA
- i) communicate any change in registration immediately to Executive Members or other individuals who are affected by such change.
- j) recommend policy to the Board regarding registration

Proposed Wording:

d) work with the VP of Rep Hockey, OMHA Centre Contact, VP of Houseleague and the Select Coordinator on all rosters to be submitted for approval to the OMHA.

Rationale for Change:

The A and AE reps positions no longer exist but the OMHA centre contact does and works on rosters. Also the Select coordinator oversees the Select team rosters and is a new position.

Motion #: 19

Submitted Date: April 26, 2017

Submitted By: Ryan Mullins

Seconded By:

By-Law One, Article #: 9.1

Article Amendment

Current Wording:

9.1 Nominations:

The election of the Executive shall take place at the Annual General Meeting (AGM) of the Membership. No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by April 1st. A Nomination Form must be completed for all nominees and one (1) nominator who is a Member of the Association. Such completed form must be delivered to the Secretary two weeks prior to the election.

A listing of all individuals who have accepted a nomination for election to the Board shall be post on the association's web site on or before the fifteenth (15th) day of May in each year. Such listing shall identify that position each nominee is seeking election for.

The Chair of the AGM shall accept nominations from the floor at the AGM for any elected position that has no nominees and remains open. A "letter of intent to stand" may also be accepted as valid for nomination to any position within the NMHA. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to become valid.

Nominees for the position of President must come from a current member of the NMHA Executive.

Proposed Wording:

9.1 Nominations:

The election of the Executive shall take place at the Annual General Meeting (AGM) of the Membership. No election or appointment of an Executive Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Executive shall be available each year from the Secretary by April 1st. A Nomination Form must be completed for all nominees and one (1) nominator who is a Member of the Association. Such completed form must be delivered to the Secretary two weeks prior to the election. A listing of all individuals who have accepted a nomination for election to the Board shall be posted on the association's web site upon receipt and confirmation of acceptance. Such listing shall identify that position each nominee is seeking election for.

The Chair of the AGM shall ALSO accept nominations from the floor at the AGM for any elected position. A "letter of intent to stand" may also be accepted as valid for nomination to any position within the NMHA. All nominations, including any "letter of intent to stand" shall be seconded by a NMHA voting member in attendance at the AGM to become valid.

Nominees for the position of President must come from a current member of the NMHA Executive.

Rationale for Change: I'd like to see more people involved in the executive role and they might not be familiar with the nomination forms.