



Cumberland Jr. Grads Minor Hockey Club By-Laws

Updated: April 21, 2010

Contents

INTRODUCTION	1
DEFINITIONS	1
BY-LAW NO. I – MEMBERSHIP	2
1. Name and Affiliation	2
2. General Membership	2
3. Application/Registration	3
BY-LAW NO. II – ORGANIZATION	3
1. Organization	3
2. Authority of the Executive Committee	4
BY-LAW NO. III – AIMS AND OBJECTIVES	4
1. Aims and Objectives	4
BY-LAW NO. IV – SUSPENSION AND EXPULSION OF MEMBERSHIP	4
1. Suspension of Members	4
BY-LAW NO. V – DISCIPLINE, PROTESTS AND APPEAL	5
1. Discipline	5
2. Discipline Committee	5
3. Appeals	6
BY-LAW NO. VI – VOTING	6
1. CJGMHC Annual or Special General Meetings	6
2. CJGMHC Executive Committee Meetings	7
BY-LAW NO. VII – ELECTION OF EXECUTIVE COMMITTEE	7
1. Election of Executive Committee	7
2. Term of Office	8
3. Conflict Of Interest	9
4. Absenteeism	9
5. Replacement of Executive Committee Members	9
6. Quorum	9
BY-LAW NO. VIII – DUTIES OF EXECUTIVE COMMITTEE MEMBERS	10
1. Duties of the Executive Committee	10
2. Duties of the President	10
3. Duties of the Vice-President, Hockey Operations	11
4. Duties of the Vice-President, Administration	12
5. Duties of the Immediate Past President	12
6. Duties of the Secretary	12
7. Duties of Directors "AA", "A" and "B"	13
8. Duties of Director "AA"	13
9. Duties of Director "A"	13
10. Duties of Director "B"	14

11. Duties of Treasurer	14
12. Duties of the Equipment Manager	14
13. Duties of the Ice Scheduler	15
14. Duties of the Director-at-Large	15
15. Duties of Director Development	16
16. Duties of Director Discipline and Appeals	16
BY-LAW NO. IX – AMENDMENTS TO CJGMHC BY-LAWS	17
1. Amendments to the CJGMHC By-Laws	17
BY-LAW NO. X – RULES AND REGULATIONS	18
1. Rules and Regulations	18
ADDENDUM TO BY-LAWS	18
ANNEX A - CJGMHC EXECUTIVE COMMITTEE ORGANIZATION CHART	18
ANNEX B - CJGMHC DISCIPLINE COMMITTEE: HEARING FORMAT AND PROCEDURAL GUIDELINES	19

Introduction

The Cumberland Jr. Grads Minor Hockey Club (CJGMHC) is a voluntary association established to promote and foster amateur hockey. It seeks to maintain and increase interest in the game of hockey by ensuring that all organized minor hockey is developed within District 12 in accordance with the prescribed standards. The CJGMHC is an integral part of the District 12 Cumberland Minor Hockey Association (District 12 CMHA), the Ottawa District Minor Hockey Association (ODMHA) and the Ottawa District Hockey Association (ODHA) and by virtue of this affiliation is a member of the Canadian Hockey Association (CHA), the governing body of amateur hockey in Canada.

The CJGMHC, being an integral part of District 12 CMHA, shall adopt the District 12 Constitution, By-Laws and Rules and Regulations and approve, amend and publish its own By-Laws and Rules and Regulations to supplement and/or complement the District 12 CMHA Constitution, By-Laws and Rules and Regulations.

These By-Laws and Rules and Regulations of the CJGMHC shall be forwarded to the ODMHA annually, as prescribed by District XII By Laws under Rules and regulations, through the CMHA Executive Committee. Where amendments have been approved at the last CJGMHC Annual General Meeting, a new or amended By-Laws and Rules and Regulations document shall accompany the CJGMHC registration.

And whereas it is declared that one of the purposes of these By-Laws and Rules and Regulations shall be to confer upon the CJGMHC and its Executive Committee members all of the powers of a fully self governing organization, be it hereafter enacted.

Definitions

In these By-Laws and Rules and Regulations, unless the context requires otherwise:

"**CMHA**" means the Cumberland Minor Hockey Association and refers to the umbrella organization also designated as "District 12";

"**CJGMHC**" means the Cumberland Jr. Grads Minor Hockey Club, also designated as the "Jr. Grads";

"**Executive Committee**" refers to the CJGMHC Executive Committee, unless otherwise specified;

"**Resident**" means an individual who resides within the boundaries as defined by the District XII CMHA Constitution;

"**ODMHA**" means the Ottawa District Minor Hockey Association;

"**ODMHAC**" means the Ottawa District Minor Hockey Association Minor Council;

"**ODHA**" means the Ottawa District Hockey Association";

"**CHA**" means the Canadian Hockey Association;

"**NCCP**" means the National Coaching Certificate Program; "Division" means Atom, Peewee, Bantam or Midget; "Category" means AA, A, B; and

Gender Neutral Clause: throughout these By-Laws and CJGMHC Rules and Regulations, the masculine includes the feminine and neuter, the feminine includes the masculine and neuter, the neuter includes the masculine and feminine, the singular includes the plural and the plural includes the singular, whenever the context requires or permits.

By-Law No. I – Membership

1. Name and Affiliation

- 1.1. This organization shall be known as the Cumberland Jr. Grads Minor Hockey Club of the District 12 Cumberland Minor Hockey Association (CMHA), herein referred to as the CJGMHC.
- 1.2. The CJGMHC is a committee of the District 12 Cumberland Minor Hockey Association, herein referred to as the CMHA and by virtue of its affiliation with District 12 Minor Hockey Association, the Ottawa District Minor Hockey Association (ODMHA), and the Ottawa District Hockey Association (ODHA), is a member of the Canadian Hockey Association (CHA) and shall abide by the rules and regulations of the District 12 CMHA, the ODMHA, the ODHA and the CHA.
- 1.3. The CJGMHC shall have jurisdiction to govern and administer all District 12 minor hockey teams competing in the ODMHA "AA" and "A" Leagues, and the ODMHL "B" League.

2. General Membership

- 2.1. Membership in the CJGMHC consists of:
 - 2.1.1. Parents or guardians of registered players in the CJGMHC;
 - 2.1.2. Registered players, coaches, assistant coaches, managers and other team officials of CJGMHC teams;
 - 2.1.3. Members of the CJGMHC Executive Committee; and
 - 2.1.4. Persons appointed to specific functions by the CJGMHC Executive Committee.

3. Application/Registration

- 3.1. The CJGMHC must register annually with the ODMHA through the District 12 CMHA. The yearly registration of its membership is mandatory and such membership in the CMHA and ODMHA shall take effect upon acceptance of the applicant by the ODMHAC.
- 3.2. As a precondition of membership in the CMHA, the CJGMHC shall adopt By-Laws and Rules and Regulations in conformity with the Constitution, By-Laws and Rules and Regulations of the CMHA and the ODMHA, and shall not at any time make amendments to its By-Laws or Rules and Regulations which contravene CMHA, ODMHA, ODHA, CHA Constitution, By-Laws and Rules and Regulations.
- 3.3. The CJGMHC must submit a copy of its most current By-Laws and Rules and Regulations to the District 12 CMHA and ODMHA prior to the commencement of each season.

By-Law No. II – Organization

1. Organization

- 1.1. The governing body of the CJGMHC shall be the membership as represented at each Annual General Meeting or Special General Meeting.
- 1.2. The Executive Committee is empowered to carry on the business of the CJGMHC at its regular monthly meetings or special meetings between General Meetings, either Annual or Special.
- 1.3. The day-to-day business of the CJGMHC shall be administered by the Executive Committee, between Annual General Meetings, which shall manage in a manner consistent with the Constitution, By-Laws and Rules and Regulations of the CHA, ODHA, ODMHA, CMHA and the CJGMHC.
- 1.4. The Presiding Executive Committee member shall be the President.
- 1.5. The Executive Committee shall consist of:
 - 1.5.1. President;
 - 1.5.2. Vice-President, Hockey Operations;
 - 1.5.3. Vice-President, Administration;
 - 1.5.4. Director-at-Large;
 - 1.5.5. Director of Discipline and Appeals
 - 1.5.6. Immediate Past President;
 - 1.5.7. Secretary;
 - 1.5.8. Director "AA";
 - 1.5.9. Director "A";
 - 1.5.10. Director "B";
 - 1.5.11. Director of Development;
 - 1.5.12. Treasurer;
 - 1.5.13. Equipment Manager; and
 - 1.5.14. Ice Scheduler.

- 1.6. An organization chart depicting the structure of the Executive Committee is attached as Annex "A" to these By-Laws.

2. Authority of the Executive Committee

- 2.1. The Executive Committee shall have the authority to:
 - 2.1.1. Suspend from further participation in the affairs of the CJGMHC, any member or team for breach of the By-Laws and Rules and Regulations or for conduct deemed prejudicial to the welfare of the CJGMHC;
 - 2.1.2. Act on behalf of the CJGMHC;
 - 2.1.3. Appoint officials or establish committees to carry out functions as required; and
 - 2.1.4. Accept or reject recommendations from appointed committees.
- 2.2. Executive Committee members shall keep an accurate record of all business within his/her charge and be prepared to make reports when called upon to do so.
- 2.3. Executive Committee members who interfere with the daily operation of CJGMHC teams beyond his capacity as defined in these By-Laws, shall be relieved of his duties immediately by the President or a representative appointed by a simple majority vote of the Executive Committee.

By-Law No. III – Aims and Objectives

1. Aims and Objectives

- 1.1. To foster, encourage and improve minor hockey under the jurisdiction of the CJGMHC.
- 1.2. To have and exercise a general care, supervision and direction over players, teams, team officials and members of the Executive Committee of the CJGMHC.
- 1.3. To provide fun, recreation and healthy enjoyment through development programs and competition, giving due consideration to individual capabilities.
- 1.4. To teach fair play and sportsmanship and to develop the skills of the players in its charge.
- 1.5. To foster among its members, supporters and teams a general community spirit.

By-Law No. IV – Suspension and Expulsion of Membership

1. Suspension of Members

- 1.1. The Executive Committee, or its designate(s), shall have the authority, by virtue of this By-Law, to suspend or discipline any CJGMHC member.
- 1.2. Suspensions or discipline may be assessed by the Discipline Committee for such actions as:
 - 1.2.1. infringement of CHA playing rules;
 - 1.2.2. conduct unbecoming to hockey;

- 1.2.3. refusing to accept and obey rulings of the CJGMHC Executive Committee, the CMHA, the League, or the ODMHA;
 - 1.2.4. notorious and continued foul play;
 - 1.2.5. unsportsmanlike or inappropriate conduct, individually or collectively, on the ice or in any rink where a hockey match is being played or at any meeting or gathering convened in the interest of the CJGMHC;
 - 1.2.6. persistent infringement of the laws of the game or the rules of the CJGMHC and such other actions as the CJGMHC may from time to time determine; and
 - 1.2.7. At no time before, during or after a game or a practice is anyone but carded team officials permitted to enter the players' bench, dressing rooms or the corridors adjacent to the dressing rooms without the permission of a team official. Anyone who disrupts a team by approaching players or team officials at the players' bench, in dressing rooms or in corridors immediately adjacent to the dressing rooms will be subject to a Discipline Hearing.
- 1.3. Suspensions are subject to the defined appeal process.
 - 1.4. The CJGMHC Code of Discipline shall be the governing document relating to all matters concerning suspensions or discipline.
 - 1.5. Appeals shall not be heard on suspensions or other disciplinary actions, if the player/team has continued to play/coach before the appeal has been heard.

By-Law No. V – Discipline, Protests and Appeal

1. Discipline

- 1.1. The Code of Discipline for the CJGMHC shall be no less than that contained in the ODMHA Code of Discipline. The CJGMHC Code of Discipline shall be administered by the Discipline Committee.
- 1.2. CJGMHC members may request a hearing before the Discipline Committee. A hearing will be granted at the discretion of the Chair of the Discipline Committee.
- 1.3. The Chair of the Discipline Committee shall keep a record of, and report to the Executive Committee on all cases so administered.
- 1.4. The President of CJGMHC shall report results of the Discipline Committee to the CMHA Executive Committee

2. Discipline Committee

- 2.1. The Executive Committee has the authority to further discipline any CJGMHC member by referral to the Discipline Committee.
- 2.2. Where a Discipline Committee is convened:
 - 2.2.1. The Discipline Committee for these cases shall be composed of a Chairperson and a minimum of two members of the Executive Committee;

- 2.2.2. The Discipline Committee, in the case of a violation of By-Law No. III - AIMS AND OBJECTIVES, shall be composed of three members of the Executive Committee;
- 2.2.3. Discipline Committee members shall be entitled to one vote each. The Chairperson of the Discipline Committee may only vote in the event of a tie;
- 2.2.4. Decisions must be reached on the simple majority vote of the members of the Discipline Committee;
- 2.2.5. The Chairperson of the Discipline Committee shall submit a written report to the Executive of the CJGMHC on each Committee decision within 72 hours; and
- 2.2.6. All affected parties shall be notified verbally within 12 hours of the decision, followed by a written notification within 48 hours of the decision. Notification should include information regarding the appeal route.

3. Appeals

- 3.1. Appeals must be filed with the District XII Executive Committee within 48 hours after notification of the Discipline Committee's decision. A monetary fee as prescribed by the appropriate body must accompany each appeal, and such fee may be refundable by, and at the discretion of, the defined Committee, should it rule in favour of the appellant.
- 3.2. Appeals hearings shall be held in conformance with the format and guidelines of Discipline or Appeal Hearing, provided in Annex "B" of these By-Laws.

By-Law No. VI – Voting

1. CJGMHC Annual or Special General Meetings

- 1.1. An Annual General Meeting shall be held no later than April 30 of each year. Its purpose shall be to review the activities of the past season, to carry out elections and to consider amendments to the CJGMHC By-Laws and/or Rules and Regulations. Notice of the Annual General Meeting will be given 45 days in advance. Proposed amendments must be presented to the Executive Committee in writing 30 days prior to the Annual General Meeting.
- 1.2. Special General Meetings may be called by the President or a majority vote of the Executive Committee. Notice of a Special General Meeting will be given 15 days in advance. Proposed amendments and notices of motion must be presented to the Executive Committee in writing ten (10) days prior to the Special General Meeting.
- 1.3. CJGMHC members having reached the age of majority and having signed the Voter Registration Form shall be entitled to one vote. The voting member must be present in order to exercise his/her vote. There shall be no voting by proxy.
- 1.4. The method of voting for all Executive Committee positions shall be by secret ballot.
- 1.5. The order of business at the Annual General Meeting shall be:
 - 1.5.1. Approval of Agenda
 - 1.5.2. Minutes of last General Meeting

- 1.5.3. President's Report
- 1.5.4. Correspondence
- 1.5.5. Financial Statement and Auditor's Report
- 1.5.6. Executive Committee Members' Reports
- 1.5.7. Amendments and Notices of Motion
- 1.5.8. General Business
- 1.5.9. Election of Executive Committee members
- 1.5.10. Adjournment
- 1.6. The proceedings of the CJGMHC Annual General Meetings and Special General Meetings shall be governed by ROBERT'S RULES OF ORDER.

2. CJGMHC Executive Committee Meetings

- 2.1. Executive Committee members shall be entitled to one vote each. The President may only vote in the event of a tie.
- 2.2. The Executive Committee member must be present in order to exercise his vote. There shall be no voting by proxy.
- 2.3. Executive Committee meetings shall be held once a month. Special Executive Committee meetings may be called by the President or a majority vote of the Executive Committee.
- 2.4. The Secretary shall notify all members of the Executive Committee of the time and place of meetings at least 48 hours in advance.

By-Law No. VII – Election of Executive Committee

1. Election of Executive Committee

- 1.1. Members of the Executive Committee shall be elected at the Annual General Meeting of the CJGMHC.
- 1.2. Executive Committee members shall be elected in accordance with the By-Laws of the CJGMHC.
- 1.3. Composition of the Executive Committee may be altered by a two-thirds vote of the CJGMHC membership present and voting at the Annual General Meeting.
- 1.4. Any resident within the boundaries of the CJGMHC may be nominated a position(s) and may seek election to offices to which he has been properly nominated. Defeat in an election for any office does not disqualify the candidate from seeking election to another office.
- 1.5. Elections shall be carried out with the following guidelines:
 - 1.5.1. Nominations shall be accepted and elections conducted at the Annual General Meeting. Rules for the election shall be established by the Election Chairperson and the election judges.
 - 1.5.2. Any member of the CJGMHC as defined in By-Law NO 1 - MEMBERSHIP and having reached the age of majority, is eligible to vote in the CJGMHC elections.

- 1.5.3. The President shall select an Election Chairperson to supervise the conduct of the nominations and elections and not less than two members of the Executive Committee to act as election judges to assist the Election Chairperson. The Election Chairperson and elections judges shall not be candidates for office. They shall maintain custody of all ballots and election registers during the conduct of the election.
- 1.5.4. CJGMHC member voting shall sign the Voter Registration Form prepared by the Secretary and shall be given ballots prepared by the Secretary.
- 1.5.5. CJGMHC members shall be provided the opportunity to cast each ballot in secrecy. Ballots shall bear no number or marks which might identify the voter. Adequate safeguards to ensure a fair election shall be provided by the CJGMHC Election Chairperson and election judges.
- 1.5.6. Absentee nominees shall be permitted to stand for elected office provided they have informed the Executive Committee of their intent.
- 1.5.7. A majority of votes cast shall be required for election. Where the election for an office results in a tie, a second ballot between the two nominees with the higher number of votes shall be conducted.
- 1.5.8. In the case where there is only one nominated candidate, the Election Chairperson shall declare such candidate acclaimed.

2. Term of Office

- 2.1. Executive Committee members shall begin their term of office on May 1st following the Annual General Meeting. Their respective terms of office shall terminate on April 30th based on the duration of the term of office.
- 2.2. Duration of terms of office for Executive Committee members elected at the Annual General Meeting shall be as follows:
 - 2.2.1. Two years - Elected during odd-numbered years:
 - 2.2.1.1. President
 - 2.2.1.2. Vice-President, Hockey Operations
 - 2.2.1.3. Director at Large
 - 2.2.1.4. Director of Discipline and Appeals
 - 2.2.1.5. Director "A"
 - 2.2.1.6. Treasurer
 - 2.2.1.7. Equipment Manager
 - 2.2.2. Two years - Elected during even-numbered years
 - 2.2.2.1. Vice-President, Administration
 - 2.2.2.2. Director "AA"
 - 2.2.2.3. Director "B"
 - 2.2.2.4. Secretary
 - 2.2.2.5. Ice Scheduler

3. Conflict Of Interest

- 3.1. No person shall be a member of the CJGMHC Executive Committee who is a paid employee or representative of an organization which may benefit financially from that involvement in the Executive Committee. In cases of doubt, the Executive Committee may request the person of concern to provide such evidence as may be necessary to properly decide as to whether or not such person shall be suspended, or eligible to continue as a member of the Executive Committee.
- 3.2. Should a member of the Executive Committee participate in activities which conflict with those of the CJGMHC, he may be removed from office by a two-thirds majority vote of the Executive Committee.
- 3.3. Any member of the Executive Committee acting as coach, manager or trainer, of a CJGMHC team, or who is a parent of a player on a CJGMHC team, shall declare such affiliation prior to the discussion of any matter and shall not vote on any motions directly affecting the team.

4. Absenteeism

- 4.1. Unless granted leave of absence by the Executive Committee, or for reasons of health, any member of the Executive Committee who absents him/herself from two (2) consecutive Executive Committee meetings, may have his/her position declared vacant by a simple majority vote of the Executive Committee.

5. Replacement of Executive Committee Members

- 5.1. Where vacancies occur in any of the elected positions of the CJGMHC, the Executive Committee, no later than 30 days after the position is declared vacant, shall fill the vacancy until the next Annual General Meeting.
- 5.2. Should any of the Executive Committee positions remain vacant following an Annual General Meeting, the Executive Committee shall appoint a replacement to fill the vacant position until the next Annual General Meeting.

6. Quorum

- 6.1. A quorum shall consist of half plus one of the Executive Committee positions filled at the time of the meeting, with at least one being the President, the Vice-President, Hockey Operations, or the Vice-President, Administration.

By-Law No. VIII – Duties of Executive Committee Members**1. Duties of the Executive Committee**

- 1.1. The Executive Committee shall have full and complete charge of all business of the CJGMHC not otherwise delegated to a specific Executive Committee member or reserved to the membership.
- 1.2. The role of the Executive Committee shall be to ensure the promotion of all aspects of hockey as outlined in By-Law III - AIMS AND OBJECTIVES.
- 1.3. The Executive Sub-Committee shall be responsible for ensuring that all finances of the CJGMHC are managed in accordance with these By Laws. The signature of the treasurer and one other Executive member (see 1.7) shall be required on all cheques and all other financial documents. There will be no pre-signing of cheques.
- 1.4. An honorarium of \$100.00 shall be bestowed annually upon each Executive Committee member. Expenses such as telecommunications and travel to and from meetings incurred in undertaking his duties shall be reimbursed.
- 1.5. The Executive Committee shall be responsible for ensuring that the funds and property of the CJGMHC are properly received and managed for the sole use and benefit of the CJGMHC.
- 1.6. The Executive Committee shall examine the financial records of the CJGMHC and shall report its findings to the CJGMHC membership at the Annual General Meeting.
- 1.7. The books, financial records and accounts of the CJGMHC will be audited at least once each year by a duly qualified Accountant and a complete and proper statement of the standings of the books for the previous year, and a draft of the current year will be submitted by such auditor at the Annual General Meeting of the CJGMHC. April 30 in each year will be the end of the fiscal year of the CJGMHC. The books and records of the CJGMHC may be inspected by any member of the CJGMHC at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer having charge of same. Each member of the Executive Sub-Committee will at all times have access to its books and records.
- 1.8. The Financial Delegation of Authority of the CJGMHC will be the President, or Vice-President, Administrator or Vice-President, Hockey Operations together with the Treasurer.

2. Duties of the President

- 2.1. The President shall administer all matters relating to the daily operation of the CJGMHC program within the CMHA. In so doing, the President shall ensure compliance with the CMHA Constitution, By-Laws and Rules and Regulations, the CJGMHC By-Laws and Rules and Regulations, including the Constitution and By-Laws of the ODMHA and CHA as required. Without limiting the generality of the foregoing, the President shall:
 - 2.1.1. Organize, implement and monitor the operations of the CJGMHC program within the CMHA;

- 2.1.2. Effect liaison between the CMHA Executive Committee and the team officials and members of the CJGMHC;
- 2.1.3. Initiate corrective action (including but not limited to interim suspensions, not exceeding seven consecutive days, pending formal hearing) whenever a violation of the CMHA Constitution, By-Laws and Rules and Regulations, the CJGMHC By-Laws and Rules and Regulations or Executive Committee decision occurs and report the results to the Chairperson CMHA;
- 2.1.4. Approve travel permits and participation in tournaments by CJGMHC teams;
- 2.1.5. Preside at all Executive Committee meetings and Annual or Special General Meetings of the CJGMHC;
- 2.1.6. Exercise the authority of the CJGMHC in cases of emergency, subject to ratification by the CJGMHC Executive Committee within a reasonable period of time;
- 2.1.7. Act as the official spokesperson for the CJGMHC;
- 2.1.8. Be an ex-officio member of all CJGMHC committees;
- 2.1.9. Not vote, except in the case of a tie, when he shall cast the deciding vote; and,
- 2.1.10. Attend all District 12 CMHA Executive Committee meetings as an ex-officio
- 2.1.11. CMHA Executive Committee member.

3. Duties of the Vice-President, Hockey Operations

The Vice-President, Hockey Operations shall:

- 3.1. Perform the duties of the President in his absence or at his request and, when so delegated, shall have all the rights and powers of the President;
- 3.2. When acting as President, not vote except to break a tie;
- 3.3. Participate in Discipline Hearings, as required. Be Chair person of Discipline Committee as requested by the Director Discipline and Appeals and/or President;
- 3.4. Make recommendations to the Executive Committee with respect to the number of teams that the CJGMHC should enter into competition at each division (i.e. Atom, PeeWee, Bantam and Midget) and category (i.e. "AA", "A" and "B");
- 3.5. Co-ordinate the coaches' selection process by:
 - 3.5.1. Advertising in the local media that the CJGMHC is seeking coaches;
 - 3.5.2. Establishing and chairing a Coaches Selection Committee to review applications, conduct interviews and make recommendations to the Executive Committee;
 - 3.5.3. Preparing interview materials and a rating guide;
 - 3.5.4. Scheduling interviews for all candidates; and
 - 3.5.5. Notifying all candidates interviewed of the Selection Committee's decision.
- 3.6. Liaise with the Directors "AA", "A" and "B" to ensure the smooth operation of the hockey program;
- 3.7. Ensure that coaches' meetings are conducted to enhance the smooth operation of the hockey program; and
- 3.8. Brief the President and the Executive Committee on significant matters affecting the CJGMHC.

4. Duties of the Vice-President, Administration

The Vice-President, Administration shall:

- 4.1. Perform the duties of the President in the absence of the President and the Vice-President, Hockey Operations and have all the rights and powers of the President;
- 4.2. When acting as President, not vote except to break a tie;
- 4.3. Co-ordinate all off ice activities and provide direction when required to the Ice Scheduler, Equipment Manager and work closely with the Treasurer as required;
- 4.4. Brief the President and Executive Committee on significant matters affecting the CJGMHC;
- 4.5. Co-ordinate all sponsorship and fund raising activities by CJGMHC teams and their representatives;
- 4.6. Participate in Discipline Hearings as required. Be Chairperson of Discipline Committee as requested by the Director Discipline and Appeals and/or President;
- 4.7. Manage webmaster contract to manage and administer the CJGMHC website;
- 4.8. Set guidelines, policies and standards with regards to design, subject matter and content of the CJGMHC website; and
- 4.9. Report to the Executive Committee with regards to inquiries, suggestions and /or comments received via the CJGMHC website.

5. Duties of the Immediate Past President

- 5.1. The immediate Past President shall participate in the deliberations of the CJGMHC in an advisory capacity;
- 5.2. May perform other duties on the Board of Directors, including accepting to act in a vacant position; and
- 5.3. Performs such other duties as the President may request.

6. Duties of the Secretary

The Secretary shall:

- 6.1. Be responsible for the recording of minutes at monthly or special Executive Committee meetings, Annual General Meetings and Special General Meetings;
- 6.2. Prepare and distribute minutes of meetings to each Executive Committee member prior to the next meeting;
- 6.3. Notify Executive Committee members of forthcoming meetings or advise individuals, where necessary, of any changes;
- 6.4. Prepare the agenda for all Executive Committee meetings, Annual General Meetings and Special General Meetings;
- 6.5. Be responsible for the publication of a newsletter to be published at regular intervals;
- 6.6. Be responsible for the safekeeping of the original documents of the CJGMHC By-Laws and Rules and Regulations;
- 6.7. Prepare amendments and motions for submission to the membership at Annual or Special General Meetings;

- 6.8. Ensure that approved amendments and motions are duly recorded and are accurately reflected in the original documents of the CJGMHC By-Laws and Rules and Regulations;
- 6.9. Provide copies of the CJGMHC By-Laws and Rules and Regulations on request;
- 6.10. In co-ordination with the VP Admin, ensure posting of relevant information to the membership on the web including Minutes of monthly Executive Meetings.
- 6.11. Prepare voter registration forms and voting ballots for the Annual General Meeting and Special General Meetings; and
- 6.12. Coordinate the preparation and distribute proposed amendments to the CJGMHC By-Laws and Rules and Regulations.

7. Duties of Directors "AA", "A" and "B"

The Directors "AA", "A" and "B" shall:

- 7.1. Manage effectively and efficiently the hockey program for which they are responsible;
- 7.2. Inform teams and team members of Executive Committee actions and matters relating to the Constitution, By-Laws and Rules and Regulations of the CJGMHC and the CMHA;
- 7.3. Provide information on team activities to the CJGMHC Executive Committee;
- 7.4. Monitor the call-up of affiliated players after January 1st; and
- 7.5. Inform their respective league Executive Committees of the relevant CJGMHC activities and represent the CJGMHC's position on all matters to the league Executive Committees.

8. Duties of Director "AA"

In addition to other duties, as directed by the Executive Committee, the Director "AA" shall:

- 8.1. Attend all ODMHA "AA" Executive meetings and assume additional duties as required by the ODMHA;
- 8.2. Report to the CJGMHC Executive Committee on ODMHA "AA" activities;
- 8.3. Coordinate the EC's response to all age advancement requests and form a rating committee as required; and
- 8.4. Perform the duties of the Vice-President, Hockey Operations in his absence or at his request, and, when so delegated, shall all the rights and powers of the Vice-President, Hockey Operations.

9. Duties of Director "A"

In addition to other duties, as directed by the Executive Committee, the Director "A" shall:

- 9.1. Attend all ODMHA "A" Executive meetings and assume additional duties as required by the ODMHA;
- 9.2. Report to the CJGMHC Executive Committee on ODMHA "A" activities; and
- 9.3. Perform the duties of the Vice-President, Hockey Operations in his absence or at his request, and, when so delegated, shall all the rights and powers of the Vice-President, Hockey Operations.

10. Duties of Director "B"

In addition to other duties, as directed by the Executive Committee, the Director "B" shall:

- 10.1. Attend all ODMHL "B" Executive meetings and assume additional duties as required by the ODMHL;
- 10.2. Report to the CJGMHC Executive Committee on ODMHL "B" activities; and
- 10.3. Perform the duties of the Vice-President, Hockey Operations in his absence or at his request, and, when so delegated, shall all the rights and powers of the Vice-President, Hockey Operations.

11. Duties of Treasurer

The Treasurer shall:

- 11.1. Receive all monies payable to the CJGMHC and deposit same in a chartered bank account to the credit of the CJGMHC;
- 11.2. Receive and record all accounts payable by the CJGMHC and its teams and with the approval of the Executive Committee, pay all such accounts by cheque;
- 11.3. Prepare complete set of financial records of accounts and make them available to the Executive Committee monthly and the District 12 Director of Finance yearly, and present them to the CJGMHC membership at the Annual General Meeting or Special General Meetings as required; and
- 11.4. Have all financial records prepared for review, each year, and have such records reviewed by a recognized firm each year. Regardless of the time of the last audit, all CJGMHC financial records shall be reviewed by a recognized audit firm at the end of the Treasurer's term, before such records are being returned to the new Treasurer.

12. Duties of the Equipment Manager

The Equipment Manager shall:

- 12.1. Submit a list of equipment needs, for approval by the Executive Committee;
- 12.2. Prepare tendering documents describing the equipment needs of the CJGMHC and distribute said documents to local suppliers to obtain bids;
- 12.3. Make recommendations to the Executive Committee on the results of the tendering process;
- 12.4. Work with the equipment supplier to ensure that the necessary equipment is delivered as requested and on time;
- 12.5. Review and approve all invoices relating to equipment purchased by the CJGMHC, and used by its teams or otherwise disbursed, received from all sources, and advise the CJGMHC Treasurer as to whether such invoices accurately reflect the purchase of equipment by the CJGMHC;
- 12.6. Be responsible for distributing equipment to coaches at the start of each hockey season;
- 12.7. Be responsible for collecting equipment belonging to the CJGMHC at the close of each hockey season;

- 12.8. Ensure that equipment is cleaned and repaired during the off-season, as required; and
- 12.9. Present to the Executive Committee for approval all articles of clothing bearing the Jr. Grads logo or name.

13. Duties of the Ice Scheduler

In collaboration with the Vice-President, Hockey Operations and the Directors "AA", "A" and "B", the Ice Scheduler shall:

- 13.1. Complete, as required, the ice request forms and forward them to the appropriate jurisdictions;
- 13.2. Determine the ice requirements for each CJGMHC team;
- 13.3. Identify the try-outs dates and times for each team and post them at the Ray Friel Centre by the first week of August;
- 13.4. Provide, on the CMHA registration nights, copies of the try-outs dates and times;
- 13.5. Prior to each playing season, establish an ice allocation planner so as to maximize the management of ice times;
- 13.6. Prior to each playing season, ensure that appropriate amounts of ice are available for all home games and that this ice is provided to each applicable league in which CJGMHC teams participate so that league schedules may be made;
- 13.7. Distribute equally any surplus or additional ice available to CJGMHC teams;
- 13.8. Provide the Treasurer, by the 15th of each month, with the ice allotment invoices for each CJGMHC team and outside associations;
- 13.9. Provide team managers, President, V.P. Hockey Operations, Directors and Treasurer, by the 25th of each month, with the practice and game master list;
- 13.10. Provide each arena supervisor, by the end of each month, with the game and practice schedule for the following month;
- 13.11. Identify, by mid-February, the excess ice times for the month of March and return them to the appropriate jurisdictions;
- 13.12. Prior and during the play-offs, identify with the league conveners the ice requirements for the participating CJGMHC teams; and
- 13.13. Co-ordinate with the team managers the ice requirements for the teams that have been eliminated from the play-offs.

14. Duties of the Director-at-Large

The Director-At-Large shall:

- 14.1. Perform the duties of the President in the absence of the President, Vice-President Hockey Operations and Vice-President Administration and, when so delegated, shall have all the rights and powers of the President;
- 14.2. On behalf of the Jr. Grads Executive Committee, liaise with all teams involved in fundraising activities;
- 14.3. Prepare and submit all tournament plans to the Jr. Grads Executive Committee;

- 14.4. Provide guidance and direction on marketing activities (products, price, place, promotion – including advertising, communications, public relations);
- 14.5. Prepare and present promotional programs to Executive Committee for approval;
- 14.6. Coordinate, develop and implement promotion programs that support the development and visibility of the Jr. Grads;
- 14.7. Raise awareness for volunteering opportunities within the Jr. Grads; and
- 14.8. Brief the President and the Executive Committee on significant matters affecting the Jr. Grads.

15. Duties of Director Development

The Director of Development shall:

- 15.1. Perform the duties of the Vice-President, Hockey Operations in the absence of the Vice-President Hockey Ops, Director AA, Director A and Director B and, when so delegated, shall have all the rights and powers of the Vice-President, Hockey Operations;
- 15.2. Develop and implement player/coach development plan (in cooperation with Hockey Ops) and present to Executive Committee for approval;
- 15.3. Liaise with the Vice-President, Hockey Operations, Directors "AA", "A" and "B" to ensure the smooth operation of the hockey program and that development plans are addressing needs;
- 15.4. In consultation with VP Hockey Ops:
 - 15.4.1. Develop and ensure consistent application of standardized player evaluation format
 - 15.4.2. Assist with the planning and coordination of tryouts
 - 15.4.3. Make recommendations to the Executive Committee with respect to the number of teams that the Jr. Grads should enter into competition at each division (i.e., Atom, PeeWee, Bantam and Midget) and category (i.e., "AA", "A", "B");
 - 15.4.4. Develop and implement (based on input received from Hockey Ops) the coach's evaluation and selection process;
 - 15.4.5. Co-ordinate, implement and monitor the Jr. Grads Coach Mentor process;
 - 15.4.6. Attend various hockey meetings with District, ODMHA, ODHA when so requested by VP Hockey Ops or the President;
 - 15.4.7. Liaise with other development departments/staff in other minor hockey clubs with a "lesson learned and best practices" approach to address Jr. Grads development program;
 - 15.4.8. Ensure that coaches' meetings are conducted to enhance the smooth operation of the hockey program; and
 - 15.4.9. Brief the President and the Executive Committee on significant matters affecting the Jr. Grads.

16. Duties of Director Discipline and Appeals

The Director of Discipline and Appeals shall:

- 16.1. Administer Player, Parent, and Team Official Discipline as dictated by the rules of Hockey Canada, the ODMHA, District XII and the Jr. Grads Codes of Conduct. As necessary, assign incremental discipline above and beyond minimum ODMHA guidelines.
- 16.2. Maintain an on-going list of suspensions and appeals and ensure that carry over suspensions are recorded and served in subsequent seasons.
- 16.3. Report /discuss any serious game incident situations to the President and VP Hockey Ops.
- 16.4. Provide notification of serious offences and/or escalating suspensions to appropriate bodies – District XII, ODMHA or ODHA.
- 16.5. Keep an accurate record of, and reports to the Executive on all cases including complaints and related documents, decisions and appeals, if any.
- 16.6. Provide pro-active attention to player, parent or team official situations as necessary.
- 16.7. Attend monthly executive meetings.
- 16.8. Liaise with appropriate bodies regarding discipline issues, as necessary.
- 16.9. Inform team officials and President, VP Hockey Operations and VP Admin of disciplinary actions taken by the Executive Committee, District XII, or the ODMHA.

By-Law No. IX – Amendments to CJGMHC By-Laws

1. Amendments to the CJGMHC By-Laws

- 1.1. The By-Laws of the CJGMHC may be amended only at the Annual General Meeting of the CJGMHC or at Special General Meetings of the membership specifically called by the President for this purpose. No amendment to these By-Laws shall be presented at the AGM or at Special General Meetings of the membership unless the amendment has been provided in writing to the CJGMHC EC not later than thirty (30) days prior to the date of the meeting. It shall be the duty of the CJGMHC Secretary to make available all members of the CJGMHC EC a copy of all proposed amendments at least fifteen (15) days prior to the date of such meetings. All members of the CJGMHC in good standing shall be provided with a copy of all proposed amendments upon request same form the CJGMHC Secretary. Proposed amendments shall be posted in the lobbies of the Ray Friel Centre, Navan Memorial Centre and Cumberland Arena.
- 1.2. Proposed amendments may only be adopted following a two-thirds (2/3) majority and affirmative vote of the CJGMHC members present and voting. Sub-amendments to such amendments may be made and voted upon at the meeting provided that such sub-amendments shall not change the intent of the original motion.
- 1.3. Amendments to the CJGMHC By-Laws and Rules and Regulations must be approved by the CMHA.
- 1.4. The CJGMHC EC may, at its regular monthly, or special, meetings by a two-thirds (2/3) majority and affirmative vote, a quorum being present, amend these By-Laws and the CJGMHC Rules and Regulations Governing inter-alia conduct of meetings, duties of EC members, conditions of membership, tournament rules, conduct and conditions of appeals and protests, and without limiting the generality of the forgoing established rules,

regulations and policies to meet emergency or unusual situations as properly fall within the jurisdiction of the CJGMHC EC, provided such amendments are ratified at the first Annual General Meeting following such change(s). Any such amendments shall be included in the President's Report.

- 1.5. The CJGMHC may not amend these By-laws or the CJGMHC Rules and Regulations in any way that constitutes a breach of any CHA, ODHA, ODMHA or CMHA by-law, rule, regulation, or playing rule, unless such an amendment has first been approved by the appropriate jurisdiction through the CMHA, ODMHA, or ODHA.

By-Law No. X – Rules and Regulations

1. Rules and Regulations

- 1.1. There shall be, in addition to these By-Laws, Rules and Regulations which shall govern all members of the CJGMHC.

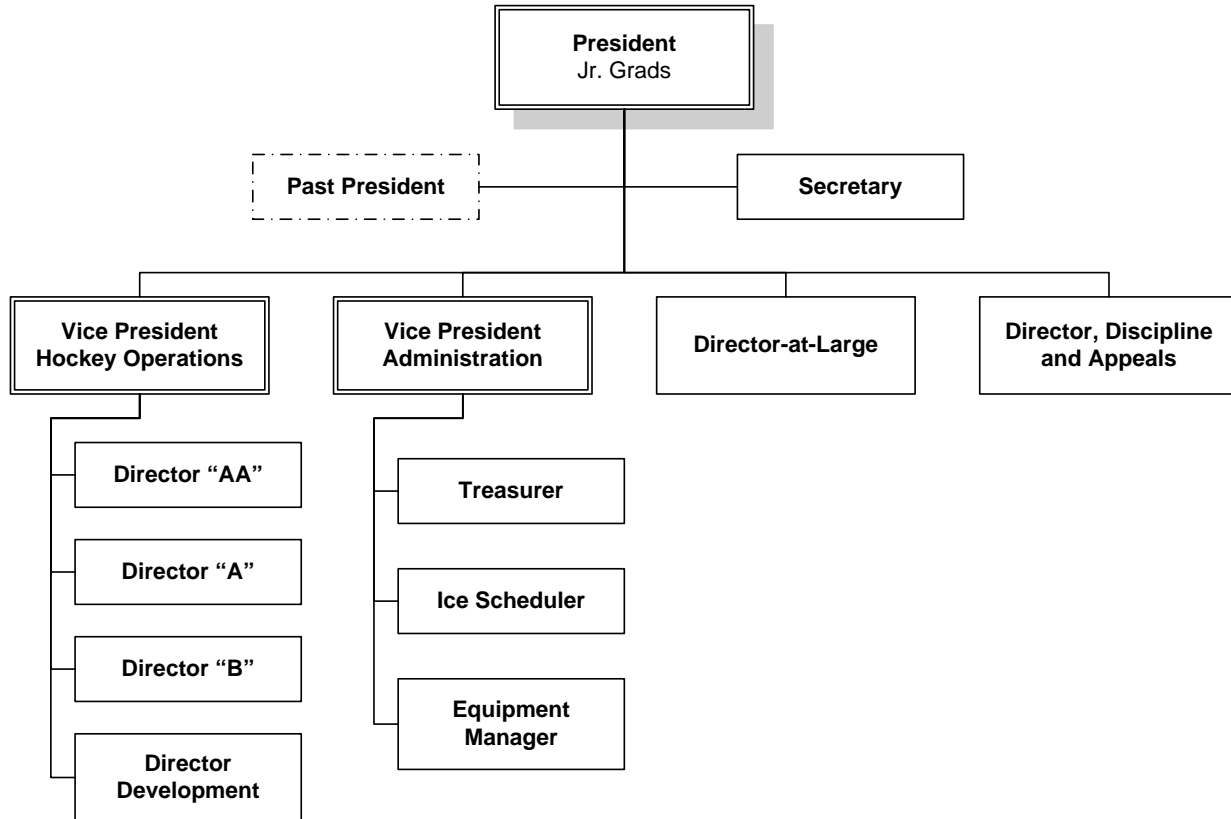
Addendum to By-Laws

The foregoing is believed to be an accurate reproduction of the CJGMHC By-Laws and is reproduced and provided as a convenience to its members. It may not include all amendments that have been passed since its reproduction. However, the updated and amended CJGMHC By-Laws document is filed at the CJGMHC office and held by the CJGMHC Secretary. Should any errors, omissions or discrepancies exist between a copy of the By- Laws and the original document of By-Laws filed at the CJGMHC office and held by the Secretary, the original document of By-Laws filed at the CJGMHC office and held by the Secretary shall be final and binding.

Every member, upon request, shall be given a copy of the CJGMHC By-Laws and Rules and Regulations at the cost of reproduction. Non-members requesting a copy of the CJGMHC By-laws and Rules and Regulations, shall be given such at the cost of reproduction plus 50 percent.

Annex A - CJGMHC Executive Committee Organization Chart

The following organization chart depicts the structure of the CJGMHC Executive Committee:



Annex B - CJGMHC Discipline Committee: Hearing Format and Procedural Guidelines

The CJGMHC Discipline Committee is responsible to the CJGMHC for conducting hearings for players, team officials and other members who commit infractions or through their behaviour endanger the welfare of others or make a travesty of the game.

The Discipline Committee is empowered to hear evidence relating to specific incidents of misconduct, and to determine whether the offender is deserving of further disciplinary action.

Conflicts of interest

Discipline Committee members should ensure that they are free from any conflict of interest pertaining to the matter being investigated. Should they discover during the course of the hearing that they are in a conflict of interest situation which was not previously known, they should declare such conflict of interest and excuse themselves from the proceedings immediately.

Who attends?

- The complainant(s) and the accused;

- Team officials who were involved in the incident; Game officials who were involved in the incident;
- A maximum of two (2) witnesses including character witnesses appearing on behalf of the accused;
- Parent(s) or guardian(s), where a minor is involved.

Hearing Procedures

- All parties testifying should be present during the giving of testimony. No hearsay testimony shall be entered into evidence.
- Only those parties present at the invitation of the Discipline Committee Chairperson may give testimony.
- No one shall be present during a hearing without the permission of the Discipline Committee Chair person.
- Written and signed statements from persons who are unable to attend the hearing may be accepted as evidence.
- Each person who is scheduled to give evidence shall be permitted to deliver his/her testimony without interruption. If a prepared statement is read, the original copy is to be submitted to the Discipline Committee Chairperson. A brief rebuttal is allowed each person after all witnesses have made their initial statements.
- Only members of the Discipline Committee may ask clarifying or supplementary questions. These questions will normally be asked at the conclusion of each person's initial statement. All questions and replies shall be directed through the Discipline Committee Chairperson. Once all testimony has been given, all clarifying and supplementary questions have been answered, and each person has been given an opportunity to rebut any and all statements made by others, all those present who are not members of the Discipline Committee shall be excused from the hearing and the Discipline Committee members shall deliberate and render a ruling on the matter.
- All affected parties will be notified of the Discipline Committee's decision by the appropriate CJGMHC Director in accordance with By-Law No. V - DISCIPLINE, PROTESTS AND APPEALS. The notification shall include a description of the appeal process.

What Constitutes Grounds for an Appeal?

- New evidence not presented at the original hearing.
- Irregularities in the proceedings of the original hearing that may have resulted in an unjust decision.
- The decision rendered at the original hearing was too severe.
- There is proof to establish that the decision of the original hearing was reached in an unjust manner.