



By- law Version 1 May 9, 2019

**A by-law relating generally to the conduct of the affairs of
Eastern AAA Hockey League**

Be it enacted as a by-law of the Eastern AAA Hockey League (ETA) as follows:

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ARTICLE 1 - General

1.01 Authorization

The league shall operate under the approval and auspices of the OMHA and agrees to accept and enforce all applicable OMHA rules and regulations.

1.02 Objectives

- a. To foster a maximum opportunity for youth to participate in amateur minor hockey within the boundaries designated by the OMHA.
- b. To develop intercommunity understanding and fellowship between all participants; to play fairly under all circumstances and conditions.
"To set the cause above renown, to love the game above the prize".
"Sport for sport's sake and for the greatest number".

1.03 Definitions

In this by-law and all other by-laws of the ETA, unless the context otherwise requires:

- a. "**Act**" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "**AGM**" means annual general meeting of the Directors and Officers;
- c. "**Articles**" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the ETA;
- d. "**Board**" means the board of directors of the ETA;
- e. "**By-laws**" means this by-law (including the schedules to this by-law) and all other by-laws of the ETA as amended and which are, from time to time, in force;
- f. "**Centre**" means a minor hockey association within the OMHA;
- g. "**Chair**" means the chair of the Board;
- h. "**Delegate**" means a person appointed by each Member Centre to represent that Centre/Zone and act as a Director on the ETA Board;

- i. “**Director**” means an individual occupying the position of director on the ETA Board;
- j. “**ETA**” means the Eastern AAA Hockey League, the organization that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- k. “**Member**” means a member centre of the ETA in good standing as detailed in Schedule C.
- l. “**Members**” means the collective membership of the ETA;
- m. “**Officer**” means an officer of the ETA;
- n. “**OMHA**” means the Ontario Minor Hockey Association (or such other name as it may legally adopt in the future);
- o. “**Regulations**” means the regulations made under the Act, as amended, restated or in effect from time to time;
- p. “**Zone**” means a minor hockey zone within the OMHA.

1.04 Interpretation

Other than as specified in Section 1.02, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.05 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the by-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.06 Execution of Contracts or Documents

The Board may from time to time appoint any Directors or Officers, or any person or persons on behalf of the Association either to sign documents generally or to sign specific documents. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the ETA to be a true copy thereof. All contracts or documents must be signed by at least two (2) Directors or Officers.

1.07 Books and Records

The Board shall ensure that all necessary books and records of the ETA required by the by-laws of the ETA or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping with the Secretary of the ETA. At the conclusion of the year end the financial reports, committee reports, and Board minutes are to be filed with secretary of the ETA.

ARTICLE 2 - Directors and Officers

2.01 Election and Term

The Delegate appointed by a Member Centre shall be a Director and shall serve such term as decided by the member centre.

The Officers shall be elected by the Delegates. The term of office of an Officer (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successor is elected or appointed.

Each elected Officer shall hold office for a period of two (2) years. The Officers will be elected alternatively, for two (2) year terms to provide continuity at the Board.

In order to establish a rotation of elected Officers, following the implementation of these By-Laws, the President and Treasurer elected at the next AGM, shall serve for a two (2) year term. The Vice President and Secretary shall serve for a one (1) year term.

At each successive AGM, two (2) elected Officer's positions shall be elected resulting in the President and Treasurer being elected in odd numbered years and the Vice President and Secretary elected in even numbered years.

Once the President resigns or is not re-elected, he immediately becomes the Past President on the Board.

The Board may designate Directors or appoint Officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate them the power to manage the affairs of the ETA.

2.02 Vacancies

The office of a Director shall be vacated immediately:

- a. if the Member Centre removes its authorization of its Director to act on its behalf. The Member Centre shall notify the ETA President and Secretary in writing or by email if this situation occurs. The Member Centre will immediately appoint a new Director to act on their behalf.
- b. if the Officer resigns office by written notice to the ETA, such resignation shall be effective at the time it is received by the ETA or at the time specified in the notice, whichever is later;
- c. if the Director/ dies;
- d. if the Director becomes bankrupt;
- e. if the Director is found to be incapable of managing property by a court or under Ontario law; or
- f. if, at a meeting of the Board, a resolution is passed by at least a majority of the votes cast by the Members removing the Officer before the expiration of term of office.

2.03 Filling Vacancies

The vacancy of an Officer on the Board may be filled by a majority vote of the Directors, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Officer.

2.04 Committees

Committees may be established by the Board as follows:

- a. The Board may appoint from their number a Director or a committee of Directors and may delegate to the Director or committee, any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
- b. subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time. Any committee member may be removed by resolution of the Board.

2.05 Remuneration of Directors and Officers

The Directors and Officers shall serve as such without remuneration and no Director or Officer shall directly or indirectly receive any profit from occupying the position of Director or Officer; provided that Directors and Officers may be reimbursed for reasonable expenses they incur in the performance of their duties.

ARTICLE 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Board may be called by the President or any two Officers at any time and any place on notice as required by this by-law.

The Secretary shall call a special meeting within fourteen (14) days of receiving a written petition signed by at least seven (7) Member delegates stating the general nature of the business to be presented at the meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director and Officer and no other notice shall be required for any such meetings.

The Board shall meet not less than ten (10) times per year, to be held, if possible, on the second Wednesday of each month, except for the month of July.

The Board may meet in person or via conference call as determined by the Board.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the ETA not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each

newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the ETA.

3.04 President

The President shall preside at Board meetings. In the absence of the President, the Vice President shall preside. In the event that both the President and the Vice President are absent the Directors and Officers present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director and Officer present at a Board meeting has one vote.

Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the President shall not have a second vote.

3.06 Participation by Telephone or Other Communications Facilities

If all of the Directors and Officers consent, they may participate in a meeting of the Board or of a committee by telephonic or other electronic means that permit all participants to communicate adequately with each other during the meeting. Those participating by such means are deemed to be present at that meeting.

ARTICLE 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the ETA shall be placed for safekeeping.

The Board shall also designate, by special resolution, the Officers (minimum of two (2)) authorized to transact the banking business of the ETA. This will normally be the President, Vice President and Treasurer.

Cheques to disburse funds of the ETA shall bear the signatures of any two of the authorized Officers.

4.02 Financial Year

The financial year of the ETA ends on April 30th in each year or on such other date as the Board may from time to time determine by resolution.

The financial records of the ETA may be audited by Director(s) of the ETA appointed for such a purpose at a regular league meeting.

ARTICLE 5 - Officers

5.01 Officers

The Board shall elect other persons to be President, Vice President, Treasurer and Secretary at the annual general meeting of the ETA. The office of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer.

The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Nominating and Electing Officers

Nominations or Intentions to Stand for Election for elected Officer positions shall be submitted to the ETA Secretary at least twenty-eight (28) days prior to the date of the AGM. In order to stand for election as President the candidate should have a minimum of one (1) years' service as a Director of the ETA.

If at the AGM, there are an insufficient number of nominees to fill the Executive positions up for election; nominees can be solicited from the Directors present at the AGM.

If an election for any Officer position is required it shall take place by a written ballot.

Vacancies that occur during the year may be filled by conducting a vote by the Directors at a Board meeting.

5.03 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.04 Duties of Elected Officers

Officers shall be responsible for the duties assigned to them as per Schedule A of the By Laws and may not delegate to others the performance of any or all of such duties.

5.05 Duties of Other Officers

The powers and duties of all other officers of the ETA shall be such as the terms of their engagement call for or the Board requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any Officer.

ARTICLE 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the ETA is to be liable for the acts, neglects or defaults of any other Director, Officer or committee member or employee of the ETA or for joining in any receipt or for any loss, damage or expense happening to the ETA through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the ETA or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the ETA shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or ETA with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- a. complied with the Act and the ETA's articles and By-laws; and

- b. exercised their powers and discharged their duties in accordance with the Act.

ARTICLE 7 - Conflict of Interest

7.01 Conflict of Interest

Any Director or Officer who is in any way directly or indirectly interested in a contract or transaction, or a proposed contract or transaction, with the ETA shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

ARTICLE 8 -

8.01 Members

- a. Membership in the ETA shall be comprised of the minor hockey Centres/Zones named in the articles and who have been approved for participation in the ETA by the OMHA. These Centres/Zones must be in good standing with the OMHA and the ETA and agree to comply with the rules of the ETA.
- b. New members are accepted into membership in the ETA by approval of the OMHA and resolution of the Board. Refer to Schedule C for a current list of ETA Members.
- c. A member in good standing with the ETA is a Centre/Zone that is up-to-date and has paid all of its financial obligations, including registration fees, membership dues, performance bonds, fines and any other fees owing to the ETA and is not the subject of any disciplinary investigation or sanction of the OMHA that would prevent its participation in the ETA. Members not in good standing will not be allowed to register or schedule playoffs without their financial obligations being up-to-date.
- d. Each Member of the ETA shall appoint one Delegate to represent their Centre/Zone. This Delegate is to be empowered to represent the interests of the Member. The Member may change or replace its Delegate at its discretion.

- e. Member registration fees will be set annually at the ETA AGM based upon the recommendation of the ETA Treasurer. Members shall be notified in writing or by email of the membership dues, including levies and fines, at any time payable by them.

8.02 Membership

Membership in the ETA is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

A membership in the ETA is terminated when:

- a. the Member Centre/Zone is dissolved;
- b. a Member fails to maintain any qualifications for membership described in the section on membership conditions of these by-laws;
- c. the Member is expelled in accordance with any discipline of members section or is otherwise terminated in accordance with the articles or by-laws;
- d. the Member's term of membership expires,
- e. the ETA is liquidated or dissolved under the Act, or
- f. the Member is removed from the ETA by a directive from the OMHA.

8.03 Disciplinary Act or Termination of Membership for Cause

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of Membership for violating any provision of the articles or By-laws.

The notice shall set out the reasons for the disciplinary action or termination of Membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than ten (10) days after receiving written notice. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of Membership.

The Board shall have authority to suspend or discipline any Member of the ETA or anyone participating under the auspices of the ETA for any one or more of the following grounds:

- a. violating any provision of the articles, By-laws, or written policies of the ETA;
- b. carrying out any conduct which may be detrimental to the ETA as determined by the Board in its sole discretion;
- c. for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the ETA.
- d. Any team or person, subject to disciplinary action by the ETA, shall have the right to appeal the decision to the OMHA and the final decision of the OMHA shall be binding on all concerned.
- e. Appeals must be made in writing to the OMHA Regional Director with copies to the ETA Chairperson and Secretary.

Subject to the articles, upon any termination of membership, the rights of the Member, including any rights in the property of the ETA, automatically cease to exist.

ARTICLE 9 - Member Meetings

9.01 Board Meetings

Board meetings shall be held on a day and at a place within Ontario fixed by the Board and shall be held, if possible, on the second Wednesday of each month except for the months of May and July.

The Directors and Officers are to be advised of the date and location at least seven (7) days in advance of the meeting.

The business transacted at a League meeting may include:

- a. receipt of the agenda. (refer to Appendix E for a sample agenda);
- b. approval minutes of the previous League meeting and any special meetings;
- c. financial report;
- d. committee reports;
- e. consideration of any operational issues;
- f. review of any ongoing projects or events;
- g. new business.

9.02 Annual General Meeting

The annual general meeting shall be held in May on a day and at a place within Ontario fixed by the Board.

Any Member, Director or Officer, upon request, shall be provided, not less than 15 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- f. consideration and voting on any proposed amendments to the By-laws;
- g. election of Directors and Officers; and
- h. such other or special business as may be set out in the notice of meeting.

Any changes in fees recommended in the annual report of the Treasurer shall be voted on as a separate motion at the Annual General Meeting.

No other item of business shall be included on the agenda for the AGM unless a Member's proposal has been given to the Secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.03 Special Meetings

The Chair or the Secretary may call a special League meeting at any time by giving at least seven (7) days' notice of the time and place to all Directors and Officers entitled to vote. The notice required for a meeting can only be waived by the unanimous consent of all members entitled to attend the meeting.

9.04 Special General Meetings

The Members/Directors may call a special general meeting. The Board shall convene a special general meeting on written requisition of not less than seven (7) of the Directors to deal with a specific situation connected with the affairs of the ETA that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition. The requisition shall be submitted to the Secretary with a copy to the President.

The meeting may entertain revisions to the By-laws provided that the specific By-laws to be addressed are identified in the requisition and the voting requirements are in accordance with Article 11.

9.05 Notice

Subject to the Act, not less than ten (10) and not more than fifty (50) days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member via their Delegate and to the auditor or person appointed to conduct a review engagement.

Notice of any meeting where special business will be transacted must contain sufficient information to permit the Directors and Officers to form a reasoned judgment on the decision to be taken (Section 55(8)(a)).

9.06 Quorum

A quorum for the transaction of business at a Members' meeting is a majority of those present who are entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Members, those present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.07 Chair of the Meeting

The Chair shall be the President. In the President's absence, the Vice President shall chair the meeting. If neither the President nor Vice President is present the Directors present shall choose one of their number to chair the meeting.

9.08 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

- a. each Member Centre Director in good standing shall be entitled to one vote at any meeting;
- b. proxy votes are not allowed;
- c. votes shall be taken by a show of hands among those eligible to vote;
- d. an abstention shall not be considered a vote cast;
- e. before or after a show of hands has been taken on any question, the Chair of the meeting may require, or any Director may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the Chair of the meeting shall direct;
- f. if there is a tie vote, the Chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon the written ballot, the motion is lost; and
- g. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the Chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.09 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.10 Persons Entitled to be Present

The only persons entitled to attend a Board meeting are the Directors, Officers and the auditors of the ETA (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the

meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting. Guests may speak with the permission of the Chair.

9.11 Participation by Electronic Means at Members' Meetings

If all of the Directors and Officers consent, they may participate in a meeting of the Board or of a committee by telephonic or other electronic means that permit all participants to communicate adequately with each other during the meeting. Those participating by such means are deemed to be present at that meeting.

Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

Any AGM or special general meeting shall be held as an in-person meeting.

ARTICLE 10 - Notices

10.01 Services

Any notice required to be sent to any Director, Officer or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally or sent by prepaid mail, facsimile, email or other electronic means to their latest address as shown in the records of the ETA, provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall

not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

ARTICLE 11- Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Board and any Member in good standing may recommend amendments to the By-laws of the ETA from time to time. A By-law or amendment to a By-law recommended by a Member or the Board shall be presented for adoption at the next AGM or Special AGM as required. The notice of such AGM shall refer to, describe and explain the By-law or amendment(s) to the By-law to be presented at the AGM. Any amendment must be accompanied by a written reason supporting the change.

Any proposed amendment to the By-laws by a Member must be in writing, signed by the Centre/Zone delegate and the President of that Centre/Zone in good standing and received by the Secretary of the ETA at least thirty (30) days prior to the AGM.

Any proposed amendment to the By-laws by Board members must be in writing, signed by two Board members and received by the Secretary of the ETA at least thirty (30) days prior to the AGM.

All Members in good standing and all Directors and Officers shall have access to any proposed amendments to the By-laws twenty (21) days prior to the AGM. The Secretary shall provide the proposed By-law amendments by telephonic, electronic or other communication facility to each Director and Officer entitled to vote at the AGM.

A motion to amend the By-laws whether recommended by the Board or proposed by a Member must be approved by a majority of not less than two-thirds (2/3) of the eligible votes cast on that resolution.

ARTICLE 12 - Effective Date

12.01 Effective Date

Subject to matters requiring a special resolution of the members, this by-law shall be effective when made by the Board.

CERTIFIED to be Continuance By-Law No. 1 of the ETA, as enacted by the directors of the ETA by resolution on the 9th day of May, 2019 and confirmed by the members of the Association by special resolution on the 9th day of May, 2019.

Enacted on the 9th day of May, 2019

President

Secretary

SCHEDULE A – Roles and Responsibilities of Officers

President

Role Statement

The President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties.

The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors.

The President ensures the Board discusses all matters relating to its mandate.

The President shall preside as Chair at meetings of the Board and of the members.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board and League meetings is prepared annually.

Communication. Serve as the Board's central point of communication with the OMHA.

Work Plan. Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Projects. The Chair can set up projects and assignment for the league.

Representation. Serve as the Board's primary contact with the public.

Signing Authority. Acts as a signing officer on all documents and cheques pertaining to the operation of the league.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Delegates, Directors' and Officers' conduct.

Mentorship. Serve as a mentor to other Directors and Officers. Ensure that all Directors and Officers contribute fully. Address issues associated with underperformance of individual Directors or Officers.

Succession Planning. Ensure succession planning occurs for Officers.

Committee Membership. Serve as a non-voting member of all committees and sub committees.

Treasurer

Role Statement

The Treasurer works collaboratively with the President to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds. Ensure the care and custody of the funds and other financial assets of the ETA and for making payments for all approved expenses incurred by the ETA.

Records. Maintain full and accurate accounts of all assets, liabilities, receipts and disbursements of the ETA in the books belonging to the ETA.

Banking. Deposit all monies, securities and other valuable effects in the name and to the credit of the ETA in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time.

Disbursements of Funds. Disburse the funds of the ETA as may be directed by proper authority taking proper vouchers for such disbursements and shall render to the Directors and Officers at the meetings of the ETA, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the ETA.

Invoicing. Invoice the members as required for dues, fines and other payments required to operate the league.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and Bylaws regarding Directors', Delegates' and Officers' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors and Officers.

Financial Statement. Present to the Directors and Officers at the annual meeting as part of the annual report, the financial statement of the ETA approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Secretary

Role Statement

The Secretary works collaboratively with the President to support the ETA in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management. Maintain an up to date roll of the names and contact information of the Members' Delegates, Directors and Officers. Ensure the proper recording and maintenance of minutes of all meetings of the ETA Board and Board committees. Be the custodian of all minute books, documents and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Issues the notices and agenda, and prepares, maintains, and distributes the minutes of the ETA meetings Give such notice as required by the By-laws of all meetings of the ETA, the Board and Board committees. Attend and be the secretary of all meetings of the ETA and committees as required.

Correspondence. Have responsibility for general correspondence and for internal communication within the ETA.

Vice President

Role Statement

The Vice President shall perform such duties as are assigned by the President and substitute for him as required.

In the absence of the President the Vice President shall preside as Chair at all meetings of the Board and of the members.

Past President

Role Statement

The Past President shall chair the Nominations Committee. The Past President shall also perform such other duties as the Board may determine from time to time including assisting with ETA committees.

League Convenor

Role Statement

The League Convenor shall be appointed by the Board and approved for the role by the Regional Director of the OMHA assigned to the ETA.

The Convenor shall oversee the games of the ETA with respect to scheduling, suspensions, statistics and playoff contracts as per ETA and OMHA regulations and requirements.

Responsibilities.

Schedules. As part of the ETA scheduling committee develop a template to allow the Members' teams to produce the specifics of the match-ups that produce the ETA's regular season schedule.

Suspensions. Track the suspensions associated with penalties assessed to ETA players and bench staff in league, playoff, tournament and exhibition games to ensure they are served as required.

Web Site. Populate the ETA web site with all regular season and playoff schedules.

Games – determine any rescheduling of cancelled games as required.

Board Conduct. Set a high standard for conduct.

Mediation. Intervene and obtain resolution in the event that two Centres cannot agree on the schedule for league or playoff games

Communication. Provide information to the Centre ice schedulers as necessary for them to schedule/re-schedule ETA league and playoff games.

Game Information. Provide game sheet information as required and requested by the OMHA Regional Director.

SCHEDULE B – Standing Committees

At the next Board meeting following the Annual Meeting in each year the Board shall appoint members of the following committees, whose mandates and membership shall be as set out herein:

a. **Scheduling and Playoffs**

This committee shall be comprised of the league convener and such other members as he or she may request (to a maximum of two), and shall be mandated to arrange and fix the League regular season schedule, organize and set dates for League scheduling meetings, and recommend to the Executive rules to govern scheduling matters.

This committee is also mandated to provide to the Board a recommended format and schedule for both ETA playoffs and OMHA playdowns prior to the League scheduling meetings for that season and to recommend to the Board rules to govern playoffs.

b. **Midget All-Star Games**

This committee shall be comprised of two persons and shall be mandated to fix the site and date of the Midget All-Star game prior to the League scheduling meeting, and to run the event. In accordance with the spirit and objectives of the ETA, it is required that all qualified players and officials from each centre shall attend and participate fully.

c. **Minor Midget Showcase**

This committee shall be comprised of the host centre representative and at least two other persons and shall be mandated to fix the site and date of the Minor Midget Showcase, prior to the League scheduling meeting, and to run the event. In the event that the ETA and SCTA Minor Midget Showcases are run as a combined event the committee will ensure the ETA's duties are completed as required.

d. **Banquet and Awards**

This committee shall be comprised of at least two persons and shall be mandated to organize and run the annual meeting and banquet and procure such trophies and team awards as required for league play.

They shall also arrange for ETA representation at all potential league championship winning games.

e. **Policies and Rules**

This committee shall be comprised of at least two persons and shall be mandated to organize and assemble the policies of the League, to be indexed and attached as Appendix “A” to the Constitution and to recommend to the Executive such additions or amendments to the By-laws, Rules or Policies of the ETA, as may be deemed necessary. Nothing in this mandate shall prevent the ETA Board, on its own motion, from passing such rules or policies as may be necessary.

f. **Public Relations**

This committee shall be comprised of at least two persons and shall be mandated to recommend and implement strategies to improve the awareness of the public regarding the ETA, including updates to the ETA website.

g. **Protest Committee**

This committee is comprised of the Vice-President and two centre delegates from opposite divisions (1 East, 1 West) plus one alternate delegate and shall investigate and rule on all protests under the ETA’s jurisdiction.

h. **Nomination Committee**

This committee shall be comprised of the Past Chairperson and at least one other member and shall provide a candidate for each elected executive officer position for the annual meeting. This list of proposed candidates shall be provided to the Board at the April meeting.

SCHEDULE C - Members of the ETA

The following are the member Centres/Zones who are members of the ETA and their team names (or such other names as they may legally adopt in the future);

Ajax Pickering Raiders Hockey Ltd	Ajax-Pickering Raiders
Barrie AAA Zone Hockey Inc.	Barrie Jr. Colts
Central Ontario Wolves Hockey Association	Central Ontario Wolves
Clarington Zone Hockey Association	Clarington AAA Toros
Greater Kingston Hockey Association	Greater Kingston Jr Gaels
Markham Waxers AAA Zone Inc.	Markham Waxers
North Central Ontario Hockey Association	North Central Predators
Oshawa Minor Hockey Association	Oshawa Minor Generals
Peterborough Minor Hockey Council	Peterborough Petes
Quinte Regional Minor Hockey Association	Quinte Red Devils
Richmond Hill Zone Hockey Association Inc.	Richmond Hill Coyotes
Whitby Minor Hockey Association	Whitby Wildcats
York Simcoe Express Hockey Association	York Simcoe Express