

- 3.2.3 Changes to the Organizations and Associations' Constitution, Bylaws, Regulations and Code of Discipline.
- 3.2.4 Membership applications for new Associations and Organizations.
- 3.2.5 The feasibility of Zone (Associations) and District boundary changes.
- 3.3 When any of the above items are reviewed, the Zoning and Constitution committee must use the following guidelines:
 - 3.3.1 Examine the overall hockey programs to ensure that a program can be developed and maintained taking into account the number of players and teams participating.
 - 3.3.2 Examine new association applications to ensure there are sufficient registrations to provide one registered team at each of the various age levels through initiation to the Midget levels. The new association must demonstrate a willingness to participate in skill development programs within the District and be recommended by their District Council.
- 3.4 No new District or Association will be sanctioned to the detriment of an existing properly functioning District or Association.
- 3.5 Any acceptance of any new District, Association or Organization must be approved by Minor Council and ratified by the HEO Board of Directors.

4.0 Discipline and Appeals Committee



- 4.1 The First Vice-President holds the position of Chairperson of Discipline and Appeals and Ad Hoc Committees, and shall perform the duties usual to the office of Chairperson.
- 4.2 This committee may be composed of up to five (5) Minor Council members and chaired by the First Vice-President. The Referee-In-Chief or his delegate may attend D&A hearings as a resource person (non-voting).
- 4.3 At any hearing, at least three (3) committee members and the chairperson must be present to form a quorum.

5.0 Development Committee

- 5.1 The Second Vice-President holds the position of Chairperson of the Development and Ad Hoc Committees, and shall perform the duties usual to the office of Chairperson.
- 5.2 This committee holds meetings with District Development members and ensures that the information is distributed to the Districts.

6.0 Risk and Safety Committee

- 6.1 The Director Risk and Safety holds the position of Chairperson of the Risk and Safety Committee and shall perform the duties usual to the office of Chairperson.
- 6.2 This committee is composed of: The Director of Risk & Safety (HEO Minor), two (2) Directors appointed by the Director of Risk & Safety (HEO Minor), ten (10) District Representatives and One (1) Referee Representative (Minor), One (1) Coach Representative (Minor), One (1) Coach



Representative, One (1) Trainer Representative (Minor).

7.0 Branch League Coordinating Committee

7.1 This committee, which is chaired by the Second Vice-President, is composed of up to five (5) Minor Council members, all Competitive League Presidents and the HEO Minor Referee-in-Chief.

7.2 This committee shall monitor the activity and operation of all competitive leagues within the Branch and shall convene a minimum of three meetings a year, one at the commencement of the season, one in the middle of the season, and one at the conclusion of the season. Additional meetings may be held, as required.

7.3 This committee recommends to Minor Council, the weekend(s) that should be declared that of the "Tournament of Champions". Minor Council should approve such weekends on or before the Council meeting in September of each season.

8.0 Registration Committee

8.1 An Executive Committee member chairs this Committee.

8.2 The committee is composed of the HEO Minor Registrar and all District Registrars, and shall convene a minimum of twice per year, once at the beginning of the season and once at the conclusion of the season.

8.3 The District Registrars are responsible for:



- 8.3.1 Ensuring Hockey Canada player Certificates and team lists are completed correctly and submitted to the HEO Minor Registrar with any accompanying documentation.
- 8.3.2 Ensuring that the Affiliation rules are followed within their District.
- 8.4 The HEO Minor Registrar is responsible for verifying that Hockey Canada player Certificates and team lists are completed correctly with the necessary paperwork, as a secondary check. No Hockey Canada player Certificates (Minor) will be honoured by HEO until verification by the HEO Minor Registrar.
- 8.5 The HEO Minor Registrar is responsible for verification of the Affiliation lists submitted by the District Registrars.
- 8.6 The Executive Committee deals with any dispute in this regard, and any appeals of the decision of the Executive Committee shall be directed to the HEO Board of Directors.

9.0 District Councils

- 9.1 Each HEO Minor District Council is composed of an executive and representatives from each Association and Organization within their District. Each Association or Organization who are members in good standing shall have the right to one vote at all District meetings, and the right to one vote to elect a District Executive.
- 9.2 The District Executive should consist of a Chairperson, Vice Chairperson, Registrar, Secretary, Treasurer, Referee-in-Chief, Risk and Safety representative and a Development



Coordinator. The District Council determines the voting privileges for these positions.

9.3 The members of District Councils elect their District Chairpersons. By virtue of the position, the District Chairperson is a member of the HEO Minor Council.

9.4 The District Council shall hold an Annual General meeting each year for the purpose of electing a District Executive.

9.5 District Councils are responsible for administering and managing the affairs of their District, which includes;

9.5.1 Enforcing all HEO Minor Rules, Regulations, Bylaws and Code of Discipline for each Association, Organization and/or League participating within their district.

9.5.2 Enforcing all League Rules for Associations or Organizations participating within their district.

9.5.3 Verifying that Associations, Organizations or Leagues are all conducting themselves in compliance with their own Constitution, Bylaws, Rules and Regulations.

Where Association Councils become inoperative, the District may, where it deems necessary, operate the Association under a trusteeship until such time as reorganization takes place. The District may appoint officers, as it deems necessary from within or outside the Association for this purpose. The trusteeship remains in effect until the Association can demonstrate self-government. Written Terms of Reference for the Trustee shall be issued by the District Executive



when a trustee has been appointed. These shall include, but not limited to: (1) the Trustee shall be in attendance for all Association Council meetings and any Association AGM, (2) the Trustee shall remain impartial, in all matters under consideration and (3) the Trustee shall be the approving authority for all decisions taken by the Association Council.

9.5.4 Conducts hearings or appeals, and/or settle protests among Members, Associations, Organizations or Leagues within their district.

9.5.5 Recommend to Minor Council changes to the Constitution, Bylaws and Rules & Regulations that will help Association, Organizations and Leagues from their District realize their goals.

9.6 Where District Councils become inoperative, HEO Minor may where necessary, operate the District under a trusteeship until such time as reorganization takes place. HEO Minor may appoint officers, as it deems necessary from within or outside the District for this purpose. The trusteeship remains in effect until the District can demonstrate self-government. Written Terms of Reference for the Trustee shall be issued by the HEO Minor Executive when a trustee has been appointed. These shall include, but not limited to: (1) the Trustee shall be in attendance for all District Council meetings and any Association AGMs, (2) the Trustee shall remain impartial, in all matters under consideration and (3) the Trustee shall be the approving authority for all decisions taken by the District Council.

9.7 Associations have an obligation to report serious matters that may lead to District Chairman suspensions, to the HEO Minor Executive to see



if HEO Minor can assist prior to a suspension.

9.8 In the event of a major disagreement amongst the District membership, the HEO Minor Executive Committee appoints an arbitrator from Minor Council to arbitrate, and if necessary, recommend solutions to the Executive Committee.

10. Life Membership

ODMHA Policy on Life Membership

Preamble

Life Membership is the highest and most prestigious award that may be bestowed by HEO Minor, and as such, it is important to uphold the highest possible standard when nominating and selecting individuals deemed to be worthy of Life Membership and to ensure that the selection process is rigorous.

Life Members of HEO Minor are individuals acknowledged for their distinguished contributions to minor hockey and to HEO Minor over an extended period of time. However, longevity is, in and of itself, insufficient to make one worthy of life membership. Contributions to hockey must be significant and demonstrable.

Life Honourees are entitled to such rights and privileges as the HEO Minor Council may, from time to time, determine.

Qualification for Nomination

Successful candidates will have made outstanding or extraordinary contributions to the growth and development of minor hockey within HEO Minor.

Candidates are restricted to those who have served on HEO Minor Minor Council for a minimum of five years



AND on the Executive Committee of any member league or association for a minimum of five years.

Waiting Period

Following retirement from HEO Minor Council, potential candidates for Life Membership must complete a one (1) year waiting period before being nominated.

Should a potential candidate become a member of the Hockey Eastern Ontario (HEO) Board of Directors following his or her retirement from the HEO Minor Council, then the waiting period commences on the candidate's retirement from the HEO Board.

Nomination Process

A written nomination detailing the nominee's history and accomplishments is to be submitted to the President of HEO Minor no later than 60 days prior to the AGM.

Any member of Minor Council may nominate a former member for life membership.

The nomination must be endorsed in writing by two other members of Minor Council, one of whom must also be a member of the HEO Minor Executive Committee.

Once a member of Minor Council submits or endorses a nomination, that member may not submit or endorse any other nomination that year.

The HEO Minor President and Vice Presidents shall review nominations and if necessary, the President will seek clarification and/or additional information from the nominator.

Nominations will then be vetted by members of Minor Council *in camera* and a vote taken on taking the nomination to the AGM.



Method of Election

The election of candidates shall take place at the AGM, and only if a minimum of 50% of eligible voter members are in attendance.

Voting shall be by secret ballot and successful candidates must receive 75% of the eligible votes cast.

Each ballot shall contain the question: *Do you support the following becoming a Life Member of HEO Minor* and have the nominee's name and check boxes for Yes and No votes.

ADDENDUM TO BYLAWS

The above-mentioned is an accurate reproduction of the Bylaws of HEO Minor and is re-produced and provided as a convenience to its members. It may not include all amendments that have been passed since it's reproduction and resort should be had to the original Bylaws filed at the offices of HEO Minor. Should any errors or omissions or discrepancies exist between the within and the original Bylaws filed at the offices of HEO Minor, the original Bylaws filed at the offices of HEO Minor shall be final and binding.