



Constitution & By-Laws

May 2022

BY-LAW NUMBER ONE OF THE HEO 'AAA' HOCKEY LEAGUE

ARTICLE 1 – NAME AND MEMBERSHIP AFFILIATION

1. This AAA League, which was authorized by Minor Council in January 2007, to operate as a Bantam and Midget Pilot Project[^] for three seasons commencing with the 2007-2008 ODMHA* hockey season, and which was subsequently authorized as the top tier of ODMHA* hockey by Minor Council in January 2010 and expanded to include major peewee in March 2012.

(Formerly known as OEMHL) shall be known as the "HEO 'AAA' Hockey League", hereinafter also referred to as the "HEO Minor", "AAA" or "League", as of May 2016.

2. The Executive Committee and Board of Directors of the HEO 'AAA' Hockey League is authorized by Hockey Eastern Ontario, hereinafter referred to as HEO, to operate the AAA League under the guidance and direction of HEO Minor Council, and designated District Chairs.
3. The HEO 'AAA' Hockey League, by virtue of its membership in the Hockey Eastern Ontario (HEO) Association, is a member of Hockey Canada, the governing body of amateur hockey in Canada.
4. A copy of the HEO 'AAA' Hockey League Constitution & By-Laws and Rules & Regulations, duly updated to reflect all amendments and revisions, shall be submitted for approval to the HEO Governance Committee by September 30th of each playing season.
5. ODMHA formally changed its name to HEO Minor in June 2015. HEO Minor then amalgamated with HEO in July 2020.
6. The pilot project that commenced for the 2015-16 season with a separate U18 Midget AAA League has been made permanent, effective as of the 2019-20 season.
7. Effective as of the 2020-21 season, Hockey Canada enacted new division names, replacing Peewee, Bantam, Midget with U13, U14, and U15. The HEO Minor 'AAA' Hockey League amended its constitution to include these new divisional names prior to the 2020-21 season.
8. **Effective as of the 2022-23 season, Hockey Eastern Ontario enacted new division within the HEO 'AAA' Hockey League at the U12 level for a four-year pilot project. The HEO 'AAA' Hockey League amended its constitution to include this new division.**

ARTICLE 2 – AIMS AND OBJECTIVES

1. To provide a full branch league for teams of players in participating minor hockey associations within HEO at the Branch 'AAA' level.

2. To promote fair play and sportsmanship, and to develop the skills of the players in the League, through the provision of a safe and competitive environment.
3. To exercise general care, and direction over players, teams, association officials and executives of the League to ensure compliance with the HEO 'AAA' Hockey League's Constitution & By-Laws and Rules & Regulations.

ARTICLE 3 – MEMBERSHIP

1. The HEO 'AAA' Hockey League consists of five (5) member zones designated by the HEO Minor Council, as follows:
 - a. Upper Canada Cyclones which resides in Zone 1; District 1 (Upper St. Lawrence) including Osgoode-Rideau, Richmond-Munster, Metcalfe and South Stormont
 - b. Ottawa Myers Automotive which resides in Zone 2: District 10 (Nepean); District 11 (Kanata)
 - c. Ottawa Valley Titans which resides in Zone 3: District 4 (Rideau-Carleton) excluding Osgoode- Rideau and Richmond-Munster; District 5 (Upper Ottawa Valley)
 - d. Ottawa Junior 67s which resides in Zone 4: District B (Bytown); District 9 (Gloucester) excluding Metcalfe
 - e. Eastern Ontario Wild which resides in Zone 5: District 2 (Lower St. Lawrence) excluding South Stormont; District 3 (Lower Ottawa Valley); District 12 (Cumberland)
2. Associate membership may be granted to any recognized hockey academy or minor hockey association from other Hockey Canada branches or USA Hockey who have received prior sanctioning and approval of the HEO. Application for membership into the HEO 'AAA' Hockey League must be submitted in written form by June 1st of the current calendar year.
3. Participating members are required to pay league registration fees for each team in accordance with the rates and policies established by the HEO 'AAA' Hockey League. Failure by any member association to pay the required fees is subject to possible suspension from league participation and fines as determined by the Executive Committee.
4. The elected and appointed individuals on the HEO 'AAA' Board of Directors shall also be considered apart of the membership in good standing.

ARTICLE 4 – LEAGUE LOGO AND NAME

1. The HEO 'AAA' Hockey League's logo and name shall not be used or altered under any circumstances unless the Executive Committee has granted prior written authorization.

ARTICLE 5 – THE BOARD OF DIRECTORS

1. A Board of Directors, who shall act in accordance with the Constitution & By-Laws and Rules & Regulations, may be enacted by the Board, and shall conduct the business and affairs of the League. No executive committee member shall serve in the capacity of President of a local minor hockey association or league, nor be eligible to act as a team official on any HEO 'AAA' Hockey League's team without the consent of the Board of Directors.
2. The Board of Directors shall act in accordance with the Constitution & By-Laws and Rules & Regulations, and shall consist of elected executive members, appointed members, association and associate membership representatives, as specified below:
 - a. President and Chairperson of Board Meetings (elected)
 - b. 1st Vice President (elected)
 - c. Vice-President, Finance (elected)
 - d. Vice-President, Administration (elected)
 - e. Past President (non-voting) (elected)
 - f. Director of Risk & Safety (appointed)
 - g. Director at Large (appointed)
 - h. Director of U12/U13 Divisions (appointed)
 - i. Director of U14/U15 Divisions (appointed)
 - j. A representative from each AAA Association
 - k. A representative from each Associate organization
 - l. AAA Referee-in-Chief (appointed)
 - m. HEO Representative (non-voting)
3. The Board of Directors may have the power to amend or alter, within the terms of the Constitution & By-Laws and Rules & Regulations. Immediate notice of all such changes shall be forwarded to all member associations.

4. The Executive Committee will consist of the President, 1st Vice-President, Vice-President, Finance, Vice-President, Administration, and Past-President.
5. No member of the Board of Directors may hold more than one office within the Corporation at one time, unless approved by the Board of Directors by a majority vote.
6. The term of the elected Board of Directors of the HEO 'AAA' Hockey League shall commence following the Annual Meeting and continue until the next Annual Meeting.
7. No person who is a paid employee or paid representative of a hockey club or association shall be a member of the Board of Directors. In cases of doubt, the Board of Directors may request the person involved to provide such evidence as may be necessary to properly decide whether such a person may be accepted or continue as a member of the Board of Directors.
8. The Executive Committee may have the power to discipline or, suspend a member association, team, team official, officiating official, player, parent, guardian or member of the Board of Directors for conduct detrimental to the League as defined in the HEO 'AAA' Hockey League Constitution & By-Laws and Rules & Regulations.
9. Should a vacancy occur among the appointed members of the Board of Directors, the Board will appoint a replacement, by majority vote, to fill the vacancy within thirty (30) days.
10. If a member of the Board of Directors participates in activities with interests conflicting with those of the Corporation, his office may be declared vacant by a two-thirds majority vote of all members of the Board of Directors.
11. The Board of Directors may from time to time appoint an auditor to review the financials of the league.

ARTICLE 6 – MEETINGS OF THE BOARD OF DIRECTORS

1. Board of Directors meetings shall be at the call of the President or as provided in the Constitution & By-Laws. In addition:
 - a. As a general rule, the Board of Directors shall hold a minimum of three (3) meetings during the current playing season, excluding the coaches/managers meeting.
 - b. If for any reason a meeting has not been called by the President within thirty (30) days after being requested in writing by four or more Board members, a meeting may be called and chaired by an elected member. Such meeting is subject to the rule of quorum and shall be legal and constitutional.
 - c. The quorum for the Board of Directors meetings shall be eight (8) members, of which two must be members elected at the Annual Meeting.
2. The V.P. Administration shall give notice of meetings to all members at least seven (7) days prior to each meeting. Notice shall include an agenda and any outstanding draft minutes from previous meetings.
3. Emergency meetings of the Board of Directors may be called without the usual seven (7) day notice provided that two (2) members of the executive committee agree to such a meeting.
4. Attendance at any Board of Directors meeting may be open to the Board of Directors any HEO or Association Executive in good standing, as well as any interested observers or invited guests who may be admitted where the Chair grants permission.
5. If a member of the Board of Directors, excluding the elected officers or appointed members, is unable to attend a Board of Directors meeting, he/she shall be entitled to send an alternate to represent him/her and full voting privileges will be granted.
6. Voting at Board of Director meetings shall be counted as;
 - a. Each elected executive member in good standing shall be entitled to one vote except the President and Past-President. The President may only vote in the event of a tie. (3 Votes Total)
 - b. Each appointed board member and associate membership representatives in good standing shall be entitled to one vote. (7 Votes)
 - c. Each association representatives in good standing or their delegate shall be entitled to two votes. (10 Votes)
 - d. The HEO Representative shall have no voting privileges.

ARTICLE 7 – EXECUTIVE COMMITTEE

1. The Executive Committee will consist of the President, 1st Vice-President, Vice-President, Finance, Vice-President, Administration, and the Past-President.

2. The Executive Committee shall be nominated 30 days prior to AGM, by those with voting rights as defined in these Constitution & By-Laws, for the election at the Annual General Meeting. All nominees must be residents of HEO and be members in good standing. Nominees for the position of President must have served on the HEO 'AAA' Hockey League's Executive Committee within the last three (3) years. Nominees for the positions of 1st Vice-President, Vice-President, Finance, or Vice-President, Administration must have served on the HEO 'AAA' Hockey League's Board of Directors within the last three (3) years. They shall be nominated and elected at the Annual General Meeting. Should one of these elected positions not be filled at the Annual Meeting or becomes vacant before his/her term expires, the Board of Directors shall appoint a replacement to fill the vacant position until the next Annual Meeting. Nominations shall not be accepted at the Annual General Meeting.
3. The Executive Committee (consisting of the President, 1st Vice-President, Vice-President, Finance, Vice-President, Administration, and the Past-President) shall function as the Board of Directors in the interim period between regular Board meetings and shall conduct the day-to-day operational duties of the league. Meetings shall be at the call of the President.
4. Quorum for the Executive Committee shall be 3 out of the 5 members.
5. No member of the Executive Committee or Board of Directors may hold more than one elected office within the League at one time, unless approved by the Board of Directors.
6. The Executive Committee and or the Board of Directors shall have ultimate and full operational control of the affairs of the League. They may make decisions as required in order to carry out the aims and objectives of the League, keeping in mind that any such decisions must be presented to the Board of Directors at the Board's next meeting (either regular or emergency) for ratification by the Board. Any Executive decision not so presented or not so ratified shall be considered null and void as of the date of that meeting of the Board of Directors.
7. The Executive Committee, in reaching any decision on any matter, shall include in its discussions the member association President or Presidents as appropriate.
8. The Executive Committee may suspend or otherwise discipline any association, coach, assistant coach, trainer, manager, player or any other official connected with any organization or association participating in the League for failure to comply with the HEO 'AAA' Hockey League's Constitution & By-Laws, and Rules & Regulations. Such disciplinary action may include the imposition of a monetary penalty to an association and/or associate membership, the deduction of points in the league standings, and the expulsion of an individual from the Board of Directors.
9. The Executive Committee may suspend or otherwise discipline any association, coach, assistant coach, trainer, manager, player or any other official connected with any organization or association participating in the League for failure to comply with a ruling issued by either HEO, their District, their association, or the league.
10. The Executive Committee shall determine all questions arising from emergencies not provided for in this Constitution, By-Laws or Playing Rules.

ARTICLE 8 – DUTIES OF THE EXECUTIVE COMMITTEE

1. The President of the HEO 'AAA' Hockey League shall preside at all Board of Directors meetings. He/she shall not vote except in the case of a tie when he/she shall cast the deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The President or designate will be the representative of the League to the HEO Executive and HEO Minor Council Committee. He/she will co-sign all cheques and documents on behalf of the League.
2. The 1st Vice-President will act as Chairperson for all appeals, all discipline hearings involving the conduct of any player, team official, Board of Director's member, and Association Executive member, whose conduct is deemed as being detrimental to the interests and image of the HEO 'AAA' Hockey League. He/she shall be responsible for complaints concerning within the League. He/she will also work in partnership with the HEO 'AAA' Hockey League Referee-in-Chief to resolve any officiating matters. In addition, the 1st Vice-President shall be responsible to compile and maintain a master listing of all suspensions incurred by member teams. The 1st Vice-President shall perform the duties of the President in the latter's absence or at his request and he shall then have all the rights and powers of the President. He/she may hold the position of Chairperson of an Ad Hoc Committee or any Standing Committee. When acting as President, he/she shall not vote except when vote is needed to break a tie. He/she will co-sign all cheques and documents for the league. Should the 1st Vice-President be found in conflict of interest, they shall appoint a designate to preside over any duties outlined above.
3. The Vice-President Finance shall:
 - a. Prepare all cheques presented with proper documentation to be co-signed by the President or 1st Vice-President;
 - b. Keep an accurate record of all monies received and disbursed;
 - c. Provide thorough prepared statements as well as a bank statement at each regular board and Annual Meeting.

- d. Provide by May 15th of each year, a final financial statement to the Board of Directors detailing the past season's finances and shall provide a copy to the President and HEO;
 - e. Prepare a draft budget for the coming playing season and provide details to each member association of HEO Minor 'AAA' Hockey League by June 1st of each year; and
 - f. Prepare a final budget at the beginning of each playing season, to determine participating team fees, and present to the Board of Directors for approval.
4. The Vice-President Administration shall:
- a. Issue notices of all meetings;
 - b. Provide to all members of the Board of Directors, a copy of the minutes of all board meetings and issue special notices or announcements as required;
 - c. Maintain records of all proceedings and meetings;
 - d. Have custody of all documents and records pertaining to the affairs of the league;
 - e. Organize and prepare all documentation for the coaches/managers meeting;
 - f. Organize and prepare all documentation for the Annual Meeting. Accept notices of proposed amendments no less than thirty days (30) prior to the Annual Meeting. Provide copies of all amendments to the Board of Directors no less than fifteen days (15) prior to the Annual Meeting.
 - g. Act as Chairperson of the Nominating Committee, advertise and accept nominations for the Executive officers of the League 30 days prior to AGM, by those with voting rights as defined in these Constitution & By-Laws, for the election at the Annual General Meeting.
 - h. Conduct the election of officers at the Annual Meeting. He/she may request a member of the HEO in good standing to perform the election.
11. The Past President may attend all meetings and act in an advisory capacity. He/she shall when called upon, perform the duties of the President in the absence of the President and 1st Vice-President. He/she shall have the rights and powers of the President during regular meetings that he/she has been called upon to Chair. When called upon, the Past President may hold the position of Chairperson of a standing committee. When acting as President, he/she shall not vote except when such vote is required to break a tie.

ARTICLE 9 – COMMITTEES

1. The Board of Directors, when required, may authorize Special Committees. On completion of the committee project, the special committee is disbanded.
2. Executive members may, as needed to fulfil their duties, establish ad-hoc committees to help with projects without special authorization from the Board of Directors. On completion of the project, the committee is disbanded.
3. The President will establish Appeal Committees when required, as described in the Rules and Regulations of the League.

ARTICLE 10 – ANNUAL GENERAL MEETING

1. The Annual Meeting must be convened once every year in either the month of April or May.
2. The purpose of the Annual Meeting shall be to review the activities of the past playing season, to consider policies aimed at improving the League's operations for the coming playing season in light of the League's stated aims and objectives, to carry out elections, and to review and consider any amendments to the Constitution & By-Laws, and Rules & Regulations.
3. Voting members must be in good standing prior to the commencement of the Annual Meeting.
4. The quorum for the Annual Meeting shall be eight (8) members, of which two must be elected members of the Board of Directors, or their designated representatives. The President, 1st Vice President, V.P. Finance, V.P. Administration or appointed members may not designate a substitute representative.
5. The agenda for the Annual Meeting shall be prepared by the Vice President Administration and must include the following essential annual business:
 - a. President's Annual Report
 - b. 1st Vice-President's Annual Report
 - c. Vice President, Finance Annual Report
 - d. Vice President, Administration Annual Report
 - e. Director, U12/U13 Divisions Annual Report
 - f. Director, U14/U15 Divisions Annual Report
 - g. Director of Risk & Safety Annual Report
 - h. Director at Large Annual Report
 - i. AAA Referee-in-Chief's Annual Report
 - j. Constitutional and By-Laws Amendments

- k. Amendments to the Rules & Regulations
 - l. Election of President, 1st Vice-President, V.P. Finance, V.P. Administration
6. The Executive Committee of the League will be elected by the Board of Directors at the Annual General Meeting. The elected positions will be held for a period of two (2) years commencing at the 2021 Annual General Meeting, as follows:
 - a. Even years at time of election:
 - President
 - Vice-President, Administration
 - b. Odd years at time of election:
 - 1st Vice-President
 - Vice-President, Finance
 7. Voting at the Annual Meeting shall be by “secret ballot”. Those with voting rights, each of whom must be a member in good standing when attending the Annual General Meeting, shall be;
 - a. Each elected member of the Executive Committee, excluding the President, will have one vote each. (4 Votes Total)
 - b. Each appointed board member will have one vote (5 Votes Total);
 - c. The HEO Representative will have no voting privileges at the Annual General Meeting.
 - d. Each Association Representative or designate will have one vote as per teams registered in the League at the close of the current playing season (17 Votes Total);
 - e. The current President of the League will only vote in the case of a tie.
 8. The Executive Committee shall be nominated 30 days prior to AGM, by those with voting rights as defined in these Constitution & By-Laws, for the election at the Annual General Meeting. All nominees must be residents of HEO and be members in good standing. Nominees for the position of President must have served on the HEO 'AAA' Hockey League's Executive Committee within the last three (3) years. Nominees for the positions of 1st Vice-President, Vice-President, Finance, or Vice-President, Administration must have served on the HEO 'AAA' Hockey League's Board of Directors within the last three (3) years. Nominations shall not be accepted at the Annual General Meeting.
 9. Members holding two “voting” positions; may only cast one vote on any motion or election.
 10. There will be no voting by proxy. Attendance at the Annual General Meeting shall be opened to interested observers, invited guests, HEO Executives or Association Executives, and District Chairs.

ARTICLE 11 – REGISTRATION FEES

1. Registration fees for teams participating in each Division shall be those approved by the Board of Directors and shall, as a minimum be enough to cover administration, awards, special events and referee costs if applicable.
2. Registration fees shall be made payable to the HEO 'AAA' Hockey League and provided to the 'AAA' League V.P. Finance as follows:
 - September 1st - \$500.00 per team
 - October 1st – one half of the balance owing for the season
 - December 1st – the remainder of the outstanding fees
3. Failure by any association to make payments on time could result in a penalty of \$200.00 per month effective October 1st of the current playing season.

ARTICLE 12 – HONORARIUMS

1. The Executive Committee will receive honorariums to cover out of pocket expenses while acting on behalf of the League. Compensation will be according to the following schedule:
 - President \$1,500.00
 - 1ST Vice-President \$500.00
 - Vice-President Finance \$400.00
 - Vice-President Administration \$400.00
 - Past President \$250.00
2. No other expenses will be paid to the Executive Committee.
3. The appointed members of the Board of Directors will receive honorariums to cover out of pocket expenses while acting on behalf of the League. Compensation will be according to the following schedule:

- Director of Risk & Safety \$250.00
- Director at Large \$250.00
- Director of U12/U13 \$1,200.00
- Director of U14/U15 \$1,200.00
- Referee-In-Chief \$500.00

4. No other expenses will be paid to the Executive Committee.
5. The Executive Committee and appointed members of the Board of Directors may opt-out of receiving honorariums as described in this article.

ARTICLE 13 – CONFLICT OF INTEREST

1. No member of the Board of Directors shall act in the capacity as coach, assistant coach, manager or trainer of any member team unless approved by the Board of Directors.
2. No member of the Board of Directors may enter into any business dealings with the League in exchange for any financial considerations.
3. No member of the Board of Directors may directly or indirectly, provide a sponsorship or any financial assistance to any member team of the League.
4. No member of the Board of Directors may hold any elected position within the HEO, with the exception of the appointed HEO representative.
5. No person who holds the position of District or Alternate Chairperson for any HEO District or AAA Zone, may hold any position on the Board of Directors, either elected or appointed.
6. No member of the Board of Directors shall be a paid employee, full or part time, of Hockey Canada, HEO, or any professional hockey organization or club.

ARTICLE 14 – TROPHIES, SWEATERS AND SPONSORS

1. The 'AAA' League will provide trophies for the regular season and play-off champions for each division the League operates. All trophies are the sole property of the HEO 'AAA' Hockey League and cannot be altered in any way without the consent of the Executive Committee. Each winning association will be permitted to retain any trophy for display purposes from the time it is won until January of the following playing season. Trophies that are not returned by the requested date or cannot be located or are received in a damaged state, the applicable associations may be held liable for a penalty not to exceed \$300.00.
2. A league approved crest will be worn by all players during all league, playoff or special event games. The cresting will be affixed on the front chest of each jersey on the right-hand side.
3. A player's individual sponsor's name or team sponsor's name and or logo will be displayed on the back of their team jersey below the numbers in a prominent position.
4. A player's name bar will be displayed on the back of their team jersey above the numbers.
5. All teams shall be required by September 30th of the current playing season to have the league crest affixed to all home and away jerseys. Failure to comply may result in a \$100.00 penalty.

ARTICLE 15 – ASSOCIATION NAME AND TEAM COLOURS

1. Any new or existing association that introduces or alters their associations name or colour scheme in any manner must first have prior written approval from the HEO Minor 'AAA' Hockey League Executive Committee before proceeding with any changes or adjustments.

ARTICLE 16 – CHAMPIONSHIP FUNDING

U13 PROVINCIALS, U15 PROVINCIALS AND ONTARIO WINTER GAMES

1. Any team(s) from the HEO 'AAA' Hockey League who qualifies to represent the HEO at the Ontario U13 Provincial Championships, Ontario U15 Provincial Championships, and Ontario Winter Games, is eligible to receive financial assistance from the HEO 'AAA' Hockey League in the amount of \$1500.00 per team.

2. Financial assistance is only available to teams if the provincial championships are being played outside the boundaries of the HEO. Championships hosted by the HEO are not subject to any financial assistance.

ARTICLE 17 – RULES OF ORDER

1. In the absence of rules in the Constitution & By-Laws, and Rules & Regulations, all meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE 18 – AMENDMENTS TO THE CONSTITUTION & BY-LAWS

1. The Constitution and By-Laws of the HEO 'AAA' Hockey League shall not be amended except at the Annual General Meeting, or at a Special Meeting called by the Executive Committee. Notice of proposed amendments shall be provided to the V.P. Administration in written form no less than thirty days (30) prior to the date of the Meeting.
2. All proposed amendments to the Constitution and By-Laws shall be made by motion and require a two-thirds majority of voting members present at the Meeting. No amendments to any amendment may be proposed at the Meeting, except that changes to improve the clarity of the motion may be made if agreed upon by a two-thirds majority vote of the voting members present.

ARTICLE 19 – AMENDMENTS TO RULES & REGULATIONS

1. Amendments to the Rules & Regulations may be recommended at any Board of Directors meeting. All proposed amendments must be in the form of a motion and duly seconded. Motions shall require approval by simple majority of the Board members prior to implementation.