

## **HEO District 14 Constitution and By-laws**

**WHEREAS** District 14 is made up of members and persons established to promote and foster AAA Hockey by ensuring that all organized AAA Minor Hockey is developed within Hockey Eastern Ontario in accordance with Hockey Canada and Hockey Eastern Ontario By-laws, Policies, Rules and Regulations.

**BE IT ENACTED** as the Constitution and By-laws of District 14:

### **ARTICLE 1 – General**

1. The organization shall be known as “District 14 of Hockey Eastern Ontario”, herein referred to as District 14 and/or the District.
2. District 14 shall abide by the By-laws, Policies, Rules and Regulations of Hockey Canada (HC) and Hockey Eastern Ontario (HEO).
3. The Fiscal Year for District 14 shall be May 1 to April 30.
4. District 14 shall have jurisdiction to govern and operate all AAA designated minor hockey Associations, Leagues, Operators and Teams within the jurisdictional boundary of HEO.
  - a. Purpose – These By-laws relate to the general conduct of the affairs of District 14.
  - b. Definitions – The following terms have these meanings within the By-laws:
    - i. “AAA Board of Governors” – comprised of the District Chairpersons representing each HEO AAA catchment area and the District 14 Chairperson, with responsibility for the governance, oversight, delivery and Participant compliance of the HEO AAA hockey program. The AAA Board of Governors will remain in effect until dissolved by the HEO Board of Directors;
    - ii. “Act” – the *Corporations Act* (Ontario), or any successor legislation including, when proclaimed into force, the *Not-for-Profit Corporations Act, 2010* (Ontario), including all regulations pursuant to the Act, as amended from time to time;
    - iii. “Annual Meeting” – the annual meeting of District 14;
    - iv. “Association” – composed of individual teams or groups of teams playing amateur minor hockey at the AAA level under the jurisdiction of District 14 within HEO;
    - v. “Auditors” – an individual, partnership, or corporation appointed by the District 14 Executive at the Annual Meeting to audit the books, accounts, and records of District 14 for a report to HEO and Participants, or otherwise in accordance with the Act;

- vi. “Board Member” or “District 14 Executive Member” – is an individual appointed by HEO to serve on the District 14 Executive in a designated voting capacity pursuant to these By-laws;
- vii. “By-laws” – these By-laws, include any schedules attached hereto, which are, from time to time, in force;
- viii. “Days” – days including weekends and holidays.
- ix. “District 14” – a single or collection of minor hockey Associations, Leagues, Operators or Teams at the AAA level as sanctioned by HEO and outlined herein;
- x. Dues – includes without limitation; charges, monies, arrears, fees, fines, registration and membership fees as shall be determined annually by the District 14 Executive Committee and communicated to the Participants in accordance with the Governing Documents of HEO and District 14.
- xi. “Governing Documents of HEO” – the By-laws, rules, regulations, playing rules and policies of HEO, including its Articles, all as amended from time to time;
- xii. “Governing Documents of District 14” – the By-laws, rules, regulations, playing rules and policies of District 14, including its Articles, all as amended from time to time;
- xiii. “Governing Documents of Hockey Canada” – the By-laws, regulations, playing rules and policies of Hockey Canada, all as amended from time to time;
- xiv. “Hockey Eastern Ontario” or “HEO” – the governing body of amateur hockey within its defined boundary as described in HEO By-laws;
- xv. “Hockey Canada” or “HC” – the self-governing body of all amateur hockey, including sledge hockey, in Canada;
- xvi. “HEO AAA” – all sanctioned minor hockey programming, rules, regulations, policies and operations at designated AAA hockey levels within District 14 and Hockey Eastern Ontario;
- xvii. “League” – the AAA entity coordinating and operating sanctioned amateur AAA minor hockey in conjunction with member Associations, Operators and Teams;
- xviii. “Operator” – an HEO AAA entity coordinating and operating sanctioned amateur AAA minor hockey in conjunction with member Operators, Associations, Leagues and Teams;
- xix. “Participant” – AAA designated and sanctioned Operators, Associations, Leagues, and Teams;

- xx. Quorum - District 14 Executive and District 14 Executive Committee meetings shall be a majority vote of 50% plus one (50% + 1) of the respective voting members present to constitute a quorum; and
- xxi. “Team” – a group of AAA designated minor hockey players and team officials registered with Hockey Canada as members of a sanctioned team list.
- c. No Gain for Participants and Board Members – District 14 will be carried on without the purpose of gain for its Participants and Board Members, and any profits or other accretions to District 14 will be used in promoting its objects.
- d. Ruling on By-laws, regulations, playing rules and policies – Except as provided in the Act, District 14 will have the authority to interpret any provision of these By-laws, regulations, playing rules and policies that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of District 14 and HEO.
- e. Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of the District 14 Executive and District 14 Executive Committee, including related committees and task teams will be conducted according to Robert’s Rules of Order, as may be amended from time to time.
- f. Standard of Care – Every Participant, player, team official, volunteer, hockey administrator, employee and executive member, official, parent and guardian with involvement in District 14 shall:
  - i. act honestly and in good faith with a view to the best interests of District 14 and HEO; and
  - ii. exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- g. District 14 Executive Board members and District 14 Executive Committee members and Participants shall ensure the highest standards and maintenance of integrity. They shall act at all times in the best interests of HEO and District 14 rather than in the interest of particular persons. This means putting the interests of HEO and District 14 ahead of any personal interests of any person or entity. It also means performing their duties and transacting the affairs of HEO and District 14 in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the District 14 Board members and District 14 Executive Committee members and Participants.
- h. No Pecuniary Benefit:
  - a. No District 14 Executive Committee Member shall directly or indirectly receive any benefit from their position on the District 14 Executive Committee, except for the District 14 Referee In Chief, HEO Representative, AAA Technical Director, or as determined on a case-by-case basis by the HEO Board of Directors.

- b. The pecuniary interests of the immediate family members or close personal or business associates of a District 14 Executive Committee Member are considered to also be the pecuniary interests of the District 14 Executive Committee Member.
- i. Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.
- j. Jurisdiction – District 14 is responsible for and has jurisdiction over all AAA designated minor hockey, as defined by Hockey Canada and HEO, within the area of Ontario encompassing east of, and including, the Counties of Lanark, Renfrew and Leeds (except the town of Gananoque) and the part of the Province of Ontario west of Highway No. 32, and south of Highway No. 15.
- k. Hockey Canada, HEO and District 14 Rules – The provisions of the by-laws, regulations, playing rules and policies of Hockey Canada, HEO and District 14 shall apply in all matters except where modified by the By-laws of HEO and District 14, which have any overriding effect by virtue of having authorization under the terms of Hockey Canada’s articles, By-laws and directives.
- l. Meetings by Telecommunications - A meeting of the AAA Board of Governors, District 14 Executive, District 14 Executive Committee, Annual Meeting, committees, and task teams may be held by telephone conference call or other telecommunications or electronic means. Individuals so participating in a meeting by telecommunications technology are deemed to have attended the meeting, however, except if unanimously approved in advance by District 14 Executive Committee members with a designated vote, voting by email shall not be acceptable for any matters to be decided upon.
- m. Closed Meetings - Meetings of the AAA Board of Governors, District 14 Executive, District 14 Executive Committee and Annual Meeting shall be closed to the public, except for any other individual who may be present upon invitation by the District 14 Executive.

## **ARTICLE 2 – Membership and Responsibility**

1. Membership in District 14 consists of:
  - a. Participants and persons in good standing with Hockey Canada, HEO and District 14.
  - b. HEO appointed members of the District 14 Executive.
2. The AAA Board of Governors and HEO appointed members of the District 14 Executive, including Participants and persons shall be governed by the governing documents of District 14, HEO and Hockey Canada.

3. District 14 includes Participants and persons at the U12, U13, U14, U15, U16 and U18 levels, as determined by HEO and the District 14 Executive Committee.
4. As applicable, a copy of each Operator, Association and/or League's current Constitution, By-Laws and Regulations will be provided to the District 14 Chairperson or their designate by September 15<sup>th</sup> of each playing season.
5. Obligations of Participants
  - a. Each Participant is obligated to foster, conduct, and control AAA minor hockey within its classified area of operation in a manner consistent with all applicable HEO AAA governing documents and programming of District 14, HEO and Hockey Canada.
  - b. Each Participant shall always ensure that it is compliant with all mandated programming, statutory requirements and governing documents of HEO AAA, District 14, HEO and Hockey Canada.
6. Participants may be admitted at the discretion of the District 14 Executive Committee, if:
  - a. the applicant makes an application to participate in a manner prescribed by the District 14 Executive Committee, from time to time;
  - b. the applicant was in good standing at the time of ceasing to be a Participant, if applicable;
  - c. the applicant has paid all Dues owed as prescribed by the District 14 Executive Committee;
  - d. the applicant agrees to uphold and comply with the governing documents of HEO AAA, District 14, HEO and Hockey Canada;
  - e. the applicant meets any other condition of participation as determined by the District 14 Executive Committee; and
  - f. the applicant has been approved to participate by the District 14 Executive Committee.
7. Duration – participation in HEO AAA is annual and each Participant must re-apply as a Participant.
8. Deadline – Participants shall pay participant Dues as stipulated by the District 14 Executive Committee and in accordance with the Governing Documents of District 14 and HEO.
9. Discipline
  - a. The District 14 Executive and District 14 Executive Committee shall have the authority to suspend and terminate membership of a Participant and a person as set forth in Sections 2.10 and 2.11, and in accordance with the Governing Documents of HEO.

- b. The District 14 Chairperson or their delegate(s) shall have the authority to administer the HEO Code of Discipline in accordance with the Governing Documents of HEO and District 14 as enacted from time to time, and to advise the appropriate HEO District Chairperson or out of Branch organization for incidents resulting from tournaments and games when the offender is from another HEO District or Hockey Canada Branch.
  - c. This may include Participants, players, team officials, volunteers, hockey administrators and executive members, officials, parents and guardians, as may be necessary.
10. Suspension - A Participant and the persons noted in Section 9 (c), may be suspended in accordance with the Governing Documents of HEO and District 14 which for clarity include, but are not limited to, the following grounds:
- a. violating any provisions of the Governing Documents of HEO and District 14;
  - b. violating any provisions of the Governing Documents of Hockey Canada;
  - c. violating any applicable municipal, provincial or federal laws;
  - d. carry out any conduct which may be detrimental to HEO and/or District 14 as determined by the District 14 Executive or District 14 Executive Committee in its sole and absolute discretion; or
  - e. for any other reason that the District 14 Executive or District 14 Executive Committee, in its sole and absolute discretion considers to be reasonable having regard to the purposes of District 14.

In the event that the District 14 Executive or District 14 Executive Committee determines that a Participant or person should be suspended for any one or more of the preceding grounds, the District 14 Executive or District 14 Executive Committee, or such other individual as may be designated by the District 14 Executive or District 14 Executive Committee, shall provide notice to the Participant or person of the suspension taking effect immediately. The Participant or person may then, within seven (7) days of the notice of suspension, make written submissions to the District 14 Executive or District 14 Executive Committee, or such other individual as may be designated by the District 14 Executive or District 14 Executive Committee. The District 14 Executive or District 14 Executive Committee shall then have twenty (20) days to reach a decision and notify the Participant or person whether the suspension is lifted, the suspension is upheld, or the Participant's or Person's membership is terminated. If the suspension is upheld, the District 14 Executive or District 14 Executive Committee may set out the timeline or any requirements before the suspension is withdrawn.

- 11 Definition – A Participant or person will be in good standing provided that the Participant or person:
- a has not ceased to be a Participant;

- b has not been suspended or expelled from participation, or had other membership or participatory restrictions or sanctions imposed;
  - c has completed and remitted all documents as required by District 14;
  - d has complied with the Governing Documents of HEO, the Governing Documents of District 14 and the Governing Documents of Hockey Canada;
  - e is not subject to a disciplinary investigation or action by HEO, District 14, or other HEO District, Association or League, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of HEO and/or District 14; and
  - f has paid all required Dues.
12. Cease to be in Good Standing – Participants or persons that cease to be in good standing, as determined by the District 14 Executive or District 14 Executive Committee or any disciplinary panel of HEO, will not be entitled to vote at meetings or be entitled to the benefits and privileges of participation until such time as the District 14 Executive or District 14 Executive Committee or HEO is satisfied that the Participant or person has met the definition of good standing.

### **Article 3 – District 14 Executive Authority**

1. The District 14 Executive shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar, Director of Discipline and Appeals and Member at Large.
2. The District 14 Executive shall have the powers and duties as presented in the Constitution and By-laws of District 14, HEO and Hockey Canada. They shall function as the District 14 Executive in the interim period between regular Board meetings and shall conduct the day-to-day operational duties of District 14. Meetings shall be at the call of the District 14 Chairperson or their designate.
3. The District 14 Executive shall determine all questions arising from emergencies not provided for in the Constitution and By-laws.
4. Each member of the District 14 Executive shall:
  - a. Be at least eighteen (18) years of age; and
  - b. Not be an undischarged bankrupt nor be deemed a mentally incompetent person.
5. Unless granted leave of absence by the District 14 Executive, any member of the District 14 Executive who absents themselves from three (3) consecutive meetings may have their office declared vacant by a two-thirds (2/3) majority vote of all voting members of the District 14 Executive.

6. The District 14 Executive may suspend or readmit; by resolution and majority vote of 50% plus one (50% + 1); any Participant, player, team official, parent, guardian, volunteer, administrator, or District 14 Executive Committee member under suspension by District 14.
7. The District 14 Executive will from time to time appoint an auditor to review the financial information, processes and policies of District 14 and the Participants, as may be required.
8. The District 14 Executive shall have authority to create, nullify, rescind, or amend its policies and procedures, rules and regulations within the terms of the Constitution and By-laws of District 14. Immediate notice of all such changes shall be provided to HEO and the Participants.
9. The District 14 Executive, in accordance with the authorities as outlined herein, including HEO Discipline and Appeals has the power to discipline, suspend or expel a member Participant, player, team official, volunteer, hockey administrator and executive member, official, parent or guardian.
10. No District 14 Executive Committee member shall serve in the capacity of HEO Director, District Chairperson, President or Commissioner of a local minor hockey district, association, league, official, or Junior hockey organization, or a team owner within HEO, nor be eligible to act as a team official on any team without the consent of the District 14 Executive.
11. Should one of the District 14 Executive positions become vacant for whatever reason and there is still a quorum of executive members, the District 14 Executive in consultation with and ratification of the HEO Board may appoint a qualified individual to fill the position for the remainder of the playing season. A position that becomes vacant will stand for election for the remainder of the term at the next annual meeting.

#### **Article 4 – The District 14 Executive Members – Duties and Responsibilities**

District 14 Executive Members consists of the seven (7) members: the District 14 Chairperson, Vice-Chairperson, Secretary, Treasurer, Registrar, Director of Discipline and Appeals and Member at Large. District 14 Executive Members shall be appointed by and at the discretion of the HEO Board of Directors. The District 14 Executive will meet at least seven (7) times per year.

1. The District 14 Chairperson shall:
  - a. Perform all duties usual to the position, including being the official spokesperson for District 14 and fulfilling all duties assigned to the position by HEO.
  - b. Shall preside at all District 14 Executive meetings, where they shall vote only in the event of a tie.
  - c. Be the District 14 representative to the AAA HEO Board of Governors, the HEO Minor Council Committee, and the HEO Annual Meeting and Special Meetings.



- d. Possess signing authority for District 14. The District 14 Chairperson will co-sign all cheques, financial instruments, and documents on behalf of District 14.
  - e. Be responsible for complaints arising within District 14.
  - f. Be responsible for all District 14 discipline in accordance with the District 14, HEO Code of Discipline and HEO Discipline and Appeals Policies and Procedures.
  - g. Be responsible for signing and verifying all travel permits.
  - h. Be responsible for signing and submitting all District 14 tournament sanctions to HEO.
  - i. Appoint all District 14 committees or task teams.
  - j. Appoint a delegate to oversee any District 14 Chairperson responsibilities as required.
2. The Vice-Chairperson shall:
- a. Represent District 14 at all HEO Risk and Safety meetings.
  - b. Be responsible for the District 14 Risk and Safety portfolio, including Risk and Safety investigations, ensuring all Risk and Safety information is disseminated to Participants.
  - c. Recommend to the District 14 Executive, courses or training that should be offered or mandated to Participants, players, team officials, volunteers, parents and/or guardians which may educate and aid to mitigate risks.
  - d. In coordination with the AAA Technical Director ensure that Participants remain compliant with all mandated programming, statutory requirements and governing documents of HEO AAA, District 14, HEO and Hockey Canada.
  - e. Undertake other duties and activities as assigned by the District 14 Chairperson or the District 14 Executive.
  - f. Perform the duties of the District 14 Chairperson in their absence or at their request and they shall then have all the rights and powers of the District 14 Chairperson.
  - g. When acting as District 14 Chairperson, they shall cast the deciding one (1) vote only in the case of a tie vote.
3. The Secretary shall:
- a. May possess co-signing authority for District 14 on cheques and financial instruments, from time to time, as needed, at the discretion of the District 14 Executive.
  - b. Issue notices of all meetings and provide a copy of the minutes of all Board meetings to all Board Members. 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 District 14.
  - e. Prepare all documentation for the Annual Meeting. Accept notices of proposed amendments no less than fourteen days (14) prior to the Annual Meeting. Provide copies of all amendments to the District 14 Executive no less than five days (5) prior to the Annual Meeting.
4. Treasurer shall:
- a. Possess signing authority for District 14 as co-signatory on cheques and financial instruments.
  - b. Prepare all cheques and electronic payments with proper documentation to be co-signed by the District 14 Chairperson or Secretary.
  - c. Ensure the proper maintenance of all financial records and accounts, process payments to District 14, pay all bills, process reimbursements, and maintain custody of all monies and other evidence of assets, credits, and debits of District 14.
  - d. Provide financial statements as well as a bank statement at each regular District 14 Executive meeting and Annual Meeting.
  - e. Submit a final District 14 budget at the end of the season to the District 14 Executive.
  - f. Provide by May 15th of each year, a year-end financial statement to the District 14 Executive, Participants as necessary, and HEO which summarizes on a comparative basis all District 14 financial transactions for the season.
  - g. Prepare a draft District 14 budget for the coming season.
  - h. Prepare a final budget at the beginning of each playing season, to determine player fees and operating costs, and present to the District 14 Executive for approval.
5. The Registrar is responsible for maintaining a current and accurate database of all players, teams, and team officials within District 14:
- a. Attend HEO Registrar meetings.
  - b. Validate all recorded players and team officials.
  - c. Ensure all team officials have the appropriate qualifications.
  - d. Generate and approve team lists provided by the appropriate Participant registrar, as applicable. Advise League and/or Association President and their associated registrars if the team lists are not up to date prior to the first League game of each season.

- e. Send reminder to all Participant representatives and their associated registrars, 48 hours prior to the HEO team list submission deadline to ensure all players, team officials, on-ice assistants, District 14 Executive Members and other persons or groups that are to be insured is submitted with the applicable insurance fee paid.
  - f. Prepare a list of District 14 Executive Members and other persons or groups that District 14 may wish to insure and submit to the Secretary and HEO.
  - g. Maintain a record of all Specially Affiliated Players, as required by HEO.
  - h. Make changes to team lists or team categories when advised of such an occurrence.
6. The Director of Discipline and Appeals as delegated by the District 14 Chairperson will:
- a. Apply the District 14 and HEO Codes of Discipline, Policies and Procedures, as required.
  - b. Conduct investigations, chair all hearings in accordance with HEO Discipline and Appeals Policies and Procedures.
  - c. Work with the relevant Referee-in-Chief to resolve any officiating matters.
  - d. Review all Game Incident Reports that incur suspensions in accordance with the District 14 and HEO Codes of Discipline.
  - e. Ensure suspensions are entered and served in the approved HEO Data Base.
  - f. Review time/game suspensions in accordance with the HEO Code of Discipline.
  - g. Conduct post game reviews and assess any penalties or suspensions as warranted in accordance with the District 14 and HEO Codes of Discipline.
7. The Member at Large, will:
- a. Work with HEO and Participants to coordinate District 14 special events, tournaments and projects which may include assisting with Telus Cup, U13, U14, U15, U16 and U18 Regional, Provincial, National, or Ontario Winter Games as the case may be, and any other HEO AAA activities as determined by the District 14 Executive.
  - b. Carry out other duties as assigned from time to time by the District 14 Executive.

#### **Article 5 – District 14 Executive Committee Members**

1. The District 14 Executive Committee shall act in accordance with the governing documents of District 14, HEO and Hockey Canada to manage the business and affairs of District 14.
2. The District 14 Executive Committee shall consist of the District 14 Executive Members listed in Article 4 and the Participant representatives from time to time, as outlined below:

- a. District 14 Chairperson
  - i. Appointed by the HEO Board of Directors in even years for a two (2) year term.
  - ii. Only votes (with one (1) vote) in the event of a tie at District 14 Executive and District 14 Executive Committee meetings.
- b. Vice-Chairperson
  - i. Appointed by the HEO Board of Directors in odd years for a two (2) year term.
  - ii. One (1) vote at District 14 Executive and District 14 Executive Committee meetings.
- c. Secretary
  - i. Appointed by the HEO Board of Directors in even years for two (2) year term.
  - ii. One (1) vote at District 14 Executive and District 14 Executive Committee meetings.
- d. -Treasurer
  - i. Appointed by the HEO Board of Directors in odd years for a two (2) year term.
  - ii. One (1) vote at District 14 Executive and District 14 Executive Committee meetings.
- e. Registrar
  - i. Appointed by the HEO Board of Directors in even years for two (2) year term.
  - ii. One (1 vote) at District 14 Executive and District 14 Executive Committee meetings.
- f. Director of Discipline and Appeals
  - i. Appointed by the HEO Board of Directors in odd years for two (2) year term.
  - ii. One (1) vote at District 14 Executive and District 14 Executive Committee meetings.
- g. Member at Large
  - i. Appointed by the HEO Board of Directors in even years for two (2) year term.
  - ii. One (1) vote at District 14 Executive and District 14 Executive Committee meetings.
- h. District 14 Referee-In-Chief
  - i. Appointed annually by the District 14 Executive in consultation with the HEO Referee-In-Chief.
  - ii. Non-voting at District 14 Executive Committee meetings.

- i. President of HEO U12, U13, U14, U15, U16 and U18 AAA Hockey League
    - i. Non-voting at District 14 Executive Committee meetings.
  - j. HEO Representative
    - i. Non-voting at District 14 Executive and District 14 Executive Committee meetings.
  - k. AAA Technical Director
    - i. Non-voting at District 14 Executive Committee meetings.
  - l. Presidents of the: Eastern Ontario Wild, Ottawa Junior 67s, Ottawa Junior Senators; Ottawa Valley Titans, and Upper Ottawa Valley Cyclones.
    - i. One (1) vote to each President as noted above, respectively, at District 14 Executive Committee meetings. Votes may not be aggregated or assigned to any one or several individuals.
3. The District 14 Referee-In-Chief is responsible for administering all on-ice officiating activities in District 14, as well as any other areas authorized by the District 14 Executive. The Referee-In-Chief shall ensure that all on-ice officials are properly registered, certified, supervised, and evaluated; in accordance with the Hockey Canada Officiating Program (HCOP), Hockey Canada's Official Playing Rules, and District 14 and HEO Codes of Discipline. The Referee-In-Chief or their alternate shall:
- a. Appoint coaches to mentor on-ice officials and ensure compliance by District 14 with regards to current HEO policies for supervisions. Assessment records shall be maintained for a minimum period of three years and copies are to be made available to the District 14 Executive upon request.
  - b. Submit to the Assignor of Referees and Linesmen, the District 14 Chairperson with copy to the Secretary, and the HEO Referee-In-Chief or their designate, a list of all qualified on-ice officials and their level of certification.
  - c. Attend District 14 Executive Committee and Annual Meetings, as well as any committee or task team meetings as requested by the District 14 Chairperson.
  - d. Attend District 14 and HEO Discipline and Appeal hearings, as requested by the District 14 Chairperson or Vice-Chairperson.
  - e. Investigate discipline matters involving referees and/or linesmen, with full authority to suspend referee or linesman pending a hearing.
  - f. Ensure that referees submit, immediately within 24 hours, clear and fully complete game sheets and game incident reports for all games resulting in suspensions.

- g. Be available upon request and not on the ice, for all District 14 tournament and play-off games.
- h. Investigate complaints which are submitted from the District 14 Chairperson or Vice-Chairperson regarding the on-ice officiating of a game. All such complaints shall be answered within fourteen (14) days of receipt.
- i. Prepare invoices for games officiated which shall include date of the game, time, level, arena and game number.
- j. The Referee-In-Chief, referees, linesmen, supervisors and assignor of referees and linesmen shall all be paid in accordance with the HEO approved fee schedule.

#### **Article 6 – District 14 Executive Committee Authority**

1. No voting member of the District 14 Executive Committee may hold more than one (1) position within District 14 at one time, unless approved by the District 14 Executive by a majority vote of 50% plus one (50% + 1). In such instances, the member shall only have one (1) vote at District 14 Executive Committee meetings.
2. The term of office of the District 14 Executive Committee shall commence following the Annual Meeting and continue until conclusion of the next Annual Meeting.
3. No person who is a paid employee or paid individual of a Participant, hockey team, association, district, league or Hockey Canada Branch shall be a member of the District 14 Executive Committee, with the exception of, the AAA Technical Director and District 14 Referee-In-Chief who can serve as non-voting members on the District 14 Executive Committee. In cases of doubt, the District 14 Executive Committee may request the person involved to provide such evidence as may be necessary to decide whether such a person will be accepted or continue as a member of the District 14 Executive Committee.
4. District 14 Executive Committee members shall abide by HEO and Hockey Canada Conflict of Interest Guidelines. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, a person's objectivity, judgment or ability to act in the best interests of HEO and District 14. Full disclosure, in itself, does not remove a conflict of interest.

5. No District 14 Executive Committee Member shall be liable for acts, receipts, neglects or defaults of any other member or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to District 14 through insufficiency or deficiency of title to any property acquired by District 14 or for or on behalf of District 14 or for the insufficiency of any security in or upon which any of the money of or belonging to District 14 shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation 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 their respective office or trust or in relation thereto unless the same shall happen by or through his own wrongful and wilful act or through his own wrongful and wilful neglect or default.
6. If a District 14 Executive Committee Member participates in activities with interests conflicting with those of District 14, their office may be declared vacant by a two-thirds (2/3) majority vote of all voting members of the District 14 Executive.

#### **Article 7 – Meetings of the District 14 Executive Committee**

1. District 14 Executive Committee meetings shall be at the call of the District 14 Chairperson or as provided in the Constitution and By-laws. In addition:
  - a. The District 14 Executive Committee shall hold a minimum of seven (7) meetings during the current playing season and such additional meetings as the District 14 Executive Committee deems necessary.
  - b. If, for any reason, a meeting has not been called by the District 14 Chairperson within two weeks after being requested in writing to the District 14 Chairperson and Secretary, by two or more District 14 Executive Members, a meeting may be called and chaired by an HEO Board appointed District 14 Executive member. Such meeting, subject to the rule of quorum, shall be legal and constitutional.
2. The Secretary shall give at least five (5) days notice of each District 14 Executive and District 14 Executive Committee meeting. Notice shall include an agenda and any outstanding items and draft minutes from previous meetings.
3. Emergency meetings of the District 14 Executive may be called without the usual five (5) days notice, provided that a quorum of the District 14 Executive agrees to such a meeting.
4. Attendance at District 14 Executive Committee meetings shall only be open to District 14 Executive Committee Members and:
  - a. Interested observers or invited guests may be admitted to any meeting with permission of the District 14 Chairperson.

- b. It shall be the duty of the District 14 Chairperson to invite to meetings such persons as are known to have special knowledge, information or interest in topics contained in the agenda.
- 5. No alternate voting District 14 Executive member or District 14 Executive Committee member shall act for an absent voting member at a meeting of the District 14 Executive or District 14 Executive Committee.

## **Article 8 - Annual Meeting**

- 1. The Annual Meeting shall be convened once every year in either the month of April, May, or June. The purpose of the Annual Meeting shall be to review the activities of the past season, to consider policies and objectives aimed at improving District 14 operations, to review and consider any amendments to the Constitution and By-Laws.
- 2. Proposed Constitutional and By-Law amendments shall only be submitted by individuals with the Voting Powers designated in Article 8.3, to the Secretary no less than thirty (30) days prior to the Annual Meeting for distribution to District 14 Executive Committee members, the AAA Board of Governors, and HEO Board of Directors.
- 3. Voting Powers – Each District 14 Executive Committee member with a vote as designated in Article 5 votes on every issue. Notwithstanding Article 5, the Chairperson will have one (1) vote at Annual Meetings. Non-voting members of the District 14 Executive Committee shall not be entitled to a vote at any meeting.
- 4. Majority of Votes – Except as otherwise provided in these By-laws, approval by a majority of the eligible votes cast will be required on all matters. In the case of a tie, the matter subject to vote is defeated.
- 5. Proxy Voting – Voting by proxy shall not be permitted.
- 6. Absentee Voting is not permitted.
- 7. District 14 Executive Committee voting members must be in good standing prior to the commencement of the Annual Meeting.
- 8. Quorum for Annual Meetings shall be four (4) District 14 Executive Committee Members.
- 9. The agenda for the Annual Meeting shall be prepared by the Secretary and approved by District 14 Executive Committee and may include the following:
  - a. District 14 Chairperson Annual Report.
  - b. Vice-Chairperson Annual Report.
  - c. Secretary Annual Report.



- d. Treasurer Annual Report.
  - e. Registrar Annual Report.
  - f. Director Discipline and Appeals Annual Report.
  - g. Member at Large Annual Report.
  - h. District 14 Referee-In-Chief Annual Report.
  - i. AAA Technical Director Report.
  - j. President of HEO U12, U13, U14, U15, U16 and U18 AAA Hockey League.
  - k. Constitutional and By-Laws Amendments (if any).
10. Constitutional and By-Law additions and amendments will be passed by a two-thirds (2/3) majority vote of those present and voting. All additions and amendments will become effective June 30 of each year.

#### **Article 10 – District 14 Executive Member Candidate Considerations**

1. Beginning in the 2023-2024 playing season, the HEO Board of Directors shall appoint the D14 Executive positions listed in Article 4 to serve a minimum term of two years. At the discretion of the HEO Board of Directors, and after the initial two-year period; i) elections may be held for positions commencing with the Vice Chairperson, Treasurer, and Discipline and Appeals; and ii) to be followed by the District 14 Chairperson, Secretary, Registrar and Member at Large positions the subsequent year.
2. The HEO Board of Directors shall give preference to candidates wishing to stand for election to become a District 14 Executive member in the odd or even years as noted in Article 5, who shall be residents of HEO and be members in good standing. Candidates for consideration to stand for election shall have previously completed a minimum two (2) year term, on an HEO Board, HEO District executive, League executive, or Association executive.
3. Candidates shall submit their written expressions of interest to the HEO Board of Directors and AAA Board of Governors via the HEO Executive Director, describing their background and how they meet the eligibility criteria outlined in Article 10.1. The HEO Board of Directors and AAA Board of Governors will each assess candidate submissions. The AAA Board of Governors will make its recommendations to the HEO Board of Directors for which candidates shall stand for election for their consideration prior to elections and for ratification and appointment of individuals to the District 14 Executive post election.

4. HEO's ratification of election and appointment of District 14 Executive members is within the HEO Board of Directors' purview and sole discretion. Notwithstanding Article 10 (1) and (2), the HEO Board of Directors may appoint candidates to vacant positions on the District 14 Executive Members.

#### **Article 11 - Dissolution Clause**

1. Upon dissolution, all District 14 assets shall revert to HEO for distribution to Participants in good standing at the time of dissolution, at the HEO Board of Directors' sole discretion and determination.