

Summary of 2024 NVMHAI Bylaw Changes and Additions



Created by: 2023-2024 NVMHAI Bylaw Committee

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Audience: NVMHAI Membership

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23 EFFECTIVE DATE

Typos

1.1.h DEFINITIONS

Replace: "mean" with "means"

"Letters Patent" ~~mean~~ means the Letters Patent incorporating NVMHAI...

4.1.c MISSION OF NVMHAI

Replace: "instil" with "instill"

To ~~instil~~ instill in all players, coaches, managers and members associated....

Additions

8.3.b Additional General Meetings of the Membership

Add: "or electronically on the NVMHAI website (www.newcastlestars.com),"

Notice of any Additional General Meetings of the Membership shall be posted in the Newcastle Memorial Arena or electronically on the NVMHAI website (www.newcastlestars.com), within at least fifteen (15) days prior to the date of the Meeting.

11.2 Termination

Add: "Any terminated board member, aside from resignations, shall not be eligible for a board position for one year from the date of termination." **to section 11.2 description**

Any terminated board member, aside from resignations, shall not be eligible for a board position for one year from the date of termination.

12.13 Email Voting

Add: New Email Voting section **as section 12.13**

Add: Email Voting Procedure Steps

The proposed email voting process is designed to facilitate time-sensitive decisions that are not complex enough to warrant an emergency meeting but cannot be deferred to our regular monthly meetings. The Email voting process is as follows:

1. Initial Motion Email:

A motion initiation email should be sent to all board members at least 48 hours before requesting a vote. This email must detail the decision in question, provide relevant background, and justify why it cannot wait for a regular meeting or does not justify an emergency meeting. A request for a Second on the motion is also made in this email. Simultaneously, a notification should be sent to the Board Whatsapp Voting Chat, prompting members to check their board emails.

2. Voting Request Email:

No sooner than 48 hours after the motion initiation email, a follow-up email will be circulated to solicit votes. This email will restate the motion intent, summarize any preceding discussions, open a 48-hour window for voting, and provide a clear deadline for voting (date and time).

3. Results Communication:

Following the vote, a results email will be distributed, listing the votes (Yay, Nay, Abstain) by each board member. According to our bylaws and the guidelines in "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King, abstentions are not counted in the total vote tally. Board members are not obliged to justify their abstention. Votes not cast within the deadline will be recorded as abstentions. Motion passes if Yays are greater than Nays, president decides ties.

4. Finalization:

The outcome of the motion becomes an official board resolution.

5. Documentation and Transparency:

The Board Administrator is responsible for documenting the motion details, discussion, and voting outcomes in the minutes of the next monthly meeting as an addendum.

12.2.c.i Procedures for recording and retaining minutes of Confidential matters for Board Handling:

Add: "Member"

Matters dealing with review or assessment of players or Volunteers shall be considered as confidential matters in which the Board will record minutes to be retained by the Administrator.

Member Access to these minutes will be at the discretion of Administrator, President, Vice President, Director of Player Development or Coaches Development Representative.

13.6 Coach's Development Representative

Add: "to obtain and hold at minimum valid "coach 1 – intro to coach certificate""

The Coaches Development Representative shall:

...

vii. carry out other duties as assigned by the Board or the President.

vii. to obtain and hold at minimum valid "coach 1 – intro to coach certificate"

13.7 OMHA Representative

Add: "v. ... and bulletins ..."

Add: *New Duties as bullets vii, viii, ix, x, xi*

The OMHA Representative shall:

- i. ensure the NVMHAI is represented at all meetings of the OMHA and Victoria/Durham league ii. or any other rep league NVMHAI may belong to;
- ii. advise the Board of changes that may affect the operation of the NVMHAI;
- iii. obtain appropriate coverage of all insurance policies for the NVMHAI;
- iv. transfer information and bulletins between the OMHA and NVMHAI;
- v. carry out other duties as assigned by the Board or the President;
- vi. liaise with the Registrar for all Rep player eligibility requirements.
- vii. complete any player transfers along with the Registrar.
- viii. work with the Registrar to complete all rosters.
- ix. work with the Ice Scheduler to complete travel permits.
- x. liaise with the Coach Development Rep for all coach eligibility requirements.
- xi. perform duties in Hockey Canada and OMHA portal

13.11 Equipment Representative

Add: "and Fundraising Rep if sponsors are to be represented on equipment;" **to bullet vi.**

work in conjunction with the Sponsorship Rep if sponsors are to be represented on equipment;

13.12 Registrar

Add: "Perform duties in Hockey Canada and OMHA portal" **as bullet xi**

The Registrar shall;

...

x. ensure that all players are paid in full or arranged to be paid in full with NVMHAI.

xi. perform duties as required in Hockey Canada and OMHA portal

13.13 Website Co-ordinator

Add: *New Website Co-ordinator duties as iii, iv, v, vi and vii*

The Website Co-ordinator shall:

- i. Maintain, update and upload all NVMHAI's communications to the NVMHAI's website
- ii. Carry out other duties as assigned by the Board or the President
- iii. maintain social media presence and update accounts as required.
- iv. manage portal access to NVMHAI website for managers.
- v. manage content on NVMHAI website
- vi. manage NVMHAI email accounts for the board
- vii. manage digital file storage for the board

13.15 Head Trainer

Add: New "Head Trainer" section **as 13.15**

Add: Head Trainer duties **as bullets i, ii, iii, iv, v, vi**

The Head Trainer shall:

- i. distribute, collect and review the trainer kits to ensure they are complete and up to date
- ii. receive, and securely store injury reports relating to on and off-ice incidents
- iii. ensure return to play process is being followed
- iv. follow-up with trainers to ensure injuries are reported
- v. collect and monitor reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder
- vi. maintain a HTCP (Hockey Trainer) Certification and validate all team trainers have the same

Changes

9.1 Composition

Delete: "CRHL House/"

Delete: "Sponsorship Representative"

Add: "Sponsorship and Fundraising Representative"

DIRECTORS OF NVMHAI CONSIST OF:

1. President
2. Vice President
3. Administrator
4. Treasurer
5. Ice Convenor
6. Coach's Development Representative
7. O.M.H.A. Representative
8. ~~CRHL House~~/Local League Representative
9. Player Development Representative
10. AAA Representative

- 11. Equipment Representative
- 12. Registrar
- 13. Website Co-ordinator
- 14. Sponsorship Representative
- 15. Fundraising Representative
- 16. Head Trainer

11.1 Vacancies

Replace: “appoint a replacement” with “open applications to replace a”

...The Board shall ~~appoint a replacement~~ open the application process to replace a Director within thirty (30) days after the Board position was vacated.

11.2.a Removal of Director by Membership

Replace:

“Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of NVMHAI, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director with just cause before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting, may elect any person in his or her stead for the remainder of his or her term”

With:

A member in good standing may submit a vote of no confidence against an active director of the board by:

1. Creating a petition with a minimum of 20 signatures from members in good standing.
2. Submitting this petition to all board of directors, via email.
3. Administrator to notify membership of petition within 10 days of petition receipt, via email.
4. Board organizes a general membership meeting within 30 days of posting notice to membership to vote on the petition.
5. Resolution for removal will be passed by at least 2/3 of votes at the general meeting of members.
6. If resolution passes, the director's position becomes vacant.

13.10 AAA Representative

Replace: “Clarington AAA Zone” with “North Shore Whitecaps AAA” in i.

Replace: “Clarington AAA Zone” with “North Shore Whitecaps AAA, Clarington Toros” in iii.

Add: “provide all tryout forms for eligible players.” as iv.

The Triple A Representative shall;

- i. represent the NVMHAI at meetings of the ~~Clarington AAA Zone~~ North Shore Whitecaps AAA;
- ii. advise the Board of any changes that may affect the operation of the NVMHAI;
- iii. transfer information between the ~~Clarington AAA Zone~~ North Shore Whitecaps AAA, Clarington Toros and the NVMHAI;
- iv. provide all tryout forms for eligible players.
- v. carry out other duties as assigned by the Board or the President.

13.14 Sponsorship Representative

Replace: "fundraising events for NVMHAI" with "sponsorship based events, coordinating of volunteers and participation events where representation for Newcastle is required; including but not limited to the Newcastle BIA Santa Claus Parade, the Desjardins Breakfast with Santa" in i.

Replace: "Fundraising Rep" with "The Sponsorship Committee" in i.

Add: "for each of the Local League and Representative teams" in ii.

Add: "keep a record of all money received and disbursed" as iii.

Replace: "deliver dance tickets," with "provide receipts" in v.

Add: "Maintain and update online teamwear store in conjunction with the Equipment Rep," as viii.

Remove: "consider for approval all fundraising activities undertaken for or on behalf of the NVMHAI any member teams who engage in sale of merchandise raffles or other schemes to generate revenue;" as ix.

Replace: "plaques" with "logos" in x.

Remove: "and closing banquet" in xi.

The Sponsorship Representative shall;

- i. plan and organize all fundraising events for NVMHAI sponsorship based events, coordinating of volunteers and participation events where representation for Newcastle is required; including but not limited to the Newcastle BIA Santa Claus Parade, and the Desjardins Breakfast with Santat in conjunction with Fundraising Rep; The Sponsorship Committee;
- ii. solicit and procure sponsors for each of the Local League and Representative teams and keep records of Sponsorship Contracts;
- iii. keep a record of all money received and disbursed;
- iv. prepare financial report and projected financial income/expenses from sponsors for the Board prior to the start of the season;
- v. deliver dance tickets, provide receipts, team schedules and plaques to the sponsors;
- vi. assign and co-ordinate team sponsors in conjunction with the Equipment Rep;
- vii. ensure that Sponsorship plaques logos are up to date and hanging in the arena;
- viii. plan and organize "picture day" and closing banquet;
- ix. carry out other duties as assigned by the Board or the President.

13.15 Fundraising Representative

Add: "all" "and social" **Replace:** "Sponsorship Representative" with "Fundraising Committee including but not limited to golf tournaments, lotteries, dances, equipment swaps and membership fun days" in i.

Remove: "plan and organize two fundraising dances during the season: A Halloween Dance and a St. Paddy's Day dance." **as ii.**

Add: "consider for approval all fundraising activities undertaken to generate revenue for or on behalf of the NVMHAI by any member teams;" **as vii.**

Add: "if required, coordinate application for lottery license with Municipality and administration of license when received" **as viii.**

Add: "Organize, supervise and maintain all branded merchandise and online teamwear store, in conjunction with the Equipment Rep." **as ix.**

The Fundraising Representative shall;

- i. plan and organize all fundraising and social events for the NVMHAI in conjunction with the Sponsorship Representative Fundraising Committee including but not limited to golf tournaments, lotteries, dances, equipment swaps, the Oshawa Generals Appreciation night and membership fun days;
plan and organize two fundraising dances during the season: A Halloween Dance and a St. Paddy's Day dance.
- ii. prepare and present financial statements of all fundraising and social events;
- iii. organize, supervise and conduct tournaments for members of the NVMHAI;
- iv. keep a record of all money received and disbursed;
- v. prepare proper statements of all tournament activities and present to the Board;
- vi. prepare a budget for tournaments;
- vii. Maintain and update online teamwear store in conjunction with the Equipment Rep;
- viii. consider for approval all fundraising activities undertaken to generate revenue for or on behalf of the NVMHAI by any member teams;
- ix. if required, coordinate application for lottery license with Municipality and administration of license when received
- x. Organize, supervise and maintain all branded merchandise and online teamwear store, in conjunction with the Equipment Rep.
- xi. carry out other duties as assigned by the Board or the President.

14.1.3 Fundraising Committee:

Replace: "Sponsorship" with "Fundraising" in 1.

Remove: "act as the Purchasing Agent for the Association with respect to all Association purchases within the monetary limits designated by the executive each year" **as i.**

Add: "plan and organize all fundraising and social events for the NVMHAI in conjunction with the Fundraising Representative" **as i.**

1. The Fundraising Committee shall be chaired by the Sponsorship Fundraising Representative and shall consist of not less than four (4) appointed members

2. The Fundraising Committee shall:

- i. act as the Purchasing Agent for the Association with respect to all Association purchases within the monetary limits designated by the executive each year

- i. plan and organize all fundraising and social events for the NVMHAI in conjunction with the Fundraising Representative
- ii. submit to the Budget Committee in each year an estimate of revenues and expenditures of the Fundraising Committee for the next fiscal year of the Association;

14.1.5 Sponsorship Committee:

Replace: "two (2)" with "one (1)" in 1.

1. The Sponsorship Committee shall be chaired by the Sponsorship Rep and shall consist of two (2) one (1) other executive members along with up to five (5) non-board members.

2. The Sponsorship Committee shall:

- i. recruit and train volunteers to perform the functions required for sponsorship for the Association;
- ii. set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- iii. actively pursue new sponsorship projects;
- iv. manage and supervise current sponsorship endeavours;
- v. submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association;
- vi. present a report regarding sponsorship to the Executive;
- vii. recommend policy to the Executive regarding sponsorship.

17.3 Dissolution

Add: "17.3 Dissolution"

Subject to 17.4 below, it is specifically provided that in the event of dissolution or winding up of the Association, all of its remaining assets after payment of its liabilities shall be distributed to one or more Charitable Organizations in Canada.

17.4 Distribution of Lottery Funds

Add: "17.4 Distribution of Lottery Funds"

Notwithstanding anything to the contrary contained in this by-law, in the event of dissolution or winding up of the Corporation, any proceeds of the lottery events, or assets and property acquired from the proceeds of lottery events are to be distributed to one or more charitable organizations which are eligible to receive lottery proceeds in Ontario.

23 EFFECTIVE DATE

Replace: *ALL years* **with** *current years*

force at the financial year end of the ~~20014/2015~~ **2023/2024** season
which a quorum was present on the ____ day of April, ~~2013~~ **2024**.

Signed by Administrator:

Date: April __, ~~2015~~ **2024**

Signed by President:

Date: April __, ~~2013~~ **2024**