

SARNIA STARFIRES GIRLS HOCKEY

BY-LAW #1

&

BY-LAW #2

2018

Updated 2023/08/13

BY-LAW NUMBER 1

A by-law relating generally to the conduct of the affairs of **SARNIA STARFIRES GIRLS HOCKEY CLUB**

WHEREAS the Corporation was incorporated by Letters Patent issued by the Lieutenant Governor of Ontario on the 11th day of June, 1996, for the following objects:

1. To establish and operate competitive girls hockey clubs for the purposes of:
 - (a) promoting girls hockey in the Sarnia area; and
 - (b) promoting interest in amateur girls hockey; and
 - (c) arranging matches and competitions, and establishing and granting prizes, awards and distinctions; and
 - (d) training and developing girls in the sport of hockey;

and such other complementary purposes not inconsistent with those objects. BE IT ENACTED as a by-law of

THE ASSOCIATION

(The “Corporation”) as follows:

- 1.1 In this by-law and all other by-laws and resolutions of the Corporation unless the context otherwise requires:
 - .1 the singular includes the plural;
 - .2 the masculine gender includes the feminine;
 - .3 “Board” means the board of directors of the Corporation;
 - .4 “Corporation” means **Sarnia Starfires Girls Hockey Club**;
 - .5 “Corporation Act” means the Corporation Act, R.S.O. 1990, and any statute amending or enacted in substitution therefor, from time to time;
 - .6 “documents” includes deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharge or the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings;

.7 “Executive Officers” means the persons who hold the offices enumerated in Section 5.01

.8 “Past President” means the person whose term of office as President has most recently expired and who is willing to serve as such.

1.02 All terms defined in the Corporation Act have the same meanings in this by-law and all other by-laws and resolutions of the Corporation.

2.0 Head Office

The head office of the Corporation shall be in the village of Point Edward, in the Province of Ontario, and at such place therein as the Board may from time to time determine.

3.0 Seal

The Seal, which is impressed hereon, shall be the corporate seal of the Corporation.

4.1 Board

4.2 Board. The affairs of the Corporation shall be managed by the Board composed of: (a) ten (10) elected directors for the period ending June 13, 2023; and (b) thereafter twelve (12) elected directors.

4.3 Elected Directors. Elected directors, subject to the provisions of section 4.04, shall be elected in the manner set out in Article 6.00, each of whom, subject to the provisions of the Letters Patent, shall hold office until the third annual meeting after election to the office and until his successor has been elected and qualified.

4.4 Qualifications. Each director shall

.1 be at the date of, or become within ten (10) days after, his election, and thereafter remain throughout his term, a member of the Corporation who is qualified by the terms of section 8.06 to hold office;

.2 be at least eighteen (18) years of age; and

.3 not be an undischarged bankrupt or a mentally incompetent person.

If a person ceases to be a member of the Corporation who is qualified by the terms of section 8.06 to hold office, or becomes bankrupt or a mentally incompetent person, he thereupon ceases to be a director, and the vacancy so created may be filled in the manner prescribed by section 4.04.

- 4.5 Vacancies. So long as a quorum of the directors remains in office, a vacancy on the Board may be filled by the directors from among the qualified members of the Corporation. If no quorum of directors exists, the remaining directors shall forthwith call a general meeting of members for fill vacancies of the Board.
- 4.6 Removal of Board Members. The terms and conditions for the removal of Board members are as follows:
- Notice must be given in writing
 - Notice must be signed by the individual or individuals who wish to enact this item
 - Notice must be received thirty (30) days prior to any meeting of the Sarnia Starfires Girls Hockey Club that allows this item to be enacted
 - The person (s) evoking this item do not have to give notice to the individual board member(s), only to the Secretary who is responsible for such items
 - Voting on this issue must be by secret ballot and ballots must be counted on the night of the vote.
- 4.7 Quorum. A quorum for the transaction of business at meetings of the Board shall be a simple majority of the then elected members of the Board.
- 4.8 Meetings. Meetings of the Board and of the Executive Committee (if any) may be held at any place within Ontario, as designated in the notice calling the meeting. Meetings of the Board may be called by the President, the President-Elect, the Vice President or the Secretary or any two (2) directors.
- 4.9 Notice. Subject to the provisions of section 4.09, notice of Board meetings shall be delivered, mailed, emailed or telephoned to each director no less than two (2) days before the meeting is to take place. The statutory declaration of the Secretary or President that the notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. No formal notice of a meeting is necessary if all the directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.
- 4.10 Regular Meeting. The Board may appoint one or more days in each year for regular meeting of the Board at a place and time named; no further notice of the regular meetings need be given. The Board shall hold a meeting within seven (7) days following the annual meeting of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

- 4.11 Voting. Questions arising at any meeting of the Board shall be decided by a majority vote. In no case shall the President or any other person have an additional deciding vote. At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the questions is required by the President or requested by any director. A declaration by the chairman that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- 4.12 Remuneration of Directors. The Directors of the Corporation shall serve without remuneration.
- 4.13 Indemnities to Directors. Every Director and Officer of the Corporation and his heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Corporation, from and against:
- .1 all costs, charges and expenses whatsoever which the director or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; and
 - .2 all other cost, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by his own willful neglect or default.
- 4.14 Protection of Directors and Officers. No Directors or Officers of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency of any security in or upon which any of the money for or belonging to the Corporation shall be placed out or invested or for any loss of damage arising from bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his respective office or trust or in relation thereto unless the same shall happen by or through his own wrongful and willful act or through his own wrongful and willful neglect or default.
- 4.15 Responsibility of Acts. The directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or

transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted to and authorized by the Board.

- 4.16 Ex-Officio Directors. The Past President shall be ex-officio a director of the Corporation.
- 4.17 Others Present. Such others as the Board may from time to time by resolution determine, shall be entitled, in the same manner and to the same extent as a director, to notice of, and personally or by his delegate to attend and to speak at, meetings of Board, but shall not be entitled to vote thereat.
- 5.1 Officers
- 5.2 Executive Officers. There shall be a President, Vice President, Secretary and Treasurer elected by the Board from among their number, and the Past-President.
- 5.3 President. The President shall, when present, preside at all meetings of the Board, the Executive Committee (if any) and members. The President shall supervise the affairs and operations of the Corporation, sign all documents requiring his signature and have the other powers and duties from time to time prescribed by the Board or incident to his office.
- 5.4 Vice President. Subject to Section 5.02, during the absence or inability to act of the President, his or their duties and powers may be exercised by the Vice President. If the Vice President exercises any of those duties or powers, the absence or inability to act of the President shall be presumed with reference thereto. The Vice President shall also perform the other duties from time to time prescribed by the Board or Executive Committee (if any) or incident to his office.
- 5.5 Secretary. The Secretary shall be ex officio clerk of the Board or Executive Committee (if any) and shall attend all meetings of the Board and of the Executive Committee (if any) to record all facts and minutes of those proceedings in the books kept for that purpose. He shall give all notices required to be given to members and to directors. He shall be the custodian of the Corporate Seal of the Corporation and of all books, papers, records, correspondence and documents belonging to the Corporation and shall perform the other duties prescribed by the Board or Executive Committee (if any) or incident to his office.
- 5.6 Treasurer. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in the bank or banks from time to time designated by the Board or Executive Committee (if any). He shall disburse the funds for the Corporation under the direction of the Board or Executive Committee (if any), taking proper vouchers

therefor and shall render to the Board or the Executive Committee (if any), whenever required of him, an account of all his transactions as Treasurer and of the financial position of the Corporation during any audit of the accounts of the Corporation and perform the other duties from time to time prescribed by the Board or Executive Committee (if any) or incident to his office.

- 5.7 Past President. The Past President shall perform from time to time the duties prescribed by the Board, and may perform such additional duties as may be requested of him by the President.
- 5.8 Other Officers. The Board may appoint other officers, including without limitation, Honorary Officers, and agents (and with such titles as the Board may prescribe from time to time), all of whom shall have no voting rights, as it considers necessary and all officers shall have the authority and perform the duties from time to time prescribed by the Board, with the exception of the duties of any Board member. The Board may also remove at its pleasure, any such officer or agent of the Corporation. The duties of all other officers of the Corporation appointed by the Board or Executive Committee (if any) shall be such as the terms of their engagement call for or the Board or Executive Committee (if any) prescribes.
- 5.9 Spouses: Spouses may not sit on the Executive in the same term.
- 6.1 Election of the Board
- 6.2 Rotation. Subject to the provisions of the Corporation Act, directors shall be elected by members entitled to vote and shall retire in rotation.
- 6.3 Re-election. A director, if otherwise qualified, is eligible for re-election for any number of consecutive terms.
- 6.4 Elections. At each annual meeting, a number of directors equal to the number of directors retiring shall be elected for terms of three (3) years by and from among the members eligible to vote and to hold office.
- 6.5 Nominations. Candidates for the office or directors shall include:
- .1 The slate of candidates for office proposed by the Nominating Committee, or, if there is no Nominating Committee, by the Executive Committee; and

- .2 The persons whose names are put in nomination by any member entitled to vote at any time, not less than sixty (60) days before the meeting of members at which the election of directors is held.

6.6 Election Method. Where:

- .1 The number of candidates nominated is equal to the number of offices to be filled, the Secretary of the meeting shall cast a single ballot electing that number of candidates for the offices; and
- .2 The number of candidates nominated is greater than the number of offices to be filled, the election shall be by ballot.

6.7 Forms. The Board may prescribe the form of nomination paper and the form of a ballot.

7.1 Executive Committee

7.2 Constitution. The Board, whenever it consists of more than six (6), may from time to time elect from among its number, an Executive Committee consisting of such number of members, not less than three (3), as the Board may by resolution determine; preferably, though not necessarily, the Executive Committee shall be composed of Executive Officers. Each member of the Executive Committee shall be served during the pleasure of the Board and, if any event, only so long as he shall be a director. The Board may fill vacancies in the Executive Committee by election from among its number. If and whenever a vacancy shall exist in the Executive Committee, the remaining members may exercise all its powers so long as the quorum remains in office.

7.3 Powers. During the intervals between the meetings of the Board, the Executive Committee shall possess and may exercise (subject to any regulations which the Board may from time to time impose) all the powers of the Board in the management and direction of the affairs and business of the Corporation in such manner as the Executive Committee shall deem best for the interest of the

Corporation in all cases in which specific directions shall not have been given by the Board.

7.4 Procedures. Subject to sections 7.04, 7.05 and 7.06 and to any regulations imposed from time to time by the Board, the Executive Committee shall have power to fix its quorum at not less than a majority of its members and may fix its own rules of procedure from time to time. The Executive Committee shall keep minutes of its meeting in which shall be recorded, all action taken by it and at least a summary thereof shall be submitted to the Board at least annually.

- 7.5 Quorum. No business may be transacted by the Executive Committee except at a meeting of its members at which a quorum of the Executive Committee is present.
- 7.6 Place of Business. Meetings of the Executive Committee may be held at the head office of the Corporation or at any other place within Ontario as specified in the notice calling the meeting.
- 7.7 Other Directors Present. Each director shall be entitled to speak but not to vote at any meeting of the Executive Committee at which he is present. However, no director who has not been elected to the Executive Committee shall be entitled to notice of any meeting of the Executive Committee, and his presence shall not be included for the purpose of calculating a quorum.
- 8.1 Membership
- 8.2 Membership in the Corporation shall consist of such persons as are admitted as members by the Board.
- 8.3 Classes. There shall be two classes of membership in the Corporation:
- .1 Ordinary Members; and
 - .2 Honorary Members;
- 8.4 Ordinary Members. The Board shall admit, as an ordinary Member, any person who:
- .1 Is at least eighteen (18) years old;
 - .2 Completes an application form as established from time to time by the Board;
 - .3 Pays the prescribed membership fee in effect from time to time;
 - .4 Is a resident of the Province of Ontario.
- 8.5 Honorary Members. From time to time, the Board may admit for life or less term without payment of any fee or assessment as an Honorary Member a person who, in the opinion of the Board has made an outstanding contribution to the development of the Corporation.
- 8.6 Voting. Only Ordinary Members shall be entitled to vote in any proceedings of the Corporation and then only if the Ordinary Member has attended not less than three (3) open Board meetings in the preceding twelve (12) months.

- 8.7 Holding Office. No person who is not Ordinary Member shall be qualified to hold office I the Corporation as a director.
- 8.8 Transfer of Membership. Except for the transfer of membership from one class to another as otherwise provided in the by-laws of the Corporation, if at all, a membership in the Corporation is not transferable.
- 8.9 Revocation of Membership. Any member may be expelled from the Corporation for cause by a two-thirds (2/3) vote taken by ballot of the members present and eligible to vote at an annual or other general meeting of members.
- 8.10 Termination of Membership. A membership in the Corporation automatically terminates upon the happening of any of the following events:
- .1 if the person, in writing, resigns as a member of the Corporation;
 - .2 if the member dies;
 - .3 if a person is expelled from the Corporation pursuant to section 8.08; or
 - .4 if an assessment under the authority of section 8.10 remains unpaid for more than sixty (60) days after notice of the assessment has been given to the member.
- 8.11 Membership Dues. Membership dues, assessments and similar obligations (“assessments”) may only be levied if authorized by:
- .1 three-quarters (3/4) of the members of the Board; and
 - .2 two-thirds (2/3) of the votes of the members eligible to vote at an annual or other general meeting, notice of which shall include notice of intention to seek such authority.

Notice of an assessment shall be mailed to each member.

Provided, however, that no assessments may be levied against any Honorary Member.

- 8.12 Liability of Members. Members shall not, as such, be held answerable or responsible for any act, default, obligation or liability of the Corporation or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.

- 8.13 Annual Meeting. The annual meeting of the members shall be held each year within Ontario, at a time, place and date determined by the Board, for the purpose of:
- .1 hearing and receiving the reports and statements required by the Corporations Act to be read at and laid before the Corporation at an annual meeting;
 - .2 electing such directors as are to be elected at such annual meeting;
 - .3 appointing the auditor and fixing or authorizing the Board to fix his remuneration;
 - .4 the transaction of any other business properly brought before the meeting;
 - .5 minutes of each annual meeting (AGM) must be distributed to the general membership at the first open board meeting following the AGM;
 - .6 minutes of each of the open portion of Executive meetings must be distributed at the following open portion of Executive meetings.
- 8.14 General Meeting. The Board may at any time call a general meeting of members for the transaction of any business, the general nature of which is specified in the notice calling the meeting. A general meeting of members may also be called by the members provided in the Corporation Act.
- 8.15 Notice of Meetings. Notice of the time, place and date of meetings of members and the general nature of the business to be transacted shall be given at least ten (10) days before the date of the meetings to each member (and in the case of an annual meeting to the auditor of the Corporation) by sending the notice to members by email, by posting to the Corporations website (www.sarniagirlshockey.com) or by prepaid mail to the last address of the addressee shown on the Corporation's records.
- 8.16 Quorum. Six (6) members present in person constitute a quorum of a meeting of members, and no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business.
- 8.17 Voting by Members. Unless otherwise required by the provisions of the Corporations Act or by by-laws of the Corporation, all questions proposed for consideration at a meeting of members shall be determined by a majority of the votes cast by members entitled to vote. The Chairman shall not have a second or casting vote in the event of an equality of votes.
- 8.18 Proxies. Every member, entitled to vote at meetings of members may by means of a proxy appoint a person who need not be a member as his nominee, to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. A proxy shall be in writing, shall be executed by the member

entitled to vote or his attorney authorized in writing, and ceases to be valid one year from its date. Subject to the requirements of the Corporations Act, a proxy may be in such form as the Board from time to time prescribes or in such other form as the Chairman of the meeting may accept as sufficient, and shall be deposited with the Secretary of the meeting before any vote is called under its authority, or at such earlier time and in such manner as the Board may prescribe.

- 8.19 Show of Hands. At all meetings of members every question shall be decided by a show of hands unless otherwise required by a by-law of the Corporation or unless a poll is required by the Chairman or requested by any member entitled to vote. Upon a show of hands, every member entitled to vote, or proxy holder for a member entitled to vote, present in person shall have one vote. Whenever a vote by show of hands has been taken upon a question, unless a poll is requested, a declaration by the Chairman that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- 8.20 Chairman. In the absence of the President or the Vice President, the members entitled to vote present at any meeting of members shall choose another director as Chairman and if no director is present or if all the directors present decline to act as Chairman, the members present shall choose one of their number to be Chairman.
- 8.21 Polls. If at any meeting a poll is requested on the election of a Chairman or on the question of adjournment, it must be taken forthwith without adjournment. If a poll is requested on any other question, it shall be taken in the manner and either at once or later at the meeting or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was requested. A request for a poll may be withdrawn at any time prior to the taking of the poll.
- 8.22 Adjournments. Any meeting of members may be adjourned to any time and from time to time, and any business may be transacted at any adjourned meeting that might have been transacted at the original meeting from which the adjournment took place. No notice is required of any adjourned meeting.
- 9.1 Committees.
- 9.2 Standing Committees. There shall be the following Standing Committees:
- .1 at any time that there is no Executive Committee, the Nominating Committee; and
 - .2 such other Committees as the Board may deem necessary or advisable.

9.3 Combined and Inactive Committees. From time to time by resolution the Board may combine the work of two or more Standing Committees under such name as the Board shall select; and may permit any Standing Committee to be inactive.

9.4 Ad Hoc Committees. There may be such Ad Hoc Committees and for such purposes as the Board or the Executive Committee (if any) may determine from time to time by resolution. The existence of each such Ad Hoc Committee shall be terminated automatically upon:

- .1 the delivery of its report;
- .2 the completion of its assigned task;
- .3 a change in the membership of the Board or Executive Committee by which it was constituted; or
- .4 a resolution to that effect of the Board or Executive Committee by which it was constituted;

which ever first occurs.

PROVIDED HOWEVER that, in the case of termination pursuant to the subsection 9.03.03, the Board or the Executive Committee (as the case may be) may by resolution continue such Ad Hoc Committee.

9.5 Except as otherwise provided by by-law of the Corporation, all committees other than the Executive Committee are subject to the following:

- .1 the Chairman and members shall be appointed by the Executive Committee, if any, otherwise by the Board from among the members of the Corporation who are qualified to hold office, for a term of one (1) year, and may be re-appointed for one or more additional terms of one (1) year;
- .2 the Committee shall meet at least annually, and more frequently at the will of its Chairman or as required by its term of reference, and as requested by the Executive Committee;
- .3 the Committee shall be responsible to, and report after each meeting to, the Executive Committee (or if none, the Board);
- .4 the Committee may establish its own rules of procedure and may appoint sub committees.

9.6 Nominating Committee. The Nominating Committee (when one exists) shall:

- .1 prepare a slate of one or more candidates for each office which will be vacant and for which an election is to be held at or after the annual meeting;
 - .2 accept any additional written nominations for elected office any time prior to the hold of annual elections, but this does not preclude the Chairperson of the annual meeting from accepting further nominations from the floor at the time of election only in the advent that the slate of candidates running for office be less than the number of offices open for election. Any nominations to fill the vacancies must be selected from the qualified ordinary members present or by affidavit at the annual general meeting;
- 9.7 Executive Board Vacancies. In the event of a vacancy between elections of the Board of Directors, the Executive must offer the position to the runner up from the last election. If said candidate refuses the position, it is then to be offered to all other persons nominated in the last A.G.M. election in order of votes. In the event no one wishes to assume the position, the Executive may then appoint a suitable candidate to stand for the remaining term.
- 10.1 Execution of Documents
- 10.2 Cheques, Drafts, Notes, Etc. All cheques, drafts or orders for payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.
- 10.3 Executive Documents. Documents requiring execution by the Corporation may be signed by the President or a Vice President and the Secretary or the Treasurer or any two (2) directors, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.
- 10.4 Books and Records. The Board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute are regularly and properly kept.
- 11.1 Banking Arrangements
- 11.2 The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to,

- .1 operate the Corporation's accounts with the banker;
- .2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- .3 issue receipts for and orders relating to any property of the Corporation;
- .4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- .5 authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

12.1 Borrowing by the Corporation.

12.2 Subject to the limitations set out in the by-laws or in the Letters of the Corporation, the Board may;

- .1 borrow money on the credit of the Corporation;
- .2 issue, sell or pledge securities of the Corporation;
- .3 charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation, provided that, except where the Corporation borrows on the security of its real or personal property, its borrowing power shall be limited to borrowing money for current operating expenses.

12.3 From time to time the Board may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the

money so borrowed or to be borrowed and as to the terms and conditions of the loan thereof, and as to the security to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of the money by the Corporation.

13.1 Financial Year.

13.2 The financial year of the Corporation shall commence on the 1st day of June of each year and shall terminate on the following May 31st or on such other date as the Board may from time to time by resolution determine.

14.1 Notice.

14.2 Computation of Time. In computing the date when notice must be given under any provision of the by-laws requiring a specified number of days notice of any meeting or other event, date of giving the notice, is unless otherwise provided, included.

14.3 Omissions and Errors. The accidental omission to give notice of any meeting of the Board or members of the non-receipt of any notice by any director or member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any director, member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

15.1 By-Laws and Amendments, Etc.

15.2 Enactment. By-laws of the Corporation may be enacted, repealed, amended, altered, added to or re-enacted in the manner contemplated in, and subject to the provisions of, the Corporation's Act.

15.3 Mandated By-Law Review. In the final year of the current President's term the Board shall undertake a By-law review. This may be undertaken by the Board, or an Executive sub-committee struck for this purpose.

16.1 Repeal of Prior By-Laws.

16.2 Repeal. Subject to the provisions of

16.3 sections 16.02 and 16.03 hereof, all prior by-laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

16.4 Exception. The provisions of section 16.01 shall not extend to any by-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

16.5 Proviso. Provided however that the repeal of prior by-laws, resolutions and other enactments shall not impair in any way, the validity of any act or thing done pursuant to any such repealed by-law, resolution or other enactment.

17.1 Effective Date.

17.2 This by-law shall come into force without further formality upon its enactment.

Enacted as By-Law #1 by the directors of the Corporation at a meeting duly called and regularly held and at which a quorum was present on the _____ day of _____, _____.

Secretary

President

The foregoing By-Law #1 as enacted by the directors of the Corporation is hereby ratified, sanctioned, confirmed and approved without variation by the unanimous affirmative vote of all members entitled to vote at a meeting of members duly called and regularly held in the City of Sarnia and at which a quorum was present on the _____ day of _____, _____.

Secretary

President

BY-LAW NUMBER 2

Definitions.

- 1.1 In the by-law and all other by-laws and resolutions of the Corporation unless the context other requires:
- .1 “Corporation” means **Sarnia Starfires Girls Hockey Club**;
 - .2 “the Executive” means **the Directors of the Corporation**;
 - .3 “the Association” means **Sarnia Starfires Girls Hockey Club**.

Playing Rules

- 1.0 All playing rules in the Association will be O.W.H.A. except for the rules that are implemented by the Association or leagues that they play in.
- 2.1 Registration.
- .1 All players must be registered in the Association each year that the player participated. The parent or legal guardian, or player of majority age must sign the appropriate registration form provided and the registration fee set by the Executive must be paid at the time of said registration before she will be allowed to practice or play.
 - .2 The Treasurer is instructed to send registered letters and a return receipt to those people whose registration cheques were returned by the bank N.S.F. These people must redeem the cheques within two (2) weeks of the receipt of notice or the registrations will be cancelled.
 - .3 Age – in case of dispute over age, a player will be asked to produce proof of age, as issued by the Registrar General of the Province or County of the player’s birth.
 - .4 Any refunds must be approved by the Executive. No refunds will be issued after December 15th of each year.
 - .5 Subsidized Registration: No player, having been selected for a Travel Team, shall be considered for subsidized registration. Any request for subsidized registration shall be made to the Treasurer and or President and such requests and consideration shall remain anonymous.

- 3.0 Mailing Lists. No mailing lists of any type may be handed out to any individual or group, this to include names of participating children and their parents, Executive members, coaches, managers, referees, convenors, scorers, timers and sponsors, without the unanimous consent of the Executive and no member of the Association who comes into the possession of said lists, may use them for other than female hockey purposes.
- 4.0 Sponsors. No member of the association may approach a sponsor for funds unless notifying the Executive. Failure to comply with the By-law will lead to suspensions as determined by the Executive.
- 5.0 Authority. No personal arrangement or agreement may be contracted or carried out between persons involved with female hockey contrary to any part of the Constitution, By-Laws or Motions passed by its Executive. Any member who violates this section will be subject to discipline on review or the Executive.
- 6.0 Formation of Select/Rep Teams. These teams can be formed with the approval of the Executive.
- 7.1 Equipment.
- .1 It shall be compulsory for all players in the Association to wear full and standard hockey equipment consisting of but not limited to:
a CSA approved helmet
a CSA approved full face protector
neck guard
shoulder pads
elbow pads
pelvic protector (jill strap)
shin pads
hockey pants
hockey gloves
hockey skates
hockey shirts
hockey socks
goal tenders to wear full and proper goal tender equipment
- .2 Any players registered in the Association playing hockey, practicing or helping to coach, under the direction of the Association must be dressed in the approved hockey equipment when on the ice, regardless of how the ice was obtained.
- .3 Exceptions. When the player has signed up to coach another team of the Association.

- .4 All equipment paid for or owned by the Association will be purchased by the Association Equipment Director.
- .5 Association equipment or uniforms may only be used in Association games or practices. The use of equipment or uniforms for any other function must be approved by the Executive.
- .6 Goalie sticks are not provided for competitive teams.

8.1 Suspensions.

- .1 A player may be suspended for infractions committed during or immediately before or after any game or practice.

Examples:

- .1 for destroying or mishandling of property belonging to others of the Association
 - .2 disrespect to any Executive Member, fellow association members, parents or players
 - .3 for unsuitable conduct on or off the ice
 - .4 for stealing property belonging to others of the Association
 - .5 abuse to any members of the Association and officials
 - .6 all suspensions in the Association must be reported to the Executive and OWHA Discipline Chair.
 - .7 all members suspended in the Association have the right to appeal using the appeal rule.
- .2 Coaching Staff Suspension. A member of the coaching staff can be suspended at the discretion of the executive for any cause.

- 9.1 Who May Suspend.
- .1 the Executive
 - .2 coaches may suspend players, with the approval of the Executive, with appeal permitted.
- 10.0 Communications. Only the Executive can issue a formal communiqué for the Association.
- 11.0 Injuries. When injury prevents a player or team official from continuing the game or practice, the coach or manager will fill out an injury report form and return it to the Executive within 24 hours.
- 12.1 Use of Ice Time.
- .1 if allocated ice time is not going to be used, the coach or manager shall notify the Ice Convenor
 - .2 the Ice Convenor must be given 48 business hours notice
 - .3 ice time wasted will count against a team's allowed hours for the season
 - .4 any ice that is not Association ice will not be paid for by the Association.
- 13.0 Playing Time for Players. It is the intent of the Sarnia Starfires Girls Hockey Club that all coaches in the Association house league will endeavour to provide equal ice time for all players.
- 14.0 Penalties. For all penalties, the Association will abide by the O.W.H.A. and C.H.A. rules, except where the Association has implemented its own penalties.
- 15.0 Playoffs. All house league playoff formats will be determined by the convenors, in conjunction with the Executive.
- 16.1 Appeals. Matters that may be appealed:

- .1 A decision by the Association within seven (7) days of the receipt of the decision.
- .2 To appeal an individual must submit written documentation stating the reasons for the appeal and facts supporting the appeal to the Secretary of the Association.
- .3 A \$50.00 appeal fee, which may be refundable at the discretion of the Appeal Committee, must accompany the appeal.
- .4 Within five (5) days the President shall set a date for hearing the appeal/protest. The date will be no later than ten (10) days after the filing date. The President shall inform all affected parties of the time, place and date of the hearing.

16.2 Appeal Committee.

- .1 The Committee may consist of three (3) members of the Executive appointed by the President.
- .2 Members of the Committee shall have no direct association with any of the parties involved.
- .3 The Committee shall conduct itself with fairness and impartiality and provide for all parties to be heard.

17.1 House League Rules.

- .1 House League players will be graded and drafted to produce balanced teams and movement of players from team to team may take place up to December 1st, if required.
- .2 House League teams will operate on the basis of **EQUAL ICE TIME PER PLAYER** on the following **MANDATORY** basis:
 - .1 Doubling shifting of any player is prohibited except that an injured player may be replaced by the player of the same position from the immediately preceding shift.
 - .2 **JUNIOR HOUSE LEAGUE:** 3-minute buzzer. All players are to be given equal ice time (with the exception of one goal tender per team). This rule shall be strictly enforced and violations shall result in a loss by default (1-0) for the team violating this rule. When teams are playing with less than ten (10) skaters, double

shifting of players will be in rotation so that all players are double shifted.

- .3 INTERMEDIATE/SENIOR HOUSE LEAGUE: No buzzer. All players are to be given ice time on a fair basis and as close to equal ice time as is possible in any game situation including playoffs.
- .3 No body checking hockey will be played in all divisions.
- .4 No foul or abusive language by Coaching Staff or players will be tolerated.
- .5 Each Association team will have at least one female staff member. She will act as liaison between the girls in the dressing room and parents or coaches. She should be at or near the dressing room door for all games and practices.
- .6 Players should be ready 10 minutes before scheduled start time so that coaches will have time for a pre-game meeting.
- .7 Home team is responsible to supply the game sheet and a timekeeper and/or a scorekeeper.
- .8 All games will be 3-15-minute running time periods or curfew.
- .9 It is the home team coach's duty to get the game sheet to the convenor.
- .10 The home team must remain at its bench at the end of the game until the visiting team has left the ice.

18.1 Competitive Teams.

- .1 All playing rules in the Sarnia Starfires Girls Hockey Club will be O.W.H.A., except for rules that are implemented by the Association or leagues in which they play.
- .2 Each Association Team will have at least two (2) female staff members. Female staff members will act as liaison between the girls in the dressing room and parents and non-female coaches. A female staff member should be present in the dressing room for all games and practices.
- .3 Select teams may not interfere with house league play without Executive approval.

- .4 A player resigning from a travel team may only be assigned to a house league team. Subject to Appeal.
- .5 If a player is released, she is assigned to a house league team and may be picked up by another travel team in the same or lower category, at the discretion of the coach of the travel team considering the player to pick up.
- .6 Teams may fill out their roster by drafting players from the same category.
- .7 Competitive teams may sign two (2) goaltenders at the coach's discretion.
- .8 No foul or abusive language by the Coaching Staff or players will be tolerated.

19.1 Finances.

19.2 Receipt of Monies.

- .1 No member of the Association will be permitted to receive any monies on behalf of the Association, in cheque form, unless the cheque is made payable to the Association. Upon receipt of such cheque(s), within a reasonable period of time, all monies must be turned in to the Treasurer.
- .2 Upon receipt of any currency being received by any member of the Association, the member will issue a proper receipt. The currency along with a copy of said receipt will be turned over to the Treasurer.
- .3 No member of the Association will be permitted to keep or deposit funds belonging to the Association with the exception of the Treasurer and Executive members who are authorized to receive petty cash.
- .4 Payments of accounts in excess of \$500.00 shall require prior approval of the Executive.

19.3 Fundraising.

- .1 No team or individual connected with the Association shall be permitted to raise funds or accept funds from any source without previously securing written permission from the Executive.
- .2 With written permission, a team or individual connected with the team may raise funds for that team. The proceeds of the fundraising **DO NOT HAVE TO BE TURNED OVER TO OR BE UNDER THE JURISDICTION OF THE EXECUTIVE.**
- .3 No team or individual shall be granted permission for any fundraising for tournament participation if said team or individual does not support the Association fundraising campaign.

20.1 Rules for Behaviour.

- 20.2 To foster reasonable behaviour, improve sportsmanship, and to make competition a developmental experience, the Association requires its players, parents and other members to meet minimum standards of behaviour.

The members of this Association will neither condone nor encourage violence or bad manners or bad language on or off the ice.

- .1 Amongst both house and travel teams, O.W.H.A. behaviour modification penalties may be incremented.
- .2 For the first infraction in any season, the O.W.H.A. suspensions **may** be increased by one game.
- .3 For the second infraction in any season, the O.W.H.A. suspensions **may** be increased by two games.
- .4 For each infraction in any season totaling more than two, the O.W.H.A. suspension **may** be increased by three games, and the player or coach cannot return prior to meeting with the Executive.

- 20.3 In any team situation, in or around ice surfaces, dressing rooms or arenas, proper behaviour is expected of all Association players and coaching staff. Acts of violence, use of offensive language, and/or the consumption of alcoholic beverages or drugs are not acceptable behaviour.

- 20.4 Offensive language – coaches are expected to discourage improper language by means of immediate verbal reprimand, followed in cases of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the attention of the Executive where suspensions will be encouraged.

Coaches and managers are expected to strenuously enforce this guideline in each category from Tyke to Senior. The standard of what is acceptable is what you believe would be acceptable in the presence of anyone.

20.5 Consumption of alcoholic beverages or drugs by players or coaching staff, in a game or practice situation, or arriving inebriated in such a situation, are grounds for immediate dismissal.

20.6 Parents and players who do not meet these standards will be encouraged not to attend games. Failure to comply would result in removal from the hockey program.

21.1 Conflict of Interest

.1 A member of the Executive shall be deemed to be in a conflict of interest situation when any matter comes before the Executive which concerns the team for which his/her child is playing; for which his/her husband/wife/son/daughter/brother or sister is a member of the coaching staff; or with respect to any other matter (for instance, disciplinary ones) with which they or member of their immediate family are involved.

.2 In cases in which conflict of interest arises, the member of the Executive in conflict will absent him/herself from the Meeting until the issue has been resolved.

.3 The Executive shall have the final authority to decide, by secret ballot, when a conflict of interest exists.

22.1 Order of Business.

.1 The following Order of Business shall be adhered to at all Executive Meetings of this Association.

- a) Call to Order
- b) Agenda items from membership (1-hour maximum)
- c) Reports of Convenor or Committees
- d) Approval of previous Minutes
- e) Business arising from Minutes
- f) Correspondence
- g) Business arising from Correspondence
- h) Treasurer's Report
- i) Reports of Executive
- j) New Business

k) Adjournment

.2 The following Order of Business shall be adhered to at all Annual General Meetings of this Association.

- a) Call to Order
- b) Approval or changes of order of Agenda
- c) Approval of last Annual General Meeting Minutes
- d) Treasurer's Report

- e) Report of Executive
- f) Reports of Convenor and Committees
- g) Presentation of Candidates
- h) Elections
- i) New Business
- j) Adjournment

23.0 Team Clothing. Any team – group – individual – obtaining clothing to be used as means to identify a team or the Association, must obtain the approval for such clothing from the Executive of this Association.

Information in respect to purchase procedures for clothing will be provided by the Association Executive.

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24.1 Tournaments.

.1 All teams in the Association entering tournaments must provide notification in writing of tournaments entered to the Executive.

.2 All teams wishing to campaign for extra funds for tournaments must receive approval from the Executive.

25.0 Movement of Players. All O.W.H.A. rules and guidelines regarding the movement of players will be adhered to by the Association along with any rules and guidelines which the Association adopts, as stated in the By-laws.

.01 The movement of players will be determined by the Sarnia Starfires/Sarnia Girl's Hockey Association Executive. This includes movement from team to team or division to division. This executive will determine where players will play based on information provided by coaches, parents and players.

26.1 Constitution.

- .01 This Association, its Executive and any other member or representative shall recognize, observe and be bound by the provisions of the Constitution and By-laws of "SARNIA STARFIRES". The President, in a regular meeting with a quorum of five (5) Executive members, shall have authority to interpret and make ruling on matters pertaining to this Association and not within the Constitution although subject to revision.

26.2 Duties of Directors.

- .1 The Executive shall set the policies and conduct the business of the Association.
- .2 Directors. The five (5) directors of the Executive shall assist in carrying out the respective duties by providing information, delegating duties, identifying problems and co-operate in seeking solutions within the Executive.

The duties of the directors will be distributed according to the Executive.

27.0 Amendments.

- .01 Amendments to the By-laws shall be in accordance with the Corporation Act of Ontario.

28.0 Effective Date.

.01 This By-law shall come into force without further formality upon its enactment.

Enactment as By-law Number 2 by the directors of the Corporation at a meeting duly called and regularly held and at which a quorum was present on the _____ day of _____, _____.

Secretary

President

The foregoing By-law Number 2 as enacted by the directors of the Corporation is hereby ratified, sanctioned, confirmed and approved without variation by the unanimous affirmative vote of all members entitled to vote at a meeting of members duly called and regularly held in the City of Sarnia, and at which a quorum was present on the _____ day of _____, _____

Secretary

President

