

ELMVALE MINOR HOCKEY ASSOCIATION

2023-2024 Annual General Meeting



MEETING DETAILS

Wednesday, May 1st → 7:00 pm

Elmvale Community Hall
33 Queen Street W,
Elmvale, ON L0L 1P0

AGENDA

1. Call to order
2. Executive Introductions
3. Approval of minutes from AGM 2023
4. President's Address
5. Director Information Reports
6. Presentation of 2023-2024 Financial Report & 2024-2025 Projected Financial Position
7. Notice of Motions (Resolutions to modify By-laws - to be voted on by the members)
8. General Discussions and New Business
9. Election of new Elmvale Minor Hockey Executive
 - Registrar
 - OMHA / Georgian Bay Convenor
 - Secretary
 - Fundraising Manager
 - Volunteer Manager
 - Equipment Manager / Risk Officer
10. Closing remarks

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Notice of Motion 1

Submitted By: EMHA Executive

By-Law #: 9.2 (k)

Current Wording:

Equipment Manager - Elected - two (2) year term

Proposed Wording:

Director – Risk Management & Equipment – Elected – two (2) year term

Rationale:

Additional responsibilities have been placed within the role. The new name more accurately reflects the responsibilities of the position.

Additional Responsibilities Added to the ROO at the March 26th meeting were as follows:

Appendix A Duties/Responsibilities: Risk Management/Equipment Director

(A) Eligibility: All nominated person(s) should have knowledge and practical experience in risk management and liabilities.

(B) Duties to add to current role:

(v) Implement and enforce all OMHA management programs;

(vi) Responsible to handle all complaints and potential disciplinary issues and report to the board of directors.

(vii) Ensure all injury reports are completed properly and promptly obtain, direct and follow up with such reports as required. Maintain necessary records and copies.

(viii) Assist as requested with the implementation of approved Risk Management Policies and Programs.

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Notice of Motion 2

Submitted By: EMHA Executive

By-Law #: 11.1 (a)

Current Wording:

The Elected Directors shall be the President, Treasurer, Secretary, OMHA/Georgian Bay Convenor, Local League Convenor, Sponsor/Publicity Manager, Director – Game Day Operations, Registrar, Equipment Manager, Fundraising Manager, Tournament Manager, Volunteer Committee Manager and Technical Director.

Proposed Wording:

The Elected Directors shall be the President, Treasurer, Secretary, OMHA/Georgian Bay Convenor, Local League Convenor, Sponsor/Publicity Manager, Director – Game Day Operations, Registrar, Director – Risk Management & Equipment, Fundraising Manager, Tournament Manager, Volunteer Committee Manager and Technical Director.

Rationale:

Housekeeping to related to the new name proposed in Notice of Motion 1. Not necessary if Motion 1 does not pass.

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Notice of Motion 3

Submitted By: EMHA Executive

By-Law #: 5, 6, & 7 (All Subsections)

Current Wording:

5. CLASSES OF MEMBERSHIP

5.1 There shall be two (2) classes of Membership in the Association:

- a) Active Membership;
- b) Parent/Guardian Membership;

6. TERMS OF MEMBERSHIP AND ELIGIBILITY

6.1 Terms and Eligibility:

- a) Active Membership: Active Members shall include all elected or appointed Directors or officials, and all volunteers, convenors, coaches, managers and trainers appointed for the current season, and all registered players who are at least 18 years of age. Members in good standing in this classification will be allowed one vote per person.
- b) Parent/Guardian Membership: Parent/Guardian members shall include all parents and or legal guardians of registered players in good standing where the registered player is under the age of eighteen (18) years. Each Parent/Guardian member of a registered player shall be entitled to vote and may attend membership meetings and, by invitation, meetings of the Board and Committees of the Association.
- c) Honorary Membership: Honorary Membership may be granted to an individual who has rendered extraordinary and distinguished service to the Association. Individuals may be nominated to be Honorary Members by any Member of the Association and the granting of Honorary Membership must be confirmed by a majority vote of the Board of Directors annually.

6.2 Membership List: The registrar will maintain a list of all active Members and Parent/Guardian Members using the Hockey Canada Registry. Such list of Members shall be used to determine eligibility to attend and vote at any Meeting of the Membership.

6.3 Membership Year: Unless otherwise determined by the Board, every Membership shall commence on or after September 1 in each year, and shall lapse and terminate on the 31st

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day of August next following the date on which such Membership commenced.

6.4 Termination:

a) Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

b) Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.

c) Members in good standing shall be those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.

d) Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

6.5 Membership Fees: Registration fees shall be established annually by the Budget Committee and resolved by the Board. Fees for any unexpired term of membership are normally not refundable, but the Board of Directors may, in its sole discretion, grant a request for such a refund in extenuating circumstances.

6.6 Right to Vote: All Active Members and Parent/Guardian Members in good standing shall be entitled to notice of and to vote at all Meetings of Members of the Association.

6.7 Record Date: Individuals, who are Members of the Association at least 35 days in advance of any General Meeting of the Members of the Association, are entitled to notice of and to vote

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at such General Meeting of Members. Any individual who is not a Member at least 35 days in advance of a General Meeting is not entitled to notice of or to vote at such General Meeting for which the record date has been established.

7. MEETINGS OF THE MEMBERSHIP

7.1 Annual General Meeting of Members: The Annual General Meeting shall be held each year before the 30th day of May, at a time, place and day determined by the Board, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting:

- a) Approval of the agenda;
- b) Approval of the minutes of the previous Meeting of the Membership;
- c) Receiving reports of the activities of the Association during the preceding year from all directors of the Board and Standing Committees;
- d) Receiving information regarding the planned activities of the Association for the current year;
- e) Receiving and approving the report of the treasurer of the Association from the previous year and a projected financial position for the current year;
- f) Consideration of any proposed amendments to the By-laws of the Association;
- g) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. on April 15, immediately preceding the Annual General Meeting;
- h) Election of the new Board directors.

7.2 General and Special Membership Meetings: The President may call a General Membership Meeting at any time. Members may call a Special Membership Meeting or General Membership Meeting at any time providing the reason for such a meeting is in writing and on the signatures of thirty (30) voting members, and at least 21 days prior to the requested date of said meeting. The business to be transacted at a General and Special meeting of the membership shall be limited to that specified in the notice calling the General and Special Meeting.

7.3 Board of Directors and Team Officials Meetings: Regular meetings between Team Officials and Board of Directors will take with a director, team Officials are Coaches, Assistant Coaches,

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Managers and Trainers.

7.4 Notice:

a) Annual General Meeting: Notice of the Annual General Meeting to be held within the last ten (10) days of March in each year, shall set out the agenda, including particulars of any other business to come before the Meeting. The time and the place of the Meeting, and such notice shall be delivered to all Members. Such notice shall be posted on the EMHA website and in all Association Arenas at least thirty (30) days prior to the date of the Meeting.

b) Additional General Meetings of the Membership: Notice of any Additional General Meetings of the Membership shall be delivered to all Members of the Association. Such notice shall be posted in all Association Arenas within at least fifteen (15) days prior to the date of the Meeting.

c) Error or Omission in Notice: No inadvertent error or omission in giving notice of any Annual General Meeting or Additional General Meeting of Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

7.5 Quorum: A quorum for an Annual General Meeting or General Meeting shall be a minimum of 15 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

7.6 Voting Procedures:

a) A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership;

b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;

c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by

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any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

7.7 No Proxies: Proxies will not be permitted. Members must be present in person at Additional General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Additional General Meeting or an Annual General Meeting of the Membership.

7.8 Adjournments: Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

7.9 Chair: In the absence of the President and the Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair.



Proposed Wording:

5 Membership

5.1 Parent / Guardian Membership

- 5.1.a Includes all parents and guardians of rostered players (under the age of 18) that are in good standing.
- 5.1.b Term of membership is from September 1st until August 31st.

5.2 Active Membership

- 5.2.a Includes all rostered coaches, trainers, managers that do not qualify as Parent / Guardian Members.
- 5.2.b Includes all elected or appointed members of the board of directors that do not qualify as Parent / Guardian Members.
- 5.2.c Includes all rostered players who are 18 years of age or older.
- 5.2.d Term of membership is from September 1st until August 31st.

5.3 Honorary Membership

- 5.3.a Includes all persons who are not Parent/Guardian or Active Members who have been granted Honorary Membership by majority vote at any Annual General Meeting or Board of Director Meeting.
- 5.3.b Nominations for consideration can be submitted to the Secretary at any point throughout the year.
- 5.3.c Term of membership is from September 1st until August 31st, but automatically renews each year.
- 5.3.d Membership can only be revoked via a majority vote at any Annual General Meeting or Board of Director Meeting.
- 5.3.e Honorary Members have no voting rights at any Annual General Meeting, Special Membership Meeting.

5.4 Termination of Membership

- 5.4.a Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.
- 5.4.b Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the appropriate Board members.
- 5.4.c Members whose conduct is considered by the Board to be contrary to the stated Code of Conduct and the purposes of the Association shall be asked by the Board to explain or justify



their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, the Board shall give proper notice of motion, to be considered at the next Board meeting, requesting the expulsion of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion.

Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

5.5 Other Membership Considerations

5.5.a The registrar shall compile and maintain a list of all members.

5.5.b Good Standing shall be defined as those admitted to Membership and who have paid all required membership fees to the Association. Members whose Membership fees are in arrears for a period of three (3) months shall be suspended from Membership and not permitted to vote, make nominations or hold office in the Association. The Secretary shall inform those concerned of this suspension in writing.

5.5.c Individuals, who are Members of the Association at least 30 days in advance of any AGM or Special Membership Meeting, are entitled to notice of such Meeting and to vote at such meeting provided they meet the criteria set out for that particular meeting. Individuals who have not been a member for at least 30 days is not entitled to vote regardless of whether or not they meet the criteria set out for the meeting. The exception to this rule would be during the first 30 days of the membership year if a Special Meeting is called members do not have to meet the 30 day requirement to vote, but will still have to meet the meeting's criteria.

6. Membership Meetings

6.1 Collective Membership Policies

6.1.a Error or Omission in Notice: No inadvertent error or omission in giving notice of any Annual General Meeting shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

6.1.b Unless otherwise stated, voting majority required for a motion to pass is 50.01%.

6.1.c Every motion shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

6.1.d No proxies are permitted. Members must be present in order to exercise their right to vote.

6.1.e Any Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original

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Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

- 6.1.f In the absence of the President and the Vice-President, the Members entitled to vote and present at any Meeting of the Membership shall choose another Director as Chair and, if no Director is present or if all the Directors present decline to act as Chair, the Members present shall choose any Member present to be Chair.
- 6.1.g The President or Chair of a meeting reserves the right to require pre-registration in order to attend and vote at meetings. Notice of the requirement to register is to be communicated at least 14 days in advance of the meeting and registration must be open for a minimum of 7 days.

6.2 Annual General Meetings

- 6.2.a Must be held in May
- 6.2.b 30 days minimum notice of date, time, and location required. Notice must be posted to the website.
- 6.2.c 10 days minimum notice required of the agenda. The agenda must be posted to the website.
- 6.2.d Notices of motion must be submitted using the proper form 20 days prior to the AGM scheduled date.
- 6.2.e Agenda shall include (at minimum)
 - > Approval of Agenda
 - > Approval of the minutes of the previous AGM
 - > Receiving information reports from all the board of directors.
 - > Receiving & Approving the current year Financial Report from the Treasurer
 - > Receiving & Approving the Budget Report for the following year from the Treasurer
 - > Consideration of any proposed amendments to the By-Laws of the Association.
 - > Any other business, provided 20 days notice to the secretary was given.
 - > Election of the new Board directors.
- 6.1.f Eligible votes include 1 per Parent/Guardian Member, and 1 per Active Member.
- 6.1.h Quorum requires 15 eligible voting members in attendance.

6.3 Special Membership Meetings

- 6.3.a Special Membership meetings should be reserved for business that is significant in nature and/or will materially modify programming and/or the direction of the association.
- 6.3.b The President may call a Special Membership Meeting at any time provided 30 days notice is given.
- 6.3.c Any member may request a Special Membership Meeting be called at any time provided the reason for such a meeting is in writing and contains a minimum of 30 signatures of current members. If requested, the President shall call the Special Membership Meeting within 45 days of the request being received. 30 days notice is still required.

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- 6.3.d Notice of date, time, location, minimum quorum requirement and reason for meeting shall be posted to the website at least 30 days prior to the meeting.
- 6.3.e Eligible votes include 1 per Rostered player, and 1 per active member who is not a rostered player.
- 6.3.f Families must designate who will vote for each rostered player. Should there be a disagreement the parent residing at the primary address according to the HCR shall be deemed the eligible voter.
- 6.2.g Quorum will be established by the Board of Directors based on the business being conducted but cannot exceed 75% of the eligible votes. This is required to be part of the notice given to members.
- 6.2.j Voting majority required for a motion to pass is 66%.

Rationale:

Add clarity surrounding membership and membership meetings, as well as eligible votes. The most significant change relates to Special Membership Meetings which will have different voting eligibility & quorum requirements from AGM. Significant changes should require significant interest. This also allows us flexibility and can be set in motion without the need to pass things through an AGM setting which is annual and not necessarily time sensitive.