



DUNNVILLE

MINOR HOCKEY ASSOCIATION INC.

Dunnvilleminorhockey.com

Attn: All Nominators & Nominees for DMHA 2024/2025 Hockey Season

Please find the attached nomination form and election procedures as prescribed in the Dunnville Minor Hockey Association Bylaw Number One, parts of sections 8 and 9 along with the section 10 and 11, Responsibilities of the Board and its Directors.

There are items that nominee and nominators should be aware of:

- Nominee and nominators shall be members in good standing.
- Nominee shall be eligible for the Board and certain positions on the Board as per sections 9.1 a) and 11.3 a).
- A list of all individuals who have been nominated for election to the Board shall be posted on the DMHA website, by **April 30th 2024**.

Completed Nomination forms may be dropped off at the DMHA office, under the door or email it to a director of the board by **March 30th 2024**.

Thank you, for showing an interest in getting involved in our Association.
DMHA

Positions open for nominations for Two Year Terms as per Section 9.2 a (i) a

1st Vice President
2nd Vice President
Secretary
U5,U6 and U7 LL Convenor
U8 and U9 LL Convenor
U13 LL Convenor

Positions open for nominations for One Year Terms as per Section 9.2 a (i) b

Equipment Manager
Tournament Coordinator



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Excerpts from Dunnville Minor Hockey Bylaw #1

8. BOARD OF DIRECTORS

8.1

- a) Number of Directors:
The affairs of the Association shall be managed by a Board, which consists of eighteen (14) elected Directors, three (3) appointed Directors and one (1) past president.
- b) Board Positions:
The Board shall consist of the following, after the schedule of terms as per:
- | | |
|--|-------------|
| President (Sponsorship)..... | 2 year term |
| 1 st Vice President (Discipline, Risk Manage) | 2 year term |
| 2 nd Vice President, HLL Contact, Fundraising | 2 year term |
| Secretary..... | 2 year term |
| Treasurer..... | 2 year term |
| Ice Scheduler..... | 2 year term |
| U5, U6 and U7 LL Convenor..... | 2 year term |
| U8 and U9 LL Convenor..... | 2 year term |
| U11 LL Convenor..... | 2 year term |
| U13 LL Convenor | 2 year term |
| U15 and U18 LL Convenor..... | 2 year term |
| Timekeeper Coordinator..... | 2 year term |
| Equipment Manager..... | 1 year term |
| Tournament Coordinator..... | 1 year term |
-
- | | |
|---------------------------------------|-------------------------|
| Registrar..... | 2 year term (appointed) |
| Referee-In-Chief..... | 2 year term (appointed) |
| Player and Coach Development Director | 2 year term (appointed) |
| Past President | |
- c) Change in Number of Directors:
The Association may by special resolution increase or decrease the number of its Directors. Any change in the number of Directors shall be in compliance with prevailing Ontario laws and regulations.
- d) Vacancies:
Any vacancy occurring on the Board may be filled for the remainder of the entire term of the vacated term by Resolution of the Directors then in office provided there is a quorum of Directors then in office. The Board shall invite applications from the Membership for appointment to the vacancy on the Board. The Board shall appoint a replacement Director within thirty (30) days after the Board position was vacated.
- e) Removal of Director by Membership
Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of the votes cast at that Meeting,



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may elect any person in his or her stead for the remainder of his or her term.

f) Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from four (4) out of any eight (8) consecutive Board Meetings shall be a loss of a vote of the said Director at the next Board Meeting that they attend. The second offence may be a resignation of the said Director from the Board. The Board reserves the right to adjudicate the condition of attendance at board meetings based on special circumstances surrounding the Director in question.

g) Resignation

A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the President of the Association.

9. PROCEDURE FOR ELECTION OF DIRECTORS

9.1

a) Eligibility

A Director:

- (i) Shall be eighteen (18) or more years of age;
- (ii) Shall not be an undischarged bankrupt or of unsound mind;
- (iii) though not required to be a Member, if they are a Member, shall be a Member in good standing of the Association at the time of his/her nomination or appointment;
- (iv) Shall remain a Member of the Association throughout his or her term of office.

b) Nominations:

The election of Directors shall take place at the Annual General Meeting of the Membership. No election or appointment of a Board Member is effective without consent given in writing prior to the election or appointment. Nomination Forms for the Board shall be posted at the Dunnville Memorial Arena each year prior to February 15th. Nomination Forms will include a description of duties of each position on the Board of Directors; the deadline for submissions; the term of the office; and eligibility criteria (11.3). A Nomination Form must be completed by all nominees and two (2) nominators who are Members of the Association. This will serve as written consent for all nominees. Such completed forms must be delivered to the Secretary by March 30th.

c) Election Procedures:

The Chair of the Nominations and Elections Committee shall post on the DMHA Web site a list of all individuals who have been nominated for election to the Board on or before the thirtieth (30th) day of April in each year. Such listing shall identify what position each nominee is seeking election for.

9.2

a) Rotation of Directors

- i) On an even year Annual General Meeting (i.e. 2006) the membership will elect the following positions:
 - a. For a two-year term: 1st Vice President, 2nd Vice President, Secretary, U5, U6 and U7 LL Convenor, U8 and U9 LL Convenor and U13 LL Convenor.
 - b. For a one year term: Equipment Manager and Tournament Coordinator.
- ii) On an odd year Annual General Meeting (i.e. 2007) the membership will elect the following positions:
 - a. For a two-year term: President, Treasurer, Ice Scheduler, U11 LL Convenor, U15 and U18 LL Convenor and Timekeeper Coordinator.
 - b. For a one year term: Equipment Manager and Tournament Coordinator.



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- iii) Prior to an odd year Annual General Meeting (i.e. 2007) the Board of the previous year will appoint the following positions:
 - a. For a two-year term: The Referee In Chief, Registrar, and Player and Coach Development Director.

10. BOARD RESPONSIBILITIES

- 10.1 Governance:
The Board of Directors shall govern the Association in compliance with the objects, powers, by-laws and Policies of the Association, Rules of Operation and all applicable laws and regulations.
- 10.2 Board Meetings
 - a) Regular Board Meetings
Except as otherwise required by law, the Board may hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Board shall meet not less than seven (7) times per year.
 - b) Special Board Meetings
Special Board Meetings may be called by the President or a Vice-President in the absence of the President or on petition in writing to the Secretary signed by any three Directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the Meeting.
- 10.3 Notice of Board Meetings
 - a) Notice shall be communicated to all Directors at least seven (7) days in advance of the Meeting, unless all Directors agree to the calling of a Meeting on shorter notice or the Board Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;
 - b) Notice shall include a tentative agenda in the case of a regular Board Meeting and shall specify the business to be conducted in the case of a Special Board Meeting.
 - c) No formal notice of any Board Meeting shall be necessary if all the Directors are present or if those absent signify their consent to the Meeting being held in their absence.
- 10.4 Error in Notice
No error or omission in giving notice for a Board Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.
- 10.5 Adjournment of Board Meetings
Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.
- 10.6 Quorum
A quorum for a Board Meeting shall be a majority of the Directors. If there is not a quorum present, but more than 5 members are present, a 2/3 vote in favour will allow business to be transacted.
- 10.7 Voting Rights
Each Director, present at a Board Meeting, including the Chair, shall be entitled to one vote, with the exception of 8,1 f). The Chair shall have a second vote in the event of a tie vote.
- 10.8 Voting Procedures
A majority of votes of the Directors present at a Board Meeting shall decide every question. Every question shall be decided by a show of hands, unless a secret ballot is demanded by a Director present prior to the vote being taken. A declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.



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10.9 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

10.10 Conflict of Interest

a) Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

b) The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.

c) After making such a declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

d) If a Director has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the Director is not accountable to the Association for any profit realized from the contract or transaction or other matter.

e) If a Director fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the Director shall account to and reimburse the Association for all profits realized, directly or indirectly, from such contract or transaction or other matter.

10.11 Indemnification of Directors

Every Director of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

a) All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and

b) All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default; provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.

c) The Association may purchase and maintain such insurance for the benefit of its Directors as the Board may from time to time determine.

10.12 Confidentiality

Every Director and Director of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera.

10.13 Rules of Operation



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Notwithstanding any other provision contained in this By-law, the board shall have the power to pass without any confirmation or ratification by the members of the Corporation all necessary rules and regulations as they deem expedient related in any way to the operations of the Corporation, including, without limitation, the conduct of members, member teams and guests, provided such rules and regulations are not otherwise inconsistent with the letters patent of the Corporation or this By-law.

The Rules of Operation should not deal with such things as: qualification, admission, transfer, classes and termination of memberships; qualification and election of directors; meetings of directors and/or members; appointment and duties of directors; execution of documents; establishment of and procedures for committees; auditors and fiscal year-end; and amending by-laws, which matters are more properly dealt with in the By-laws.

Rules of Operation should strictly deal with only those day-to-day matters directly affecting the member teams and players such as hockey jerseys, tournaments, player and parent conduct and discipline, harassment and abuse, referees and officials, player release, equipment and ice time to name a few.

11. RESPONSIBILITIES OF DIRECTORS

11.1 Elected/Appointed Directors:

- a) The Elected Directors shall be the President, 1st Vice-President, 2nd Vice-President, Treasurer, Secretary, Ice Scheduler, U5, U6 and U7 LL Convenor, U8 and U9 LL Convenor, U11 LL Convenor, U13 LL Convenor, U15 and U18 LL Convenor, Equipment Manager, Tournament Coordinator, Timekeeper Coordinator.
- b) The Appointed Directors shall be the Referee in Chief, Player and Coach Development Director and the Registrar and shall be appointed prior to the Annual General Meeting.
- c) A Director shall not be elected to more than one Office, but may be appointed by the board to additional Office(s) to facilitate the continuation of business. A Director may, because of his or her experience hold the same Office for more than three (3) consecutive terms, with the approval from the Board of Directors.

11.2 Assistants to Directors

The Board of Directors may appoint such assistant(s) to Directors of the Association as the Board may determine by Resolution from time to time.

11.3 Eligibility for Office:

- a) The President and Vice Presidents must have served on the Board for at least three (3) years within the preceding 6 six years with at least one year having been served immediately prior to election to either of these positions.
- b) The Association shall endeavour to nominate as Treasurer a Director who has employment experience and skills in accounting procedures.
- c) The Association shall endeavour to nominate as Secretary a Director who has compatible skills for the duties required.
- d) The Association shall endeavour to appoint as Registrar, a Director who has compatible skills for the duties required

11.4 Term of Office

The elected Directors shall hold Office until the Annual General Meeting held approximately **one term** (either one or two years depending upon the length of the Directors term) after the Directors are elected.

11.5 Termination of Directors



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- a) Removal for Cause
The Board, by resolution approved by two-thirds (2/3) of the Board, may remove any Director for cause before the expiration of his or her term of Office.
- b) Resignation
A Director of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

11.6 Responsibilities of Directors

- a) President:
The President shall:
 - i) represent the Association in the Community; and related affiliations;
 - ii) act as Chair of the Board, and at all Meetings of the Membership; call Board meetings;
 - iii) exercise general supervision of the Association in accordance with Policies determined by the Board; i.e. insurance, contracts;
 - iv) be a voting Member of all committees and sub-committees of the Association;
 - v) report regularly to the Board on matters of interest;
 - vi) act as signing authority for the Association;
 - vii) be responsible for receiving and distributing all correspondence to the relevant parties;
 - viii) Delegate tasks as necessary.
- b) 1st Vice President
The 1st Vice-President shall:
 - i) assume the duties of the President in the absence for any reason of the President;
 - ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
 - iii) be available to assist any Director requiring assistance in the completion of his or her functions;
 - iv) be the primary contact for Discipline or Risk Management Issues
 - v) ensure that each convenor receives a copy of the Referees rule book and OMHA Manual of Operations;
 - vi) attend all scheduled home games within their division, or be responsible for finding an alternate;
 - vii) ensure that all game sheets are available and accurately completed for each game;
 - viii) Carry out duties as assigned by the Board, or the President.
- c) 2nd Vice President
The 2nd Vice-President shall:
 - i) assume the duties of the President/1st Vice President in the absence for any reason of the President/1st Vice President;
 - ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
 - iii) be available to assist any Director requiring assistance in the completion of his or her functions;
 - iv) be the primary contact for the HLL and Fundraising
 - v) ensure that each HLL convenor receives a copy of the Referees rule book and OMHA Manual of Operations;
 - vi) ensure all scheduled games within their division, have the Convenor for that division or an alternate member present;
 - vii) Carry out duties as assigned by the Board, or the President.



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- d) **Treasurer:**
The Treasurer shall:
- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
 - ii) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
 - iii) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
 - iv) evaluate, review and recommend financial policy to the Board;
 - v) chair the Budget Committee;
 - vi) present to the Board for their review a listing of all cheques issued (including outstanding) before the Annual General Meeting;
 - vii) Carry out duties assigned by the Board, or the President.
- e) **Secretary:**
The Secretary shall:
- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and Procedures established by the Board or by the Membership;
 - ii) Ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
 - iii) In conjunction with the President, the secretary shall be responsible for the recording, responding and for the custody of all relevant communication for the Association;
 - iv) Recommend policy to the Board regarding internal and external communications of the Association;
 - v) Carry out duties as assigned by the Board, or the President.
 - vi) Work with the Registrar to maintain the membership lists as defined in Section 6.2
- f) **Ice Scheduler**
The Ice Scheduler shall:
- i) develop a draft ice schedule indicating the Association ice needs for the season;
 - ii) in conjunction with the President, negotiate the ice contract for the season;
 - iii) reconcile monthly ice usage – scheduled usage versus actual usage;
 - iv) submit reconciliation for payment;
 - v) post weekly game and ice schedules (indication games and practices) at the arena and on the DMHA website, in a timely fashion;
 - vi) chair the Ice Schedule Committee
 - vii) Carry out duties as assigned by the Board, or the President.
- g) **U5, U6 and U7 LL Convenor:**
The U5, U6 and U7 LL Convenor shall:
- i) assist the 2nd Vice President in completion of their duties with in their division(s);
 - ii) be the primary contact for the HLL teams with in their division(s);
 - iii) ensure all HLL teams receive copies of the Referees rule book and OMHA Manual of Operations as provided by the 2nd Vice President;
 - iv) attend all scheduled home games with in their division or be responsible for finding on alternate;
 - v) ensure that all game sheets are available and accurately completed for each game;



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- vi) Carry out duties as assigned by the Board, or the President, or the 1st Vice President, or the 2nd Vice President.
- h) U8 and U9 LL Convenor:
The U8 and U9 LL Convenor shall:
 - i) assist the 2nd Vice President in completion of their duties with in their division(s);
 - ii) be the primary contact for the HLL teams with in their division(s);
 - iii) ensure all HLL teams receive copies of the Referees rule book and OMHA Manual of Operations as provided by the 2nd Vice President;
 - iv) attend all scheduled home games with in their division or be responsible for finding on alternate;
 - v) ensure that all game sheets are available and accurately completed for each game;
 - vi) Carry out duties as assigned by the Board, or the President, or the 1st Vice President, or the 2nd Vice President.
- i) U11 LL Convenor:
The U11 LL Convenor shall:
 - i) assist the 2nd Vice President in completion of their duties with in their division(s);
 - ii) be the primary contact for the HLL teams with in their division(s);
 - iii) ensure all HLL teams receive copies of the Referees rule book and OMHA Manual of Operations as provided by the 2nd Vice President;
 - iv) attend all scheduled home games with in their division or be responsible for finding on alternate;
 - v) ensure that all game sheets are available and accurately completed for each game;
 - vi) Carry out duties as assigned by the Board, or the President, or the 1st Vice President, or the 2nd Vice President.
- j) U13 LL Convenor:
The U13 LL Convenor shall:
 - i) assist the 2nd Vice President in completion of their duties with in their division(s);
 - ii) be the primary contact for the HLL teams with in their division(s);
 - iii) ensure all HLL teams receive copies of the Referees rule book and OMHA ;Manual of Operations as provided by the 2nd Vice President;
 - iv) attend all scheduled home games with in their division or be responsible for finding on alternate;
 - v) ensure that all game sheets are available and accurately completed for each game;
 - vi) Carry out duties as assigned by the Board, or the President, or the 1st Vice President, or the 2nd Vice President.
- k) U15 and U18 LL Convenor:
The OWHA Convenor shall:
 - i) assist the 2nd Vice President in completion of their duties with in their division(s);
 - ii) be the primary contact for the HLL teams with in their division(s);
 - iii) ensure all HLL teams receive copies of the Referees rule book and OMHA Manual of Operations as provided by the 2nd Vice President;
 - iv) attend all scheduled games with in their division or be responsible for finding on alternate;
 - v) ensure that all game sheets are available and accurately completed for each game;
 - vi) Carry out duties as assigned by the Board, or the President, or the 1st Vice President, or the 2nd Vice President.
- l) Timekeeper Coordinator:
The Timekeeper Coordinator shall:



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- i) ensure there are enough timekeepers in place to officiate all games;
 - ii) ensure timekeeper complaints are addressed and solved in a timely fashion;
 - iii) recruit, train, monitor and evaluate performance of timekeepers;
 - iv) schedule timekeepers maintaining accurate records for payment;
 - v) prepare monthly financial report, in a timely fashion, for preparation of payments;
 - vi) make financial recommendations for the upcoming years budget;
 - vii) Carry out other duties as assigned by the Board, or the President.
- m) Equipment Manager:
The Equipment Manager shall:
- i) maintain an inventory of all equipment owned by the Association and provide a yearly updated record to the secretary;
 - ii) shall obtain a list of equipment requirements from the convenor of each division;
 - iii) shall be responsible for handling, storage, repairing, and cleaning of equipment;
 - iv) shall record on a standard D.M.H.A. form all equipment issued to team officials and players and ensure that all equipment is returned within two weeks after completion of the hockey season;
 - v) obtain quotes and purchase equipment as authorized by the Executive;
 - vi) manage all association banners
 - vii) Carry out other duties as assigned by the Board, or the President.
- n) Tournament Coordinator:
The Tournament Coordinator shall:
- i) coordinate all D.M.H.A. tournaments;
 - ii) establish tournament schedules and budgets;
 - iii) promote all D.M.H.A. tournaments;
 - iv) following each tournament submit a financial statement to the Executive;
 - v) ensure each tournaments compliance with sanctioning bodies rules of play;
 - vi) Carry out other duties as assigned by the Board, or the President.
- o) Referee In Chief
The Referee in Chief shall:
- i) ensure there are enough referees in place to officiate all games;
 - ii) ensure refereeing complaints are addressed and solved in a timely fashion;
 - iii) recruit, train, monitor and evaluate performance of referees;
 - iv) schedule referees maintaining accurate records for payment;
 - v) prepare monthly financial report, in a timely fashion, for preparation of payments;
 - vi) make financial recommendations for the upcoming years budget;
 - vii) Carry out other duties as assigned by the Board, or the President.
- p) Player and Coach Development Director
The Player and Coach Development Director shall:
- i) for purposes of establishing, implementing and evaluating on ice and off ice technical development programs liaise with the 1st Vice President, the 2nd Vice President and all Convenors;
 - ii) recruit and train volunteers to perform the functions required for technical development;
 - iii) liaise with the OMHA concerning the coach mentor program;
 - iv) Carry out other duties as assigned by the Board, or the President.



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- q) Registrar
The Registrar shall:
- i) Carry out all other duties as assigned by the Board, or the President.
 - ii) Controls all aspects of the on-line registration.
 - iii) Works closely with on-line registration administrator (i.e. IT Sports)
 - iv) Works as a team member with convenors and board of Directors to build teams during the evaluations.
 - v) Builds and maintains approved Rosters and Affiliated Players list as required.
 - vi) Provides updated players, team officials and on-ice officials list and required certification numbers.
 - vii) Maintains confidentiality of the Association's memberships
 - viii) Support the secretary in the creation and maintenance of accurate membership lists as defined in Section 6.2.
- r) Past President:
The Past President shall participate in the deliberations of the D.M.H.A., acting in a general advisory capacity but with no voting rights.



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2024/2025 SEASON DMHA EXECUTIVE NOMINATION FORM

NOMINATION FOR THE POSITION OF:

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(Please use one nomination form per position)

_____ is hereby nominated for the position indicated above, within the Dunnville Minor Hockey Association, for the **2024-2025** hockey season

The following DMHA members, who are in good standing with the Association, endorse this nomination.

NOMINATORS INFORMATION: Must be completed by two nominators who are Members of the Association.

Name:	Telephone:	Signature	Date:
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Name:	Telephone:	Signature	Date:
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NOMINEE INFORMATION:

Name:		Occupation:	
Address:		Telephone: (home)	
City/Town:		Telephone: (Cell)	
Postal Code:		E-Mail:	

NOMINEE SIGNATURE:

I hereby accept this nomination:

Date Received:



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