HEO Minor, District 2

Constitution Bylaws

Rules and Regulations

Revised,  May 24, 2012
May 16, 2013
May 27, 2014
May 14, 2015
May 19, 2016
May 15, 2018
INTRODUCTION

The District 2, of the HEO Minor is a voluntary association of members and individuals established to promote and foster minor hockey through fair play. The District's prime purpose is to maintain and increase interest in the game of hockey by ensuring that all organized minor hockey is developed within its jurisdiction in accordance to prescribed standards. District 2 is an integral part of the HEO Minor/HEO and by virtue of this affiliation is a member of Hockey Canada, the governing body of amateur hockey in Canada. And whereas it is declared that one of the purposes of the Constitution, Bylaws and Regulations shall be to confer upon the District and its Executive Committee Members all of the powers of a fully self-governing organization, be it hereafter enacted.

Mark Desnoyers

Mark Desnoyers
Chairperson
District 2
May 15 2018
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CONSTITUTION

ARTICLE 1.0 - NAME AND AFFILIATION

1.1
This Organization shall be known as District2 of the Hockey Eastern Ontario Minor.

1.2
The District2 by virtue of its affiliation with the Hockey Eastern Ontario Minor(HEO Minor) and Hockey Eastern Ontario (HEO) is a member of Hockey Canada, the governing body of amateur hockey in Canada.

ARTICLE 2.0 - OBJECTIVES

The objectives of District 2 are to:

2.1
Encourage and foster minor hockey within the jurisdiction of the District as outlined within this Constitution and the Constitutions of the (HEO Minor) and the HEO;

2.2
Ensure the enforcement of the rules of the game as adopted by the District and the HEO Minor;

2.3
Decide all matters in dispute between various players, Associations, leagues and other bodies as defined in the District Constitution;

2.4
Promote fair play and leadership development;

2.5
Govern the Lower St Lawrence Minor Hockey League for its respective levels of play.

2.6
Govern the membership of District house teams in a league for the teams to compete.

2.7
Arrange membership and provide support for District teams to compete in the Competitive leagues of the HEO Minor.
ARTICLE 3.0 - JURISDICTION

3.1
The District 2 and its Council shall have jurisdiction over all minor hockey of the various Minor Hockey Divisions as defined by HOCKEY CANADA (Juvenile, Midget, Bantam, Pee Wee, Atom, Novice, Initiation,) in the area outlined by the HEO Minor Bylaws.

DISTRICT 2 BOUNDARIES

**Akwesasne.**

**Alexandria.**  
North Boundary. South of Hwy 417, from the Quebec border to east side of Hwy 30

East Boundary. West of the Quebec border, from Hwy 417 to the north side of Hwy 18

South Boundary. North side of Hwy 18 from the Quebec border to east side of Hwy 34, up east side of Hwy 34 to both sides of Hwy 25, including both sides of Pineridge road. up to Bill road.

West Boundary. east side of Hwy 30, from Hwy 417 down to south side of Hwy 43, to east side of Loch Garry road, to south side of Kenyon Concession road 1, to east side of Lafleur road down to Pineridge road.

**CharLan.**

North Boundary. south side of Hwy 18, from the Quebec border to the west side of Hwy 34, up west side of Hwy 34 to all the roads south of Hwy 25 and Pineridge.

West Boundary. all roads east side of Willy Bill road from Pineridge road to north side of North Branch road, to east side of Cemetery road, to east side of Hwy 20, to south side of Hwy 19, to east side of Boundary road, down to the St Lawrence River.

South Boundary. north of the St Lawrence River from Boundary road to the Quebec border.

East Boundary. west of the Quebec border from the St Lawrence river to south side of Hwy 18.
**Cornwall**

**South Boundary**, the St Lawrence River from west side of Boundary road

**West Boundary**, south side of Cornwall Center road to the St. Lawrence River

**North Boundary**, south side of Cornwall Centre road and South Branch road from west side of Boundary road to the end of Cornwall Centre road.

**East Boundary**, west side of Boundary road from South Branch road to the St Lawrence River.

**N. G.S.**

**North Boundary**, south of Hwy 417, from west side of Hwy 30 to east side of Hwy 32 excluding municipality of the nations

**West Boundary**, east side of Hwy 32, from Marionville road, to the north side of Finch - Osnabrick Boundary road, to the east side of Hwy 14, to the north side of Cornwall Roxborough Boundary road.

**South Boundary**, from Hwy 11, the north side of Finch- Osnabrick Boundary road, down the east side of Hwy 14, to the north side of Cornwall Roxborough Boundary road, in line with the north side of Kenyon concession road 1, to the west side of Loch Garry road.

**East Boundary**, from south of Hwy 417 down the west side of Hwy 30, to the north side of Hwy 43, to west side of Loch Garry road, up to north of Kenyon concession road 1.

**S. Stormont**

**North Boundary**, from South Stormont boundary line, the south side of Finch- Osnabrick Boundary road, down the west side of Hwy 14, to the south side of Cornwall Roxborough Boundary road, in line with the south side of Kenyon concession road 1, to the both sides of Willy Bill road.

**East Boundary**, from Froats road, both sides of Willy Bill road to south side of North Branch road, to west side of Cemetery road, to west side of Hwy 20, to north side of Hwy 19, up to the north side of South Branch road.

**South Boundary**, from the west side of Hwy 44, the north side of South Branch road / Cornwall Centre road.

**West Boundary**, from the St Lawrence River up the South Stonnont Boundary line to the south side of Finch - Osnabrick Boundary road.
ARTICLE 4.0 - MEMBERSHIP

4.1
Wherever used in the Constitution, Bylaws, Rules and Regulations, the word, "members" shall be deemed to include where the context permits, any Association, Organization, League or Team or any individual registered with the HEO Minor and District 2; the word, "individual" shall include but is not limited to any person, player, coach, manager or executive member affiliated with or associated with the District and shall also include game and off-ice officials. In addition

4.2
Membership in the District shall be open to all Minor Hockey Associations and organizations conducting minor hockey within the District jurisdiction.

4.3
All members as outlined in 4.4 shall conduct themselves in accordance with the District, HEO Minor, HEO, and Hockey Canada Constitution, Bylaws, Rules and Regulations.

4.4
Membership in District 2 shall include members in good standing of the following associations and leagues

4.4.1 Association

4.1.a) Eastern Ontario Wild Minor Hockey Association (District 2 participants)
4.1.b) Seaway Valley Minor Hockey
Association
c) Akwesasne Minor Hockey Association
d) Alexandria Minor Hockey Association
e) Char-Lan Minor Hockey Association
f) Cornwall Minor Hockey Association
g) Ontario Hockey Academy
h) North Glen Stormont Minor Hockey Association
i) South Stormont Minor Hockey Association

4.4.2 Leagues

4.2.a) Lower St Lawrence Minor Hockey League
4.5  
All Minor Hockey Associations and Leagues must submit any changes to their current Constitutions, Bylaws and Regulations to the District, for review to ensure the conformity to the District and HEO Minor.

4.6  
Membership in the District is bound by all the rulings and decisions of the District Executive Committee and District Council. Any such decisions can be appealed through a properly conducted appeal process.

4.7  
If an Association or designate is not present for two (2) consecutive meetings, the Association will automatically be fined $250.00 and voting privileges will be revoked until such fine is paid. If an Association is not present for four (4) meetings during the season, voting privileges will be forfeited at the AGM.

ARTICLE 5.0 - ORGANIZATION

5.1  
The business and affairs of the District shall be managed by the District Council consisting of elected and non-elected officers and representatives from the member Associations. Note: All elected positions are generally entitled to voting privileges; non-elected, appointed positions are non-voting positions unless otherwise specified in the document.

5.2  
The District Executive shall consist of the following Officers:

- Chairperson
- Past Chairperson
- First Vice-Chairperson/Discipline
- Second Vice-Chairperson
- Secretary-Treasurer
- District Registrar
- Referee in Chief
- Risk and Safety
- Management Coach Mentor
- Lower St Lawrence League President
- Initiation coordinator
- Directors at large
5.3
The District Council shall consist of the following Officers and Representatives:

The District Executive
President of each Association and League

5.4
The Chairperson, First Vice-Chairperson / Discipline, Second Vice-Chairperson, Secretary / Treasurer, Registrar, Risk & Safety, and Director at Large are the officers of District2

5.5
The day-to-day business of the District shall be administered by the Executive Committee, between District Council meetings, according to the Constitution, Bylaws, Rules and Regulations of the District.

5.6
The Executive shall make rulings on all questions arising from emergencies not provided for in the By-laws or Rules and Regulations or in the rules of the competition.

5.7
The duties of the members of the Executive shall be as determined by the Executive or as indicated in District Bylaws.

5.8
The Council shall act in accordance with the District Bylaws and the Rules and Regulations as may from time to time be enacted.

5.9
The Council may appoint people to represent them with temporary special duties. These appointees will not be members of the Council nor will they have voting privileges.

5.10
The duties of the members of the Council shall be as determined by the Executive or as indicated in District Bylaw.

5.11
The District Chair, or designate, shall be an ex-officio member of all District Committees and member Associations.

5.12
Discipline: The Executive shall have the power to discipline, suspend or expel a member Association, a team, any team official, officiating official, player or member of the District for notorious or continued foul play, or unfair, unsportsmanlike or ungentle manly conduct, individually or collectively, on the ice or in any rink where a hockey match is being played, or at any meeting or gathering in the interests of the game, for negligence to pay assessment, or for any persistent infringement of the rules of the game or the Rules and Regulations of the District, HEO Minor, HEO or Hockey Canada. Member Associations shall take all reasonable steps to ensure they remain members in good standing at all levels, from District through to Hockey Canada. Associations are to take particular note of registration activities.
5.13

Readmission:
The Executive may, by resolution and a majority vote, readmit any member Association, official, team or player under its suspension.

ARTICLE 6.0 - MEETINGS

6.1 Annual General Meeting (AGM):

6.1.1

(1.a) There shall be an annual general meeting of the District on or before May 31st of each year. The exact date and time shall be determined by the District Chairman. This meeting shall be held in accordance to the District and HEO Minor By-laws.

(1.b) Notice- Notice of the time, place and date of an Annual General Meeting shall be provided to each member of District Council at least thirty (30) days prior to the date of the meeting.

(1.c) Only District Council members in good standing are eligible to vote at the AGM; guests may be invited with the District Chair approval as observers only.

(1.d) Quorum for an Annual or Special General Meeting - A quorum for any Annual or Special General Meeting shall consist of the members in attendance at the meeting.

6.1.2

The purposes of this meeting shall be to elect the open positions as per terms of Office.

6.1.3

The positions of the District Executive shall be elected by a majority of the voting members of the District Council present.

6.1.4

All non-voting member positions shall be appointed through a majority vote of the District Council. Each non-voting member position shall be appointed each year. The District Council reserves the right to remove a non-voting member at any meeting via a majority vote of the quorum of the District Council.

6.1.5

The order of business at the AGM should be as follows:

(a) Call to order, roll call, and approval of agenda

(b) Adoption of Minutes of the previous AGM; and any Special General Meetings held since the previous AGM

(c) Business arising from Minutes

(d) Chair's Report
(e) Executive Committee and Committee Reports
6.1.6 Voting shall be on the basis of one vote for each voting member who must be present. The method of voting shall be by a show of hands unless a majority of the voting members decide that the method of voting shall be by some other means.

6.1.7 The positions of the newly elected Executive Committee Members become effective the first day of June in the year of the election.

6.2 Regular Meetings

6.2.1 The District Council shall conduct monthly Council meetings, except where a majority vote of members agrees not to have a meeting. These meetings shall be held to conduct and execute the business of the District.

6.2.2 Attendance at District Council is mandatory for the Officers. The Chair, or the Alternate Chair, must be notified prior to the meeting if an officer will be absent. If an officer cannot attend a meeting they have the responsibility and right to send a designee in their place. More than two unexcused absences per year could result in removal from District Council of said officer.

6.2.3 Attendance at District Council is mandatory for the Associations and Leagues. A designee must be sent in the absence of the President.

6.2.4 Only members of the District Council shall attend these meetings. Other persons interested in attending must be invited by a voting member of the Council and agreed to by the District Chair in advance of the meeting.

6.2.5 All Officers shall submit their monthly reports
6.2.6
The order of business of the monthly District Council meetings shall be:

(2.a) Welcome by the Chair
(2.b) Rollcall
(2.c) Approval of minutes
(c) Business arising from minutes
(d) Approval of Agenda
(e) Addition to agenda
(f) Director’s report
(g) Association report
(h) Next meeting
(d) Adjournment

6.3 Special or Emergency Meetings

6.3.1 Special or emergency general meetings of the District may be called by any of the executive without the usual notice provided that a simple majority of the Executive agrees to such a meeting. The purpose(s) of a Special General Meeting shall be specified in the notice calling the meeting and shall be restricted to the specific purpose(s) for which it is called. The notice of the Special General Meeting shall be provided in accordance with the requirements set out in Article 6.1 and 6.2 above.

6.4 Voting

6.4.1
Voting shall be on the basis of one vote for each voting member present and such vote shall be given personally and not by proxy. Election shall be by a show of hands unless the members request a secret ballot. Motions will pass by a simple majority of those present.

6.4.2
Only District Council members in good standing are eligible to vote; guests may be invited with the District Chair approval as observers only.

6.4.3
Any Director or Officer who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion of said motion. If said Director does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director is or is not in a conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions and/or voting.
ARTICLE 7.0 - AMENDMENTS

7.1
The Constitution of the District may be amended only at the Annual General Meeting of the District 2 Council by a 2/3 majority vote of members present. Notice must be given regarding proposed changes thirty (30) days in advance of the Annual Meeting and each of the Associations must receive their Association Committee approval for the amendments prior to the District Meeting.

7.2
The Rules and Regulations of the District shall be approved at each Annual General Meeting by a simple majority vote of members present. They may also be adapted during a playing season by a 2/3 majority vote of the District Council.

7.3
By laws can be changed at any regular meeting with a simple majority vote, but must be ratified at the AGM.

7.4
Any Constitutional changes at an AGM will come into effect immediately after the motion has passed.

ARTICLE 8.0 - SUSPENSIONS

8.1
The HEO Minor Code of Discipline shall form the basis of all minimum discipline with the play governed by District 2.

8.2
All suspendable offenses must be reported to the District 2 First Vice-Chairperson/Discipline by the offending team, by email, by efax, within 24 hours of the time game was played.

8.3
The District 2 First Vice-Chairperson/Discipline will rule on the offense in terms of appropriate discipline.

8.4
The Head Coach shall choose who he/she wants to liaise with the District 2 First Vice Chairperson/Discipline, keeping in mind that the Head Coach is responsible for all aspects of his team, (HEO Minor ruling). Should a coach play a suspended player, he will be suspended for 5 games as per HEO Minor ruling.
8.5
Game incident reports are to be sent to the District 2 First Vice-Chairperson/Discipline via email by the referee within 24 hours on the game was played.
8.6
Hockey Canada Registry - Team lists are to be entered into TTM (suspension reporting system). Association’s registrars are to supply Vice District Chair-Discipline as soon as team list have been approved, so they can be entered on TTM system.

8.7
All suspensions are to be entered on the TTM system within 24 hours of game. Coaches are responsible that the TTM system is updated with suspensions info and original game sheet of suspension and suspension games that are served. It's also the coaches’ responsibility to make sure the District2 vice Chair – Discipline has been notified of all suspensions. Whether it be the Lower St Lawrence League or the Upper Canada League and Hockey Eastern Ontario minor AA/A.

Should suspensions I suspension games served and game sheets updated for suspensions not be reported in a timely fashion, the coach shall incur a one (1) game suspension.

8.8
Any player/coach who receive 80 minutes in penalties during the present season may receive an automatic one (1) game suspension. Any suspension that is incurred after 80 minutes is reached; District 2 will add extra game suspension. (e.g. GM30, 1 game for suspension plus 1 game from District) Should a player or coach receive 100 minutes, they will be suspended from all hockey activities until a District2 hearing.
BYLAWS

BYLAW 1.0 - MEMBERS

1.1 Membership in District 2 shall be open to all Associations and Organizations conducting Minor Hockey in the HEO Minor -approved District 2

1.2 An Association or Organization may resign from membership in the District only by submitting its resignation in writing to the District Chair and to the Executive Committee of the HEO Minor. The District Council must ratify such resignation and then send it to the HEO Minor for its ratification. Both the District and the HEO Minor must ratify the resignation. Upon such resignation becoming effective, such member shall forfeit all its rights and privileges of the District and the HEO Minor.

BYLAW 2.0 - SUSPENSION AND EXPULSION OF MEMBERSHIP

2.1 Suspensions, expulsions or discipline may be assessed for such actions as infringement of playing rules, conduct unbecoming to hockey, refusing to accept and obey rulings of the District Executive Committee, District Council, Association or Organization, for disreputable and continued foul play, non-sportsmanlike conduct, individually or collectively, on the ice or in any rink where a hockey match is being played or at any meeting or gathering in the interests of the game; for persistent infringement of the District or HEO Minor Regulations and Code of Discipline and such other actions as the District may from time to time determine. Any suspensions are subject to the usual appeal routes.

2.2 The Executive Committee, District Chair and Associations shall have the power with proper justification (see paragraph 2.1) to suspend, expel or discipline any coach, manager, player, trainer, referee and other official or person connected with any association, organization or team under their jurisdiction.

2.3 Appeals shall not be heard if the suspension or disciplinary action has been disregarded. In these circumstances, the member has forfeited their right to appeal.

BYLAW 3.0 - FEES

3.1 Each Association or Organization shall pay an annual assessment for all players registered within its jurisdiction of the District, with such fees being approved annually.
by the District Council based on a budget prepared and presented by the District Treasurer, no later than October 15th for the current hockey year.

3.2
The District Fees for each registered player must be paid by each Association to the District by November 15th of the current season. A final review of player fees will be completed by each Association as of January 15th of the current hockey season and any additional fees owing as a result of new player additions are to be forwarded to the District Treasurer prior to February 28 of the current hockey season.

3.3
Any Association or Organization which does not pay such assessment in full by the dates specified in 3.2 above, shall be assessed a non-refundable fine equal to the amount of the additional fees owing to a maximum of $250.

3.4
A team official or player who owes money to a club or association with whom he has registered with will not be allowed to register or participate with any other club or association until all outstanding debts are paid or an agreement has been reached to pay such.

**BYLAW 4.0-VOTING**

4.1
The District Executive Committee Members shall each be entitled to one vote, except the District Chair who may only vote in the event of a tie or during elections.

4.2
Each registered Minor Hockey Association or Organization that is in good standing with the District and the HEO Minor shall be entitled to one vote.

4.3
Each District-approved League that is in good standing with the District is entitled to one vote.

4.4
The voting member must be present to exercise their vote. There shall be no voting by proxy.

4.5
In the event that an Association representative is unable to attend any meeting he shall send an alternate to represent the Association who shall have all of the voting privileges of the regular Association representative.

**BYLAW 5.0 - THE EXECUTIVE COMMITTEE**

5.1
The day-to-day business of the District shall be administered by the Executive Committee,
between District Council meetings, according to the Constitution, Bylaws, Rules and Regulations of the District.

5.2
No Executive Committee Member shall serve as an Association President of any local minor hockey association or league, nor be eligible to act as a team official on any Team without the consent of the District Council.

5.3
The Executive Committee is noted in Article 5.2 of the District Constitution.

5.4
The term of office of the Executive shall commence June 1, and continue until the next Annual General Meeting.

5.4(A)
The District Executive shall be elected at the Annual General Meeting for the following terms of office:

a) Two Years - Chairperson - Elected during even numbered years
b) Two Years - Elected during odd numbered years
   First Vice-Chairperson / Discipline
   Risk & Safety person
   Director at Large
c) Two Years - Elected during even numbered years
   Second Vice-Chairperson / Registrar
   Secretary - Treasurer
   Director at Large

5.5
If a member of the Executive participates in activities which constitutes a conflict to the interest or activities of the District, his position may be declared vacant by a two-thirds majority vote by all members of the Council.

5.6
All District Council voting members are eligible for nomination to any Executive Committee position.

5.7
To be eligible as a candidate for District Chair, the nominated member must be currently serving as a District Executive Officer.

5.8
In the event that a duly nominated candidate is unsuccessful for the position to which they were originally nominated, the candidate is permitted to declare their intent to stand for election at one of the other positions due for election in that year.

5.9
Executive Committee member positions remaining vacant following the Annual General
Meeting will be filled in a manner deemed appropriate and approved by District Council.

5.10
The Executive Committee Members must be drawn from a minimum of three (3) Associations or Organizations

5.11 Duties of Executive Members

5.11.1 District Chairperson

(11.a) The District Chair shall preside at all Annual, Special, Executive Committee and District Council meetings; he shall not vote except in the case of a tie when he shall cast the deciding vote.

(11.b) The Chair performs the duties usual to the office, and may at his discretion call meetings of the District Council or its Committees. The Chair must call a meeting when requested by members of the District Council.

(11.c) The Chair is one of three of the signing officers of the District.

(11.d) The Chair, or designate, shall be an "ex-officio" member of all Standing and Ad Hoc Committees and of each member Association.

(11.e) By virtue of his position, the Chair shall be the official representative of the District on HEO Minor Council. In that capacity the Chair shall put forward and support the directions of District at the HEO Minor.

(11.f) The Chair shall attend all meetings of the HEO Minor for which District attendance is required, including the Annual Meeting of the HEO/HEO Minor. Should the Chair not be able to attend, the Alternate Chair shall attend in his place.

(11.g) The Chair shall attend all HEO Minor D&A hearings which involves any member from District. The Chair shall serve on committees at the HEO Minor level as requested.

(11.h) The Chair shall exercise, in addition to his own duties conferred upon him by the Constitution and Bylaws, all duties and powers of the Executive Committee in case of emergency including without limitation the power to suspend any coach, manager, player, trainer, referee and other official or person connected with any association or team under its jurisdiction. Such emergency actions, which have been taken, must be referred to the Executive Committee for approval or rejection at their next regular or Special Meeting and then to the District.

(11.i) The Chair shall be responsible for issuing and keeping proper track of travel permits within the District.

(11.j) The Chair shall make every reasonable effort to remove himself from active involvement in the administrative affairs of any Association or League.

(11.k) The Chair shall obtain and review all game sheets from all House League tournaments held within the district.

5.11.2 Immediate Past Chairperson

(a) The Immediate Past Chair shall be the source of guidance to the Executive on all matters relating to the previous conduct of business of the District.
(b) He shall be a full member of the Executive Committee and shall enjoy full privileges in respect to motions and voting.
The Immediate Past Chair may coordinate or conduct special initiatives within the District as determined by the Executive Committee.

5.11.3 First Vice-Chairperson

(11.3.a) The First Vice-Chair is an elected position.

(11.3.b) The First Vice-Chair shall act in the capacity of the Chair in the event of the Chair's absence.

(11.3.c) The First Vice-Chair shall be responsible for handing out suspensions and maintaining a record of all suspensions for Players, Officials and Parents within the Leagues and Associations of the District.

(11.3.d) The First Vice-Chair shall act in the capacity of the Chair of the District D&A Committee for all matters concerning hockey.

(11.3.e) The First Vice-Chair is one of three signing officer of the district.

5.11.4 Second Vice-Chairperson

(a) The Second Vice-Chair is an elected position.

(b) The Second Vice-Chair shall act in the capacity of the Chair in the event of the Chair or the First Vice Chair absence.

5.11.5 Secretary/Webmaster

(a) Secretary/Webmaster is an elected position

(c) The Secretary is responsible for preparing the minutes of meetings of the District Council and the District's Annual and Special General Meetings.

(d) The Secretary's role for the District may be assumed by another member of Council, with Council approval

(e) The Secretary position will receive an honorarium. Remuneration be set at 300$ for the Secretary honorarium per season and first payment be half the amount to be paid by Christmas and the second half be paid at the end of the season provided they fulfill all the required duties. Half paid by District 2 and half paid by LSLMHL.

5.11.6 Referee-in-Chief

(a) The Referee-In-Chief shall be responsible for all officiating activities in the District, which includes ensuring that all registered officials are properly supervised, evaluated and certified at the proper level.
(b) The Referee-in-chief shall maintain a list of all active officials operating in the District and provide such list to the District Referee Assignor in order to fairly facilitate the distribution of game assignments.

(c) The Referee-in-chief shall be responsible for supervision of District officials and for advancing their recommended level as necessary.

(d) The Referee-in-chief shall maintain a Code of Discipline and a Code of Conduct for District officials and shall discipline errant officials as necessary.

(e) All complaints regarding the refereeing of a game shall be submitted in writing to the RIC, the Alternate RIC, or the District Chair through an Association only (i.e. not by a coach directly)

(f) The Referee-in-Chief shall be the District representative with the HEO Minor Referee Committee and in such capacity shall attend all meetings for which District attendance is required. In the event that the Referee-in-chief cannot attend a meeting, he shall be responsible for ensuring a replacement attends on the District’s behalf

5.11.7 Registrar

(a) Registrar is an elected position

(b) The Registrar shall maintain an up-to-date database of all player, officials and teams within the District.

(c) Shall attend the HEO Minor Registrar’s meeting.

(d) Shall work with the Associations to plan and organize the District registration activities and be responsible for ensuring the member Associations comply with the HEO Minor registration directives.

(e) Shall work with the Associations to coordinate the identification of player’s Executive Officers and team officials for insurance coverage and shall ensure all deadlines are met and that all team lists and affiliation lists are accurate and that the listed players are all resident within the District or have proper transfer documentation.

(f) Shall certify and sign all team/affiliation lists before sending to the HEO Minor. Provide updated membership lists to the member Associations, resolve any registration disputes and be responsible to ensure that all teams have, on their roster, team officials that are certified at the level prescribed by the HEO Minor and member Associations.

(g) The Registrar position will receive an Honorarium. Remuneration will be set at $1500 for the Registrar honorarium per season and first payment be half the amount to be paid by Christmas and the second half at the end of the season provided they fulfill all the required duties. Each association will be charged prorated amount based on player registration.

5.11.8 Treasurer
(a) The Treasurer shall ensure the proper maintenance of all books and accounts pay all bills, have custody of all monies and other evidence of assets, credits or debts of the District.

(b) The Treasurer shall be one of three of the signing officers of the District.

(c) The Treasurer shall prepare a financial statement of all District monies received and disbursed, and shall report on same at each regular District Council meeting and at the Annual General Meeting.

5.11.9 Director of Risk and Safety

(a) Director of Risk and Safety is an elected position

(b) The Risk and Safety Director shall coordinate the Risk and Safety Management Committee activity in the District.

(c) Shall act as the liaison between the HEO Minor Risk Management Committee and the Associations within the District.

(d) Shall attend meetings of the HEO Minor Risk and Safety Committee and ensure the Associations conform to Risk and Safety policies.

(e) Shall be responsible for ensuring the Abuse directives are followed by the Associations.

(f) Shall hold regular District Risk and Safety Committee meetings during the season to review Risk and Safety Management issues.

(g) Shall provide advice, recommend policy and give directions to the District Council and have the right to intervene in areas where safety is at risk and take action as directed in the District Risk Management Policy.

(h) Shall promote throughout the District the Risk and Safety Management policies of Hockey Canada and the HEO/HEO Minor.

(i) Shall report any potentially dangerous incidents involving team members or officials to the District Council for proper action.

BYLAW 6.0 - DISTRICT COUNCIL

6.1
The District Council is outlined in Article 5.3 of the District Constitution

6.2
District Council's duties shall be to:

(a) Conduct the general business operations of the District in accordance with the District Constitution, Bylaws and Rules.
(b) Formulate, prescribe and amend Bylaws, Regulations and a Code of Discipline that shall be consistent with the scope and provisions of the District and HEO Minor Constitutions.

(c) Settle all disputes between the membership, subject to properly conducted appeals.

6.3
Unless granted a leave of absence by District Council or for reasons of health, any member of the District Council who absents himself from two consecutive District Council meetings may have his office declared vacant by a 2/3 majority vote, a quorum being present of the District Council.

6.4
Any member of the District Council who is being remiss or neglectful of duty, or is engaging in conduct tending to impair his or her usefulness as a member of District Council may by 2/3 vote, a quorum being present, be removed from office and in such circumstances said member shall be deemed to have forfeited his or her position.

6.5
If a vacancy occurs on District Council, this vacancy shall be filled by the District.

6.6
Should any Association, League or Organization within the District cease to operate or exist, the position of any member of the District Council representing such shall also cease to be a member of the District Council.

6.7
No person shall be a member of District Council who is a paid employee or representative of a professional hockey organization or club.

6.8
Should a member of District Council participate in activities with interests conflicting with those of the District, that member may be removed from office by a simple majority vote of District Council.

6.9
Any member of District Council acting as coach, manager or trainer on any hockey team shall declare such affiliation to District Council prior to the commencement of each season's activities.

6.10 Duties of Council Members
6.10.1 The District Executive Committee- see Bylaw 5.0
6.10.2 President of each Association and League

   (10.2a) Each District-recognized Association, League or Organization
            President is automatically a full member of the District Council
(10.2.b) Presidents on the Council represent their respective jurisdictions on Council concurrently to representing the District at the Association, League or Organization levels.

(10.2.c) Association Presidents shall ensure that all reasonable steps are taken to ensure the Association or League that they represent remains in good standing at all levels, from District through to Hockey Canada.

(10.2.d) Presidents are expected to present regular updates of their respective jurisdictions to the Council, during each monthly District meetings.

(10.2.e) Presidents are expected to bring to District Council those matters needing District consent, consultation and/or feedback.

6.10.3 Coach Mentor

(10.3.a) The Coach Mentor shall be an appointed voting position.

(10.3.b) The Coach Mentor shall assist all District coaches in their development.

(10.3.c) Shall operate group coaching sessions.

(10.3.d) Shall actively encourage coaches to improve their skills and help them follow the coaching programs that are offered by Hockey Canada and the Branch Mentor.

(10.3.e) Shall offer body contact sessions to teams requesting them.

(10.3.f) The coach mentor must have a minimum of Hockey Canada Intermediate and Initiation and Speak Out Program have extensive (and recent) experience coaching minor hockey.

(10.3.g) Shall have the ability to communicate, teach, motivate and work effectively with adults and be completely familiar with local hockey programs.

6.10.4 Directors(s) at Large

(a) Director(s) at Large is an elected position

From time to time the Council at its discretion may add one or two (maximum) Directors at large to the Council composition. If the members are appointed they are non-voting, if elected they hold all voting privileges.

**BYLAW 7.0 - APPEALS**

Note: all appeals of suspensions resulting from application of the HEO Minor code of discipline/abuse and harassment and risk & safety in sanctioned events for leagues administered by District Two must be submitted to the District Chairperson and will be heard under rules established by District Two and HEO Minor.
Appeals resulting from participation in District Two will follow the procedure described in the HEO Minor Rules and Regulations;

7.2

Failure of any player, team official, referee or association representative to attend a discipline or appeal hearing when instructed to do so by the District Chairperson without just cause, will result in the suspension from all hockey activities of that person until he or she attends a hearing and the Appeals and Discipline committee renders a decision;

7.3

Appeal Hearings:

(10.4.a) Hearings will be held within seven (7) days of the request to the District Chairperson.

(10.4.b) The District Chairperson or his/her delegate will chair hearings;

7.4

A fee of $150.00 shall be deposited and delivered with the request for appeal.

7.5

Appeals of decisions by member associations, and appeals of suspensions resulting from application of the HEO Minor CODE OF DISCIPLINE, HEO Abuse & Harassment By-law II in tournament and exhibition games, or in games from leagues other than those administered by District 2, must be notified to the Chairperson of HEO Minor District Two

and any other respected executive council member, and will be heard according to procedures described in the HEO Minor Rules and Regulations.

**BYLAW 8.0 - EXPENSES**

8.1

Travel cost $.40 per kilometers

Meals / lodging - as per receipt, maximum $100.00

Telephone - as per receipt, maximum $100.00

Meeting rooms - as per receipt, maximum $100.00

Administration expenses - as per receipt, maximum $100.00
Rules & Regulations

1.0 General Rules and Regulations

1.1 In addition to the District Constitution and Bylaws, these Rules and Regulations shall govern all members of the District.

1.2 The general purpose of these rules and regulations is to outline the annual specifics of administering hockey in the District area.

1.3 As per Article 7.2 of the District Constitution, the Rules and Regulations of the District shall be approved at each Annual General Meeting by a simple majority vote of members present. These Rules and Regulations may also be adapted during a playing season by a 2/3 majority vote of the District Council.

2.1 Team Formation

2.2 District "AAA" Player Opportunity
All District players are eligible to try out and play for the Zone 5 team (Eastern Ontario Wild). All players must first register with their home association prior trying out.

2.3 District "AA and A" Teams Formation
District will run AA and A teams in the ODMHA AA and A League at each level of play where numbers warrant. Such teams will be organized under the Seaway Valley MHA.

2.4 House League Teams
(4.a) All House League teams and Associations within the District will work under the auspices of the District Rules and Regulations, which must be consistent with the Constitution, Bylaws and Rules and Regulations of the District
(4.b) House Associations within the District will operate House League hockey
programs for the Novice through Midget ages on a tiered (B/C) basis, using the HEO Minor Appendix D - Guideline for a Tiered Recreation League as the basis for determining the number of teams for each playing level to achieve the objective of parity, as detailed in Section G of the District Rules and Regulations. At the beginning of the season Associations may request from the District exceptions to the HEO Minor Guideline. Upon review of the request the District may or may not grant the request. Where registration numbers prevent a single Association from forming "B" or "C" teams, they will join a neighboring Association to ensure that players are given the opportunity of being placed at the appropriate level of hockey, and the competitive balance of teams within the District is maintained.

(4.c) House Associations shall also run and be responsible for, where numbers warrant, Initiation Programs and Juvenile hockey team development. Where numbers do not warrant, players may move to a neighboring Association.

(4.d) All teams playing in the District are bound by the District Rules and Regulations and the District Constitution, By-laws and Regulations.
DISTRICT 2  
NOTICE OF MOTION #  
FOR THE 20 AGM

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**SUBMITTED BY:**

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**PROPOSE WORDING:**

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To Assist in Compliance with HEO Minor Rules and Regulations 3.0 c please complete this form and return to your District 2, November, February, and May AGM meetings.

Audit Committee Report

As at: ..............................

To District 2

We, the Audit Committee of the..................................................report that our Vice President of Finance/Treasurer, ..................................has provided us with the following information regarding the finances of our association and we have reviewed:

1. A copy of our annual budget and Treasurer's report including all revenues and expenses up to and including ........................................ and {enter date budget/reports were last updated}:

2. Monthly statements/reports provided by an authorized representative of the financial institution(s) for all accounts and investments held by our association as at .........................

3. Monthly Bank Reconciliations prepared by our Treasurer and initialed by us on

4. General Ledger prepared by our Treasurer and Invoices and Bank Deposits

We certify that we have reviewed the above information and confirm that the balance on the Treasurer's report matches the balance of the statements and reports from our financial institution(s).

Signed: ................................................................. Dated: ..............................
Name (block print) .................................................................

Signed: ................................................................. Dated: ..............................
Name (block print) .................................................................
Signed: ................................................................. Dated: ........................................
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