



# WINDSOR 'AAA' ZONE

## CONSTITUTION/BYLAWS

*(Effective: June 01<sup>st</sup>, 2011)*





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## **CONSTITUTION**

This constitution shall be composed of Articles numbered and referenced as follows with the headings only intended as information references.

### **Article I – Name, Affiliation and Corporate Structure**

- A1.1** The following is enacted as the Constitution of the AAA Zone of Windsor, Herein after referred to as Windsor AAA Zone Board, or for reference within this document. Enacted in Windsor, Ontario, this 1<sup>st</sup> day of May 2005. The Constitution and Bylaws heretofore enacted are repealed. Being not for profit association and operating with no primary gain or other benefits to individual members. Revenues and / or benefits to the Corporation shall be used solely for fulfilling its purposes and / or mission.
- A1.2** The AAA Zone Board shall be elected/ appointed and shall consist of the AAA President, Vice President, Administrative Assistant, Treasurer, ALLIANCE Representative, Director of Coaching, Director of Conflict of Resolution, (3) Zone Liaison Representatives and 4 Directors at Large. The AAA Zone Board shall have the authority and duty to maintain the “AAA” Zone registration, designate the Association’s signing authority(ies) and act for any purpose thereto.
- A1.3** The Logo symbol of the Windsor Spitfires (OHL) is a registered trademark and can only be used with the pre-approval of the Windsor Spitfire organization and the Ontario Hockey League. Permission for its use must be granted by Windsor Spitfire Organization (OHL). Permission to use the trademark is granted to the Windsor AAA Zone.
- A1.4** “Windsor AAA” operates as a ‘AAA’ zone hockey centre. Accordingly, its members and participants are governed by said rules and/or conditions of the ALLIANCE and as may be further prescribed by the Constitution, Bylaws, and Policies of the following:
- (a) Ontario Hockey Federation (OHF), being the provincial body of authority;
  - (b) Hockey Canada (HC), being the national body of authority  
Responsible for amateur (minor) hockey in Canada.

### **Article II – Objectives and Mission Statement**

- A2.1** Windsor “AAA” Zone shall be an advocate for, and promoter of, ‘AAA’ hockey and on an ongoing basis to further the development of ‘AAA’ hockey programs by encouraging the highest degree of sportsmanship and fair treatment amongst all its members and participants/players.
- A2.2** More particularly, Windsor “AAA” Zone objective is to maintain and further advance a ‘AAA’ Hockey program for the benefit of eligible resident players of Windsor ‘AAA’ zone centre’s as follows:
- AAA zone centre’s
- 1. Windsor Minor Hockey Association
  - 2. LaSalle Minor Hockey Association
  - 3. Riverside Minor Hockey Association
- A2.3 MISSION STATEMENT**
- “The Windsor “AAA” Zone shall promote, encourage, develop and govern hockey for Boys and Girls within the AAA Zone of Windsor for Midget, Bantam, Pee wee & Atom Divisions.”



### **Article III – Eligibility– Members/Participants**

- A3.1** Players who participate in any activities of the Windsor 'AAA' hockey must be Midget age or younger prior to the end of the calendar year and be registered for the current hockey season with their resident minor hockey home centre (ref A2.2 ) and be otherwise eligible according to the rules of OHF/HC.
- A3.2** AAA Zone voting members shall consist of the following individuals who are deemed members in good standing:
- (a) Custodial parents and/or guardians of eligible players who upon their signature accept a carded position with a Windsor "AAA" Zone team;
    - (i) one vote per registered family.
  - (b) Individuals who serve as carded officials of a Windsor "AAA" Zone team;
  - (c) Individuals who are elected or appointed and serve as a member of Windsor "AAA" Zone Governing Board.
  - (d) Players are excluded and do not have any voting privileges.

#### **Member(s) in Good Standing**

- A3.3** A member in good standing is defined as one who does not owe any applicable Windsor "AAA" Zone fees, including home centre's, assessments, etc. and who is not the subject of any current disciplinary action. A member cannot have any legal action against the Windsor "AAA" Zone and cannot start any legal action without first exercising their right of appeal throughout the complete appeal procedure. A member cannot at anytime distribute/relay information that is slanderous or defamatory against any of the Windsor "AAA" Zone Members or Board Members. The Board may reinstate a member.
- A3.4** Upon acceptance of membership as described herein and being afforded the rights hereunder, it shall also be understood/acknowledged by all members that part and parcel of their rights of participation, there exists a corresponding duty for all members to support Windsor "AAA" Zone Constitution and abide by its Bylaws and/or Policies, adopted thereto.

### **Article IV – Administration – Authorities**

- A4.1** (a) A quorum shall consist of SEVEN (7) ZONE BOARD MEMBERS or more and shall include either the President, Vice President or Administrative Assistant who must be present at the Zone Board meetings to conduct the business of the Windsor "AAA" Zone.
- (b) Zone Liaison Representatives, one from each of Windsor "AAA" Zone 3 home centres, when officially designated by the home centre, shall be a bona fide member of Windsor "AAA" Zone Board.
- ( c ) Notwithstanding subsection (a) and (b), the President of each respective AAA Zone Centre or his/her designate shall sit as an ex-officio (non-voting) bona fide member of the AAA Zone Board.
- A4.2** Those responsible for the effective operations of Windsor "AAA" Zone shall devolve in descending order, according to the duties prescribed in the Bylaws as follows:
- (a) to the "AAA" Zone Board and/or;
  - (b) to the President;
  - (c) to other titled officers, and home center representatives;
  - (d) to committees and/or individuals appointed hereunder.



- A4.3** a) The Officers of the Windsor "AAA" Zone shall be elected/appointed as prescribed by The Bylaws and consist of AAA Zone President, Vice President, Administrative Assistant, Treasurer, ALLIANCE Representative.
- A4.4** It shall be the duty of all members of the Board to fulfill their individual responsibilities of office and actively pursue and promote the Objectives and Mission statement of Windsor "AAA" Zone.

## **Article V – Funds**

- A5.1** Windsor "AAA" Zone revenues shall be acquired through methods approved by the Board, which may include:
- a) fees for player registrations;
  - b) assessments for teams and/or members;
  - c) revenues from the sale of products with Windsor "AAA" Zone trademarks and/or symbols;
  - d) revenues from fundraising events/programs;
  - e) revenues from Sponsors & for Sponsorship programs;
  - f) revenues from donations/bequests; and/or;
  - g) any other method approved by the "AAA" Zone Board.
- A5.2** All revenues received from AAA Zone fundraising activities shall be deposited into a general fund account in the name of Windsor "AAA" Zone and subject to the approval of the "AAA" Board be expended for the ongoing maintenance/ administration of Windsor "AAA" Zone pursuit of its Objectives and/or Mission.
- A5.3** Proper financial records shall be maintained by the Treasurer and submitted to an independent review by a Chartered Accountant who shall be retained to provide an opinion on the financial statements which shall be subject to approval by the Board and members in attendance at the Annual General Meeting (AGM).
- A5.4** The fiscal year end of the Windsor "AAA" Zone shall be the 30th of April in each year.

## **Article VI – Bylaws**

- A6.1** Bylaws shall be adopted by the members and these Bylaws shall provide for and/or further clarify the:
- a) terms and/or requirements of this Constitution;
  - b) duties and conduct of Officers, Directors and Representatives;
  - c) eligibility, nomination and election of officers and directors;
  - d) their term of office;
  - e) removal of an officer for cause;
  - f) filling a vacancy in office between elections created by removal for cause, resignation or any other reason;
  - g) eligibility/appointment of committees and their members;
  - h) appointment of Windsor "AAA" Zone delegate(s) to attend meetings of affiliate hockey organizations;
  - i) special rules of order for Windsor "AAA" Zone Meetings;
  - j) a process for member appeals and;
  - k) any other bylaw, which may be necessary to govern the activities of members and/or participants of Windsor "AAA" Zone activities.





## **Article VII – Meetings for Members/for the Executive**

See Bylaw I.

## **Article VIII – Indemnity and Insurance**

- A8.1** Where an a Signing Officer, Director or Representative to the Board, or any member of a Board appointed hereunder, performs an act:
- (a) in compliance with the Constitution, Bylaws and/or Policies of Windsor "AAA" Zone and/or;
  - (b) to action a decision which has been adopted at any General Membership Meeting of Windsor "AAA" Zone, and is contained in the minutes thereof and/or;
  - (c) to action a decision by the Board which is contained in the minutes of a meeting of the Zone, such Officer, Director or Representative or Member shall be indemnified by the Association for any personal losses, costs, damages, and expenses accruing to said Officer, Director, Representative or Member, their heirs, executors or administrators, by reason of the performance of such acts.
- A8.2** For this purpose, the President and Board shall maintain liability insurance coverage and provide bond coverage for those members handling Association funds to the extent the Committee deems appropriate and reasonable.

## **Article IX – Amendments to Constitution, Bylaws and Policies**

- A9.1** The Constitution and Bylaws may be amended at a General Membership Meeting provided that:
- (a) notice of the proposed change(s) is/are provided to the membership in the manner prescribed by the By-laws hereunder and;
  - (b) that the members voting at the General Meeting adopt the proposed amendment(s) with a majority vote.
- A9.2** The Policies may be established and/or amended at a AAA Zone Board Meeting with a majority vote of the members in attendance.

## **Article X – Interpretations and Parliamentary Authority**

### **A10.1 INTERPRETATIONS**

When any circumstance arises due to conflicting language or disagreement over any bylaws, rules and/or policies adopted hereto, the Board shall have the authority to interpret said language and/or issues in conflict, in a manner which is consistent with the intent and purpose of this Constitution.

### **A10.2 PARLIAMENTARY AUTHORITY**

In all matters which could be set forth in this Constitution, its By-laws and /or its Policies thereto, but are not detailed therein, the operations of Windsor "AAA" Zone when it is appropriate, shall be governed in the manner prescribed by the most current edition of "Procedures for Meetings and Organizations" by M.K. Kerr and Hubert W. King. This edition by reference is included as being part and parcel of this Constitution and is to be Windsor "AAA" Zone Parliamentary Authority.



## WINDSOR 'AAA' ZONE



## BYLAWS

*Effective: June 01<sup>st</sup>, 2011*







## **Bylaw 1 – Meetings under the jurisdiction of Windsor AAA Zone: agendas, rules of procedure, conduct of members etc.**

### **B1.1 – General Membership Meetings**

Unless a different time or place is determined necessary by the Committee, the President shall call General Meetings as follows:

- (a) an Annual General Meeting "AGM" be held no later than the 30<sup>th</sup> of April each year and;
- (b) a Special General Meeting when in the opinion of the President a matter is of such importance necessitating a decision by the membership or;
- (c) when petitioned in writing by:
  - (i) Seven or more members of the Board or;
  - (ii) 25 voting members of Windsor "AAA" Zone; wherein the agenda for Special General Meetings shall be limited to the purpose(s) for the meeting being called.

### **B1.2 – Zone Board Meetings**

- (a) The President shall convene regular monthly meetings of the Board except when a quorum of its members is unattainable wherein at the discretion of the President, the date for said meeting may be rescheduled or deferred to the next regular meeting;
- (b) Special Meetings for the Board shall be at the call of the President and/or be convened when the Administrative Assistant is petitioned in writing by (7) seven of its members;
- (c) The agenda for Special Meetings of the Board shall be limited to the purpose(s) for the meeting being called.

### **B1.3 – Notice of General Membership Meetings**

Members are entitled to receive notices of, and to attend, participate in and debate at all membership meetings called by the President, hereinafter referenced as General Membership Meetings. No public notice nor advertisement of General Members' meetings shall be required, but notice of the time & place of every such meeting shall be given to each Member by sending the notice by distribution to Members through team Officials and by entering such notice on the AAA Zone website ten days before the time fixed for the holding of such meeting. An affidavit statement by the Administrative Assistant attesting to the date and method of notice is prima facie proof of such notice.

### **B1.4 – Member Voting Rights**

To ascertain voting rights you must be a member in good standing with the Windsor "AAA" Zone, (ref A3.3 ). Eligible voters shall be considered to be "AAA" Zone Board, Team Officials, parents of the Windsor "AAA" Zone players. (ref A3.2 ).

There shall be no proxy votes allowed for the election of officers or any other vote within the Windsor "AAA" Zone (ref B2.9 ). Only one voting card per eligible person.

The above is subject to one (1) vote per registered family.

### **B1.5 – Rules of Procedure**

All meetings under the jurisdiction of Windsor "AAA" Zone, shall be conducted in accordance with the 'rules of procedure' as follows:



### **Rule 1 – Start Time**

A meeting shall be called to order by the 'President' within 20 minutes of the scheduled time except when a quorum is not present. In this event, the President may delay the 'call to order' until a quorum is attained or may cancel the meeting. Pending the attainment of a quorum, the President may designate those in attendance as having status as a 'committee' for purposes of discussion and/or formulating recommendations regarding any matter of business scheduled for the meeting.

### **Rule 2 – Order of Business**

Except when otherwise 'noticed' to the attending members, the Order of Business shall be:

- (a) announcement of official start of meeting by the 'President';
- (b) roll call of the Board (for *General Membership Meetings*) or confirming a list of attendees for any other meeting;
- (c) reading of minutes of previous meeting ( *when not provided in writing* ), corrections, discussion and adoption thereof;
- (d) report(s) by Board Members requested to do so;
- (e) during AGM's: -
  - (i) report of the Treasurer for consideration to the members entitled thereto;
  - (ii) appointment of 'auditors' for the ensuing year;
- (f) reports of committees reading of correspondence and/or presentations;
- (g) unfinished business ( *deferred from previous meetings* );
- (h) new business – includes suggestions or recommendations by members;
- (i) notice of motions ( *i.e. proposals to amend Constitution or Bylaws* );
- (j) election of officers;
- (k) adjournment.

### **Rule 3 – Processing of Motions**

- (a) Except when stated otherwise, motions shall be decided by a majority of those members voting;
- (b) A member desiring to speak shall rise and before speaking be recognized by the President;
- (c) A main motion which introduces new business shall require a seconder of the motion and be recorded in the minutes;
- (d) Once a main motion has been stated by the President, it shall become the property of the assembly subject to customary considerations pending the vote on its disposition as follows:
  - A main motion may be subject to a subsidiary motion to:
    - (i) 'postpone temporarily' ( *in order for a different/urgent matter to be considered and/or be handled* );
    - (ii) 'close debate and vote';
    - (iii) 'refer to a committee'; ( *for additional study with an instruction for recommendations, reports, etc.* )
    - (iv) 'amend'; ( *by deleting and/or adding words, or by substituting different words* );
    - (v) 'amend an amendment'; which motions shall have precedence in the order listed herein with having highest precedence and no further subsidiary motions shall be permitted.

### **Rule 4 – Rules for Debate and Voting**

- (a) The President shall request alternate 'pro' and 'con' debate;
- (b) Unless permitted by the President, a member may not speak; and than not more than twice on the same motion and the second time only after all others have been provided the opportunity to speak;
- (c) Upon the close of debate the President state the motion which is immediately pending and proceed to hold the vote and;
- (d) The President or two members may move that the vote be taken by ballot, otherwise the President shall order a vote be taken by general consent, voice, a show of hands or by a 'standing count'.



#### **Rule 5 – Reconsideration**

A motion ( *i.e. main motion only* ), when affirmatively carried, may not be reconsidered during the same meeting.

#### **Rule 6 – Member – Conduct**

- (a) During a meeting the President shall call to order any member who acts in an improper manner even if the member is in possession of the floor and speaking;
- (b) When a member is called to order by the President, the member must stop the improper behavior and/or take his/her seat;
- (c) When a call to order is stated, all discussion/debate shall be suspended until;
  - (i) the offending member apologizes to the meeting and/or an aggrieved member or;
  - (ii) the offending member leaves, if requested or;
  - (iii) order is reinstated and the President resumes the business then under consideration.

#### **Rule 7 – APPEAL on Points of Order, Rulings by the President, etc...**

- (a) During all meetings, the President shall decide all issues on a point of order and he/she may speak to a point of order or to explain the ruling before any member.
- (b) When the President has decided a question of order, any member may appeal his/her ruling to the meeting providing a reason for the appeal. The President shall respond with an explanation of his/her ruling and without further debate, put the appeal to a vote.
- (c) The question 'put' will be "...shall the decision of the President be sustained?" When a majority of those voting do not sustain the decision of the President, only then will the decision of the President be overturned and the point of order shall be the decision of the meeting.

#### **Rule 8 – Parliamentary Authority**

For any procedures and/or rules not detailed herein and subject to the process allowed herein, whenever appropriate, shall be those prescribed by Windsor "AAA" Zone Parliamentary Authority – (ref A10.2)

### **Bylaw II – Term of Office, Nomination & Election of Board Members and Appointed Positions**

- B2.1** The nomination and election of Board members shall be an order of business at each Annual General Meeting wherein any Board position vacancy may be filled utilizing the electing procedures prescribed herein.
- B2.2** A vacancy(ies) notwithstanding, the Officers of Windsor "AAA" Zone (ref A4.3 )(a) shall be elected to a regular term of office extending over two consecutive years, commencing immediately at the conclusion of the Annual General Membership Meeting.
- B2.3** Nominations and elections will be held upon the expiry of each term of office as follows:
  - President** – two (2) year term (odd)
  - Vice President** – two year term (even): excluding year one dated May 6, 2009 for the 2009/2010;
  - Administrative Assistant** – two (2) year term (even)
  - Four Director at Large Positions** - two (2) even and Two (2) odd
  - ALLIANCE Representative/Register** two (2) year term (even)
- B2.4** Eligibility of Candidates for all appointed positions:
  - The Treasurer is an appointed position approved by the Board based on experience and qualifications;



- Director of Coaching/Player Development is an appointed position approved by the Board based on experience and qualifications.
- The Conflict Resolution Officer is an appointed position approved by the board based on experience and qualifications and must have served one (1) year on the AAA Zone Board or any of three Centre's.

Failing these qualifications, the nomination will then be open to the General Membership.

**B2.5** Eligibility of Candidates for all Officer positions: – nominees must be a member in good standing at the time of their nomination:

- The President is an elected position but must have served one (1) year on the AAA Zone Board.
- The Vice President is an elected position but must have served one (1) year on the AAA Zone Board
- The Treasurer is an appointed position approved by the Board based on experience and qualifications;
- The ALLIANCE representative is an elected position but must have served one (1) year on the board.

Failing these qualifications, the nomination will then be open to the General Membership.

**B2.6 Appointment of Competency Based positions:** The position of 'Treasurer', 'Director of Coaching/Player Development', 'Director of Conflict Resolution' shall be appointed by the Board upon receiving an application to fill such vacancy or upon receiving a resignation. The criteria for appointment shall be determined and set by the Board Selection Committee which shall be chaired by the President or designate, and consist of no less than three (3) additional members of the Board. This selection committee will be available to all members of the Board interested in participating. The selection committee will make a motion to the Board with their recommendations. Approval of such a motion shall require a majority vote conducted at the meeting. Each competency based position shall be reviewed a minimum of once every two years from the date of appointment. In the best interest of the Windsor AAA Zone, the appointment may be terminated early and new appointment made.

**B2.7 Zone Liaison Representatives** – designated and approved by home center executives.

**B2.8** Interested applicants are invited to submit their candidacy, in writing, as per notice on AAA Zone website 15 days prior to Windsor "AAA" Zone AGM. Acceptance by those above referenced positions must be done in person when requested by the President. (ref B2.9 )

**B2.9** A nominee may stand (i.e. be a candidate) for more than one office. A candidate/member that is currently holding a position within the executive that has accepted a nomination to stand; he/she must vacate his/her current Board position and declare it vacant, (ref B.6.1). The vacant position is filled for the remainder of the term by election/appointed.

**B2.10** Voting for multiple candidates for a single office shall be by ballot – by members attending the AGM and having voting privileges prescribed by Bylaw 1.4. The candidate receiving the majority of all votes cast shall be declared elected.

**B2.11 Ratification – when only a single candidate**

At the close of nominations for each office and when a single nominee is the only candidate, the Nominations chair shall advise the members that upon the request of a single member, a ballot vote to ratify the candidate's election may be ordered. Upon a majority of those voting to confirm



the candidate to office, or upon no requirement for ratification, the President shall declare the candidate "...elected by acclamation!"

#### **B2.12 NO Proxies**

Proxies will not be permitted. Members must be present in person at General Meetings and Additional General Meeting of the membership in order to exercise their voting rights in matters coming before an Annual General Meeting and Additional General Meeting of the Membership

### **Bylaw III – Rights/Duties of the “AAA” Zone Board**

#### **B3.1 The “AAA” Zone Board**

In accordance with Article A4.2 and subject only to the authority of a General Membership Meeting as prescribed under Article A4.1 the Board shall be the governing body responsible for the effective administration of Windsor “AAA” Zone and the enforcement of all rights and duties emanating under its Constitution, Bylaws and/or Policies adopted thereto. In this regard the Board shall retain the authority to further direct and/or approve actions of all Officers, Representatives and/or Committees in the performance of any of their duties prescribed hereunder.

### **Bylaw IV – Removal and Eligibility of Officers and Representatives**

#### **B4.1 - Removal From Office**

Further and having established an unacceptable circumstance of ‘neglect of duty’ the Board shall, by motion – moved, seconded and carried – move a vote of no confidence and request the resignation of the member. If the member so requested does not submit his/her resignation within 14 days, and does not appeal this decision to the Board, through the Administrative Assistant within 14 days of receiving notice, the Board may at its next meeting by motion – moved, seconded and carried, declare the position vacant and subsequently fill the position with a member who is qualified and willing to serve.

#### **B4.2 Eligibility**

A Board member cannot sit on Windsor “AAA” Zone Board and have a child who is eligible to play for the Windsor “AAA” Zone; play outside the Windsor AAA Zone. Coaches cannot coach and have a child who is eligible to play for Windsor “AAA” Zone, play outside the Windsor “AAA” Zone. Junior clubs are exempt.

To be eligible to run for a position a Board member must be in good standing in the Association. Any member who is in contravention of any of the Windsor “AAA” Zone Constitutional Rules, Bylaws or Policies or who owes money to their Home Centre is not considered to be a member in good standing (ref– A3.3)

(Clarification: this section applies when a player refuses to accept a carded position on a team and chooses to play in another AAA Zone.)

### **Bylaw V – Rights & Duties of Officers and Representatives**

#### **B5.1 – AAA President**

The President shall preside at all meetings of the Board and exercise this authority towards the fulfillment of the objectives of Windsor “AAA” Zone and in this regard shall:

- (a) convene and preside over all General Meetings and meetings of the Board;
- (b) act as authority head and official spokesperson for Windsor “AAA” Zone.
- (c) Appoint committees at his/her own discretion, and is empowered to call meetings of said committees at his/her own discretion.
- (d) advise the home center Executive and their members of Windsor “AAA” Zone activities including player evaluations which shall include dates, times and locations





- (e) use his/her President authority to enforce all written policies and maintain supervision over all matters involving hockey operations;
- (f) serve as a member of the Budget Committee, approve all member expense reports with exception of own expenses to be approved by Administrative Assistant or Treasurer
- (g) appoint an adhoc committee to develop and maintain a system of record keeping for (a) suitable candidates for Coach applications/files, Interviews, letters of offer(s) acceptance(s) as a member of a Coach selection team (b) record keeping and/or procedures determining eligibility for AAA evaluations.
- (h) supervise Board fundraising/sponsorship activities;
- (i) provide guidelines when appropriate on fundraising activities for individual teams.
- (j) be a signing authority for Windsor "AAA" Zone.

#### **B5.2 Vice President**

The vice president shall:

- (a) Assume all duties and responsibilities of the President, either in the absence of or under the direction of the President.
- (b) Review and prepare By-law revisions for publications;
- (c) Undertake special projects as assigned by the President
- (d) assist and report to the President as required
- (e) review and prepare Bylaw and Rules of Operations revisions for publications
- (f) shall be responsible to sit on designated committees
- (g) attend all Windsor AAA Zone meetings regularly
- (h) other duties as prescribed

#### **B5.3 – Administrative Assistant**

The Administrative Assistant while holding office shall be the custodian of Windsor "AAA" Zone official records.

The Administrative Assistant duties shall be to:

- (a) attend General Meetings and Committee Meetings for the purpose of taking notes on all matters to be included as minutes;
- (b) prepare a draft copy of the minutes for consideration and approval at the next meeting;
- (c) receive, distribute and/or respond to correspondence as may be necessary or appropriate;
- (d) provide notices of meetings to all Windsor "AAA" Zone representatives and the business to be considered as required hereunder;
- (e) maintain up-to-date contact list of all Board Members and Team Officials which is to be available upon request after the start of the official season;
- (f) be a signing authority for Windsor "AAA" Zone, authorized to approve President expenses.
- (g) provide such other general Administrative Assistant duties as may be required hereunder;
- (h) upon leaving office, forward all records to the successor Administrative Assistant or President;

#### **B5.4 – Treasurer**

The Treasurer shall be responsible to maintain accurate records of all financial transactions of the Windsor "AAA" Zone.

The Treasurer's duties shall be to:

- (a) receive and deposit all revenues into the account(s) of Windsor "AAA" Zone.;
- (b) monitor all disbursements wherein payments shall be made upon an invoice(s) being submitted and only by cheques signed by two authorized Officers
- (c) provide the Board with a monthly financial report;
- (d) serve as Chair of the Budget Committee;
- (e) ensure that a year-end auditor's review will be available to members in attendance at Windsor "AAA" Zone AGM.
- (f) review team budgets, financial statements, and expenses/reports for all members
- (g) be a signing authority for Windsor "AAA" Zone, authorized to approve President's expenses.
- (h) be responsible for accounting and reconciling registration monies





#### **B5.5– ALLIANCE Representative**

The ALLIANCE Representative shall be responsible for the registration of players and other participants accepting an official position under the jurisdiction of Windsor “AAA” Zone

In this regard the ALLIANCE Representative shall:

- (a) in consultation with the President develop and maintain a system of record keeping and/or procedures determining eligibility for evaluations, player ‘releases’ and/or issuing of waivers, letters of offer(s) acceptance(s) as a member of a Windsor “AAA” Zone team and all financial matters related thereto;
- (b) maintain a record of registration-related activities
- (c) within thirty days after the start of the ALLIANCE AAA Hockey Schedule have available a list of team officials and their players, a list of members in good standing (*or otherwise*);
- (d) provide a list of names of players to each home center who have been waived and those who have accepted a position on a Windsor “AAA” Zone team.
- (e) be responsible for obtaining appropriate player and team official insurance.
- (f) serve as Windsor “AAA” Zone representative on the ALLIANCE Operating Committee
- (g) shall be empowered to discipline or suspend the Manager, Coach and/or Player of the Windsor “AAA” Zone, but first must notify the President of all upcoming suspensions.

#### **B5.6 At Large Director**

- (a) duties as prescribed and delegated by President of Windsor AAA Zone.

#### **B 5.7 Director of Coaching/Player Development**

- (a) create and oversee a hockey development program with assistance from the President
- (b) conduct regular meetings with all team coaching staffs in all divisions
- (c) organize and direct in a proactive manner, player and coach development
- (d) organize and oversee player, coach’s and trainer’s development clinics
- (e) attend, critique and evaluate team practices in all divisions
- (f) assist and report to the President
- (g) liaise with the ALLIANCE concerning all player and coach development resources
- (h) shall be responsible to sit on designated committees
- (i) shall be empowered to discipline or suspend the Manager, Coach and/or Player of the Windsor “AAA” Zone, but first must notify the President of all upcoming suspensions.

#### **B5.8 Director of Conflict Resolution**

- (a) Be responsible for the integration of hockey and life learning education for our members
- (b) This learning may be conducted through a variety of venues not limited to: enhancement of Code of Conduct learning and behaviour modification for players, parents and coaches, ensuring appropriate and progressive discipline for correcting behaviours, assisting with the orientation of parents to new teams as assigned following evaluations and supporting the Board of Directors in addressing operational and systemic ethical issues
- (c) oversee player parent orientation regarding code of conduct
- (d) manage player and member disciplinary /dispute resolution actions as directed by the President
- (e) shall be empowered to discipline or suspend the Manager, Coach and/or Parent/Player of the Windsor “AAA” Zone, but first must notify the President of all upcoming suspensions.

#### **B5.9 - Zone Liaison Representatives**

The Zone Liaison Representatives: One (1) Designated Representative and One (1) Alternate from each of the Windsor “AAA” Zone Home Centres when officially designated by the home centre, shall be recognized as a bona fide member of the Windsor “AAA Zone Board. The alternates may attend Meetings but may only vote in the absence of their designated Representatives.

In this regard the Representative shall:



- (a) act as a liaison between his/her home center and Windsor "AAA" Zone and report matters of mutual interest to the monthly Executive/Board Meetings of both the home center and those of Windsor "AAA" Zone.
- (b) help facilitate the registration requirements of players from his/her home centre.

## **Bylaw VI - Vacancy(ies) on the Board**

### **B6.1 - A Board Vacancy shall exist when an Officer or Representative:**

- (a) resigns;
- (b) is suspended and/or, is otherwise no longer eligible to serve as provided hereunder;
- (c) the position is declared 'vacant' as provided hereunder;
- (d) is absent for three (or more) consecutive meetings with or without explanation and at which point the Windsor "AAA" Zone Board may deem the position abandoned and declares it vacant.

### **B6.2 - A Board Vacancy shall be filled in the interim until the forthcoming election by the Board exhausting the procedures as follows:**

#### **(a) For President:**

- (i) appoint the Vice President
- (ii) an officer who is deemed suitable and is qualified as required under Bylaws 2.2, or;
- (iii) appoint a member of the Board who may have a background of home center executive experience and is deemed suitable, or;
- (iv) appoint a member who has appropriate qualifications and experience and is deemed suitable and willing.

The appointed President being the incumbent officer is eligible without the qualification under Bylaw 2.2, to stand as a candidate for the next (upcoming) election;

#### **(b) For any other Officer vacancy, the Board shall appoint a member deemed suitable and willing to serve;**

#### **(c) For a vacancy in a Home Centre Representative position, the Administrative Assistant shall advise the home centre and ask that another 'Representative' be Appointed as soon as possible.**

## **By-Law VII - Amendments to the Windsor 'AAA' Zone Constitution**

- B7.1** (a) Amendments to the Constitution may be proposed by any member of the Windsor "AAA" Zone in writing with a mover and seconder;
- (b) All proposals to amend the Constitution must be in the hands of the Administrative Assistant 15 days prior to AGM and will be voted on at the AGM.
- All proposed amendments to the Constitution will be made available to the membership at the AGM and enacted immediately upon approval.

## **By-Law VIII - Conflict of Interest**

- B8.1** It is the duty of an officer or any Board member of the Windsor "AAA" Zone to disclose any information that could rationally be regarded as affecting the impartiality of the officer, or Board member in acting as such.

## **By-Law IX – Coaching Staff**

### **B9.1 Appointment of Coaches, Managers, Assistant Coaches and Trainers:**

- (a) All Coaches, Managers, Assistant Coaches and Trainers will be recommended by the Windsor "AAA" Zone Coaches Selection Committee and approved by the Windsor "AAA" Zone Board. Appointment, if possible, of Coaches will take place no later than two (2) weeks prior to "AAA" Evaluations.



- (b) The Windsor "AAA" Zone coach selection panel shall be made up of volunteers representing all centres of the Zone and approved by the President.
- (c) The Board shall provide all available information to the coach selection panel including previous coach evaluations and reports from parent interviews, so its panel members can make informed recommendations on coach selections.
- (d) All carded team officials and Board of Directors will be required to provide a local police clearance to the Windsor "AAA" Zone Administrative Assistant in a sealed envelope marked with their name within 60 days of their Approval. This process must be done every two years of uninterrupted service. The cost is refunded for approved staff and Board members.

### **By-Law X – Evaluations**

**B10.1** The Windsor "AAA" Zone will conduct annual evaluations, providing eligible AAA zone centre players the opportunity to compete for positions at the 'AAA' level (ref A2.2 )

### **By-Law XI – Registration Fees**

**B11.1** If a player terminates his/her participation on his/her own volition after the league starts he/she will receive **NO REFUNDS** unless his/her position can be filled on that team. The Board will consider extenuating circumstances for:

- (a) injured (hockey related with doctor's certificate);
- (b) Moving out of area;
- (c) Player returning to Home Center and vacated position on team has been replaced.

### **By-Law XII – Member Appeal Process**

**B12.1** In cases where an individual feels that he or she has cause to appeal any disciplinary committee decision he or she may submit an appeal in writing to the Administrative Assistant of the Windsor "AAA" Zone. The Board will review the findings of the Disciplinary Committee and hand down a decision. At all steps of the appeal process, all involved parties shall be offered the opportunity to make representation. Involved parties who choose not to make representation lose the rights for rebuttal.

### **By-Law XIII – Constitution Supersedes By-Laws**

**B13.1** In cases where language contained in the by-laws conflicts with that in the constitution, the language contained in the constitution shall prevail. Further, if such a conflict should come to light, the board will take the appropriate steps to revise the language in the by-laws as required to be consistent with the constitution, at the earliest opportunity.

### **By-Law XIV – Confidentiality**

**B14.1** Every Director and Officer of the Windsor "AAA" Zone shall respect the confidentiality of matters brought before the Board for consideration dealing with in camera matters.

### **By-Law XV – Appointment of "AAA" Board**

**B15.1** The Positions of President, Treasurer and Administrative Assistant for the Windsor "AAA" Zone will be appointment by the Executive Committee of the W.M.H.A (Windsor Minor Hockey Association) for the calendar year 2005 and 2006 (2005/2006 & 2006/2007 season) as follows:

- President – 2-year term
- Treasurer – 2-year term



Administrative Assistant – 1-year term  
Upon completion of the appointed terms the positions will default to the election process as outlined herein (Bylaw II sections B2.3)

### **By-Law XVI – Penalties**

**B16.1** Any player or member of the Windsor AAA Zone who violates the Constitution, Bylaws or Policies of the AAA Zone is subject to disciplinary action. Disciplinary action may result in the loss of privileges, suspensions or fines.

### **By-Law XVII – Policies**

**B17.1** The Zone Board has the right to make policies to govern the effective operations of the Zone. All players and members of the Zone are to abide by the Policies.



**B17.2** All Policies are to be placed on the AAA Zone website and made available to any member upon request.

*Signed on this 27th day in the month of July in the year 2009.*

*President* \_\_\_\_\_  
*Fred Baldwin*

*Vice President* \_\_\_\_\_  
*Tony Ciampa*

*Administrative Assistant* \_\_\_\_\_  
*Tom Crowley*

*Zone Representative ( A )* \_\_\_\_\_  
*Al Iatonna - Windsor*

*Zone Representative ( B )* \_\_\_\_\_  
*Anne Marie Schofield – Riverside*

*Zone Representative ( C )* \_\_\_\_\_  
*Kevin Beaudoin - LaSalle*

*Conflict Resolution* \_\_\_\_\_  
*Lou Calsavara*

*ALLIANCE Representative* \_\_\_\_\_  
*Jennifer MacDonald*

*Treasurer* \_\_\_\_\_  
*Angelo Battisti*