

4/6/2018

HEALTHY N' PLAYING HOCKEY (LONDON) INC.
CONSTITUTION & BYLAWS



OPERATED BY HEALTHY 'N PLAYING HOCKEY

LONDON SENIOR HOCKEY

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- 5
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17 **ARTICLES OF INCORPORATION**

18 **Article 1- Name**

19 The name of the Corporation shall be **Healthy N’ Playing Hockey**
20 **(London) Inc.** operating as **London Senior Hockey.**

21 The Corporation shall operate under the **Not-for-Profit Corporations Act,**
22 **2010 (Ontario).**

23 The corporation is a recreational hockey league for players over 55 years of
24 age and operates out of the Western Fair Sports Centre.

25 **Mailing address:**

26 London Senior Hockey
27 Western Fair Sports Centre
28 865 Florence St.
29 London ON N5W 3V9

30 For more information, go to: www.londonseniorhockey.ca

31 **Article 2- PURPOSE**

- 32 1. to develop and maintain a recreational hockey league that provides a safe
33 environment for players who are 55 years of age and older in the Greater
34 London Area. There are no age restrictions for Goalies.
- 35 2. to facilitate quality hockey experiences by enabling players to participate
36 fully to the extent of their abilities and by promoting the values of safety,
37 fair play and sportsmanship;

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- 38 3. to promote the benefits of increased level of physical activity and physical
39 fitness; and
- 40 4. foster the development of strong, lasting fellowship among participants.
- 41 5. to manage the league's revenues and financial obligations.
- 42 6. to ensure that an Annual General Meeting is held to oversee and approve the
43 operations of the league by its Members.
- 44 7. to elect 7 Executive members who also serve as the Board of Directors.
- 45 8. to ensure full compliance with the **Not-for-Profit Corporations Act,**
46 **2010 (Ontario).**

47 **SECTION 1 - GENERAL**

48 **1.01 Definitions**

- 49 1. "Act" means the **Not-for-Profit Corporations Act, 2010 (Ontario)** and,
50 where the context requires, includes the Regulations made under it, as
51 amended or re-enacted from time to time;
- 52
- 53 2. "Annual General Meeting" shall be referred to in this Constitution as AGM
54 and means a meeting of the Members of London Senior Hockey which is
55 held once per year following the end of each season.
- 56
- 57 3. "Board" means the Directors of London Senior Hockey elected to the
58 Executive Committee at the AGM;
- 59
- 60 4. "By-laws" are the regulations made by the corporation (including the
61 schedules to this document) and all by-laws of London Senior Hockey, as
62 amended, and which are, from time to time, in force;
- 63
- 64 5. "Chair" means the presiding officer of the Board; The Chair of London
65 Senior Hockey also serves as President.
- 66
- 67 6. "Cheques" shall mean and include any instrument used to withdraw funds
68 from any bank accounts or reserve funds held in the name of London
69 Senior Hockey. (eg bank drafts, money orders, bills of exchange or other
70 instruments of financial exchange.)
- 71
- 72 7. "Constitution" means this document which directs the Members on
73 directs its Members on how the rules as amended from time to
74 time, and any By-laws or policies of the League, as amended from
75 time to time are enforced.

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- 72 8. "Corporation" refers to Healthy 'N Playing Hockey (London) Inc. which has
73 passed these by-laws under the Act or that is deemed to have passed these
74 by-laws under the Act;
- 75 9. "Directors" are the 7 candidates elected to the Board at the AGM. Directors
76 fill the Executive positions they indicated on their nomination form. (i.e.
77 President, Vice President, Senior, Intermediate and Junior Division
78 Conveners, Treasurer, and Secretary.
- 79 10. "Division" means one of the 3 major organizational units of London Senior
80 Hockey. The 3 divisions are called The Al Finch Senior Division, The Bill
81 Salter Intermediate Division and The Ed Loney Junior Division.
- 82 11. "Executive Committee" comprises the President, the Vice President,
83 the Treasurer, the 3 Division Conveners, and the Secretary.
- 84 12. "London Senior Hockey" is the operating name of Healthy N' Playing
85 Hockey(London) Inc.
- 86 13. "League" shall mean the 3 Divisions of London Senior Hockey and includes
87 the Goalie and Referee groups.
- 88 14. "Member" or "Members" means a member or members who are in good
89 standing in the League as well as others who have been approved by the
90 Board.
- 91 15. "Members" means the collective membership of London Senior Hockey.
- 92 16. "Motion" is a formal proposal in writing which has been duly moved
93 and seconded. A Notice of Motion must be posted on the Agenda and
94 available to the Members at least 5 days prior to the meeting for any
95 proposals that deal with the By-Laws, Constitution and Policies and
96 Rules.
- 97 17. "Officer" is a member who has been assigned a duty by the Executive.
- 98 18. Past President (non-Voting) is the position that may be held by the person
99 who was President immediately prior to a new President. No Past President
100 can serve for more than one (1) year.
- 101 19. "Players' Area" means the ice surface of an arena, all the dressing
102 rooms in an arena, all of the corridors leading from the dressing
103 rooms to the ice surface and the players' benches.

104 20. "Player Registration" includes the name, address, email, phone
105 number(s), date of birth, of each London Senior Hockey Member.

106 21. "Quorum" for General Meetings is 50 Members.

107 22. "Quorum" for Board and Executive Meetings is 5 Directors or
108 Executive Members

109 23. "Registration Deadline" is the first day of the season. Players'
110 registration information must be current, and the Hockey Fee must
111 be in the hands of the League, on or before this day (cheque or
112 money order only).

113 24. "Team Captain" is the player who represents the affairs of the team
114 in all League matters that apply to a team.

115 **1.02 Interpretation**

116 Other than as specified in Section 1.01, all terms contained in this by-law that are
117 defined in the Act shall have the meanings given to such terms in the Act. Words
118 importing the singular include the plural and vice versa, and words importing one
119 gender include all genders.

120 **1.03 Severability and Precedence**

121 The invalidity or unenforceability of any provision of this document shall not affect
122 the validity or enforceability of the remaining provisions of this document. If any of
123 the provisions contained in the By-laws are inconsistent with those contained in the
124 Articles or the Act, the provisions contained in the Articles or the Act shall prevail.

125 **1.04 Execution of Contracts**

126 Contracts, cheques obligations and other instruments in writing requiring execution
127 by London Senior Hockey may be signed by any two Directors. In addition, the
128 Board may from time to time direct the manner in which and the person by whom a
129 particular document or type of document shall be executed. Any Executive Director
130 may certify a copy of any instrument, resolution, by-law or other document of the
131 Corporation to be a true copy thereof.

132 **Section 2 – Executive and Directors**

133 **2.01 Election and Term**

135 There shall be seven (7) Members elected to the Board at the AGM or at an election
136 date established by the Board. Each Director will also serve in the Executive
137 position indicated on the Nomination form the candidate submitted to stand for
138 election.

139 **2.02 Executive Positions**

140 President

141 Vice President

142 Treasurer

143 Convener – Junior Division

144 Convener – Intermediate Division

145 Convener – Senior Division

146 Secretary

147 Past President (optional, non-voting, one year only)

148 The term of office of the Directors (subject to the provisions of Article 1) shall be
149 from the date of the meeting at which they are elected or appointed until the next
150 Annual General Meeting or until their successors are elected or appointed.

151 **2.03 Nomination Procedure**

152 All Members who wish to run for an elected position shall submit a nomination
153 form, to the Secretary, no later than 30 calendar days prior to the AGM (Statutory
154 Holidays excluded).

155 The Nomination form must indicate that the Candidate is seeking the position of
156 Director as well as a specific Executive position.

157 The Nomination form must be signed by the candidate and 5 other Members.

158 The Secretary will issue a receipt to indicate the form was filed properly. Within 3
159 days after the close of Nominations, the Secretary will post the list of qualified
160 Candidates.

161 **2.04 Vacancies**

162 The office of a Director shall be vacated immediately:

- 163 1. if the Director resigns office by written notice to the secretary, which
164 resignation shall be effective at the time it is received by the secretary or at
165 the time specified in the notice, whichever is later;

- 166 2. if the Director dies or becomes bankrupt;
- 167 3. if the Director is found to be incapable of managing property by a court or
168 under Ontario law; or
- 169 4. If, at a meeting of the Members, a resolution is passed by at least a majority
170 of the votes cast by the Members removing the Director before the expiration
171 of the Director's term of office.

172 **2.05 Filling Vacancies**

173 A vacancy on the Board shall be filled as follows:

- 174 1. if the vacancy occurs as a result of the Members removing a Director, the
175 Members may fill the vacancy by a majority vote and any Director elected to
176 fill the vacancy shall hold office for the remainder of the removed Director's
177 term; and
- 178 2. the Board may fill any other vacancy by a majority vote, and the appointee
179 shall hold office for the remainder of the unexpired portion of the term of the
180 vacating Director. After that, the appointee shall be eligible to be elected as a
181 Director.

182 **2.06 Committees**

183
184 Committees may be established by the Board as follows:

- 185 1. The Board may appoint from their number a managing Director or a committee
186 of Directors and may delegate to the managing Director or committee any of
187 the powers of the Directors excepting those powers set out in the Act that are
188 not permitted to be delegated; and
- 189 2. Subject to the limitations on delegation set out in the Act, the Board may
190 establish any committee from the membership it determines necessary for the
191 execution of the Board's responsibilities. The Board shall determine the
192 composition and terms of reference for any such committee. The Board may
193 dissolve any committee by resolution at any time

194 **2.07 Remuneration of Directors**

- 195 1. The Directors and Executive members shall serve as such without
196 remuneration and no Director or Executive member shall directly or indirectly
197 receive any profit or benefit from occupying the position of Director.
198

199 2. Directors may only be reimbursed for reasonable expenses they incur in the
200 performance of their Directors' duties;

201 **Section 3 - Board Meetings**

202 203 **3.01 Calling of Meetings**

204
205 Meetings of the Directors may be called by the Chair/President or any two Directors
206 at any time and any place on notice as required by this by-law, provided that, for
207 the first organizational meeting following incorporation, an incorporator or a
208 Director may call the first meeting of the Directors by giving not less than five days'
209 notice to each Director, stating the time and place of the meeting.

210 211 **3.02 Regular Meetings**

212 The Board may fix the place and time of regular Board meetings and send a copy of
213 the resolution fixing the place and time of such meetings to each Director, and no
214 other notice shall be required for any such meetings.

215 **3.03 Notice**

216 Notice of the time and place for the holding of a meeting of the Board shall be given
217 in the manner provided in Section 10 of this by-law to every Director of the
218 Corporation not less than seven days before the date that the meeting is to be held.
219 Notice of a meeting is not necessary if all of the Directors are present, and none
220 objects to the holding of the meeting, or if those absent have waived notice or have
221 otherwise signified their consent to the holding of such meeting. If a quorum of
222 Directors is present, each newly elected or appointed Board may, without notice,
223 hold its first meeting immediately following the annual meeting of the Corporation.

224 **3.04 Chair**

225 The Chair shall preside at Board meetings. In the absence of the Chair, the
226 Directors present shall choose one of their number to act as the Chair.

227 **3.05 Voting**

228 Each Director has one vote. Questions arising at any Board meeting shall be
229 decided by a majority of votes. In case of an equality of votes, the Chair shall have
230 a second or casting vote.

231 232 **3.06 Participation by Telephone or Other Communications Facilities**

233
234 If all of the Directors of the Corporation consent, a Director may participate in a
235 meeting of the Board or of a committee of Directors by telephonic or electronic
236 means that permits all participants to communicate adequately with each other

237 during the meeting. A Director participating by such means is deemed to be present
238 at that meeting.

239

240 **Section 4 - Financial**

241

242 **4.01 Banking**

243

244 The Board shall by resolution from time to time designate the bank in which the
245 money, bonds or other securities of the Corporation shall be placed for safekeeping.

246

247 **4.02 Financial Year**

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249 The financial year of the Corporation ends on **June 30** in each year or on such
250 other date as the Board may from time to time, by resolution, determine.

251

252 **Section 5 – Board Officers**

253

254 **5.01 Office Held at Board’s Discretion**

255 The office of Chair and President may also be held by the same person. The Board
256 may appoint such other Officers and agents as it deems necessary, and who shall
257 have such authority and shall perform such duties as the Board may prescribe from
258 time to time. Any Officer shall cease to hold office upon resolution of the Board.

259 **5.02 Duties**

260 Executive members shall be responsible for the duties assigned to them and they
261 may delegate to others the performance of any or all of such duties.

262 **5.03 Duties of the Chair**

263 The Chair shall perform the duties described in sections 3.04 and 9.05 and such
264 other duties as may be required by law or as the Board may determine from time to
265 time.

266

267 **5.04 Duties of the President**

268 The President shall perform the duties described in **Schedule A** and such other
269 duties as may be required by law or as the Board may determine from time to time.

270

271 **5.05 Duties of the Vice President**

272 The Vice President shall assist and support the President and become familiar with
273 the duties of the President described in **Schedule A**.

274

275 **5.06 Duties of the Division Conveners**

276 The Division Conveners shall perform the duties described in **Schedule C** and such
277 other duties as may be required by law or as the Board may determine from time to
278 time.

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5.05 Duties of the Treasurer

The treasurer shall perform the duties described in **Schedule B** and such other duties as may be required by law or as the Board may determine from time to time.

5.0 Duties of the Secretary

The secretary shall perform the duties described in **Schedule D** and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 – Members

8.01 Members

319 Membership in the Corporation shall consist of the incorporators named in the
320 articles and such other persons interested in furthering the Corporation's purposes
321 and who have been accepted into membership in the Corporation by resolution of
322 the Board.

323 **8.02 Membership**

324 A membership in the Corporation is not transferable and automatically terminates if
325 the Member resigns or such membership is otherwise terminated.

326

327 **8.03 Disciplinary Act or Termination of Membership for Cause**

328 Upon 15 days' written notice to a Member, the Board may pass a resolution
329 authorizing disciplinary action or the termination of membership for violating any
330 provision of the articles or By-laws or policies of London Senior Hockey.

331 The notice shall set out the reasons for the disciplinary action or termination of
332 membership. The Member receiving the notice shall be entitled to give the Board a
333 written submission opposing the disciplinary action or termination not less than 5
334 days before the end of the 15-day period. The Board shall consider the written
335 submission of the Member before making a final decision regarding disciplinary
336 action or termination of membership.

337

338 **Section 9 - Members' Meetings**

339 **9.01 Annual Meeting**

340 The annual meeting shall be held on a day and at a place in London Ontario fixed
341 by the Board. Any Member, upon request, shall be provided, not less than 21 days
342 before the annual meeting, with a copy of the approved financial statements,
343 auditor's report or review engagement report and other financial information
344 required by the By-laws or articles.

345 The business transacted at the annual meeting shall include:

346 1. receipt of the agenda;

347 2. receipt of the minutes of the previous annual and subsequent special
348 meetings;

349 3. consideration of the financial statements;

350 4. Reports from the Executive

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351 5. report of the auditor or person who has been appointed to conduct a review
352 engagement if previously required by the Members.

353 6. reappointment or new appointment of the auditor or a person to conduct a
354 review engagement for the coming year if requested by a majority of
355 Members present;

356 7. election of Directors/Executives; or reporting the results of the election
357 results if held prior to the AGM and

358 8. such other or special business as may be set out in the notice of meeting.

359 No other item of business shall be included on the agenda for annual meeting
360 unless a Member's proposal has been given to the secretary prior to the giving of
361 notice of the annual meeting in accordance with the Act, so that such item of new
362 business can be included in the notice of annual meeting.

363 **9.02 Special Meetings**

364 The Directors may call a special meeting of the Members. The Board shall convene
365 a special meeting on written requisition of not less than one-tenth of the Members
366 for any purpose connected with the affairs of the Corporation that does not fall
367 within the exceptions listed in the Act or is otherwise inconsistent with the Act,
368 within 21 days from the date of the deposit of the requisition.

369 **9.03 Notice**

370 Subject to the Act, not less than 10 and not more than 50 days' written notice of
371 any annual or special Members' meeting shall be given in the manner specified in
372 the Act to each Member and to the auditor (if any) or person appointed to conduct
373 a review engagement (if any). Notice of any meeting where special business will be
374 transacted must contain sufficient information to permit the Members to form a
375 reasoned judgment on the decision to be taken.

376 **9.04 Quorum**

377 If a quorum is present at the opening of a meeting of the Members, the Members
378 present may proceed with the business of the meeting, even if a quorum is not
379 present throughout the meeting.

380 **9.05 Chair of the Meeting.**

381 The Chair of the Board shall also be the chair of the Members' meeting; in the
382 Chair's absence, the Members present at any Members' meeting shall choose

383 another Director as chair and if no Director is present or if all of the Directors
384 present decline to act as chair, the Members present shall choose one of their
385 number to chair the meeting.

386 **9.06 Voting of Members**

387 Business arising at any Members' meeting shall be decided by a majority of votes
388 unless otherwise required by the Act or the By-law provided that:

- 389 1. each Member shall be entitled to one vote at any meeting;
- 390 2. votes shall be taken by a show of hands among all Members present and the
391 chair of the meeting shall have a vote;
- 392 3. an abstention shall not be considered a vote cast;
- 393 4. before or after a show of hands has been taken on any question, the chair of
394 the meeting may require, or any Member may demand, a written ballot. A
395 written ballot so required or demanded shall be taken in such manner as the
396 chair of the meeting shall direct;
- 397 5. if there is a tie vote, the chair of the meeting shall require a written ballot and
398 shall not have a second or casting vote. If there is a tie vote upon written
399 ballot, the motion is lost; and
- 400 6. whenever a vote by show of hands is taken on a question, unless a written
401 ballot is required or demanded, a declaration by the chair of the meeting that a
402 resolution has been carried or lost and an entry to that effect in the minutes
403 shall be conclusive evidence of the fact without proof of the number or
404 proportion of votes recorded in favour of or against the motion.

405 **9.07 Adjournments**

406
407 The Chair may, with the majority consent of any Members' meeting, adjourn the
408 same from time to time and no notice of such adjournment need be given to the
409 Members, unless the meeting is adjourned by one or more adjournments for an
410 aggregate of 30 days or more. Any business may be brought before or dealt with
411 at any adjourned meeting which might have been brought before or dealt with at
412 the original meeting in accordance with the notice calling the same.

413 **9.08 Persons Entitled to be Present**

414 The only persons entitled to attend a Members' meeting are the Members, the
415 Directors, the auditors of the Corporation (or the person who has been appointed to
416 conduct a review engagement, (if any) and others who are entitled or required
417 under any provision of the Act or the articles to be present at the meeting. Any

418 other person may be admitted only if invited by the Chair of the meeting or with
419 the majority consent of the Members present at the meeting.

420 **Section 10 – Notices**

421
422 Notices and other information to Members will be made available at
423 www.hnphockeylondon.ca .
424 Captains and other Officers will receive notices by email

425 **10.01 Service**

426 Any notice required to be sent to any Member or Director or to the auditor (if any)
427 or person who has been appointed to conduct a review engagement (if any) shall
428 be provided by telephone, delivered personally, or sent by prepaid mail, facsimile,
429 email or other electronic means to any such Member or Director at their latest
430 address as shown in the records of the Corporation and to the auditor or the person
431 who has been appointed to conduct a review engagement at its business address,
432 or if no address be given then to the last address of such Member or Director
433 known to the secretary; provided always that notice may be waived or the time for
434 the notice may be waived or abridged at any time with the consent in writing of the
435 person entitled thereto.

436 **10.02 Computation of Time**

437 Where a given number of days' notice or notice extending over any period is
438 required to be given, the day of service or posting of the notice shall not, unless it
439 is otherwise provided, be counted in such number of days or other period.

440 **10.03 Error or Omission in Giving Notice**

441 No error or accidental omission in giving notice of any Board meeting or any
442 Members' meeting shall invalidate the meeting or make void any proceedings taken
443 at the meeting

444 **Section 11 - Adoption and Amendment of By-laws**

445 446 **11.01 Amendments to By-laws**

447 The Members may from time to time amend this by-law by a majority of the votes
448 cast. The Board may from time to time in accordance with the Act pass or amend
449 this by-law other than a provision respecting the transfer of a membership or to
450 change the method of voting by members not in attendance at a meeting of
451 members.

452 **Enacted** April 5, 2016

453	President	John Stevens
454	Vice President	Tom Brodhurst
455	Treasurer	Stu Finlayson
456	Conveners:	
457	Junior Division	Neil Free
458	Intermediate Division	Bob Douglas
459	Senior Division	Fred McCutcheon
460	Secretary	Lorne Dickie

461 **Schedule A**

462 **Position Description of the President**

463 **Role Statement**

464 The president provides leadership to the Board, ensures the integrity of the Board's
465 process and represents the Board to outside parties. The president co-ordinates
466 Board activities in fulfilling its governance responsibilities and facilitates co-
467 operative relationships among Directors. The president ensures the Board discusses
468 all matters relating to the Board's mandate.

469 **Responsibilities**

470 **Agendas.** Establish agendas aligned with annual Board goals and preside over
471 Board meetings if a o holding the office of Chair. Ensure meetings are effective and
472 efficient for the performance of governance work. Ensure that a schedule of Board
473 meetings is prepared annually.

474
475 **Meetings.** Give such notice as required by the By-Laws of all meetings of the
476 Corporation, the Board and Board committees. Attend all meetings of the
477 Corporation, the Board and Board committees

478
479 **Direction.** Serve as the Board's central point of communication with the League.

480
481 **Representation.** Serve as the Board's primary contact with the public.

482
483 **Reporting.** Report regularly to the Board on issues relevant to its governance
484 responsibilities.

485
486 **Board Conduct.** Set a high standard for Board conduct and enforce policies and
487 By-laws concerning Directors' conduct.

488
489 **Mentorship.** Serve as a mentor to other Directors. Ensure that all Directors
490 contribute fully. Address issues associated with underperformance of individual
491 Directors.

492

493 **Succession Planning.** Ensure succession planning occurs for senior management,
494 if any, and Board.

495
496 **Committee Membership.** Serve as member on all Board committees.

497
498 **Position Description of the Vice President**
499 **Role Description**

500
501 The Vice President shall report to the President. The Vice President shall assist the
502 President and become familiar with all of the duties in Schedule A.

503 **Schedule B**

504 **Position Description of the Treasurer**
505 **Role Statement**

506 The treasurer works collaboratively with the president and executive to support the
507 Board in achieving its fiduciary responsibilities.

508 **Responsibilities**
509 **Custody of Funds.**

510 The treasurer shall have the custody of the funds of the Corporation and shall keep
511 full and accurate accounts of all assets, liabilities, receipts and disbursements of the
512 Corporation in the books belonging to the Corporation and shall deposit all monies,
513 and other valuable effects in the name and to the credit of the Corporation in such
514 chartered bank or trust company.

515
516 The treasurer shall disburse the funds of the Corporation as may be directed by
517 proper authority taking proper vouchers for such disbursements and shall render to
518 the Chair and directors at the regular meeting of the Board, or whenever they may
519 require it, an accounting of all the transactions and a statement of the financial
520 position of the Corporation.

521
522 **Board Conduct.** Maintain a high standard for Board conduct and uphold policies
523 and By-laws regarding Directors' conduct, with particular emphasis on fiduciary
524 responsibilities.

525
526 **Mentorship.** Serve as a mentor to other Directors.

527
528 **Financial Statement.** Present to the Members at the annual meeting as part of
529 the annual report, the financial statement of the Corporation approved by the
530 Board.

531 If there is a report of the auditor or of the person who has conducted the review
532 engagement, as the case may be, it will be presented by the person who prepared
533 the report.

534 **Schedule C**

535 **Position Description of Division Conveners**
536 **Role Statement**

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537 A division convener works collaboratively with the president and the executive. The
538 role is to assist the Executive by sharing responsibility for the League's operations.
539 Conveners are responsible for the hockey operations of their divisions and make
540 recommendations to the executive. They also serve as back up and should become
541 familiar with all aspects of league's operations.

542 **Responsibilities**

543 **Board Conduct.** Support the President in maintaining a high standard for Board
544 conduct and uphold policies and the By-laws.

545 **Document Management**

546 Conveners ensure that a roll of the names, addresses, contact information and date
547 of birth of players in their divisions are accurate and current. Conveners are also
548 responsible for updating team lists, recording player movement and addition of new
549 players and documenting accidents or incidents that happen in their division. They
550 appoint, supervise, train and support the division's Team Captains and Co Captains.

551 **Schedule D**

552 **Position Description of the Secretary**

553 **Role Description**

554 The Secretary works collaboratively with the President and Executive to support the
555 Board in achieving its fiduciary and legal responsibilities.

556 **Responsibilities:**

557 **Board Conduct.** Support the President in maintaining a high standard for Board conduct
558 and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis
559 on fiduciary responsibilities.

560
561 **Document Management.** In conjunction with the Division Conveners, the Secretary keeps
562 a roll of the names and addresses of the Members. The Secretary also ensures the proper
563 recording and maintenance of minutes of all meetings of the Corporation, the Board and
564 Board committees and has custody of all minute books, documents, registers and the seal
565 of the Corporation and ensure that they are maintained as required by law.

566
567 **Meetings.** Give such notice as required by the By-Laws of all meetings of the Corporation,
568 the Board and Board committees. Attend all meetings of the Corporation, the Board and
569 Board committees.

END OF CONSTITUTION