

Thunder Bay Elks Hockey Association Constitution

Amended June 2020



Table of Contents:

Articles (Part 1)..... 3

 ARTICLE ONE: NAME OF THE ASSOCIATION 3

 ARTICLE TWO: AUTHORITY..... 3

 ARTICLE THREE: OBJECTIVES 3

 ARTICLE FOUR: MEMBERSHIP 3

 ARTICLE FIVE: AMENDMENTS TO ARTICLES..... 4

 ARTICLE SIX: AMENDMENTS TO BYLAWS 4

By-Laws (Part 2)..... 5

 BYLAW ONE 5

 a) BUSINESS AND THE ASSOCIATION 5

 i. HEAD OFFICE 5

 ii. SEAL..... 5

 iii. EXECUTIVE BOARD OF DIRECTORS 5

 b) QUORUM AND MEETINGS..... 6

 c) VOTING..... 6

 d) POWERS 6

 e) OFFICERS OF THE CORPORATION 7

 BYLAW TWO: DUTIES AND RIGHTS OF EXECUTIVE OFFICERS..... 8

 1. THE PRESIDENT 8

 2. VICE PRESIDENT..... 8

 3. SECRETARY 8

 4. REGISTRAR..... 9

 5. TREASURER..... 9

 6. FINANCIAL SECRETARY..... 9

 7. ASSISTANT TREASURER 10

 8. ATHLETIC ASSOCIATION REPRESENTATIVE..... 10

 9. POWER SKATING PROGRAM DIRECTOR 10

 10. ICE DIRECTOR 10

 11. DIVISIONAL DIRECTORS: U7, U9, U11, U13, U15, U17, AA..... 11

 12. BINGO DIRECTOR 11

 13. EQUIPMENT DIRECTOR 11

 BYLAW THREE: Members 11

 1. Members 11

 2. Qualification 12

3. Removal.....	12
4. Life Member	12
BYLAW FOUR: Meetings	12
BY-LAW FIVE: Financials	13
1. Financial Year	13
2. Books and Records	13
BYLAW SIX: Notice	13
BYLAW SEVEN: Conflict of Interest	14
BYLAW EIGHT: Appeals Process.....	14
BY-LAW NINE: Dissolution Of The Corporation	14
BY-LAW TEN: Interpretations	14
Policies (Part 3).....	15
POLICY ONE: PLAYER REGISTRATION	15
POLICY TWO: PRE-SEASON MEETINGS	15
POLICY THREE - Thunder Bay Elks Internal Evaluation/Draft U7, U9, U11 A, U13 A.....	15
1. Draft Meeting	15
2. The Evaluation.....	15
3. The Draft	16
POLICY 4 - Elks Hockey Association Team Budget	17
POLICY 5 - TOURNAMENTS.....	19
POLICY 6 - TROPHIES	19
EFFECTIVE DATE.....	21

ARTICLES (PART 1)

ARTICLE ONE: NAME OF THE ASSOCIATION

- 1.1 The name of the Corporation shall be registered as the Thunder Bay Elks Hockey Association. Hereinafter be referred to as the association.

ARTICLE TWO: AUTHORITY

- 2.1 Under the authority of Hockey Canada and Hockey Northwestern Ontario this association shall form, operate and improve six (6) distinct minor hockey leagues/divisions, that of U7 , U9 , U11, U13, U15, and U17 in the city of Thunder Bay. Participants (players) shall be governed by the Association Executive, the Thunder Bay Elks Hockey Association, its rules, regulations and by-laws written herein.

ARTICLE THREE: OBJECTIVES

- 3.1 The Association's' objectives are to:
 - Allow families the ability to register a child, without prejudice, who has the desire to learn and develop the fundamental skills of hockey under the auspices of the Thunder Bay Elks Hockey Association.
 - Teach children the fundamental skills of hockey, while maintaining a happy, fun atmosphere for all.
 - Promote, develop, supervise and voluntarily assist in all ways, the interest of children who will participate in this hockey association.
 - Help and voluntarily assist in developing qualities of citizenship, and sportsmanship.
 - Teach spirit, a competitive will to win, and physical fitness through individual sacrifice.
 - Teach the value of team play, and wholesome well-being through healthful and social association with others under proper leadership.

ARTICLE FOUR: MEMBERSHIP

- 4.1 There shall be two (2) classes of membership in the Association:
 - the Executive Officials of the Thunder Bay Elks Hockey Association
 - Honorary Membership of the Thunder Bay Elks Hockey Association

Executive Officials include the President, Vice President, the Board of Directors, and all other Executive as listed in Bylaw 1-12.

Honorary Members include carded team staff of the Thunder Bay Elks Hockey Association, one parent/guardian per carded player within the Thunder Bay Elks

Hockey Association, and Lifetime Members.

Honorary members can be nominated for Executive positions and receive one vote at the Annual General Meeting

ARTICLE FIVE: AMENDMENTS TO ARTICLES

5.1 Amendments can be made to the Articles only at the Annual General Meeting of the Association. A 75% majority of the voting quorum is required to adopt an amendment to an article. A quorum is 1/3 of the voting members.

5.2 Notices to amend the Articles must be received in writing by the association's secretary at least twenty-one (21) days prior to the Annual General Meeting of this Association

5.3 Notices of Motion may only be submitted by a bona fide member of the Association.

ARTICLE SIX: AMENDMENTS TO BYLAWS

6.1 This association at any Annual General, Special, or Board of Directors' meeting may adopt, amend, revise or repeal By-Laws or Policies for the governance of this association in accordance with the methods set forth thereof.

6.2 Notices of Motion for Bylaw changes must be received 15 days prior to the AGM, Monthly General Meeting, or Board of Directors meeting.

BY-LAWS (PART 2)

BYLAW ONE

1. A Bylaw relating generally to the transaction of the affairs of the THUNDER BAY ELKS HOCKEY ASSOCIATION. BE IT ENACTED as a Bylaw of the THUNDER BAY ELKS HOCKEY ASSOCIATION the Association will operate on a day to day basis as follows:

a) BUSINESS AND THE ASSOCIATION

i. HEAD OFFICE

The Head Office of the Corporation shall be in the City of Thunder Bay, in the Province of Ontario, and at such place therein as the Directors may from time to time determine.

ii. SEAL

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

iii. EXECUTIVE BOARD OF DIRECTORS

1. The affairs of the Corporation shall be managed by the President and an Executive Board of Directors, each of whom at the time of his election shall be a bonafide member of the Thunder Bay Elks Hockey Association and the Elks Lodge #82 of Thunder Bay. There will be a **maximum** of 12 Executive Board of Directors at any time. Throughout his/her term of office, the Board Member's Lodge #82 membership dues shall be paid by the Thunder Bay Elks Hockey Association.

2. The President will be elected for two years with his/her term coming due in odd years. The Vice President will be selected by the President for a two year term, and the position will expire in even years. All other Executive Board Members are to be elected on an annual basis.
3. All elections shall be by a secret ballot and the nominee must obtain at least $\frac{2}{3}$ of the eligible voting members.
4. An Executive Board of Director can be elected at any time if there is room.
5. The members of the Corporation may, by resolution passed by at least $\frac{2}{3}$ of the eligible votes cast at any meeting of which notice of at least 15 days, remove any Director before the expiration of his term of office.

b) QUORUM AND MEETINGS

1. One third ($\frac{1}{3}$) of the possible available Voting Members shall form a quorum for the transaction of business (4 Executive Board Members at Board of Directors Meetings and 7 for a general meeting).
2. Meetings may be held at any such place or places as required.
3. Notice of all meetings shall be the responsibility of the Secretary and should be sent out no later than 1 week prior to the planned meeting. Notice should include an agenda and any agenda items that have been submitted to the Secretary or President.
4. Meetings can be called with minimal notice, as long as, all the voting members for that meeting are notified and, at least $\frac{2}{3}$ of the notified voting members respond to the notice. Meeting quorum minimums must be obtained.

c) VOTING

1. Questions arising at any meeting of Directors shall be decided by a majority of votes.
2. In the case of an equality of votes, the Chairman, in addition to his original vote, shall have a second or casting vote.
3. All votes at such meeting shall be taken by ballot if so demanded by any voting member present, but if no demand be made, the vote shall be taken by a simple show of hands.

d) POWERS

1. The President may administer the day to day affairs of the Corporation in all things.
2. The Executive Board of Directors Chair will assume this responsibility in the

absence of the President.

3. The Executive Board of Directors, on recommendation by the President, will decide on the general operations of the Association.

4. The Executive of the Association will make recommendations to the Executive Board of Directors and the President and will vote on items as required

e) OFFICERS OF THE CORPORATION

- 1) President
- 2) Vice President
- 3) Board of Directors
 - U7
 - U9
 - U11 A
 - U13 A
 - Rep Programs
 - LMHL
 - TBMHA
 - Financial
 - Tournaments
 - Event Planning
 - Secretary of the Board of Directors
 - Mentoring
- 4) Past President
- 5) Secretary
- 6) Treasurer
- 7) Assistant Treasurer
- 8) Financial Secretary
- 9) Registrar
- 10) Ice Chair
- 11) Equipment
- 12) Website
- 13) Bingo
- 14) Power Skating Program
- 15) Athletic Association Representative

******Members may hold up to 3 positions but, other than the chairperson at a meeting, only one vote is allowed per member (Chairperson receives an additional vote in the case of ties). All positions expire annually, other than the President (2-year term expiring in odd years), and Vice-President (2-year term expiring in even years), and all members must be nominated again to run for a position. Those members wishing to run for a Board of Directors position must put their name forward to the President one week prior to the Annual General Meeting so a list can be compiled for voting. A**

person must receive a minimum of 5 votes by secret ballot to become a Board of Directors member. Board of Director assignments will be determined at a separate Board of Directors meeting. ****

BYLAW TWO: DUTIES AND RIGHTS OF EXECUTIVE OFFICERS

1. THE PRESIDENT

- a) The President is the Chief Executive Officer of the Association and is charged with the day to day operations of the Association.
- b) The President shall act as the signing officer for the Association in the signing of all legal matters, as well as, all Articles, Bylaws, and Policies of the Corporation.
- c) The President can attend and chair all Meetings of the Thunder Bay Elks Hockey Association.
- d) All purchases by the Association must first receive written approval by the President and anything purchased without his/her approval will be the responsibility of the person who made the purchase
- e) Banking transactions, not including team request cheques, but including transfers, deposits, and association payments, must also receive the Presidents written approval.
- f) The President shall have signing authority of the Corporation.

2. VICE PRESIDENT

- a) The Vice President is elected at the Annual General Meeting every 2nd year in even numbered years.
- b) Will act as a liaison between the Board of Directors and the President and will ensure that the President receives reports from all meetings of the Board.
- c) He/She is responsible for organizing the duties of the Board of Directors.
- d) The Vice President shall perform the duties of the President in his/her absence.
- e) The Vice President shall have signing authority of the Corporation.

3. SECRETARY

- a) The Secretary shall be the clerk of the entire Association
- b) The Secretary shall attend all meetings and record all facts and minutes of all proceedings in the books kept for that purpose.
- c) The Secretary shall give all notices of meetings and forward recorded minutes of meetings to members.
- d) The Secretary shall be the custodian of the seal of the Corporation and of all

books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he/she shall deliver up only when authorized by the President or his/her representative.

4. **REGISTRAR**

- a) The Registrar shall be in charge of all players and personnel that have paid registration to the Thunder Bay Elks Hockey Association.
- b) The Registrar shall be charged with entering and getting approved all information required for the Hockey Canada Registry.

5. **TREASURER**

- a) The Treasurer shall keep full and accurate accounts (a general ledger) of all receipts and disbursements of the Corporation in proper books of account and will keep individual records of deposits and expenses for each team, tournament, fundraiser, and program within the Thunder Bay Elks Hockey Association.
- b) The Treasurer will make a report on the financial affairs of the Corporation at all monthly meetings of the Board of Directors and Executive Officers. Unless a full financial statement is requested, the report only needs to include:
 - i. the date of the last report and balances of the current (checking) account(s), as well as, any savings (non-checking) accounts that are under the Corporation control.
 - ii. all Receipts and Expenses of the Corporation since the last report
 - iii. the date of the report and the new balance(s) on hand
- c) The Treasurer will have signing authority for the Corporation and will ensure that all receivables reported to him/her by the Financial Secretary are properly recorded.
- d) He/She will handle all the disbursements of funds of the corporation for expenses that are approved by the President.
- e) Team Disbursements do not require the approval of the President unless that team does not have the necessary credits in their account.

6. **FINANCIAL SECRETARY**

- a) The Financial Secretary shall report to the President, any delinquent accounts that pertain to the Thunder Bay Elks Hockey Association.
- b) The Financial Secretary shall represent the Treasurer during his absence and

shall likewise have signing authority of the Corporation.

- c) The Financial Secretary shall be responsible for ensuring that all receivables of the Corporation are deposited in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.
- d) He/She is responsible for reporting this information directly to the Treasurer in an agreed upon manner.
- e) The Financial Secretary will be responsible for tracking any delinquent accounts and will ensure that all team and Corporation accounts are maintained in good standing.
- f) The Financial Secretary will work with the Registrar to ensure Family Accounts are paid in full no later than December 1st of each year and will act as a liaison between the Thunder Bay Elks Hockey Association and Pro-Kids of Thunder Bay.
- g) The Financial Secretary will act as Treasurer in that person's absence and will have signing authority of the Corporation.

7. ASSISTANT TREASURER

- a) The Assistant Treasurer shall, under the direction and guidance of the Treasurer and Financial Secretary, perform any and all clerical/bookkeeping duties as required for the accurate recording of Corporation financial accounts.
- b) He/She, when directed by the Financial Secretary, will deposit monies that are collected in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.
- c) If required and available a second Assistant Treasurer may be elected to provide more assistance.
- d) The Assistant Treasurer shall have signing authority of the corporation.

8. ATHLETIC ASSOCIATION REPRESENTATIVE

- a) The Athletic Committee Director shall be responsible for ensuring that the interests of the Athletic Committee are best served in the name of the Benevolent and Protective Order of Elks Lodge #82 and to ensure that all members are kept informed of all and any lottery licensed events regulations.

9. POWER SKATING PROGRAM DIRECTOR

- a) The Power Skating School Director shall organize and operate the Annual Elks Power Skating School.
- b) The Power Skating School Director shall be committed to the President's guidelines and most importantly provide the President with minutes of Committee meeting.

10. ICE DIRECTOR

- a) The Ice Director will be responsible for procuring and distributing all ice time made available to the Association and shall ensure the proper recording of same.
- b) The Ice Director shall be responsible for cancellation of all unrequired hours of ice time.
- c) The Ice Director shall provide the President/Treasurer with a monthly statement of hours used, including a list of divisions, teams and or persons responsible for said charges.

11. DIVISIONAL DIRECTORS: U7, U9, U11, U13, U15, U17, AA

- a) The Divisional Directors will be responsible for the all operations of their respective divisions.
- b) The Divisional Directors will endeavor to provide the President with notice of required equipment purchases or repair well in advance of season start, and on an ongoing basis.
- c) The Divisional Directors shall arrange a coaches/managers meeting in advance of season start, and thereafter as required or requested by the Association executive for the purpose of ensuring their knowledge of all rules governing play within the sanctioned league and the Thunder Bay Elks Hockey Association

12. BINGO DIRECTOR

- a) The Bingo Director will contact all teams and ensure that team representatives are present to assist with the weekly bingos that are hosted by the Elks Lodge #82 Athletic Association

13. EQUIPMENT DIRECTOR

- a) The Equipment Director will report to the President any required equipment necessary for the operation of the Thunder Bay Elks Hockey Association.
- b) The Equipment Director will arrange for the equipment to be returned at year end and distributed at year start. The Equipment Director is to inspect all equipment returned to determine required replacements for the next season and arrange storage

BYLAW THREE: MEMBERS

1. Members

- a) The members, elected and honorary, shall be entitled to one (1) vote per member at the annual general meeting of members of the Corporation for both notices of motion and elections. These members must be bona fide members in good standing of the Thunder Bay Elks Hockey Association based on the year prior to that meeting.
- b) A bona fide member of the Thunder Bay Elks Hockey Association is one who has

fulfilled his duties as a member, elected or honorary, during the Corporation's fiscal year prior to the present annual meeting.

- c) Association members in most cases can serve multiple positions in the Association but they will only be recognized as one voting position.
- d) Members may resign by resignation in writing, which shall be effective upon delivery to the Secretary of the Corporation.
- e) Where there is a duplication of titles in the Association executive, the number of voting members shall be reduced by the same amount.

2. Qualification

- a) Bona fide members in good standing with the Thunder Bay Elks Hockey Association will be allowed to be nominated and stand for Executive Board of Directors and Executive positions of this Association.
- b) Bona fide members can be nominated in advance of the Annual General Meeting or be nominated from the floor.
- c) The Thunder Bay Elks Hockey Association reserves the right not to accept for membership, any person, if it has reason to believe that such acceptance would be prejudicial to the fulfillment of the beliefs as stated in the Articles and Bylaws.

3. Removal

- a) With a 75% vote, the Executive Board of Directors may pass a resolution authorizing the removal of a member who is deemed prejudicial to the maintenance of a wholesome environment or detrimental to the Thunder Bay Elks Hockey Association as a whole.

4. Life Member

- a) Steve Lawson is currently the only Life Member of the Thunder Bay Elks Hockey Association.
- b) In order to be eligible for Life Membership, the candidate must have had a minimum of eight years of service on the board of Directors and be a member of the Thunder Bay Elks Lodge #82 in good standing. Life members shall be elected by the Executive Board of Directors with 75% of the eligible voting members. The distinction of life member is the highest honour that can be bestowed by this Association and will always allow that member one vote at the Annual General Meeting.

BYLAW FOUR: MEETINGS

- 1. All meetings shall be held at the head office of the Corporation or elsewhere in Ontario as the Board of Directors.
- 2. All meetings shall be conducted using the following order of business:

- a) Roll Call
 - b) Approval of minutes of previous meeting
 - c) President's remarks
 - d) Secretary's remarks and reading of any correspondence
 - e) Reports of Committees
 - f) General business
 - g) New business
 - h) Good of the order
 - i) Adjournment
3. At every Annual General Meeting, in addition to any other business that may be transacted, the Election of the Executive Board of Directors, the Executive, and, in odd years, the President, will take place in New Business for the upcoming season.
 4. The members may consider and transact any business either special or general without any notice thereof at any meetings of the members.
 5. The President or Board Chair shall have the power to call a general meeting of the members of the Corporation.
 6. Notice of the Annual General Meeting shall be given 30 days prior to the meeting date. Notices of Motion to amend Articles at the Annual General Meeting must be received by the members 21 days prior to the Annual General Meeting. Notices of Motion to amend Bylaws or Policies of the Thunder Bay Elks Hockey Association must be received by the secretary prior to him/her giving the one week notice email to members.

BY-LAW FIVE: FINANCIALS

1. Financial Year

- a) Unless otherwise ordered by the Executive Board of Directors, the fiscal year of the Corporation shall terminate on the last day of May in each year.

2. Books and Records

- a) The Executive Board of Directors shall see that all necessary books and records of the Corporation required by the bylaws of the Corporation or by any applicable statute or law are regularly and properly kept.

BYLAW SIX: NOTICE

1. Any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the Letters Patent, the by-laws or otherwise to a member, director, officer or auditor shall be delivered by email. A notice so delivered shall be deemed

to have been delivered when the intended party has acknowledged receipt of said email. The Secretary may change or cause to be changed the recorded email address of any member, director, officer or auditor in accordance with any information believed by him to be reliable.

BYLAW SEVEN: CONFLICT OF INTEREST

1. When a conflict of interest is deemed to have arisen, the member involved must make disclosure to the board and shall refrain from participating in any discussion and decision-making regarding the subject in question.

BYLAW EIGHT: APPEALS PROCESS

1. Any appeals by any member must be accompanied by a \$100.00 deposit within a 24-hour period of said incident to the secretary. Appeals will be heard by a 3-member panel and shall follow the guidelines of the HNO appeal process.

BY-LAW NINE: DISSOLUTION OF THE CORPORATION

1. In the event of dissolution, all assets shall be liquidated to pay outstanding debts. The remaining funds shall be donated to a charitable organization of the corporations choosing subject to the approval by the Executive Board of Directors

BY-LAW TEN: INTERPRETATIONS

1. In these Articles and Bylaws of the Corporation hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice-versa, and reference to persons shall include both genders.

POLICIES (PART 3)

POLICY ONE: PLAYER REGISTRATION

1. Player registration shall be open to any boy or girl within the age categories offered
2. Each player, before competing on any team, must be properly registered with Hockey Canada for the current season.
3. No new player shall be registered until he has given satisfactory proof of age and this proof must be forwarded with the registration form to the Association Registrar
4. Registration will be limited to 6 teams in U7 and U9, and 4 teams in U11 and U13
5. No player registered with the Thunder Bay Elks Hockey Association will be granted a release after September 1st of that year
6. If the Thunder Bay Elks Hockey Association is short players to fill a team within the cap for that division, players may be reassigned to another hockey association that needs players to fill a team.
7. Registration order and whether players are returning to the Thunder Bay Elks Hockey Association will be taken into consideration when reassigning players.

POLICY TWO: PRE-SEASON MEETINGS

1. The Divisional Directors shall schedule and arrange a meeting with team coaches near to and prior to the start of the current playing season each year, to discuss items deemed necessary by that executive.
2. If deemed necessary, a separate meeting should be held prior to the annual coaches meeting for any new coaches in the league.
3. A second coaches meeting is to be held sometime before or at season end of the current playing season.

POLICY THREE - THUNDER BAY ELKS INTERNAL EVALUATION/DRAFT U7, U9, U11 A, U13 A

1. Draft Meeting

A draft meeting for the purpose of filling team rosters is to be held each year by the division director. The overall goal of the draft policy is to balance all teams within the Elk's U7, U9, U11 A, and U13 A divisions.

2. The Evaluation

1. Prior to the draft, all registered kids will take part in an on-ice evaluation skate.
2. All registered kids in the Elk's Hockey association will be given a numbered and colour jersey for identification purposes on evaluation day.
3. Team officials within the division being evaluated will receive an evaluation package

prior to the evaluation from the Division Director. This package will include a ranking chart to be used by coaches to compile ratings of the players on the ice. To ensure consistency this ranking chart must be used by all evaluators.

4. Independent evaluators will be present at all division ice evaluations when possible and be coordinated by the respective division convenor who will compile the rankings of those identified. The independent evaluators will be impartial to the respective division being evaluated.
5. All kids to be protected by a team, will be identified to the coaches and independent evaluators prior to the evaluations.
6. Only children of approved staff members will be able to be guaranteed on a coach's team.
7. Kids will be ranked on a scale of 1 to 10.

3. The Draft

1. Only those players registered with the Thunder Bay Elk's Hockey Association under Hockey Canada will be drafted.
2. The draft meeting is to be attended only by members of the association executive, division convenor, and the coaches and managers of that division. There will be a maximum of 3 staff members from each team allowed.
3. An Executive Board of Directors Member or President with no vested interest in the draft, shall chair the draft meeting, and additional Executive members with no vested interest will be present when available.
4. The order in which teams will draft players will be decided by a simple draw of numbers.
5. A separate goalie draft will be conducted apart from the skater's draft.
6. Teams will pick numbers if they require a goalie. (teams with staff goalie kids are exempt from this process)
7. The goalies will be ranked in order from weakest to strongest.
8. The team with the weakest goalie will select first from the skater's draft and the team with the strongest goalie will select last.
9. Any surplus goalies will be placed in the normal draft for selection.
10. Teams will be allowed to protect up to 4 staff members who are direct descendants.
11. No staff will be approved if they have more than the following parameters of affiliated players to carded staff.
 - a) In the case of 2 teams: no more than 2 skaters in the top 10 ranked players
 - b) In the case of 3 teams: no more than 2 skaters in the top 15 ranked players

- c) In the case of 4 teams: no more than 2 skaters in the top 20 ranked players
 - d) In the case of 5 teams: no more than 2 skaters in the top 25 ranked players
 - e) In the case of 6 teams: no more than 3 skaters in the top 30 ranked players
12. Number of teams will be based on a forecast at or around the time of the
 13. In the event of there being siblings in the same division in the draft, then the sibling not picked is placed in his agreed upon position in the draft.
 14. Once teams are picked, trades will be allowed only if both team officials involved agree to the trade. The team being approached for trade option has the right of refusal. All trades will be completed before leaving the draft meeting. Trades will not be considered once the meeting is adjourned.
 15. At the close of the draft, the chairperson will ask for compliance among the parties involved and will close the meeting hearing a unanimous agreement.

POLICY 4 - ELKS HOCKEY ASSOCIATION TEAM BUDGET

1. All teams will operate through the account of the Elks Hockey Association only (no outside accounts) and must make all deposit cheques payable to the Elks Hockey Association.
2. The team manager will ultimately be responsible for ensuring that the individual team account is in good standing with the Elks. Team managers to set due dates and may request assistance from the Elks President, VP and/or Treasurer if having difficulty collecting.
3. You can request additional funds from the parents using one of two options, a parent donation and/or a player sponsor from a business or individual. This money is directly credited to your team account. Team Fees are to be set by the Elks Executive prior to the start of the upcoming season. The total amounts, (can possibly combine \$100 from a parent and \$200 from a sponsor), are not to exceed the amount set by the board for the current year.
4. Sponsor bars are allowed but must be put on and taken off of jerseys (or player name bars), by professionals to preserve jersey life. These costs are to be recovered from parents. Sponsor plaques are also the parents' responsibility.
5. Fundraising is the other major option in obtaining the extras for your team. There is no limit to fundraising, but approval of your idea must be obtained from the President to ensure that they are in the best interest of The Thunder Bay Elks Hockey Association, The Elks Athletic Association, and the Elks Lodge #82. There are three fundraisers that

are provided and are mandatory to all teams in the Elks Hockey Association. They are as follows:

- a) Bingo's – Every team in the Elks Hockey Association must help out at three of our Wednesday night Bingo's which are operated by our Athletic Association in support of Elks Hockey. Your team will receive \$1000 in your team account. You are required to supply 3-4 helpers for each bingo that the Bingo Chair schedules for your team.
 - b) Almonds – all U9 and AA Elks teams must participate in our chocolate almond sale. All money earned is directly deposited into your team account.
 - c) TV Draw - all U11 and U13 Elks teams must participate in our TV Draw. d) All money collected is directly deposited in your team account.
6. The expenses that each team will incur are as follows:
- a) Practice Ice - acquired through our Elks Ice Director or elsewhere
 - b) Equipment Cost - a \$100 refundable deposit is withdrawn to ensure return of practice equipment and jerseys - anything purchased by the team such as team wear will be shown under this category
 - c) Tournaments and Travel - all Tournament fees are the responsibility of the individual teams
 - d) Fundraising Costs - The price of the almonds, items in our raffle, and any other fundraising cost that your team participates in, is the team responsibility. The Thunder Bay Elks Hockey Association does not profit in any way from these fundraisers.
7. All regular season games and costs associated with our participation in the Lakehead Minor Hockey League is covered through registration, tournament revenue, and our annual Booster Day Dance. Thunder Bay Minor Teams and AA teams will show the player registration in their account and will also show the costs of league participation as well. The revenue above also covers the cost of replacing jerseys, socks, and any other equipment that we purchase to replace or add to our inventory on a year to year basis. It also goes towards Booster Day and year end banquets.
8. Team wear is not to be bought out of the team's original funds and is optional for all players. Team jackets that players and parents order will be paid for out of the team account, but the cost of that apparel is to be recovered from those that ordered it. Jackets must have standard Elks 82 logos and must display our approved logo. If the team desires, hoodies, t-shirts, toques, etc. may be ordered, for team members that want it, with the team's colours and logos.
9. Tournaments are limited to the following:

- a) U9 – limit of 5 with a maximum of 1 out of town,
 - b) U11 A and U13 A – limit of 5 with a maximum of 2 out of town,
 - c) AA and TBMHA teams – limit of 6 with a maximum of 2 out of town.
10. If funds are available, a bus can be covered by the team, but you may charge parents for an extra expense like this.
11. Staff travel costs are not to be paid for with the team budget for any Lakehead Minor Hockey League team. In the case of non-parent coaches, a request for travel subsidies can be requested from the board in the original budget.
12. No team travel is permitted during booster day weekend. All teams are to participate in the appropriate Elks Tournament.
13. All budgets and original parent letters must be approved by the Executive board prior to sending them out to parents.

POLICY 5 - TOURNAMENTS

1. The Corporation Directors shall cause to be made annually at its first regular meeting, a motion to carry out the operation of the Elks Central Canada Tom Thumb Tournament and the Santa Claus Showdown tournament. Chairmen or Co-Chairmen shall be elected from the Board of Directors or members, who then shall form a committee for the purpose of seeing the tournament through to completion.

POLICY 6 - TROPHIES

1. All U7 and U9 Players will receive participation awards.
2. U11 A and U13 A Divisions will award:
 - 1 MVP,
 - Best Defense,
 - 1 Best Forwardand each team in the division will award
 - most improved,
 - most sportsmanlike,
 - and most dedicated.
3. AA teams will award:
 - MVP,
 - Best Defense,

- and Best Forward

4. The Professor Thom Award will be awarded by the U13 AA's and the President's Award will be awarded to a graduating U13 A player who has spent his or her career with the Elks.

EFFECTIVE DATE

These Articles, Bylaws, and Policies shall come into force when confirmed by the Members in accordance with the Act.

Passed by the Board of Directors and sealed with the corporate seal this _____ day of _____, 2020.

This document supersedes all previous documents

President: Rob Tilson

Signed and Dated:

Secretary:

Signed and Dated