

Canadian Adult Recreational Hockey Association (CARHA)

BY-LAW NO. 1

CORPORATE SEAL

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

HEAD OFFICE

2. Until changed in accordance with the Act, the Head Office of the corporation shall be in the City of Ottawa, in the Province of Ontario.

CONDITIONS OF MEMBERSHIP

3. Membership in the corporation shall be open to all properly constituted organizations, incorporated or unincorporated, that are interested in furthering the objects of the corporation and that agree to abide by and comply with the by-laws, rules and regulations of the corporation and the decisions and rulings of the board of directors. The membership shall consist of any such organization that has had its initial application for admission as a member receive the approval of the board of directors of the corporation.
4. A membership fee shall be paid annually by each member in such amount as is prescribed by the board of directors from time to time. The membership fee shall be due and payable on the 1st day of June in each year for the period ending on the 31st day of May in the following year. The membership fee shall be accompanied by an application for membership or an application for renewal of membership. The membership of any member that fails to pay its membership fee as prescribed may have its membership cancelled by the board of directors in its sole discretion.
5. Any member may withdraw from the corporation by delivering to the corporation a written resignation and lodging a copy of the same with the secretary of the corporation.
6. Any member may be required to resign by a vote of three-quarters (3/4) of the members at an annual meeting.

MEMBERS' MEETINGS

7. The annual or any other general meeting of the members shall be held in each year at a place and date to be determined by the board of directors. Meetings may be held by teleconference or by other electronic means, provided such facility permits members to communicate adequately with each other.



8. At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year. The members may consider and transact any business either special or general at any meeting of the members. The board of directors or the president or vice-president shall have power to call, at any time, a general meeting of the members of the corporation. The board of directors shall call a special general meeting of members on written requisition of members carrying not less than 5% of the voting rights. At least three (3) Members present in person, or participating or responding by teleconference or other electronic means, at a meeting will constitute a quorum. A complete record of the proceedings at the annual meeting shall be taken.
9. Fourteen (14) days' written notice shall be given to each voting member of any annual or special general meeting of members. Notice may be sent by mail, email, facsimile or other electronic means or may be by notice published in a regular newsletter sent to all members individually. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken. Notice of each meeting of members must remind the member if he has the right to vote by proxy.
10. Each voting member present at a meeting shall have the right to exercise one vote. A member may, by means of a written proxy, appoint a proxyholder to attend and act at a specific meeting of members, in the manner and to the extent authorized by the proxy. A proxyholder must be a member of the corporation.
11. A majority of the votes cast by the members present or participating or responding by teleconference or other electronic means, and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of members is required by the Act or these By-laws. Votes may be received by mail, email or other electronic means.
12. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be his last address recorded on the books of the corporation.

COMPLAINTS, SUSPENSION AND APPEALS

13. The rules, regulations, policies and procedures of the corporation relating to member complaints, suspensions and expulsions approved by the board of directors from time to time shall be in writing and shall contain provisions establishing the permitted grounds for suspension and expulsion. Upon written request, any member shall be entitled to



receive a copy of the current rules, regulations, policies and procedures relating to complaints, suspensions and expulsions.

14. The board of directors, or any committee of the corporation to which the board of directors may from time to time delegate this authority, may suspend or expel any member of the corporation from such membership on such terms and conditions as are deemed appropriate or necessary by the board or its delegate, in accordance with the rules, regulations, policies and procedures approved from time to time by the board of directors.

BOARD OF DIRECTORS

15. The property and business of the corporation shall be managed by a board of directors, comprised of a minimum of three (3) directors. The number of directors may be determined from time to time by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of determining the number of directors to be elected to the board of directors.
16. Directors must be individuals, eighteen (18) years of age, with power under law to contract. Directors shall be Canadian citizens ordinarily resident in Canada.
17. Provided a candidate is available from such region, the Board of Directors shall consist of at least one (1) director elected from, and by the members of, each of the regions of British Columbia, Western (Manitoba, Alberta, Saskatchewan and the Territories), Ontario/Quebec, and Atlantic (Newfoundland, New Brunswick, Prince Edward Island and Nova Scotia), with any additional directors required elected from any of the regions by the membership at large. Directors shall be elected for a term of four (4) years.
18. Votes for directors may be received in person, by mail, email, or other electronic means.
19. The office of a director shall be automatically vacated:
 - a) if at a special general meeting of members, a resolution is passed by of the members present at the meeting that he be removed from office;
 - b) if a director has resigned his office by delivering a written resignation to the secretary of the corporation;
 - c) if he is found by a court to be of unsound mind;
 - d) if he becomes bankrupt or suspends payment or compounds with his creditors;
 - e) on death;provided that if any vacancy shall occur for any reason in this paragraph contained, the board of directors by majority vote, may, by appointment, fill the vacancy until the corporation's next annual meeting.



20. The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his duties. Nothing herein contained shall be construed to preclude any director from serving the corporation as an officer or in any other capacity and receiving compensation therefore.

POWERS OF DIRECTORS

21. The directors of the corporation shall administer the affairs of the corporation in all things and make or cause to be made for the corporation, in its name, any kind of contract which the corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the corporation is by its charter or otherwise authorized to exercise and do.

The budget for each fiscal year shall be prepared and submitted in detail for consideration by the board of directors prior to the beginning of the fiscal year. The budget as approved by the board of directors shall be presented to the membership at the annual meeting.

22. The directors shall have power to authorize expenditures on behalf of the corporation from time to time and may delegate by resolution to an officer of the corporation the right to employ and pay salaries to employees. The directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the corporation in accordance with such terms as the board of directors may prescribe.

The board of directors is hereby authorized, from time to time:

- a) to borrow money upon the credit of the corporation, from any bank, corporation, firm or person, upon such terms, covenants and conditions at such times, in such sums, to such an extent and in such manner as the board of directors in its discretion may deem expedient;
- b) to limit or increase the amount to be borrowed;
- c) to issue or cause to be issued bonds, debentures or other securities of the corporation and to pledge or sell the same for such sums, upon such terms, covenants and conditions and at such prices as may be deemed expedient by the board of directors;
- d) to secure any such bond, debentures or other securities, or any other present or future borrowing or liability of the company, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the corporation, and the undertaking and rights of the corporation.



23. The board of directors shall take such steps as they may deem requisite to enable the corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the corporation.
24. The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.
25. The board of directors shall have the power to construe all provisions of the constitution, by-laws, rules, regulations, policies and procedures of the corporation and to determine what rule shall govern and what procedure shall be followed in any instance.
26. Remuneration for all officers, agents and committee members shall be fixed by the board of directors by resolution. Such resolution shall have force and effect only until the next meeting of members when such resolution shall be confirmed by resolution of the members, or in the absence of such confirmation by the members, then the remuneration to such officers, agents or employees and committee members shall cease to be payable from the date of such meeting of members.

DIRECTORS' MEETINGS

27. Meetings of the board of directors may be held at any time and place to be determined by the directors provided that seven (7) days written notice of such meeting shall be given, other than by mail, to each director. Notice by mail shall be sent at least fourteen (14) days prior to the meeting. Notice may be given by personal delivery, mail, email, facsimile or other electronic means. There shall be at least one (1) meeting per year of the board of directors. Meetings may be held by teleconference or by other electronic means provided such facility permits members to communicate adequately with each other and a majority of the directors consent to holding such meetings. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. Each director is authorized to exercise one (1) vote.
28. A majority of directors in office, from time to time, but no less than two (2) directors, shall constitute a quorum for meetings of the board of directors. Any meeting of the board of directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the by-laws of the corporation.



INDEMNITIES TO DIRECTORS AND OTHERS

29. Every director or officer of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against;
- a) all costs, charges and expenses which such director, officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;
 - b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

OFFICERS

30. The officers of the corporation shall be a president/chairman, immediate past chairman, vice-chairman, executive director, secretary, treasurer and any such other officers as the board of directors may by by-law determine. Any two offices may be held by the same person. Officers need not be directors, nor members.
31. The president/chairman shall be elected at an annual meeting of members. Officers other than president/chairman of the corporation shall be appointed by resolution of the board of directors at the first meeting of the board of directors following an annual meeting of members, provided that the executive director shall act as secretary and treasurer.
32. Other than the office of the executive director, who shall be a full-time employee of the corporation, the officers of the corporation shall hold office for two (2) year(s) from the date of appointment or election or until their successors are elected or appointed in their stead. Officers shall be subject to removal by resolution of the board of directors at any time.

DUTIES OF OFFICERS

33. The president/chairman shall be the chief executive officer of the corporation. He shall preside at all meetings of the members of the corporation and of the board of directors. He shall see that all orders and resolutions of the board of directors are carried into effect. The first vice-chairman shall, in the absence or disability of the president/chairman, perform the duties and exercise the powers of the president/chairman and shall perform



such other duties as shall from time to time be imposed upon him by the board of directors.

34. The executive director shall have the general and active management of the affairs of the corporation.
35. The treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation. He shall also perform such other duties as may from time to time be directed by the board of directors.
36. The secretary shall carry out his affairs of the corporation generally under the supervision of the officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He shall give or cause to be given notice of all meetings of the members and of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or president, under whose supervision he shall be. He shall be custodian of the seal of the corporation, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.
37. The duties of all other officers of the corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

COMMITTEES

38. The board of directors may appoint committees whose members will hold their offices at the will of the board of directors and delegate such powers of the board as its deems fit to such committees. The directors shall determine the duties of such committees and may fix by resolution, any remuneration to be paid.

EXECUTIVE COMMITTEE

39. There shall be an executive committee composed of directors who shall be appointed by the board of directors, but shall include the president/chairman and the executive director. During the intervals between meetings of the board of directors the executive committee shall possess and may exercise all the powers of the board of directors in the direction of the affairs of the corporation, save and except only such acts as must by law be performed by the board of directors or as otherwise limited by the board of directors. Any executive committee member may be removed by a majority vote of the board of directors. Executive committee members shall receive no remuneration for serving as such, but are entitled to reasonable expenses incurred in the exercise of their duty.
40. Meetings of the executive committee shall be held at any time and place to be determined by the members of such committee provided that forty-eight (48) hours written notice of



such meeting shall be given, other than by mail, to each member of the committee. Notice may be given by mail, email, facsimile or other electronic means. Notice by mail shall be sent at least 14 days prior to the meeting. (no less than 2) members of such committee shall constitute a quorum. No error or omission in giving notice of any meeting of the executive committee or any adjourned meeting of the executive committee of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

EXECUTION OF DOCUMENTS

41. Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The directors shall have power from time to time by resolution to appoint an officer or other person on behalf of the corporation to sign specific contracts, documents and instruments in writing. The directors may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the corporation. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

MINUTES OF BOARD OF DIRECTORS (AND EXECUTIVE COMMITTEE)

42. The minutes of the board of directors (or the minutes of the executive committee) shall not be available to the general membership of the corporation but shall be available to the board of directors, each of whom shall receive a copy of such minutes.

FINANCIAL YEAR

43. Unless otherwise ordered by the board of directors, the fiscal year end of the corporation shall be May 31st.

AMENDMENT OF BY-LAWS

44. The by-laws of the corporation not embodied in the letters patent may be repealed or amended by by-law, or a new by-law relating to the requirements of subsection 155(2) of the *Canada Corporations Act*, may be enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.



AUDITORS

45. The members shall, at each annual meeting, appoint an auditor to audit the accounts and annual financial statements of the corporation for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board of directors.

BOOKS AND RECORDS

46. The directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation or by any applicable statute or law are regularly and properly kept.

RULES AND REGULATIONS

47. The board of directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the corporation when they shall be confirmed, and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect.

INTERPRETATION

48. In these by-laws and in all other by-laws 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 references to persons shall include firms and corporations.

ENACTED September, 2003.

