



# **WEST LORNE MINOR HOCKEY ASSOCIATION**

## **CONSTITUTION FOR THE GOVERNANCE OF THE ASSOCIATION**

**Adopted by the WLMHA Board of Directors on  
May 22nd, 2024  
Rescinds & Replaces April 2014**

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## DEFINITIONS

“**Association**” refers to the official name of West Lorne Minor Hockey Association

“**Board of Directors**” refers the board of the directors and Executive committee governing the West Lorne Minor Hockey Association

“**Executive**” refers to the Executive Board members: President, Past President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Registrar

“**Member/Members**” refers to active players registered with WLMHA, parents/guardians of players registered with WLMHA, associate members including non-parent coaches, trainers and managers subject to approval by WLMH or otherwise defined by the Association

“**OMHA**” refers to the Ontario Minor Hockey Association

“**OWHA**” refers to the Ontario Women's Hockey Association

“**WLMHA**” refers to West Lorne Minor Hockey Association

“**WLMH**” refers to West Lorne Minor Hockey Association

## **ARTICLE 1 - NAME**

- 1.1 The official name of the Association shall be “**THE WEST LORNE MINOR HOCKEY ASSOCIATION (WLMHA).**”

## **ARTICLE 2 - AIMS & OBJECTIVES**

- 2.1 The objectives of the Association shall be to provide a wholesome hockey experience, not only for the participants involved, but also for the coaches, managers, parents and league officials, believing that values derived will assist in the total development of all involved. Our main interest shall be in the participants.
- 2.2 This Association believes that amateur sport, administered in the appropriate doses, with the correct formula by competent people, can offer much to our youth. We believe that the basic need to play, in turn improves body and spirit through competition and the learning of skills.
- 2.3 Aims & objectives of WLMH:
1. This Association will govern the game of hockey for participants within the minor age groupings.
  2. The Association will endeavor to cultivate a true spirit of sportsmanship among all participants, spectators, coaches, and players alike and will promote fair play and friendly competition.
  3. The Association will endeavor to promote and foster the belief that every participant will have an equal opportunity to play the game.
  4. The Association will endeavor to help the participant understand that sport is not an end unto itself but is a way of preparing him or her for a happier and fuller life.
  5. The Association will endeavor to promote, organize and control team competition, on the area of operation to the maximum of playing accommodation and financial resources, these to be administered by a group of elected volunteers.

6. The association or its members will not derive any gain from the association. Any profits will be only used to promote the association's objectives.

### **ARTICLE 3 - COLOURS/LOGO**

- 3.1. The official colours of the Association shall be black, gold/yellow and white.
- 3.2. The official logo and names of the Association representation shall be the West Lorne Comets. The logo shall not be used by any person(s) without prior approval of the Board of Directors of WLMH.

### **ARTICLE 4 – JURISDICTION/MEMBERSHIP**

- 4.1. Any person of legal age residing in the Municipality of West Elgin, Municipality of Dutton/Dunwich, or in the **shared** area as determined by the Ontario Minor Hockey Association (herein called "OMHA") or the Ontario Women's Hockey Association (herein called "OWHA), who come within the jurisdiction of the West Lorne Minor Hockey Association and/or who are registered as a player with WLMH shall become a member of the Association.
- 4.2. Any person that meets the requirements outlined in 4.1 and has registered his/her dependent child/children in the West Lorne Minor Hockey Association shall be granted one (1) membership in the Association for a period of one (1) season, to a maximum of two (2) votes per family.
- 4.3. Membership shall commence at registration each year and terminate the day prior to first registration the following year. Registration dates shall be determined by the Board of Directors.
- 4.4. Any member of the WLMHA whose membership is not considered to be in good standing, due to late or non-payment of fees, money owing from a previous season, or as a result of disciplinary action, or any other valid reason, shall not participate in, or be involved with, any function of the WLMHA and all other rights and privileges of membership shall be suspended and/or revoked.

## **ARTICLE 5 - MANAGEMENT**

- 5.1 Management and administration of the WLMHA shall be vested in the Board of Directors with full power to take action within the scope of this Constitution and Rules and Regulations of WLMHA and OMHA.
- 5.2 The Board of Directors shall appoint standing committees, officials, or other voluntary positions, as it shall consider necessary for the efficient operation of WLMHA.
- 5.3 Standing Committees shall be managed in accordance with the Committee Terms of Reference in *Appendix 1*. Membership of Standing Committees shall be as described in section 13.
- 5.4 The Board of Directors shall have the power to decide on matters not covered in the Constitution and Rules & Regulations under the condition of quorum of 50% plus one (1) of the number of directors elected to the board. Directors must be eligible to vote and present during the vote.
- 5.5 In the event of a conflict of interest, the board member shall declare the conflict and take no further part in the discussions unless specifically asked by the Board. Under no circumstances shall the member vote on a matter declared by a conflict.
- 5.6 The WLMH Board of Directors shall have the power to suspend, expel, or take disciplinary action against any coach/bench staff, player, and member in accordance with the Discipline Policy as defined in the WLMH Rules & Regs, for any violation of the WLMH Code of Conduct, breach of WLMH & OMHA rules, regulations, and by-laws, policies, and any regulations of the Board.
- 5.7 The organization shall be carried on without purpose of gain for its members and any profits or other accretions to the organization. In the event of dissolution or winding up of the organization, all its remaining assets, after payment of liabilities, shall be distributed to one or more recognized charitable organizations in Canada (The beneficiary organization(s) may be named, but need not be), or to a Canadian Municipality.

## **ARTICLE 6 – THE AFFILIATION**

- 6.1. Any proposed affiliation of the WLMHA with other leagues or tournaments will be by the executive committee consistent with local practices and OMHA and OWHA rulings and a policy adopted.
- 6.2. The WLMHA shall have the authority to impose suspension on any player who affiliates with another league or playoff series without the sanction of the WLMHA executive, in accordance with OMHA Rules & Regulations.

## **ARTICLE 7 – BOARD OF DIRECTORS**

- 7.1. A Board of Directors shall be elected to administer the business of the WLMHA and shall constitute as follows:
  - a) Executive Committee, to be comprised of:
    - i) President
    - ii) Past President (not elected)
    - iii) 1st Vice President
    - iv) 2nd Vice President
    - v) Secretary
    - vi) Treasurer
    - vii) Registrar
  - b) Directors - Directors to be nominated at large in addition to the seven (7) executive positions identified in 7.1 a), not to exceed nine (9) directors voted by members at the Annual General Meeting. All directors' positions to be filled by nominations in accordance with section 10 of this constitution.
  - c) Appointed Positions/Board Duties may be designated to a director at large, a member of the Executive Committee and/or an Outside Person. The Appointed Positions/Board Duties may include but are not limited to the following:
    - 1) Registrar
    - 2) Ice Scheduler
    - 3) Arena Board Rep
    - 4) OMHA Rep
    - 5) Shamrock League Rep
    - 6) Four Counties League Rep
    - 7) Girls Hockey Coordinator
    - 8) Game Day Operations (Referees & Timekeepers)

- 9) Director of Coaching/Coach Mentor
- 10) Player Movement Lead
- 11) Player Development & Skills Coordinator
- 12) Tournament Coordinator
- 13) Goaltending Coordinator
- 14) Development League Coordinator
- 15) Sponsorship & Fundraising Coordinator
- 16) Volunteer Coordinator
- 17) Equipment Coordinator
- 18) Jersey Coordinator
- 19) Parent Rep Lead
- 20) Team Manager Lead
- 21) Promotions & Special Events Coordinator
- 22) Webmaster & Social Media

Additional duties may be assigned as needed based on each upcoming season.

The President must have served at least one (1) year as a member of the Board before becoming president.

- d) Outside Person(s) - If necessary the Board of Directors may have outside person(s) assist with specific Board duties during the season. Outside person(s) would be approved by the Board of Directors, and the Board shall define whether the position filled by the outside person will be granted voting rights as a WLMH member for the season.

7.2. No individual shall be elected as a Director unless that individual is a member of the Association in good standing. A Director shall be eighteen or more years of age. The Board of Directors may designate additional members to WLMHA to serve as Directors based on the need of WLMHA each season.

7.3 A Board of Director elected to the Association shall be elected to hold office for a term expiring no later than the close of the next Annual General Meeting, with the exception of Treasurer and Registrar.

7.4 A Director shall be eligible for re-election as a Director at the Annual General Meeting.

- 7.5 Vacancies in the Board of Directors may be filled for the remainder of its term of office through appointments made by the remaining Directors.
- 7.6 The Board of Directors shall serve as such without remuneration, and no Director shall directly or indirectly receive any profit from his or her position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred by him or her in the performance of his/her duties, as approved by the Board of Directors.
- 7.7 Honorariums may be considered by the Board for specific board duties and shall be discussed annually at the Director's meeting immediately following the Annual General Meeting.
- 7.8 Executive positions, additional duties and appointed positions will be assigned to the directors at the first meeting of the new board of directors following the Annual General Meeting.

## **ARTICLE 8 – FINANCES OF THE ORGANIZATION**

- 8.1 WLMH shall not borrow money from any person, nor shall it be indebted to any person at any time.
- 8.2 The fiscal year of the Association shall be from May 1st to April 30th, in order to cover the related season of hockey play.
- 8.3 The Association shall open and maintain appropriate bank accounts.
- 8.4 All receipts of the Association shall be deposited in a bank account.
- 8.5 All expenditures of the Association shall be paid by cheque or e-transfer drawn on an account of the Association in an amount approved by the WLMH Board of Directors.
- 8.6 All cheques drawn on the account of the Association shall bear the signature of at least two (2) members of the Association, one of which shall be the Treasurer.
- 8.7 The Treasurer shall prepare and present an annual budget for each season to be reviewed, discussed, and subsequently approved by the WLMH Board of Directors in advance of the start of each season.



- 8.8 As the Association is a registered, incorporated not-for-profit corporation, annual corporation returns shall be filed with the Canada Revenue Agency.
- 8.9 The auditor/financial scrutineer, as identified in section 10.7 and 10.8 shall be a qualified accountant who will submit the annual returns to Canada Revenue Agency, as well as file the corporate returns on behalf of WLMH as a registered non-profit organization. The auditor shall prepare a statement available for review by the Board and circulation to the membership at the Annual General Meeting.

## **ARTICLE 9 - MEETINGS OF THE BOARD OF DIRECTORS**

- 9.1 The Board of Directors will meet at least once a month throughout the year. Additional Board meetings shall be called on the request of three (3) or more Board members.
- 9.2 When any member of the WLMHA misses three regular meetings, he/she will be notified and removed from the Board of Directors and will be replaced by a person interested in the Association. In order for -the Board to operate progressively, it is important that all members attend regularly. The only exception will be due to sickness or business and the Secretary must be notified.
- 9.3 Quorum for a Board of Directors Meetings shall be 50% plus one (1) of the number of directors elected to the board. Directors must be eligible to vote and present. No business shall be conducted in the absence of a quorum except to take measures to obtain quorum, to establish the time to adjourn, or to take a recess.
- 9.4 The President shall chair all meetings of the Board of Directors. In the absence of the President, the Vice President shall chair the meeting.
- 9.5 Special Board Meetings may be called by the President or Vice-President in the absence of the President or on a petition in writing to the Secretary signed by any three (3) directors. Business transacted at a Special Board Meeting shall be limited to that specified in the notice calling the meeting.
- 9.6 Notice of Board meetings shall be communicated to all directors at least seven (7) days in advance of the meeting, unless all Directors agree to the calling of a meeting on shorter notice.

- 9.7 Each director present at a Board Meeting, including the Chair (President or Vice President) shall be entitled to one (1) vote at Board meetings. The Chair shall have a second vote in the event of a tie vote. Outside person(s)/staff are not entitled to a vote, unless designated as such under 7.1d).
- 9.8 Every director who directly or indirectly has an interest in a proposed or existing matter relating to WLMHA shall make a full and fair declaration of the nature and extent of the interest at a Board meeting. After making such a declaration, no director shall vote on the issue, or be counted in the quorum in respect of the matter.
- 9.9 Every director and Executive of the Association shall respect the confidentiality of matters brought before the Board for consideration during “in-camera sessions.”
- 9.10 Any member may request to come before the Board by written request to the Secretary. The person will be notified as to the date of the next Board meeting. When anyone comes before the Board of Directors or a committee, they must state their case and then leave to allow the Association or committee to dispose of their case.
- 9.11 From time to time, electronic motions and vote may be used in order to expedite urgent Board matters. This includes the use of emails and voting polls as organization by the Secretary. Following the result of an electronic vote, the Secretary shall ensure all electronic votes are read into the meeting minutes at the next official Board meeting.
- 9.12 Approved meeting minutes of the Board shall be published online, on the Association website. Personnel and confidential information shall be redacted to maintain the privacy of members.

## **ARTICLE 10 - ANNUAL GENERAL MEETING**

- 10.1 The annual meeting of the WLMH shall be held no later than 60 days after the completion of the hockey season. Notice of the annual meeting shall be made thirty (30) days in advance of the annual meeting by email directly to all members, and by publishing the notice online through the WLMH website and social media. The notice shall contain the date, location, and time of the meeting. The notice shall also provide details to the member on how to submit notices of motions, correspondence etc. to the Secretary for consideration by the new Board following the Annual General Meeting.

- 10.2 Notices of motion, correspondence, constitutional amendments and other matters for consideration at a general meeting shall be in writing and sent to the Secretary fourteen (14) days in advance of a general meeting.
- 10.3 Nominations for new directors to the WLMH Board may be received in advance of the meeting through completion of an electronic nomination submission form. The Secretary shall accept nominations in advance of the meeting, and shall present the nominations to the scrutineer. Nominations may also be presented from the floor during the Annual General Meeting.
- 10.4 The outgoing President shall reside as the Chair of the Annual General Meeting. A scribe for the meeting shall be nominated at the start of the meeting.
- 10.5 A scrutineer shall be designated at each Annual General Meeting to preside over nominations and the elections of directors for the following season.
- 10.6 The scrutineer designated in section 10.5 shall run nominations and elections of new directors to the Board, including opening nominations, reading nominations in advance, calling for nominations from the floor and running elections in accordance with section 10.7, 10.8, and 10.9.
- 10.7 Voting at the annual meeting will be restricted to two votes per registered family with WLMHA. The voters must be present at the annual meeting and be of legal voting age.
- 10.8 Honorary members will be allowed to vote at the annual meeting with the advance approval of the Board of Directors.
- 10.9 In respect of the nomination of Directors, if more than sixteen (16) nominations are received, the maximum number of directors to be elected shall be sixteen (16). Voting on nominated directors shall take place at the Annual General Meeting, and shall be done by paper ballots or by electronic ballot, as organized by the outgoing Secretary and the scrutineer. The directors with the most votes shall fill the 16 director positions.
- 10.10 A financial statement, including an audit of the previous year's financials shall be presented to the membership at the Annual General Meeting.

- 10.11 At the Annual General Meeting, the financial scrutineer/auditor for the next season shall be appointed. The auditor shall prepare a statement available for review by the Board and circulation to the membership at the Annual General Meeting.
- 10.12 No article of this constitution shall be altered, rescinded, or new ones made except at the annual meeting and then only by two-thirds majority vote of the eligible members present or a quorum of 50% of the Board of Directors.

## **ARTICLE 11 - DUTIES OF THE EXECUTIVE**

- 11.1. **PRESIDENT (elected yearly)** - The duties of the President are as follows:
- 11.1.1 The President shall preside over all meetings of the Membership and the Board of Directors; will be charged with the general management and supervision of the affairs of WLMHA. The President is a member ex-officio of all Committees and shall be entitled to vote at all meetings.
  - 11.1.2 The President and his/her delegate will be appointed representative to the OMHA.
  - 11.1.3 The President shall call meetings to handle urgent matters as required. He/she shall appoint standing committees, at discretion. A regular monthly meeting date shall be set for the Association to handle business matters.
  - 11.1.4 The President shall be a co-signer of all financial transactions of WLMHA.
  - 11.1.5 The President shall serve as the lead of the Discipline Committee.
  - 11.1.6 The President shall carry out all duties from time to time assigned to him/her by the Board of Directors.
- 11.2. The immediate Past President shall act in an advisory capacity to the Association with the power to vote.
- 11.3. The **1st Vice President (elected yearly)** will preside over all meetings in the absence of the President and shall perform such duties as are assigned by the

President as required. The 1st Vice President may be designated as a co-signer of all financial transactions of the WLMHA.

11.4 The **2nd Vice President (elected yearly)** will preside over all meetings in the absence of the President and 1st Vice President. The 2nd Vice President may be designated as an additional co-signer of all financial transactions of the WLMHA.

11.5 **SECRETARY (elected yearly)** - The duties of the Secretary as as follows:

11.5.1 The Secretary shall coordinate and schedule meetings, prepare and distribute meeting agendas and agenda packages in advance, collect and compile reports and documents for the Board of Directors, and forward all correspondence for discussion at Board meetings. The Secretary shall communicate meeting locations, dates, and times.

11.5.2 The Secretary shall record the minutes of the Executive, Board of Directors, and Association meetings and shall conduct all correspondence of the WLMHA. The Secretary shall ensure accurate and comprehensive meeting minutes are distributed to Board members and maintain all records of participation and attendance at meetings.

11.5.3 The Secretary shall issue all notices of meetings and control the regular publicity releases and advertising. All correspondence should be submitted to the President prior to each meeting, when possible. The Secretary shall work with the Webmaster for any required new releases.

11.5.4 The Secretary shall facilitate communication with members, including official correspondence, notices to membership, and notices of Annual and Special General Meetings.

11.5.5 The Secretary shall ensure Board activities comply with the Constitution, the Rules & Regulations of the Association, and maintain awareness of any changes that may affect the Association.

11.5.6 The Secretary shall maintain and update official records and documents, including bylaws and organizational policies.

- 11.5.7 For the Annual General Meeting, the Secretary shall secure the meeting location, meeting details, communicate with membership, compile the Annual Meeting Package including financials, agenda, reports of year activities, and advise members of vacancies on the Board. The Secretary shall be responsible for collecting nominations of directors in advance of the Annual General Meeting and shall provide these nominations to the scrutineer.
- 11.5.8 The Secretary shall assist in Vote Administration during board meetings and ensure accurate recording of votes and decisions.
- 11.5.9 The Secretary shall monitor and follow-up on action items assigned by the Board with directors, and track progress on resolutions and decisions.
- 11.5.10 The Secretary shall manage the technological aspects of virtual meetings, and shall ensure any virtual motions are read into the minutes at the next Board of Directors meeting.
- 11.5.11 The Secretary shall be responsible for organizing Picture Day in October of each year, and facilitating the booking of the photographer, booking of the warm room, and securing all organizational aspects of photo pick up distribution.

11.6. **TREASURER (2 year term)** - The duties of the Treasurer are as follows:

- 11.6.1 The Treasurer shall prepare a proposed budget for WLMHA yearly operations, to be presented to the Board of Directors prior to the start of the season each year (prior to May). The budget shall be prepared in consultation with ice costs, equipment and jersey costs, referee and timekeeping costs for the upcoming season. The budget shall also distinctly separate volunteer fees. The budget shall depict expected costs, as well as actual so year in tracking can be completed.
- 11.6.2 The Treasurer shall collect and properly record all finances involving the WLMHA. The fiscal year for the Association shall be May 1 - April 30.

- 11.6.3 The Treasurer shall ensure all expenses are forwarded to the Board for approval and are in-line with the budget, and oversee payment of those expenses.
- 11.6.4 The Treasurer shall submit regular financial statements and monthly reports to the WLMHA detailing income, expenses, financial status, and budget tracking.
- 11.6.5 The Treasurer shall be responsible for having an audit of the WLMHA, financial transactions prior to the annual meeting and obtain copies of such audit for the executive committee.
- 11.7.6 The Treasurer shall be authorized to have a petty cash fund of up to \$150.00.
- 11.7.7 The Treasurer shall be responsible for registration with the Registrar
- 11.7.8 The Treasurer shall report financials to the Board of Directors at monthly meetings and shall undertake other duties as assigned by the Board of Directors.
- 11.7.9 The Treasurer shall oversee the organization's bank accounts and financial transactions, reconcile bank statements and other financial records regularly, keep a general account ledger for all bank accounts available for request and review.
- 11.7.10 The Treasurer shall not share the personal financial details of registration payments with the Board, with the exception of the reporting of the overall number of outstanding registration fees. The Treasurer shall be solely responsible for contacting and collecting outstanding fees, and may only engage the President and Registrar.
- 11.7.11 Regarding tryouts, the Treasurer shall work with the Registrar to determine payments have been received for all players completing tryouts. The Treasurer and the Registrar shall work together to contact players and request payment prior to attending tryouts.
- 11.7.12 The Treasurer shall be responsible for tracking payment of volunteer fees, and requests for reimbursement of volunteer fees, working with the Volunteer Coordinator to ensure hours have been completed. The

Treasurer shall prepare a monthly report for the Board outlining current status of volunteer fees, including fees that have been paid out.

11.7.13 The Treasurer shall serve as the lead for the Subsidy Committee, and shall prepare confidential reports for presentation to the Board outlining requests for subsidy, without identifying players/families. The Treasurer shall also be the Board lead for securing organizational grants and relationships with Canadian Tire JumpStart.

11.7.14 The Treasurer shall be members of committees that require financial monitoring on an on-going basis including the Tournament Committee and Sponsorship & Fundraising Committee.

**11.8 REGISTRAR (2 years appointed) - The duties of the Registrar are as follows:**

11.8.1 The Registrar, in consultation with the Board of Directors, shall set dates of registration and post registration fees as agreed on by the Board of Directors.

11.8.2 The Registrar shall coordinate online registration system availability, monitor and follow up on unpaid registrations, and work with the Treasurer to receive payments for registration and reconcile with the registration database.

11.8.3 The Registrar shall monitor and track registration in each division to ensure appropriate team make up, compile data into team's/divisions, ensure coaches have division lists broken down from Rep to Local League teams.

11.8.4 The Registrar shall ensure all requirements for players and bench staff including, but not limited to Birth Certificates, and Proof of Address are gathered and submitted to OMHA/OWHA.

11.8.5 The Registrar shall ensure electronic rosters, including the A/P lists are completed by the prescribed deadlines. Once all Rep and Local League team rosters are recorded, the Registrar will ensure all rosters are kept current.



- 11.8.6 The Registrar shall ensure that all team staff and volunteers are rostered and that the list is kept current.
- 11.8.7 The Registrar shall ensure all player, coach, and volunteer personal information is kept current and on file in a manner that is confidential.
- 11.8.8 The Registrar shall work with the Volunteer Coordinator to ensure all bench-staff have submitted the required police checks (vulnerable sector screenings).
- 11.8.9 The Registrar shall be responsible for ensuring all Respect in Sport requirements by parents and bench staff have been met.
- 11.8.10 The Registrar shall receive requests for subsidized registration fees and shall work confidentially with the Treasurer to present the information to the Board for approval. The Registrar shall also work in confidence with the Treasurer regarding the payment of outstanding registration fees.
- 11.8.11 Regarding tryouts, the Registrar shall work with the Treasurer to determine payments have been received for all players completing tryouts. The Treasurer and the Registrar shall work together to contact players and request payment prior to attending tryouts.
- 11.8.12 The Registrar shall be responsible for submitting all Travel Sanction and Exhibition Game requests to OMHA and OWHA within a timely manner.
- 11.8.13 The Registrar shall be a member of the Tournament Committee to provide support for sanctions and gamesheets.
- 11.8.14 The Registrar shall report to the Board of Directors at monthly meetings and shall undertake other duties as assigned by the Board of Directors.

## **ARTICLE 12 – DUTIES OF APPOINTED POSITIONS/BOARD DUTIES**

### **12.1 ICE SCHEDULER (1 year appointed)**

- 12.1.1 The Ice Scheduler shall be the lead/chair for the Ice Committee.

- 12.1.2 Prior to the start of each hockey season, the Ice Scheduler shall meet with and/or contact the Board of Directors and any coaches to seek input on upcoming season ice requirements.
- 12.1.3 Prior to the start of the next season in April-May, the Ice Scheduler shall submit to the Municipality the required ice applications for the following season.
- 12.1.4 The Ice Scheduler shall prepare ice schedules for the upcoming seasons, including conditioning skates and tryouts, provide travel and house league reps with ice schedules for home games, and manage weekly ice schedules/allotments throughout the season, communicate ice times for OMHA playdowns and league playoffs, and keep track of blackouts or openings in ice times.
- 12.1.5 The Ice Scheduler shall be responsible for linking all league games to Team Calendars through OneDB as required.
- 12.1.6 The Ice Scheduler shall keep accurate records of all ice allotments used and submit the cost, separated by league and division to the Association Treasurer at the start and end of the season, and upon request of the Executive.
- 12.1.7 The Ice Scheduler shall take part in all ice negotiations between the Association and the Municipality. The Ice Convener shall be the lead contact for communication with the Arena Manager.
- 12.1.8 The Ice Scheduler shall, in an effort to make efficient use of all secured ice times, be responsible for re-distributing unused ice times as appropriate. The Ice Scheduler shall track lost and dead ice hours and shall report to the Board at each meeting.
- 12.1.9 The Ice Scheduler shall report on behalf of the Ice Committee to the Board of Directors at each monthly meeting and undertake other duties as assigned by the Board of Directors.

## **12.2 ARENA BOARD REP (1 year appointed)**

- 12.2.1 The Arena Board Rep shall serve as a representative member of the Association on the Municipality Arena Board Committee.

12.2.2 The Arena Board Rep shall be responsible for bringing information from the Arena Board meeting(s) to the WLMH Board of Directors for discussions and to obtain direction on voting on arena issues on behalf of the Association and its members. The Arena Board Rep shall be the voice representing the Association and the members best interests at Arena Board meetings and during Arena Board decision making processes and shall vote on matters as directed by the Association and/or its members.

12.2.3 The Arena Board Rep shall report to the Board of Directors at each monthly meeting and undertake other duties as assigned by the Board of Directors.

**12.3 OMHA REP (1 year appointed)**

12.3.1 The OMHA Rep shall serve as the Association representative to OMHA, be the lead contact for communications between the Association and OMHA, shall attend monthly OMHA meetings, and provide guidance to the Association from OMHA.

12.3.2 The OMHA Rep shall report to the Board of Directors at each monthly meeting and undertake other duties as assigned by the Board of Directors.

**12.4 SHAMROCK LEAGUE REP (1 year appointed)**

12.4.1 The Shamrock League Rep shall be responsible for attending all Shamrock League meetings as necessary, shall represent WLMH at the league, attend league scheduling meetings as required, and shall provide regular updates to the Board.

12.4.2 The Shamrock League Rep shall be responsible for ensuring information regarding season setup, playoffs/playdowns, and rules or play are communicated to the Board and to all coaches and team managers of representative teams.

12.4.3 The Shamrock League Rep shall be responsible for making league representatives of Shamrock aware of any cancellations or changes to games.

12.4.4 The Board may also designate an alternate Shamrock Rep to fulfill duties in the absence of the appointed director.

**12.5 FOUR COUNTIES LEAGUE REP (1 year appointed)**

- 12.5.1 The Four Counties shall be responsible for attending all Four Counties League meetings, shall represent WLMH at the league, attend league scheduling meetings as required, and shall provide regular updates to the Board.
- 12.5.2 The Four Counties League Rep shall be responsible for ensuring information regarding season setup, playoffs/playdowns, and rules or play are communicated to the Board and to all coaches and team managers of representative teams.
- 12.5.3 The Four Counties Rep shall be responsible for making league representatives of Four Counties aware of any cancellations or changes to games.
- 12.5.4 The Board may also designate an alternate Four Counties League Rep to fulfill duties in the absence of the appointed director.

**12.6 GIRLS HOCKEY LEAD (1 year appointed)**

- 12.6.1 The Girls Hockey Lead shall be the league representative representing WLMH at league meetings, Ontario Women's Hockey Association meetings and shall lead the Girls Hockey Committee.
- 12.6.2 The Girls Hockey Lead shall be responsible for all communication between the Board and the Girls Hockey Committee. The Girls Hockey Lead shall bring copies of the Committee meeting minutes to the Board for information, as well as bring forward requests from the Committee for approval of the board.
- 12.6.3 The Girls Hockey Lead shall be a member, or designate a non-biased board member to sit on the Coach Selection Committee in order to ensure OWHA coach requirements are met.

**12.7 GAME DAY OPERATIONS/COORDINATOR (1 year appointed)**

- 12.7.1 The Game Day Coordinator shall be responsible for arranging and securing referees and timekeepers for all home games, tournaments, and exhibition games as required.
- 12.7.2 The Game Day Coordinator shall be responsible for training all timekeepers.

12.7.3 The Game Day Coordinator shall be responsible for submitting all proposed and final costs of referees and timekeepers to the Board of Directors.

12.7.4 The Game Day Coordinator shall report to the Board of Directors on behalf of the committee at each monthly meeting and undertake other duties as assigned by the Board of Directors.

12.8 **DIRECTOR OF COACHING/COACH MENTOR (1 year appointed)**

12.8.1 The Director of Coaching shall be the lead/chair of the Selection Committee, facilitate the submission of coaching applications, provide guidance and mentorship to all coaches, update the Coaches Manual as required, and communicate OMHA coaching certification & training requirements to coaches, bench-staff and on-ice help.

12.8.2 The Director of Coaching shall be responsible for establishing a Selection Committee, which includes members of the Board, as well as up to three (3) additional non-biased non-Board members. The Director of Coaching will facilitate the organization of interviews of possible coaching candidates by the Selection Committee.

12.8.3 The Director of Coaching shall organize/lead skill development and Rep evaluations with coaches, plan and chair coaches meetings, provide regular updates to coaches, provide on-ice coaching mentorship, and secure unbiased evaluators for rep tryouts.

12.8.4 In respect of requests for a player to move up an age group, the Director of Coaching shall work with the Player Movement lead to establish an Evaluation Committee as required by the WLMHA "Player Request to Move Up."

12.8.5 The Director of Coaching shall report to the Board of Directors at each monthly meeting and undertake other duties as assigned by the Board of Directors.

12.9 **PLAYER MOVEMENT Lead (1 year appointed)**

12.9.1 The Player Movement lead shall be the lead/chair for the Player Movement Committee, shall bring requests and recommendations to the Board of Directors, ensure the player movement policies are

followed, update tryout and player movement policies as needed, and shall work with the Registrar and OMHA Rep on any player movements within the organization.

12.9.2 The Player Movement lead shall work with the Director of Coaching to establish an Evaluation Committee as required in WLMHA Policy “Player-Request to Move Up.”

12.9.3 The Player Movement lead shall report to the Board of Directors at each monthly meeting and undertake other duties as assigned by the Board of Directors.

12.10 **PLAYER DEVELOPMENT & SKILLS COORDINATOR (1 year appointed)**

12.10.1 The Player Development & Skills coordinator shall lead a committee to establish and plan skills development opportunities for players within the organization, work with coaches to identify development opportunities, provide expertise in on-ice skills, and be responsible for securing any outside skill development.

12.10.2 The Player Development & Skills coordinator shall prepare an annual proposal which includes budgeting and ice times for in-season skills for skaters & goalies to the Board of Directors prior to the establishment of the annual season budget for approval.

12.10.3 The Player Development & Skills coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.

12.11 **TOURNAMENT COORDINATOR (1 year appointed)**

12.11.1 The Tournament Coordinator shall lead/establish a committee to plan tournaments to be held on home ice for the season, including creating rules of play, registration information, tournament packages, and tournament day schedules.

12.11.2 The Tournament Coordinator shall submit the upcoming tournament season information to the Board of Director for approval prior to August of that season. Upon approval, the Tournament Coordinator shall submit information to the Registrar for the completion of the Tournament Sanction with OMHA.

- 12.11.3 The Tournament Coordinator shall be responsible for scheduling with the Ice Convener, Referee & Time Keeper Coordinator, providing volunteer requirements to the Volunteer Coordinator, providing sponsorship opportunities to the Sponsorship Coordinator, and communicating promotions to the Social Media/Web admin.
- 12.11.4 The Tournament Coordinator shall work with the Treasurer to ensure registration & payment of teams is complete.
- 12.11.5 The Tournament Coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.

12.12 **GOALTENDING COORDINATOR (1 year appointed)**

- 12.12.1 The Goaltending Coordinator shall be responsible for coordinating necessary skills for goaltenders in WLMHA with the Player Development & Skills Coordinator and shall act as representative to the Board for all goaltenders within the organization.

12.13 **DEVELOPMENT LEAGUE COORDINATOR (1 year appointed)**

- 12.13.1 The Development League Coordinator shall work closely with the U5 coaches and the Director of Coaching to ensure the program is successful, provide guidance and support on U5 player and program development, serve as the liaison for the Goodday Lets Play program, promote hockey development and secure opportunities for IP players. The Development League coordinator may establish a committee to support the program.
- 12.13.2 The Development League Coordinator may work to facilitate additional in-house development programs (e.g. Intro to Hockey) for ages beyond U5 to. The Development League Coordinator may liaise with the West Elgin Skating Club in order to facilitate programs across both organizations that will benefit the players.
- 12.13.3 The Development League Coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.

- 12.14 **SPONSORSHIP & FUNDRAISING COORDINATOR (1 year appointed)**
- 12.14.1 The Sponsorship & Fundraising coordinator shall prepare team and organization sponsorship packages, shall lead a committee to seek sponsorships, facilitate the ordering of any name bars or signage, as detailed in the sponsorship packages, and be the lead for all business and individuals sponsoring WLMHA.
- 12.14.2 The Sponsorship & Fundraising coordinator shall lead any and all fundraising efforts by WLMHA, including the yearly raffle tickets.
- 12.14.3 The Sponsorship & Fundraising coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.
- 12.15 **VOLUNTEER COORDINATOR (1 year appointed)**
- 12.15.1 The Volunteer Coordinator shall be responsible for coordinating parent volunteers, verifying the completion of parent volunteer hours, and working with all committees and Board of Directors to post open volunteer opportunities.
- 12.15.2 The Volunteer Coordinator shall be responsible for securing qualified individuals to complete specific Association identified jobs, for example the Bulletin Board Coordinator.
- 12.15.3 The Volunteer Coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.
- 12.16 **EQUIPMENT COORDINATOR (1 year appointed)**
- 12.16.1 The Equipment Coordinator shall be responsible for keeping an inventory of all equipment including goalie equipment, trainer kits, water bottles, and coach accessories, on behalf of the Association. The Equipment coordinator shall distribute goalie equipment, pucks, on-ice aids including pylons, and other hockey related equipment annually.
- 12.16.2 The Equipment Coordinator shall be responsible for reporting to the Board on recommendations for disposal of equipment, purchase of new equipment, and keeping an ongoing inventory of equipment owned by the Board and currently in use by teams.



- 12.16.3 The Equipment Coordinator shall report to the Board of Directors at each monthly meeting, and undertake other duties as assigned by the Board of Directors.
- 12.16.4 The Equipment Coordinator shall ensure all equipment is collected and stored properly at the end of the season, and report to the Board regarding the purchase of new equipment by seeking quotes for review and approval.
- 12.16.5 The Equipment Coordinator shall be responsible for ensuring the proper storage of all equipment in the Equipment Room at the West Elgin Arena.

**12.17 JERSEY COORDINATOR (1 year appointed)**

- 12.17.1 The Jersey Coordinator shall be responsible for distributing and collecting team jerseys each season, replacing and disposing of any ruined or destroyed jersey, and shall be responsible for the overall maintenance of the storage area of jerseys within the West Elgin Arena.
- 12.17.2 The Jersey Coordinator shall be responsible for ordering all Timbit & Atomic jerseys for the upcoming season, providing budgets and proposals for all jersey and practice jersey needs to the Board of Directors for approval, and for distributing and collecting and/or designating a volunteer to facilitate jersey distribution for tryouts.
- 12.17.3 The Jersey Coordinator shall be responsible for preparing team jersey bags of home and away jerseys for all teams U11 and up.
- 12.17.4 The Jersey Coordinator shall be responsible for maintaining and organizing all practice jerseys, distributing these jerseys at the start of the season and collecting them at the end of the season.
- 12.17.5 The Jerseys Coordinator shall be responsible for working with coaches during tryouts to ensure distribution of pennies and/or tryout jerseys.
- 12.17.6 The Jersey Coordinator shall be responsible for ordering one (1) set of socks for each player each year to be available at the first skate.

12.17.7 The Jersey Coordinator shall be responsible for ensuring all jerseys meet the requirements by OMHA and Hockey Canada, including STOP signs and Canada Flag patches.

12.17.8 The Jersey Coordinator shall provide monthly reports to the Board at each Board of Directors meeting.

**12.18 PARENT REP (1 year appointed)**

12.18.1 The Parent Rep is the one-window for team Parent Rep communications and the Board of Directors. The Parent Rep will receive comments/complaints from the Parent Rep for each team for presentation to the Board and/or the appropriate committee.

12.18.2 The Parent Rep may also receive and review complaints from teams directly, and shall provide recommendations to the Board and/or Discipline Committee.

**12.19 TEAM MANAGER LEAD (1 year appointed)**

12.19.1 The Team Manager Lead shall be responsible for holding an annual team manager meeting, providing updates to team managers, facilitating training of team managers on general things like gamesheets, overview of arena facilities, team expectations, roles of team managers, and how to support the teams.

12.19.2 The Team Manager Lead shall be responsible for reviewing and updating the Team Manager manual prior to the start of each season.

12.19.3 The Team Manager Lead shall be responsible for scheduling all U7 exhibition games on behalf of all U7 teams, or shall designate a volunteer to do so on behalf of WLMH.

**12.20 PROMOTIONS & EVENTS COORDINATOR (1 year appointed)**

12.20.1 The Promotions & Events Coordinator shall be responsible for the organization of all special events, including budgeting, planning, securing locations, volunteers, and promotion of events. The focus of the Coordinator shall be to plan in season events to encourage spectator presence at the arena, coordinate special events for Comets players, and to create excitement for the organization.

12.20.2 The Promotions & Events Coordinator shall be responsible for the planning of the Year End Awards Banquet, including preparing a budget, booking the space, working with the Sponsorship Lead to ensure invites are sent to the Sponsors, ensuring year end awards and medals are ordered, and shall oversee the facilitation of the entire event.

12.20.3 The Promotions & Events Coordinator shall provide the Board with proposed plans prior to the planning of all events, including budgets, and proposed timelines.

**12.21 WEBMASTER & SOCIAL MEDIA COORDINATOR (1 year appointed)**

12.21.1 The Webmaster & Social Media coordinator shall maintain the WLMHA website, posting information as requested by any and all committees and the Board of Directors, be responsible for ensuring timely news releases, appropriate and consistent branding of the organization online, provide marketing services and graphic creation, assist team webmasters, and provide support to all promotions of the WLMHA.

12.21.2 The Webmaster & Social Media coordinator shall ensure all communications are in line with the WLMHA Code of Conduct, be responsible for maintaining the Social Media Policy, and shall report to the Board of Directors as needed and undertake other duties as assigned.

**ARTICLE 13 - STANDING COMMITTEES**

13.1 The Board of Directors may designate committees on a yearly basis, as well as add additional committees as required.

13.2 Standing Committee Meetings will be led by the chair/lead. The Chair/lead shall designate a committee member to record minutes. At least four (4) meetings shall be held by each Standing Committee throughout the year.

13.3 Standing Committee members will be appointed by the Board of Directors at the first meeting following the Annual General Meeting.

13.4 Standing Committees shall be subject to the Standing Committee Terms of Reference as included in this Constitution.

- 13.5 **Ice Committee** - shall include the Ice Scheduler as lead and up to three (3) additional Board members to assist the Ice Scheduler with the initial creation of the ice requests and schedules, shall meet monthly until the establishment of regular season play, and submit recommendations to the Board of Directors.
- 13.6 **Girls Hockey Committee** - shall be led by the Girls Hockey Lead and may include non-Board members. The Girls Hockey Committee shall be focused on the sustainment of girls hockey in the area by promoting, recruiting, providing equal opportunity, retaining girls hockey and fostering girls' love of the sport. The committee may organize girls specific events, investigate girls specific opportunities, provide recommendations through the Lead to the Board for coaches and on/ice help, work with the Registrar to complete rosters, submit gamesheets, work with the Ice Scheduler to secure ice, communicate jersey & equipment needs, etc.
- 13.7 **Coaching/Selection Committee** - shall be led by the Director of Coaching and include up to three (3) additional board members and include up to three (3) additional non-biased, non-board members. The Coaching/Selection committee shall conduct interviews of coaching candidates, and submit recommendations to the Board of Directors.
- 13.8 **Discipline Committee** - The Board of Directors shall consist of the President, and up to four (4) additional Board members. The Discipline Committee shall oversee and and all discipline of coaches/bench staff, players, and and representative of all teams as necessary. The Discipline Committee shall review issues brought forward to the Committee by any bench staff, convenor, referee, parent/guardian, players, or any person involved in activities where WLMH members are participating (e.g. a hotel manager at a tournament) in accordance with the Discipline Policy as defined in the WLMH Rules & Regulations. Issues may be reported through team parent reps, and/or directly online through the WLMH complaints form. The WLMH Discipline Committee shall be the lead on reviewing incidents involving coaches/bench staff, parents and guardians. The WLMH Discipline Committee shall review incidents, and determine what steps should be taken to discipline the member beyond what has already been done, and work with the WLMH Board of Directors to provide recommendations for following through on matters in accordance with this policy. The WLMH Discipline Committee shall maintain minutes of any and all meetings, and the President shall hold the minutes in confidence. The minutes may be used at appeal hearings, and shall be kept for seven (7) years.

- 13.9 **Subsidy Committee** -The subsidy committee shall consist of the Treasurer, Registrar, President, and Vice President and shall review player and/or family requests for subsidized registration fees as submissions are received and shall present recommendations for subsidization of a player's fees to the Board for approval. Names of individuals seeking requests shall only be known to the Treasurer and Registrar.
- 13.10 **Player Movement Committee** - shall be led by the Player Movement Lead and include up to three (3) additional Board members to receive and review requests for player movements, player requests to Move Up, establish special committees as needed and provide recommendations to the Board of Directors.
- 13.11 **Player Development & Skills Committee** - shall be led by the Player Development & Skill leads. The committee may include up to three (3) additional Board members. The committee shall prepare a proposal outlining the skills and development sessions proposed each season for the WLMHA Board to review and approve for the season. The committee shall meet on an as needed basis, and shall report to the Board as necessary.
- 13.12 **Tournament Committee** - shall be led by the Tournament Coordinator and shall include up to five (5) additional Board members (including the Treasurer and Registrar), and may include additional non-board members as volunteers. The Tournament Committee shall propose hosting tournaments/jamborees to the Board, organize all in-house tournaments, provide regular updates to the Board, and, fulfill all documentation with OMHA regarding tournament/jamboree reports.
- 13.13 **Goaltending Committee** - shall include the Goaltending coordinator, the player development & skills lead as well as up to two (2) additional board members.
- 13.14 **Development League Committee**- shall be led by the Development League Coordinator, and include the Director of Coaching, the Team Manager Mentor, and up to three (3) additional board members. In-season coaches will also be members of the season Development League Committee. The Development Committee shall be responsible for proposing in-house programming for U5 players, introduction to hockey opportunities, and establishing successful hockey programs for beginners. Prior to the end of March each season, the Committee shall submit a summary report to the Board for review, with

recommendations for the following season, in order for registration categories to be established. The committee shall meet on an as required basis, including a mandatory meeting prior to the season start. The Committee shall be responsible for seasonal operations of the program, ongoing success, and continued program improvement.

- 13.15 **Sponsorship & Fundraising Committee** - shall be led by the Sponsorship & Fundraising Coordinator and shall consist of up to five (5) Board members, including the Treasurer, who are focused on establishing season sponsorship levels, seeking sponsorships, following through on sponsorship requests, working to secure team, organization, and skills sponsorships. The Committee is also the lead for organization fundraising events (e.g. annual golf tournament). The committee shall provide regular updates to the Board.

## **ARTICLE 14 - BY-LAWS**

- 14.1 The Board of Directors is responsible for passing of by-laws related to WLMHA and may do so at any regular meeting of the Board of Directors.
- 14.2 The Board of Directors is responsible for passing of rules, regulations, policies, procedures and guidance manuals. Approval of these documents shall be through any regular meeting of the Board of Directors.
- 14.3 Any previous motion, constitution or by-law presently in force upon passage of this constitution, is hereby rescinded.

## **West Lorne Minor Hockey Association** **Standing Committee Terms of Reference**

### **1.0 DEFINITIONS**

“**Association**” refers to the official name of West Lorne Minor Hockey Association

“**Board of Directors**” refers the board of the directors and Executive committee governing the West Lorne Minor Hockey Association

“**Committee Member**” refers to members who have been elected or appointed to serve on the mentioned committee. Committee members must be “members” as defined in the WLMHA Constitution.

“**OMHA**” refers to the Ontario Minor Hockey Association.

“**OWHA**” refers to the Ontario Women’s Hockey Association

“**WLMHA**” refers to West Lorne Minor Hockey Association

### **2.0 AIMS & OBJECTIVES**

2.1 The objectives of all committees of the WLMHA shall be to provide suggestions, guidance, recommendations, and reports for consideration by the WLMH Board of Directors.

### **3.0 MANAGEMENT**

3.1 All committees shall be led by an elected Board member, who is considered the chair of the committee. The Board member elected as chair shall be the corresponding director which must be elected from the Board of Directors immediately following the Annual General Meeting.

3.2 The President of the Association shall be considered an ex-officio committee member for all committees, and is welcome to attend any and all meetings. If the President is unable to attend committee meetings, they may send another director in their place.

3.3 All committees are subject to the WLMH constitution and rules & regulations of the Association, as well as in these terms of reference.

3.4 Membership of Standing Committees shall not exceed more than eight (8) members, including the Chair, appointed Board members, and voluntary members.

3.5 Additional voluntary members may join the committee by attending open Town Hall Meetings, or by contacting the lead Director/Chair of the committee.

- 3.6 Voluntary members' service at standing committee meetings may be eligible for volunteer hours & fee reimbursement, subject to review by the Treasurer & Volunteer Coordinator in discussion with the Chair.
- 3.7 All committees and committee members shall be free from harassment, discrimination, & abuse, and shall operate in accordance with WLMH Regulation 14) Harassment, Discrimination, Abuse & Bully and 15) Inclusivity. Failure to do so will result in referral to the Discipline Committee.
- 3.4 All committees and committee members shall respect confidentiality, and shall not distribute any information outside of the committee. Failure to do so will result in referral to the Discipline Committee.
- 3.5 All committees are required to follow Robert's Rules of Orders for passing motions, voting, and may only hold a meeting if quorum is met (50% + one (1) of the committee members are present).

#### **4.0 COMMITTEE ROLES**

- 4.1 **CHAIR** - The Director elected as the lead for the program area/in accordance with the constitution shall be the chair of the committee. The chair shall call all meetings to order, shall preside over all meetings, facilitate discussions, and shall be entitled to vote at all meetings.
- 4.2 **SCRIBE** - At the first yearly meeting of the committee, a scribe shall be appointed for the committee. Scribes are responsible for electronically recording all minutes from the committee meeting, and submitting them to the Secretary of the Board within one (1) week after the meeting. The scribe shall work with the Chair and the committee members to create and circulate an agenda package one (1) week prior to the committee meeting. The scribe shall be responsible for preparing all reports for submission to the Board.
- 4.3 **APPOINTED BOARD MEMBER(S)** - For some committees, Board members in relevant roles may also be appointed to the committee (e.g. Registrar,
- 4.4 **COMMITTEE MEMBER(S)** - Committee members shall be active committee members, serving with a purpose to contribute and pitch in.

#### **5.0 REPORTING TO THE BOARD**

- 5.1 All recommendations from committee meetings shall be presented to the Board for discussion and approval/refusal prior to the committee actioning the recommendation. Committees may not act independently, and are instead acting in advisory roles to the Board.



- 5.2 All official communication regarding committee information to the membership must be approved by the Board.
- 5.3 All finances are managed by WLMHA. Committees shall not have separate bank accounts, but are encouraged to submit annual budget requests prior to the preparation of the season's budget directly to the Treasurer for consideration of the Board.