



# **Constitution & By-Laws**

Updated: APRIL 2025

## **Article 1 – Objectives**

1.1 Three County Local league is a Not for Profit Organization formed to schedule league and playoff games between Member Centres in Brock, Kawartha Lakes and surrounding areas. The Three County Local league is responsible for promoting and supervising during league and Playoff competition.

1.2 The following Hockey Associations are Member Centres of the Three County Local League:

- Brock
- Woodville
- Sturgeon Lake
- Mariposa
- Lindsay
- Kawartha
- Manvers
- Millbrook
- Durham Crusaders
- Highland Storm

## **Article 2 – Governing Authority**

In all Three County Local League competition, The Hockey Canada (HC) playing rules along with the Ontario Hockey Federation (OHF) and Ontario Minor Hockey Association (OMHA) Manual of Operations shall be the governing authorities for all hockey played. Additional rules, operating policies and procedures to those of Hockey Canada, the OHF and OMHA as may be adopted by the Member Centres at an Annual General Meeting shall also be in effect.

## **Article 3 – League Play**

3.1 a) Three County Local League may schedule league and playoff games in the following divisions

- U7
- U8
- U9
- U11
- U13
- U15
- U18

3.1b) Split categories may be created within a division depending on the number of registered teams.

3.2 Three County Local League strongly advocates the Member Centres adopt a fair ice time policy for all players regardless of skill level.

## **Article 4 – Membership and Voting Rights**

- a) Member Centre shall pay an amount per team entered into League play for the upcoming season. The amount shall be set by the Member Centres prior to the beginning of each season.
- b) All fees paid will be used for the operating expenses of the league as outlined in an annual budget presented to the Member Centre's at the first meeting of the new season. Such Budget to be voted on and adopted by the Member Centre's.
- c) Meeting and Voting privileges will be extended to each Member Centre in good standing provided its fees are paid in full by the first meeting of the season. If said fees are not paid in full by this date, the Member Centre will not be permitted to vote on any matters arising from the meeting. Any Member Centre with fees in arrears may at the discretion of the other Member Centre's be excluded from further League and or Playoff games until all fees are paid in full .
- d) All Member Centre's must submit their FINAL team numbers per division seven (7) days prior to the scheduling meeting each season.
- e) Each Member Centre will appoint a Centre Contact as well as an alternate Contact who shall represent each Member Centre at all monthly meetings and the Annual General Meeting. Voting rights will be assigned to the Centre Contacts or in their absence to the alternate contact ONLY.
- f) All communication to the Three County Local League Executive Committee from a Member Centre must be done through the Centre's contact (or alternate contact).
- g) Each Member Centre in good standing will be permitted one (1) vote via their contact (or alternate contact) per motion presented at any League meeting. Voting privileges will not be extended to any persons not recognized as a contact or alternate contact of a Member Centre or Executive Member of the League. Proxy votes are not permitted.
- h) A fine of \$50 will be imposed on a Member Centre who fails to attend a regular scheduled League meeting. Fines must be paid at the next scheduled League meeting for voting privileges to be reinstated. Fines may be waived by the Executive Committee in cases of unforeseen circumstances.

## **Article 5 – Meetings**

- a) The League will schedule regular monthly meetings from September to March of each season, and as required from April to August.
- b) Additional League meetings may be called by a majority of member Centres.
- c) The League will hold its Annual General Meeting in April of each Calendar year. All motions to amend any language in the Constitution and By-Law must be presented at the AGM and passed by a 2/3 majority of the Member Centre's present.
- d) Any Motion to amend the language or content of the By-Law and Constitution must be submitted to the Executive Committee by March 1<sup>st</sup> of the current year to be added to the agenda of Annual General Meeting.
- e) Motions to amend the language or content of the By-Law and Constitution that are submitted by March 1st of the current year will be presented at the March League Meeting. Such motions will be reviewed by the Executive and Member Centres and ruled to be either "In Order" or "Out of Order". If a motion is ruled to be "In Order" it shall be added to the agenda for the Annual General Meeting.
- f) A quorum of 51% of Member Centre's and two (2) members of the Executive (one of whom must be the President or Vice President) shall be required at any League Meeting (including the AGM) in order for business to be conducted at the meeting. A lack of a quorum will require the Executive to call another meeting.

- g) All League meetings shall be chaired by the President or Vice President in the President's absence.
- h) Each centre will have one vote per division (i.e. U9, U11 etc.) registered in the current season at the AGM.

## **Article 6 – Nominations and Elections**

- a) The election of the League Officers shall take place at the Annual General Meeting of the Membership. No election or appointment of League Officers is effective without consent given in writing prior to the election or appointment. Nomination Forms for the League Officers shall be available each year from the Secretary by January 31<sup>st</sup>. A Nomination Form must be completed by all nominees and two (2) nominators who are Members in good standing of the Member Associations. Such completed form must be delivered to the Secretary thirty (30) days prior to the election.
- b) The Member Centre's will elect the Leagues Officers at the AGM. The Leagues Officers shall be:
  - Immediate Past President (non-voting)
  - President
  - Vice President
  - Secretary
  - Treasurer
- c) Nominations shall be posted on the League's website 14 days prior to the AGM. Such listing shall identify what position each nominee is seeking election for. Nominations from the floor during the AGM will not be accepted.
- d) The Leagues Officers shall make up the Executive Committee. No Member Centre shall be allowed more than two (2) League Officers holding current office unless approved by a 2/3 majority of the Member Centre's.
- e) All Officers positions shall be for a term of two years (Except the Immediate Past President).
- f) **Term of Office;**
  - The Officers shall be eligible to be elected or appointed for terms of two (2) consecutive years each (unless resignation is submitted after 1 year).
  - The elected Officers shall hold Office starting May 1st following their election at the AGM and the term shall expire after approximately two (2) years, ending April 30<sup>th</sup>
  - In order to establish a rotation of Officers on the Board, the election of Officers next following the implementation of this By-law shall provide for the election of two (2) Officers, "Slate A", for a term of two (2) years each. And the election of two (2) Officers, "Slate B", for a term of one (1) year each. Thereafter, a number of Officers equal to the number of Officers whose term is ending shall be elected for two (2) year terms each.

- If an Executive position is vacated after one (1) year of the two (2) year term the position shall be filled at the following annual meeting for one (1) year remaining term.

**Slate A (Odd years AGM)**

President  
Secretary

**Slate B (Even years AGM)**

Vice President  
Treasurer

- g) Three County Division Convenors will be appointed by the area Regional Director or his/her designate, if required (Per Regulation 1.0 Definitions).
- h) The Executive Committee may meet periodically throughout the season to review the operation of the League, its Member Centre's, or to address other matters that it deems important and shall report on any such meetings to the Member Centre's at the next League Meeting.
- i) To be eligible for election a person must be over the age of 18, be a member in good standing of a Member Centre and or be nominated by a Member Centre
- j) An Officer may be removed prior to the end of their term by:
  - Resignation
  - Ceases to be a member in Good Standing of a Member Centre
  - By Special Resolution passed by 2/3 of Member Centre's at a League Meeting.
- k) Any vacancies in the positions of President, Vice President, Secretary or Treasurer arising during a term of office shall be filled by appointment by the Executive Committee until such time as the appointment can be approved by the Member Centre's at a League Meeting.
- l) Each Officer position (except the President, unless a tie breaking vote is required) shall hold one (1) individual vote.

## **Article 7 – Duties of Officers and Contacts**

**Immediate Past President shall:**

- i) Chair the Constitution and By Law Committee
- ii) Be available to assist the President or Officer(s) transition into their role.
- iii) Any such other duties as may be asked of them by the Executive Committee.

**President shall:**

- i) Exercise general supervision of the League in accordance with its by-laws and such policies, regulations and rules as determined by the Member Centres.
- ii) Be an ex-officio Member of all committees (permanent and *ad-hoc*) of the League;
- iii) Delegate tasks as necessary;

iv) Such further and other matters as may be ancillary to the duties as set out above.

**Vice President shall**

- i) Assume the duties of the President in their absence or for any reason should the position of President become vacant during the President's term. In such case, the Vice-President shall fill the position of President for the remainder of the President's term. In such case, the Board shall appoint a new Vice-President from amongst its remaining elected Executive members, per section 5.7;
- ii) Be available to assist any Executive Committee Member requiring assistance in the completion of his or her functions;
- iii) Assist in the transition of duties to the incoming Vice President;
- iv) Carry out other duties as assigned by the Executive Committee, or the President.
- v) Shall be responsible for the purchase and engraving of all Championship Trophies and shall be responsible for all trophy Presentations at all Championship finals.

**Secretary Shall**

- i) Record or delegate the recording of the minutes of League Meetings of the Membership and Executive Committee Meetings and ensure that League records are regularly and properly kept and all business is conducted in accordance with any applicable statute of law, the Letters Patent and By-Laws and the Policies and procedures established by the Executive or by the Membership;
- ii) Record or delegate the recording of the minutes.
- iii) Post any proposed changes to the existing By-Laws or policies on the website.
- iv) Ensure the proper custody of the Leagues corporate seal, corporate minutes and resolutions and other corporate records and documents;
- v) Be responsible for receiving and distributing all correspondence received or sent by the League and all communications within the League;
- vi) Recommend policy to the Executive regarding internal and external communications of the League;
- vii) Maintain the membership and team lists;
- viii) Assist in the transition of duties to the incoming Secretary;

**Treasurer Shall**

- i) Be responsible for all financial transactions of the League
- ii) Ensure adherence to and implementation of financial policies in the financial administration of the League;

- iii) Ensure the submission of the books of account to the Accountant or Financial firm of the League at the end of the financial year;
- iv) Present a Report of the Accountant or Financial firm from the previous year and a projected financial position for the current year to the Membership at the AGM;
- v) Provide financial statements at monthly League Meetings;
- vi) Coordinate and keep record of registration by October 1 and updates as necessary prior to the AGM;
- vii) Shall provide a list of registered Members Centres in good standing to the Secretary;
- viii) Evaluate, review, and recommend financial policy to the Executive Committee;
- x) Assist in the transition of duties to the incoming Treasurer;
- xi) Pay all accounts by cheque, signed by him/her and one other person authorized by the Executive Committee

#### **Contact's Duties**

- i) Be the primary contact person and liaison between the league and the member Centre's
- ii) Ensure their Centre is a member in Good Standing
- iii) Attend every League meeting or ensure their Centre's alternate contact attends in their place
- iv) Ensure weekly that all of your Association games have been uploaded to the dashboard upon completion. Email the league convenor/s if one of your team's players or coaching staff was assessed a game misconduct or match penalty within the time allotted under the Three County Game Rules.
- v) Inform all coaching staff and parents that any communication to the TCHL Executive must go through the Association's TC Rep or Association President. The TCHL Executive will not respond to any communication that is sent directly to the TCHL executive from coaching staff/parents/grandparents.

## **Article 8 – Committees**

The Executive Committee shall have the authority to establish standing committees to handle various duties of the League. Such Standing Committees may be:

- Nomination and Elections Committee
- Constitutional & Rules Committee

### **Nomination and Elections Committee shall:**

- Shall be Chaired by the Immediate Past President and include two Member Centre contacts from Member Centres not represented on the Executive Committee and appointed by the President.
- ii) Solicit Nominations for Each Executive position to be elected at an AGM
- iii) Be responsible for conducting the election of Executive members in accordance with this By-Law.
- iv) Recommend policy to the Executive Committee regarding Nominations and Elections.

### **Constitution and Rules Committee**

- Shall be Chaired by the Immediate Past President and include the Secretary, President, and three (3) Member Centre contacts not represented on the Executive Committee appointed by the President.
- ii) Accept amendments to the By-Law and Policies and Game Rules submitted by Member Centre's for consideration.
- iii) Determine the eligibility of each amendment prior to submission.
- iv) Submit all recommendations in writing to the Executive Committee at least 60 days prior to the AGM.

## **Article 9 – Transaction of Affairs**

### **8.1 Books and Records:**

The Executive Committee shall ensure that all necessary books and records of the League required by the By-laws of the League or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping with the Secretary of the League. At the conclusion of the year-end of the financial reports, committee reports, and League minutes are to be filed in the Leagues office.

### **8.2 Banking Resolution:**

The Executive Committee designate, by resolution, the Signing Officer's (minimum three (3)) and other person authorized to transact the banking business of the League or any part thereof, with the bank, trust company, or other corporation's carrying on a banking business that the Executive Committee has designated as the banker of the League, to have the authority to set out in the resolution, including, unless otherwise restricted, the power to:



- a) Operate the accounts of the League with a bank or a trust company;
- b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheque's, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) Issue receipts for and orders relating to any property of the League;
- d) Authorize any officer of the bank or trust company to do any act or thing on behalf of the League to facilitate the business of the League.
- e) Ensure that all Financial Transactions shall bear a minimum of two (2) signatures of the authorized Signing Officers.

## **Article 10 – Repeal of Prior By-Laws**

### **9.1 Repeal**

All prior By-Laws and/or Guidelines of the Three County Local League, including all documents entitled the “Three County Minor Hockey League Manual of Operations.” (Last Amended – 2024) are hereby repealed.

### **9.2 Provision**

The repeal of all prior By-Laws of the Three County Local League shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law.

## **Article 11 – Effective Date**

10.1 This By-Law shall come into force without further formality upon its enactment after approval by the Members of the Three County Local League as herein before set out.

10.2 The foregoing By-Law No. 1 is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the League at the Annual Meeting of the Members of the Three County Local League duly called and held at \_\_\_\_\_, Ontario, and at which a quorum was present on the \_\_\_\_ day of \_\_\_\_\_, 2016.

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Name: \_\_\_\_\_  
Title: President

Name: \_\_\_\_\_  
Title: Secretary