

APPENDIX "VIII"
OFFICIALS COMMITTEE BYLAWS & REGULATIONS

Table of Contents

1.0	INTERPRETATION.....	190
1.1	Index and Headings	
1.2	Singular, Plural, Gender	
1.3	"In Writing"	
1.4	Notice	
1.5	Definitions	
2.0	OBJECTIVES AND BUSINESS OF OFFICIALS COMMITTEE.....	192
3.0	MEMBERSHIP IN OFFICIALS COMMITTEE	192
4.0	OFFICIALS ZONES AND ZONE COMMITTEES	193
4.6	Zone Committee Executive	
4.7	Duties of the Zone Committee Executive and Officers	
4.8	Meetings of the Zone Committee Executive	
4.9	Zone Committee Special Committees	
4.10	Satellite Zone Committees	
5.0	OFFICIALS COMMITTEE EXECUTIVE.....	201
6.0	MEETINGS	205
6.1	General Meeting of Officials Committee	
6.2	Meetings of Officials Committee Executive	
6.3	Notices of Meetings	
7.0	BOOKS AND RECORDS.....	207
8.0	FINANCIAL AND AUDIT	208
9.0	GRIEVANCE	209
10.0	GENERAL.....	210
10.4	Honoraria	
10.5	Amendment of Committee Bylaws	

1.0 **INTERPRETATION**

- 1.1 Index and Headings. The insertion of headings and the provision of an Index, are for convenience of reference only and shall not affect the construction or interpretation hereof.
- 1.2 Singular, Plural, Gender. Words importing the singular number only include the plural and vice versa, and words importing the use of any gender include all genders.
- 1.3 "In Writing". "In writing" or "written" include printing, typewriting, or any electronic means of communication by which words are capable of being visibly reproduced at a distant point of reception, including telecopier (fax), telex or telegraph.
- 1.4 Notice. Whenever a period of notice is required under these Bylaws, the day on which notice is given shall not be counted as part of the notice period, but the day appointed by the notice for the event to which the notice relates shall be counted as part of the notice period.
- 1.5 Definitions
- 1.5.1 "AAHA" means the Alberta Amateur Hockey Association;
- 1.5.2 "AAHA Bylaws" means the Bylaws of the AAHA;
- 1.5.3 "AAHA President" means the President of the AAHA;
- 1.5.4 "Annual General Meeting" means the general meeting of Members of Officials Committee as contemplated in Section 6.1.1;
- 1.5.5 "Arbitration Board" means the body hearing a grievance in accordance with Section 9.2;
- 1.5.6 "Associate Membership" shall have the meaning set out in Section 3.3;
- 1.5.7 "Board" means the board of directors of the AAHA;
- 1.5.8 "Board's Representatives" means the two (2) people appointed by the President to Officials Committee Executive;
- 1.5.9 "CHA" means Canadian Hockey Association;
- 1.5.10 "CHOP" means the Canadian Hockey Officiating Program as developed and operated by the CHA;
- 1.5.11 "CHOP Levels" means those levels of efficiency and competency as provided for in CHOP;
- 1.5.12 "Committee Bylaws" or "hereof", "hereto", "herein", "hereunder" and similar expressions when used in this document refer to this document, and reference to "Section", unless the context otherwise requires, shall refer to the appropriate Section of this document;

- 1.5.13 "Committee Rules and Regulations" means those rules of conduct and game procedures as may be determined from time to time by Officials Committee Executive taking into consideration the requirements of the AAHA and CHA;
- 1.5.14 "Disciplinary Committee" means that Special Committee as provided for in Section 4.9;
- 1.5.15 "Extraordinary Resolution" means a resolution which requires a majority of two-thirds (2/3) of the persons present at the meeting;
- 1.5.16 "Good Standing" means a state in which any particular Member is not being disciplined under the Council's Bylaws, Committee's Rules and Regulations, the AAHA Bylaws, the AAHA Rules and Regulations or the CHA Bylaws;
- 1.5.17 "Grievance Hearing" shall be the hearing of the matter under grievance where the Griever, the Respondent and all other persons having an interest in the proceedings may attend for the purpose of presenting evidence and information relevant to the matter under grievance to the Arbitration Board;
- 1.5.18 "Grievance Notice" means a notice in writing setting out the circumstances of the grievance, the decision which is being grieved and such other information as may be relevant to the grievance;
- 1.5.19 "Griever" means a Member proceeding with a grievance under Section 9;
- 1.5.20 "Honorary Membership" shall have that meaning set out in Section 3.4;
- 1.5.21 "Life Membership" shall have the meaning set out in Section 3.4;
- 1.5.22 "Linesman" shall have the same meaning as that provided for in the AAHA Bylaws;
- 1.5.23 "Member" shall mean those persons as provided for in Section 3.1;
- 1.5.24 "President" means the President of the AAHA;
- 1.5.25 "Referee" shall have the same meaning as that provided for in the AAHA Bylaws;
- 1.5.26 "Officials Zones" shall have same meaning as defined in Bylaw 5.01.2 of the AAHA Bylaws;
- 1.5.27 "Officials Committee" means the Officials Committee as authorized and defined by the AAHA Bylaws;
- 1.5.28 "Officials Committee Executive" means those persons elected or appointed in accordance with the provisions of the AAHA Bylaws from time to time;
- 1.5.29 "Respondent" is the person or persons which made the initial decision being grieved pursuant to Section 9;
- 1.5.30 "Satellite Zone Committee" shall have that meaning set out in Section 4.10.1;

- 1.5.31 "Special General Meeting" shall mean the meeting of Members as contemplated in Section 6.1.3;
- 1.5.32 "Zone" shall mean a Officials Zone;
- 1.5.33 "Zone Committee" means that committee provided for in Section 4.2 and 4.3 hereof;
- 1.5.34 "Zone Committee Executive" shall mean those persons as contemplated in Section 4.6.1.

2.0 **OBJECTIVES AND BUSINESS OF OFFICIALS COMMITTEE**

- 2.1 The objectives of Officials Committee shall be as follows:
 - 2.1.1 to recruit and train Referees and Linesmen to officiate hockey games within the jurisdiction of the AAHA;
 - 2.1.2 to select and appoint Referees and Linesmen for hockey games in consultation with the authority(ies) scheduling hockey games;
 - 2.1.3 to classify Referees and Linesmen under the CHOP Levels;
 - 2.1.4 to conduct all Officials Committee business with Leagues, Local Minor Hockey Associations and other persons;
 - 2.1.5 to conduct all matters with the object of improving the game of hockey;
 - 2.1.6 to supply Officials for all AAHA championship games.
- 2.2 Committee Bylaws and Rules and Regulations shall be maintained and enforced by the AAHA through the Officials Committee and/or Officials Committee Executive.

3.0 **MEMBERSHIP IN OFFICIALS COMMITTEE**

- 3.1 Except as provided for in Section 3.2 below, membership in the Officials Committee shall be available to all persons that apply for membership and that:
 - 3.1.1 are ordinarily resident in that area of land under the jurisdiction of AAHA;
 - 3.1.2 in the current hockey season have attended a minimum of one (1) Officials school sanctioned by a Zone Committee or the Officials Committee;
 - 3.1.3 have paid all dues and assessments of the Officials Committee and relevant Zone Committee;
 - 3.1.4 have registered with the Officials Committee on or before the date in each year established for registration by Officials's Committee Executive;
 - 3.1.5 are in good standing.

3.2 A person applying for membership in the Officials Committee is not eligible for membership if:

3.2.1 the Zone Committee of the Zone in which the applicant resides or the Officials Committee Executive has passed a resolution by two-thirds (2/3) majority that the applicant should not be a member of Officials Committee.

3.3 Associate Membership: Officials Committee Executive may by ordinary resolution appoint persons as associate members of Officials Committee. Associate Membership is open to individuals who have previously been Members and no longer wish to participate as Referees and/or Linesmen. Associate Members shall be required to annually meet the requirements (including, without limitation, the payment of fees) as determined from time to time by resolution of the Officials Committee Executive. Associate Members shall have the same rights at meetings of Officials Committee excepting out the following:

3.3.1 they shall not act as Referees or Linesmen.

3.4 Honorary and Life Membership: The members of Officials Committee may by ordinary resolution appoint persons as:

3.4.1 Honorary Members of Officials Committee; or

3.4.2 Life Members of Officials Committee.

Persons that have made outstanding contributions to Officials Committee or persons who, in the opinion of the members of Officials Committee, would be beneficial to the operation and well-being of Officials Committee, are eligible to be appointed as Honorary Members or Life Members.

The appointment of an Honorary Member shall be for a term of one (1) year.

The appointment of a Life Member may only be rescinded by extraordinary resolution of the Members at an Annual General Meeting.

4.0 **OFFICIALS ZONES AND ZONE COMMITTEES**

4.1 The Officials Zones shall be those as may be determined from time to time by the AAHA Bylaws;

4.2 To assist in the administration of the Officials Committee and the operation of the business of Officials Committee, each Officials Zone shall have a committee (herein referred to as the "Zone Committee").

4.3 Each Zone Committee shall consist of all Members of Officials Committee residing within the relevant Officials Zone.

4.4 Each Zone Committee shall hold meetings as follows:

4.4.1 an annual general meeting (herein called the "Zone Committee Annual Meeting") in March, April or May of each calendar year;

- 4.4.2 in addition to the Zone Committee Annual Meeting, five (5) general meetings in each calendar year (herein referred to as the "Zone Committee General Meeting"), said Zone Committee General Meeting to be held during the months of September to May in each calendar year;
 - 4.4.3 such special meetings as may be called from time to time (herein referred to as "Zone Committee Special Meetings");
 - 4.4.4 Each Zone Committee Annual Meeting, Zone Committee General Meeting and Zone Committee Special Meeting shall be called upon seven clear days prior written notice;
 - 4.4.5 In the event that neither the Chairperson or the Vice-Chairperson are present at a properly called meeting, those persons present and entitled to vote shall elect a Zone Committee Director to chair the meeting, provided that in the event that there is not a Zone Committee Director present, those persons present and entitled to vote shall elect a chairperson of the meeting from those persons present;
 - 4.4.6 A quorum at Zone Committee meetings shall be those number of persons as may be the lesser of:
 - (a) Fifty (50) Members; or
 - (b) Members of the Zone equal to three (3%) per cent of the Members of that Zone.
- 4.5 At the Zone Committee Annual Meeting, the order of business shall be as follows:
- 4.5.1 Reading of the Minutes;
 - 4.5.2 Business arising from the Minutes;
 - 4.5.3 Chairperson's Report;
 - 4.5.4 Financial Report and Approval;
 - 4.5.5 Report of Zone Committee Directors;
 - 4.5.6 Election of Zone Committee Executive;
 - 4.5.7 Appointment of Persons to Audit Special Committee;
 - 4.5.8 New Business;
 - 4.5.9 Adjournment.

4.6 Zone Committee Executive

- 4.6.1 The Zone Committee shall, at each Zone Committee Annual Meeting, elect a Zone Committee Executive. Subject to Bylaw 4.6.2 below, the Zone Committee Executive shall consist of a minimum of eight (8) persons. Each person nominated for election to the Zone Committee Executive must be a Member of the Officials Committee residing in the relevant Officials Zone and be in good standing with the Officials Committee. Nominations for the Zone Committee Chairmen must be signed by two members of the Officials Committee who are in good standing and submitted in writing to the Secretary at least 14 days prior to the date of the AGM. The person nominated for Zone Committee Chairman shall have served a minimum of one year on a Zone Committee Executive. The Zone Committee Executive shall be composed of the following:
- (a) Zone Committee Chairman;
 - (b) Zone Committee Secretary;
 - (c) Zone Committee Treasurer;
 - (d) Zone Committee Vice-Chairman;
 - (e) three (or more) elected Zone Committee Directors;
 - (f) Zone Committee Past Chairman;
 - (g) appointed Zone Committee Directors as contemplated in Section 4.6.2.
- 4.6.2 The Zone Committee Executive may appoint individuals to the Zone Committee Executive as they may deem appropriate.
- 4.6.3 The term for each individual elected to the Zone Committee Executive shall be as follows:
- (a) Zone Committee Chairman - 2 years;
 - (b) Zone Committee Secretary - 2 years;
 - (c) Zone Committee Treasurer - shall be initially elected for a one (1) year term and thereafter for two (2) year terms;
 - (d) Zone Committee Vice-Chairman - shall be initially elected for a one (1) year term and thereafter for two (2) year terms;
 - (e) elected Zone Committee Directors - shall be for a term of one (1) year, provided that the Members at the Zone Committee annual meeting may by extraordinary resolution increase the term of elected Zone Committee Directors to a term of two (2) years and in that event:

- (i) in the year that the said extraordinary resolution is passed, one-half (1/2) [or where there is an odd number of elected Zone Committee Directors, then one (1) less than half] of the Zone Committee Directors shall have a term of two (2) years and the other half a term of one (1) year;
- (ii) in each subsequent year, the elected Zone Committee Directors shall have terms of two (2) years.

The aforesaid extraordinary resolution may be rescinded by the Members at the Zone Committee annual meeting by a further extraordinary resolution;

- (f) appointed Zone Committee Directors shall have a term expiring on the day following the next Zone Committee Annual Meeting.

The term of each shall commence on the day following the Zone Committee Annual Meeting at which the individual is elected.

- 4.6.4 Each person elected (or appointed) to the Zone Committee Executive, excepting thereout the Zone Committee Chairman, shall have one (1) vote at all Zone Committee Executive meetings. In the event of a tie vote on a resolution before the Zone Committee Executive, the Zone Committee Chairman shall have the casting vote.
- 4.6.5 In the event that any person elected (or appointed) as a Zone Committee Executive vacates his position on the Zone Committee Executive, for any reason whatsoever, the remaining Zone Committee Executive at their next meeting or within thirty (30) days, whichever is the sooner, may appoint by resolution a person to complete the term of the vacated seat on the Zone Committee Executive. Notwithstanding the power to appoint as aforesaid, the remaining Zone Committee Executive may resolve to call a bi-election at the following Zone Committee Annual Meeting to fill the vacated position for the unexpired term. The elected or appointed member (including Chairman) who resigns shall cease to be part of the Officials's Committee Executive or Zone Committee Executive in any manner effective immediately.
- 4.6.6 If any person on the Zone Committee Executive fails to attend at two (2) consecutive meetings of the said Executive and in the opinion of the other Executive the said person does not have a good and sufficient reason for his absence, the said person shall be deemed to have resigned from the Zone Committee Executive.
- 4.6.7 In the event that the number of individuals forming the Zone Executive Committee should not be sufficient to form a quorum (taking into consideration the maximum number of individuals that are to form that particular Zone Executive Committee) those individuals then remaining on the Zone Executive Committee may appoint individuals to the Zone Executive Committee and said appointments shall be for a term expiring at the conclusion of the next Zone Committee Annual Meeting.

4.7 Duties of the Zone Committee Executive and Officers

- 4.7.1 The duties and responsibilities of the Zone Committee Executive shall be as follows:
- 4.7.1.1 to conduct the business of the Zone Committee;
 - 4.7.1.2 to present to the Zone Committee at a Zone Committee General Meeting prior to the commencement of a hockey season, a proposed policy to be in effect for the then current hockey season regarding the following:
 - (a) Game fees which shall include:
 - (i) Officials showing up for games which were cancelled and they were not notified by the League or Team;
 - (ii) Officials showing up for games which were cancelled and were not notified by the assignor;
 - (b) Travel arrangements for Referees and Linesmen;
 - (c) Assignment of Referees and Linesmen;
 - (d) Clinics;
 - (e) Match Penalties on Referees and Linesmen;
 - (f) Missed assignments and late arrivals by Referees and Linesmen to games which they were assigned;
 - (g) Such other policy matters as the Zone Executive deems pertinent.
 - 4.7.1.3 act as the Zone finance committee;
 - 4.7.1.4 set and establish a fee to be paid by the Members of the Zone (the "Zone Fee") which the Zone Committee Executive believes is necessary to effectively conduct the business of the Zone Committee;
 - 4.7.1.5 call an extraordinary general meeting of the Members of the Zone for the purpose of passing an extraordinary resolution authorizing an assessment of money to be levied on the Members of the Zone for the purpose of paying for operations of the Zone Committee;
 - 4.7.1.6 approve expenditures for the benefit of the Zone Committee to a maximum amount of One Thousand (\$1,000.00) Dollars on any single occasion;

- 4.7.1.7 in the event that the Zone Committee collects fees on behalf of its Members, the Zone Committee Executive shall pay the fees collected to the appropriate Members, by cheque, at:
- (a) regular meetings of the Members of the Zone Committee;
 - (b) the conclusion of the hockey season by regular mail;
- 4.7.1.8 carry out all negotiations with hockey leagues and hockey teams within the Zone regarding:
- (a) fees payable for Referees and Linesmen that work at the relevant hockey games;
 - (b) working conditions within the Zone;
- 4.7.1.9 report to Members of the Zone as to the agreements and arrangements made with hockey leagues and teams within the Zone;
- 4.7.1.10 designate an individual(s) that shall be responsible for all appointments of Referees and Linesmen to work hockey games;
- 4.7.1.11 subject always to the authority of the AAHA to discipline Referees and Linesmen pursuant to the AAHA Bylaws and the right of appeal under the AAHA Bylaws, to impose and enforce appropriate penalties (including, without limitation, suspension for a period not to exceed three [3] years) upon Referees, Linesmen and Members for violations or breaches of Committee Bylaws, Committee Rules and Regulations, CHA Bylaws, CHA Rules and Regulations, AAHA Bylaws and AAHA Rules and Regulations;
- 4.7.1.12 to select and appoint the Officials Zone Representatives on Officials Committee Executive as contemplated in Section 5.1.1(f) of these Bylaws and the AAHA Bylaws. The appointment of the Officials Zone Representatives shall be made prior to the Officials Committee Annual General Meeting and in the event that the Zone Committee Chairman has been recently elected, the outgoing Zone Committee Chairman shall (subject to his consent) be appointed as one of the Officials Zone Representatives.
- 4.7.2 The duties and responsibilities of the officers of the Zone Committee Executive shall be as follows:
- 4.7.2.1 Zone Committee Chairperson:
- (a) to preside and chair all meetings of the Zone Committee and Zone Committee Executive;
 - (b) except as otherwise provided for herein, to chair all committees struck or appointed by the Zone Committee Executive;

- (c) shall be the chief executive officer of the Zone Committee Executive, subject to the authority of the Zone Committee Executive;

4.7.2.2 Zone Committee Vice-Chairperson:

- (a) shall perform the duties of the Zone Committee Chairperson in the absence, resignation or death of the Zone Committee Chairperson;

4.7.2.3 Zone Committee Secretary:

- (a) shall attend all meetings of the Zone Committee and Zone Committee Executive and act as secretary of the said meetings, and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat;
- (b) shall give or cause to be given, as and when required, all notices to those entitled to receive notice;
- (c) act as custodian of all minute books and records, documents, books and papers of the Zone Committee and the Zone Committee Executive;

4.7.2.4 Zone Committee Treasurer:

- (a) shall keep proper accounting records;
- (b) be responsible for deposit and disbursement of money of the Zone Committee;
- (c) shall render to the Zone Committee and Zone Committee Executive, whenever required, an account of all his financial transactions on behalf of the Zone Committee and Zone Committee Executive;

4.8 Meetings of the Zone Committee Executive

- 4.8.1 The Zone Committee Executive shall meet at least once a month during the months of September to March in each calendar year and these meetings should be scheduled to be held prior to the Zone Committee General Meetings.
- 4.8.2 The Zone Committee Chairperson or the Zone Committee Secretary at the request of three (3) of the Zone Committee Executive, may call other Zone Committee Executive meetings as he may from time to time believe necessary upon three (3) days prior written notice.
- 4.8.3 A quorum at each Zone Committee Executive meeting shall be a majority of persons entitled to vote at Zone Committee Executive meetings.

4.9 Zone Committee Special Committees

4.9.1 Each Officials Zone may have the following Special Committees:

- 4.9.1.1 Senior Hockey;
- 4.9.1.2 Minor Hockey;
- 4.9.1.3 Commercial Hockey;
- 4.9.1.4 Classification;
- 4.9.1.5 Grievance;
- 4.9.1.6 Discipline;
- 4.9.1.7 Social;
- 4.9.1.8 Clinics;
- 4.9.1.9 Nominating;
- 4.9.1.10 Audit;
- 4.9.1.11 Assignments.

4.9.2 The Zone Committee Executive may appoint Standing Committees as they may deem necessary from time to time to carry out the business and activities of the Zone Committee.

4.10 Satellite Zone Committees

4.10.1 Subject to the written approval of the AAHA Board of Directors, a Zone Committee may by resolution passed at a Zone Committee General Meeting allow for a standing committee called a Satellite Zone Committee, which standing committee shall be in existence until cancelled. The Satellite Zone Committee is struck for the purpose of providing administration to those Referees and Linesmen within a specific area of a Officials Zone, said area to be defined by the creating resolution.

4.10.2 Subject to the limitations set out herein, a Satellite Zone Committee shall operate its business in accordance with the provisions of this Section 4 as though it were a Zone Committee.

4.10.3 Satellite Zone Committees shall allow an individual from the Zone Committee Executive to attend its meetings.

4.10.4 Satellite Zone Committees shall keep minutes and records of its meetings and shall, within twenty-one (21) days of each meeting send copies of the said minutes to the Secretary of the Zone Committee Executive.

5.0 **OFFICIALS COMMITTEE EXECUTIVE**

- 5.1 5.1.1 The business and affairs of Officials Committee shall be managed and conducted by Officials Committee Executive which shall consist of the following:
- (a) Committee Chairperson;
 - (b) Secretary-Treasurer;
 - (c) Two (2) people appointed by the President to represent the Board ("Board's Representatives");
 - (d) Officials Zone Chairperson for each Officials Zone;
 - (e) Immediate past Committee Chairperson;
 - (f) Officials Zone Representatives, the number of which will vary depending upon the number of Referees and Linesmen registered in each Officials Zone as follows:
 - (i) 100 to 649 Referees and Linesmen in a Officials Zone shall entitle that Officials Zone to two (2) Representatives;
 - (ii) 650 to 799 Referees and Linesmen in a Officials Zone shall entitle that Officials Zone to three (3) Representatives;
 - (iii) 800 to 999 Referees and Linesmen in a Officials Zone shall entitle that Officials Zone to four (4) Representatives;
 - (iv) for each 200 Referees and Linesmen in excess of 800 in a Officials Zone, the Officials Zone shall be entitled to one (1) additional Representative.
- 5.1.2 The persons forming the Officials Committee Executive shall be those persons provided for by the AAHA Bylaws as may be amended from time to time.
- 5.1.3 The term of appointment or election of each person forming the Officials Committee Executive shall be as provided for by the AAHA Bylaws, as may be amended from time to time.
- 5.1.4 The Officials Committee shall elect the Committee Chairman for a term of two (2) years. In the event that the individual elected should resign, die, or become incapacitated during his/her term, the Officials Committee Executive shall appoint by resolution an individual which is then on the Officials Committee Executive to serve as Committee Chairman for the unexpired portion of the term of the original Committee Chairman. Nominations for Committee Chairman must be signed by two members of the Officials Committee who are in good standing and submitted in writing to the Secretary-Treasurer at least 14 days prior to the date of the AGM. The person nominated for Committee Chairman shall have served a minimum of one year on a Zone Committee Executive or Officials Committee Executive.
- 5.1.5 Annually the Officials Committee shall appoint a Secretary-Treasurer. The person elected shall be a Member of Officials Committee.
- 5.2 Officials Committee Executive shall, subject always to the AAHA Bylaws, have the following duties and responsibilities:
- 5.2.1 those duties and responsibilities as may be specified by the Bylaws of the AAHA, as may be amended from time to time;
 - 5.2.2 to foster the aims and objectives of Officials Committee;

- 5.2.3 to supervise the operations of the Zone Committees and Zone Committee Executives in an effort to ensure that all matters are conducted in accordance with the Officials Committee Bylaws and the Officials Rules and Regulations, and policies as may be established by Officials Committee Executive from time to time;
- 5.2.4 to manage the finances and financial affairs of Officials Committee and in so doing shall always ensure that:
 - (a) at the fiscal year end of Officials Committee, the equity on the balance sheet shall not decrease more than twenty (20%) per cent of the equity in the previous year provided that the Members at the annual meeting of Officials Committee may pre-approve a decrease in excess of twenty (20%) per cent.
- 5.3 In order to carry out its duties and responsibilities, the Officials Committee Executive shall have the following powers:
 - 5.3.1 from time to time to suspend the operations of a Zone Committee which has not complied or is not complying with and abiding by the Bylaws of the AAHA, the AAHA Rules and Regulations or Committee Bylaws. Any suspension of a Zone Committee shall be subject to the approval and/or ratification of the AAHA Board;
 - 5.3.2 to manage and direct the affairs of a Zone Committee which has been suspended or discontinued including, without limitation, management of money held by the Zone Committee;
 - 5.3.3 to establish and set fees to be paid by Referees and Linesmen, said fees to be collected by the Zone Committee and remitted to Officials Committee;
 - 5.3.4 to cause Officials Committee to purchase goods that are required to conduct the business of Officials Committee, including, without limitation, crests, arm bands, case books, rule books, and level books;
 - 5.3.5 provided that the Officials Committee Executive obtains the prior written consent of the AAHA Board, to borrow money from time to time;
 - 5.3.6 to appoint standing committees as is deemed necessary and the persons appointed to these committees shall be appointed for a term ending on the earlier of:
 - (a) one (1) year; or
 - (b) replacement by the Officials Committee Executive;
 - 5.3.7 to pass, amend, or delete rules and regulations for the conduct and decorum of Referees and Linesmen, subject always to the approval of the AAHA Board of Directors;
 - 5.3.8 subject to the provisions of the AAHA Bylaws, to discipline Members including, without limitation, suspensions for periods of time not to exceed twenty (20) years.

5.4 The duties of the officers of the Officials Committee Executive are as follows:

5.4.1 Committee Chairman shall:

- (a) chair all annual and special meetings of Officials Committee and meetings of Officials Committee Executive;
- (b) present the Chairman's Report at Annual Meetings of Officials Committee;
- (c) shall cause to be called all meetings of Officials Committee and Officials Committee Executive;
- (d) subject to the overall management and supervision of Officials Committee Executive, provide general management and supervision of the affairs and operations of Officials Committee;
- (e) be an ex-officio member of all standing committees of Officials Committee;
- (f) assign Referees and/or Linesmen to officiate at those hockey games specified by Officials Committee Executive.

5.4.2 Committee Secretary-Treasurer shall:

- (a) attend all meetings of Officials Committee and Officials Committee Executive and record the proceedings and matters dealt with at those meetings, keeping the records in a minute book;
- (b) keep or cause to be kept full and accurate accounts of receipts and payments of Officials Committee;
- (c) deposit or cause to be deposited in a bank account in the name of Officials Committee (ie., "AAHA Officials Committee"), all revenue including, without limitation, all fees, dues, assessments, and fines;
- (d) pay, in a timely fashion, all debts and liabilities of Officials Committee;
- (e) prepare or cause to be prepared annual financial statements and such other financial statements, budgets, and other financial data as Officials Committee Executive may require from time to time;
- (f) keep all receipts, vouchers and other documents at such place or places as may be approved by Officials Committee Executive from time to time, and shall not destroy these financial records until approval is obtained from Officials Committee Executive;
- (g) deliver the books, records and all financial records to the auditors of the AAHA or Officials Committee Executive forthwith upon their request;
- (h) deliver a copy of the audited financial statement for the year to the AAHA following approval of the statement at the Annual General Meeting;

- (i) deal with and obtain from Zone Committee Treasurers financial information and statements of the Zone Committees and prepare or cause to be prepared by September 1 of each year a statement of the same for delivery to the AAHA Board;
 - (j) deliver or cause to be delivered audited financial statements at each Annual General Meeting with the report of Officials Committee Executive as to the state and condition of the financial affairs of Officials Committee.
- 5.5 An individual that has been elected or appointed to the Officials Committee Executive shall cease to be part of the Officials Committee Executive forthwith upon any one or more of the following events:
 - 5.5.1 if the individual is adjudged bankrupt or should make an assignment in bankruptcy;
 - 5.5.2 if the individual becomes of unsound mind;
 - 5.5.3 if the individual is convicted of an indictable criminal offence;
 - 5.5.4 if the individual resigns by notice;
 - 5.5.5 except for the appointees of the AAHA Board, if the individual ceases to be a Member in good standing;
 - 5.5.6 upon the expiration of his term.
- 5.6 In the event that the number of individuals forming the Officials Committee Executive should not be sufficient to form a quorum (taking into consideration the maximum number of individuals that should form the Officials Committee Executive) those individuals then remaining on the Officials Committee Executive may, with the exception of those individuals to be appointed by the AAHA Board, appoint individuals to the Officials Committee Executive and said appointments shall be for a term expiring at the conclusion of the next Annual General Meeting.
- 5.7 All acts of the Officials Committee Executive shall be valid and binding notwithstanding that it may later be discovered that there may be some defect in any one or more of the appointments or election of an individual to the Officials Committee Executive.
- 5.8 In the event that the Committee Chairman is not present at a meeting of the Officials Committee Executive at the time appointed for commencement of the meeting, those individuals then present shall elect from their midst an individual to act as Chairman of that meeting until such time as the Committee Chairman shall be in attendance.
- 5.9 Excepting those individuals appointed by the AAHA Board, Members may at a Special General Meeting by Extraordinary Resolution, remove one or more individuals from Officials Committee Executive and by ordinary resolution elect an individual(s) to replace the individual(s) so removed, and the individual(s) so elected shall be elected for a term expiring at the same date that the term of the individual that was removed would have expired.

5.10 Officials Committee shall indemnify an individual, his heirs and legal representatives from and against all costs, charges, expenses, judgments, claims, and damages reasonably incurred by him in respect of all acts and decisions made by an individual when acting in his/her capacity of Committee Executive, provided that the aforesaid indemnity shall not apply or be effective if the individual did not act honestly and in good faith.

6.0 **MEETINGS**

6.1 General Meeting of Officials Committee:

- 6.1.1 The annual meeting of Officials Committee shall normally be held annually on the first Sunday in June of each year at a location determined by the Officials Committee Executive upon 21 days notice in writing to all Members.
- 6.1.2 In the event circumstances warrant holding the Annual General Meeting on a day other than the first Sunday of June in each year, Officials Committee Executive may specify another day of the relevant year upon 30 days notice in writing to the Members.
- 6.1.3 Special General Meetings shall be all meetings of the Members other than the Annual General Meeting and all resolutions considered at a Special General Meeting shall, other than as is specifically provided otherwise herein, require an Extraordinary Resolution.
- 6.1.4 A quorum at an Annual General Meeting or at Special General Meetings shall be thirty-five (35) Members. In the event that a quorum is not present within one-half (1/2) hour following the time appointed for the commencement of a meeting, and provided that the Special General Meeting was not convened under Article 6.1.9 below, the meeting shall stand adjourned to the same day of the following week at the same time and place, and at the adjourned meeting a quorum shall be twenty-five (25) Members. If the Special General Meeting was convened pursuant to Article 6.1.9 below, and a quorum is not present, the Special General Meeting shall be deemed to be dissolved.
- 6.1.5 At each Annual General Meeting or Special General Meeting each Member present in person shall be entitled to one (1) vote. There shall be no proxies allowed. Unless a Member requests voting by secret ballot, every resolution shall be decided by a show of hands. A Member may request a poll on any question. If a poll is requested it shall be taken in such manner as the chairman of the meeting may direct. A request for a poll may be withdrawn by the individual initially requesting the poll.
- 6.1.6 In the event of any issue as to the admission or rejection of any particular ballot, the chairperson of the meeting shall resolve the same, and such resolution shall be final and conclusive.
- 6.1.7 In the event of an equality of votes on any question, the chairperson of the meeting shall have a casting vote.
- 6.1.8 The chairperson of an Annual General Meeting or a Special General Meeting may, with the consent of the Members present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an

adjourned meeting other than the business left unfinished from the meeting which was adjourned.

6.1.9 A Special General Meeting shall be convened upon the request in writing of the greater of the following:

6.1.9.1 a number of Members which is equal to three (3%) per cent of the total Members; or

6.1.9.2 thirty-five (35) Members;

and the request shall specify the business to be conducted at the Special General Meeting.

6.1.10 The order of business at Annual General Meetings shall be as follows:

- (i) Call to order
- (ii) Roll Call of Members
- (iii) Minutes of Previous Meeting
- (iv) Correspondence
- (v) Chairman's Report
- (vi) Treasurer's Report
- (vii) Zone Reports
- (viii) Other Reports
- (ix) Unfinished Business
- (x) New Business
- (xi) Elections
- (xii) Good and Welfare
- (xiii) Announcement of Next Meeting
- (xiv) Adjournment

6.2 Meetings of Officials Committee Executive

6.2.1 The Officials Committee Executive shall meet as follows:

- (a) on the day prior to the Annual General Meeting;
- (b) such other meetings as Officials Committee Executive or Committee Chairperson may determine to be necessary or upon the written request of three persons of Officials Committee Executive and notice of such a meeting shall be given in writing seven (7) days in advance of the meeting date.

6.2.2 On a day in January of each year to be determined by the Committee Chairman, there shall be a meeting of Officials Committee Executive with a quorum being two-thirds (2/3) of the following individuals present in person:

- (a) Committee Chairman;
- (b) Committee Secretary Treasurer;
- (c) Past Committee Chairman;
- (d) The Zone Chairmen; and
- (e) those individuals on the Officials's Committee Executive who have been appointed by the AAHA.

- 6.2.3 Those people entitled to attend a meeting of Officials Committee Executive are as follows:
- (a) those persons elected or appointed to Officials Committee Executive;
 - (b) any person authorized by resolution of Officials Committee Executive;
 - (c) any person authorized by resolution of Members at a meeting of Officials Committee;
- 6.2.4 Except as is provided for in Section 6.2.2 of these Bylaws, a quorum of Officials Committee Executive shall be a majority of those persons elected or appointed to Officials Committee Executive.
- 6.2.5 At all meetings of Officials Committee Executive, unless otherwise specifically provided in these Council Procedures and Regulations, majority vote of the persons present in person shall be sufficient to pass a resolution.
- 6.2.6 A resolution in writing executed by a majority of the persons on Officials Committee Executive shall be good and binding.
- 6.2.7 A meeting of Officials Committee Executive may be held by conference phone provided that each individual present by phone may hear the others. All resolutions passed at a meeting by conference phone call shall be ratified by resolution in writing executed by those individuals present at the meeting.

6.3 Notices of Meetings

- 6.3.1 Notices of all Annual General Meetings, Special General Meetings, and meetings of the Officials Committee Executive, shall be mailed by prepaid mail, delivered personally, telegraphed or telefaxed to the address last recorded in the records of Officials Committee, or if no address is recorded therein, to the last address known to the Secretary-Treasurer of Officials Committee Executive;
- 6.3.2 Any notice sent by prepaid mail shall be deemed to have been received on the date on which the notice is posted;
- 6.3.3 Accidental omission to give notice to a Member or an individual of the Officials Committee Executive shall not invalidate any Meeting.

7.0 **BOOKS AND RECORDS**

- 7.1 Officials Committee Executive shall maintain or cause to be maintained books and records which shall contain a record of all business of Officials Committee and Officials Committee Executive including, without limiting the generality of the foregoing, the following:
- 7.1.1 Minutes of all meetings of Officials Committee and Officials Committee Executive and Committees (Special and Standing);
 - 7.1.2 names and addresses of all Members;
 - 7.1.3 the annual Classification of each Member;

- 7.1.4 of all appointments made by the Officials Committee Executive;
 - 7.1.5 the names, addresses, and phone numbers of all individuals appointed and elected to Officials Committee Executive and Zone Committee Executive of each Officials Zone;
 - 7.1.6 the Committee Bylaws, as amended from time to time;
 - 7.1.7 the Committee Rules and Regulations, as amended from time to time;
 - 7.1.8 all disciplinary steps undertaken by Officials Committee Executive and Zone Committee Executive;
 - 7.1.9 all financial transactions including, without limitation, receipts, expenditures, accounts payable, and accounts receivable.
- 7.2 The books and records of Officials Committee and each Zone Committee shall at reasonable times be made available to each Member upon receipt of a written request for inspection. The books and records of Officials Committee and each Zone Committee shall be made available for inspection by Members at the Annual General Meeting.
- 7.3 The books and records of Officials Committee shall be stored at the home of the Secretary-Treasurer or at such other place as Officials Committee Executive may determine from time to time.
- 8.0 **FINANCIAL AND AUDIT**
- 8.1 The fiscal year of Officials Committee shall be from May 1 to April 30 of each year.
- 8.2 The fiscal year end of each Zone Committee shall be set by a resolution of the Zone Committee to a date between March 31 and June 30. *{Amended June 3, 2001}*
- 8.3 Following the 30th day of April in each year, the financial transactions and records of Officials Committee for the preceding fiscal year shall be audited by an independent accountant or audit committee consisting of 3 people as directed by Officials Committee Executive. The audit report shall be delivered to the Officials Committee Executive prior to the Annual General Meeting.
- 8.4 All monies belonging to Officials Committee or Zone Committees shall be deposited in banks approved by Officials Committee Executive.
- 8.5 All cheques drawn upon Officials Committee bank account shall be signed by the Chairman and the Secretary-Treasurer.
- 8.6 All cheques drawn upon the bank account of a Zone Committee shall be signed by any two (2) of the following:
- (a) Zone Chairman;
 - (b) Zone Treasurer;
 - (c) the Vice-Zone Chairman or another Zone Executive person which is designated by the Zone Executive.
- 8.7 In the event that Officials Committee has borrowed money and Officials Committee is not in a financial position to pay the debt obligations as they become due, Officials

Committee Executive may assess each person who was a Member at the date the loan was authorized and drawn, in a pro-rata amount as may be necessary to pay the debt obligation.

9.0 **GRIEVANCE**

9.1 A Member (in this Section referred to as the "Griever") that is dissatisfied with a decision directly affecting that Member has a right to grieve that decision in strict accordance with the procedures set out in this Section 9.

9.2 There are four (4) levels of grievance as follows:

9.2.1 Level I - grievance is made to the Zone Committee Executive in which the Griever resides;

9.2.2 Level II - grievance is made to the Zone Committee (general body) in which the Griever resides;

9.2.3 Level III - grievance is made to the Officials Committee Executive;

9.2.4 Level IV - grievance is made to the AAHA President (or his designate) with the rights of appeal as set out in the AAHA Bylaws.

9.3 The Griever must grieve the matter progressively from Level I to Level IV. At Levels I through Level III, the body responsible for hearing the grievance (the "Arbitration Board") may, prior to hearing the grievance, direct the Griever to proceed to the next Level.

9.4 Upon Application in writing to the Griever, the AAHA President may, following consultation with Officials Committee Chairman, direct the grievance to be heard at a Level which the AAHA President deems to be proper.

9.5 The procedure for grievance is as follows:

9.5.1 the Griever must attempt to discuss and resolve the subject matter of the grievance with the body that made the decision which is being grieved;

9.5.2 to proceed to grieve the matter at each Level, the Griever must within fourteen (14) days after becoming aware of the decision which is being grieved or the decision of the Arbitration Board (whichever is relevant), serve a Grievance Notice directed to the following:

- (a) Level I - Zone Chairman or his designate at the home address; or
- (b) Level II - Zone Chairman at his home address; or
- (c) Level III - Committee Chairman at his home address; or
- (d) Level IV - AAHA President c/o the AAHA business office; and
- (e) the Respondent.

9.5.3 The Respondent, upon receipt of a Grievance Notice shall serve a reply in writing (the "Reply") upon the relevant Arbitration Board as aforesaid and the Griever within 7 days of receipt of the Grievance Notice;

- 9.5.4 Except in the case of a Level IV Grievance (which Grievance is dealt with under the AAHA Bylaws, a grievance shall be concluded within the following time limitations:
- (a) if a Level I grievance, on or before the twenty-first (21st) day following receipt of the Grievance Notice as contemplated in Bylaw 9.5.2 above;
 - (b) if a Level II grievance, on or before the sixtieth (60th) day following receipt of the Grievance Notice as contemplated in Bylaw 9.5.2 above;
 - (c) if a Level III grievance, on or before the thirtieth (30th) day following receipt of the Grievance Notice as contemplated in Bylaw 9.5.2 above;
- 9.5.5 Upon the AAHA President receiving a Grievance Notice, the provisions of the AAHA Bylaws shall be effective in the same manner as though there were a violation under Bylaw XII of the AAHA Bylaws;
- 9.5.6 Upon the Arbitration Board receiving the Reply or if an Arbitration Hearing is held, the Arbitration Board shall, within 21 days, render a decision in writing with reasons for the decision.
- 9.6 A Grievance Notice shall not be deemed to be invalid if it did not contain all of the relevant facts.
- 9.7 When a Griever fails to file a Grievance Notice or fails to proceed with a grievance, within the time limits set out in this Section 9, he shall be deemed to have abandoned the grievance.
- 9.8 When an Arbitration Board fails to proceed as required by this Section 9, the Griever shall be entitled to proceed with the grievance to the next consecutive Level.
- 9.9 All Grievance Notices, Replies and notices, and decisions sent by the Arbitration Board shall be sent by registered mail or delivered by hand and where mailed it shall be deemed to have been received by the addressee on the date the envelope is postmarked.
- 9.10 All time limitations may be extended if consented to in writing by the Griever, the Respondent, and the Arbitration Board.
- 10.0 **GENERAL**
- 10.1 Unless otherwise specifically provided for herein, all correspondence directed to Officials Committee shall be directed to the Chairman with a copy to the Secretary-Treasurer.
- 10.2 All Members shall sign an attendance record upon entering meetings of Officials Committee.
- 10.3 Roberts Rules of Order, Revised, shall govern all meetings of Officials Committee except where those rules may conflict with the rules and procedures set out herein.

10.4 Honoraria

- 10.4.1 Honoraria may be paid to Members and other persons. In each fiscal year, the aggregate amount of the Honoraria is to be determined by the Members at the Annual General Meeting and then allocated to individuals in amounts to be determined by Officials Committee Executive.
- 10.4.2 Notwithstanding the passing of a resolution to pay honoraria, no honoraria shall be paid unless there is sufficient money in the bank to cover all known liabilities and having a least One Thousand (\$1,000.00) Dollars to start the following year's operation.

10.5 Amendment of Committee Bylaws

- 10.5.1 Committee Bylaws shall become effective and in force upon their adoption by the Officials Committee at Annual General Meeting or Special General Meeting, and ratification by the AAHA Board and such adoption and ratification shall rescind any previous Rules, Regulations or any other documents whatsoever to this effect.
- 10.5.2 Committee Bylaws may be amended or changed by Extraordinary Resolution at an Annual General Meeting or Special General Meeting provided that the proposed amendment has been included with the written notice calling the meeting.