



OBMHL

Constitution and Bylaws

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CONSTITUTION

ARTICLE 1 – NAME AND MEMBERSHIP AFFILIATION

1. This Ottawa City B League, which is authorized by Ottawa District Minor Hockey Association, hereinafter also referred to as “HEO-MINOR”, to operate as the “B” Competitive League, shall be known as the “Ottawa B Minor Hockey League”, hereinafter also referred to as the “B League” or “OBMHL”.
2. The Executive Committee and Board of Directors of the OBMHL is authorized by HEO-MINOR to operate the designated “B” Competitive League under the guidance and direction of the HEO-MINOR.
3. The OBMHL, by virtue of its membership in the HEO-MINOR, is a member of Hockey Canada, the governing body of amateur hockey in Canada.
4. A copy of the OBMHL, Constitution, By-Laws and Playing Rules & Regulations, duly updated to reflect all amendments and revisions in **bold type**, shall be submitted for approval of the HEO-MINOR by September 30th of each playing season.

ARTICLE 2 - AIMS AND OBJECTIVES

1. To provide a league for teams of players in participating minor hockey associations within the HEO-MINOR at the designated ‘B’ level.
2. To promote fair play and sportsmanship, and to develop the skills of the players in the League, through the provision of a safe and competitive environment.
3. To exercise general care and direction over players, teams, associations/clubs, officials and executives of the League to ensure compliance with the Ottawa B League’s Constitution, By-Laws and Playing Rules & Regulations.

ARTICLE 3 - MEMBERSHIP

1. The OBMHL currently consists of the following participating district’s Associations:

District 3 - Lower Ottawa Valley	District 11 - Kanata
District 4 - Rideau/Carleton	District 12 - Cumberland
District 9 - Gloucester	District B - Ottawa
District 10 - Nepean	
2. Member Associations:

D3	Casselman Embrun Ice Dogs
	Clarence Rockland Crush
D4	Mississippi Thunder Kings
	Stittsville Rams
	Osgoode Richmond Romans
	West Carleton Crusaders
	Perth Lanark Wings
D9	Leitrim Hawks
	Castor River Canucks (Metcalf-Russell)
	Blues (Eastend-Blackburn)
D10	Nepean Raiders

- D11 Kanata Blazers
- D12 Cumberland Jr. Grads
- DB Ottawa Sting
- Ottawa West Golden Knights

Note: OBMHL is available for application by June 1st for membership to be considered to other Associations/Clubs in other districts within the boundaries of HEO-MINOR

3. Participating members are required to pay league registration fees for each team in accordance with the rates and policies established by the OBMHL, no later than Oct. 30th. Failure by any member association to pay the required fees is subject to possible suspension from league participation and fines as determined by the Executive Committee.

ARTICLE 4 - LEAGUE LOGO AND NAME

1. The OBMHL 'B' League logo and name shall not be used or altered under any circumstances unless the Executive Committee has granted prior written authorization.

ARTICLE 5 - THE BOARD OF DIRECTORS

1. The Board of Directors shall govern in a manner consistent with the Constitution, Bylaws, Rules and Regulations of HOCKEY CANADA, HEO; HEO-MINOR, OBMHL Constitution, the Board of Directors shall administer the business and affairs of the OBMHL.
2. The Board of Directors of the League shall consist of both an elected executive; plus, appointed members, as specified below:
 - a. President and Chairperson of Board Meetings
 - b. Vice-President (Risk & Safety)
 - c. Vice-President (Discipline & Appeals)
 - d. Treasurer
 - e. Secretary
 - f. Convenor for each division
 - a. *Permission to vote pending the # of club/Association Representatives, to be determined at September Meeting*
 - g. A representative from each Association/Competitive Club who is not the Association President unless approved by the Executive
 - h. Webmaster (non-voting)
 - i. Representative appointed by HEO-MINOR (non-voting)
 - j. Past President (non-voting)
 - k. Ice Scheduler (non-voting)
 - l. Referee in Chief [RiC] (non-voting)
3. The term of the elected Board of Directors of the OBMHL shall commence following the Annual Meeting and continue for a 2-year term to a maximum of two terms, unless there are no qualified candidates.
4. The Executive Committee will consist of the President, Vice-President (Risk & Safety), Vice-President (Discipline & Appeals), Secretary and Treasurer. They shall be nominated 10 days in advance to the Annual Meeting, in writing to the Secretary using the OBMHL Nomination Form (all nominations will be posted on the B League website five (5) days prior to the Annual

Meeting) and elected at the Annual Meeting. Should one of these elective positions not be filled at the Annual Meeting or becomes vacant before his/her term expires, the Board of Directors shall appoint a replacement to fill the vacant position until the next Annual Meeting.

Election will be as follows:

- a. President – Odd Years
 - b. Vice-President (Risk & Safety) – Even years
 - c. Vice-President (Discipline & Appeals) – Odd Years
 - d. Treasurer – Even Years
 - e. Secretary – Odd Years
5. The immediate Past President may attend all meetings and act in an advisory capacity. He/she shall when called upon, perform the duties of the President in the absence of the President and Vice-President(s). He/she shall have the rights and powers of the President during regular meetings that he/she has been called upon to Chair. When called upon, the Past President may hold the position of Chairperson of a standing committee. When acting as President, he/she shall not vote except when such vote is required to break a tie.

ARTICLE 6 - APPOINTED BOARD MEMBERS

1. The following board positions appointed by the Executive Committee for a 1 year term, must be approved by the Board of Directors at the next scheduled meeting following the appointment
 - a. Convenor for each division
 - b. Webmaster
 - c. Ice Scheduler
 - d. Referee in Chief [RiC] (non-voting)

ARTICLE 7 - AMENDMENTS TO THE CONSTITUTION & BY-LAWS

1. The Constitution and By-Laws of the OBMHL shall not be amended except at the Annual Meeting. Notice of proposed amendments shall be provided to the Secretary in written form no less than thirty days (30) prior to the date of the Annual Meeting submitted on the OBMHL Constitutional Amendment Form. The Secretary shall ensure it is posted on the B League website 15 days prior to the Annual Meeting. Proposed amendments may only be submitted by the participating Associations/clubs as approved by their B League Representative and the Executive Committee.
2. All proposed amendments to the Constitution and By-Laws shall be made by motion and require a two thirds majority of voting members present at the Annual Meeting. No amendments to any amendment may be proposed at the Annual Meeting, except that changes to improve the clarity of the motion may be made if agreed upon by a two-thirds majority vote of the voting members present. Changes must not alter the general intent/meaning of the original motion.

ARTICLE 8 - AMENDMENTS TO PLAYING RULES

1. Amendments to the playing rules may be recommended at any Board of Directors meeting. All proposed amendments must be in the form of a motion and duly seconded. Motions shall require approval by simple majority (50% + 1) of the Board members prior to implementation. Playing Rules are contained in a separate document to be ratified at the following Annual Meeting.

ARTICLE 9 - BOARD OF DIRECTORS MEETINGS

1. Board of Directors meetings shall be at the call of the President or as provided in the Constitution or By- Laws. In addition:
 - a. The Secretary shall give notice of meeting to all members at least seven (7) days prior to each meeting.
 - b. The Board of Directors shall hold a minimum of five (5) meetings during the current playing season, excluding the coaches/managers meeting.
 - c. If for any reason a meeting has not been called by the President within thirty (30) days after being requested in writing by four or more Board members, a meeting may be called and chaired by an elected board member. Such meeting is subject to the rule of quorum and shall be legal and constitutional.
 - d. The quorum for the Board of Directors meetings shall be ten (10) members, of which two must be members elected at the Annual Meeting.
 - e. Attendance at any Board of Directors meeting shall be open to any HEO/HEO-MINOR or participating Association Executive Member in good standing; as well as any interested observers or invited guests who may be admitted where the Chair grants permission.
 - f. In the event that a member of the Board of Directors, excluding the elected officers or appointed members, is unable to attend a Board of Directors meeting, he/she shall be entitled to send an alternate to represent him/her which is an Association Executive Member in good standing; full voting privileges will be granted.
 - g. Emergency meetings of the Board of Directors may be called without the usual seven (7) day notice provided that three (3) members of the executive committee agree to such a meeting.
 - h. E-mail voting shall be permissible on an exception basis as directed by the Secretary or President, when time is the essence to render a Board of Director's decision on matters that must be decided upon prior to an upcoming Board of Directors meeting. All e-mail votes undertaken regardless of the outcome must be ratified/recorded in the next Board Meeting's minutes. For a vote to be valid in the context of an e-mail decision, a quorum of ballots in accordance with Article 9.1(d) must be returned. The Secretary or President will conduct the vote and send the Board of Directors a properly formulated motion that clearly states what is to be voted on. The subject line of the e-mail message should contain the term "Ballot". Votes will be counted and as such should contain a "Yes" or "No" choice and response. A deadline of one full business day (5:00pm) after ballot distribution will exist for ballots to be

accepted. Ballots received after the deadline are not valid and will not be counted. Ballot response e- mails are to be returned to the sender only. The outcome of the vote will be communicated by e-mail to the Board of Directors

ARTICLE 10 - ANNUAL MEETING

1. The Annual Meeting must be convened once every year no later than May 30th. The Secretary shall post on the official League website the location, date and time of the meeting 30 days prior to the Annual Meeting.
2. The purpose of the Annual Meeting shall be to review the activities of the past playing season, to consider policies aimed at improving the League's operations for the coming playing season considering the League's stated aims and objectives and to carry out elections.
3. Voting members must be in good standing prior to the commencement of the Annual Meeting.
4. The quorum for the Annual Meeting shall be twelve (12) members, of which two must be elected Executive Committee members on the Board of Directors, or their designated representatives. The appointed members may not designate a substitute representative.
5. The agenda for the Annual Meeting shall be prepared by the Secretary and must include the following essential annual business:
 - a. President's Annual Report
 - b. Vice-President's (Risk & Safety) Annual Report
 - c. Vice-President's (Discipline & Appeals) Annual Report
 - d. Treasurer's Annual Report
 - e. Convenors Annual Reports
 - f. Webmaster's Annual Report
 - g. Constitutional and By-Laws Amendments
 - h. Amendments to the Playing Rules & Regulations
 - i. Election of President, Vice-President (Risk & Safety), Vice-President (Discipline & Appeals), Secretary and Treasurer based on odd/even years and shall be hosted by a returning board member.
6. Voting at the Annual Meeting shall be by "secret ballot", with the following voting privileges:
 - a. Each elected member of the Executive Committee will have one vote each, with the exception of the executive or board member running the election. He/she will only vote in the case of a tie.
 - b. The Division Convenors will each have one vote.
 - c. Each Association Representative or designate will have one vote for their association registered in the League at the close of the current playing season.
 - d. Members holding two "voting" positions; may only cast one vote on any issue.
 - e. There will be no voting by proxy. Attendance at the Annual Meeting shall be opened to interested observers, invited guests, HEO-MINOR Executives or Association Executives.
 - f. To be eligible as a candidate for election to the Executive Committee, the nominated person must have served on the current Board of Directors for at least one (1) year.

BY-LAWS

BY-LAW 1 - THE BOARD OF DIRECTORS

PRESIDENT:

The President of the OBMHL “B” League shall preside at all Board of Directors meetings; he/she shall not vote except in the case of a tie when he/she shall cast the deciding vote. He/she shall be an ex-officio member of all Standing and Ad Hoc Committees. The President or designate will be the representative of the League to the HEO-MINOR Executive and Minor Council. He/she will co-sign all cheques and documents on behalf of the League.

VICE-PRESIDENT (RISK & SAFETY):

The Vice-President (Risk & Safety) shall perform the duties of the President in the latter’s absence or at his request and he/she shall then have all the rights and powers of the President; he/she may hold the position of Chairperson of an Ad Hoc Committee or any Standing Committee. When acting as President, he/she shall not vote except when vote is needed to break a tie. He/she will co-sign all cheques and documents for the league in the absence of the President.

VICE-PRESIDENT (DISCIPLINE & APPEALS):

The Vice-President (Discipline & Appeals) will act as Chairperson for all appeals, all discipline hearings involving the conduct of any player, team official, Board of Directors member, Association Executive member; whose conduct is deemed as being detrimental to the interests and image of the OBMHL. He/she shall be responsible for complaints concerning on-ice officials within the League. He/she will also work in partnership with the OBMHL Referee-in-Chief to resolve any officiating matters. In addition, the Director of D&A shall be responsible to compile and maintain a master listing of all suspensions incurred by member teams.

TREASURER:

1. Prepare all cheques presented with proper documentation to be co-signed by the President or Vice-President(s).
2. Keep an accurate record of all monies received and disbursed.
3. Provide thorough prepared statements as well as a bank statement at each regular board and Annual Meeting.
4. Provide by May 15th of each year, a final financial statement to the Board of Directors detailing the past season’s finances, and shall also provide a copy to the President, HEO-MINOR.
5. Prepare a draft budget for the coming playing season and provide details to each member association of OBMHL by June 1st of each year.
6. Establish an Audit Committee from the current executive, the members (at least three [3]) must not be signing officers of the League. This committee’s sole duty is to verify the revenue and expenses of the League not less frequently than every two months starting from the beginning of the current season. The committee will receive monthly authorized statements/reports signed by the bank on a designated day and will compare the balance on it with the balance on the treasurer’s reports.

SECRETARY

1. Issue notices of all meetings.
2. Provide to all members of the Board of Directors, a copy of the minutes of all board meetings and issue special notices or announcements as required.
3. Maintain records of all proceedings and meetings
4. Have custody of all documents and records pertaining to the affairs of the League.
5. Organize and prepare all documentation for the coaches/managers meeting.
6. Organize and prepare all documentation for the Annual Meeting. Accept notices of proposed amendments no less than thirty days (30) prior to the Annual Meeting. Provide copies of all amendments to the Board of Directors no less than fifteen days (15) prior to the Annual Meeting and post on the B League website.
7. Act as Chairperson of the Nominating Committee, advertise and accept nominations for the Executive officers of the League.
8. Conduct the election of officers at the Annual Meeting. He/She may request a member of the HEO-MINOR in good standing to perform the election.
9. Pass on all records & documentation and related materials, either physically and/or electronically to successor.

No member of the Executive Committee or Board of Directors may hold more than one elected office within the League at one time

BY-LAW 2 - POWERS AND DUTIES

1. The Executive Committee shall conduct the day-to-day operational duties of the league.
2. The Executive Committee and/or the Board of Directors shall have ultimate and full operational control of the affairs of the League under the direction of the HEO-MINOR.
3. The Executive Committee may suspend or otherwise discipline any association, coach, assistant coach, trainer, manager, player parent/guardian or any other official connected with any organization or association participating in the League for failure to comply with the OBMHL's Constitution, By-Laws and Playing Rules and Regulations. Such disciplinary action may include the imposition of a monetary penalty, the deduction of points and the expulsion of an individual from the Board of Directors.
4. Notwithstanding the provisions of By-Law 2 part 3, the Executive Committee or the full Board of Directors may suspend or expel any association, team or team official, player parent/guardian member that refuses to accept or comply with a ruling issued by either of those bodies.
5. Any person, team or Association subject to a suspension, fine or other disciplinary action under the OBMHL's Constitution, By-Laws or Playing Rules may appeal said fine or suspension to the Discipline and Appeals Committee of the HEO-MINOR. All appeals made under this provision; must be received by the Secretary, HEO-MINOR Discipline and Appeals Committee together with the appropriate fee, no later than 72 hours following written notification of the fine, suspension or other disciplinary action by the appropriate disciplinary body of the OBMHL. The right to appeal under By-Law 2 does NOT entitle the appellant to a waiver of the suspension, fine or other disciplinary action pending the result of the appeal.
6. The Executive Committee shall determine all questions arising from emergencies not provided for in this Constitution, By-Laws or Playing Rules.

BY-LAW 3 - REGISTRATION FEES

1. Registration fees for teams participating in each Division shall be approved by the Board of Directors and shall, as a minimum be sufficient to cover administration, awards, special events and referee costs if applicable.
 - a. Registration fees shall be made in full for each team, payable to the Ottawa 'B' League and provided to the B League Treasurer no later than the date deadline as set each Season by the Executive Committee.
 - b. Failure by any association to render payment in a timely manner could result in a penalty of \$50 per month effective November 1st of the current playing season.

BY-LAW 4 - HONORARIUMS, EXPENSES AND BURSARY PROGRAM

1. The Executive Committee, who may incur expenses while acting on behalf of the League, may be reimbursed with the prior approval of the Executive Committee.
2. The OBMHL will initiate an educational bursary program which will be called the "OBMHL Educational Bursary Program".
3. The OBMHL Educational Bursary will be given in recognition of outstanding commitment to community service, athletics and academics.
4. All players up to eighteen years (18) of age, a registered player in the OBMHL within the current playing season and in good standing are eligible to apply.
5. There will be a maximum of three (3) bursary recipients awarded per year.
6. Each approved recipient will receive five hundred dollars (\$500.00) towards his/her post-secondary education.

BY-LAW 5 - CONFLICT OF INTEREST CODE

1. No member of the Executive Committee shall act in the capacity as coach, assistant coach, manager or trainer of any member team.
2. No member of the Board of Directors may enter into any business dealings with the League in exchange for any financial considerations
3. No member of the Board of Directors may enter into, directly or indirectly, providing a sponsorship or any financial assistance to any member team of the League.
4. No member of the Board of Directors may hold any elected position within the HEO/HEO-MINOR, with the exception of the HEO-MINOR appointed representative. No person who holds the position of District or Alternate Chairperson for any HEO-MINOR District or AAA Zone, may hold any position on the Board of Directors, either elected or appointed unless approved by the Board of Directors.
5. No member of the Board of Directors shall be a paid employee, full or part time, of Hockey Canada, HEO, HEO-MINOR or any professional hockey organization or club.
6. For appeal hearings, any member with a conflict of interest must excuse themselves.

BY-LAW 6 – ASSOCIATION NAME AND TEAM COLORS

1. Any new or existing association that introduces or alters their associations name or colour scheme in any manner must first have prior written approval from the OBMHL Executive Committee before proceeding with any changes or adjustments. Final approval must be obtained and approved by HEO-MINOR.

REVISIONS

Version 1 November 2011	Initial
Version 2 January 2012	Approved at AGM May 30, 2012
Version 3: March 27, 2012	Approved at AGM May 30, 2012
Version 4: April 2015	Approved at AGM May 22, 2015
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