



**OSHAWA COMMUNITY HOCKEY LEAGUE**

**Bylaws**

**Effective Date: September 2019**

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## SECTION 1 - GENERAL

### 1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- a. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Appointment" means the designation, by resolution of the Board, of a new director to fill a vacancy on the Board for the balance of the term of that position;
- c. "Board" means the board of directors of the Corporation;
- d. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- e. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
- f. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- g. "Members" means the collective membership of the Corporation.

### 1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in the bylaw that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

### 1.03 Name

The Name of the League shall be "Oshawa Community Hockey League", hereinafter referred to as the OCHL.

### 1.04 Logos

The official logos of the OCHL shall be the crest as illustrated below. This crest may only be used for such purposes and in such manner, and may only be reproduced in such materials and colours as may be approved in writing by the OCHL Board of Directors.



#### 1.04.1 Use of Logos

1. In the event that you or your team wish to purchase off ice team apparel and/or paraphernalia the following guidelines must be adhered to:
  - a. If the team wishes to purchase team paraphernalia and/or apparel that team should ensure that the OCHL logo is used and that the articles purchased include the team name.

- b. If you have an organization, company, corporation or the like, that wishes to assist in the purchase of team apparel and/or paraphernalia the OCHL logo must be used along with the game of the hockey team.
2. When placing the OCHL logo on such items, the logo will have the place of prominence on the article and any other logos, such as those assisting with the purchase, will not exceed the OCHL crest in size or prominence. An example of this would be the left side of a jacket, or the front of the head on a ball cap.
3. All potential purchases must be submitted to the Board of Directors for written approval. They must be accompanied by a written description of the article and include a detailed diagram of the article purchased with all necessary measurements and dimensions. All sponsors must be approved by the League Board of Directors before any work can be done.
4. It should be noted that in accordance with the By-laws and Rules and Regulations, the OCHL provides all teams with hockey jerseys and, as such, no other logo, except the official sponsors of the team as approved by the Board of Directors will be placed on any OCHL sweaters. OCHL supplied sweaters will be worn for all OCHL, tournament and exhibition games. OCHL sweaters are not to be worn at practice ice times. Name bars if used must be added and removed by an OCHL approved seamstress only.

#### **1.05 Trademarks and Copyright**

1. All names, titles, logos, and designs on the OCHL website which identify our programs, suppliers, sponsors, and events are either the property of the OCHL and/or property of their respective owners.
2. Our site contains copyright material, trademarks and other proprietary information, including but not limited to text, photographs, graphics, images, illustrations, audio, video and software.
3. No material may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way without our express written consent.

#### **1.06 Mission Statement**

The objective of the OCHL shall be to provide recreational hockey for the participants with the primary emphasis on sportsmanship and fair play, in the true spirit of the game.

#### **1.07 Head Office**

Oshawa Community Hockey League  
 50 Simcoe Street North  
 Oshawa, Ontario L1G 4S1  
 (905) 278-2049 ext. 9991

#### **1.08 Privacy Statement**

1. OCHL is committed to respecting and protecting the privacy of our individual members, their families and our volunteers. The personal information collected in the course of administering our hockey programs will be used and disclosed for the sole purpose of administering the Rules, Regulations and Bylaws of the Oshawa Community Hockey League and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

2. OCHL will release the names and addresses of registrants identified on the registration forms to the City of Oshawa. This information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and under the authority of the Municipal Act for the sole purpose of verifying participation numbers and the allocation of ice time to the community.

#### **1.08.1 Privacy on the Internet**

The OCHL has provided a website for viewing by the general public and the OCHL is committed to respecting the privacy rights of website visitors. However, by using our website, we consider that you consent to the collection, use and disclosure of personal information for stated purposes on the website.

#### **1.08.2 Linked Websites**

1. As a service to users of our website, we may include links to other websites over which we have no control.
2. We make no endorsements, warranties, or representations of any kind whatsoever regarding other websites, including but not limited to the products, software, materials, information, services, content accuracy or appropriateness of content on other web sites. Your decision to access any other websites shall be entirely at your own risk. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these linked sites.

#### **1.09 Dissolution of Corporation**

- a) Upon the dissolution of the corporation and the payment of all debts and liabilities, the corporation's remaining property and financial assets, including the general bank accounts, shall be distributed to or disposed of to similar organizations which carry on their activities solely in Ontario.
- b) Upon the dissolution of the corporation the financial assets in the Lottery bank account shall be distributed to or disposed of to similar organizations which carry on their activities solely in Ontario and meet the requirements to hold lotteries in the Province of Ontario.

### **SECTION 2 - DIRECTORS**

#### **2.01 Election and Term**

The affairs of the OCHL shall be managed by the Board of Directors (referred to as the Board) . The Board will consist of a minimum of three directors and up to seven plus the President each of whom shall hold office for the next fiscal year after the time of their election at the Annual General Meeting.

The Board shall perform the responsibilities as indicated below:

- President
- Secretary
- Treasurer
- Director of Hockey Operations - U11-U18
- Director of Hockey Operations - Development
- Director of Registration
- Director of Business Operations
- Director of Administration

## 2.02 Governance

The Board of Directors shall govern the OCHL in compliance with the objects, powers, bylaws and policies of the OCHL, Rules of Operation and all applicable laws and regulations.

The Board of Director has the right to change/adapt any bylaw for the current season

## 2.03 Tenure of Office

All members of the Board shall be elected for a period of three years in alternating years as set out below. The year shall be defined as May to April.

- President, Secretary and Director of Hockey Operations - Development
- Director of Hockey Operations - U11 to U18, Director of Administration and Treasurer
- Director of Registration and Director of Business Operation

## 2.04 Eligibility

All members in good standing and who have attained the age of 18 years.

**Board member** positions cannot be secured unless the candidates have previously been a member of the OCHL Board or appointed member for a minimum of two seasons. The President position cannot be secured unless the candidate has previously been a member of the OCHL Board for a minimum of two seasons.

## 2.05 Removal from Office

With a two-thirds majority vote, the **Members** shall have the power to remove from office any Director or appointed member of the OCHL who does not perform their duties and responsibilities as defined in the Bylaws. Upon removal, the member will be considered to be a Member Not in Good Standing for the remainder of the current season, as well as the following season.

## 2.06 Vacancies

The Board of Directors may fill a vacancy which may occur during the season by a majority vote. The appointed or elected holds the position for the remainder of the current season.

## 2.07 Remuneration

The Directors and appointed positions shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director.

## 2.08 Responsibilities

### 2.08.1 President

1. Preside at all meetings of the Board of Directors following "Robert's Rules of Order". The President shall have no vote, except to break a tie vote.
2. Exercise the powers of the Board of Directors in the case of an emergency.
3. Be a non-voting member of all committees and sub-committees of the OCHL with the exception of the Rules and Discipline Committee.

4. Act as the OCHL representative and appoint a 2nd board representative to the Oshawa Minor Hockey Association Board of Directors, the Ontario Minor Hockey Association, the Oshawa Hockey Development Council and the City of Oshawa.
5. Act as a duly appointed signatory.

#### **2.08.2 Director of Hockey Operations - U10 to U18**

1. Assume the duties of the President in their absence for any reason if the President cannot complete their duties or elected turn and to reside over board meetings when the President is absent.
2. Oversee the operations of the U10 to U18 divisions of the OCHL.
3. Act as liaison between the convenors of the divisions for which they are responsible and the Board of Directors.
4. Participate in the selection and appointment of the rostered staff of the divisions for which they are responsible.
5. Guide, instruct and if necessary discipline the convenors, bench staff for which they are responsible.
6. Act as a duly appointed signatory.
7. Avoid all conflict of interest in the performance of their duties and to this end shall not perform in the capacity of a full-time convenor, coach, assistant coach, manager, trainer or assistant trainer in the divisions which they are responsible.
8. Forward written reports on injuries, and suspensions from the convenors to the Rules and Discipline, President and OMHA Representative.

#### **2.08.3 Director of Hockey Operations - Development**

1. Oversee the operations of the Development Programs of the OCHL.
2. Act as liaison between the convenors of the divisions for which they are responsible and the Board of Directors.
3. Participate in the selection and appointment of the coaches, assistant coaches, managers, trainers and assistant trainers of the divisions for which they are responsible.
4. Guide, instruct and if necessary discipline the convenors, coaches, assistant coaches, managers, trainers and assistant trainers for which they are responsible.
5. Avoid all conflict of interest in the performance of their duties and to this end shall not perform in the capacity of a full-time convenor, coach, assistant coach, manager, trainer or assistant trainer in the divisions which they are responsible.
6. Forward written reports on injuries, and suspensions from the convenors to the Rules Chairperson, President and OMHA Representative.



**2.08.4 Director of Business Operations**

1. Act as liaison between the OCHL and the City of Oshawa Central Booking Staff with respect to the allocation of ice time for OCHL games, practices, tournaments, and other OCHL events that have been authorized by the Board of Directors.
2. Disperse ice time to the coaches for their respective teams, skill development, power skating, tryouts, goalie clinics and coach's clinics, in such a manner as to ensure the efficient and economic use of all ice time made available to the OCHL.
3. Prepare all schedules for OCHL/Select games, practices, tournaments, skill development, clinics and tryouts.
4. Prepare a list of all ice times that need to be billed by the Director of Finance.
5. Participate in updating the website of all ice scheduling.
6. Apply for the Lottery Licences through the Alcohol and Gaming Commission of Ontario with the assistance of the Direction of Administration.

**2.08.5 Director of Finance**

1. Ensures adherence to and implementation of financial policies in the financial administration of the OCHL.
2. Provide monthly financial reports to be reviewed at all Board meetings.
3. Ensure the submission of the books of account to the Auditor of the OCHL at the end of the financial year.
4. Present a Report of the Auditor from the previous year and projected financial position for the current year to the Membership at the Annual General Meeting.
5. Evaluate, review and recommend financial policy to the Board.
6. Chair a Budget Committee.
7. Shall be one of the three signing officers.
8. Reconcile all invoices with receipts and ensure payment.
9. Carry out duties assigned by the Board, the Executive Committee or President.
10. Maintain a separate accounting of all monies received from lotteries.

**2.08.6 Director of Registration**

1. Determine the dates, times and location of all in-person player registration.
2. Maintain the online registration system with accurate information in conjunction with the Director of Finance.
3. Collect registration information and report this to the Board of Directors.
4. Determine the number of teams required in each division of the House League and Select programs for the coming season as approved by the Board and to order these teams from the Ontario Minor Hockey Association.

5. Arrange and manage all Ontario Minor Hockey Association training clinics for coaches, trainers, and managers with the appropriate Ontario Minor Hockey Association personnel.
6. Verify bench staff profiles and provide division conveners with a list of required certifications/recertifications.
7. Submit all rosters for approval.
8. Process all player transfers and forward documentation to Ontario Minor Hockey Association.

#### **2.08.7 Secretary**

1. Perform all general secretarial duties of the OCHL.
2. Attend all board and committee meetings, record all minutes and forward them to the President who shall review them prior to being sent to the Board of Directors, if applicable.
3. Give notice, including time, location, date, and agenda of all meetings of the OCHL to all persons entitled to receive such notice.
4. Publish notice of the Annual General Meeting (AGM) at least six weeks prior to such meeting including date, time, location, agenda and any notices of motion.
5. Be the custodian of the OCHL's Minute Book and correspondence files.

#### **2.08.8 Director of Administration**

1. Act as a liaison between the OCHL, City of Oshawa and Alcohol and Gaming Commission of Ontario with the assistance of the Director of Business Operations
2. Act as a liaison between the OCHL and the Oshawa Generals in charge of 50/50 draws.
3. Assist with any extension programs of the OCHL, as required.
4. Assist with Tournaments and OCHL promotional days.
5. Apply for the Lottery Licence through the Alcohol and Gaming Commission of Ontario with the assistance of the Director of Business Operations.
6. Maintain accurate records of all events and file appropriate paperwork to the required parties.
7. If required, deposit any monies by the next business day for any events and advise the Director of Finance.

#### **2.09 Committees**

The Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

##### **2.09.1 Rules and Discipline Committee**

The Rules and Discipline Committee shall consist of the chairperson and no less than four (4) other members duly appointed in accordance with the Bylaws.

Responsibility of the Rules and Discipline Committee:

- a. Recommend new rules or changes to existing rules pertaining to the playing of hockey.
- b. Provide an interpretation of such rules and regulations, when called upon by the Board of Directors.
- c. Attend and chair suspensions, appeal and investigative hearings called by the Board of Directors.

### **2.09.2 Nomination Committee**

1. The Nominating Committee for the ensuing year shall consist of one Director (in a non-election year), one appointed officer and one general member.
2. It is the responsibility of the Nominating Committee to recommend persons for election in writing to the Board of Directors at the next Annual General Meeting of the League. Such recommendations shall take the form of a list of vacant positions with corresponding nominees. A person is not duly nominated by the Nominating Committee until the AGM convenes.
3. All nominations will be closed forty-eight (48) hours prior to the start of the Annual General Meeting.

## **SECTION 3 - APPOINTEES**

### **3.01 Appointment of Positions**

The Board has the right to appoint by majority vote appropriate persons to various positions/departments concurrent with the operation of the OCHL. Appointees will hold the position for only the current fiscal year and must be reappointed for subsequent years. Duties of appointed positions/departments are outlined in the Rules and Regulations/Policies and Procedures of the OCHL. Position/departments include, but not limited to:

- Coaches, Trainer, Manager, Convenor
- Rules and Discipline
- Referee in Chief
- Tournaments
- Select Program
- Purchasing
- Communications
- Coach Development
- Sponsorship

## **SECTION 4 - BOARD MEETINGS**

### **4.01 Regular Meetings**

The Board of Directors shall meet monthly or at the discretion of the President except that no more than 60 days shall pass between consecutive meetings. The date, time and location of such meetings shall be determined by the President.

#### **4.02 Calling of Meetings**

At the request of any three (3) members of the Board, the President shall call a meeting of the Board and decisions made at such meetings are effective only until the next Annual General Meeting.

#### **4.03 Quorum**

- Monthly Board meeting - 50% plus 1 of eligible Directors with the right to vote
- All other meetings - 50% plus 1 of the members having the right to vote.

#### **4.04 Voting**

1. Only the members of the Board may vote at the respective meetings.
2. There shall be no proxy votes.
3. No Director shall have more than one vote.
4. Voting shall be by show of hands at all meetings of the OCHL unless a recorded vote is required.
5. In the event of a tie vote, the President will cast the deciding vote.

#### **4.05 Participating by Telephonic or Electronic Means**

If a majority of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or a committee of Directors by telephone or electronic means. The telephone or electronic means must allow all participants to communicate adequately with each other during the meeting. A Director participating in the above ways is deemed to be present at that meeting.

### **SECTION 5 - FINANCIAL**

#### **5.01 Banking**

The banking business of the OCHL shall be transacted with a financial institution as the Board of Directors may designate, appoint or authorize.

#### **5.02 Financial Year**

The financial year of the Corporation ends on the 30th day of April in each year or such other date as the Board of Directors may from time to time by resolution determine.

#### **5.03 Authorized Signatures**

The signing officers for the League shall be the Director of Finance and any one of the following members of the Board of Directors:

- a. President
- b. Director of Hockey Operations
- c. Third Party Bookkeeper

**5.04 Bookkeeper**

The third party bookkeeper for the Oshawa Community Hockey League shall be established yearly by the Board prior to the start of the next fiscal year as defined in the bylaws of the Oshawa Community Hockey League.

**SECTION 6 - PROTECTION OF DIRECTORS AND OTHERS****6.01 Protection of Directors and Others**

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act

**6.02 Legal Advisor**

The Legal Advisor to the Oshawa Community Hockey League shall be established yearly by the Board prior to the start of the next fiscal year as defined in the bylaws of the Oshawa Community Hockey League.

**6.03 Membership Fees (Registration)**

The annual membership fee (registration) for participating members shall be established by the budget committee and approved by the Board of Directors.

**SECTION 7 - CONFLICT OF INTEREST****7.01 Conflict of Interest**

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

## **SECTION 8 - MEMBERS**

### **8.01 Membership**

The membership of the OCHL shall consist of General Members, Associate Members, Life Members and Board Members defined as:

- a) General Members - all parents or guardians of participants in the OCHL, or participants who have reached the age of 18 years old, in the current recreational season. Each parent or guardian shall receive membership upon submission and acceptance by the OCHL of a completed registration for each participant along with the corresponding fee, paid in full, and shall receive one voting right regardless of the number of participants so registered.
- b) Associate Members - Coaches, Assistant Coaches, Trainers, Assistant Trainers and Managers, and any and all other persons as the Board of Directors may see fit to appoint from time to time. Each such appointee shall receive an associate membership and one voting right upon appointment, for the duration of the current recreational season.
- c) Life Members - any and all persons as the Board of Directors may see fit to honour for exemplary service to the OCHL. Recommended criteria for Life Membership is listed in the OCHL Policies and Procedures. This member has no voting rights unless they are a current member of the OCHL.
- d) Board of Directors - consists of President, Secretary, Treasurer, Director of Hockey Operations U11-U18, Director of Registration, Director of Business Operations, Director of Administration, Director of Hockey Operations - Development.
- e) Member in Good Standing - a member that has paid all OCHL fees in full and is currently not under suspension by the Oshawa Community Hockey League, the Ontario Minor Hockey Association, Ontario Hockey Federation or Hockey Canada.
- f) Member Not in Good Standing - a member that has not paid all OCHL fees in full and/or is currently under suspension by the Oshawa Community Hockey League, the Ontario Minor Hockey Association, Ontario Hockey Federation or Hockey Canada. Resignation from a board position during a season without approval or removal from a board position will result in the member being in "Not Good Standing" status for the remainder of the season and the following season.

### **8.02 Members Responsibilities**

1. Assist the OCHL in the promotion of sportsmanship and positive attitudes within the league and its governing bodies, the Ontario Minor Hockey Association (O.M.H.A.), Ontario Hockey Federation (O.H.F.) and Hockey Canada.
2. Ensure that participants have safe and approved equipment.

## **SECTION 9 - MEMBERS' MEETINGS**

### **9.01 Annual Meeting**

The Annual General Meeting of the General Members of the OCHL shall be held prior to May 31. The date, time and location of such a meeting shall be determined by the President. Any member, upon request, shall be provided, not less than five business days with a copy of the approved financial statements.

The business transacted at the annual meeting shall include:

- a. Receipt of the agenda;
- b. Receipt of the minutes of the previous annual meeting and subsequent special meetings;
- c. Consideration of the financial statements
- d. Reappointment or new appointment of the third party bookkeeper
- e. Election of Directors; and
- f. Such other or special business as may be set out in the notice of the meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the OCHL of any matter that the Member proposes to raise at the meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

#### **9.02 Quorum**

- 2% of the eligible members having the right to vote

#### **9.02 Voting**

1. All members in good standing and who have reached the age of 18 years, including the members of the existing Board, are eligible to vote at the Annual Meeting of the OCHL.
2. There shall be no proxy votes.
3. No member shall have more than one vote.
4. Voting shall be by show of hands at all meetings of the OCHL unless a recorded vote is required.
5. Decisions shall be made by a simple majority (50% plus 1) unless otherwise determined by the Bylaws.

#### **9.03 Elections**

At the Annual General Meeting, the Members of the OCHL (all members in good standing) must elect the Directors by an independent "Election Officer" (a person with no direct affiliation with the OCHL).

#### **9.04 Notices of Motion**

1. Any motion at an Annual General Meeting must be presented as a Notice of Motion to the Board in writing at least two (2) weeks prior to such meeting.
2. All Notices of Motion will be forwarded to the OCHL Secretary in writing and signed by a Member of the OCHL, who is in good standing.

#### **9.05 Notice**

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the person appointed to conduct financial review engagement.

**9.06 Amendments to Bylaws**

The Members may from time to time amend the Bylaws with a majority of the votes cast at a Members Meeting. Only the voting Members may pass or amend this Bylaw.

**9.07 Persons Entitled to be Present**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the OCHL if any, and others who are entitled or required under any provision of the Act or the articles or the Bylaws of the OCHL to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

**SECTION 10 - Adoption and Amendment of Bylaws****10.1 Amendments to Bylaws**

The Board may from time to time in accordance with the Act amend or repeal and replace the Bylaw.

Enacted this 18th day of May, 2023.