

*Home of the Windsor Wildcats, LaSalle Sabrecats, Tecumseh Tigercats & Southwest Wildcats*



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SPFHAhockey.com

## SUN PARLOUR FEMALE HOCKEY ASSOCIATION - CONSTITUTION

**\*\*As amended by the SPFHA Membership at the Annual General Meeting held July 29, 2021\*\***

### **1.0 NAME OF ASSOCIATION**

#### **1.1 Name of Association**



The name of this organization shall be THE "SUN PARLOUR FEMALE HOCKEY ASSOCIATION",

hereinafter referred to as "the Association" or "SPFHA".

The official logo of the association shall be

#### **1.2 Competitive Teams**

The official team name for all competitive teams is "Windsor Wildcats" (with the exception of the PWHL team).

#### **1.3 House League Teams**

The official team names for the community-based house league teams are:

- Windsor Wildcats
- LaSalle Sabrecats
- Tecumseh Tigercats

### **2.0 GOVERNING BODY**

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SPFHA shall operate under Ontario Women's Hockey Association sanctioning and subject to its constitution, by-laws, policies and Code of Conduct.

### **3.0 OBJECTIVES**

The Association shall be a non-profit organization with the objectives being:

1. To promote the participation of girls and women in all aspects of female hockey.
2. To stress and foster the development of goodwill, sportsmanship and good citizenship amongst the members of the Association.
3. To protect the mutual interests of each team and player affiliated with the Association.
4. To ensure that its participants are provided meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

### **4.0 MEMBERSHIP**

The Association shall consist of the following:

1. All parents and guardians of minor-aged girls, and females who are age of majority and registered as players with this Association.
2. The coaches, assistant coaches, managers and trainers of all teams affiliated with the Association.
3. The elected and appointed executive officers and convenors of the Association.
4. The Immediate Past President of the Association.

### **5.0 EXECUTIVE AND BOARD OF DIRECTORS**

#### **5.1 Eligibility and Positions:**

- A person who holds a position on the Board of Directors must be age of majority.
- The Board of Directors of the Association shall consist of the Executive Officers, as well as Convenors who are either elected or appointed to the Board.
- The Executive Officers of this Association shall consist of the following:

President	Treasurer
Immediate Past President	Secretary
Executive Vice-President	Registrar
Vice-President of House League	Vice-President of Travel
- With the exception of the Immediate Past President, the Executive Officers shall be elected for a two-year term at the Annual General Meeting. The positions of President, Vice-President of House League, Registrar and Secretary shall be elected in odd numbered years. The positions of Executive Vice-President, Vice-President of Travel, and Treasurer shall be elected on even numbered years.
- The Immediate Past President shall have served one complete term as President and not have resigned from the Board. The Immediate Past President shall serve a one-year term.
- The Ice Scheduler shall be appointed by the President and the Executive Vice-President with the approval of the Board. This appointment will be for a two year term and shall be appointed in odd numbered years. This appointment will be made at a Board meeting on the earliest possible date following the AGM, and shall be announced on the Associations website. The Ice Scheduler will report to the Executive Committee by way of the Vice-President of Travel, Vice-President of House League and the Development Committee Chair. The Ice Scheduler will not hold an official position on the Board of Directors.
- The Convenors of the Association shall consist of the following:

Tournament	Communications
Referee	Director of Junior Hockey Operations
Webmaster	Director of Hockey Operations

Equipment

Development Committee Chair

Coaching and Skills Development

- With the exception of the Director of Junior Hockey Operations and the Development Committee Chair, the Conveners shall be elected for a two year term at the Annual General Meeting. The positions of Tournament Convenor, Referee Convenor, Director of Hockey Operations Convenor and Communications Convenor shall be elected in odd numbered. The positions of Equipment Convenor, Webmaster Convenor, and Coaching and Skills Development Convenor shall be elected in even numbered years.
- The Director of Junior Hockey Operations shall be appointed by the President and Vice-President of Travel with the approval of the Board who are in place after the AGM for the coming hockey season. This appointment will be for a two year term and shall be appointed in even numbered years. This appointment will be made at a Board meeting on the earliest possible date following the AGM, and shall be announced on the Association's website.
- The Development Committee Chair shall be confirmed by the Board following consultation with the Development Committee. This appointment shall be for a minimum of one year and shall renew annually until such time as the Development Committee Chair resigns or is removed by a vote of the Board.
- A person cannot be elected or appointed to the position of President, Executive Vice-President, Vice-President of Travel, or Vice President of House League if he or she is a Head Coach on any Association Travel or House League Team.

### **5.2 Conduct of the Executive Officers and the Board of Directors:**

- Any person having breached a position of trust with the Association, as determined by majority vote of a quorum of the Board of Directors, shall be permanently barred from holding an elected or appointed Board Member position in the SPFHA.
- A member of the Board of Directors of the Association, who misses two (2) consecutive meetings of the Board without notice and/or just reason, may be suspended for the balance of her/his term through a two-thirds vote of the full Board of Directors.
- Board Members are to refrain from publicly criticizing game officials, coaches or players before, during or after games. Concerns are to be addressed to the individual(s) at the appropriate time and place.
- Members of the Board of Directors are to refrain from public criticisms of Board policy and/or other Board Members.
- Members of the Board of Directors are expected to carry out their duties in a manner consistent with the Constitution, Bylaws, and Policies of the Association and with the directive of the Board.
  - An annual validation process (requiring signatures from all SPFHA Board Members) will be conducted by the Executive Vice President within 60 days following the AGM - to acknowledge that all Board Members have reviewed the SPFHA Constitution, Bylaws, and Policies.
  - Potential Board Member candidates - appointed mid-term - will be required to acknowledge (with a signature) their review of the Constitution, Bylaws, and Policies prior to fulfilling the appointed duties.
- Members of the Board of Directors may be removed from their duties before the expiration of their terms of office by a vote of the Board of Directors, in which at least two-thirds of the full Board members vote for removal, provided at least 7 days notice is given of such a motion to all Board members prior to the meeting of the Board of Directors.

### **5.3 Authority of the Executive Officers:**

1. The Executive Officers shall organize, plan, control and make decisions with respect to the daily operations of the Association.

#### **5.4 Authority of the Board of Directors:**

- The Board of Directors shall prepare all job descriptions and responsibilities for the Executive Officers and Convenors, which shall be outlined in the Bylaws of the Association.
- The Board of Directors shall have the power to fill any vacancies on the Board, which may occur for the balance of the term, by appointment through a majority vote of a quorum of the Board of Directors.
- The Board of Directors shall have the authority to appoint any committee(s) it deems necessary for the good of the Association.
- The Board of Directors shall have control of the affairs of the Association and the primary responsibility for achieving its objectives.
- The Board of Directors shall be responsible for setting Bylaws and Policies for the Association.
- The Board of Directors shall have the authority for deciding the future direction of the Association.
- The Board of Directors shall have the authority to hold a special meeting of the Board to consider whether any member of the Association should be expelled from the Association for just cause. At least seven (7) days notice of such meeting shall be provided to such member and to the Board of Directors together with the reasons for the proposed expulsion. Such member shall be given full opportunity to be present and to be heard. If the member does not attend this meeting for any reason, the Board of Directors may render a binding decision in the member's absence.

### **6.0 MEETINGS**

#### **6.1 Rules of Conducting Meetings:**

The adopted parliamentary authority for conducting meetings of the Association shall be the Modern Edition of:

Robert's Rules of Order.  
Revised by Darwin Patnode, P.H.D.  
Burkley Trade Edition/August 1993.  
Burkley Publishing Group.

#### **6.2 Annual General Meeting (AGM):**

- The President of The Association shall chair the AGM.
- The AGM shall be held at a time and place as decided by the Board of Directors.
- The Order of Business at the AGM shall be as follows:
  - (1) Call to order
  - (2) Approval minutes of previous AGM
  - (3) President's Report
  - (4) Correspondence
  - (5) Treasurer's Report
  - (6) Board Members' Reports
  - (7) Old Business
  - (8) Constitutional Amendments
  - (9) Election of Officers

(10) New Business

(11) Adjournment

- A quorum of forty (40) members is necessary in order to conduct an AGM.

### **6.3 Executive Officers' Meetings:**

- The President of the Association shall chair the Executive Officers' meetings.
- The President may call an Executive Officers' meeting at any time she/he deems it necessary in order to continue the smooth operation of the Association, provided that sufficient notice of the meeting shall be given to all Executive Officers.
- A quorum of a majority of the Executive Officers is necessary in order to conduct an Executive Officers' Meeting.

### **6.4 Board of Directors Meetings:**

- The President of the Association shall chair the Board of Directors meetings.
- The Board of Directors may meet monthly, at a time and a place as decided by the President.
- The President may call a Board of Directors meeting at any time she/he deems it necessary in order to continue the smooth operation of the Association, provided that sufficient notice of the meeting shall be given to all Directors.
- A quorum of a majority of the Board of Directors is necessary in order to conduct a Board of Directors Meeting.

### **6.5 Quorum**

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than one-half (1/2) of the number of members of the Board.

## **7.0 VOTING**

### **7.1 Voting at Annual General Meeting (AGM):**

Voting cards (one per registered player) and ballots (one per registered player) shall be issued to eligible voters in attendance, no proxies to be allowed.

Call for Nominees for positions will be posted on the SPFHA Web page 30 days prior to AGM and Nominees will be posted 14 days prior to AGM.

An eligible voter is defined as:

- (1) A registered player who is the age of majority (18+) or their parent or guardian.
- (2) A parent or guardian of a minor-aged registered player.
- (3) Recognized members (as defined in 4.0) not listed in (1) or (2) above.

### **7.2 Voting at Executive and Board of Directors' Meetings:**

1. All members of the Executive and Board of Directors with the exception of the Immediate Past-President shall be entitled to one vote.
2. Any motion to amend a policy or by-law will be submitted with the agenda no later than 3 days prior to the board meeting. No new amendments to policy or bylaw will be tables at the meeting unless approved by 2/3 of the present board members.

3. No proxies will be allowed.
4. The President may only vote when it is necessary to break a tie.

## **8.0 CONFLICT OF INTEREST**

- Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to SPFHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. Personal involvement includes, but is not limited to, a team that her/his child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.
- The Board shall decide whether or not the member should be excluded from discussion and/or voting.
- In cases in which conflict of interest arises, the Board member in conflict will remove her/himself from the Board of Directors or Committee meeting until the issue has been resolved.

## **9.0 ELECTIONS**

1. The voting procedure for elections shall be conducted by the President, unless the President's position is up for election, in which case elections shall be conducted by the Executive Vice-President. The President or the Executive Vice-President may designate an alternate individual to conduct the voting.
2. Voting to fill available positions will proceed one position at a time, starting with positions of higher responsibility. This will allow unsuccessful candidates for any position to be nominated and to run for other positions.
3. The Board of Directors may propose, through vote at a Board Meeting, a nominee for each position. In addition, nominations will be accepted at the Annual General Meeting from any member of the Association who is present. In order to be considered, the nominee must be of the age of majority. The nominee must consent to stand for election, verbally or in writing, and the nomination must be seconded. A nominee need not be present to be considered. A closing of nominations will be called with due notice prior to the election for each position.
4. Election voting shall be by secret ballot, with the position given to the individual receiving the most votes.
5. Two ballot counters and one scrutineer will be selected at random from among the general membership present at the meeting. In addition, each nominee will have the option of appointing a scrutineer, who will be allowed to monitor the ballot count. The successful candidate will be announced prior to nominations for the next position.
6. All eligible voters of the Association shall be entitled to vote in accordance with Article 6.1.
7. The President may vote for elections.

## **10.0 INSURANCE**

1. The Board of Directors of the Sun Parlour Female Hockey Association will ensure the required insurance is in place for all Association activities by the CHA and/or other governing bodies.
2. The Board of Directors shall ensure that Directors and Officers Liability Insurance is purchased. This policy covers wrongful acts defined as "any actual or alleged error, omission, negligent act, misstatement or misleading statement, breach of duty or neglective duty".

## **11.0 SPFHA LOGO, PATCHES, AND ASSOCIATION COLOURS**

All House League and competitive game jerseys must have the following:

- The standard Canadian flag patch either on their left sleeve or on their upper right chest.
- The standard stop sign patch centered on the upper back.
- 3. An approved SPFHA logo must be on the front of all travel and Houseleague jerseys.
- 4. The name of the sponsor centered on the lower back.
- 5. If applicable, the players name shall be centered on the upper back above the number and below the stop.

## **12.0 MOVEMENT OF PLAYERS**

All OWHA rules and guidelines regarding movement of players will be adhered to by SPFHA along with any rules and guidelines that SPFHA adopts as standards, as stated in the Association Bylaws.

## **13.0 AUDITORS**

One external auditor shall be recommended annually by the Treasurer and approved by the Board of Directors to audit and provide a report on the Association's financial records for the prior operating year.

## **14.0 ICE TIME ALLOCATION**

1. It shall be the responsibility of a Committee of Board of Directors to allocate ice time to the various divisions of House League and Travel Teams.
2. This Committee shall be called the Ice Scheduling Committee.
3. The Committee shall be comprised of the Ice Scheduler, Executive Vice-President, Vice-President Travel, and Vice-President House League.

## **15.0 TOURNAMENTS**

1. The Association's annual tournament shall be called the "Windsor Wild Winter Tournament".
2. The proposed budget for each tournament, including revenues and expenditures, must be submitted to the Board of Directors for approval prior to commencement of each tournament.

## **16.0 FUNDRAISING**

1. No team or individual shall be permitted to raise funds for purposes or reasons associated with SPFHA without submitting a written request to the Fundraising Convener.
2. The Fundraising Convenor must approve or disapprove such requests in writing. Team managers shall retain this document as proof of approval.

## **17.0 PRIVACY POLICY**

No mailing list of any type shall be handed out to any individual or group without the unanimous consent of the members of the Board of Directors. This includes names of participating children and/or their parents, Board members, coaches, managers, referees, division convenors, scorekeepers, timekeepers, and sponsors. No member of the Association who comes into possession of the above-mentioned lists will be permitted to use them for other than SPFHA purposes.

#### **18.0 AMENDMENTS TO THE CONSTITUTION**

1. All proposed amendments to the Constitution must be submitted to the Secretary of the Association in writing and must be signed. Email is acceptable.
2. A proposed amendment must be received by the Secretary 45 days prior to the Annual General Meeting or Special General Meeting.
3. The member(s) submitting the proposal must be present at the AGM to make the formal motion.
4. Amendments must receive a 2/3 majority of votes cast to be passed.
5. The Board of Directors shall be authorized to make formatting and numbering amendments to the Constitution as required.

#### **19.0 AMENDMENTS TO THE BYLAWS AND POLICIES**

Amendments to the Bylaws and Policies of the Association can only be made at a regular meeting of the Board of Directors, or at an Annual Meeting or Special General Membership Meeting called by the President. Amendments must receive a 2/3 majority of votes cast to be passed.

#### **20.0 CONSTITUTION SUPERSEDES BYLAWS AND/OR POLICIES**

In cases where language contained in the Bylaws and/or Policies conflicts with that in the Constitution, the language contained in the Constitution shall prevail. Further, if such a conflict comes to the surface, the Board will take the appropriate steps to revise the language in the Bylaws and/or Policies as required to be consistent with the Constitution, at the earliest opportunity. In cases where language contained in the Bylaws conflicts with the Policies, the language contained in the Bylaws shall prevail.