



CPGHA Constitution

(Revised May 2022)

Whereas the Carleton Place Girls Hockey Association is a voluntary Association of members, players and individuals, established to provide girls and women in the town of Carleton Place and surrounding district the opportunity to learn and play the game of hockey.

And, whereas it is declared that one of the purposes of this Constitution and the Association's bylaws, regulations and rules shall be to confer on the Carleton Place Girls Hockey association and its Executive all of the rights, responsibilities and powers of a fully self-governing, non-profit organization. And whereas the CPGHA is a member association of the ODWHA and thereby the OWHA, the Carleton Place Girls Hockey Association is subject to the ODWHA Constitution, By-Laws, Rules and Regulations for the league play and the OWHA in respect of Tournaments and Provincial Play downs.

Now therefore be in enacted:

Article 1 - Name and Purpose

- 1) This association shall be known as the Carleton Place Girls Hockey Association, hereinafter to be referred to as the CPGHA.
- 2) The purpose of the CPGHA is to organize and govern the operation of hockey for girls and women in the town of Carleton Place and surrounding district.

Article 2 - Aims and Objectives

The objective of the CPGHA is to foster and encourage girls hockey in the town of Carleton Place and surrounding district. The aims of the CPGHA are:

1. To provide girls and women of the town of Carleton Place and surrounding district, the opportunity to learn and play the game of hockey.
2. To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.
3. To establish and maintain a variety of hockey programs (developmental, house league, and competitive) for all age groupings.
4. To encourage the participation of any and all interested persons and organizations wishing to volunteer their services in the administration and support of the CPGHA's affairs.
5. To foster and develop integrity, team discipline, self-discipline, self-confidence, respect for others, and enjoyment through participation in hockey.

Article 3 - Membership

- 1) All female players in Eastern Ontario may enroll in the CPGHA. Players and parents in the House and Competitive programs are considered full members. Players registered with other ODWHA Member Associations are not voting members of the CPGHA and cannot stand for election. If a



Parent has a child in CPGHA and another child in a different OWSHA association, the parent is still considered a voting member, and has one vote for the player registered with CPGHA. . A community member voted into the executive is considered an Executive member and can vote on matters pertaining to the board; however, they are not able to vote at the AGM elections.

- 2) Voting rights are assigned to players if over eighteen years of age, or to parents for players under 18 years of age and non-parent coaches/non-parent assistants
- 3) No individual member may have more than one vote, but a member may have a vote for each member under the age of eighteen (that they represent through parenthood or guardianship.)
- 4) Each voting member must be in good standing with the CPGHA, with no outstanding financial obligation and/or any outstanding disciplinary actions.
- 5) The CPGHA shall have the full right to establish conditions of membership and to refuse membership to persons failing to satisfy those conditions.
- 6) Persons appointed by the CPGHA Executive to fulfill voluntary responsibilities on behalf of the CPGHA, who would not otherwise qualify as members.

Article 4 - Annual General Meetings

- 1) An annual general meeting (AGM) of the CPGHA shall be held annually prior to the last day of May in the hockey year, at a place, date and time determined by the Executive.
- 2) The Board of Directors shall provide the membership of the CPGHA with 30 days' notice of the Annual General Meeting.
- 3) The business of the Annual General Meeting shall include:
 - i) Presentation and adoption of the minutes of the previous AGM and any Special General Meetings held during the hockey year
 - ii) Presentations of awards and guests
 - iii) Reports of Executive and Committees
 - iv) Financial statements for the hockey year in which the meeting is held
 - v) The budget for the ensuing year
 - vi) Election of new Executive
 - vii) Motions to adopt, amend, revise, or repeal Articles of the Constitution for which 14 days' notice has been provided, and that the motions submitted be published to the membership 10 days prior to the AGM
 - viii) Other business of interest and concern to members
 - ix) Adjournment
- 4) At all Annual General Meetings of the members, every question shall be decided by a majority of votes of the members, present in person or represented by a duly authorized proxy.



- 5) Every question shall be decided, in the first instance, by a show of hands. A declaration by the Chair that a resolution has been carried, or not carried and an entry to the effect in the minutes of the meeting shall be admissible in evidence proof of the fact without further proof of the number or proportion of the votes accorded in favor or against the resolution.
- 6) Any member, present, may demand that the question shall be answered by poll. The demand for poll may be withdrawn, but if not, the question shall be decided by a majority of votes given by the members, present in person or by proxy, and such poll shall be taken in the manner directed by the Chair. The result of such poll shall be deemed the decision of the Association upon the matter in question. In the case of an equality of votes at any General Meeting whether upon the show of hands or at poll, the Chair shall be entitled to cast the deciding vote.
- 7) No member may be appointed the duly authorized proxy for more than three other members.

Article 5 - Special General Meetings

- 1) A Special General Meeting of the CPGHA shall be called by the Executive within 2 weeks of the receipt, by the Secretary, of a written request for such a meeting signed by at least 10 voting members of the CPGHA.
- 2) The written request shall specify the business to be transacted at this meeting and only the specified business shall be transacted.
- 3) The Executive, by resolution, shall have full authority to convene a Special General Meeting.

Article 6 - Election of Executive

- 1) Nominations for President and Vice-President, signed by a mover and seconder, must be given to the Secretary at least 14 days before the AGM is to take place. Both the mover and seconder must be voting members of the Association. The nominees must be present or have signified in writing their willingness to the office for which they have been nominated. If no nominations are made for the President or Vice-President positions, the current President, may appoint an executive member to act as a liaison between the association, ODWHA and OWHA. Otherwise the remaining executive members will take on the duties of the President and Vice-President.
- 2) Nominations for the remaining executive positions may be sent to the secretary prior to the AGM, or will be accepted from the floor at the AGM, provided the nominees are present, or have signed in writing, their willingness to the office for which they have been nominated.
- 3) The Executive may be elected by a show of hands by the majority of those present.
- 4) Any member of the CPGHA may vote in person, or through a duly authorized proxy.
- 5) Any voting member of the CPGHA may be nominated for a vacancy on the Executive.
- 6) Executive positions will be held for a term of 2 years, with half the positions up for election each year.



- 7) If a position has been vacated in the first year of its term, it shall be filled by election at the AGM for the remaining year of its term.
- 8) Any individual who does not have a child in Eastern Ontario girls hockey but has hockey experience such as; being a player, official, coach or being on a hockey executive board, can stand for election for a position on the executive, with the exception of President and Vice-President. The individual's experience is to be reviewed by the current executive to ensure adequate knowledge has been gained. Any former CPGHA elected President or Vice-President can be elected into either of these two positions. The community member elected to a position will be able to vote on executive board decisions but will be unable to vote at the AGM elections. (refer to article 3 – Membership)

Article 7 - Composition of the Executive

- 1) Subject to the Constitution of the CPGHA the Executive, who shall have full authority to conduct the business of the Association, shall manage the affairs of the CPGHA.
- 2) The Executive shall consist of 15 members:
 - i. President
 - ii. Vice-President
 - iii. Competitive Director
 - iv. FUNdamentals & House Director
 - v. High Performance Director
 - vi. Special Events & Communications Coordinator
 - vii. Director of Discipline and Risk Management
 - viii. Secretary
 - ix. Treasurer
 - x. Registrar
 - xi. Ice Scheduler
 - xii. Equipment Manager
 - xiii. Senior Representative
 - xiv. Coach Mentor
 - xv. Player & Goalie Development Coordinator
- 3) The positions of President, FUNdamentals & House Director, High Performance Director, Treasurer, Special Events & Communications Coordinator, Ice Scheduler, and Coach Mentor shall be elected at the AGM in even years. The positions of Vice-President, Competitive Director, Director of Discipline and Risk Management, Secretary, Registrar, Equipment Manager, Senior Representative, and Player & Goalie Development Coordinator shall be elected at the AGM in odd years.
- 4) The immediate Past President shall be a non- voting member of the Executive for one year.



- 5) Vacancies of the Executive, however caused, may be filled by resolution of the Executive as long as a quorum of fifty percent of the Executive remains in office.
- 6) A person may be appointed an Executive position until the adjournment of the next AGM.
- 7) Persons appointed by the Executive to fill a vacant position shall not have voting privileges until elected by the membership at the next AGM or a Special General Meeting called for that purpose.
- 8) Executive members shall receive no remuneration from the Association for acting as such.

Article 8 - Duties of Officers of the Association

- 1) The President, Vice-President, Treasurer, Registrar, and Secretary shall be the legal corporate Officers of the Association.
- 2) At the discretion of the Executive, the same person may hold the positions of Secretary and Treasurer or Treasurer and Registrar.
- 3) For more detailed descriptions of the executive roles, refer to the job descriptions at the end of the policy manual.

President

- 1) No person may be nominated for, acclaimed to or elected to the position of President unless that person has had a position on the CPGHA Executive for at least 2 years.
- 2) The President shall be elected by the members at the AGM and shall hold office until the adjournment of the next AGM thereafter.
- 3) The duties and responsibilities of the President shall include:
 - i) Chairing meetings of the Executive
 - ii) Signing on behalf of the Association all By-Laws, documents or certificates
 - iii) Representing the Association at all meetings or functions of senior hockey bodies.
 - iv) Representing the Association within the community.
 - v) Assuming from time to time other duties as may be determined by the Executive.
 - vi) The President may delegate any of the foregoing duties and responsibilities to the Vice-President or any Officer of the CPGHA.

Vice President

- 1) No person may be nominated for, acclaimed to, or elected to the position of Vice President unless that person has had a position on the CPGHA Executive for at least one year.
- 2) The Vice President shall be elected by the members at the AGM and shall hold office until the adjournment of the next AGM thereafter.



- 3) The duties and responsibilities of the Vice President shall include:
 - i) Perform the duties of President in the President's absence.
 - ii) Coordinating the work of the Executive.
 - iii) Serving as an Ex Officio member of all committees of the Association.
 - iv) Assuming from time to time other duties as may be determined by the Executive.
- 4) If for any reason the Vice President position becomes vacant, the Executive may appoint an Officer to the position, who shall serve until the adjournment of the next AGM.

Secretary

- 1) The Secretary shall attend all meetings of the Executive and ensure that all facts and minutes of the Executive proceedings are recorded in the books of the Association.
- 2) The Secretary shall ensure that all proper notice required by the Constitution of the CPGHA is provided to all members as required.
- 3) The Secretary shall document and distribute accordingly the Executive and Coaching Staff contact list for the CPGHA.
- 4) The Secretary shall fulfill other duties and responsibilities from time to time, as may be determined by the President or Executive.

Treasurer

- 1) The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account, and shall deposit all monies or other valuable effects in the name of and to the credit of the Association in such bank or banks as may be designated by the Executive.
- 2) The Treasurer shall disburse the funds of the Association under the direction of the Executive, and shall render at regular meetings or whenever otherwise required, an account of all transactions and the financial position of the Association.
- 3) The Treasurer shall also perform other duties and responsibilities that may be determined by the Executive.

Registrar

- 1) The Registrar shall process and record all registrations in the manner set forth by the CPGHA and shall maintain a record of all membership within the CPGHA.
- 2) The Registrar shall perform other duties and responsibilities that may be determined by the Executive.

Past President

- 1) The Past President shall serve in an advisory capacity to the CPGHA Executive for one year.



Article 9 - Meetings of the Executive

- 1) Except as otherwise required, the Executive may hold its meetings at such place or places as it may, from time to time, determine.
- 2) The Executive may appoint a day or days in any month or months for regular meetings at a specific hour and place and for such meetings no notice need be sent.
- 3) The President or stand-in may call formal meetings.
- 4) The Secretary or President must, in writing or by telephone, provide each Executive member with notice of meetings provided for in Article 9 (3) at least 48 hours prior to the time of the meeting. Such notice shall include the date, time, and place of the proposed meeting.
- 5) Fifty percent plus one of the Executives shall form a quorum for the transaction of business.
- 6) The Chair does not have a vote except in the instances where the vote is evenly divided. In the case of equality of votes on any matter, the Chair shall cast the deciding vote.
- 7) Any votes at any meeting of the Executive shall be taken by secret ballot if so demanded by any Executive member present.
- 8) A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in the evidence as proof of the fact.
- 9) The Executive shall meet at least five (5) times during the hockey year excluding the coaches meetings.

Article 10 - Resignation or Impeachment

- 1) Officers are required to attend all meetings of the Executive. Anyone who fails to attend three (3) consecutive meetings without notifying the Secretary of inability to attend shall be deemed to have resigned.
- 2) The members of the Association, subject to the requirements of Article 5 requiring proper notice, may by resolution passed by at least two thirds of the votes cast by senior members at an AGM or Special General Meeting called for that specific purpose, remove any Officer before the expiration of that person's term of office, and elect another person or persons as set out in this Constitution.

Article 11 - Responsibilities of the Executive

Subject to the Constitution of the CPGHA, the Executive shall:

- 1) Have all full and necessary powers and authorities to manage order, administer and direct the affairs of the Association.
- 2) Have authority to negotiate, purchase, lease or otherwise acquire property for the CPGHA.



- 3) Set, establish, increase, decrease and determine membership and registration fees, other fees, dues and levies.
- 4) Adopt, amend, revise, revoke or repeal the Policies of the Association.
- 5) Enact, alter, amend, repeal or revoke the By-Laws of the Association (Constitution) but such undertakings must be ratified by the senior members at the next AGM or Special General Meeting convened for such purpose.
- 6) Exercise the right of prior review and approval of all hockey activities, programs and undertakings in the name of the CPGHA and establish terms, conditions, standards and objectives for them.
- 7) Assess and appoint coaches, all of whom shall hold their positions at the pleasure of the Executive.
- 8) Establish, appoint and direct the work of various committees to advise in on general or specific issues.
- 9) Direct any other undertaking necessary to provide the CPGHA with sound and effective administration.
- 10) The Executive shall have full authority to suspend any team, team official, game official or individual player, up to a maximum of 14 days for conduct prejudicial to the aims and objectives of the Association.

Article 12 - Operational Staff

Operational staff are non-voting positions appointed at or around the AGM. Their role is to assist the Executive with their respective task at hand. Their attendance at meetings occurs when a particular concern is being addressed and they are asked to attend.

Article 13 - Books and Records

Execution of Documents

- 1) Any two Executive members shall sign contracts, licenses, and engagements on behalf of the CPGHA or any other persons designated by the Executive.
- 2) Contracts, in the ordinary course of the CPGHA operation, may be entered into on behalf of the CPGHA by any two of, the President, Vice-President, Treasurer, Registrar, or other person so authorized by the Executive, provided at least one of the two is the President or Vice-President.
- 3) Any two Officers designated by the Executive shall have signing authority on all cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the CPGHA.



- 4) The securities of the CPGHA shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be determined by the Executive.
- 5) The Executive shall see that all necessary books and records of the CPGHA required by the By-Laws of the Association are regularly and properly kept.

Article 14 - Financial and Hockey Year

- 1) Unless otherwise ordered by the Executive the fiscal year-end of the CPGHA shall be on the 30th day of April, in each year.
- 2) For the purposes of any Article of the Constitution or By-Laws of the CPGHA, the hockey year of the CPGHA shall be the twelve-month period between the 1st day of May and the 30th day of April each year.

Article 15 - Amendments

- 1) Amendments to the Constitution may be made at any properly called AGM of the membership.
- 2) An amendment in writing or filed electronically, and signed by a mover and seconder must be given to the Secretary at least 14 days before the AGM is to take place. Both the mover and seconder must be voting members of the Association.
- 3) An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

Article 16– Interpretation

In these By-Laws, and all other By-Laws of the Association hereafter passed, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number of the feminine gender, as the case may be. And vice versa, and reference to persons shall include firms and corporations.