



CONSTITUTION

Governing Document for the Stittsville Girls Hockey Association
Formerly the Goulbourn Girls Hockey Association
June 2024



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SECTION 1. CONSTITUTION

The Constitution, which relates to matters of permanency, shall not be altered, changed, amended, or deleted, except by a two-thirds (2/3) majority of the Executive Committee and the members present at the Annual General Meeting.

Proposed amendments may be submitted by written petition of any voting Member. Such proposals must be submitted to the Secretary at least fourteen (14) days before the Annual General Meeting. The Secretary shall circulate all proposed amendments to the voting Members at the Annual General Meeting.

SECTION 2. DEFINITIONS AND INTERPRETATION

2.01 Definitions

In this by-law, unless the context otherwise requires:

Legal & Structural Terms

- **Act** – The Corporations Act (Ontario), and any successor legislation including the Not-for-Profit Corporations Act, 2010 (Ontario), as amended from time to time.
- **Articles** – The letters patent or articles of incorporation of the Association, as amended from time to time.
- **By-laws** – This by-law and all other by-laws of the Corporation currently in force.
- **Corporation** – The Stittsville Girls Hockey Association (SGHA), the legal entity governed by these by-laws.
- **Ordinary Resolution** – A resolution passed by a simple majority of the votes cast on that resolution.
- **Proposal** – A formal submission by a Member that meets the requirements set out in these by-laws or applicable legislation.

Governance Roles

- **Board** – The Board of Directors of the Corporation.
- **Director** – An individual elected or appointed to serve on the Board.
- **Officer** – An individual elected or appointed to carry out officer duties (e.g., President, Secretary, Treasurer).
- **President** – The President of the SGHA, elected by the Board or Members.

Membership & Participation

- **Member** – An individual who qualifies for membership under these by-laws, including Life Members.
- **Members** – The collective group of all individuals who qualify as Members of the Corporation.
- **Life Member** – An individual awarded honorary lifetime membership by the Board for exceptional and sustained contributions to the SGHA. Life Members are entitled to attend and vote at Members' Meetings.
- **Founder** – An individual recognized for their historical role in establishing the SGHA. Founders are granted Life Member status.



General Terms

- **Age of Majority** – 18 years of age or older.
- **Code of Conduct** – The ethical and behavioural standards approved by the Board and applicable to all SGHA participants.
- **Program Committee(s)** – Sub-committees established by the Board to oversee SGHA programs (e.g., competitive and house league hockey).

2.02 Interpretation

Other than as specified in section 2.1, all terms contained in this by-law 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.

2.03 Severity and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity of enforceability of the remaining provisions. If any provisions in the By-laws conflict with those in the Articles or the Act, the Articles or Act shall take precedence.

SECTION 3. NAME, AFFILIATION AND PURPOSE

3.01 Name

The name of the Association is the Stittsville Girls Hockey Association (SGHA), formerly known as the Goulbourn Girls Hockey Association (GGHA).

3.02 Affiliation

SGHA is a member of the Ontario Women's Hockey Association (OWHA) and Hockey Canada. As such, SGHA is subject to the constitution, by-laws, rules, and regulations of these organizations, as well as the Eastern Region of the Ontario Women's Hockey League (OWHL). SGHA's governing documents operate in addition to those requirements.

3.03 Purpose

The purpose of the SGHA is to promote, develop, provide and govern opportunities for girls and women to play female hockey in Stittsville.

3.04 Vision

To develop our organization and aspire to be a leader in female hockey.

3.05 Mission

To provide a safe, fun and engaging environment for girls to learn and play hockey close to home. The Association offers the opportunity for girls to play hockey on recreational and competitive-level teams across all age categories.



3.06 Values

The SGHA promotes hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills. The SGHA supports the OWHA's "Fair Play" policy, the main goal of which is to enhance and foster Safety and Respect in the game for all participants. The Associations values are:

Safety: The safety of our members is paramount.

Sportsmanship: We compete fairly and respectfully.

Inclusiveness: We encourage participation at all age and skill levels.

Stewardship: We model leadership and lead by example.

SGHA is operated by dedicated volunteers, many of whom are parents. The quality of each player's experience reflects the passion and commitment of those who contribute to the development of female hockey in our community.

3.07 Objectives

The objectives of the SGHA are:

- a. To provide girls and women in Stittsville with the opportunity to learn and play hockey
- b. To promote participation in all aspects of female hockey
- c. Offer programs suited to each player's skills and abilities
- d. Maintain a variety of programs including Fundamentals, house league, and competitive
- e. Promote enjoyment, skill development, and life skills such as self-confidence, teamwork and respect
- f. Encourage good sportsmanship and fair play in players and spectators alike
- g. Foster strong character, team spirit, and community values in all participants
- h. Uphold a Code of Conduct emphasizing respect for all elements of the game
- i. Encourage volunteerism to support the Association's operations.

SECTION 4. MEMBERSHIP

4.01 Eligibility for Membership

Subject to the conditions outlined in section 4.2, membership in the SGHA is available to individuals for the current hockey season provided the applicable registration fees have been paid for each player.

Eligible members include

- a. **Registered Players:** Individuals registered with the SGHA as players. Those under the age of majority (18) are considered Junior Members.
- b. **Parents or Legal Guardians:** One or more parents or legal guardians of Junior Members.
- c. **Board Members:** Individuals currently serving on the SGHA Board, including both the Executive Board (Officers) and the Executive Committee (Directors).
- d. **Team Officials:** Up to five (5) team officials per team, registered with the SGHA prior to December 31st of the hockey year and approved by the Executive Board.
- e. **Volunteers:** Individuals appointed by the Executive Board to fulfill voluntary responsibilities on behalf of the SGHA, who would not otherwise qualify for membership.



- f. **Life Members:** A Life Member is a current or former member who has rendered valuable service to the SGHA and may be elected as a Life Member by nomination and a majority vote at the Annual General Meeting (AGM). Life Members shall have the right to cast one (1) vote at the AGM.

Cathy Bureau, founder of the SGHA, is recognized as a Life Member in honour of her foundational contributions to the Association.

See Appendix A for a list of current Life Members.

4.02 Conditions of Membership

- a. **Voting Rights – Senior Members:**

Only Senior Members of the SGHA (hereinafter referred to as “Members”) are entitled to receive notice of, attend, participate in, and cast one (1) vote at all meetings of the Members.

- b. **Voting Rights – Junior Members:**

Junior Members (players under the age of majority) are **not entitled to vote** at general or special meetings of the SGHA.

- c. **Voting on Behalf of Junior Members:**

A Senior Member may cast one (1) vote per Junior Member for whom they are the parent or legal guardian, in addition to their own vote, provided no individual may cast more than one (1) vote per Junior Member.

- d. **Acknowledgement of Membership Terms:**

All SGHA members (Senior and Junior) acknowledge that membership is a privilege, not a right, and agree to comply with the SGHA Constitution, By-laws, Code of Conduct, and all policies and procedures of the Association and its affiliated governing bodies. Members may be asked to sign a declaration affirming this commitment.

- e. **Approval of Registration and Appointments:**

All applications for player registration or appointment as a coach, trainer, manager, or team staff are subject to approval by the Board, at its sole discretion.

- f. **Life Members:**

Life Members shall have the right to cast one (1) vote at the SGHA Annual General Meeting (AGM).

- g. **Non-Transferability and Termination:**

Membership in the SGHA is non-transferable and automatically terminates if the Member resigns or is otherwise removed from membership in accordance with these by-laws.

- h. **Good Standing Requirement:**

All voting Members must be in good standing with the Association, with no outstanding financial obligations or unresolved disciplinary actions.

- i. **Resignation of Membership:**

Any Member may resign their membership in the SGHA by submitting written notice to the President, Vice-President, or Registrar.

4.03 TERMINATION OF MEMBERSHIP FOR CAUSE

- a. **Non-Payment of Fees:**

A Member's membership may be terminated if they fail to pay all outstanding fees within sixty (60) days of the due date. Termination for non-payment shall not preclude the individual from reapplying for membership at a later time.



b. Violation of SGHA Governance Documents:

The SGHA Board may, by resolution, authorize disciplinary action or terminate a Member's membership for violating the SGHA Constitution, By-laws, Code of Conduct, Policies, or any governance documents of affiliated organizations. Written notice of the proposed action must be provided at least fifteen (15) days in advance.

c. Notice and Appeal:

The written notice shall outline the reasons for the proposed disciplinary action or termination. The Member shall have the right to submit a written appeal or response no less than five (5) days before the end of the fifteen (15)-day notice period. The Board shall review the Member's submission before issuing a final decision. All decisions made by the Board in this regard shall be final and binding.

d. Interim Suspension:

During the notice and appeal period, the Board may impose interim measures, including the suspension of the Member, if deemed necessary to protect the interests or safety of the Association. Such suspension must be authorized by a resolution of the Board.

e. Refund Policy:

A Member whose membership is suspended or terminated for cause shall not be entitled to any refund of fees paid to the Association.

f. Reapplication After Termination:

An individual whose membership has been suspended or terminated must submit a written application for re-admission to the President of the SGHA. The application must include a statement of intent and sufficient evidence of the individual's commitment to support the purposes of the Association and abide by its governing documents. The Board shall determine, at its sole discretion, whether to reinstate membership and may impose any conditions it deems appropriate. The Board's decision shall be final and not subject to further appeal.

SECTION 5. GOVERNANCE STRUCTURE

5.01 Composition of the Board

The Board of Directors shall consist of Officers and Directors, who shall serve until the adjournment of the next Annual General Meeting (AGM), unless otherwise stated.

- a. President
- b. Vice President Operations
- c. Vice President Finance (Treasurer)
- d. Vice President Programs
- e. Registrar
- f. Secretary

And the following Directors:

- a. Competitive Director
- b. House League Director
- c. Ice Scheduler
- d. Policy, Risk and Safety Director



- e. Sponsorship and Fundraising Director
- f. Social Media Director
- g. Special Events Director
- h. Equipment Director
- i. Coach Mentor
- j. Web Administrator
- k. Past President

The **Immediate Past President** shall serve *ex officio* as a non-voting member of the Board of Directors. They shall retain voting privileges at the Annual General Meeting.

5.02 Authority and Responsibility

Subject to the Constitution, By-laws, and policies of the SGHA and its affiliated governing bodies (e.g., OWHA), the Officers shall manage or supervise the management of the affairs of the Association. The Board shall have full authority to conduct the business of the SGHA, including but not limited to:

- a. Establishing registration policies, procedures, rules, and regulations.
- b. Recommending membership dues and managing registration requirements.
- c. Overseeing the financial operations of the Association.
- d. Borrowing money on the credit of the Association as necessary.
- e. Accepting donations and benefits to advance the Association's purposes.
- f. Creating, amending, and repealing SGHA policies.
- g. Approving all hockey-related programs and setting terms, standards, and objectives.
- h. Hiring or contracting individuals as necessary to support operations.
- i. Establishing and enforcing disciplinary policies and procedures for Members.
- j. Assessing and appointing coaches, trainers, managers, and other team personnel.
- k. Managing internal disputes per approved procedures.
- l. Making expenditures in alignment with the Association's mission and values.
- m. Filling vacancies among elected Officers by appointing eligible SGHA Members.
- n. Performing any other duties deemed to be in the best interest of the Association.

All Officers and Directors shall act honestly and in good faith, exercising reasonable care, diligence, and skill in fulfilling their duties. Members of the Executive Committee shall not be held personally liable for actions taken in good faith while acting in their official capacity.

5.03 Election and Term

- a. Officers shall be elected by Ordinary Resolution of the Members for a three-year term and may serve one additional two-year consecutive term in the same role. No Officer shall serve more than five (5) consecutive years in one position unless extended by resolution at the AGM or a General Meeting.
- b. Directors shall be elected by Ordinary Resolution of the Members for a two-year term and may serve one additional two-year consecutive term in the same role. No Director shall serve more than four (4) consecutive years in one position unless extended by resolution at the AGM or a General Meeting.



- c. Nominations must be submitted to the Secretary in writing (paper or email) at least 14 days prior to the AGM. Nominations for President and Vice Presidents must be signed by a mover and seconder, both of whom must be voting Members.
- d. If no nominations are received for a position in advance, nominations will be accepted from the floor during the AGM. Nominees must be present or must have submitted written consent in advance.
- e. Any voting Member may be nominated for a position on the Board, with the exception of the President and Vice Presidents (Program and Operations), who must have served on the Board for at least one year prior to election.
- f. The Board shall maintain a schedule of staggered terms to promote stability and continuity in leadership. If needed, the Board may adjust the initial term length of certain Officers or Directors (e.g., offering an initial one-year term instead of two or three) to implement or maintain staggered elections. Any such adjustments must be approved by resolution at the AGM and shall not affect the overall term limits defined in this section.

Officers (3-year terms) - Split into two election groups:

Year of Election	Officer Positions	Term Ends
2025	President, VP – Finance, Registrar	2028
2026	VP – Operations, VP – Programs, Secretary	2029

Directors (2-year terms)

Year of Election	Officer Positions	Term Ends
2025	Ice Scheduler, Competitive Director, Special Events Director, Sponsorship & Fundraising Director	2028
2026	House League Director, Policy Risk & Safety Director, Equipment Director, Web Administrator, Communications Director, Coach Mentor	2029

g. Legacy Board Member Exception:

Notwithstanding the term limits outlined in this section, one member of the SGHA Board who has continuously served in good standing since the Association's founding in 2011 shall be permitted to retain their Board position until their eldest child ages out of minor hockey, provided they remain in good standing and continue to fulfill their duties.

This exception applies to a single designated legacy member who has served without interruption since 2011 and shall not be interpreted as precedent for other current or future Board members. This individual is not subject to the maximum term length outlined in this section but shall comply with all other provisions of the SGHA Constitution, By-laws, and Code of Conduct.

5.04 Qualifications of Officers and Directors

- a. To be eligible for election or appointment as an Officer or Director of the Corporation, an individual must be at least eighteen (18) years of age and a current Member of the Corporation at the time of election. They must also secure membership for the upcoming SGHA hockey season within a reasonable timeframe.



- b. No person may serve as an Officer or Director if they have been declared legally incapable by a court or are currently an undischarged bankrupt.
- c. Individuals may not be nominated for, acclaimed to, or elected to the positions of President, Vice President – Programs, or Vice President – Operations unless they have been a Senior Member of the SGHA for at least two (2) years and have served on the SGHA Board of Directors for at least one (1) year prior to taking office.
- d. Individuals may not be nominated for, acclaimed to, or elected to the position of Vice President – Finance unless they either:
 - Hold a recognized accounting designation, or
 - Possess substantial relevant experience in accounting and financial management.
- e. Prior to assuming office, the incoming Board must verify and approve the qualifications of the Vice President – Finance.
- f. Individuals may not be nominated for, acclaimed to, or elected to any Board position unless they have previously volunteered in a meaningful capacity within the Corporation (e.g., coach, manager, convenor, administrator).

Exception: Individuals who have previously served on the Board of the Stittsville Minor Hockey Association (SMHA) may also be considered eligible, as their experience is deemed equivalent and transferable for the purposes of this requirement.
- g. Individuals may not be nominated for, acclaimed to, or elected to any Board position if their spouse or domestic partner currently serves on the Board.

5.05 Renumeration

a. **Volunteer Service Requirement:**

Officers and Directors shall serve in their positions **without remuneration** and shall not, directly or indirectly, receive any profit from holding office.

b. **Expense Reimbursement:**

Directors may be reimbursed for reasonable expenses incurred in the performance of their official duties.

c. **Compensation for Other Services – Directors:**

Directors may receive remuneration and be reimbursed for expenses in connection with services performed for the Association outside of their **role** as a Director, provided that the amount is considered reasonable by the Board.

d. **Compensation for Other Services – Officers and Directors:**

Officers and Directors may be paid remuneration and reimbursed for expenses in connection with non-directorial services performed for the Association, provided that:

- The amount is considered reasonable by the Board;
- The payment is approved in advance by a resolution of the Board; and
- The payment is made in full compliance with the conflict of interest provisions outlined in Section 6.0.



SECTION 6. OFFICERS

The Officers of the Corporation shall include the President, Vice Presidents, Registrar, and Secretary. Officers are elected or appointed in accordance with Section 5 and are responsible for the leadership, oversight, and execution of duties essential to the SGHA's operations.

6.01 PRESIDENT

The President is responsible for coordinating the work of the Board of Directors and ensuring that all tasks required for the effective operation of the SGHA are carried out appropriately. Duties include:

- a. Maintain knowledge of the Constitution, policies, and procedures of both the SGHA and OWHA.
- b. Ensure the overall well-being and operation of the Association.
- c. Prepare agendas and chair Board of Directors and General Meetings.
- d. Sign, on behalf of the SGHA, all by-laws, documents, or certificates.
- e. With Board approval, appoint Directors to fulfill specific duties.
- f. Ensure all Board Members are fulfilling their responsibilities.
- g. Represent the SGHA at OWHA and OWHL meetings and events.
- h. Act as League Liaison for the Corporation.
- i. Distribute information from affiliated partners to appropriate members.
- j. Represent the SGHA in the community.
- k. Assume additional duties as determined by the Board.
- l. Serve as an ex-officio member of all SGHA committees.
- m. May delegate duties to the Vice Presidents or other Officers and Directors.

6.02 VICE PRESIDENT – OPERATIONS

The Vice President – Operations oversees the day-to-day operations of the SGHA and supports the President in fulfilling executive responsibilities. Duties include:

- a. Maintain knowledge of SGHA and OWHA Constitutions, policies, and procedures.
- b. Ensure smooth operation of SGHA programs in collaboration with the Board.
- c. Oversee all operational functions within the SGHA.
- d. Act as President in their absence or inability to serve.
- e. Support Directors across all operational areas.
- f. Conduct initial review of protests and appeals.
- g. Organize and oversee competitive and house league coach selection.
- h. Approve team staff appointments.
- i. Review and approve team budget submissions.
- j. Provide signatory names to the Treasurer post-approval.
- k. Track and approve coach certification reimbursements.
- l. Oversee all non-program operations within SGHA.
- m. Attend OWHA and league meetings as required.



6.03 VICE PRESIDENT – PROGRAMS

Leads program development and execution across the Association. The duties and responsibilities of the VP of Programs shall include:

- a. Knowledge of SGHA constitution, all SGHA policies and procedures and of the OWHHA Constitution, By-Laws, Regulations and Rules
- b. Work closely with the Directors to ensure the smooth operation of programs within the SGHA
- c. Chair the Competitive and House League Program Committees
- d. Responsible for working with the Directors of House and Competitive to implement a comprehensive in-house Development Plan for the Corporation. This plan is to include player development, coach and coaching staff development, parent development, and even executive development as deemed appropriate.
- e. Responsible for making recommendations to the Board for consideration and as required to enhance the Development Program within the Corporation.
- f. Oversight of High Performance committee if high performance teams are active.
- g. Be the main contact for the coach mentor and work with her/him to identify potential coaches for upcoming season and to recruit, manage, mentor and motivate coaches for all levels of play. Also support coach mentor to run coaching clinics and assist coaches to plan practices for maximum player development
- h. Keep informed about changes to coaching requirements and communicate such to the Program Committees, Board of Directors, SGHA coaches and trainers
- i. Ensure alignment of all programs (House, Competitive, and Development) with the SGHA's strategic goals and long-term player development model.
- j. Oversee the consistency and fairness of evaluation processes across all divisions in collaboration with Directors and Evaluation Leads.
- k. Provide an annual summary report to the Board evaluating program successes, areas for improvement, and proposed goals for the following season.

6.04 VICE PRESIDENT – FINANCE (TREASURER)

The Vice President – Finance ensures financial accountability, transparency, and sound fiscal management for the SGHA. This position is appointed annually by the Board of Directors.

Duties and responsibilities include:

- a. Maintain knowledge of SGHA and OWHHA Constitutions, policies, and financial procedures.
- b. Maintain accurate records of all receipts and disbursements.
- c. Deposit all funds into SGHA-approved accounts.
- d. Disburse funds according to Board-approved budgets.
- e. Report regularly on financial status, including transactions and budget updates.
- f. Prepare annual operating budget and year-end financial statements for AGM.
- g. Oversee financial reviews or audits in line with SGHA policy.
- h. Act as liaison with external auditors and accounting providers.
- i. Maintain and update SGHA financial policies.
- j. Oversee financial assistance applications and tracking.
- k. Coordinate with Registrar, Fundraising Committee, and others to monitor revenue and expenses.



- l. Ensure all financial practices comply with SGHA policies and are properly documented.

6.05 REGISTRAR

The Registrar is responsible for the administration and accuracy of player, team staff, executive member and team registrations. Duties include:

- a. Maintain knowledge of SGHA and OWHA registration policies and procedures.
- b. Process and record all OWHA and OWHL team and participant registrations.
- c. Collect and process participant registration fees.
- d. Act as liaison for registration matters between SGHA and the OWHA.
- e. Provide registration statistics to the Board as required.
- f. Fulfill all OWHA and OWHL registration and payment requirements.
- g. Serve as main contact for SGHA registration system.
- h. Manage Vulnerable Sector Screening for volunteers per OWHA guidelines.
- i. Ensure all team personnel meet coaching certification requirements.
- j. Maintain the SGHA registration database.
- k. Recommend registration policy updates to the Board.
- l. Process and record all OWHA team and participant registrations.

6.06 SECRETARY

The Secretary ensures accurate record-keeping and effective communication across the Board and Association. The duties and responsibilities of the Secretary shall include:

- a. Maintain knowledge of SGHA and OWHA Constitutions, policies, and procedures.
- b. Maintain up-to-date contact information for all Directors.
- c. Book venues for all Board and General Meetings.
- d. Distribute meeting notices to all Board Members.
- e. Record and distribute minutes of Board proceedings.
- f. Prepare and distribute AGM notice to all Members.
- g. Accept motions and nominations for the AGM.
- h. Assist with SGHA activities including tryout and sort-out registration.

SECTION 7. DIRECTORS

Any Director shall cease to hold office upon resolution of the Board.

The Directors of the SGHA are responsible for the management and execution of specific operational portfolios as outlined by the Board. Each Director shall report to the appropriate Vice President or the Board as a whole, depending on the nature of their responsibilities.



7.01 COMPETITIVE DIRECTOR

The Competitive Director oversees all competitive programs and acts as liaison between teams and the Board. The Director may form a committee to assist in the execution of the following responsibilities:

- a. Maintain knowledge of SGHA Constitution, SGHA policies and procedures, and OWHA Constitution, By-Laws, Regulations, and Rules.
- b. Serve as intermediary between competitive teams and the SGHA Board.
- c. Organize and ensure smooth operation of competitive tryouts.
- d. Ensure Head Coaches sign SGHA Head Coach contracts and complete Vulnerable Sector Screening (VSC), in coordination with the Registrar.
- e. Collect proposed team staff lists and submit to the Program Committee for approval.
- f. Assist Registrar with registration of players and staff.
- g. Ensure team representatives attend mandatory Coaches and Managers meetings.
- h. Attend team parent meetings to review budgets and SGHA policies.
- i. Distribute schedules and relevant documentation to team managers.
- j. Attend a reasonable number of competitive games.
- k. Maintain regular communication with coaches and managers to monitor operations.
- l. Provide recommendations to the Program Committee or Board on competitive matters.
- m. Notify Registrar of changes to team rosters or staff.
- n. Conduct coach evaluations as directed by the Program Committee.
- o. Collect interim financial statements from team managers in December and confirm payment of fees.
- p. Collect year-end financial statements.
- q. Ensure return of all jerseys and equipment.
- r. Ensure Head Coaches complete player evaluations.
- s. Resolve ice conflicts and scheduling issues in coordination with VP Operations and Ice Coordinator.
- t. May delegate duties to committee members as appropriate.

7.02 HOUSE LEAGUE DIRECTOR

The House League Director oversees all house league programs, including Hockey Canada Pathways (U7, U9, U11), and acts as liaison between teams and the Board. The Director may form a committee to assist in the execution of the following responsibilities:

- a. Maintain knowledge of SGHA Constitution, SGHA policies and procedures, and OWHA Constitution, By-Laws, Regulations, and Rules.
- b. Serve as intermediary between house league teams and the SGHA Board.
- c. Organize and ensure smooth operation of house league sort-outs and determine rosters.
- d. Ensure Head Coaches sign SGHA Head Coach contracts and complete Vulnerable Sector Screening (VSC), in coordination with the Registrar.
- e. Collect proposed team staff lists and submit to the Program Committee for approval.
- f. Assist Registrar with registration of players and staff and manage call-ups.
- g. Ensure team representatives attend mandatory Coaches and Managers meetings.



- h. Attend team parent meetings to review budgets and SGHA policies.
- i. Distribute schedules and relevant documentation to team managers.
- j. Attend a reasonable number of house league games.
- k. Maintain regular communication with coaches and managers to monitor operations.
- l. Provide recommendations to the Program Committee or Board on house league matters.
- m. Notify Registrar of changes to team rosters or staff.
- n. Conduct coach evaluations as directed by the Program Committee.
- o. Collect interim financial statements from team managers in December and confirm payment of fees.
- p. Collect year-end financial statements.
- q. Ensure Head Coaches complete player evaluations.
- r. Ensure return of all jerseys and equipment.
- s. Ensure closure of financial accounts at season's end.
- t. May delegate duties to convenors or committee members as appropriate.

7.03 ICE SCHEDULER

The Ice Scheduler is appointed by the Executive Board. This position shall include a mentoring process for future succession. This role is responsible for the management, allocation, and oversight of all SGHA ice times and scheduling logistics for teams and programs. Duties include:

- a. Maintain knowledge of the Constitution, policies, and procedures of the SGHA and OWHA.
- b. Manage all aspects of ice allocation for SGHA teams.
- c. Represent SGHA in negotiations with municipalities and partners on ice rentals.
- d. Receive and verify ice rental contracts from the City of Ottawa and other partners.
- e. Receive, verify, and forward all ice rental invoices to the Director of Finance.
- f. Provide ice times to teams and leagues for scheduling.
- g. Allocate and distribute practice ice to SGHA teams.
- h. Maintain a master schedule of ice times for all teams and development sessions.
- i. Share a copy of the master ice schedule with the SGHA Board as required.
- j. Coordinate additional requests for development ice.
- k. Coordinate with league schedulers (e.g., OWHL) to confirm game ice requirements and support centralized scheduling timelines.
- l. Explore additional opportunities for securing ice rentals.
- m. Communicate clearly with team staff regarding ice assignment processes, expectations, and deadlines.
- n. Track actual ice usage versus assigned ice to identify unused blocks and optimize reallocation or return.
- o. Manage and process requests for ice cancellations, trades, or swaps in accordance with SGHA and municipal policies.
- p. Serve as the Association's primary contact for all matters related to ice scheduling.
- q. Assist in identifying and reserving ice blocks needed for tournaments hosted by the SGHA.
- r. May delegate responsibilities as appropriate.



7.04 DIRECTOR OF POLICY, RISK AND SAFETY

The Director of Policy, Risk and Safety shall be responsible for overseeing the association's risk management, safety protocols, and policy framework in alignment with the SGHA and OWHA guidelines.

Key duties include:

- a. Maintain comprehensive knowledge of the Constitution, policies, and procedures of both the OWHA and SGHA.
- b. Establish, implement, and maintain a risk management framework for the SGHA, including basic principles and policies that promote player, volunteer, and organizational safety.
- c. Develop and oversee procedures for the clearance of all volunteers, ensuring compliance with Respect in Sport, Police Record Checks (PRC), and Vulnerable Sector Checks (VSC).
- d. Work with the Registrar on all aspects of volunteer certification, VSC processing, and other evolving requirements to ensure compliance and maintain accurate records of all team personnel.
- e. Lead the review and update of SGHA policies and related resources, working closely with the appropriate Vice Presidents to ensure consistency and alignment across all areas.
- f. Engage with the Director of Communications and both the House League and Competitive Directors to ensure clear and timely communication of all policy updates to SGHA teams and the broader association.
- g. Monitor and enforce SGHA policy adherence in collaboration with Convenors and Vice Presidents, addressing violations as necessary.
- h. Make recommendations to the Board on matters related to risk management, player and volunteer safety, and organizational compliance.
- i. Ensure each SGHA team has an established Emergency Action Plan (EAP) in place for dealing with accidents or medical emergencies.
- j. Review SGHA compliance with the OWHA Constitution, By-Laws, Regulations, and Rules, recommending adjustments as required.

7.05 EQUIPMENT MANAGER

The Equipment Manager is responsible for managing all SGHA-owned equipment and ensuring proper inventory, maintenance, and distribution procedures are followed. Duties include:

- a. Manage all matters relating to SGHA equipment, including storage, distribution, and collection.
- b. Inventory and organize all association jerseys at the end of each season, ensuring they are returned clean and in good repair.
- c. Inventory, maintain, distribute, and collect team equipment (e.g., pucks, cones, first aid kits).
- d. Inventory, maintain, distribute, and collect goalie equipment.
- e. Manage the loan and return of goalie gear between seasons.
- f. Assist with other SGHA activities and serve on committees as required.
- g. May delegate any of the foregoing duties and responsibilities as appropriate.



7.06 FUNDRAISING AND SPONSORSHIP COORDINATOR

The Fundraising and Sponsorship Coordinator is responsible for developing and executing strategies to support the financial goals of the SGHA through sponsorships and fundraising initiatives. Duties include:

- a. Maintain knowledge of the Constitution, policies, and procedures of the OWH and the SGHA.
- b. Develop a comprehensive fundraising plan for the Association.
- c. Engage with individual teams regarding their fundraising goals and strategies.
- d. Identify and pursue corporate or private donations and sponsorship opportunities for SGHA.
- e. Oversee event committees and request necessary resources from the SGHA Board.
- f. Lead and manage fundraising events as determined by the SGHA Board.
- g. Work toward achieving annual fundraising targets set by the SGHA Board.
- h. Assist the VP of Operations with the Annual Association Fundraiser.
- i. Assist with other SGHA activities and participate on committees as required.
- j. May delegate any of the foregoing duties and responsibilities as appropriate.

7.07 COMMUNICATIONS DIRECTOR

The Communications Director leads the development and coordination of SGHA's communication efforts to ensure clear, consistent, and engaging messaging across all platforms. This role works closely with other volunteers who manage the website, social media, events, and fundraising. Duties and responsibilities include:

- a. Maintain knowledge of the Constitution, policies, and procedures of the OWH and the SGHA.
- b. Oversee the Association's public communications by implementing content strategies across social media platforms.
- c. Create engaging media and written content for all SGHA social media posts.
- d. Ensure all teams are regularly represented by requesting updates, photos, and highlights from coaches and team staff.
- e. Keep the website's news section current with timely articles and announcements.
- f. Monitor social media trends to improve engagement and relevance.
- g. Respond to public inquiries on social media or forward them to the appropriate Executive member.
- h. Develop and maintain a seasonal social media plan and content calendar.
- i. Work closely with members managing the website, social media, events, and fundraising initiatives.
- j. Assist with other SGHA activities and serve on committees as needed.

7.08 SPECIAL EVENTS COORDINATOR

The Special Events Coordinator is responsible for organizing association-wide events that foster community engagement and celebrate the SGHA's players and volunteers. It is expected that committees be formed for each major event to ensure effective planning and execution. Duties include:

- a. Maintain knowledge of the Constitution, policies, and procedures of the OWH and the SGHA.
- b. Oversee the planning of special events for the season, including securing locations, coordinating volunteers, and liaising with event committees.
- c. Request resources from the Board as necessary for successful event execution.



- d. Submit proposals for new Association-level events to the Board for approval.
- e. Implement Board-approved events and work with team special events representatives through Convenors.
- f. Assist with other SGHA activities and serve on committees as required.
- g. Annual events may include but are not limited to:
 - Try Hockey Events
 - Parade of Lights
 - Christmas Volunteer Social
 - Alumni Game
 - Fill the Bus – Stittsville Food Bank Fundraiser
 - SGHA Hockey Fights Cancer Tournament
 - Annual Banquet
- h. May delegate any of the foregoing duties and responsibilities as appropriate.

7.09 COACH MENTOR

The Coach Mentor supports the development and success of SGHA coaches across all levels of play. This position works closely with the Vice President – Programs and the Competitive and House League Directors to promote a consistent coaching philosophy, improve practice planning, and encourage continual learning. Duties include:

- a. Maintain knowledge of SGHA and OWHA coaching requirements, policies, and development resources.
- b. Identify and recruit potential coaches for upcoming seasons in collaboration with the VP – Programs.
- c. Assist in the coach selection process by participating in interviews or evaluations as needed.
- d. Provide onboarding support and guidance to new coaches at the start of each season.
- e. Be available to coaches throughout the season as a resource for skill development, practice planning, team management, and conflict resolution.
- f. Coordinate or deliver coaching clinics, workshops, and other training opportunities.
- g. Observe practices and games when possible to offer constructive feedback.
- h. Promote a positive, inclusive, and development-focused coaching environment across all SGHA programs.
- i. Support communication between team coaches and the Program Committee.
- j. Assist with other SGHA activities and participate on committees as required.
- k. May delegate responsibilities as appropriate, with approval from the VP – Programs.

7.10 WEB ADMINISTRATOR

The Web Administrator is responsible for supporting the digital operations of the SGHA. Duties and responsibilities include:

- a. Possessing relevant computer and technical experience.
- b. Maintaining and updating the SGHA website as needed, including adding or modifying content at the direction of the Board.
- c. Performing seasonal resets of all team information in RAMP.
- d. Managing SGHA email accounts for executive members, coaches, and team managers.
- e. Administering RAMP access for SGHA teams as required.



- f. Securely storing and managing passwords for all SGHA digital platforms and social media accounts.
- g. Assisting with other SGHA activities and participating on committees as needed.

7.11 PAST PRESIDENT

The duties and responsibilities of the Past President shall include:

- a. Serve in an advisory capacity to the President and the Board of Directors.
- b. Assist other SGHA Directors as required

SECTION 8. BOARD VACANCIES AND SUCCESSION

8.01 Vacating the Office of Director

The office of a Director shall be vacated immediately if any of the following occur:

- a. The Director resigns by providing written notice to the Secretary, effective upon receipt.
- b. The Director dies.
- c. The Director becomes bankrupt.
- d. The Director is found by a court or under Ontario law to be incapable of managing property.
- e. The Director fails to attend two (2) consecutive Board meetings without notifying the Secretary in writing of the reason for their absence.
- f. The Director is removed by a resolution passed by a majority of votes cast by the Members at a meeting duly called in accordance with the Act and the By-laws.
- g. The Director is otherwise removed from office in accordance with applicable legislation.

8.02 Filling Vacancies on the Board

When a vacancy occurs in accordance with Section 7.01, it shall be filled as follows:

a. **By Board Appointment:**

If a quorum (50% or more) of the Board remains in office, the Board may, by resolution, appoint a qualified individual to fill the vacancy. The appointee shall serve for the remainder of the unexpired term and may be eligible for re-election at the end of that term.

b. **By Member Meeting (No Quorum):**

If a quorum of Directors does not remain or if the minimum number of Directors required under the Constitution is not met, the remaining Directors shall call a special meeting of the Members within thirty (30) days to fill the vacancy. If the Directors fail to do so, any Member may call such a meeting.

c. **Vacancy by Member Removal:**

If the vacancy results from the removal of a Director by the Members, the Members may fill the vacancy by majority vote. The newly elected Director shall serve the remainder of the removed Director's term.

d. **Vacancy in the Role of President:**

If the position of President becomes temporarily vacant or the President is unable to act, the Vice President of Operations shall assume the duties and responsibilities of the President on an interim basis.



If the position of President becomes permanently vacant, the Vice President of Operations shall fulfill the President's role until the adjournment of the next Annual General Meeting, at which time a new President shall be elected.

e. Vacancies in Other Executive Officer Roles:

If an Executive Officer position (e.g., Vice President, Secretary, Treasurer) becomes vacant, the Board may appoint an existing Director or another eligible individual to fill the role for the remainder of the term.

8.03 Committees

- a. Subject to the limitations on delegation set out in any applicable legislation, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities.
- b. The Board shall determine the composition and terms of reference for any such committee.
- c. The Board may dissolve any committee by resolution at any time.

8.04 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Ontario Not-for-Profit Corporations Act (ONCA).

Except as provided by ONCA, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve the contract or transaction in which they have an interest.

Disclosure must be made promptly, and the Director must recuse themselves from discussions and decisions related to the matter. All such disclosures shall be recorded in the minutes of the meeting.

Failure to disclose a conflict of interest may result in disciplinary action by the Board, up to and including removal from the Board, as outlined in SGHA policy, up to and including removal.

SECTION 9. MEETINGS OF THE BOARD

9.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, President, Vice President (Operations), or any two Directors at any time and any place on notice as required by this Act. The Board of Directors shall meet a minimum of five (5) times during the hockey year.

9.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

9.03 Notice of Meetings

Notice of the time and place for the holding of a meeting of the Board shall be given to every Director of the Corporation not less than seven (7) days before the meeting date.

Notice is not necessary if all Directors are present and none object to the holding of the meeting, or if those absent have waived notice or otherwise consented to the meeting. If a quorum is present, the newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual General Meeting.



9.04 Chair

The President shall preside at Board meetings. In the absence of the President, the Directors present shall choose one of their number to act as the Chair.

9.05 Quorum

A quorum shall consist of a majority of the voting members of the Board, including both Officers and Directors who hold voting positions. No business shall be transacted unless a quorum is present at the start of the meeting. A voting Board member (Officer or Director) may be present in person or, if authorized, by teleconference or electronic means.

Note: Unless otherwise specified, a majority of votes cast is required to pass a motion. Abstentions do not count as votes cast but do count toward quorum.

9.06 Voting

- a. Each Officer and Director has one vote. Questions shall be decided by a majority of votes. In the case of a tie, the President shall not have a second or casting vote, and the motion shall not pass.
- b. Any vote shall be taken by secret ballot if requested by any Director present.
- c. When a vote by show of hands is taken, unless a written ballot is required or requested, a declaration by the Chair that a resolution has passed or failed, and entry to that effect in the minutes, shall be conclusive evidence without needing proof of the number or proportion of votes.
- a. Any vote at any meeting shall be taken by secret ballot if requested by any director present.
- b. Whenever a vote by a show of hands is taken on a question, unless a written ballot is required or requested, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Participation by Telephone or other Communications Facilities

If the Directors of the Corporation consent, a director may participate in a meeting of the Board or of a committee of Directors by electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

9.08 In-Camera Sessions

The Board of Directors may, by majority agreement of those present, move into an in-camera session at any time during a Board meeting. During such a session:

- a. All non-Board attendees and observers shall be asked to leave the meeting room or virtual meeting.
- b. No minutes or formal notes shall be recorded.
- c. No motions may be voted on or passed while in camera.
- d. Topics discussed during in camera sessions are to remain strictly confidential and may not be disclosed outside of the session by any participant.
- e. Once the in-camera session concludes, the meeting shall resume on the record, and any decisions arising from the discussion shall be formally presented for open discussion and vote, if applicable.

In camera sessions may be used to address sensitive matters such as personnel issues, confidential disciplinary matters, legal or financial risk, or internal board concerns requiring discretion.



SECTION 10. PROTECTION OF DIRECTORS AND OTHERS

10.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is to be 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 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 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:

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

SECTION 11. FINANCIAL MANAGEMENT

11.01 Financial and Hockey Year

The financial year end of the Corporation shall be April 30th in each year, unless otherwise determined by resolution of the Board of Directors.

For the purposes of operations, planning, and reporting, the hockey year of the SGHA shall run from May 1st to April 30th of the following year.

The Corporation shall prepare a year-end financial statement following the close of the financial year. This statement shall be presented for review and approval at the Annual General Meeting. An audit or financial review shall be conducted in accordance with SGHA policy and any applicable legislative or OWHA requirements.

Budgeting, financial planning, and program reporting shall align with the hockey year.

11.02 Signing Authority

- a. Deeds, transfers, assignments, contracts, and other legal obligations requiring execution by the Corporation shall be signed by any two Officers of the Board, unless otherwise authorized by resolution of the Board. These Officers include:
 - President
 - Vice President – Operations
 - Vice President – Finance (Treasurer)
 - Secretary
 - Registrar
- b. The Board may, by resolution, authorize additional individuals to sign on behalf of the Corporation. Any person authorized to sign a document may affix the corporate seal, if applicable.
- c. All cheques, payments, and other financial instruments issued in the name of the SGHA must be signed by two authorized individuals, one of whom must be the Vice President – Finance (Treasurer). The second signatory must be another Officer of the Board or an individual specifically designated by the Board for financial signing purposes.



- d. The Board may, from time to time, establish or revise procedures regarding the signing of specific types of documents or financial instruments, and designate individuals for those purposes.
- e. Any Officer of the Board may certify a copy of any instrument, resolution, by-law, or other corporate document to be a true copy thereof.

11.03 Banking

- a. The Board shall by resolution from time to time designate the bank, trust company or other firm or corporation carrying on a banking business in Canada in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.
- b. Any and all securities, so deposited, may be withdrawn, from time to time, only upon written order of the SGHA signed by such officer, officers, agent or agents of the SGHA, and in such manner, as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board of Directors shall be fully protected in acting accordance with the direction of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

11.04 Books and Records

The Board of Directors shall see that all necessary books and records of the SGHA, required by the By-Laws of the Association or by an applicable statute of law, are regularly and properly kept.

11.05 BANKING

- a. The Board shall by resolution from time to time designate the bank, trust company or other firm or corporation carrying on a banking business in Canada in which the money, bonds or other securities of the Association shall be placed for safekeeping.
- b. Any and all securities, so deposited, may be withdrawn, from time to time, only upon written order of the SGHA signed by such officer, officers, agent or agents of the SGHA, and in such manner, as shall from time to time be determined by resolution of the SGHA Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the SGHA Board shall be fully protected in acting accordance with the direction of the SGHA Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

11.06 Borrowing Powers

The Board may from time to time, in accordance with the Association's financial policies:

- a. Borrow money on the credit of the Corporation.
- b. Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Association.
- c. Give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- d. Charge, mortgage, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Association, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Association.



11.07 Annual Financial Statements

The Corporation shall make available a copy of the Financial Statements from the previous year to all Members at the Annual General Meeting.

SECTION 12. SECTION 12. MEMBERS' MEETINGS

12.01 Annual General Meeting (AGM)

The AGM will be held before mid-June at a date, time, and location within Ontario, as determined by the Board.

Notice of the AGM must be posted on the SGHA website no fewer than 21 days and no more than 50 days before the meeting. The notice must include the general nature of the business to be conducted.

AGM business will include:

- Approval of the agenda
- Adoption of minutes from the previous AGM and any special meetings
- Presentation of awards and introduction of guests
- Reports from Directors and Committees
- Presentation of audited financial statements, interim financial statements, and the proposed budget
- Report from the auditor, if applicable
- Appointment or reappointment of the auditor
- Election of Directors
- Any other special business included in the notice of meeting

Members may propose agenda items, but only if submitted to the Secretary before the AGM notice is issued.

The Board is not required to include a Member's proposal if it:

- Was submitted after the deadline
- Is personal in nature or unrelated to SGHA activities
- Duplicates a previously defeated proposal
- Is for publicity or inappropriate purposes
- Was not presented by the Member at a prior meeting after being included in a notice

A minimum of 12 Members must be present for the AGM to proceed.

12.02 Special Meetings

The Board may call a special meeting of the Members at any time.

The Board must also convene a special meeting if requested in writing by at least 30 Members. This request must include the purpose of the meeting and must not conflict with any restrictions set out in the Act. The meeting must be called within 21 days of receiving the request.

Notice for special meetings must include enough information for Members to make an informed decision about the matters being discussed.



12.03 Notice Requirements

Written notice of any Annual or Special Members' Meeting must be provided to all Members no fewer than 10 days and no more than 50 days before the meeting, in accordance with the Act.

This notice must also be sent to the association's auditor or, if no audit is being conducted, the accountant performing a review engagement—which is a formal financial check that provides limited assurance the association's financial statements are accurate.

The notice must clearly state the date, time, location, and any special items of business to be addressed at the meeting.

12.04 Quorum

A quorum consists of a majority of Members entitled to vote.

If quorum is established at the beginning of the meeting, the meeting may continue even if quorum is lost partway through.

12.05 Chair of the Meeting

The President will chair Members' meetings.

If the President is absent, the Members present will choose another Director to chair. If no Directors are available, the Members may elect one of their own to act as chair.

12.06 Voting Procedures

- a. Decisions are made by a majority of votes, unless otherwise required by law or the bylaws.
- b. Members may speak once per motion, for a maximum of two minutes. The mover of a resolution speaks last, followed by the Chair.
- c. Each Member in good standing, including Life Members, may cast one (1) vote per issue, regardless of how many roles they qualify under or how many players they represent.
- d. Votes may not be assigned to others or cast by proxy.
- e. Voting is typically by show of hands. The Chair (if a Member) has a vote.
- f. Abstentions are not counted as votes cast.
- g. Any Member may request a written ballot, which will be conducted as directed by the Chair.
- h. In the event of a tie vote, a written ballot must be conducted. The Chair does not have a second (tie-breaking) vote. If the written vote results in a tie, the motion fails.
- i. A Chair's verbal declaration of the result of a show of hands is considered final unless a ballot is requested.

12.07 Adjournments

The Chair may adjourn a meeting with majority approval.

No new notice is required unless the adjournment exceeds a total of 30 days.

Business from the original meeting may be conducted at the reconvened meeting.

12.08 Attendance

Only the following may attend a Members' meeting:

- Voting Members



- Directors
- SGHA auditors or review engagement representatives
- Any other individual permitted by the Chair or approved by majority consent of the Members present

SECTION 13. NOTICES

13.01 Service

Any notice required to be sent to any Member, Director, or to the auditor or accountant conducting a review engagement may be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email, or other electronic means. Notices will be sent to the latest address on record for that individual, or to the business address of the auditor or accountant. If no address is listed, notice will be sent to the last known address.

For clarity, email or electronic delivery shall be considered valid and sufficient notice. It is the responsibility of Members to ensure their contact information is up to date in the association's records. If a meeting is held virtually, the notice must include appropriate access instructions.

13.02 Computation of Time

When a specific number of days' notice is required, the day the notice is sent or posted shall not be included in the calculation of the notice period.

13.03 Error or Omission in Giving Notice

Accidental omission to give notice, or any error in doing so, shall not invalidate a meeting or void any business conducted at that meeting.

SECTION 14. ADOPTION AND AMENDMENT OF BY-LAWS

14.01 Amendment to By-laws

Amendments to the Constitution may only be made at a properly called Annual General Meeting of the membership.

To propose an amendment, a written motion signed by both a mover and a seconder (who must be voting Members of the Association) must be submitted to the Secretary at least 10 days prior to the meeting.

All proposed amendments must be included in the AGM notice or circulated to Members at least 7 days before the meeting.

An amendment requires approval by a two-thirds majority of the voting Members present at the meeting. The Board may prepare and recommend amendments throughout the year for consideration at the next AGM.





Appendix A – Honorary Designations

Founders

Founders are individuals who played a key role in the creation and establishment of the Stittsville Girls Hockey Association. While Founders do not hold an official role in governance by virtue of their title, their historical contribution to the association is permanently recognized.

All Founders shall be granted **Life Member** status in recognition of their foundational role.

Life Members

Life Membership is an honorary designation awarded by the Board to individuals who have made exceptional and sustained contributions to SGHA over a number of years. Life Members do not pay membership fees and may attend and vote at Members' Meetings in accordance with the by-laws.

Life Membership is granted by a two-thirds majority vote of the Board and is not awarded annually unless suitable candidates are identified.