



CONSTITUTION

Constitution of the Stittsville Girls Hockey Association formerly known as the Goulbourn Girls Hockey Association

Constitution of the Stittsville Girls Hockey Association

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Article I. DEFINITIONS

In this document, unless the context otherwise requires:

Age of Majority	Those individuals who are 18 years of age or older
Board	The executive board of the Association
Code of Conduct	The code of ethics of the Ontario Women's Hockey Association which establishes the ethical standard and sets out guidelines for the maintenance of standards of professional conduct by the members, as approved by the Board from time to time
Director	A member of the Executive Board of the Association
Eastern League	OWHL Eastern League – Governing body of the Association
GGHA	Goulbourn Girls Hockey Association
Member	A member of the Association
Members	The collective membership of the Association
OWHA	Ontario Women's Hockey Association. Provincial Governing Body.
OWHL	Ontario Women's Hockey League
SGHA	Stittsville Girls Hockey Association

Article II. GENERAL

Section II.01 NAME

The organization shall be called the Stittsville Girls Hockey Association (SGHA). Formerly Goulbourn Girls Hockey Association (GGHA).

Section II.02 MISSION

To provide a safe, fun, and engaged environment for girls to learn and play hockey close to home. Our Association is governed and operated by volunteers, most of whom are parents of our players. The quality of the players' experience and the results we see on the ice directly reflect the effort and energy contributed by those who are willing to give their time for the development of girls' hockey.

Section II.03 OBJECTIVE

The objective of the SGHA is:

- To offer opportunities within the Ontario Women's Hockey Association (OWHA) for teams to participate in league play.
- To raise the awareness and image of female hockey in Ontario.
- To promote female hockey
- To provide quality competition that exemplifies the true values of sport and is attractive to sponsors and the public.
- To operate an association focused on providing the best opportunities for its participants.
- To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the teams, players, and fans.

Section II.04 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.

- Safety: The safety of our members is paramount.
- Sportsmanship: We compete in a fair and respectful manner.
- Inclusiveness: We encourage participation at all age and skill levels.
- Stewardship: We are committed to modelling leadership behaviors that set an example for others to follow.

Section II.05 AFFILIATION

SGHA is a member of the Ontario Women’s Hockey Association (OWHA) and the Ontario Women’s Hockey League – Eastern region (OWHL).

Our policies are in addition to any requirements set out by the above organizations with which SGHA is affiliated or that govern amateur hockey for girls and women.

Section II.06 MEMBERSHIP

Membership in the SGHA shall include the following individuals:

- Registered players and their parents
- Any member of the current Executive
- Approved rostered team staff members.

All members of the SGHA agree to abide by and comply with the Policies, Procedures, Rules and Regulations and Codes of Conduct of our afore mentioned affiliated partners.

Section II.07 REGISTRATION

Registration with SGHA is required prior to any participation in Association, team, or league activities. All registrations are to be in accordance with SGHA Policies and Procedures. Registration is online only with the OWHA using the RAMP registration portal <http://StittsvilleGHA.rampregistrations.com>

Article III. EXECUTIVE BOARD AND COMMITTEE

Section III.01 AUTHORITY AND RESPONSIBILITY

Subject to the policies of the SGHA, the Board shall manage, or supervise the management of, the activities and affairs of the Association and shall have full authority to conduct the business of the SGHA including but not limited to:

- Set, establish, increase, decrease and determine membership and registration fees, other fees, or dues.
- Oversee the financial operations of the Association.
- Adopt, amend, revise, revoke or repeal the policies of the Association.
- Exercise the right of prior review and approval of all hockey activities, programs, and undertakings in the name of the SGHA and establish terms, conditions, standards, and objectives for them.
- Assess, appoint, and engage coaches, assistant coaches, trainers, team managers, and other persons, all of whom shall hold their positions at the pleasure of the Board.

The Directors of the Association are required to act honestly and in good faith with a view to furthering the best interests of the Association and shall exercise reasonable care, diligence, and skill in the fulfillment of their duties.

Section III.02 EXECUTIVE AUTHORITIES

As set out in the Association policies, leadership of the Stittsville Girls Hockey Association is the responsibility of five directors as listed below.

The Association shall consist of an Executive Board as well as an Executive Committee. The Executive Board shall be comprised of the following Directors:

- a) President
- b) Vice-President
- c) Treasurer
- d) Director of Development

- e) Registrar

The Executive Committee shall be comprised of the following:

- a) Convenor
- b) Equipment Coordinator
- c) Founder
- d) Fundraising Coordinator
- e) Ice Scheduler
- f) Past President
- g) Secretary
- h) Special Events Coordinator
- i) Web Administrator

In addition, the Founder and immediate Past President shall be, ex officio, a member of the Board of Directors but will not have voting rights at any meetings other than at the Annual General Meeting.

Section III.03 ELECTION AND TERM

- a) Board Members will be elected under staggered terms. Beginning in 2021 the President and Secretary will be elected for a three-year term and the Vice-President, Registrar and Treasurer in 2022 for a three-year term.
- b) Any voting member of the SGHA may be nominated for a vacancy on the Board of Directors, except for President and Vice-President who shall have served on the Board of Directors for at least one year prior to taking office as President or Vice-President.
- c) Nominations for positions other than President and Vice-President must be submitted to the Secretary in paper form or by email at least 14 days prior to the Annual General Meeting.
- d) If the positions, other than President and Vice-President, are not elected from those nominated, nominations will be accepted from the floor at the Annual General Meeting. The nominees must be present or have signified in writing their willingness to accept the office for which they have been nominated.

Section III.04 QUORUM

A quorum for an Annual General Meeting or General Meeting shall be a minimum of 2/3 of the Board or 25 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

Section III.05 DESCRIPTION OF ROLES

The description of the specific roles of each director is set out below:

PRESIDENT

Term	3 years
Description	Coordinate the work of the Executive Board. Ensures that all tasks required for the effective operation of the Association are performed by the appropriate Directors.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Responsible for the complete well-being and operation of the Association. ● With the consent of the Executive Board appoint individuals to specific duties. ● Prepare the agendas for Executive Board and General meetings. ● Ensure that all duties of the Executive members are fulfilled properly. ● Chair Executive Board and General meetings. 	

- Serve as an ex-officio member of all committees.
- Represent the SGHA at meetings and functions of the OWHA, and OWHL.
- Distribute to the appropriate members information received from senior affiliated partners.
- Represent the SGHA within the community.
- Assume from time-to-time other duties as may be determined by the Executive Board.
- Delegate duties and responsibilities to the Vice-President, or member of the Executive
- Responsible for the complete well-being and operation of the association.
- Has cheque signing authority for the Association?
- Cannot be a member of the team staff of any SGHA team. Exceptions may be considered by the SGHA Executive Board.

VICE-PRESIDENT

Term	3 years
Description	In the absence or inability of the President, fulfill the duties and responsibilities of the President. Coordinates all aspects of the program within the Association.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Work with the Committee members to ensure the smooth operation of SGHA programs. ● Oversee all operations within the SGHA. ● Oversee all committee members within the Board. ● Initially screen protests and subsequent appeals ● Organize and oversee competitive and house league coach selection process. ● Approve team staff appointments. ● Review and approve team budget submissions. ● Provide banking signatories names to the Association Treasurer once budgets are approved. ● Track and approve Coach reimbursement for certification submitting refund information to the Association Treasurer. ● Keep informed about changes to OWHA coaching requirements. ● Oversee the Association Fundraiser ● Cannot be a member of the team staff of any SGHA team. Exceptions may be considered by the SGHA Executive Board. 	

TREASURER

Term	3 years – by appointment
Description	The Treasurer shall be responsible for the care and custody of funds and preparing the financial statement for the approval of the membership.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Keep full and accurate accounts of all receipts and disbursements of the SGHA. ● Deposit all monies to the credit of the SGHA in such bank(s) as may be designated by the Executive Board. ● Delegate authority to make deposits as appropriate. ● Disburse the funds of the SGHA under the direction of the Executive Board. 	

- Report to the Board at its regular meetings, or whenever required by the Board an account of all financial transactions and the current financial position of the SGHA.
- Prepare an annual budget and financial statement to be presented at the Annual General Meeting
- Ensure that a financial audit of the SGHA is performed in a timely manner after the end of the fiscal year.
- Cannot be a member of the team staff of any SGHA team. Exceptions may be considered by the SGHA Executive Board.

DIRECTOR OF DEVELOPMENT

Term	3 years
Description	Responsible for strategic planning, coach management and evaluation. The position is also responsible for ensuring the implementation of Hockey Canada training curriculum for players and coaches at all levels.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Shall coordinate the training of coaches using the appropriate clinics. ● Coordinate the preparation and distribution, of evaluation forms to all parents for mid-season and year-end evaluations. ● Coordinate conditioning sessions. ● Conduct end of season coach evaluations as determined by the Board. ● Coordinate the training of players using the appropriate clinics (skating, goalie clinics etc.) ● Provide recommendations for development opportunities for the next season including staff, players and goalies. ● Work with Coaches to review the current season's development and determine need for change. 	

REGISTRAR

Term	3 years
Description	Process and record all SGHA registrations, following the SGHA Registration Policy, and maintain a record of all Members. Process and record all OWHA team participant registrations. Act as intermediary on all matters pertaining to registration between SGHA members and bodies with which the Association is affiliated. Establish the basic principles and policies for a risk management framework for the SGHA. Maintain records of adult certification including Respect in Sport and Police Record Checks and ensure information is maintained by adult members in RAMP.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Make recommendations on registration policy to the Board. ● Organize and publicize the player registration procedure for each season. ● Process and record all OWHL team and participant registrations. Act as intermediary on all matters pertaining to the registration between the SGHA membership and the OWHL. ● Provide registration statistics as required. 	

- Fulfill all registration requirements for the OWHL and the OWHA.
- Determine the amount and arrange payment of all fees required by the OWHL and the OWHA
- Main contact for current registration system
- Establish, maintain, and implement procedures with respect to clearance of all volunteers required to complete Respect in Sport and a Police Record Check
- Establish and monitor SGHA policies and work with Convenors and the Vice-President to address policy violations.
- Ensure that all team personnel have all pre-requisite requirements for coaching as determined by the OWHA.
- Work with Convenor to ensure that each SGHA team has an established Emergency Action Plan (EAP) to deal with accidents or medical emergencies.
- Cannot be a member of the team staff of any SGHA team. Exceptions may be considered by the SGHA Executive Board.

Section III.06 EXECUTIVE COMMITTEE

Members of the Executive Board of the Association appoint individuals to fill specific Executive Committee positions with delegated duties that are essential to the effective operations of the Association. A short description of each non-director executive position is set out below:

CONVENOR

Term	2 years
Description	Act as the intermediary on matters between the teams and the Executive Board. The Executive Board may, at any time, change the structure of this convenor role to distribute responsibilities for different divisions among more than one person, with each of those people serving on the Executive Committee.
Responsibilities	
<ul style="list-style-type: none">● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA.● Assist with operation of the tryouts and sort outs and help finalize team rosters.● Ensure that the required representatives from each team attend the OWHL mandatory Coaches and Managers meetings, receive all the required information and are clear on all OWHL league policies, procedures, and requirements.● Convene each team's parents meeting prepared to discuss, expectations and relevant SGHA policies and procedures.● Act as liaison to the Ice Director to resolve team ice conflicts, scheduling problems, etc.● Attend a reasonable number of games and practices throughout the season, checking in with team staff to ensure the smooth running of the team.● Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations.● Provide recommendations to the Board on team matters.● Notify the Registrar of any changes to a team for either players or team staff.● In late December, obtain interim financial statements from each team's manager. Ensure that all team fees have been fully paid by December 31.● Obtain a copy of the teams' year-end financial statements.● Assist with SGHA activities, such as check in at registration table for tryouts, sort outs, etc.	

EQUIPMENT MANAGER

Term	2 years
Description	Handle matters relating to all SGHA equipment, including storage, distribution, and collection
Responsibilities	
<ul style="list-style-type: none">● Inventory and organize all association jerseys at the end of each season. Ensuring they are returned clean and in good repair.● Inventory, maintain, distribute, and collect association goalie equipment.● Manage the loan and return of goalie gear between seasons.● Assists with other SGHA activities and may sit on various committees as required.	

FOUNDER

This position will be held by Cathy Bureau, the Founder of the Stittsville Girls Hockey Association (formerly Goulbourn Girls Hockey Association) and original president.	
Term	In perpetuity
Responsibilities	
<ul style="list-style-type: none"> • Represent the SGHA within the community. • Shall be an Ex-Officio member of the Board. • This is a non-voting position 	

FUNDRAISING COORDINATOR

Term	2 years
Description	Arrange for all fundraising at the Association level and provide support for fundraising at the team level.
Responsibilities	
<ul style="list-style-type: none"> • Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. • Initiate and source any corporate or private donations/sponsors for SGHA. • Oversee event committees and request resources as necessary from SGHA Board • Work towards a fundraising goal as set out by SGHA Board • Assist Executive Board with the Association Fundraiser. • Assists with other SGHA activities and may sit on various committees as required. 	

ICE SCHEDULER

Term	As determined by the Executive Board This position is by appointment by the Executive Board
Description	Handle all matters relating to the allocation of ice to SGHA teams.
Responsibilities	
<ul style="list-style-type: none"> • Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. • Represent the SGHA in dealings with municipalities on matters relating to ice rentals. • Receive and verify all ice rental contracts with the City of Ottawa and other partners. • Receive, verify and forward to the Treasurer all invoices received for ice rentals. • Provide ice times to the league for scheduling. • Allocate and distribute practice ice to SGHA teams. • Maintain a master schedule of all ice times for all SGHA teams and development sessions. • Provide a copy of the master ice time schedule to the SGHA Board as required. • Coordinate additional ice time requests for development. • Pursue all possibilities for ice rentals. • Association's main contact for all ice scheduling 	

SECRETARY

Term	2 years
Description	Serve as the ex-officio Clerk of the Association and ensure that all facts and minutes of the Association's proceedings are recorded.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Prepare and maintain contact information for all Executive Board and Committee Members ● Book space for all Board and General meetings ● Ensure that Executive members are notified of meetings. ● Record all minutes of the Board's proceedings and distribute that information. ● Prepare and send the Annual General Meeting notice to all SGHA members. ● Accept all motions and Board member nominations for the Annual General meeting. ● Assist with SGHA activities, such as registration for tryouts, sort outs, etc. ● Cannot be a member of the team staff of any SGHA team. Exceptions may be considered by the SGHA Executive Board. 	

SOCIAL MEDIA MANAGER

Term	2 years
Description	Social Media Manager is responsible for overseeing the Association's interactions with the public by implementing social media platforms' content strategies and ensuring the news articles on the website are current.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Create media and copy content for all social media posts. ● Make sure all teams are represented in posted content by requesting updates from coaches. ● Keep on top of trends on social media. ● Respond to inquiries made on the various social media platforms. ● Develop and implement a social media plan. ● Update the news articles on the website. ● Assist with other SGHA activities and may sit on various committees as required. 	

SPECIAL EVENTS COORDINATOR

Term	2 years
Description	Oversee the organization of special events, securing locations, finding volunteers/helpers which the Board has planned for the season.
Responsibilities	
<ul style="list-style-type: none"> ● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA. ● Oversee event committees and request resources as necessary from SGHA Executive ● Prepare proposals for Association level events to the Executive for approval. ● Implement approved events and coordinate events with each team's special events member ● Assists with other SGHA activities and may sit on various committees as required. 	

WEB ADMINISTRATOR

Term	As determined by the Executive Board
Description	Maintains the SGHA web site, making additions and changes as per the direction of the Executive Board.
Responsibilities	
<ul style="list-style-type: none">● Knowledge of constitution, policies, and procedures of the OWHA and the SGHA.● Must have relevant computer experience.● Maintains and upgrades the SGHA website as required, making additions and changes as per the direction of the Executive Board.● Provide seasonal resets of all team information in RAMP.● Manage email access for all executive members, coaches, and managers.● Manage RAMP access for SGHA teams as required.● Assists with other SGHA activities and may sit on various committees as required.	

PAST PRESIDENT

Term	3 years
Description	Serve in an advisory capacity to the Executive Board. This is a non-voting position.

Article IV. VACANCIES

A member of the Executive Board or Committee shall cease to hold office if:

- a) The Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received or at the time specified in the notice, whichever is later.
- b) The Director is found to be incapable of managing property by a court or under Ontario law.
- c) The Director fails to attend three (3) consecutive board meetings without notifying the Secretary in writing of the reason for their inability to attend.
- d) At a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

Section IV.01 FILLING VACANCIES

A vacancy on the Board, however caused, shall be filled as follows:

- a) Resolution of the Board. The appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director.
- b) If there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, within thirty (30) days, call a special meeting of the Members to fill the vacancy;
- c) If the vacancy occurs because of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold the office for the remainder of the removed Director's term.
- d) In the absence or inability of the President, the Vice-President shall fulfill the duties and responsibilities of the President and coordinate all aspects of the program within the SGHA. If, for any reason, the position of President becomes permanently vacant, the Vice-President shall fulfill the duties and responsibilities of President.

Article V. COMMITTEES

The Board may establish any committee it determines necessary for the execution of the Board's responsibilities.

The Board shall determine the composition and terms of reference for any such committee.
The Board may dissolve any committee by resolution at any time.

Article VI. QUALIFICATIONS

- a) To be a member of the Executive, an individual must be at least 18 years of age and a Member of the Association at the time they are elected and must secure membership with the Association for the upcoming SGHA hockey season.
- b) No person may be nominated for, acclaimed to, or elected to the positions of President or Vice-President unless that person has been a member of the SGHA for at least two years and has been on the SGHA Board of Directors for at least one year prior to taking office as President or Vice-President.
- c) No person may be nominated for, acclaimed to, or elected to the position of Treasurer unless that person holds a recognized accounting designation or have considerable relevant experience in the accounting and financial management fields. Prior to taking office, the incoming Board must verify and approve the qualifications of the Treasurer.

Article VII. REMUNERATION

The Executive shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, providing that:

- Directors may be reimbursed for reasonable expenses they incur in the performance of their directors' duties.
- Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they perform to the Association in their capacity other than as Directors, if the amount of any such remuneration or reimbursement is considered reasonable by the Board.

Article VIII. 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 Association shall disclose such interest to the Board.

No such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Article IX. MANAGEMENT OF THE ASSOCIATION

Section IX.01 NON-DIRECTORS

The Board will elect all non-director executives, except for the Past President, at its first meeting following the Annual General Meeting.

The Board of Directors will circulate a request for volunteers and a description of the process for appointment for non-director executive positions and for other volunteer positions with the notice of the Annual General Meeting.

Article X. MEMBER'S MEETINGS

Section X.01 NOTICE

The Board will give 30 days' notice to the members of the Association after the tentative date of the AGM has been set.

This will take place by an e-mail to all Members who have provided e-mail addresses in RAMP. That notice will include a list of vacant electable positions and a call for nominations.

Section X.02 AGENDA

The President shall have responsibility for drafting the agenda for the Annual General Meeting and for any other General Meetings of Members that are organized during his or her term.

The notice to Members for the Annual General Meeting shall include the tentative agenda and shall solicit requests for any other agenda items.

The Annual General Meeting of the Association will follow the following agenda.

- Call to Order
- Approval of Agenda
- Approval of Minutes of previous Annual General Meeting and/or any other previous General Meeting of the Association
- President's Report
- Election of Directors
- Consideration of any proposed changes to By-laws
- Approval of Auditor's Report
- Appointment of Auditors
- New business
- Question and answer session for Members
- Adjournment

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the Secretary prior to the giving of notice of the annual meeting, so that such item of new business can be included in the notice of annual meeting.

Section X.03 PROPOSALS

The Board is not required to include a member's proposal in the notice of meeting if:

- The proposal is not submitted to the Association by the appointed date.
- It clearly appears that the primary purpose of the proposal is to enforce a personal claim or readdress a personal grievance against the Association or its Directors, Officers, or Members.
- It clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Association.
- The same proposal was submitted not more than two years before and the proposal was defeated.
- No business may be transacted at any General Meeting unless at least twenty (20) members are personally present.

Article XI. CONCERNS / QUESTIONS / COMPLAINTS

The Association shall strive to be responsive to its parents, players, guardians, and volunteers and to its partners in the community. It shall make every effort to address concerns and complaints and to respond to questions in a positive spirit of openness.

Section XI.01 TEAM ISSUES

Issues arising related to the operation of a team should be raised with individuals in the following order:

- a. The Manager or Coach, as appropriate
- b. The Convenor
- c. The President
- d. The Executive Committee or the Board, as appropriate

Section XI.02 NON-TEAM ISSUES

Issues arising that do not relate to the operation of a team should be raised with individuals in the following order:

- a. The Executive Committee member who has primary responsibility for the issue
- b. The Executive Committee or the Board as appropriate
- c. The President

Article XII. RESIDUAL AUTHORITY

Section XII.01 ACTION

The Board of Directors may take or approve an action that is not consistent with a SGHA policy, provided that:

- a. The action is to deal with a specific situation.
- b. The action is in the best interests of the Association.
- c. Notice of a motion to take or approve such action is given at least twenty-four (24) hours prior to a meeting of the Board of Directors at which the vote will be held.
- d. The notice of motion is communicated to the Members.
- e. The motion receives the support of two-thirds of Directors present.
- f. The Board notifies Members of the action and its reasons for that action via email to Members and posting on the Association website.

Section XII.02 CODE OF CONDUCT

The provisions of the SGHA Fair Play Pledge / Code of Conduct are designed to foster the overall personal development of SGHA players. The actions by players directed at teammates that may reasonably be perceived as hostile and abusive are contrary to the Fair Play Pledge / Code of Conduct.

A person who believes that a situation of abuse by any player directed at a teammate has occurred is expected to notify the team's coach at the first reasonable opportunity, with all subsequent actions guided by the SGHA Discipline Policy. For greater clarity, this guidance letter includes actions during team activities and actions such as website postings, e-mail and/or social media communications.

Article XIII. NOTICES

Section XIII.01 ERROR OR OMISSION IN GIVING NOTICE

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Article XIV. ADOPTION AND AMENDMENTS

Section XIV.01 AMENDMENTS TO CONSTITUTION AND ASSOCIATION POLICIES

Changes to the Association constitution and policies must be enacted by majority vote of the Board. Prior to a motion being put before the Board on any proposed change to Association policies, the Board shall vote on a Notice of Policy Amendment, which will include the proposed text of the policy change.

Section XIV.02 VOTING PROCEDURES

A majority of votes of the Executive members present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.