

# **SIMCOE MUSKOKA GIRLS HOUSE LEAGUE MANUAL OF OPERATIONS, CONSTITUTION AND BYLAWS**

## **DEFINITIONS:**

For the purpose of all SMGHL By-Laws and Rules, the following words, terms, and expressions are defined as follows.

- (a) SMGHL Participating Centres – Teams that make up the SMGHL including Barrie Sharks, Collingwood Lightning, North Simcoe Capitals, Orillia Hawks, Huntsville Sting.
- (b) SMGHL Centre Liaisons: is the person who has been selected from their local association to represent them at the SMGHL functions and will participate in SMGHL meetings and coordinate with their respective associations items related to the SMGHL.
- (c) SMGHL Scheduler – person designed by the SMGHL Centre Liaisons to prepare and coordinate the SMGHL season schedule.
- (b) OWHA Representative: the OWHA Business Office is the communication point for the league and shall coordinate its representatives.

## **ARTICLE I CONSTITUTION**

- 1.1 The name shall be Simcoe Muskoka Girls House League hereinafter referred to as the “SMGHL”.
- 1.2 SMGHL operates as a partnered Local League and deriving its authority from its governing body, the Ontario Women's Hockey Association (“OWHA”).
- 1.3 Teams participating in the partnered Local League shall be approved by the OWHA on an annual basis.
- 1.4 The SMGHL agrees to follow all regulations, rules, policies and procedures set forth by the OWHA and agree that the SMGHL constitution, rules, regulations, policies and/or other such operational documents require prior approval of the OWHA at its sole discretion.

## **ARTICLE II - OBJECTIVES**

- 2.1 To provide a regional and equitable House League playing environment for all participants of varying playing ability.
- 2.2 To support an opportunity for progressive development of all players to a higher level of play.

2.3 To foster co-operation, sportsmanship and friendship among competing associations.

### **ARTICLE III - OWHA APPROVAL**

3.1 This league agrees to accept and enforce all OWHA rulings.

3.2 The OWHA shall receive copies of all league and executive correspondence and shall be welcome at all general and executive meetings.

### **ARTICLE IV- MEMBERSHIP**

4.1 Membership in this partnered Local League shall be composed of Girls Hockey League Teams that have been approved by the OWHA and agree to abide by and comply with the rules of this League.

4.2 All teams wishing to play in the SMGHL shall first have the consent of their Local Association. This consent must be submitted by the Local Association's president to the SMGHL on an annual basis.

4.3 Associations and teams must be approved by the OWHA on an annual basis in order to be considered for participation in the SMGHL.

4.4 Associations shall be in good standing with the OWHA and the SMGHL, prior to the first meeting of the new season, with all fees paid from the previous season.

4.5 Associations must have at least one house league team registered with the OWHA during the current season in order to be part of the SMGHL.

4.6 If an Association fails to ice a house league team in any season, they will be required to reapply for membership in the SMGHL as set out in Section 10.5 below.

4.7 Each association centre is to submit payment for all invoices in a timely manner set forth by the SMGHL executive. Invoicing may include, but not limited to league fees associated with regular season, Championship Week, trophies/medals, website, or any other fees earned or brought forth by the Executive or Association Representatives.

4.8 Annual Association Bond will be determined by the Treasurer and Association Representatives to cover initial start-up League fees at the beginning of every season. Date set by the SMGHL Treasurer for payment. The Association Bond is a form of financial debt security. If any Association owes the SMGHL monies; as a result of fines for example; the amounts owed will be deducted from their Association Bond. This measure eliminates the need for SMGHL to collect fines from a given Association. At the beginning of each hockey season, Associations will be made aware of their Association Bond status and if they are below the Bond limit, they must "top-up" to the required Bond limit in order to maintain their membership status in the SMGHL.

4.9 Centres wishing to join the SMGHL are required to submit a letter of request to participate in the SMGHL to the SMGHL Executive no later than **June 1st**. Any Centre submitting such a request must be willing to attend and formally present their request, a majority vote of all current SMGHL members will secure participation for season.

- 4.10 Membership in the SMGHL requires each Centre to:
- (a) New membership must be voted in by current Association Representatives.
  - (b) Attend **all** meetings. Associations can bring in replacement representatives, but they must have the power to make decisions.
  - (c) A Centre will lose voting rights for missing (2) meetings per season and receive a SMGHL fine of \$100.
  - (d) Each Centre shall have all outstanding fees from the SMGHL resolved prior to the Annual Meeting or lose voting rights for one year. The Centre will also be considered as a member not in good standing and subject to SMGHL fine of \$100.
  - (e) Provide all team rosters to the SMGHL Executive and submit all items required and deadlines as set out the SMGHL Rules. Failure to do so will result in a **\$100 fine** late roster received.

#### **ARTICLE V- GENERAL MEETINGS**

- 5.1 To be held at least twice annually, unless advised of changes from the SMGHL Executive.
- 5.2 List of scheduled meetings will be provided to all Associations by way of Notice sent to the SMGHL committee created and/or the contacts provided at the beginning of each season.
- 5.3 All meetings are to be recorded by way of Minutes or other written form of record.
- 5.4 Voting at these meetings is confined to SMGHL Executives and/or the appointed Association Reps. Each association is permitted **one (1)** vote per association. No proxy votes will be permitted.
- 5.5 A quorum shall consist of a majority of the Association Representatives [**50%+ 1**].
- 5.6 Invited Guests are welcomed at these meetings but must be made known prior to any meeting with written notice, a minimum of five (5) days prior to any meeting and are allowed to speak for "the good of female hockey".
- 5.7 Invited Guests wishing to address the SMGHL must provide their topic/issue/concern in writing and have it placed on the Agenda five (5) days prior to the meeting date.

#### **ARTICLE VI - ANNUAL MEETING-MEETINGS IN GENERAL**

- 6.1 The SMGHL shall hold a General Meeting at the end of the year, no more than one month after the completion of Championship Day, said meeting can be in person or via electronic means
- 6.2 Each association is permitted **one (1)** vote per association.
- 6.3 Notices of motion for amendments shall be submitted to the SMGHL Secretary and to the OWHA (*is that necessary*), in writing, at least thirty days prior to the annual meeting.
- 6.4 These notices of motions may be submitted to the SMGHL Executive and/or Association Representatives.

6.5 SMGHL Executive submissions shall be signed by two Executive members [President and Secretary]. Submissions from Association Representatives shall also be signed by their associations President and Secretary. All notice of motion that has received approval of the OWHA shall be circulated in writing to each member Association no later than (14) fourteen days prior to the Annual General meeting.

6.6 Articles of this partnership can be altered, rescinded or new ones adopted through the SMGHL representatives, by a **two-thirds [2/3] majority** vote of the eligible voting members present and voting.

6.7 Proxy votes will not be accepted.

6.8 The SMGHL meetings shall be open to all working Executive members of the partnered Associations of the SMGHL.

6.9 The order of business at the SMGHL meetings shall be as follows:

- (a) Approval of Minutes from previous meetings;
- (b) Reading of correspondence, notices and other communication, if any
- (c) ~~House League Reports~~
- (d) Championship Weekend Report
- (e) Associations Reports
- (f) OWHA Report, if any
- (g) Amendments, if any
- (h) Elections of Officers [Nominations may not be made from the floor]
- (i) Postponed/Outstanding Business
- (j) New Business
- (k) Adjournment

6.10 All reports as set out above shall be accompanied by a written summary of the year's activities and one copy of each report shall be made available to each member association of the SMGHL 14 days prior to the Annual Meeting.

6.11 At each Annual Meeting (Planning Meeting) a centre will be chosen to be the "SMGHL Chair" and will be fully responsible for the coordination of the upcoming SMGHL season including but not limited to organizing, scheduling and any other items that are required to coordinate the SMGHL season. The Host Centre may change from year-to-year but each Association should not repeat being the Host Centre until all participating centres in the SMGHL have held the position of SMGHL Chair unless agreed upon by the SMGHL participants.

## **ARTICLE VII - SPECIAL MEETINGS**

7.1 On request of three (3) or more of the partner associations concerned, the President of the SMGHL shall be empowered to call a special meeting to deal with specific situations.

## ARTICLE VIII – OFFICERS

**8.1** The SMGHL shall consist of the following members who will be known as the Executive Officers, the Association Representatives and the OWHA Representative.

- (a) The Executive Officers of the SMGHL, elected at by SMGHL Representatives, shall be composed of the following:
- (i) President
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Treasurer

8.2 Under NO circumstances must the President and Vice President positions be held by the same Association.

8.3 Voting privileges are not extended to the SMGHL President and Vice President but may be extended to the Secretary or Treasurer if they are the acting representative of their association.

### **8.4 Duties of the Executive Officers**

(a) **President:** Shall preside at all meetings of the SMGHL and when necessary, may cast a vote in the event of breaking a tie. He/she shall call meetings of the Executive members, when deemed necessary and act as a signing officer on all documents pertaining to the operation of the League. The President shall be an ex-officer member of all any committee. He/she is unable to move or second motions. The President shall be elected from members of the OWHA, who has sat for at least one year in the SMGHL. The term will be for one year with the privilege of being re-elected.

(b) **Vice President:** Shall perform such duties as are assigned by the President and substitute for him/her as required. He/She shall serve as signing officer if required. The Vice President shall: oversee of the Regular season, assist with Championship Week Committee and provide all association representatives with the appropriate information, arrange for the procurement and presentation of the SMGHL Championship Day Awards with the Committee and any other SMGHL awards as determined by Manual of Operation By-laws.

(c) **The Secretary:** Shall keep an accurate record of the proceedings of the SMGHL and maintain an up-to-date mailing list of all Association Representative(s), Centre Presidents, and the OWHA Representative(s). He/She shall conduct all correspondence of the SMGHL and keep a record of all decisions made at meetings, deliver or cause to be delivered, the complete and accurate account of each and every meeting (minutes) including notices of future meetings to each Association Representative, Association, SMGHL Executive Officers, and the OWHA Representative(s) no later than **fourteen (14) days** after the conclusion of any meeting (this includes special meetings).

(d) **The Treasurer:** Shall collect and properly record all finances involving the SMGHL. He/she shall have the signing authority along with the President and/or Vice President on all documents on behalf of the League. Issued SMGHL cheques shall have two signatures on them. Collect any fees, fines, reimburse and invoices on all league activities. Develop and maintain SMGHL operating budget. He/she shall coordinate the budget for Championship Day.

## 8.5 Duties of the Association Representatives

- (a) Shall be appointed by each Association in the League and becomes a part of the SMGHL Board of Directors.
- (b) It is their responsibility to see that the League functions smoothly and make their Association aware of its commitments to the League, and to the OWHA.
- (c) They shall distribute League literature in their Association when required.
- (d) The Association representative shall have the right to vote.
- (d) They are responsible for ensuring that their Centre is represented at every SMGHL Meeting.
- (e) They are responsible for ensuring that all SMGHL games hosted by their Centre are played within the rules of the SMGHL (ie: Game Lengths, Curfew's, Equal Ice Time, Qualified on and off ice Officials, Rostered Bench staff and players) and for reporting all deviations to the SMGHL President within twenty-four hours (24hrs) of the game.
- (f) They are responsible for ensuring that all game results are reported for each of their team's (Home & Away), and for ensuring the stats are accurate for each of their teams within 48 hours of the completion of each regular season game.

8.6 Alternate association representatives shall be named by each association to act as a representative in the absence of the duly appointed representative. In all cases, each association will be limited to a single vote on any and all issue.

## 8.7 DUTIES OF CHAMPIONSHIP DAY/WEEKEND COMMITTEE:

- (a) Shall oversee all aspects of Championship Day/Weekend seek assistance by host and all association representatives, plus collect invoices for reimbursement.
- (b) Chair will be selected to oversee the event and report to the membership.
- (c) Each Association is required to provide help for this major event. Set association fees and collect for the SMGHL. All fees will be turned over to the SMGHL Treasurer.

## ARTICLE IX - AMENDMENTS TO THE RULES

9.1 Any substantial changes, additions, or deletions shall be in the form of a notice of motion, no less than 30 days prior to the Annual meeting and must be circulated at least fourteen (14) days in advance of the Annual meeting.

9.2 Any changes, additions, or deletions to the Manual of Operation that result from a motion being made, seconded, voted on and passed cannot be altered at a later date in the same playing season.

## ARTICLE XI - TEAM COMPOSITION

10.1 OWHA roster sheets must be handed into SMGHL Executive. All cases centres must declare their team's final rosters and any changes by the final date established by OWHA. Balancing of teams should be completed well before this time.

## ARTICLE XII-CHAMPIONSHIP DAY/WEEKEND

11.1 All associations **must** provide host Association support for this event and volunteers.

11.2 Initial planning meeting for this event shall be held in October/November of each season or on a date established by the SMGHL board.

11.3 Championship Day/Weekend Rules will be reviewed and finalized by January 30

11.4 Fees for this event shall be paid **2 weeks following** the date of the event or following the date of being provided with the final event summary.

11.5 The committee shall prepare a Budget to include all associated costs for this event and such budget is to be approved by all association representatives at least two (2) months prior to the event;

11.6 The SMGHL shall set the fee or % determined by the Championship Day/Weekend Committee and Association Representatives reviewed annually to be paid to the SMGHL or as they may be so directed.

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