



Lake of the Woods Girls Minor Hockey Association Constitution

Amended April 10, 2019

PART 1

Article 1 - NAME

1. This organization shall be known as the *Lake of the Woods Girls Minor Hockey Association*.

Article 2 - AUTHORITIES

1. This association will be governed by the Constitution, Rules and Regulations and Policy and Procedures of the LOWGH, OWHA and Hockey Canada.
2. This association has full and complete jurisdiction over all amateur minor girls hockey in Kenora.

Article 3 - OBJECTIVES

- 3.1 To govern and administer hockey in accordance with the Articles and Constitution of *the Lake of the Woods Girls Minor Hockey Association, Policies and Procedure and Rules and Regulations of LOWGH, OWHA and Hockey Canada*.
- 3.2 To promote and encourage the sport of girls amateur minor hockey in Kenora.
- 3.3 To involve and communicate with parents or players, as much as possible in the organization of the *Lake of the Woods Girls Minor Hockey Association*.
- 3.4 To organize and promote skills development.
- 3.5 To plan for the improvement of coaching and refereeing by providing coaches and referee clinics (when possible).
- 3.6 To provide players with the opportunity to participate in local competitions.
- 3.7 To approve the proposed list of coaches, this approval may be revoked for any coaches who consistently fail to support the objectives of this association.
- 3.8 To receive and make disciplinary decisions on any players/coaches whose names have been submitted to the Executive by the Referee-in-Chief, Executive/parents and/or coach.
- 3.9 To control the inventory of all hockey equipment purchased or donated to *Lake of the Woods Girls Hockey Minor Association*.
- 3.10 To be responsible for all monies donated or earned by the association, and to prepare an annual statement for the annual general meeting each year.
- 3.11 To teach young amateur players in hockey the following:

- a. To respect all game officials
- b. To respect other players and their coaches, both on their own team as well as on the opposing teams, for their skill and mutual interest in minor hockey.
- c. To play cooperatively and supportively with their teammates.
- d. To enjoy hockey for the physical and mental fitness it can generate and the comradery and friendships it can foster.
- e. To refrain from fighting and abusive language at all times.
- f. To strive for personal excellence in executing hockey skills.
- g. To encourage sportsmanship and enjoyment in all aspects of training and Competition.

Article 4 - MEMBERSHIP

- 4.1 The Executive Officers of the Lake of the Woods Girls Minor Hockey Association shall consist of a number of elected officers from the membership for the upcoming season (excluding the Past President), to be determined by the sitting Executive each year.
- 4.2 The immediate Past President shall sit as a voting member of the Executive Officers.
- 4.3 This elected Executive and the Past President shall determine the offices and the committee structures of the *Lake of the Woods Girls Minor Hockey Association*.
- 4.4 The Executive Officers, (except the President) will have voting power in the operation of the Association.
- 4.5 Membership in the *Lake of the Woods Girls Minor Hockey Association* shall consist of Parents/Guardians of a player, or any adult over the age of eighteen who is a member of the coaching team.

Article 5 - CONSTITUTION

- 5.1
 - a. The Executive Committee may, from time to time, set, amend or repeal such By-Laws as it deems necessary for the conduct of the business of the Association in a manner consistent with *the Lake of the Woods Girls Minor Hockey Association Constitution*.
 - b. Changes to the Constitution by the Executive Committee shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
 - c. Changes to the Constitution by the Executive Committee, which fail ratification, may not be re-introduced and any Constitution changes made at an Annual General Meeting may not be modified by the Executive, for a period of three (3) years.

Article 6 - POLICIES AND PROCEDURES / Rules and Regulations

- 6.1
 - a. The Executive may, from time to time, set, repeal or amend:
 - i. Such regulations as it deems necessary for the structure of teams, age categories, fees, membership, and other matter related to the carrying out of its objectives; and
 - ii. Such rules are more restrictive than those established by Hockey Canada.

- b. Any changes to the Policies and Procedures or Regulations or Rules made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.
- c. Any changes to the Policies and Procedures or Rules and Regulations made by the Executive Committee which fail to receive ratification, may not be reintroduced and any Regulation or Rule changes made at any Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of one (1) year.
- d. Members may nominate another member for election to the Executive Committee, in writing and received by the Secretary at least 15 days in advance of the Annual General Meeting. All such nominations should have a nominator, a seconder and permission from the candidate. Nominations will be accepted from the floor at the AGM with advance nominations being called in order received to let their name stand prior to the vote.

Article 7 - ELECTIONS

7.1

- a. The Executive Officers shall be elected at the Annual General Meeting for a one (1) year term with exception of the President which is a two (2) year term.
- b. Every person must be a member of the *Lake of the Woods Girls Minor Hockey Association* to vote.
- c. The new Executive will accept office immediately after the elections are closed at the Annual General Meeting.
- d. Members may nominate another member for election to the Executive Committee, in writing and received by the Secretary at least 15 days in advance of the Annual General Meeting. All such nominations should have a nominator, a seconder and permission from the candidate. Nominations will be accepted from the floor at the AGM with advance nominations being called in order received to let their name stand prior to the vote.
- e. The President shall be elected at the Annual General Meeting for a minimal period of two (2) years unless deemed by the Executive Committee that the position is not fulfilled to the Defined Duties of Executive Officers.
- f. If a suitable nominee cannot be found from the membership, under special circumstances, with the executive approval a non-member can be nominated.

Article 8 - AMENDING THE CONSTITUTION

8.1

- a. Amendments can be made to this Constitution only at the Annual General Meeting by a two-thirds majority vote.
- b. All notices of the Annual General Meeting are to commence at least (15) days prior to the submission deadline for changes/amendments to the constitution.
- c. A notice of proposed amendments must be announced by the Executive preceding the Annual General Meeting. Only these amendments will be brought forth to the Annual General Meeting.

Lake of the Woods Girls Hockey Constitution - Part 2

Article 9 - DUTIES AND POWERS OF THE EXECUTIVE OFFICERS

- 9.1 The duties and powers of the Executive Officers will be:
- a. To adopt, amend revise or appeal the Constitution, Policies and Procedures and Rules and Regulations of the *Lake of the Woods Girls Minor Hockey Association*.
 - b. To appoint a member at large if a vacancy is available after the Annual General Meeting.
 - c. To support the objectives of the Association.
 - d. To organize and hold meetings that are open to the members of the Association.
 - e. To be responsible for the purchase, issue control and collection of all the Association's hockey equipment.
 - f. To impose and enforce suspensions and/or penalties for any violation of the Constitution, Policies and Procedures and Rules and Regulations or Directives of the President or the Executive Officers.
 - g. To make financial decisions relevant to the aims and objectives of this Association.
 - h. To grant or refuse applications for the membership into this Association.
 - i. To classify teams in various age levels as deemed necessary.
 - j. To obtain comprehensive accident insurance to protect players, referees, managers and coaches against accidental injury or death while participating in hockey or in travel related to a recognized hockey tournament.
 - k. To receive the recommendations of the committees or appointed members and to act on them accordingly.
 - l. To hear requests for player releases and to make decisions relevant to the request(s).
 - m. To remove from office any member of the Executive who has been remiss or neglectful of their responsibilities, or whose conduct has proven to impair his/her usefulness to this Association.
 - n. To appoint sub-committees from its membership or employ individuals for the handling of special business.
 - o. To organize, approve and control the collection of fees and any funds collected on the behalf of the Association.
 - p. To deal with all the other matters relevant to the *Lake of the Woods Girls Minor Hockey Association* and their members.
 - q. To ensure all registered team volunteers have successfully completed the certified "Speak Out" Program.
 - r. To ensure all registered coaches have successfully completed the certified Coaches Certificates and Criminal Record checks as required.

Article 10 - DEFINED DUTIES OF EXECUTIVE OFFICERS

President

- 10.1 Within the jurisdiction of the *Lake of the Woods Girls Minor Hockey Association*, shall have the following powers as the President of the Association,
- a. Sign as signing officer of the Association.

- b. Preside over all meetings as chairperson.
- c. Exercise the powers of the Executive in case of emergency, such action shall be subject to ratification by the Executive Committee at the next scheduled meeting.
- d. Shall, have a vote in the event of a tie, shall cast deciding ballot.
- e. Shall set dates for the Annual Meeting and convene any special meeting as the need arises.
- f. Shall sit on all committees/or appoint a designate.
- g. Shall chair a committee with any two (2) Executive members and together, they will investigate and take corrective action on detrimental conduct, protest, and appeals involving any player, coach, manager, or Executive member within our jurisdiction.
- h. The President has the right to attend or appoint a person to attend meetings that pertain to the *Lake of the Woods Girls Minor Hockey Association*.
- i. The President has the right to appoint an Executive member to other duties as deemed necessary.

Immediate Past President

10.2

- a. Shall assist the Executive in making decisions based on his/her past knowledge of being President of *Lake of the Woods Girls Minor Hockey Association*.
- b. Shall exercise a vote as a member of the Executive Committee.
- c. Shall perform other duties assigned by the Executive Committee.
- d. Shall sit as the Chair for the Constitution Committee.
- e. Shall sit as Chair on the Bursary Committee

Vice President (Registrar)

10.3

- a. In the absence of the President or in the event of his or her inability to act, the Vice president shall have and will exercise all the powers of the President
- b. Shall be responsible for the registration of all minor girl hockey players registered with *Lake of the Woods Girls Minor Hockey Association*.
- c. Shall maintain a register of all players in the Association.
- d. Shall be responsible for the coordination of the Association.
- e. Communicate with the Executive on any relevant matters.
- f. Will aid in the support of the Tournament Chairperson regarding all tournament registrations.
- g. Shall be responsible for executing and distributing of travel permits and sanctions and rosters.
- h. Shall advise the President and Ice Convenor of teams out of town.

Secretary

10.3.1

- a. Shall conduct all official correspondence of the *Lake of the Woods Girls Minor Hockey Association*.
- b. Issue notices of all meetings, including committee meetings.
- c. Record minutes of all general meetings, including Executive Committee meetings and special meetings.

- d. Shall publish the notice of the Annual Meeting (15) days prior to the meeting.
- e. Shall be custodian of all books, papers, records, documents.
- f. Shall be responsible for the advertising and co-ordination of media events.
- g. Shall report all team and association events to the local media.
- h. Shall update the Constitution as required
- i. Shall update Facebook or any other Social Media pages.
- j. Shall be responsible for updating the website.

Bingo Chairperson

10.4

- a. Shall be one of three signing authorities.
- b. Shall sit on any or all committees as designated by the President, in an effort to be familiar with the working operations of the Association.
- c. Shall sit on the Coaches Committee.
- d. Shall sit as Picture Day Chairperson.
- e. Shall sit as Bingo Chairperson.

Bantam-Midget Tournament Chairperson

10.5

- a. Shall sit as Tournament Chairperson for the Bantam-Midget Tournament.
- b. Shall perform other duties assigned by the Executive Committee.
- c. Will appoint a Co-tournament Chairperson for this tournament to assist in the overall planning and organization.
- d. In the absence of the Bingo Chairperson, shall have the duties of the Bingo Chairperson.
- e. Will work in partnership with Novice- Atom-Pee wee Tournament Chairperson.

Novice-Atom-Pee wee Tournament Chairperson

10.5.1

- a. Shall sit as Tournament Chairperson for the Novice-Atom-Pee wee Tournament
- b. Shall perform other duties assigned by the Executive Committee.
- c. Will appoint a Co-tournament Chairperson for this tournament to assist in the overall planning and organization.
- d. Will work in partnership with Bantam Midget Tournament Chairperson.

Development Chairperson

10.6

- a. In the absence of one of the Tournament Chairpersons, the Development Chairperson shall have the duties of the absent Tournament Chairperson.
- b. Shall perform other duties assigned by the Executive Committee.
- c. Shall sit as Development Coordinator.
- d. Shall prepare a list of suitable coaches willing to volunteer for the pending year. Shall work with coaches on development, communicate information and coordinate coaching plans.
- e. Shall host a Clock and Timekeeping workshop for parents/guardians.
- f. Shall act as Equipment Manager.

Treasurer

10.7

- a. Shall receive all monies payable to the Association and keep same on deposit in a chartered bank or credit union as directed by the Executive Committee.
- b. Shall receive and record all accounts payable by the *Lake of the Woods Girls Minor Hockey Association* and with the approval of the Executive Committee pay all such accounts by cheque.
- c. Will arrange for the preparation of the annual financial statement and will report at the Annual General Meeting.
- d. Shall give the membership general updates on the financial operations of the league.
- e. Will be a signing officer of the Association.
- f. Be part of the Fundraising Committee.
- g. To receive and assign all tournament funds for both in and out of town tournaments and work collectively with the Registrar for teams travelling out of LOWGH district.
- h. Must be bonded or be able to obtain bonded status.
- i. The Treasurer must hold a professional designation in financial management such as a CA, CGA, or have a minimum of 5 years of financial professional experience to hold the office of Treasurer.
- j. Shall invest the league's money in accounts that earn fair market value and report such investments to the Executive annually.

Ice Convenor

10.8

- a. Shall negotiate and arrange the ice allotment for the *Lake of the Woods Girls Minor Hockey Association*.
- b. Assign ice as required by the Association.
- c. Maintain records and report ice times as required by the Association.
- d. Shall sit on the Coaches Committee.
- e. Shall sit on any committee directed by the Executive Committee.
- f. Shall maintain the website with any information regarding the league schedule.
- g. Shall prepare the tournament schedule and tournament rules for each local tournament.
- h. Shall schedule playoffs for each division and advise membership and coaches accordingly. Ensure that coaches have a copy of the current playoff format for each division.
- i. Schedule referees for all games and tournaments or work in conjunction with referee in chief in this purpose.

Member(s) at Large – maximum 3 positions

10.9

- a. Shall sit as a member(s) of the Executive Committee without a specific portfolio, however every Member at Large will “shadow” a member of the Executive of their choice, with permission of that member, so as to learn that position with the proposed intent to move into that position or another position within 2 years.
- b. Shall perform duties as assigned by the President and Executive Committee.

Convenors

10.10

- a. Convenors will be voted at the AGM for the following season.
- b. For the Draft – Article A Appendix A (Duties of convenors).
- c. Act as a liaison between coaches and the Executive and report at monthly meeting to membership on how division is progressing.
- d. Will sit as part of the tournament committee for their respective division.
- e. Attend a Speak Out clinic.
- f. Is not an Executive Position/Executive Officer.

Article 11 - ANNUAL GENERAL MEETING

Notice of the Annual General Meeting shall be publicized fifteen (15) days in advance.

11.1

- a. Only members of the Association are entitled to vote, speak to motion or raise a question.
- b. The date for the Annual General Meeting will be set by the President.
- c. The Order of Business/Agenda will be:
 - i. President's Report
 - ii. Treasurer's Report
 - iii. Secretary Report
 - iv. Special Business requiring approval of members
 - v. Old/Final Business
 - vi. Election of Officers
 - vii. New Business
- d. Amendments: all proposed amendments to the Constitution, Rules and Regulations and Policy and Procedures.
 - i. Must be received in writing by the Secretary at least 30 days in advance of the Annual General Meeting.

Article 12 - RULE OF ORDER FOR ALL MEETINGS

12.1

- a. Motion for change, in relationship to the Constitution, Rules and Regulations and Policies and Procedures of the *Lake of the Woods Girls Minor Hockey Association* will not be accepted, (see article 3.1 d)
- b. Any items of business which members wish to discuss must be forwarded to the Secretary in writing, three (3) days prior to the next general meeting, to be placed on the agenda.
- c. Other new business or changes can be discussed at General meetings. Notice of Motion for Change can be requested for discussion that will be entertained /voted on at the next scheduled meeting.
- d. All motions need a mover and a seconder and must be accepted by the chairperson in order to be discussed.
- e. When a motion is under discussion, no other motion will be entertained except an amendment to the motion or a motion to table or postpone to a future date.

- f. An amendment that entirely changes the subject of the original motion will not be entertained.
- g. A tabling of a motion takes precedent over the main motion or an amendment to the motion.
- h. Only members of the Association may vote in meetings.
- i. When a vote is called, it is taken by the chairperson, by raising their hand, unless the Chairperson has requested a closed ballot.
- j. A decision shall be by the majority of vote cast.
- k. In the event of a tie, the Chairperson will cast the deciding vote.
- l. Reference can be made to the Robert's Rules of Order for rules of order for association meetings.

Article 13 - DUTIES OF THE CHAIRPERSON

13.1

- a. Maintain harmony and order during the meeting.
- b. Set and be familiar with all items on the agenda and reasons for their discussion at the meeting.
- c. Resolve an issue when a tie vote has occurred by casting the deciding vote.
- d. Decide who may speak.
- e. Call for votes.
- f. Decide if member's recommendations will be discussed at the meeting or sent to the Executive for review and decision.
- g. Dictate the structure of meetings according to personal comfort.
- h. If a member objects to item being considered, the chair will either:
 - i. Rule that the item is or is not appropriate for consideration.
 - ii. Or ask for a vote of the members present, in which case the majority will decide.

Article 14 - MEMBER EXEMPTIONS

All members who have held past positions in the Lake of the Woods Girls Minor Hockey Association Executive or as Tournament Chairperson, Bingo Chairperson and Referee-in-Chief are exempt (including their family members) from further present or future fundraising activities and any such duties (e.g. Timekeeping, etc.) that may be allocated by the sitting Executive.

Article 15 - DISSOLUTION OF LAKE OF THE WOODS GIRLS MINOR HOCKEY

In the event that *Lake of the Woods Girls Minor Hockey Association* should dissolve, all money remaining will be donated to minor sports groups in the Kenora area. The Kenora licensing department must be consulted prior to dispersal of all "Lottery" funds.

Article 16 - INSURANCE

Any player registering with *Lake of the Woods Girls Minor Hockey Association* must pay the full registration fee before being eligible to participate in any offered events, to ensure proper insurance coverage for the year.

ARTICLE 17- FINANCES (BINGO)

17.1

- a. The league shall continue to host 20 weeks of Radio Bingo with 89.5 MIX FM from October to March until such time that 89.5 MIX FM discontinues such arrangement.
- b. All funds raised by radio bingo shall be designated to subsidize all league fees for each division.
- c. No lottery funds raised by radio bingo shall be given to any other organization.
- d. No current executive may dissolve or cancel or server any portion of radio bingo arrangement without ratification at an annual general meeting by majority vote.
- e. Funds from LOWGH Bingo will be spent in accordance with the terms of the City of Kenora Lottery Licence.
- f. **Dissolution or Change in Bingo**
Any dissolution or change in LOWGH ownership, activity, or sole responsibility in Monday night Radio Bingo on 89.5 by Lake of the Woods Girls Minor Hockey shall be voted on at the AGM by the membership.

Appendix “A”

Convenor Duties

1. **Complete Player/Parent contact list using LOWGH Player/Parent Contact template, prior to draft date.** This list will be distributed to each of the coaches.
2. **Complete Coach Draft List using LOWGH Draft template, prior to draft date.** This will include the players name, jersey colour, and player number. Leave a column for the rating as well as any comments.
3. **Attend Coaches Meeting for their Division.** At these meetings the coaches are provided with a coach’s package and the convenors are introduced to the coaches. Attending will help you familiarize yourself with the coach’s duties and restrictions. It also helps you to understand the areas that your assistance is appreciated to the coaches throughout the season.
4. **Attend all Draft Skates to organize distribution of jerseys.** Jerseys will be assigned to each division by the equipment manager. You are to obtain these jerseys by contacting the Development Chair and assign each player a colour and a number. At draft – give each player present the corresponding number according to the coaches draft list you provide to them. Following the draft, you will be required to collect all the jerseys from the players and ensure they are returned to Development Chair.
5. **Attend Draft to record teams.** You should attend the draft immediately following the final draft skate. This date/time/location will be provided to you by the President or Vice President. Your role at the draft skate is to act as the scribe and record all drafts to each team. Only the President, Vice President, Division Convenor and coaches are allowed at draft. The information discussed in the draft skates are confidential and you must not discuss any ranking of players with any parents or other coaches/convenors.
6. **Complete team lists for coaches and parents.** We ask the convenors to complete a contact list of all players and parents with information that is important for coaches to access. We also ask that convenors create a team roster list for parents. It is a quick reference guide with team names, player’s names and jersey numbers on it. It helps parents identify the players throughout the season while they are in regular league games. Some have made small playing card size lists so that parents can keep them in their purses/jackets. For ideas speak to the President or Vice President.
7. **Act as a liaison between Coaches and Executive.** The coaches will rely on you to provide information to the parents on a variety of issues/information that is circulated to them. How you choose to ensure all this information gets to each parent is up to you, however, you should keep in mind that not everyone has access to email. Some division convenors

provide monthly newsletters, some give notes to parents, and others use phone and/or email. If you require assistance or ideas with communications, please speak to the President or Vice President.

8. **Be part of the Tournament Committee.** The Division convenor plays a big role in the local tournaments. You will be responsible for the volunteer hours at your division tournament. The tournament committee will assign the hours/days for the door, time clock, dressing rooms draws, etc. and you will need to recruit volunteers from your division to cover the times. This will be done in cooperation with the coaches, however, remember they are also very busy in the tournament with the players and the team building with the teams. We rely on the convenors to take this pressure off the coaches and it is one of the small things we ask of parents throughout the season. Attending the tournament committee meetings will assist you with gaining knowledge on the plans for the tournament and any areas you may be able to assist with.
9. **Attend all General and Tournament Meetings (when possible).** As noted above, the tournament meetings are important for all divisions as we hope to have other divisions help out with each other's tournaments. Attending the monthly general meetings we ask each convenor to provide a report on the division and bring any issues or concerns forward at that time.
10. **Attend a Speak Out Clinic.** It is important to have our division convenors have Speak Out as it allows them to be in the dressing rooms and assist with the coaches on the bench, etc as needed.
11. **Volunteer Hours.** If applicable by the current year Executive, develop and maintain volunteer hours within each team.