

# North Bay and District Girls Hockey Association



## Constitution

# **North Bay & District Girls Hockey Association**

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# North Bay & District Girls Hockey Association

## Mission Statement

The North Bay and District Girls Hockey Association is dedicated to creating a place for all girls, regardless of age and ability to participate in, and enjoy the game of hockey. We are committed to providing our players with opportunities to develop their skills, and to play at a level comparable to their ability whenever possible.

## OWHA Code of Conduct

**OWHA Code of Conduct** identifies the standard of behaviour which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyberbullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others. OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

**Failure to comply with this Code of Conduct and/or the OWHA Concussion Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities and events both present and future.**

OWHA Handbook – Constitution, By-Laws, Regulations and Rules 2019-20

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## **ARTICLE ONE**

### **Name and Purpose**

- A. This organization shall be officially known as the North Bay and District Girls Hockey Association and may be referred to in this document as NBDGHA or Association.
- B. The purpose of the organization is to set the policies and conduct the required business of NBDGHA, while ensuring compliance of our operations and that of our members with the policies of the Ontario Women's Hockey Association (OWHA) and this Constitution.

## **ARTICLE TWO**

### **Head Office**

The Head Office of the Association shall be located in the City of North Bay, in the Province of Ontario at a place determined by the Executive Committee.

## **ARTICLE THREE**

### **Governing Bodies**

- A. This Association is the governing body of (OWHA) female hockey in North Bay and District. All activities under the jurisdiction of NBDGHA shall be governed by the NBDGHA Constitution, By- Laws, Rules, Regulations, Policies and Procedures.
- B. NBDGHA is a member of the Ontario Women's Hockey Association (OWHA) and is first and foremost governed by the Constitution, Bylaws, Regulations and Rules of the OWHA. By way of this membership we are affiliated with the Ontario Hockey Association (OHA) and the Ontario Hockey Federation (OHF).
- C. The NBDGHA, through its membership in the OWHA, and affiliation with the OHA and OHF are governed by the playing rules specific to female hockey outlined by Hockey Canada.

## **ARTICLE FOUR**

### **Objectives**

The objectives of the Association are to:

- A. Foster, promote and develop participation in female hockey in North Bay and District, with the primary focus on the operations of youth programming, while supporting the registration of hockey programs for women, both recreational and competitive within the OWHA.
- B. Provide the members of the Association with the opportunity to participate in the sport of hockey competition at a skill level comparable to their development, in recreational or competitive age-appropriate divisions when possible.
- C. Encourage good sportsmanship, integrity, and excellence in our members, while fostering the development of leadership and life skills in our participants.
- D. Create an environment whereby all players have the opportunity to enhance their hockey skills, while promoting hockey as a game played primarily for enjoyment regardless of age or ability.

## **ARTICLE FIVE**

### **Finances**

- A. The NBDGHA shall be financed through annual Player Registration Fees, Association Fund-Raising Initiatives, Bingo Proceeds, Tournament Revenue, Team Sponsorship, Grants, Donations and any other sources deemed appropriate by the Executive Committee.
- B. The Association fiscal year will be July 1<sup>st</sup> to June 30<sup>th</sup> as in accordance with the NBDGHA Incorporation Agreement.
- C. The President, Vice President and Treasurer will be the designated signing authorities on all Association Financial Accounts.
- D. If the Association chooses to run licensed gaming activities they are required by the Ontario Licensing and Gaming Commission to have an “In Trust Account” that is separate from any other Association Banking Accounts.

## **ARTICLE SIX**

### **Termination**

If the NBDGHA disbands or ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by, The City of North Bay Parks, Recreation and Leisure Services Department pending resolution and distribution of such assets and funds.

## **ARTICLE SEVEN**

### **Membership**

Membership eligibility in the Association shall consist of:

- A. Players who:
  - 1) Have registered with the Association and
  - 2) Have agreed to abide by and comply with the Constitution, By-Laws, Rules and Regulations of the Association and the OWHA, and
  - 3) Are in good standing within the organization.
- B. Parents/Guardians of players who have met the above criteria, and whom themselves are in good standing with the Association.
- C. Members of the Executive Committee, appointed Directors and Sub Committee members in good standing with the Association.
- D. NBDGHA Team Officials approved or appointed by the Executive Committee and in good standing with the Association.

## ARTICLE EIGHT

### Executive Committee

- A. The Executive Committee shall be composed of eight (8) Officers:
- 1) President
  - 2) Vice President
  - 3) Past President
  - 4) Secretary
  - 5) Treasurer
  - 6) Scheduler
  - 7) Registrar
  - 8) Convener of House Team Operations
  - 9) Convener of Competitive Team Operations
- B. The Officers of the Executive Committee shall be nominated and elected by majority vote. The terms of office for the Executive Committee shall be a 2-year term with elections being the following:

Even years (e.g., 2022):

President  
House Convener  
Treasurer  
Secretary

Odd years (e.g., 2023):

Vice President  
Competitive Convenor  
Registrar  
Scheduler

- 1) The position of President is restricted to persons that have served previously as an Officer on the Executive Committee of the Association.
  - 2) The Past President is an advisory position on the Executive Committee, and therefore is not an elected position; it is assumed and can only be held by an outgoing or former President.
  - 3) All remaining Executive Officer positions are unrestricted to nomination and election.
- C. In the best interest of the operations of the Executive Committee, only one representative from a family unit (i.e., parent/child, husband/wife) may serve at one time on the Executive in a voting capacity.
- D. The Members of the Executive Committee shall receive no remuneration for serving in their capacity.
- E. Executive Committee members elected, assumed, or appointed must agree to sign and comply with a Code of Conduct and Oath of Office and Confidentiality Agreement.
- F. Members of the Executive Committee are expected to actively participate in all functions of the Association.

- G. Officers of the Executive Committee are expected to attend all meetings of the Executive Committee, since this may not always be possible, an Officer who is unable to attend a meeting is required to notify the Secretary/Executive prior to the meeting.
- H. Regular attendance by Executive Committee members will offer the greatest input by the most number of Officers representing the Association Membership, therefore providing consistency in regards to the conducting of Association business. If an Officers attendance at meetings (>3 absences) or their ability to perform the duties of their position become a concern, reasonable consideration shall be given to the circumstances and shall be addressed with the Officer by the President/Executive Committee
- I. If an Officer for whatever reason is unable to carry out their commitment or knowingly will be unable to fulfill the meeting attendance requirement, the voluntary resignation of an Officer should be submitted in writing to the President, preferably with 30 days' notice. The Officer may request that their resignation be accepted under special circumstances, on a one time basis, without prejudice to hold an Executive Committee position the following season.
- J. All Executive Officers must attend a minimum of 75% of all Regular Executive Meetings during the course of the year to remain eligible to hold an Executive Officer position the following season.
- K. If an Executive Officer was unable to meet the attendance requirement from the previous year, the Officer may appeal to the Executive Committee with an explanation of how things have changed for the upcoming year and attendance at meetings will no longer be an issue. Officers may only apply under these circumstances once, as stated in either (I) or (K).
- L. Any Officers positions on the Executive Committee that are vacated for any reason during the term shall be replaced within 30 days if possible.
- M. Each Officer of the Executive Committee is expected to present a year-end report of their position at the Annual General Meeting.

## **ARTICLE NINE**

### **Directors and Sub Committees**

- A. The Executive Committee shall appoint volunteers on an annual basis as Directors to oversee special projects for the association. They may include but not be limited to:

- 1) Director of Association Equipment
- 2) Director of Training and Development
- 3) Director of Association Fundraising
- 4) Director of Marketing and Communications
- 5) Director of Website Administration

The Directors shall report to the Vice President and be subject to the direction of the Executive Committee in carrying out their responsibilities.

- 6) Director of Association Tournament

- B. The Executive Committee shall appoint a volunteer Director and Sub Committee on an annual basis to oversee the Association Tournament. The Tournament Director and Sub Committee will report directly to the President and be subject to the direction of the Executive Committee in carrying out their responsibilities.



- C. The Directors positions shall be promoted:
  - 1) To the general membership
  - 2) If required a reasonable appointment may be solicited from inside or outside the Association.
  - 3) All interested persons must be considered for the position
  - 4) Final selection and approval will be done by the Executive Committee

## **ARTICLE TEN**

### **Authority and Responsibilities of Executive Committee**

- A. The Executive Committee shall possess the authority and responsibility to conduct the operational affairs of the Association, and shall have full power to manage and execute the administration of NBDGHA within the scope of the Constitution and By-Laws, and decide on any matters not specifically covered within this document.
- B. The Executive Committee shall be responsible and authorized to uphold the Constitutions and Bylaws, Rules, Regulations, Policies and Procedures of NBDGHA and the OWHA while promoting and achieving its primary objectives.
- C. This Document outlines the standard operating procedures of NBDGHA. The Executive Committee has the responsibility and authority to maintain and amend this document to ensure it is in accordance with the policies of the OWHA.
- D. The Executive Committee has the authority to make the rules of the OWHA more restrictive in nature as they apply to NBDGHA.
- E. The Executive Committee shall have the power to consult or appoint such persons, Directors or Committees as it determines is necessary to assist in carrying out its responsibilities.
- F. The Executive Committee has the right and the responsibility to approve, appoint or reject all Team Officials and the authority to ensure such persons abide by the Policies of NBDGHA and the OWHA.
- G. The Executive Committee shall have the authority to suspend, discipline or expel any Player, Team Official, Association or Executive Member for non-compliance or conduct deemed detrimental to objectives of the NBDGHA or the OWHA.
- H. The Executive Committee shall have the authority and are required to exhaust all attempts to fill any Executive Officers positions that are left open for any reason during the course of the year within 30 days of vacancy if possible. The Executive Committee shall assign the duties of the vacant position to existing Officers as required in the interim or the remainder of the year if the position cannot be filled.
- I. The President or his/her designate has the authority to enter into contracts in the ordinary course of the Association's operations on behalf of the Association at the approval of the Executive Committee.
- J. The Executive Committee has the authority to select, approve and designate Honorary Member status to persons deemed to have significant contribution of past service to the development of the Association.

## **ARTICLE ELEVEN**

### **Meetings of the Executive Committee**

- A. The first meeting, and assumption of duties of the newly formed Executive Committee, shall be held no later than 14 days following the AGM.
- B. Subsequent meetings will occur on a regular basis, typically monthly at a date predetermined by the President, in consultation with the Executive Committee.
- C. Executive Committee meetings are closed to the general membership/public unless by special invitation.

- D. A quorum will consist of 50% +1 of the eligible voting Officers is required at any Meeting of the Executive Committee in order for a motion to be presented and addressed.

## **ARTICLE TWELVE**

### **Annual General Meeting**

- A. The Annual General Meeting (AGM) will occur once a year between May 1<sup>st</sup> and May 31<sup>st</sup> and is called by the President in consultation with the Executive Committee.
- B. The date, time and location of the AGM shall be announced to the members of the Association and the general public not less than 30 days prior to the scheduled event.
- C. Notices of motions, correspondence, constitutional amendments, and any other matters for considerations at the AGM, are required to be submitted in writing to the Secretary no less than 14 days prior to the meeting.
- D. Proposed motions or amendments will only be accepted from a member who is in good standing with the Association.
- E. Motions or amendments presented to the Association members for consideration at the AGM can only be moved or seconded by another member who is in good standing with the Association.
- F. Any eligible voter may nominate a person for an Officers position on the Executive Committee.
- G. All nominations must be accepted or declined by the nominee either present or in writing.
- H. Voting shall be held by a show of hands, unless otherwise requested by any member in which case a vote by ballot will occur.
- I. The agenda for the AGM must include:
  - 1) The minutes of the preceding Annual General Meeting
  - 2) Presentation of a financial statement, which is in accordance with generally accepted accounting principles.
  - 3) Presentation of Annual Reports by Executive Committee Members
  - 4) The ratification of any proposed amendments to the Constitution, By-Laws, Rules, Regulations, Policies and Procedures.
  - 5) Old Business
  - 6) Nomination and Election of Officers
  - 7) New Business
- J. The President may opt to designate a Chair of the annual meeting to oversee all or a portion of the business of the annual meeting.
- K. The Past President shall supervise the nomination and elections of the Executive Committee at the AGM. If this is not possible for any reason the President will designate a person to conduct the annual nominations and election of Officers of the Executive Committee.
- L. Voting at an AGM is open to all members 18 years of age and older, who are in good standing with the Association. Any eligible member of the Association in attendance is entitled to cast a vote on all motions made or election of Officers at the AGM.
- M. Honorary Members are not considered voting eligible.
- N. No quorum shall be required to conduct the Annual General Meeting or to execute voting procedures at the AGM.
- O. Absolutely no proxy votes will be permitted by any member at the AGM.

## **ARTICLE THIRTEEN**

### **Voting Privileges of the Executive Committee**

- A. The President is only eligible to vote in the event of a tie at any meeting of the Executive Committee or AGM.
- B. The Past President does not vote on motions at any Executive Committee meetings, but is eligible to vote as a member at the Annual General Meeting of the Association.
- C. All remaining (7) Officers positions are of voting capacity. Vice President, Secretary, Treasurer, Scheduler, Registrar, Convener of House Team Operations, Convener of Competitive Team Operations, and have the right to vote on all matters at any meeting of the Executive Committee and the AGM.
- D. In the event that an Officer is performing the functions and duties of more than one Officers position on the Executive Committee at one time, they shall be entitled to only one vote at any meeting of the Executive Committee or AGM.
- E. Appointed Directors and members of Sub Committees do not vote on any motions at Executive Committee meetings of which they may be in attendance, but are eligible to vote as members at the Annual General Meetings of the Association.
- F. Absolutely no proxy votes will be permitted by Executive Committee members at any meetings, including the Annual General Meetings of the Association.

## **ARTICLE FOURTEEN**

### **Protections of the Executive Committee Officers and Directors**

- A. No Officer or Director shall be liable for the acts, neglects or defaults of any other executive or director acting in good faith for the Association or for loss, damage or expense suffered or incurred by the Association.
- B. The Executive, any Officer or Director shall not be liable in respect to any contract, act or transaction entered on behalf of the Association, where such contract, act or transaction shall have been authorized and approved by the Executive.
- C. The Executive, any Officer or Director shall be released and forever discharged from all and any claims, demands, damages, actions or causes of action arising, or to arise, by reason of a registrant's participation in the Associations' activities.
- D. The Members of the Executive Committee shall be covered under Board Liability coverage through Hockey Canada for any actions taken against them while performing within their position.

## **ARTICLE FIFTEEN**

### **Amendment of By-Laws**

- A. The Executive Committee may, set, repeal, or amend such By-Laws as it deems necessary for conduct of the business of the Association in a manner consistent with this Constitution and By-Laws, and that of the OWHA.
- B. Any changes made to the By-Laws by the Executive Committee shall be in force, but subject to ratification by majority vote at the next Annual General Meeting.

- C. The powers in Article Fourteen (A) may be exercised by a majority vote at an Annual General Meeting.
- D. Any changes made to the By-Laws, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or re-introduced for a period of one year.
- E. Any changes made to the By-Laws at an Annual General Meeting by the members may not be modified or re-introduced for a period of one year by the incoming Executive Committee.
- F. All proposed amendments to the By-Laws must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE SIXTEEN**

### **Amendments of Rules and Regulations**

- A. The Executive Committee may, as deemed necessary, set, repeal or amend:
  - 1) Regulations pertaining to the structure of leagues and teams, age categories, fees, membership, and any other matter related to the carrying out of its objectives.
  - 2) Such rules that are more restrictive in nature than those established by the OWHHA and or Hockey Canada.
- B. The powers in Article Fifteen (A) may be exercised by a majority vote at an Annual General Meeting.
- C. Any changes to the Regulations or Rules, made by the Executive Committee, shall be subject to ratification by a majority vote at the next Annual General Meeting.
- D. Any changes to the Regulations or Rules, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or reintroduced a period of one year.
- E. Any changes made to the Regulations and Rules at an Annual General Meeting, by the members may not be modified or reintroduced by the Executive Committee for a period of one year.
- F. All proposed amendments to the Rules and Regulations must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE SEVENTEEN**

### **Amendments of Policies and Procedures**

- A. The Executive Committee may, as deemed necessary, set, repeal or amend the Policies and Procedures that outline the standard operating principles of the Association.
- B. The powers in Article Sixteen (A) may be exercised by a majority vote at an Annual General Meeting.
- C. Any changes to the Policies and Procedures, made by the Executive Committee, shall be subject to ratification by a majority vote at the next Annual General Meeting.
- D. Any changes to the Policies and Procedures, by the Executive Committee, which fail to receive ratification at the next AGM may not be modified or reintroduced a period of one year.

- E. Any changes made to the Policies and Procedures at an Annual General Meeting, by the members may not be modified or reintroduced by the Executive Committee for a period of one year.
- F. All proposed amendments to the Policies and Procedures must be submitted in writing, to the Secretary at least 14 days in advance of the Annual General Meeting. A rationale should accompany the suggested change.
- G. All suggested amendments shall be presented to the Executive Committee prior to the AGM.

## **ARTICLE EIGHTEEN**

### **Constitutional Amendment**

- 1) This Constitution may only be amended at the Annual General Meeting by a 2/3 majority of all votes cast by eligible members.
- 2) The Secretary must receive in writing, at least 14 days in advance of the Annual General Meeting, any proposed amendments to the Constitution of the Association.