

Smiths Falls Girls Hockey Association Constitution

Constitution of the Smiths Falls Girls Hockey Association

Whereas the SFGHA is a voluntary Association of members, players and individuals established to provide girls in Smiths Falls with the opportunity to learn and play the game of hockey.

And, whereas it is declared that one of the purposes of the Constitution and the Association's bylaws, regulations and rules shall be to confer on the SFGHA and its Executive all of the rights, responsibilities and powers of a fully self-governing, non profit organization.

And whereas the SFGHA is a member association of the ODWHA and thereby the OWHA, the SFGHA is subject to the ODWHA Constitution, By-Laws, Rules and Regulations for the league play and the OWHA in respect of Tournaments and Provincial Playdowns.

Now therefore be in enacted:

Article 1 – Name and Purpose

- (1) This association shall be known as the Smiths Falls Girls Hockey Association, hereinafter to be referred as the SFGHA.
- (2) The purpose of the SFGHA is to organize and govern the operation of hockey for girls in the town of Smiths Falls and surrounding district.

Article 2 – Aims and Objectives

The objective of the SFGHA is to foster and encourage girl's hockey throughout the town of Smiths Falls and surrounding area. The aims of the SFGHA are:

- (1) To provide girls of the town of Smiths Falls and surrounding district with the opportunity to learn and play the game of hockey.
- (2) To ensure that each player, to the extent possible, will be able to participate in a hockey program suited to that player's skill and abilities.
- (3) To establish and maintain a variety of hockey programs (developmental, house league, and competitive) for all age groupings.
- (4) To encourage the participation of any and all interested persons and organizations wishing to volunteer their services in the administration and support of the SFGHA affairs.
- (5) To foster and develop sportsmanship, self-discipline, self-confidence, respect for others, and enjoyment through participation in hockey.

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Article 3 – Membership

- (1) Players registered in any of the programs or activities of the SFGHA shall be considered junior members of the SFGHA and shall not be entitled to vote at general meetings of the SFGHA if they are less than 18 years of age.
- (2) Senior members of the SFGHA, hereinafter referred to as 'members', shall be the only persons entitled to vote on matters of the SFGHA. All such members shall be 18 years of age or older and shall only include:
 - i. Directors of the SFGHA.
 - ii. Up to a maximum of three (3) team officials per team, not already members of the SFGHA providing such persons are at least 18 years of age and are registered with the SFGHA.
 - iii. Each parent or legal guardian of one or more junior members of the SFGHA for the current of ensuing year.
 - iv. Persons appointed by the Executive to fulfill voluntary responsibilities on behalf of the SFGHA who would not otherwise qualify as members.
- (3) The SFGHA shall have the full right to establish conditions of membership and to refuse membership to persons failing to satisfy those conditions.

Article 4 – Annual General Meetings

- (1) A general meeting of the SFGHA shall be held annually prior to the last day of May in the hockey year, at a place, date, and time determined by the Executive.
- (2) The business of the Annual General Meeting shall include:
 - i. Presentation and adoption of the minutes of the previous AGM and any Special General Meetings held during the hockey year.
 - ii. Presentations of awards and guests
 - iii. Reports of Executive and Committees
 - iv. Financial statements for the hockey year in which the meeting is held.
 - v. The budget for the ensuing year.
 - vi. Election of new Executive.
 - vii. Motions to adopt, amend, revise, or repeal Articles of the Constitution for which due notice has been provided.
 - viii. Other business of interest and concern to members.
 - ix. Adjournment.

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Article 5 – Special General Meetings

- (1) A special General Meeting of the SFGHA shall be called by the Executive within weeks of the receipt, by the Secretary, of a written request for such a meeting signed by at least 10 voting members of the SFGHA.
- (2) The written request shall specify the business to be transacted at this meeting and only the specified business shall be transacted.
- (3) The Executive by resolution shall have full authority to convene a Special General Meeting (refer to Article 9).

Article 6 – Election of Executive

- (1) Executive of the Association shall be elected at an AGM and shall hold office until the adjournment of the next AGM following the AGM at which they were elected. A member of the executive may be re-elected.
- (2) A non-member appointed by the current executive will act as scrutinizer of the election.
- (3) The President shall be elected by the members at the AGM and shall hold office until the adjournment of the next AGM thereafter. No person may be nominated for, acclaimed to or elected to the position of President unless that person is a member of the SFGHA for at least two years and has experience volunteering with SFGHA.
- (4) Any voting member of the SFGHA may be nominated for any of the remaining vacancies on the Executive.
- (5) The Vice-Presidents shall be elected by the members at the AGM and shall hold office until the adjournment of the next AGM thereafter.
- (6) Nominations for the remaining executive will be accepted from the floor at the AGM provided the nominees have stated their willingness, either in writing or in person to the office for which they have been nominated.
- (7) The Executive will be elected by written ballot by the majority of those present.
- (8) Vacancies of the Executive, however caused, may be filled by resolution of the Executive as long as a quorum of fifty percent of the Executive remains in office.
- (9) A person may be appointed by the executive until the adjournment of the next AGM.

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Article 7 – Composition of the Executive

- (1) The Executive shall consist of 9 core members (or 10 if there is an Immediate Past-President) and 2 non-voting members (Special Events & Fundraising Chair and Equipment Manager).
- (2) As Officers of the SFGHA, the President, Immediate Past-President, 1st Vice-President Competitive League, 2nd Vice-President House League, Treasurer, Secretary, Registrar, Skills & Development Director, Ice Director, Tournament Director shall be ex officio, members of the Executive, with duties as specified in Article 8.
- (3) At the discretion of the Executive, the same person may hold the positions of Secretary and Treasurer or Treasurer and Registrar, should there be a vacancy on the board.
- (4) Subject to the Constitution of the SFGHA, the Executive who shall have full authority to conduct the business of the Association shall manage the affairs of the SFGHA.
- (5) The immediate Past President shall be a voting member of the Executive.
- (6) Executive members shall receive no remuneration from the Association for acting as such.

Article 8 – Duties of Officers of the Association

- (1) **Past-President** (first season subsequent to term)
 - Transfer skills and knowledge
 - Ongoing support and assistance to the President, as required
- (2) **President**
 - Represent SFGHA at ODWHA Presidents Council Meetings (3-4 per year)
 - Represent SFGHA at OWHA General Meeting (Sept.)
 - Chair Monthly SFGHA Executive Meetings
 - Chair SFGHA General Meetings (2-3 per year)
 - Report on and lead discussions regarding ODWHA, OWHA events, news, etc.
 - Countersign documents/cheques that require countersignature
 - Mediate and/or resolve issues impacting SFGHA, as they arise
 - Oversee discipline, as required
 - Approve official documentation i.e. Permission to Skate, Player Release, etc.
 - Provide “Annual Presidents Report”
 - Coordinate annual financial audit

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(3) 1st Vice-President, Competitive League

- Perform the duties of the President and/or 2nd Vice-President in the event of absence or illness
- Lead the head coach selection process for the Competitive League (review applications, organize and conduct interviews, recommend successful candidate, conduct vote, communicate results, etc.).
- Attend annual ODWHA Coach/Manager meeting
- Conduct Competitive League Coach/Manager Information Meetings (pre-season and as required)
- Provide ongoing support for Competitive League Coaches/Managers
- Mediate and/or resolve issues impacting competitive teams, as they arise
- Attend a minimum of 2-3 competitive league games throughout the season
- Provide "Competitive League Report" at monthly SFGHA Executive (and/or General) Meetings
- Maintain contact information for Competitive League Coaches/Managers
- Obtain and retain copies of Competitive League Volunteer Police Checks
- Communicate with ODWHA as required on behalf of Competitive League Coaches/Managers
- Provide "Annual Competitive League Report" at SFGHA Annual General Meeting
- Liaise with Tournament Director as primary representative of Competitive League teams
- Approve official documentation i.e. Permission to Skate, Player Release, etc.

(4) 2nd Vice-President, House League

- Perform the duties of the President and/or 1st Vice-President in the event of absence or illness
- Lead the head coach selection process for the House League (review applications, organize and conduct interviews, recommend successful candidate, conduct vote, communicate results, etc.).
- Attend annual ODWHA Coach/Manager meeting
- Conduct House League Coach/Manager Information Meetings (pre-season and as required)
- Provide ongoing support for House League Coaches/Managers
- Mediate and/or resolve issues impacting house teams, as they arise
- Attend a minimum of 2-3 house league games throughout the season
- Provide "House League Report" at monthly SFGHA Executive (and/or General) Meetings
- Maintain contact information for House League Coaches/Managers
- Obtain and retain copies of House League Volunteer Police Checks
- Communicate with ODWHA as required on behalf of House League Coaches/Managers
- Provide "Annual House League Report" at SFGHA Annual General Meeting

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- Liaise with Tournament Director as primary representative of Competitive League teams

(5) **Secretary**

- Schedule monthly meetings, reserve location and communicate details to attendees
- Maintain and distribute meeting agendas, accurate record of meeting proceedings, motions and submitted reports
- Maintain SFGHA website
- Produce monthly Cubs eNews update
- Broadcast/communicate messages to the membership, as required
- Maintain current version of SFGHA Constitution
- Provide administrative support to Executive Members, as required
- Coordinate group tournament (i.e. Brampton) hotel booking (or delegate to SFGHA Volunteer)
- Coordinate annual banquet (or delegate to SFGHA Volunteer)
- Coordinate association fundraising (or delegate to SFGHA Volunteer)
- Advertise coaching positions, registration, etc. on an annual basis

(6) **Treasurer**

- Draft preliminary budget for the upcoming year of anticipated (usually based on past years) expenditures and report at SFGHA Executive Meeting
- Provide "Financial Report" at monthly SFGHA Executive (and/or General Meetings)
- Provide detailed "Annual Financial Report" for review and approval at SFGHA Annual General Meeting
- Receive all funds due SFGHA and deposit into Association account
- Write cheques for expenditures approved by the Board
- Maintain up-to-date accurate books and records of all moneys received (i.e. registration, tournament registration, etc.) and disbursed (i.e. ice invoice, referees, association fees, insurance, refunds, etc.)
- Liaise with coaches/managers to collect payment for extra ice
- Oversee post office box, mailings and other administrative tasks

(7) **Registrar**

- Provide "Registration Report" at monthly SFGHA Executive (and/or General Meetings)
- Maintain record of coaching and trainer certification numbers, as required
- Liaise with League VPs to ensure team rosters have the appropriate documentation and approvals
- Liaise with Team Coaches/Managers to prepare official team rosters and submit for approval
- Work with Treasurer to remit team registration fees, fines, etc.
- Provide "Annual Registrar Report" for review and approval at SFGHA Annual General Meeting

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- Provide membership email addresses and contact information to other executive members in support of their duties, as required
- Refresh/revise Registration Package and Forms on an annual basis
- Work with League VPs to ensure all player registration fees are collected and accounted for
- Account for payments accompanying Registrations and submit to Treasurer

(8) Skills & Development Director

- Maintain inventory of resources (i.e. Coach binders, etc.) and assets (i.e. goalie equipment, pylons, pucks, tryout jerseys, etc.) on behalf of SFGHA
- Organize/match up coach mentors with new coaches
- Support/consult coaches and assistant coaches in developing practice plans, identifying skills & development requirements (both on- and off-ice)
- Maintain directory of camps, skill development sessions, power skating, goalie coaches, fitness providers, etc.
- Work with League VPs to set Skills and Development goals/objectives for the upcoming season
- Provide "Skills & Development Report" at monthly SFGHA Executive (and/or General Meetings)
- Provide "Annual Skills & Development Report" at SFGHA Annual General Meeting
- Organize and execute pre-season conditioning, post-season 4 on 4, etc.
- Maintain inventory of team jerseys

(9) Tournament Director

- Work with SFGHA Executive to establish Tournament date and submit application for OWHA Sanction (June-August timeframe)
- Provide "Tournament Report" at monthly SFGHA Executive (and/or General Meetings)
- Assemble/lead Tournament Committee and manage Tournament Master Plan
- Liaise with Ice Director for ice, Secretary for communications/website, Town of Smiths Falls for hall rental, sponsors, etc.
- Work with Executive and Coaches/Managers to Recruit Teams starting in September

(10) Ice Director

- Provide "Ice Report" at monthly SFGHA Executive (and/or General Meetings)
- Draft and maintain Season Ice Plan on behalf of SFGHA and in accordance with documented guidelines
- Liaise with Town of Smiths Falls to procure sufficient ice for tryouts, practices, games (Regular Season, Playoff and Playdown), conditioning, 4 on 4, annual Cubtown Tournament, etc.
- Liaise with League VPs to schedule ice for tryouts

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- Maintain practice and home game ice schedule for all teams on behalf of SFGHA and update website appropriately
- Work with ODWHA convener to schedule league games
- Liaise with coaches/managers regarding requests for extra ice and report costs to Treasurer

(11) All Executive Members

- Attend monthly SFGHA Executive (and/or General) Meetings and participate in decision-making
- Vote in response to motions (excluding President except in the event of a tie)
- Participate in annual coach selection process
- Maintain knowledge of OWHA, ODWHA and SGHA Rules, Regulations and Policies

Article 9 – Meetings of the Executive

- (1) Except as otherwise required, the Executive may hold its meetings at such place or places as it may, from time to time, determine.
- (2) The Executive may appoint a day or days in any month or months for regular meetings at a specific hour and place and for such meetings, no notice need be sent.
- (3) Meetings may be formally called by the President or by the Vice-Presidents.
- (4) Otherwise than provided in article 9(3), the secretary must, in writing or by telephone provide each Executive member with notice of meetings at least 48 hours prior to the time of the meeting. Such notice shall include the date, time, and place of the proposed meeting.
- (5) Fifty per cent plus one Executive shall form a quorum for the transaction of business.
- (6) The Chair does not have a vote except in instances where the vote is evenly divided. In the case of equality of votes on any matter, the Chair shall cast the deciding vote.
- (7) Any votes at any meeting of the Executive shall be taken by secret ballot if so demanded by any Executive member present.
- (8) A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in the evidence as proof of the fact.
- (9) The Executive shall hold at least two General meetings from September to April.
- (10) Where an executive member has a conflict on an issue concerning a vote, the member will remove him/herself from the vote.

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Article 10 – Resignation or Impeachment

- (1) Officers are required to attend all meetings of the Executive. Anyone who fails to attend three (3) consecutive meetings without notifying the Secretary of inability to attend shall be deemed to have resigned.
- (2) The members of the Association, subject to the requirements of Article 5 requiring proper notice, may by resolution passed by at least two thirds of the votes cast by senior members at an AGM or Special General Meeting called for that specific purpose, remove any officer before the expiration of that person's term of office, and elect another person or persons as set out in this constitution.

Article 11 – Responsibilities of the Executive

Subject to the Constitution of the SFGHA, the Executive shall:

- (1) Have all full and necessary powers and authorities to manage order, administer and direct the affairs of the Association.
- (2) Have authority to negotiate, purchase, lease or otherwise acquire property for the SFGHA.
- (3) Set, establish, increase, decrease and determine membership and registration fees other fees, dues and levies.
- (4) Adopt, amend, revise, revoke or repeal the Regulations of the Association.
- (5) Enact, alter, amend, repeal or revoke the By-Laws of the Association but such undertakings must be ratified by the senior members at the next AGM or Special General Meeting convened for such purpose.
- (6) Exercise the right of prior review and approval of all hockey activities, programs, and undertakings in the name of the SFGHA and establish terms, conditions, standards and objectives for them.
- (7) Assess and appoint coaches, all of whom shall hold their positions at the pleasure of the Executive.
- (8) Establish, appoint and direct the work of various committees to advise in on general or specific issues.
- (9) Direct any other undertaking necessary to provide the SFGHA with sound and effective administration.
- (10) The Executive shall have full authority to suspend any team, team official, game official or individual player, up to a maximum of 14 days for conduct prejudicial to the aims and objectives of the Association.

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Article 12 – Books and Records

Execution of Documents

- (1) Any two Executive members shall sign contracts, licenses, and engagements on behalf of the SFGHA or any other persons designated by the Executive.
- (2) Contracts, in the ordinary course of the SFGHA operation, may be entered into on behalf of the SFGHA by any two of, the President, Vice-Presidents, Treasurer or other person so authorized by the Executive. Any two Officers designated by the Executive shall have signing authority on all cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the SFGHA.
- (3) The securities of the SFGHA shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be determined by the Executive.
- (4) The Executive shall see that all necessary books and records of the SFGHA required by the By-Laws of the Association are regularly and properly kept.

Article 13 – Financial and Hockey Year

- (1) Unless otherwise ordered by the Executive the fiscal year end of the SFGHA shall be on the 30th day of April in each year.
- (2) For the purposes of any Article of the Constitution or By-Laws of the SFGHA, the hockey year of the SFGHA shall be the twelve-month period between the 1st day of May and the 30th day of April each year.

Article 14 – Players and Registration

- (1) Player Definitions
 - Veteran SFGHA Player** – Registered with SFGHA during the previous season (priority will be given to players registered by May 31, 2013)
 - New Player** – Never registered with SFGHA
 - Former SFGHA Player** – Registered with SFGHA for a fall/winter season prior to but not during the 2012 -2013 season (Will be subject to review by SFGHA Executive)
- (2) Registration will be on a first-come first-served basis within birth year and division under the following priority:
 1. Veteran Players
 2. New and Former SFGHA players residing in SFGHA catchment area (Town of Smiths Falls, Rideau Lakes, Drummond/ North Elmsley, Elizabethtown/Kitley and Merrickville/Wolford and Montague Townships)

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1. New and Former SFGHA not residing in SFGHA catchment area will be accepted if Space available. The registration of all former SFGHA players will not be finalized until it has been reviewed by the Executive for approval.
- (3) Players residing in Smiths Falls and surrounding district may play on the team of their choice if the numbers and skill level allow. The team must be her age category or higher.
- (4) The parent or guardian must sign all registration and pre-registration forms for girls under 18. All players are required to complete at SFGHA registration form.
- (5) Participation of players is restricted to one SFGHA team at a time per playing season subject to player movement and player release clause.
- (6) When there are more applications than teams available for players, a reserve list (subject to approval by the parents or guardians) shall be maintained by the SFGHA. Every effort will be made by the SFGHA to find a team for each player.
- (7) Team lists to include full name, address, telephone number, player birthdate will be submitted to the Association Registrar prior to the first league game. The goalies are to be identified on the team lists. Team lists are to be on the ODWHA team registration form, or alternate provided by the association, and a copy of each player's registration form must accompany the team list. These will be kept amended as necessary.
 - i. SFGHA team registration forms (or copies) must also be submitted to the ODWHA Registrar. The ODWHA Registrar will forward to the OWHA, prior to their deadline. All forms received at least 7 days prior to the deadline.
 - ii. Team lists must be finalized by December 31st. After December 31st, annually new registrations can be added to team lists up to the maximum number of players allowed provided the registered player is transferring from another city outside the ODWHA jurisdiction subsequent to December 31st or is moving up from a lower level team with that team's permission. Exceptions to the ruling due to extenuating circumstance will be reviewed and decided upon by the ODWHA and SFGHA Executive. Written proof must be provided to the Registrar.
- (8) An underage player whose skills are well above the average for her age group may be permitted to play in a higher age group.
- (9) An overage player lacking in skills average to a given age group may be permitted to participate in a lower age group. Overage players must be identified as such on the team registration lists with the reason for this placement noted. The intent of the overage player exception is to introduce the game of hockey to girls who have not previously experienced ice hockey. However, players are required to play within their proper age categories in all other cases. Approval of the ODWHA and SFGHA Executive is required for all overage players. Request for review of overage players must be

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submitted by the SFGHA Registrar for consideration by the ODWHA Executive by December 31st of the current playing season.

- (10) When a player wishes to change teams after the beginning of the season, the coach or manager of the team she is leaving must notify the Registrar that they agree to release the player. This notification can initially be by phone but must be followed up with a written notice of release. The team to which the player is moving must notify the Registrar prior to the player participating in a league game and a new registration form must follow within three days. The player cannot play in a league game until both release and re-registration notice has been received by the Registrar.
- (11) Player movement from one level to a higher level is allowed under the following conditions, as per the ODWHA constitution.
- (12) In all cases of intended use of affiliated players, the following procedure will apply:
 - i. The receiving coach (coach intending to use affiliated player) will first approach the affiliated team coach for permission to approach a selected affiliate player.
 - ii. Permission being granted, the player in question will be contacted to confirm her willingness to play, with the advice that her team coach has approved her participation if interested.
 - iii. The receiving coach will then immediately advise the affiliate coach of the player's decision.
 - iv. The game sheet completed for the game (in which affiliate player plays) will have the initials "AP" beside the affiliate's name as a record for the league satisfaction and any subsequent protests or inquiries by the ODWHA or the OWHA.

Article 15 – Amendments

- (1) Amendments to the Constitution may be made at any properly called AGM of the membership.
- (2) An amendment in writing signed by a mover and a seconder must be given to the Secretary at least 30 days before the AGM is to take place. Both the mover and the seconder must be voting members of the association.
- (3) An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

Article 16 – Interpretation

In these By-Laws, and all other By-Laws of the Association hereafter passed, unless otherwise requires, words importing the singular number of the masculine gender shall include the plural number of the feminine gender, as the case may be vice versa, and reference to persons shall include firms and corporations.