

# PART I

## CONSTITUTION

WHEREAS the Almaguin Girls Hockey Association is an organization operated by volunteers, desiring to promote and foster opportunities for girls to play hockey in the Almaguin area;

AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's By-Laws, Regulations and Rules shall be to confer upon the Association and its Executive Committee all of the powers of a fully self-governing organization;

NOW THEREFORE be it enacted:

### ARTICLE ONE

#### **Name**

This organization shall be called the Almaguin Girls Hockey Association (herein referred to as the AGHA or the Association).

### ARTICLE TWO

#### **Objectives**

The AGHA is committed to providing a safe, fun, and nurturing environment in which female hockey players of all ages and skill levels can develop. It is our aim to not only encourage the physical development and skill acquisition necessary to the game of hockey, but also the dedication to team, motivation for improvement, and respect for others necessary to the game of life. We offer this program to girls who want to play as a way to be healthy, be proud and be part of a larger community. Our aim is:

- To give every player an opportunity to participate on an equal basis;
- To teach good sportsmanship and have fun;
- To develop hockey skills in a planned sequence;
- To promote physical, mental and social development;
- To promote truth, honesty and integrity;
- To develop coaches, officials and volunteers to carry out the expressed goals of our members.

## **ARTICLE THREE**

### **Affiliations**

The Association shall be a member of the Ontario Women's Hockey Association (OWHA).

The Association shall be a member of the Nipissing District Hockey League (NDHL).

## **ARTICLE FOUR**

### **Membership**

Membership in the Association shall consist of:

- (a) Active Membership;
- (b) Parent/Guardian Membership;
- (c) Honourary Lifetime Membership.

## **ARTICLE FIVE**

### **Executive Committee**

- (A) The Executive Committee shall have control of the affairs of the Association and the primary responsibility for achieving its Objectives.
- (B) The members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that position.
- (C) The Chair may vote only when it is necessary to break a tie.

## **ARTICLE SIX**

### **Annual General Meeting**

- (A) There shall be an Annual General Meeting of the Membership.
- (B) The Agenda for the Annual General Meeting must include:
  - (i) Approval of the Minutes of the preceding Annual General Meeting;
  - (ii) Presentation of the Financial Position and Treasurer's Report for the Financial Year;
  - (iii) Election of Executive Members; and
  - (iv) Ratification of any expulsions, By-Laws, Regulations, or Rules by the Executive Committee during the previous year.

## **ARTICLE SEVEN**

### **By-Laws**

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

## **ARTICLE EIGHT**

### **Rules of Operation**

- (A) The Executive Committee may, from time to time, set, repeal or amend such Rules of Operation as it deems necessary consistent with the Objectives of the Association.
- (B) The powers in (A) above may be exercised by a majority vote at an Annual General Meeting.
- (C) Any changes to the Rules of Operation made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.

## **ARTICLE NINE**

### **Financial Year**

The financial year of the AGHA shall terminate on the 30th day of April each year.

## **ARTICLE TEN**

### **Constitutional Amendment**

This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast.

## PART II

### BY-LAWS

#### ARTICLE ONE

##### Executive Committee

(A) Eligibility:

- (i) Each Executive Member shall be eighteen (18) or more years of age; shall be a Member of the Association in good standing at the time of his or her election or appointment; and shall remain a Member in good standing throughout his or her term of office;
- (ii) The President must have served on the Executive Committee for at least two (2) years immediately prior to election for this position;
- (iii) Vice President must have served on the Executive Committee for at least one (1) year immediately prior to election for this position;
- (iv) The Association shall endeavour to nominate as Treasurer an Executive Member who has employment experience and skills in accounting procedures;

(B) Number of Executive Members: The affairs of the Association shall be managed by an Executive Committee which consists of **no more than** (12) elected Executive Members. The Association may by special resolution increase or decrease the number of its Executive Members.

(C) Term of Office: Each Executive Member shall be elected or appointed for a term of up to two (2) years subject to paragraph (d) below. Executive Members shall be eligible for re-election if otherwise qualified.

(D) Rotation of Executive Members: Each year at the Annual General Meeting, the Membership shall elect six (6) Executive Members in accordance with Article 8.2 below;

(E) Nominations: The election of Executive Members shall take place at the Annual General Meeting of the Membership. No election or appointment of an Executive Member is effective without consent given in person prior to the election or appointment.

(F) Election Procedures: The Secretary shall list all nominees for the positions open for election. Nominations shall come from the floor at the Annual General Meeting. Should a position be sought and obtained by an individual already serving on the Executive Committee, an additional vote will be held to fill any vacancy created for the remainder of its term.

(G) Termination of Executive Members:

- (i) Removal for Cause: The Executive Committee, by resolution approved by two-thirds (2/3) of the Executive Members present, may remove any Executive Member for cause, or for not being actively involved or present at three (3) consecutive meetings before the expiration of the term of his or her Executive Committee position;
- (ii) Resignation: An Executive Member of the Association may resign by submitting a letter of resignation to the President of the Association.

(H) Vacancies: Any vacancy occurring on the Executive Committee may be filled for the remainder of the vacated term by Resolution of the Executive Committee.

(I) Remuneration: An Executive Members shall receive \$175.00 off of registration or equivalent should the member not have a child on the team. Should two family members be on executive then an additional \$75.00 will be discounted. Beyond the above, no Executive Member shall indirectly or directly receive any remuneration, salary or profit from the position of Executive Member or for any service rendered to the Association; provided that, the Executive Committee may establish Policies relating to the reimbursement of Executive Members for reasonable expenses incurred in the performance of their duties as Executive Members of the Association.

(J) Conflict of Interest:

Conflict of Interest to be addressed at the beginning of each Executive Meeting based on Agenda presented before meeting.

- (i) Every Executive Member who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at an Executive Committee Meeting.
- (ii) After making such a declaration, no Executive Member shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- (iii) Coaching staff participating as an Executive Member shall not vote on matters pertaining to his/her team

(K) Confidentiality: Every Executive Member of the Association shall respect the confidentiality of matters brought before the Executive Committee for consideration in camera.

(L) Execution of Documents: The Executive Committee may from time to time appoint any Executive Member or Members or any person or persons on behalf of the Association, either to sign documents generally or to sign specific documents.

(M) Banking Resolution: The Executive Committee shall designate, by resolution, Executive Members and/or other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Executive Committee has designated as the banker of the Association, to have the authority, , unless otherwise restricted, to:

- (a) operate the accounts of the Association with a bank or a trust company;

- (b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- (c) issue receipts for and orders relating to any property of the Association;
- (d) authorize any officer of the bank or trust company to do any act or thing on behalf of the Association to facilitate the business of the Association.

## **ARTICLE TWO**

### **Executive Committee Positions and Duties**

The Executive Committee may include the Immediate Past President and the following elected Executive Members;

1. **President** - two (2) year term (Elected Each Odd Year)

Responsible for acting as Chair at meetings; acting as liaison between OWHA and Association; ensuring the Association is abiding by the policies and procedures of the OWHA and acting in good faith to uphold the AGHA Code of Conduct and Objectives; etc.

2. **Vice President** - two (2) year term (Elected Each Even Year)

Responsible for fulfilling the job of President should the President be unable to do so; providing guidance to and acting as a bridge between Parents/Guardians, Team Staff and the Executive Committee; etc.

3. **Treasurer** - two (2) year term (Elected Each Odd Year)

Responsible for keeping accurate financial records; bank deposits; accounts payable and receivable; providing up-to-date statements at the regular meetings; acting as head of the budget committee; collection of monies (completed deposit slip); disbursement of funds (completed request form or receipt); tracking of lottery fund and ensuring all licenses and paperwork are complete; etc.

4. **Secretary/General Manager** - two (2) year term (Elected Each Even Year)

Responsible for taking, publishing and distributing Minutes of all meetings; making and distributing the Agenda; regular general communication with Members; correspondence as required; compilation of an Annual Report; Program for Banquet; etc.

5. **Director of Tournaments & League Play** - two (2) year term (Elected Each Odd Year)

Responsible for arranging the end of year banquet; organizing guest speaker and MC; inviting sponsors; certificates; medals; rental of venue; decorating; organizing of kitchen and supplies; arrangement of any other Association-wide functions, such as family skates; sourcing of team photographer. Responsible for convening our own tournament (should we have one); organizing fundraising efforts specific to that tournament; promoting of tournament through OWHA website and personal contact; tracking of associated costs and proceeds; registering of teams in tournaments; researching of suitable hotels and negotiation of preferred rates and services; ensuring tournament monies have been collected from teams and that registration payment has been made by the Treasurer; etc.

6. Director of Registration - two (2) year term (Elected Each Even Year)

Responsible for checking to ensure all registration is complete; providing team Managers with accurate lists of players; highlighting any medical issues and informing Managers/Trainers (and providing them with copies of relevant documentation); ensuring that “publicity” releases have been signed, and that Team Staff and the Executive Committee are aware of any that have not been signed; completing online rostering of OWHA players; ensuring that approved rosters are signed, complete and copied to Managers; ensuring that insurances have been applied for and that if there is any crossover of insurance that reimbursement paperwork is completed and submitted; being able to provide accurate details as to how many girls are registered in in which age groups; keeping a complete and up-to-date Membership List at all times; etc.

7. Director of Equipment - two (2) year term (Elected Each Even Year)

Responsible for keeping inventory of AGHA-owned equipment and Gazelle Team Jerseys; ensuring that each team has adequate goalie equipment and Gazelle Team Jerseys for their needs; instructing relevant people on the expected care and treatment of same; informing Executive Committee of anticipated requirements; sourcing out needed items; arranging for off season storage; etc.

8. Director of Website, Media and Publicity –two (2) year term (Elected Each Odd Year)

Responsible for ensuring that the website is kept up-to date and is a positive reflection of the AGHA; responsible for all mass communications; responsible for coordinating regular submissions representing all teams to the newspapers both as “stand alone” articles and information in the community events and community correspondents sections any time that the Gazelles have a public appearance or there is any other “newsworthy” event; etc.

9. Director of Scheduling - two (2) year term (Elected Each Odd Year)

Responsible for booking (and cancelling) ice time for practices and games; responsible for setting up a fair and equitable schedule; booking of alternate or extra ice as required; keeping Director of Website informed of ice times; booking referees; informing team Managers and Treasurer of referee costs; etc.

10. Director of Fundraising - two (2) year term (Elected Each Even Year)

Responsible for researching and presenting fundraising ideas; organization of volunteers; publicity of events and ensuring the Membership is aware of what is happening and what the expectations are; keeping track of all monies to do with each fundraising effort and submission of complete paperwork to the Treasurer. Responsible for working with families to find funding, if funding is an issue; working with players to find equipment, if equipment is an issue; promotion of girls' hockey and AGHA; etc. Responsible for researching and applying for grants that can benefit girls hockey and seeking sponsorship for specific items from time to time as necessary (like Gazelle Team Jerseys); etc.

11. Director of Coaching - two (2) year term (Elected Each Odd Year)

Responsible for recruitment of coaching staff for the association, works closely with the President to ensure there is qualified coaching staff assigned to every team, following up with potential coaching staff, responsible for coordinating coaching interviews and selection of staff, acts as a liaison between Coaches and the Executive. Responsible for collecting and ensuring accurate documentation from all team staff including coaching certification, Respect in Sport, Trainer Certification and Criminal Records and Vulnerable Sector Checks, etc.

12. 1 (one) Board Members – one (1) year term

An active executive member with voting rights who attends meetings.

## **ARTICLE THREE**

### **Membership Meetings**

(A) Annual General Meeting:

- (i) The Annual General Meeting shall be held each year within thirty (30) days of the end of the season, at a time, place and day determined by the Executive Committee, for the transaction of at least the following business, to be set out in the agenda of such Annual General Meeting;
  - (a) Approval of the agenda;
  - (b) Approval of the minutes of the previous Meeting of the Membership;
  - (c) Receiving reports of the activities of the Association during the preceding year;
  - (d) Receiving information regarding the planned activities of the Association for the current year;
  - (e) Receiving and approving the Financial Report of the Treasurer of the Association from the previous year and a projected financial position for the current year;
  - (f) Consideration of any proposed amendments to the By-laws of the Association;
  - (g) Transaction of any business which relates to the business of the Meeting referred to above, and notice and particulars of which are received by the Secretary in writing on or before 6:00 p.m. 30 days prior to the Annual General Meeting;



- (h) Election of new Executive Members.
  - (ii) Notice of the Annual General Meeting shall set out the agenda, including particulars of any other business to come before the Meeting, the time and the place of the Meeting, and such notice shall be communicated to all Members on the current Membership List of the Association.
- (B) Special Meetings:
- (i) A Special Meeting of the Membership may be called at any time by the Executive Committee. The business to be transacted at a Special Meeting shall be limited to that specified in the notice calling the Special Meeting.
  - (ii) Notice of any Special Meeting of the Membership shall be communicated to all Members on the current Membership List of the Association.
- (C) Error or Omission in Notice: No inadvertent error or omission in giving notice of any Annual General Meeting or Special Meeting of Membership or any adjourned Meeting, whether Annual or Special, shall invalidate such a Meeting or make void any proceedings taken at such Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.
- (D) Quorum: A quorum for an Annual General Meeting or Special Meeting shall be a minimum of 5 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time at which to adjourn, or to take a recess.
- (E) Voting Procedures:
- a) A majority of votes cast by Members entitled to vote shall decide every question proposed for consideration at Meetings of the Membership;
  - b) The Chair presiding at a Meeting of the Membership shall have a vote only in the event of a tie vote;
  - c) At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or unless a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the Minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- (F) No Proxies: Proxies will not be permitted. Members must be present in person at Special Meetings and Annual General Meetings of the Membership in order to exercise their voting rights.
- (G) Adjournments: Any Meeting of the Members of the Association may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meeting(s) as might have been transacted at the original Meeting(s) from which such adjournment took place. No notice shall be required of any such adjourned Meeting other than to those Members present in person at the adjourned Meeting. Such adjournment may be made notwithstanding that no quorum is present.

## ARTICLE FOUR

### Executive Committee Meetings

- (A) Regular Executive Committee Meetings: The Executive Committee shall hold Meetings at such place or places as the President or, in his or her absence, the Vice-President, may from time to time determine. The Executive Committee shall meet not less than ten (10) times per year.
- (B) Special Executive Committee Meetings: Special Executive Committee Meetings may be called by the President or Vice-President in the absence of the President or on petition in writing to the Secretary signed by any three Executive Members. Business transacted at a Special Executive Committee Meeting shall be limited to that specified in the notice calling the Meeting.
- (C) Notice of Executive Committee Meetings:
- (i) Notice shall be communicated to all Executive Members at least seven (7) days in advance of the Meeting, unless all Executive Members agree to the calling of a Meeting on shorter notice or the Executive Committee Meeting is held on a regular day or date each month or immediately following a Meeting of the Members of the Association;
  - (ii) Notice shall include a tentative agenda in the case of a regular Executive Committee Meeting and shall specify the business to be conducted in the case of a Special Executive Committee Meeting.
  - (iii) No formal notice of any Executive Committee Meeting shall be necessary if all the Executive Members are present or if those absent signify their consent to the Meeting being held in their absence.
  - (iv) Error in Notice: No error or omission in giving notice for an Executive Committee Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Executive Member may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had thereat.
- (D) Adjournment of Executive Committee Meetings: Any Executive Committee Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.
- (E) Quorum: A quorum for an Executive Committee Meeting shall be 50% +1 Executive Members. No business of the Executive Committee shall be transacted in the absence of a quorum.
- (F) Voting Rights: Each Executive Member present at an Executive Committee Meeting shall be entitled to one vote with the exception of the Chair. The Chair shall have one vote in the event of a tie vote.
- (G) Voting Procedures: A majority of votes of the Executive Members present at an Executive Committee Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by an Executive Member present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.

## ARTICLE FIVE

### **Membership**

(A) Terms and Eligibility:

- (i) Active Membership includes all elected or appointed Executive Members, and all conveners, Coaches, Managers and Trainers appointed for the current season, and all registered players in good standing who are at least 18 years of age. Members in this classification will be allowed one vote per person.
- (ii) Parent/Guardian Membership includes all parents and/or legal guardians of registered players in good standing who are under 18 years of age. Members in this classification will be allowed one vote per player.
- (iii) One Person – One Class of Membership – One Vote: Although it is possible for a member to be qualified for more than one (1) class of membership in the Association, no person may hold more than one (1) class of membership.

(B) Membership List: The Director of Registration shall prepare and maintain a list of current Active Members, Parent/Guardian Members, and Honourary Lifetime Members. This list shall be updated as necessary and made available to all Executive Members. Such Membership List shall be used to determine eligibility to vote at any meeting of the Membership.

(C) Membership Year: Unless otherwise determined by the Executive Committee every Membership shall commence on or after June 1st in each year, and shall lapse and terminate on the 31st day of May next following the date on which such Membership commenced.

(D) Termination: Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

(E) Resignation: Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn notifies the Executive Committee.

(F) Members in Good Standing: Members in good standing have paid their registration in full, have signed the AGHA Code of Conduct and applicable AGHA Fair Play Pledge (see attached Appendix A) and are not currently suspended, are not under review, and have no outstanding property of the AGHA.

(G) Expulsion: A Member whose conduct is considered by the Executive Committee to be contrary to the AGHA Code of Conduct and/or the purposes of the Association may be asked by the Executive Committee at its discretion to explain or justify his or her actions. If the Member is unwilling or unable to do so, he or she may be asked by the Executive Committee at its discretion to resign from the Association. If he or she does not resign, the Executive Committee at its discretion may give proper notice of motion requesting expulsion of the Member. A copy of this motion shall be communicated to the Member concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated for consideration by the Executive Committee. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at an Executive Committee Meeting. The Member concerned shall be invited to attend the meeting.

(H) Registration and Membership Fees: Registration fees shall be established and approved annually by the Executive Committee. Fees for any unexpired term of membership are normally not refundable, but the Executive Committee may, in its sole discretion, grant a request for such a refund in extenuating circumstances.