



Clarington Girls Hockey Association

CONSTITUTION

Updated May 17, 2016

(logo & formatting only)

NOTES:

- The most current revision of the Constitution and associated documents will be posted on the association website.
- Policies, Guidelines and Procedures are not a voted part of the Constitution by the membership and shall be reviewed/revised as deemed appropriate by the Executive Council for the execution of the current requirements of the CGHA.
- The Executive Committee may, from time to time, set, repeal or amend.
 - See ARTICLE TEN
- Policies, Guidelines, and Procedures are voted on by the Executive and may change, as a result of a vote, each season.

PART I – CONSTITUTION

WHEREAS the Clarington Girls' Hockey Association is a voluntary Association of Members and individuals designed to promote and foster female hockey within Clarington; AND WHEREAS Members and individuals participating in the activities and games sponsored by the Clarington Girls Hockey Association have confidence in the judgment of the Executive Council of the Clarington Girls Hockey Association;

AND WHEREAS it is declared that one of the purposes of this Constitution, and the Association's By-Laws, and Rules and Regulations will be to confer upon the Clarington Girls Hockey Association and its Executive Council all of the powers of a fully self-governing organization; NOW THEREFORE be it enacted:

ARTICLE ONE – NAME

- A. This organization shall be known as Clarington Girls Hockey Association, hereinafter referred to as CGHA.

The official logo of the CGHA shall be, as illustrated in **Article One** and may only be used for such purposes and in such manner **as directed by the CGHA**. Said logo shall only be reproduced in such materials and colours as approved in writing by the CGHA



ARTICLE TWO – GOVERNING BODY

- A. This Association is a Member of the Ontario Women's Hockey Association, Ontario Hockey Association, and the Ontario Hockey Federation.
- B. Through the Ontario Hockey Federation this Association shall be affiliated with **Hockey Canada**.

ARTICLE THREE – OBJECTIVES

The Objectives of the Association are:

- A. To promote the ideals of good sportsmanship and fair play in all Players and Spectators as well as fostering life skills through a well regulated amateur hockey program.
- B. To promote the participation of girls in all aspects of female hockey.
- C. To promote hockey as a game for enjoyment at; **all levels of the association.**
- D. To protect and promote the mutual interests of girls' hockey in Clarington.
- E. To work in accordance with, the OWHHA, and the Hockey Canada.

ARTICLE FOUR – MEMBERSHIP

Membership in the Association shall consist of:

- A. **Elected** Officers and Members of the Executive Council;
- B. General Members, Associate Members, Life Members and Participating Members who:
 - i. Agree to abide by and comply with the Constitution, By-Laws, Rules and Regulations and Policies of the Association; and
 - ii. Are in good standing with DUES PAID for **the current hockey season**, including both House League & Competitive programs;
- C. General Members, Associate Members, Life Members and Participating Members will be defined as:
 - i. **GENERAL MEMBERS**, i.e. all Parents or Guardians of Participants in the Association in the current recreation season. Each Parent or Guardian will receive Membership upon submission and acceptance by the Association of a completed and signed Registration Form for each Participant along with the corresponding fee as prescribed in ARTICLE NINE.THREE (9.3) of the Constitution, and will receive one voting right regardless of the number of Participants so registered.
 - ii. **ASSOCAITE MEMBERS**, i.e. team Officials and any and all other persons as the Executive Council may see fit to appoint from time to time. Each such appointee will receive Membership and one voting right upon appointment and for the duration of the current recreation season.
 - iii. **LIFE MEMBERS**, i.e. any member or past member of the CGHA who has rendered ten (10) consecutive years of service may receive a nomination by an association member to be voted on by the current Executive Council and upon acceptance shall receive one vote at the AGM. Any Executive Council member who has served ten (10) consecutive years as an Executive Council member shall automatically become a LIFE MEMBER and will receive voting rights at all General Meetings of the CGHA. A minimum 75% attendance record at General Meetings shall be maintained otherwise General Meeting voting rights will be revoked and revert to one vote at the AGM.
 - iv. **PARTICIPATING MEMBERS**, i.e. all persons participating in the current recreation season. Each such Participant shall receive Membership but no voting privilege, except those who are at least 18 years of age, upon acceptance by the Executive Council of a completed and signed Registration Form along with the corresponding fee as prescribed in ARTICLE NINE.THREE (9.3) of the Constitution.

ARTICLE FOUR.TWO – Participating Members

It is the responsibility of the Participating Members:

- A. To respect and adhere to all ideals, Policies and Rules determined by the Ontario Women's Hockey Association (**OWHA**), **Hockey Canada**, the CGHA, and her team.
- B. To attend all games and practices to the best of their ability **and where practicable notify a member of the coaching staff and / or manager in advance via best means possible when they are unable to meet their commitment.**
- C. To show proper respect for all game Officials and Association volunteers.
- D. To refrain from smoking, using alcoholic beverages, profanity, or unacceptable social conduct.
- E. To respect the facility in which they are privileged to play, and to conduct themselves properly while on arena property and to obey all non-smoking signs.
- F. To ensure the equipment being used is approved equipment.
- G. To respect and properly maintain Association equipment and return said equipment after her last scheduled game of the season.
- H. To display a high degree of sportsmanship, teamwork, and positive attitude at all times on behalf of her team and the Association.
- I. To be present at least thirty (30) minutes prior to game time and to be ready to begin play at game time.

ARTICLE SIX – Executive Council

- A. The Executive Council shall be comprised of:

- i. **Elected Officers:**

- President
 - Vice President of House League
 - Vice President of Competitive
 - Secretary
 - Treasurer

- ii. **Appointed Officer:**

- Immediate Past President

- iii. **Elected (Directors):**

- Registrar
 - Director of Coach and Player Development House League
 - Director of Coach and Player Development Competitive
 - Ice Convener
 - Director of Equipment
 - Director of Sponsorship
 - Director of Tournaments
 - Director of Fundraising
 - Member at Large
 - General Manager of Hockey Operations for OWHA and LLFHL
 - Referee in Chief (non-voting)

All Executive Council must have police checks every 2 years. The aforementioned Executive Council shall be deemed VOTING MEMBERS

- B. The Members of the Executive Council **shall** be elected for a period of two (2) years at the Annual General Meeting by a majority vote of the delegates present at such meeting.
- C. The Members of the Executive Council will not be subject to any personal legal liability for any actions taken by them in the capacity for **which they have been elected**.
- D. The Executive Council **shall** have the power to fill any vacancies among the Officers by appointing other Members of the Executive **Council** as Officers and the Executive Council will have the power to fill vacancies among the elected Members by appointing a General Member of The Association **provided they meet the requirements as prescribed in Bylaw ARTICLE TWO and ARTICLE THREE. If the requirements as outlined are unable to be met the appointment shall be valid however the appointee shall not hold voting rights at General Meetings (quorum requirements shall be reduced to reflect the reduction in voting numbers)**.
- E. All such appointments must be ratified at the next Annual General Meeting **with the two year term commencing from the point of ratification by the general membership**.
- F. All Members of the Executive Council will have voting rights at all General and Annual General Meetings with the exception of the President.
- G. The President may only vote when it is necessary to break a tie.

ARTICLE SEVEN – Responsibilities of Executive Council

The Members of the Executive Council shall:

- A. Have control of the affairs of the CGHA and the primary responsibility for achieving its objectives.
- B. Establish working Policies to promote and foster good attitudes and provide the best possible environment in the best interest for the enjoyment and protection of the Participants of the CGHA programs.
- C. Implement the Rules set down by the OWHA, Hockey Canada, and those approved by the CGHA.
- D. Enforce the provisions of the CONSTITUTION, Rules, Regulations, Policy Guidelines, Practices, Procedures and Appendices of the CGHA.
- E. Communicate effectively any changes to the CONSTITUTION, Rules, Regulations, Policy Guidelines, Practices, Procedures and Appendices which may occur from time to time.
- F. Appoint when necessary, Protest or Appeal Committees and inform the appointed persons and all other parties involved of the approved procedures and rights of the parties involved. (It is strongly suggested that such a Committee should avoid conflicts of interest and should include as an appointee a Member of the Discipline Committee.)
- G. Approve all team sponsorship and set down team colours for the CGHA.
- H. Promote OWHA Certification clinics for Coaches and Trainers, and promote any other clinic(s) that the CGHA feels may contribute to the development of all Participants.
- I. Appoint such team Officials and Division Conveners as may be required to carry out the recreational activities of the CGHA.
- J. Establish temporary operational Rules & Regulations during the year for the different divisions and facilities whose purpose it will be to control Participants and/or Spectators in the best interest of the CGHA.

- K. Appoint other Committees or assign specific responsibilities as may be required from time to time.
- L. Appoint a duly elected Member of the Executive Council to attend the Annual General Meeting of the OWHA. With voting privileges he/she will act as a direct liaison between the OWHA and the CGHA.
- M. Have the power to set the annual Registration Fees.
- N. Meet on a regular basis, as required, to conduct the business of the CGHA. Such meetings will be at the discretion of the President, or person appointed by the President, No fewer than 12 meetings shall be held annually and shall be scheduled at the discretion of the President. These meetings shall be known as the 'General Meeting' of the Executive Council.

ARTICLE SEVEN.ONE – Removal from Office

Upon a seventy-five percent (75 %) majority vote, the Executive Council shall have the power to remove from Office any Officer or Member of the Association who does not perform his/her duties and responsibilities as defined in the By-Laws. **Every effort shall be made to give advance notice of such motions to ensure all voting members of the Executive Council have the opportunity to review any concerns pertaining to such matters.**

ARTICLE SEVEN.TWO – Agenda

- A. An Agenda will be prepared for all meetings of the CGHA and distributed to or made available in advance, to those Members as may be directed by the President or as may be provided elsewhere in the By-Laws.
- B. All meetings will be conducted according to the order and content of the Agenda prepared for such a meeting.

ARTICLE SEVEN.THREE – Rules of Conduct

All meetings will be conducted in accordance with the accepted or customary rules of parliamentary procedure to the extent that such conduct is considered to be in the best interest of the CGHA. The Chairperson may, upon acceptance of the majority of the Members present, waive such rules of parliamentary procedure to ensure the fairest, equitable, and timely consideration of the business of the CGHA. All attempts should be made to reach consensus rather than feeling it essential to hold a vote. Members are bound by the decisions made at all meetings and should provide a common voice when approached by the Membership. That is, each Executive Council Member should deal with the outcome, NOT the process used to get there.

ARTICLE SEVEN.FOUR – Chairperson

The Chairperson of any meeting will be:

- A. In the case of the Annual General Meeting and General Meetings, the President;
- B. In the case of standing Committees, the Chairperson duly elected for the respective Committee; and
- C. In all other cases, the person appointed for such purpose by the Executive Council.

ARTICLE SEVEN.FIVE – Quorum / Notice of Motion

- A. For the purposes of conducting a meeting, no quorum is necessary.

- B. For the purposes of passing a Motion, a quorum will be fifty percent (50%) of the following:
 - i. Executive Officers;
 - ii. Executive Members;
 - iii. Immediate Past President.
- C. **No motion shall be moved or passed without the presence of the President of one Vice President of the Association.**
- D. Any motion from the floor at an Annual General Meeting must be presented as a Notice of Motion to the Secretary, **in writing, at least two (2) weeks prior to such meeting. Motions may be introduced and seconded by current members of the Executive Council at an AGM.**

ARTICLE SEVEN.SIX – Voting

- A. All Members in good standing as defined in ARTICLE FOUR (4) of the Constitution and who have reached the age of 18 years, including Members of the existing Executive Council, are eligible to vote at the Annual General Meeting of the CGHA. In the case of a Player under the age of eighteen (18) years, a Parent or Guardian will have the right to vote on their behalf (one vote per family).
- B. Only the Members of the Executive Council may vote at General Meetings **with the exception of LIFE MEMBERS who maintain attendance as prescribed.**
- C. There will be no proxy votes.
- D. No Member will have more than one vote.
- E. Voting will be by a show of hands at all meetings of the CGHA unless otherwise determined by the Chairperson.
- F. Decisions will be made by a simple majority, unless otherwise determined by the By-Laws.
- G. The President may only vote when it is necessary to break a tie.

ARTICLE EIGHT – General Meeting

- A. The General Meeting will be held pursuant to ARTICLE SEVEN.
 - i. The General Meeting will be attended by Executive Council Members only. General Members may be invited, otherwise request permission to attend.
 - ii. General Members are encouraged to bring any questions and/or concerns to the appropriate Executive Council Member.
- B. The Agenda for the General Meeting must include but not be limited to:
 - i. Minutes of the preceding General Meeting;
 - ii. Business Arising from the Minutes;
 - iii. Correspondence;
 - iv. Treasurer's Report;
 - v. Other Members' Reports;
 - vi. New Business;
 - vii. Notices of Motion;
 - viii. Date of Next Meeting;
 - ix. Adjournment.

ARTICLE EIGHT.ONE – Annual General Meeting

- A. There will be an Annual General Meeting of the General Membership of the CGHA on or before the last day of May. The date, time and location of such meeting will be determined by the President **and communicated to the general membership of the CGHA a minimum of two (2) weeks prior and shall include the Agenda (ARTICLE EIGHT.ONE (C)) along with any “notices of motion” and Executive Council positions open for election.**
- B. The Agenda for the Annual General Meeting must include but not be limited to:
- i. Minutes of the preceding Annual General Meeting;
 - ii. Business Arising from the Minutes;
 - iii. The presentation of the Annual Financial Statement, which is in accordance with generally accepted account principles, by the Treasurer;
 - iv. Other Members’ Reports;
 - v. New Business;
 - vi. Notices of Motion;
 - vii. Election of Officers and other Members of the Executive Council.
 - viii. The ratification of any Expulsions, By-Laws, Rules and Regulations, Policies, or Appointments to the Executive Council made by the Executive Council during the previous year;
 - ix. Adjournment
- C. The newly elected Members will become a Member at Large to be trained under the auspices of the outgoing Member. The outgoing Member will turn over the responsibility of their Office at the season end **(June 30). Newly elected members shall make every reasonable effort to attend current Association events (i.e.: Competitive tryouts) for training purposes and to aid in the execution of said events. Newly elected members shall attend the final General Meeting in June.**

ARTICLE NINE – General

ARTICLE NINE.ONE – Address of the Association

The Address of the Association **shall be that as outlined in the current Policies.**

ARTICLE NINE.TWO – Banking

The banking business of the CGHA will be transacted with such bank or trust company as the Executive Council may designate, appoint, or authorize from time to time by Resolution.

ARTICLE NINE.THREE – Membership Fees

The annual Membership fee for Participating Members will be established by the Budget as approved in the manner prescribed.

ARTICLE NINE.FOUR – Authorized Signatures

The signing officers for the CGHA shall be the Treasurer, President, and Vice-Presidents, two (2) of which must sign at all times. Every attempt must be made to secure the Treasurer's signature on each cheque from the CGHA. If there is a conflict of interest for any of these officers the executive will vote on the signing officers.

ARTICLE NINE.FIVE – Fiscal Year

The fiscal year will be deemed to run from July 1 to June 30.

ARTICLE TEN – By-Laws (PART I), Rules, Regulations (PART II)

- A. The Executive Council may, from time to time, set, repeal, or amend such By- Laws **(PART I), Rules, Regulations (PART II)** as it deems necessary for the conduct of the business of the CGHA in a manner consistent with this Constitution.
- B. Such changes to the existing By-Laws **(PART I), Rules, Regulations (PART II)**. **Must be submitted in writing to the Secretary and / or President and included as an agenda item for the General Meeting which such are to be discussed.**
- C. Any changes to the By-Laws **(PART I), Rules, Regulations (PART II)** made by the Executive Council will be in force **at time of Executive Council approval** but subject to ratification by a majority vote at the next Annual General Meeting.
- D. The General Membership will be given thirty (30) days' notice of any proposed amendments.
- E. Any changes to the By-Laws **(PART I), Rules, Regulations (PART II)** by the Executive Council which fail to receive ratification may not be reintroduced and any changes made at an Annual General Meeting may not be modified by the Executive Council, in both cases, for a period of two (2) years.
- F. **All hockey played under the jurisdiction of the CGHA will be governed by the OWHA Rules and Regulations.**

ARTICLE TWELVE – Amendments

ARTICLE TWELVE.ONE – Constitutional Amendment

- A. Notice of any proposed alteration or amendment must be submitted to the Secretary of the CGHA, in writing, at least thirty (30) days prior to the Annual General Meeting.
- B. No amendment or alteration shall be made to any part of this Constitution except at an Annual General Meeting and only provided that the General Membership receives thirty (30) days' notice of the proposed amendments.
- C. All amendments or alterations must receive a two-thirds majority of all votes cast.