

# Constitution

## Gananoque Girls' Hockey Association (GGHA)

2021

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# Articles

## Gananoque Girls Hockey Association (GGHA)

### Article 1: Name

This association shall be known as the *Gananoque Girls Hockey Association*, hereinafter referred to as the GGHA. The official name of the GGHA, its Logo or any other registered trademark may only be used with the written permission of the Board of Directors.

### Article 2: Mission Statement

#### 2.1 Mission Statement:

- Promote values consistent with good citizenship.
- Provide recreational athletic programs for all youth.
- Create an atmosphere of mutual respect, appreciation, fun and understanding among all participants.
- Encourage the development of good character through the leadership provided by coaches, managers and other volunteers.
- Ensure that all participants are treated fairly regardless of ability.
- To be guided at all times by the Principles of “Fair Play Code” and the “Respect in Sport” Program.

### Article 3: Membership

The membership of the League shall consist of Participating Members, General Members, Voting Members and Associate Members:

3.1 General Members: Open to all parents or legal guardians of participants in the League in the current hockey season. Each General Member shall receive membership but no voting

privilege unless they are at least 18 years of age and where the Board has received a completed and signed registration form along with the corresponding registration fee and a completed "Respect in Sport" certification. Each General Member shall have one (1) vote at an Annual General Meeting (or Special Meeting called by the Executive) for each child who is participating. However, there may be only two parents or legal guardians for each child. (Example: Two children registered allows for a total of four (4) votes).

### 3.2 Executive Voting Members:

In addition to General Members Voting Members are members of the Executive. Voting Members of the Executive may vote even if they do not have children participating in the current hockey season. Members of the Executive do not have additional votes if they otherwise would qualify to vote as General Members.

## Article 4: Fiscal Year

The fiscal year of the GGHA shall commence on May 1 in each year and end on the 30<sup>th</sup> day of April the following year.

## Article 5: Governance of the GGHA

### 5.1 Executive Committee

The Executive of the GGHA shall consist of the following members:

1. President
2. Vice-President
3. Past President
4. Secretary/Registrar
5. Treasurer
6. Scheduler Official
7. Fundraising Committee Chair
8. Tournament Committee Chair
9. Three (3) members-at-large.

Members of the Executive are only in “good standing” if they have submitted a completed CPIC (within the past 3 years) and Respect in Sport certification.

#### 5.2 Formation of the Executive:

1. At its first meeting, the General Members shall select the Executive, standing committee chairs, special committee chairs, e.g. Fundraising and Sponsorships, Nominating, Public Relations (Communications), Financial Assistance/Bursary, CPIC and Abuse & Harassment Prevention Committee, and other committees that may arise.
2. The Executive shall be empowered to amend or overrule decisions that are made by any Committee which may be deemed to be harmful to the operation and public image of the GGHA.

#### 5.3 Duties and Powers of the Executive:

1. Shall set strategy and policy to achieve the mission and objectives of the GGHA.
2. Shall resolve all difficulties arising from extraordinary situations not provided for in this Constitution.
3. Shall ensure due process in the implementation and adhere to the reporting structure of Board of Directors to Committees and to Sub-Committees.
4. Shall prepare financial statement prior to the Annual General Meeting. This report is to be presented by the Treasurer at the Annual General Meeting.
5. Shall meet monthly or as required.
6. Shall appoint the Head Coaches through an application and interview process (executive interview panel must meet quorum of 50% +1). All applicants for Head Coach must participate in the interview process and provide two character references that the executive committee must contact. For clarity, each Head Coach shall have the privilege of selecting his or her own Assistant Coach, Trainer and Manager, subject to approval by the Executive Committee and provided each person on the bench has attained the necessary courses and certifications as required by GGHA and OWHA, within the set deadline dates. Each bench staff must have a CPIC with Vulnerable Sector (within the past 3 years), Respect in Sport and either a Coaching Certification and/or Trainers Certification. There must be at least two bench staff having Coaching Certification.

7. Shall be empowered to suspend or discipline any coach, manager, player, member or any other official connected with the GGHA who does not uphold Article 2 or discredits the GGHA and its programs in any other way

#### 5.4 Quorum:

A quorum for an Executive meeting shall be 50% + 1. No business of the Board shall be transacted in the absence of a quorum unless such business is confirmed by a quorum which may be secured by electronic means.

#### 5.5 Voting rights:

Each Executive member present at an Executive Meeting shall be entitled to one (1) vote.

#### 5.6 No Proxies:

Proxies will not be permitted. Members must be present in person at Annual General Meetings and/or General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before an Annual General Meeting or General Meeting of the Membership.

#### 5.7 Duties of the Officers:

##### 5.7.1 The President shall:

1. Represent the Association in the Community;
2. Act as the Chair of the Board at all meetings including those of the Executive, Board of Directors, Annual, General and Special Meetings and to have a deciding vote only;
3. Be ex-officio member of all standing committees;
4. See to it that all business is transacted in the proper order and expedited as much as possible and that the members observe the rules of order and decorum;
5. Have the power on the recommendation of the Board of Directors to replace any appointed member, league representative or member of the Board who they feel is not fulfilling his or her duties;
6. Formally call to order and adjourn all meetings over which he presides;

7. Place before the floor every motion that is made and seconded according to the rules of order and clearly state the question before the vote is taken;
8. Remain impartial;
9. In order to address a pending question, the chair shall relinquish to the vice chair. The chair may speak to state matters of fact or to inform the floor regarding points of order;
10. Have, and duly exercise, the prerogative of declaring a motion or person out of order. In the case that this ruling is disputed, the floor shall sustain or reject the ruling by majority vote;
11. Not preside in any matter in which he has a conflict of interest;
12. When a point of order is raised, the chair must make a ruling at once. The ruling may be reversed by a majority vote if any member is dissatisfied with the ruling of the chair and appeals to the floor.

#### 5.7.2 The immediate Past President shall:

1. Be a member of the Executive Committee;
2. Act as an advisor to the Executive and the Board of Directors and assist the President;
3. Chair the Nomination and Elections Committee;
4. Carry out duties as assigned by the Executive.

#### 5.7.3 The Vice-President:

1. Shall perform the duties of the President in the latter's absence or at his request. When acting as the President, the Vice-President shall have all the rights and powers of the President as set out in that Article;;
2. Monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies existing between current policy and a proposed policy;
3. May hold the position of Chair of any standing committee;
4. Shall assist the President with communications;

5. Carry out duties as assigned by the Executive.

#### 5.7.4 The Secretary and Registrar:

1. Shall issue notices of all meetings of the Executive Committee, Annual, General and Special Meetings and maintain records of proceedings and correspondence from these meetings;
2. Shall report same at each regular Annual General Meeting and General Meeting;
3. Shall maintain records of all proceedings for all Committees, compile and maintain records of policies and procedures for future reference;
4. Recommend policy to the Board regarding internal and external communications of the Association;
5. Shall take attendance at the Executive Meetings. Shall report any member of the Executive that is not compliant with the attendance By-Law 1 to the Executive for action;
6. Shall maintain records of all Members personal information and required certifications.
7. Carry out duties as assigned by the Executive..

#### 5.7.5 The Treasurer:

1. Ensure adherence to and implementation of financial policies in the financial administration of the Association;
2. Shall evaluate, review and recommend financial policy to the Executive;
3. Present a Report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
4. Shall receive all monies due and payable to the Association and shall maintain proper records of receipts and expenditures;
5. Shall present a full and detailed account of receipts and expenditures to the Executive and at the Annual Meeting;



6. All cheques drawn on the account(s) of the GGHA shall be signed by two of the following officers: President and Treasurer.
7. Carry out duties as assigned by the Executive.

## Article 6: Amendments to the GGHA Constitution or By-Laws

1. The Executive and a Member in good standing may recommend amendments to the By-Laws of the Association from time to time.
2. If the Executive intends to discuss amendments of the By-Laws of the Association at an Executive Meeting, written notice of such intent shall be sent by the Secretary to each member of the Board not less than five (5) days before such Meeting.
3. Changes to the constitution may be made only at the Annual General Meeting or the General Meeting duly called by the Executive Committee.
4. Changes to the By-Laws may be made at any Annual General Meeting or General Meeting.
5. Any non-material changes to the Constitution and/or By-Laws such as typos, name changes (ex. ODMHA to OMHA) or deletion of sections that are no longer applicable, may be made by the Executive Committee at any Executive Meeting providing there is a quorum and 2/3 majority vote in favour of the proposed change.
6. The Executive may adjourn any motion of amendments to the Constitution or its By-Laws, which it deems, in its arbitrary discretion, may be against the best interest of the Association but only until the next Annual General Meeting.
7. The Constitution or By-Laws of the GGHA may be amended by a 75 % majority vote of the full membership of the Board of Directors **and** it must be ratified by a two-thirds majority vote of those present at the first subsequent Annual General Meeting, General Meeting or Special General Meeting.
8. A quorum for the Annual General Meeting, General Meeting, or a Special General Meeting shall be 20 voting members.
9. Notice of the proposed amendments must be communicated (via website) to the membership no less than 30 days prior to the Annual General Meeting, General Meeting or Special General Meeting.

## By-Laws

### Gananoque Girls' Hockey Association

*Whenever the words 'he', 'his', are used in the By-Laws, they may be interpreted as 'she', 'her' as applicable.*

#### By-Law 1: Executive

1. Any Executive Member of the GGHA who is absent without due notification from three (3) consecutive Executive Meetings shall be deemed to have resigned his or her position. The Board reserves the right to adjudicate conditions of attendance at Board Meetings based on special circumstances surrounding the Executive Member in question.
2. If a position has been declared vacant by the Executive, the Executive may appoint a replacement member that is in good standing from the GGHA Membership until the next general election at the next General Meeting.
3. In the event of a vacancy occurring for any other reason, the Executive may fill the vacancy with a temporary appointment.
4. In the event of a vacancy, the Executive shall invite one of the unsuccessful candidates who ran for office at the last election to fill the vacancy on the board.
5. The Executive shall appoint a replacement member within thirty (30) days after the Executive position has been vacated.
6. Executive Members shall serve without remuneration and no Executive Member shall indirectly or directly receive any remuneration, salary or profit from the position or for any service rendered to the Association.
7. The Executive may establish policies relating to the reimbursement of Executive Members for reasonable expenses incurred in the performance of their duties. Any reimbursement to a member of the Executive for services rendered shall require advance approval by the Board of Directors.

## By-Law 2: Election of Executive

1. Only persons who are 18 years of age as of January 1 of the current year are entitled to hold office on the GGHA Executive Committee.
2. Executive Members shall be elected at the General Meeting.
3. Executive Members must be in good standing.
4. The terms of office for the Executive members are as follows:
  1. President – 2 years
  2. Past-President - by virtue of office
  3. Vice-President - 2 years
  4. Secretary/Registrar - 2 years
  5. Treasurer - 2 years
  
  6. Scheduler Official – 1 year
  7. Fundraising Committee Chair – 1 year
  8. Tournament Committee Chair – 1 year
  9. 3 Members at Large – 1 year
5. The Nominations Committee shall announce the available positions on the Executive of the GGHA website or social media site for a minimum of fifteen (15) days prior to the General Elections.
6. The positions of President and Treasurer will be up for election on even numbered years; the positions of Vice-President, Secretary/Registrar and Scheduler will be up for election on odd numbered years; the 1-year terms of Fundraising Committee Chair, Tournament Committee Chair and the 3 members at Large will be voted on yearly.
7. Nomination forms for Board positions shall be available from the Secretary no less than fifteen (15) days prior to the General Elections.
8. A nomination form must be completed by the nominee, the nominator and the seconder who are members in good standing in the Association.
9. Nominations of Executive Members may come from the floor during the General Meeting, provided the consent of the nominee has been obtained and said nominee is

in good standing. If the nominee is absent, said nominee must have given his consent to stand for nomination.

10. Elections of the Executive shall be performed by secret ballot distributed to the eligible voting Members that are in attendance at the General Meeting. (as per Article 3 - Membership)
11. A member of the Executive may resign his or her membership on theby submitting a letter of resignation to the President of the Association.

### By-Law 3: Committees

1. All meetings are at the call of the Chair of the particular committee. Upon the direction of the Executive the President may also call a meeting of the committee.
2. If the Chair of a committee is not present at a committee meeting, the members shall elect a chair for that meeting.
3. Minutes of meetings or committee reports shall be presented at the next regular meeting of the GGHA Executive.
4. All committees are responsible to the Executive.
5. All committees must report to the Executive.
6. All sub-committees that are created shall report issues and/or findings to the main committee that struck it. All recommendations that are forwarded by a sub-committee shall be debated at the main committee level. The main committee may make changes or recommendations, and will present the issues and/or findings to the Executive at the next Executive meeting.
7. When a sub-committee is struck by the Executive Committee, all issues and findings shall be reported to the Executive Committee.

### By-Law 4: Meetings

1. All Executive Committee Meetings shall be at the call of the President or Vice-President. If for any reason an Executive Meeting has not been held within two weeks after being requested by three (3) members of the Executive , a meeting must be called and chaired by the Vice-President within 48 hrs.

2. The Annual General Meeting shall be held at such a date, place and hour as determined by the Executive each year no later than May 30<sup>th</sup>.
3. The General Meeting shall be called between May 1st and May 30<sup>th</sup> of each year to elect new Board members.
4. The Order of business at the above meeting shall be as follows:
  1. The president introduces agenda for acceptance.
  2. Reading and adoption of the minutes of the previous general meeting(s).
  3. Business arising from the minutes.
  4. Communication report.
  5. Treasurer report.
  6. Presidents report
  7. Committee report.
  8. Election of officers as applicable
  9. Amendments to the Constitution and By-Laws as applicable.
  10. Other Business
  11. Adjournment
5. A Special General Meeting of the Association may be called at any time by 2/3 majority vote of the Executive. A special General Meeting must be called by the Executive if requested in writing, and accompanied with the agenda items to be discussed by no fewer than thirty (30) voting members.
6. The order of business at each Annual General Meeting shall be as follows:
  1. The president introduces agenda for acceptance.

2. Reading and adoption of the minutes of the previous general meeting(s).
  3. Business arising from the minutes.
  4. Communication report.
  5. Treasurer report.
  6. Presidents report
  7. Committee reports.
  8. Amendments to the Constitution and By-Laws.
  9. Other Business
  10. Adjournment
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7. In case there is any dispute about proceedings during meetings, Roberts Rules of Order shall apply.
  8. Minutes shall be kept for all meetings of all committees. Summary reports of meetings will be available online within 60 days of the meeting.

#### **By-Law 5: Notice of Meetings**

Notice of the Annual or Special General Meeting or Executive meeting shall be sent to the members of the Executive at least five days prior to the date set for the meeting. A notice of the Annual or Special General Meeting and the purpose shall be given to all eligible voting members of the Association by advertisement on the website, on social media or through electronic mail at least five days prior of the meeting date.

#### **By-Law 6: Fees**

The Executive shall approve fees, annually, as required by the individual division or programs.

## By-Law 7: Rulings

The Executive shall keep records of all of its decisions pertaining to rules, regulations, appeals, etc. Where relevant these shall become official operating procedures of the Association.

## By-Law 8: Conflict of Interest

1. Every Executive who directly or indirectly has an interest in a proposed or existing contract, transaction or other matter relating to the Association, shall make a full and fair declaration of the nature and extent of the interest at a Meeting.
2. The declaration of a conflict of interest shall be made at the Meeting at which the question of entering into the contract, transaction or other matter is first taken into consideration. If the Executive is not present at the Board Meeting at which the question is posed, the Executive Member must make the declaration at the next Meeting.
3. After making such a declaration, the Executive Member shall not vote on such a contract, transaction or pertinent matter. Nor shall he or she be counted in the quorum and may not participate in any discussion with respect to the contract, transaction or pertinent matter.
4. Any member of the Executive who perceives another Executive Member to be in conflict of interest in a matter under consideration is to raise this concern with the President. The President will discuss the matter with the member who is perceived to be in conflict and, as appropriate, with the reporting board member. If the discussions do not lead to a resolution, the matter shall be brought to the Executive and the Executive shall determine by majority vote whether a conflict exists. The member perceived to be in conflict is to refrain from voting.
5. If a member of the Executive participates in activities with interests conflicting with those of the GGHA, his or her office may be declared vacant by a 2/3 majority vote of the Executive Members.
6. If a member of the Executive fails to declare a conflict of interest his or her office may be declared vacant by a 2/3 majority vote of the Executive.
7. A person is in conflict of interest when he or she participates in a decision which could specifically benefit him or her and or his or her immediate family or close associates.

8. Members of the Executive Committee or any other committee must declare a conflict of interest.
9. If a committee member participates in activities with interests conflicting with those of the GGHA, his or her office may be declared vacant by a majority vote of the Executive.
10. If a committee member fails to declare a conflict of interest, his or her office may be declared vacant by a majority vote of the Executive.

#### By-Law 9: Advertising

1. Sponsored commercial advertising is permitted.
2. All sponsorship agreements made by members of the Association must be approved by the Executive.

#### By-Law 10: Code of Conduct

1. The GGHA Code of Conduct identifies the standard of behaviour which is expected of all GGHA members, including players, coaches, parents, executive members, staff and guardians as required by the Fair Play Code.
2. The GGHA is committed to providing a sports environment in which all individuals are treated with respect.
3. Members of the GGHA shall conduct themselves at all times in a fair and responsible manner.
4. Members shall refrain from comments or behaviours which are disrespectful, offensive, racist or sexist.
5. Behaviour which constitutes harassment or abuse will not be tolerated by the GGHA.
6. During the course of all GGHA activities and events, members shall avoid behaviour which brings the GGHA into disrepute which includes but not limited to, abusive use of alcohol and non-medical use of drugs.
7. The GGHA recognizes the Canadian Policy on Penalties for Doping in Sport.



8. GGHA members shall, at all times, adhere to GGHA operational policies, procedures and rules governing GGHA events and activities.
9. GGHA members shall, at all times, adhere to rules governing any competitions in which the member participates on behalf of the GGHA.
10. Members of the GGHA shall not engage in any activity or behaviour which interferes with competition or with any player's preparation for competition, or which endangers the safety of others.
11. Failure to comply with this Code of Conduct may result in the member losing the privileges that come with membership in the GGHA, including the opportunity to participate in GGHA activities.

#### By-Law 11: Abuse and Harassment

1. The GGHA will not condone any behaviour which is insulting, intimidating, humiliating, offensive or physical harmful.
2. The GGHA shall always place the child's best interest first. In sports this means ensuring that players are treated with respect and integrity - emotionally, socially, intellectually, physically, culturally and spiritually
3. GGHA's policy is that any personnel (part-time and full-time staff, volunteer, participant or team official) or member (parent or guardian) who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or local police detachment.
4. The GGHA strictly adheres to the screening and selection process for all staff and volunteers in accordance with the regulations of the GGHA and OWHA policies in effect from time to time.

#### By-Law 12: Policies and Procedures Manual

1. The current policies, procedures and processes of the GGHA must be maintained in a manual kept in the GGHA office. It will be available to all members of the GGHA.

### By-Law 13: Registration Fees

1. Registration fees for programs and association teams must be approved by the Executive.
2. Registration fees must be paid in full no later than 1 October.
3. A non-refundable Administration fee shall be charged for refunds in the following manner. Before September 20, less 25% administration fee and OWHA costs; before October 30, less 50% administration fee and OWHA costs; after October 30, no refunds.
4. Default of payment of registration fees will result in ineligibility of further participation in any of the GGHA programs.

### By-Law 14: Repeal

1. All prior 'Constitution" and 'By-Laws" of the Gananoque Girls' Hockey Association are hereby repealed.
2. PROVISIO The repeal of the prior Constitution and By-Laws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed Constitution or By-Law.

### By-Law 15: Effective Date

This constitution shall come into force and be effective when confirmed by the members of the Gananoque Girls' Hockey Association entitled to vote at the members meeting duly called for that purpose.

### By-Law 16: Player Movements

The request for a player to move up a division can be considered only if the following criteria are met:

1. The player must be in their final year of their current division
2. The movement will not decrease player numbers in their current division to a level where a team can not exist
3. Past and present coaches and player's parent(s) have approved the move

The Executive will review the above facts and has the final approval of the movement.

### By-Law 17: Team Size

The intent is that each team will have a maximum number of 16 registered hockey players per house league team that may be dressed for a game under jurisdiction of GGHA, unless the team has two goaltenders in which case the team may be considered to have an opening for a 17<sup>th</sup> player. However, the GGHA Executive has the discretion to make teams larger or smaller, as required, to ensure a viable league within which the teams may compete.

### By-Law 18: Team Selection

The prime objective when completing the team selection process must always be to create equally balanced teams. During the first two practices, the coaches, a unbiased non-GGHA member and a member of the GGHA executive will evaluate and rate all players. Once players have been rated, the coaches and a member of the GGHA executive will meet to draft teams. Drafting will be done by the coaches in the presence of the GGHA executive member. The order of selection will be determined by drawing a number out of a hat. The head coach's and the trainer's daughters will automatically be on the coach's team as long as the daughters are eligible to play in that division. Drafting will begin with each coach selecting a player using the player ranking list. A coach will forfeit their selection in the round their daughter and their trainer's daughter would have been selected. At the end of each round, selection will begin again in reverse order. i.e. the coach that had the last selection will begin the next round with the first selection. Goalies will be selected first followed by skaters. Coaches will be provided with a list of players that would like to play together and can take this into consideration in making their draft choices. However, no player requests are guaranteed. If a coach selects a player that has a sibling in the same division, siblings will be placed on the same team and that coach will not make a selection during the round where the siblings would have been selected. At the end of the selection process, coaches may choose, with the agreement of the GGHA executive member, to trade players of equal ranking to accommodate player requests. However, no player requests are guaranteed and all involved must keep in mind that the primary objective is balanced teams. Coaches should also take into consideration their team staff requirements in making their selections.

Prior to the start of the regular season each team will play a minimum of two exhibition games against the other division team(s) to assess the balance of all teams. If the teams are

considered to not be balanced the GGHA Executive may move a small number of players to attempt to rebalance. At the first team meeting, coaches must inform all players that no teams are final until Oct. 31 and players could be moved to rebalance teams.

<b>President</b>	<b>Secretary</b>

**Enacted** by the Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2021.