



**Clarington Girls
Hockey Association**

Constitution

2009

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NOTES:

- Printed copies are available for anyone who requests them.
- Policies, Guidelines and Procedures are not a voted part of the Constitution by the membership.
- The Executive Committee may, from time to time, set, repeal, or amend. See **ARTICLE ELEVEN - Rules and Regulations, Policies, Practices and Procedures, and Appendices**
- 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 Rep teams will be, as illustrated and may only be used for such purposes and in such manner, and may only be reproduced in such materials and colours as may be approved in writing by the CGHA. **Revised April 3, 2007** Change the official logo of the CGHA rep teams from the current to the proposed, grandfathered in as jersey changes are required.



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 the Canadian Amateur Hockey Association.

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 primarily for enjoyment at the House League level but also to foster a Competitive program where the need of such a program exists;
- (D) To protect and promote the mutual interests of girls' hockey in Clarington
- (E) To work in accordance with the OHA, the OWHA, and the Hockey Canada.

ARTICLE FOUR – Membership

Membership in this Association shall consist of:

- (A) 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 that year, 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) **ASSOCIATE 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 valuable service to the CGHA, may after nomination and upon a majority vote, be elected a Life Member. A Life Member will be given a vote at all meetings.
- 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.ONE - General/Associate/Life Members

It is the responsibility of all General, Associate, and Life Members:

- (A) To assist the Association and its Officials, in particular the Division Convenor and his/her Coaches, in the promotion of sportsmanship and positive attitudes within the Association.
- (B) To recognize the authority of the Association and arena Officials and to assist them in exercising that authority; This would include directing all complaints to the Division Convenor as soon as they arise. Parents are encouraged to be open with the Convenor regarding the concerns and opinions which they may have.
- (C) To ensure that Participants have safe and approved equipment for Association play and practice.
- (D) To support and encourage ALL Participants on the ice and refrain from negative remarks to Officials, Coaches and/or Players.

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, Ontario Hockey Association, the Ontario Hockey Federation, the Canadian Hockey Association, the CGHA, and her team.
- (B) To attend all games and practices to the best of their ability.
- (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 within team dressing rooms, at the benches, or on the ice surface.
- (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 FIVE - Officers

The Officers will consist of the President, the Vice President of Rep and Vice President of House League, the Secretary, the Treasurer, and the Immediate Past President.

ARTICLE SIX - Executive Council

- (A) The Executive Council shall be composed of:
 - i) **Elected Officers:** President, Vice President of House League, Vice President of Rep, Secretary, Treasurer
 - ii) **Appointed Officer:** Immediate Past President

iii) **Elected Members:**

Registrar
Director of Coach and Player Development House League and Rep
Vice President of House League and Vice President of Rep
Ice Convener
Director of Equipment
Director of Publicity
Director of Sponsorship
Director of Tournaments
Director of Fund Raising
Referee in Chief

Revised April 23, 2008 added:

Member at Large
General Manager of Hockey operations of OWHA and LLFHL

Revised April 2009 added:

Director of IT Sports for House League and Rep

All Executive Council must have police checks every 2 years. The above mentioned Executive Council are VOTING MEMBERS

- (B) The Members of the Executive Council will 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 that capacity.
- (D) The Executive Council will have the power to fill any vacancies among the elected Officers by appointing other Members of the Executive 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.
- (E) All such appointments must be ratified at the next Annual General Meeting.
- (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, the OHA, the Hockey Canada, and those approved by the CGHA.
- (D) Enforce the provisions of the CONSTITUTION, BY-LAWS, RULES and REGULATIONS, and POLICIES of the CGHA.
- (E) Communicate effectively any changes to the CONSTITUTION, BY-LAWS, RULES and REGULATIONS, and POLICIES 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 Convenors 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 run the business of the CGHA. Such meetings will be at the discretion of the President, or person appointed by the President, except that not more than thirty (30) days shall pass between consecutive meetings. 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.

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

- (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.

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.
- (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 SEVEN.SEVEN - Notices of Motion

- (A) No Motions shall be moved or passed without the presence of the President or Vice President.
- (B) 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.

ARTICLE EIGHT . General Meeting

- (B) 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.

(C) 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 place of such meeting will be determined by the President.

(B) It is the responsibility of the Executive Council to provide the Membership thirty (30) days notice of the Annual General Meeting.

(C) 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 accounting 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.

(D) 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.

ARTICLE NINE – General

ARTICLE NINE.ONE - Address of the Association

The Address of the Association will be deemed to be that of the President unless otherwise stated.

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-President, 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

- (A) The Executive Council may, from time to time, set, repeal, or amend such By-Laws 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 must be first submitted in writing to the Executive Council for consideration at least two (2) weeks prior to the General Meeting at which such are to be discussed.
- (C) Any changes to the By-Laws made by the Executive Council will be in force 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 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.

ARTICLE ELEVEN - Rules and Regulations, Policies, Practices and Procedures and Appendices

- (A) The Executive Committee may, from time to time, set, repeal, or amend:
- i) Such Regulations, Policies, Practices, Procedures, or Appendices as it deems necessary for the structure of the Association and its teams, age categories, fees, Membership, Associate Membership and any other matter related to the carrying out of its objectives; and
 - ii) Such Rules as are more restrictive than those established by the OWHA.
- (B) Such changes to the existing Rules and Regulations, Policies, Practices and Procedures, or Appendices must be first submitted in writing to the Executive Council for consideration at least two (2) weeks prior to the General Meeting at which such are to be discussed.
- (C) Any changes to the Rules or Regulations made by the Executive Council will be in force but subject to ratification by a majority vote at the next Annual General Meeting.
- (D) The General Membership must be given thirty (30) days notice of any proposed amendments.
- (E) Any changes to the Rules or Regulations 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 **revised April 23, 2008** 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.