



CONSTITUTION

Constitution of the Goulbourn Girls Hockey Association

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Article I. DEFINITIONS

In this document, unless the context otherwise requires:

Age of Majority	Those individuals who are 18 years of age or older
Board	The executive board of the Association
Code of Conduct	The code of ethics of the Ontario Women's Hockey Association which establishes the ethical standard and sets out guidelines for the maintenance of standards of professional conduct by the members, as approved by the Board from time to time
Director	A member of the Executive Board of the Association
GGHA	Goulbourn Girls Hockey Association
Member	A member of the Association
Members	The collective membership of the Association
GGHA	Goulbourn Girls Hockey Association
ODWHA	Ottawa District Women's Hockey Association – the league in which our teams play
OWHA	Ontario Women's Hockey Association. Provincial Governing Body.

Article II. GENERAL

Section 2.01 NAME

The organization shall be called the Goulbourn Girls Hockey Association (GGHA).

Section 2.02 MISSION

To provide a safe, fun and engaged environment for girls to learn and play hockey.

Our Association is governed and operated by volunteers, most of whom are parents of our players.

The quality of the players' experience and the results we see on the ice directly reflect the effort and energy contributed by those who are willing to contribute their time.

Section 2.03 PURPOSE

The GGHA was created to provide an opportunity for girls to play ice hockey in their neighbourhood. GGHA offers the opportunity for girls to play on recreational or competitive level teams.

Section 2.04 VALUES

The GGHA promotes hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills. The GGHA supports the OWHA's "Fair Play in Hockey" policy, the main goal of which is to enhance and foster Safety and Respect in the game for all participants.

- Safety: The safety of our members is paramount.
- Sportsmanship: We compete in a fair and respectful manner.
- Inclusiveness: We encourage participation at all age and skill levels.
- Stewardship: We are committed to modelling leadership behaviors that set an example for others to follow.

Section 2.05 AFFILIATION

GGHA is a member of the Ontario Women's Hockey Association (OWHA), and the Ottawa District Women's Hockey Association (ODWHA).

Our policies are in addition to any requirements set out by the above organizations with which GGHA is affiliated or that govern amateur hockey for girls and women.

Section 2.06 MEMBERSHIP

Membership in the GGHA shall include the following individuals:

- Registered players and their parents
- Any member of the current Executive
- Approved rostered team staff

All members of the GGHA agree to abide by and comply with the Policies, Procedures, Rules and Regulations and Codes of Conduct of our afore mentioned Affiliated partners.

Section 2.07 REGISTRATION

Registration with GGHA is required prior to any participation in Association, team, or league activities.

All registrations are to be in accordance with GGHA Policies.

EXECUTIVE BOARD AND COMMITTEE

Section 2.08 AUTHORITY AND RESPONSIBILITY

Subject to the policies of the GGHA, the Board shall manage, or supervise the management of, the activities and affairs of the Association and shall have full authority to conduct the business of the GGHA including but not limited to:

- Set, establish, increase, decrease and determine membership and registration fees, other fees, or dues
- Oversee the financial operations of the Association
- Adopt, amend, revise, revoke or repeal the policies of the Association;
- Exercise the right of prior review and approval of all hockey activities, programs, and undertakings in the name of the GGHA and establish terms, conditions, standards and objectives for them
- Assess, appoint, and engage coaches, assistant coaches, trainers, team managers, and other persons, all of whom shall hold their positions at the pleasure of the Board.

The Directors of the Association are required to act honestly and in good faith with a view to furthering the best interests of the Association and shall exercise reasonable care, diligence and skill in the fulfillment of their duties.

Section 2.09 EXECUTIVE AUTHORITIES

As set out in the Association policies, leadership of the Goulbourn Girls Hockey Association is the responsibility of five directors who are elected by the membership at the Annual General Meeting. The Association shall consist of an Executive Board as well as an Executive Committee. The Executive Board shall be comprised of the following Directors:

- a) President
- b) Vice President
- c) Treasurer
- d) Registrar
- e) Communications Director

The Executive Committee shall be comprised of the following:

- a) Ice Director
- b) Director of Coach and Player Development
- c) Competitive Convenor
- d) House League Convenor
- e) Risk and Safety Director

- f) Fundraising Coordinator
- g) Special Events Coordinator
- h) Equipment Coordinator
- i) Web Administrator

In addition, the immediate past president shall be, ex officio, a member of the Board of Directors but will not have voting rights at any meetings other than at the Annual General Meeting.

Section 2.10 ELECTION AND TERM

- a) Board Members will be elected under staggered terms – The President and Registrar shall be elected in even number years. The Vice President, Treasurer, and Communications Director shall be elected in odd number years.
- b) Nominations for all positions must be submitted to the Communications Director in paper form or by email at least 14 days prior to the Annual General Meeting. Nominations for President and Vice President must be signed by a mover and seconder who must both be voting members of the Association.
- c) If the positions are not elected from those nominated, nominations will be accepted from the floor at the Annual General Meeting. The nominees must be present or have signified in writing their willingness to the office for which they have been nominated.
- d) Any voting member of the GGHA may be nominated for a vacancy on the Board of Directors, with the exception of President and Vice Presidents who shall have served on the Board of Directors for at least one year prior to taking office as President or Vice President.

Section 2.11 DESCRIPTION OF ROLES

The description of the specific roles of each director is set out below, as is a list of the GGHA committees on which that individual serves *ex-officio*:

President

Term	As determined by the Executive Board
Description	Coordinate the work of the Executive Board. Ensures that all tasks required for the effective operation of the Association are performed by the appropriate Directors.
Committees	All ex-officio
Responsibilities <ul style="list-style-type: none"> • Knowledge of constitution, policies and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules. • Responsible for the complete well-being and operation of the association. • With the consent of the Executive Board appoint individuals to specific duties. • Prepare the agendas for Executive Board and General meetings. • Ensure that all duties of the Executive members are fulfilled properly. • Chair Executive Board and General meetings. • Serve as an ex-officio member of all committees. • Represent the GGHA at meetings and functions of the OWHA, and ODWHA. • Distribute to the appropriate members information received from senior affiliated partners. • Represent the GGHA within the community. • Assume from time to time other duties as may be determined by the Executive Board. • Delegate any of the above duties and responsibilities to the Vice President, or any member of the Executive as necessary. • Responsible for the complete well-being and operation of the association. • Shall be an Ex-Officio member of all committees • Has cheque signing authority for the association • Cannot be a member of the team staff of any GGHA team • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Vice President

Term	3 years
Description	In the absence or inability of the President, fulfill the duties and responsibilities of the President. Coordinates all aspects of the program within the Association.
Committees	Executive, Program, Operations, Coach Selection, Code of Conduct
Responsibilities <ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA By-laws, Policies and Procedures • Work with the Committee members to ensure the smooth operation of GGHA programs • Oversee all operations within the GGHA • Oversee all committee members within the Board • Initially screens protests and subsequent appeals • Organize and oversee competitive and house league coach selection process • Approve team staff appointments • Track and approve Coach reimbursement for certification • Keep informed about changes to OWHA coaching requirements • Liaise with ODWHA and OWHA regarding any Discipline matters that involve players, parents, teams or team officials • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Treasurer

Term	3 years
Description	In the absence or inability of the President, fulfill the duties and responsibilities of the President. Coordinates all aspects of the program within the Association.
Committees	Executive, Program, Operations, Coach Selection, Code of Conduct
Responsibilities <ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA By-laws, Policies and Procedures • Keep full and accurate accounts of all receipts and disbursements of the GGHA. • Deposit all monies to the credit of the GGHA in such bank(s) as may be designated by the Executive Board. • Delegate authority to make deposits as appropriate. • Cannot be a member of the team staff of any GGHA team. • Disburse the funds of the GGHA under the direction of the Executive Board. • Report to the Board at its regular meetings, or whenever required by the Board an account of all financial transactions and the current financial position of the GGHA • Prepare an annual budget and financial statement to be presented at the Annual General Meeting • Ensure that a financial audit of the GGHA is performed in a timely manner after the end of the fiscal year. • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Registrar

Term	3 years
Description	Process and record all GGHA registrations, following the GGHA Registration Policy, and maintain a record of all Members. Process and record all ODWHA and OWHA team participant registrations. Act as intermediary on all matters pertaining to registration between GGHA members and bodies with which the Association is affiliated.
Committees	Executive, Program, Operations, Coach Selection, Code of Conduct
Responsibilities <ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies • Maintain the GGHA registration database • Make recommendations on registration policy to the Board • Organize and publicize the player registration procedure for each season • Process and record all GGHA player registrations • Provide registration statistics as required • Fulfill all registration requirements for the ODWHA and the OWHA. Determine the amount and arrange payment of all fees required by the ODWHA and the OWHA • Process and record all ODWHA and OWHA team and participant registrations. Act as intermediary on all matters pertaining to the registration between the GGHA membership, the ODWHA and the OWHA • Main contact for current registration system • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Communications Director

Term	3 years
Description	Serve as the ex-officio Clerk of the Association and ensure that all facts and minutes of the Association's proceedings are recorded in the books of the Association.
Committees	Executive, Program, Operations, Coach Selection, Code of Conduct
Responsibilities <ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Prepare and maintain contact information for all Executive Board and Committee Members • Book space for all Board and General meetings • Ensure that Executive members are notified of meetings • Record all minutes of the Board's proceedings and distribute that information in a timely fashion • Prepare and send the Annual General Meeting notice to all GGHA members • Accept all motions and Board member nominations for the Annual General meeting • Assists with GGHA activities, such as registration for tryouts, sort outs, etc. • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Section 2.12 EXECUTIVE COMMITTEE

Members of the Executive Board of the Association appoint individuals to fill specific Executive Committee positions with delegated duties that are essential to the effective operations of the Association. A short description of each non-director executive position is set out below as is a list of the GGHA committees on which that individual serves *ex-officio*:

Ice Director

Term	As determined by the Executive Board
Description	Handle all matters relating to the allocation of ice to GGHA teams.
Committees	Executive, Program, Operations
Responsibilities:	
<ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Pursue all possibilities for ice rentals • Represent the GGHA in dealings with municipalities on matters relating to ice rentals • Receive and verify all ice rental contracts • Receive, verify and forward to the Treasurer all invoices received for ice rentals • Provide ice times to the ODWHA for NGHA home games. • Allocate and distribute practice ice to NGHA teams • Maintain a master schedule of all ice times for GGHA teams. • Provide a copy of the master ice time schedule to the webmaster and GGHA Board as required • Main contact for all ice scheduling • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Director of Coach and Player Development

Term	2 years
Description	Responsible for the strategic planning, and coach management / evaluation. The position is also responsible for ensuring the implementation of Hockey Canada training curriculum for players at all levels.
Committees	Executive, Program, Coach Selection, Code of Conduct
Responsibilities:	
<ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Shall maintain record of all applications and credentials for team staff • Shall coordinate the training of coaches through the use of the appropriate clinics • Sends out evaluation forms to all parents for mid-year and year-end evaluations • Coordinates conditioning sessions • Coordinates the training of players through the use of the appropriate clinics (skating, goalie clinics etc.) • Clinics will be determined on a season by season basis and the number and content of the clinics offered will not be limited by the list described above • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Competitive Convenor(s)

Term	2 years
Description	Act as the intermediary on all matters between the competitive teams and the Executive Board. The Executive Board may, at any time, change the structure of this convenor role to distribute responsibilities for different divisions among more than one person, with each of those people serving on the Executive Committee.
Committees	Executive, Program, Coach Selection, Code of Conduct
Responsibilities: <ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Assist with operation of the competitive tryouts and help determine the competitive team rosters • Obtain from the Head Coaches a list of their proposed team staff (i.e. assistant coaches, trainers, etc.) and submit it to the Vice President for approval • Work with the Risk and Safety coordinator to ensure that all team personnel have Speakout/ Respect in Sport and a current valid Police Record Check. • Ensure that the Registrar has all the necessary information and documentation for the players and team staff and assist him/her in getting the teams properly registered with the ODWHA and OWHA before their first game. • Ensure that the required representatives from each team attend one of the ODWHA mandatory Coaches and Managers meetings, receive all the required information and are clear on all ODWHA league policies, procedures and requirements. • Convene each team's parents meeting to review the team's budget, expectations and all relevant GGHA policies and procedures • Immediately distribute to the team managers, game schedules and all other information and documentation received from the Board • Act as liaison to the Ice Director to resolve competitive team ice conflicts, scheduling problems, etc. • Attend a reasonable number of competitive games • Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations • Provide recommendations to the Board on competitive matters • Notify the Registrar of any changes to a team for either players or team staff • Conduct coach evaluations as determined by the Board. • In late December, obtain interim financial statements from each team's manager. Ensure that all team fees have been fully paid by December 31. • Obtain a copy of the teams' year-end financial statements. • At the end of the season, ensure that teams have returned all sweaters and equipment and have settled their financial accounts. • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

House League Convenor(s)

Term	2 years
Description	Act as the intermediary on all matters between the house teams and the Executive Board. The Executive Board may, at any time, change the structure of this convenor role to distribute responsibilities for different divisions among more than one person, with each of those people serving on the Executive Committee.
Committees	Executive, Program, Coach Selection, Code of Conduct
Responsibilities	
<ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Assist with operation of the house sortouts and help determine the house team rosters • Obtain from the Head Coaches a list of their proposed team staff (i.e. assistant coaches, trainers, etc.) and submit it to the Vice President for approval • Work with the Risk and Safety coordinator to ensure that all team personnel have Speakout/ Respect in Sport and a current valid Police Record Check. • Ensure that the Registrar has all the necessary information and documentation for the players and team staff and assist him/her in getting the teams properly registered with the ODWHA and OWHA before their first game. • Ensure that the required representatives from each team attend one of the ODWHA mandatory Coaches and Managers meetings, receive all the required information and are clear on all ODWHA league policies, procedures and requirements. • Convene each team's parents meeting to review the team's budget, expectations and all relevant GGHA policies and procedures • Immediately distribute to the team managers, game schedules and all other information and documentation received from the Board • Act as liaison to the Ice Director to resolve house team ice conflicts, scheduling problems, etc. • Attend a reasonable number of House team's games • Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations • Provide recommendations to the Board on house league matters • Notify the Registrar of any changes to a team for either players or team staff • Conduct coach evaluations as determined by the Board. • In late December, obtain interim financial statements from each team's manager. Ensure that all team fees have been fully paid by December 31. • Obtain a copy of the teams' year-end financial statements. • At the end of the season, ensure that teams have returned all sweaters and equipment and have settled their financial accounts. • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Risk and Safety Coordinator

Term	2 years
Description	The general responsibility of the Policy, Risk and Safety Director is to establish the basic principles and policies for a risk management framework for the GGHA. Maintain a database of adult members requiring Respect in Sport and Police Record Checks.
Committees	Executive, Operations, Code of Conduct
Responsibilities	
<ul style="list-style-type: none"> • Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures • Establish, maintain and implement procedures with respect to clearance of all volunteers required to complete Speakout/Respect in Sport and a Police Record Check • Establish and monitor GGHA policies and work with Competitive and House League Convenors and the Vice President of Operations to address policy violations. • Make policy recommendations to the Board regarding management • Work with Competitive and House League Directors to ensure that each NGHA team has an established Emergency Action Plan (EAP) to deal with accidents or medical emergencies and least one HCSP qualified person assigned to their team roster • Work with Registrar to maintain accurate and current association records of all team personnel • Provide recommendations to the Program Committee and/or Board of Directors on policy matters that require Program Committee or Board Intervention • Review GGHA's compliance to ODWHA and OWHA's By-Laws, Regulations and Rules • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Equipment Manager

Term	2 years
Description	Handle all matters relating to all GGHA equipment, including budgeting, purchasing, distribution and collection
Committees	Executive, Operations
Responsibilities:	
<ul style="list-style-type: none"> • Inventory and organize all association jerseys by team/ by size/by home/away. at beginning of year; store at the end of year. Ensure they are washed and maintained. • Tracking what is distributed by team. • Competitive teams receive garment bags with home and away jerseys, home and away socks per player. • House teams receive jerseys and one pair of socks per player. • Distribute first aid kits to teams. Each team receives a first aid kit at the beginning of the season which should be refilled by the team before being returned at the end of each season. Confirmed kits are restocked. • Inventory, maintain, distribute and collect association goalie equipment • Inventory, maintain, distribute and collect association coaching equipment: tutor shooters, pylons, pucks, mini-nets, Initiation pucks etc. • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Fundraising Coordinator

Term	2 years
Description	Arrange for all fundraising at the Association level and provide support for fundraising at the team level.
Committees	Executive, Operations
Responsibilities:	
<ul style="list-style-type: none"> • Initiate and coordinate any Association level fundraising activities as required • Initiate and source any corporate or private donations/sponsors for GGHA • Oversee event committees and request resources as necessary from GGHA Executive • Work towards fundraising a goal dollar amount as set out by GGHA Executive Board • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Special Events Coordinator

Term	2 years
Description	<p>Work with the Executive Board to determine which Special Events will be scheduled for the upcoming season.</p> <p>Oversee the organizing of all events from communications, securing locations, finding volunteers/helpers.</p>
Committees	Executive
Responsibilities:	
<ul style="list-style-type: none"> • Oversee event committees and request resources as necessary from GGHA Executive • Prepare proposals for Association level events to the Executive for approval • Implement approved events • Coordinate events with each team's special event member • Cannot be a member of the team staff of any GGHA team. Exceptions in extreme circumstances will be considered by the GGHA Executive Board. 	

Web Administrator

Term	As determined by the Executive Board
Description	Maintains the GGHA web site, making additions and changes as per the direction of the Executive Board.
Committees	Executive
Responsibilities:	
<ul style="list-style-type: none"> • Must have relevant computer experience. • Maintain and upgrade the GGHA website as is required • Shall maintain the GGHA web site, making additions and changes as per the direction of the Executive Board. • Items to be added or removed to or from the GGHA web site must be approved by the Communications Director.' • Assists with other GGHA activities and may sit on various committees as required. • This position is appointed by the GGHA Executive Board 	

Past President

Term	2 years
Description	Serve in an advisory capacity to the Executive Board

Section 2.13 QUALIFICATIONS

- a) To be a member of the Executive, an individual must be at least 18 years of age and a Member of the Association at the time they are elected and must secure membership with the Association for the upcoming GGHA hockey season.
- b) No person may be nominated for, acclaimed to or elected to the positions of President or Vice President unless that person has been a senior member of the GGHA for at least two years and has been on the GGHA Board of Directors for at least one year prior to taking office as President or Vice President.
- c) No person may be nominated for, acclaimed to or elected to the position of Treasurer unless that person holds a recognized accounting designation or have considerable relevant experience in the accounting and financial management fields. Prior to taking office, the incoming Board must verify and approve the qualifications of the Treasurer.
- d) No person may be nominated for, acclaimed to or elected to any Board position unless that person has previously volunteered within the Association in some capacity e.g. coach, manager, trainer.

Section 2.14 VACANCIES

A member of the Executive Board or Committee shall cease to hold office if:

- a) The Director resigns office by written notice to the Communications Director, which resignation shall be effective at the time it is received by the Communications Director or at the time specified in the notice, whichever is later;
- b) The Director is found to be incapable of managing property by a court or under Ontario law; e. the Director fails to attend three (3) consecutive board meetings without notifying the Communications Director in writing of reason for their inability to attend;
- c) At a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

Section 2.15 FILLING VACANCIES

Except for the position of President, a vacancy on the Board, however caused, shall be filled as follows:

- a) Resolution of the Board. The appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director;

- b) If there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, within thirty (30) days, call a special meeting of the Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member; or
- c) If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold the office for the remainder of the removed Director's term. In the absence or inability of the President, the Vice President shall fulfill the duties and responsibilities of the President and coordinate all aspects of program within the GGHA. If, for any reason, the position of President becomes permanently vacant, the Vice President shall fulfill the duties and responsibilities of President until the adjournment of the next Annual General Meeting.

Section 2.16 COMMITTEES

Subject to the limitations on delegation set out in any applicable legislation, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

Section 2.17 REMUNERATION

The Executive shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, providing that:

- Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
- Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they perform to the Corporation in their capacity other than as Directors, if they amount of any such remuneration or reimbursement is:
 - considered reasonable by the Board
 - approved by the Board for payment by resolution passed before such payment is made
 - in compliance with the conflict of interest provisions of the Act

Article III. CONFLICT OF INTEREST

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Association shall disclose such interest to the Board. No such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Article IV. MANAGEMENT OF THE ASSOCIATION

Section 4.01 NON-DIRECTORS

The Board will elect all Non-Director Executives, except for the Past President, at its first meeting following the Annual General Meeting.

The Past President will join the Executive Committee when a new President is declared elected at the Annual General Meeting, provided that the Past President has not been removed from office.

The Board of Directors will circulate a request for volunteers and a description of the process for appointment for Non-Director executive positions and for other volunteer positions with the notice of the Annual General Meeting.

Section 4.02 COMMITTEES

The Association has six active standing committees.

Committee	Duties
Executive	Deal with issues that are delegated to it by the Board of Directors, either as set out in these policies or in specific situations.
Program	The Program Committee is responsible for issues delegated to it by the Executive Committee dealing with the on-ice program offered by the Association, including those set out in these policies.
Operations	The Operations Committee is responsible for issues delegated to it by the Executive Committee dealing with operational issues within or involving the Association, including those set out in these policies.
Coach Selection	The Coach Selection Committee is responsible for the coach selection process within the Association, as described in these policies.
Code of Conduct	The Code of Conduct Committee is responsible for addressing situations involving alleged contraventions of the GGHA Fair Play Pledge / Code of Conduct as well as patterns of player behaviour related to game situations that corrective actions by the team's Head Coach and the relevant Convenor have not succeeded in resolving as well as situations that it deems to be significant enough to merit its review.

Article V. MEMBER'S MEETINGS

Section 5.01 NOTICE

The Board will give 30 days notice to the members of the Association after the tentative date of the AGM has been set.

This will take place by an e-mail to all Members who have provided e-mail addresses and by posting the notice on the GGHA website. That notice will include a list of vacant Director Positions and a call for nominations.

Section 5.02 AGENDA

The President shall have responsibility for drafting the agenda for the Annual General Meeting and for any other General Meetings of Members that are organized during his or her term.

The notice to Members for the Annual General Meeting shall include the tentative agenda and shall solicit requests for any other agenda items.

The Annual General Meeting of the Association will follow the following agenda.

- Call to Order
- Approval of Agenda
- Approval of Minutes of previous Annual General Meeting and/or any other previous General Meeting of the Association
- President's Report
- Election of Directors
- Consideration of any proposed changes to By-laws
- Approval of Auditor's Report
- Appointment of Auditors
- New business
- Question and answer session for Members
- Adjournment

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the Secretary prior to the giving of notice of the annual meeting, so that such item of new business can be included in the notice of annual meeting.

Section 5.03 PROPOSALS

The Board is not required to include a Member's proposal in the notice of meeting if:

- The proposal is not submitted to the Association by the date set out
- It clearly appears that the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against the Association or its Directors, Officers, Members or debt obligation holders
- It clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Association
- Substantially the same proposal was submitted to Members in a notice of a meeting of the members held not more than two years before the receipt of the proposal and the proposal was defeated
- The rights conferred by this section are being abused to secure publicity or to serve some unlawful or inappropriate purpose
- No business may be transacted at any General Meeting unless at least twenty (20) members are personally present

Article VI. CONCERNS / QUESTIONS / COMPLAINTS

The Association shall strive to be responsive to its parents, players, guardians and volunteers and to its partners in the community. It shall make every effort to address concerns and complaints and to respond to questions in a positive spirit of openness.

Section 6.01 PARENT REPRESENTATIVE

The Executive Committee will appoint a Parent Representative at the first meeting after its appointment to serve for the following year. The Parent Representative shall investigate any issues that are referred to him or her by any individual, unless he or she determines that the issue has already been addressed properly, is frivolous or is being considered by someone else to his or her satisfaction.

The Parent Representative will report directly to the Association President.

Section 6.02 TEAM ISSUES

Aside from requests to the Parent Representative, issues arising related to the operation of a team should be raised with individuals in the following order:

- a. The Manager or Coach, as appropriate;
- b. The team's Convenor;
- c. The President; and
- d. The Executive Committee or the Board, as appropriate.

Section 6.03 NON-TEAM ISSUES

Aside from requests to the Parent Representative, issues arising that do not relate to the operation of a team should be raised with individuals in the following order:

- a. The Executive Committee member who has primary responsibility for the issue;
- b. The President; and
- c. The Executive Committee or the Board as appropriate.

Article VII. RESIDUAL AUTHORITY

Section 7.01 ACTION

The Board of Directors may take or approve an action that is not consistent with a GGHA policy, provided that:

- a. The action is to deal with a specific situation;
- b. The action is in the best interests of the Association;
- c. Notice of a motion to take or approve such action is given at least twenty-four (24) hours prior to a meeting of the Board of Directors at which the vote will be held;
- d. The notice of motion is communicated to the Members through a posting on the Association website;
- e. The motion receives the support of two-thirds of Directors present; and
- f. The Board notifies Members of the action and its reasons for that action via e-mail to Members and posting on the Association website.

Section 7.02 GUIDANCE

These provisions of the GGHA Fair Play Pledge / Code of Conduct are designed to foster the overall personal development of GGHA players. This Guidance Letter recognizes that actions by players directed at teammates that may reasonably be perceived as hostile and abusive are contrary to the Fair Play / Code of Conduct.

A person who believes that a situation of abuse by any player directed at a teammate is expected to notify the team coach at the first reasonable opportunity, with all subsequent actions guided by the GGHA Discipline Policy. For greater clarity, this guidance letter includes actions during team activities and actions such as website postings, e-mail communications.

Article VIII. NOTICES

Section 8.01 SERVICE

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

Section 8.02 ERROR OR OMISSION IN GIVING NOTICE

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

ADOPTION AND AMENDMENTS

Section 8.03 AMENDMENTS TO CONSTITUTION

Amendments to the Constitution may be made at any properly called Annual Meeting of the membership.

An amendment in writing signed by a mover and a seconder must be given to the Communications Director at least 14 days before the Annual Meeting is to take place. Both the mover and the seconder must be voting members of the Association.

An amendment must be approved by two-thirds majority of the voting members present at the meeting.

Section 8.04 CHANGES TO ASSOCIATION POLICIES

Changes to Association policies must be enacted by majority vote of the Board.

Prior to a motion being put before the Board on any proposed change to Association policies, the Board shall:

- a. Vote on a Notice of Policy Amendment, which will include the proposed text of the policy change
- b. Provide a copy of the Notice of Policy Amendment to Members via e-mail and posting on the Association website

Approved by the Board of Directors April 2019.