



# 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
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 II.01 NAME

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

### Section II.02 MISSION

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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 II.03 OBJECTIVE

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The objective of the GGHA is:

- To offer opportunities within the Ontario Women's Hockey Association (OWHA) for teams to participate in league play.
- To raise the awareness and image of female hockey in Ontario.
- To promote female hockey
- To provide quality competition that exemplifies the true values of sport and is attractive to sponsors and the general public.
- To operate a league focused on providing the best opportunities for its participants.
- To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the ODWHA, the teams and its players and fans.

### Section II.04 VALUES

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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" 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 II.05 AFFILIATION

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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 II.06 MEMBERSHIP**

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Membership in the GGHA shall include the following individuals:

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

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 II.07 REGISTRATION**

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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. Beginning in the 2020-21 season players must be registered with both the OWHA through RAMP registration and through the GGHA through Team Snap.

# **Article III. EXECUTIVE BOARD AND COMMITTEE**

## **Section III.01 AUTHORITY AND RESPONSIBILITY**

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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 III.02 EXECUTIVE AUTHORITIES**

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As set out in the Association policies, leadership of the Goulbourn Girls Hockey Association is the responsibility of five directors as listed below.

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) Founder
- b) Ice Scheduler
- c) Development Supervisor
- d) Convenor
- e) Risk and Safety Coordinator
- f) Fundraising Coordinator
- g) Special Events Coordinator
- h) Equipment Coordinator
- i) Web Administrator
- j) Past President

In addition, the Founder and 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 III.03 ELECTION AND TERM**

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- a) Board Members will be elected under staggered terms. Beginning in 2021 the President and Communications Director will be elected for a three-year term and the Vice-President, Registrar and Treasurer in 2022 for a three-year term.
- b) Any voting member of the GGHA may be nominated for a vacancy on the Board of Directors, with the exception of President and Vice-President who shall have served on the Board of Directors for at least one year prior to taking office as President or Vice-President.
- c) Nominations for positions other than President and Vice-President must be submitted to the Communications Director in paper form or by email at least 14 days prior to the Annual General Meeting.
- d) If the positions, other than President and Vice-President, 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.

### Section III.04 QUORUM

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A quorum for an Annual General Meeting or General Meeting shall be a minimum of 2/3 of the Board or 25 Members eligible to vote and present in person. No business shall be transacted in the absence of a quorum except to take measures to obtain a quorum, to establish the time to which to adjourn, or to take a recess.

### Section III.05 DESCRIPTION OF ROLES

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The description of the specific roles of each director is set out below:

#### FOUNDER

This position will be held by Cathy Bureau, the Founder of the Goulbourn Girls Hockey Association and original president.	
<b>Term</b>	In perpetuity
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>● Represent the GGHA within the community</li><li>● Shall be an Ex-Officio member of the Board</li><li>● This is a non-voting position</li></ul>	

#### PRESIDENT

<b>Term</b>	3 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>● Knowledge of constitution, policies, and procedures and of the ODWHA and the OWHA Constitution, By-Laws, Regulations and Rules.</li><li>● Responsible for the complete well-being and operation of the association.</li><li>● With the consent of the Executive Board appoint individuals to specific duties.</li><li>● Prepare the agendas for Executive Board and General meetings.</li><li>● Ensure that all duties of the Executive members are fulfilled properly.</li><li>● Chair Executive Board and General meetings.</li><li>● Serve as an ex-officio member of all committees.</li><li>● Represent the GGHA at meetings and functions of the OWHA, and ODWHA.</li><li>● Distribute to the appropriate members information received from senior affiliated partners.</li><li>● Represent the GGHA within the community.</li><li>● Assume from time-to-time other duties as may be determined by the Executive Board.</li><li>● Delegate duties and responsibilities to the Vice-President, or member of the Executive</li><li>● Responsible for the complete well-being and operation of the association.</li><li>● Has cheque signing authority for the association</li><li>● Cannot be a member of the team staff of any GGHA team. Exceptions may be considered by the GGHA Executive Board.</li></ul>	

## VICE-PRESIDENT

<b>Term</b>	3 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA By-laws, Policies and Procedures</li> <li>● Work with the Committee members to ensure the smooth operation of GGHA programs</li> <li>● Oversee all operations within the GGHA</li> <li>● Oversee all committee members within the Board</li> <li>● Initially screens protests and subsequent appeals</li> <li>● Organize and oversee competitive and house league coach selection process</li> <li>● Approve team staff appointments</li> <li>● Track and approve Coach reimbursement for certification</li> <li>● Keep informed about changes to OWHA coaching requirements</li> <li>● Liaise with ODWHA and OWHA regarding any Discipline matters that involve players, parents, teams, or team officials</li> <li>● Cannot be a member of the team staff of any GGHA team. Exceptions may be considered by the GGHA Executive Board.</li> </ul>	

## TREASURER

<b>Term</b>	3 years
<b>Description</b>	The Treasurer shall be responsible for the care and custody of funds and preparing the financial statement for the approval of the membership.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA By-laws, Policies and Procedures</li> <li>● Keep full and accurate accounts of all receipts and disbursements of the GGHA.</li> <li>● Deposit all monies to the credit of the GGHA in such bank(s) as may be designated by the Executive Board.</li> <li>● Delegate authority to make deposits as appropriate.</li> <li>● Disburse the funds of the GGHA under the direction of the Executive Board.</li> <li>● 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</li> <li>● Prepare an annual budget and financial statement to be presented at the Annual General Meeting</li> <li>● Ensure that a financial audit of the GGHA is performed in a timely manner after the end of the fiscal year.</li> <li>● Cannot be a member of the team staff of any GGHA team. Exceptions may be considered by the GGHA Executive Board.</li> </ul>	



## REGISTRAR

<b>Term</b>	3 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies</li> <li>● Maintain the GGHA registration database</li> <li>● Make recommendations on registration policy to the Board</li> <li>● Organize and publicize the player registration procedure for each season</li> <li>● Process and record all GGHA player registrations</li> <li>● Provide registration statistics as required</li> <li>● 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</li> <li>● 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</li> <li>● Main contact for current registration system</li> <li>● Cannot be a member of the team staff of any GGHA team. Exceptions may be considered by the GGHA Executive Board.</li> </ul>	

## COMMUNICATIONS DIRECTOR

<b>Term</b>	3 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures</li> <li>● Prepare and maintain contact information for all Executive Board and Committee Members</li> <li>● Book space for all Board and General meetings</li> <li>● Ensure that Executive members are notified of meetings</li> <li>● Record all minutes of the Board's proceedings and distribute that information in a timely fashion</li> <li>● Prepare and send the Annual General Meeting notice to all GGHA members</li> <li>● Accept all motions and Board member nominations for the Annual General meeting</li> <li>● Assists with GGHA activities, such as registration for tryouts, sort outs, etc.</li> <li>● Cannot be a member of the team staff of any GGHA team. Exceptions may be considered by the GGHA Executive Board.</li> </ul>	

## Section III.06 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 SCHEDULER

<b>Term</b>	As determined by the Executive Board
<b>Description</b>	Handle all matters relating to the allocation of ice to GGHA teams.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures</li> <li>● Pursue all possibilities for ice rentals</li> <li>● Represent the GGHA in dealings with municipalities on matters relating to ice rentals</li> <li>● Receive and verify all ice rental contracts</li> <li>● Receive, verify and forward to the Treasurer all invoices received for ice rentals</li> <li>● Provide ice times to the ODWHA home games.</li> <li>● Allocate and distribute practice ice to GGHA teams</li> <li>● Maintain a master schedule of all ice times for all GGHA teams and development sessions.</li> <li>● Provide a copy of the master ice time schedule to the webmaster and GGHA Board as required</li> <li>● Main contact for all ice scheduling</li> </ul>	

### DEVELOPMENT SUPERVISOR

<b>Term</b>	2 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures</li> <li>● Shall maintain record of all applications and credentials for team staff</li> <li>● Shall coordinate the training of coaches through the use of the appropriate clinics</li> <li>● Sends out evaluation forms to all parents for mid-year and year-end evaluations</li> <li>● Coordinate conditioning sessions</li> <li>● Coordinates the training of players through the use of the appropriate clinics (skating, goalie clinics etc.)</li> <li>● 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</li> </ul>	

## CONVENOR

<b>Term</b>	2 years
<b>Description</b>	Act as the intermediary on all matters between the 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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures</li> <li>● Assist with operation of the tryouts and sort outs and help determine the team rosters</li> <li>● 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</li> <li>● Work with the Risk and Safety coordinator to ensure that all team personnel have all pre-requisite requirements for coaching as determined by the Ontario Women's Hockey Association.</li> <li>● 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.</li> <li>● 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.</li> <li>● Convene each team's parents meeting to review the team's budget, expectations and all relevant GGHA policies and procedures</li> <li>● Immediately distribute to the team managers, game schedules and all other information and documentation received from the Board</li> <li>● Act as liaison to the Ice Director to resolve team ice conflicts, scheduling problems, etc.</li> <li>● Attend a reasonable number of games</li> <li>● Maintain regular contact with coaches/managers throughout the season to keep abreast of team operations</li> <li>● Provide recommendations to the Board on team matters</li> <li>● Notify the Registrar of any changes to a team for either players or team staff</li> <li>● Conduct coach evaluations as determined by the Board.</li> <li>● In late December, obtain interim financial statements from each team's manager. Ensure that all team fees have been fully paid by December 31.</li> <li>● Obtain a copy of the teams' year-end financial statements.</li> <li>● At the end of the season, ensure that teams have returned all sweaters and equipment and have settled their financial accounts.</li> </ul>	

## RISK AND SAFETY COORDINATOR

<b>Term</b>	2 years
<b>Description</b>	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.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Knowledge of GGHA constitution and policies and all policies and procedures of the OWHA and the ODWHA Constitution, and Policies and Procedures</li> <li>● Establish, maintain, and implement procedures with respect to clearance of all volunteers required to complete Speakout/Respect in Sport and a Police Record Check</li> <li>● Establish and monitor GGHA policies and work with Competitive and House League Convenors and the Vice-President of Operations to address policy violations.</li> <li>● Make policy recommendations to the Board regarding management</li> <li>● Work with Convenor to ensure that each GGHA 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</li> <li>● Work with Registrar to maintain accurate and current association records of all team personnel</li> <li>● Provide recommendations to the Program Committee and/or Board of Directors on policy matters that require Program Committee or Board Intervention</li> <li>● Review GGHA's compliance to ODWHA and OWHA's By-Laws, Regulations and Rules</li> </ul>	

## EQUIPMENT MANAGER

<b>Term</b>	2 years
<b>Description</b>	Handle all matters relating to all GGHA equipment, including budgeting, purchasing, distribution and collection
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● 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.</li> <li>● Tracking all equipment distributed throughout the season.</li> <li>● Competitive teams receive garment bags with home and away jerseys, home, and away socks per player.</li> <li>● House teams receive jerseys and one pair of socks per player.</li> <li>● Distribute first aid kits to teams. Teams are responsible for ensuring that the first aid kits are stocked in accordance with the HCTP requirements.</li> <li>● Inventory, maintain, distribute, and collect association goalie equipment</li> <li>● Inventory, maintain, distribute, and collect association coaching equipment: shooter tutors, pylons, pucks, mini-nets, initiation pucks etc.</li> </ul>	

## FUNDRAISING COORDINATOR

<b>Term</b>	2 years
<b>Description</b>	Arrange for all fundraising at the Association level and provide support for fundraising at the team level.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Initiate and coordinate any Association level fundraising activities as required</li> <li>● Initiate and source any corporate or private donations/sponsors for GGHA</li> <li>● Oversee event committees and request resources as necessary from GGHA Executive</li> <li>● Work towards fundraising a goal dollar amount as set out by GGHA Executive Board</li> </ul>	

## SPECIAL EVENTS COORDINATOR

<b>Term</b>	2 years
<b>Description</b>	Work with the Executive Board to determine which Special Events will be scheduled for the upcoming season. Oversee the organizing of all events from communications, securing locations, finding volunteers/helpers.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Oversee event committees and request resources as necessary from GGHA Executive</li> <li>● Prepare proposals for Association level events to the Executive for approval</li> <li>● Implement approved events</li> <li>● Coordinate events with each team's special event member</li> </ul>	

## WEB ADMINISTRATOR

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

## PAST PRESIDENT

<b>Term</b>	3 years
<b>Description</b>	Serve in an advisory capacity to the Executive Board. This is a non-voting position.

## Article IV. 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 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.
- c) The Director fails to attend three (3) consecutive board meetings without notifying the Communications Director in writing of reason for their inability to attend.
- d) 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 IV.01 FILLING VACANCIES

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.
- d) 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 the 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.
- e)

## Article V. 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.

## Article VI. 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 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.

## Article VII. 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

## Article VIII. 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 IX. MANAGEMENT OF THE ASSOCIATION**

### **Section IX.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 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.

## **Article X. MEMBER'S MEETINGS**

### **Section X.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. That notice will include a list of vacant positions and a call for nominations.

### **Section X.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 Communications Director 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 X.03 PROPOSALS

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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 XI. 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 XI.01 PARENT REPRESENTATIVE**

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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 XI.02 TEAM ISSUES**

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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 Convenor
- c. The President
- d. The Executive Committee or the Board, as appropriate

### **Section XI.03 NON-TEAM ISSUES**

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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 Executive Committee or the Board as appropriate
- c. The President

## **Article XII. RESIDUAL AUTHORITY**

### **Section XII.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
- e. The motion receives the support of two-thirds of Directors present
- f. The Board notifies Members of the action and its reasons for that action via email to Members and posting on the Association website.

### **Section XII.02 CODE OF CONDUCT**

The provisions of the GGHA Fair Play Pledge / Code of Conduct are designed to foster the overall personal development of GGHA players. The actions by players directed at teammates that may reasonably be perceived as hostile and abusive are contrary to the Fair Play Pledge / 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 XIII. NOTICES**

### **Section XIII.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 Registrar; 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 XIII.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.

## **Article XIV. ADOPTION AND AMENDMENTS**

### **Section XIV.01 AMENDMENTS TO CONSTITUTION AND ASSOCIATION POLICIES**

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Changes to the Association constitution and 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

### **Section XIV.02 VOTING PROCEDURES**

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A majority of votes of the Executive members present at a Board Meeting shall decide every question. Every question shall be decided in the first instance by a show of hands and, unless a secret ballot is demanded by a Director present, a declaration by the Chair that the motion has been carried or not carried and an entry to that effect in the minutes of the Meeting shall be sufficient evidence of the fact, without proof of the number or proportion of the votes recorded in favour or against such motion.