



Constitution & By-Laws

West Northumberland Girls Hockey Association Constitution and By-Laws

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CONSTITUTION

Article 1. Name

This organization shall be known as the West Northumberland Girls Hockey Association, hereinafter called the WNGHA.

Article 2. Affiliation

The WNGHA is a member of the Ontario Women's Hockey Association (OWHA)

Article 3. Purpose

The purpose of the WNGHA shall be to develop, direct, and promote girl's and women's hockey in the area of West Northumberland and surrounding area in conjunction with the Ontario Women's Hockey Association (OWHA) at the house league, recreational and competitive levels.

Article 4. Membership

Membership in the WNGHA shall consist of:

- a) Registered players, or a parent/guardian of a registered minor player;
- b) Officers and executive board;
- c) Coaching Staff;
- d) Convenors

Membership may be revoked or suspended for:

- a) Failure to abide by and comply with the WNGHA Constitution, By-Laws, Rules and Regulations.
- b) Conviction of a criminal offence that is deemed detrimental to the WNGHA.

In order to enact a suspension or revoke a membership the Board of Directors/Executive must conduct a hearing and pass said motion by a two thirds majority, and with consultation with the Cobourg Police Association

Article 5. Officers

The officers of the WNGHA will be the:

- President;
- Vice President of Representative Hockey;
- Vice President of House League Hockey;
- Secretary;
- Treasurer; and
- Registrar

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Article 6. Executive Board

The Executive board shall consist of the officers and a minimum of five Directors as voted on by the general membership at the Annual General Meeting

The officers and directors will have no more than one (1) vote regardless of the number of positions they hold.

The officers shall be elected for two (2) years.

In odd years, the President, Treasurer, Registrar shall be elected starting in 2006. In even years, the Vice President of Representative Hockey, Vice President of House League Hockey, and Secretary shall be elected.

The members of the Executive Board shall not be subject to any personal legal liability for any actions taken by them in that position.

The Executive Board shall have the power to fill any vacancies among the elected Officers by appointing other members of the Executive Board.

The President/Chair may only vote when it is necessary to break a tie.

Article 7. Authority of Executive Board

The Executive Board shall have control of the affairs of the WNGHA and the primary responsibility for achieving its purpose.

The Executive Board shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

Article 8. Executive Board Election Process:

Nominations need to be submitted 30 days prior to the AGM. Applicants have one week to accept the nomination. Any remaining open positions, at the time of the AGM, may be nominated from the floor.

Once all of the nominated positions have been filled, the Chair may call for floor nominations for vacant positions on the Board.

The voting process is done by written secret ballot.

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Article 9. Executive Board Vacancies Post-AGM:

Any vacancy for the Board may be filled for the current year of the vacated term if appointed by the President and approved by the Board in office provided there is a quorum of Board Members. A Board Member may be appointed to a second position, but may not hold more than two (2) positions at any such time.

Article 10. Annual General Meeting

The Executive Board shall announce the Annual General Meeting of the WNGHA. Such Annual General Meeting shall occur on or before June 15th

The agenda for the Annual General Meeting must include:

- a) The minutes of the preceding Annual General Meeting;
- b) The presentation of the Annual Financial statements for the current season which is in accordance with generally accepted accounting principles;
- c) The election of Officers and Directors;
- d) The ratification of By-Laws made by the executive board.

Article 11. By-Laws

The Executive Board may, from time to time, set, repeal or amend such Rules, Regulations and Policies as it deems necessary for the conduct of the business of the WNGHA in a manner consistent with this Constitution.

Article 12. Financial Year

The fiscal year end of the WNGHA shall terminate on the 30th day of April each year.

Article 13. Constitutional Amendments

This Constitution may be amended at an Annual General Meeting by a two thirds majority of all votes cast, providing the proposed amendments are presented in writing to the Secretary at least 30 days prior to the AGM.

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BY-LAWS

Article 14. Executive Board

The Executive Board shall set the policies and conduct the business of the organization. Members of the Executive Board shall encourage a broader participation of all association members, including members of the Executive Board, through participation in committees.

Article 15. Duties of Officers

President

- Preside at full meetings of the executive.
- Report to the executive committee of the WNGHA any matters that are required to be brought to their attention.
- Will be an ex-officio member on all appointed committees, except the nominating committee.
- Represent and promote the WNGHA within the community.
- Sign as officer of the WNGHA.
- Will set the first meeting date immediately after the close of each AGM.
- Must serve a minimum of 2 of the previous 5 years on the executive board before holding this position
- Sign as one of the two officers of the WNGHA for releases and permission to skate forms
- Has the power, on recommendation of the Executive, to replace any appointed members, league representatives or Executive members who they feel is not fulfilling his or her duties.
- Responsible for the day-to-day management of the affairs of WNGHA, including monitoring of all Committees to ensure all Policies of the WNGHA are being complied with.

Vice President of Representative Hockey

- Attend regular meetings of the WNGHA.
- In the absence of the President has the authority to perform the duties of the President.
- Sign as officer of the WNGHA.
- Shall be the OWHA liaison, including acting as representative of the WNGHA at the OWHA Annual General Meeting and the OWHA General Meeting.
- Responsible for the co-ordination, development and monitoring of all activities of Representative teams.
- Review and approve all team fundraising initiatives
- Chair the discipline committee

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Vice President of House League Hockey

- Attend regular meetings of the WNGHA.
- In the absence of the President, has the authority to perform the duties of the President
- Will select all coaches and appoint representatives for Junior House League
- Ensure regular contact with each of the Junior House League and Ladies League Representatives and provide the executive with a monthly report
- Ensure all house league rules are followed and take action if they are not
- Ensure prudent risk management practices are followed, by: (a) establishing and maintaining procedures with respect to the screening/clearance of all volunteers, such as obtaining valid police checks from all volunteers and ensuring proper qualifications for all team officials; and (b) preparing and reporting to the Executive any risk management/disciplinary issues.
- Work with the equipment manager for jerseys and equipment

Secretary

- Attend regular meetings of the WNGHA.
- Deal with all correspondence of the association as instructed by the President or the Executive Board.
- Record and preserve the minutes of all meetings of the Executive Board.
- Forward the minutes of each meeting, together with the agenda for the following meeting, to the Executive Board prior to the next meeting, where time permits.
- Notify all members of the Executive of the date, time and place of upcoming meetings.
- Advertise proposed constitutional amendments, including date, time and place of upcoming the AGM

Treasurer

- Attend regular meetings of the WNGHA.
- Has general responsibility for the finances of the WNGHA.
- Collect and record all funds received by the WNGHA and shall record and pay all accounts. Payment of accounts in excess of \$500.00 shall require the prior approval of the Executive Board.
- There will be three Executive Board members, as approved by the Executive Board to sign cheques. The Treasurer will set up a bank account, which requires the signature of two of the three authorized officers.
- All cheques will require the signature of two of the three signing officers.
- The Treasurer will keep under review the financial position of the WNGHA and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.
- Present a financial statement that is in accordance with generally accepted accounting principles at the Annual General Meeting
- Present a proposed budget for the current year for approval by the Executive Committee by the first meeting of the full executive after the Annual General Meeting.

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- The treasurer must have served a minimum of 1 year on the Executive Board.
- Sign as officer of the WNGHA.

Registrar

- Attend regular meetings of the WNGHA.
- Organize and determine registration date(s).
- Register all players with the WNGHA and the OWHA in accordance with the OWHA regulations and rules.
- Provide registration numbers, by division and by birth year, to the WNGHA Executive in a timely fashion
- Assign players to Representative and House League rosters and submit teams to OWHA for approval
- Work with the Treasurer to ensure all fees are paid
- Sign as one of the two officers of the WNGHA for releases and permission to skate forms

Article 16. Directors

- Director of Operations;
- Director of Development;
- Tournament Director;
- Equipment Manager;
- Ice Scheduler;
- Director of Senior League
- Referee in Chief;
- Communications Officer; and
- Past President

Article 17. Annual General Meeting

- All Proposed amendments to the Constitution, By-Laws, Regulations or Rules must be received in writing by the secretary at least 30 days prior to the Annual General Meeting
- Members may nominate candidates for election to the Executive Board in writing and must be received by the Secretary at least 30 days in advance of the AGM. All such nominations must have nominator, a seconder and permission from the candidate. Additional candidates to the Executive Board may be nominated from the floor providing they meet the above criteria (nominator, a seconder and permission from the candidate.)
- At least 20 days in advance of the AGM, the notice of the Annual General Meeting, the agenda, the slate of candidates, all proposed amendments to the By- Laws will be posted on the WNGHA web page.
- All changes to the Regulations, Rules and Policies made during the year by the Executive Committee as authorized in the constitution Article 9 must be included on the list of amendments sent out by the Secretary.

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Article 18. Standing Committees

- The President of the WNGHA will appoint members of the WNGHA to the Discipline Committee at the first meeting after the AGM. At least 2 of the 3 members of any sitting Discipline Committee must be an Officer of the WNGHA.
- The President of the WNGHA will appoint members of the WNGHA to the Nominations Committee at the first meeting after the AGM.
- The President of the WNGHA will from time to time, appoint persons to ad hoc committees as deemed necessary by the Executive Board.