

Lake of the Woods Girls Minor Hockey Association Constitution Amended April 15, 2008

PART 1

ARTICLE 1 - NAME

- 1.1 This organization shall be known as the *Lake of the Woods Girls Minor Hockey Association*.

ARTICLE 2 - AUTHORITIES

- 2.1 This association will be governed by the By-laws, Rules and Regulations of the LOWHA.
2.2 This association has full and complete jurisdiction over all amateur minor girls hockey in Kenora.

ARTICLE 3 - OBJECTIVES

- 3.1 To govern and administer hockey in accordance with the Articles and By-laws of the *Lake of the Woods Girl's Minor Hockey Association Constitution* and the OWHA.
3.2 To promote and encourage the sport of girl's amateur minor hockey in Kenora.
3.3 To involve and communicate with parents or players, as much as possible in the organization of the *Lake of the Woods Girl's Minor Hockey Association*.
3.4 To organize and promote skills development.
3.5 To plan for the improvement of coaching and refereeing by providing coaches and referee clinics (when possible).
3.6 To provide players with the opportunity to participate in local competitions.
3.7 To approve the proposed list of coaches, this approval may be revoked for any coaches who consistently fail to support the objectives of this association.
3.8 To receive and make disciplinary decisions on any players/coaches whose names have been submitted to the Executive by the Referee-in-Chief, Executive/parents and/or coach.
3.9 To control the inventory of all hockey equipment purchased or donated to *Lake of the Woods Girl's Hockey Minor Association*.
3.10 To be responsible for all monies donated or earned by the association, and to prepare an annual statement for the annual general meeting each year.
3.11 To teach young amateur players in hockey the following:
a) to respect all game officials
b) To respect other players and their coaches, both on their own team as well as on the opposing teams, for their skill and mutual interest in minor hockey.
c) To play co-operatively and supportively with their teammates.
d) To enjoy hockey for the physical and mental fitness it can generate and the comradery and friendships it can foster.
e) To refrain from fighting and abusive language at all times.
f) To strive for personal excellence in executing hockey skills.
g) To encourage sportsmanship and enjoyment in all aspects of training and competition.

ARTICLE 4 - MEMBERSHIP

- 4.1 The Executive Officers of the Lake of the Woods Girls Minor Hockey Association shall consist of a number of elected officers, to be determined by the sitting Executive each year.
- 4.2 The immediate Past President shall sit as a voting member of the Executive Officers.
- 4.3 This elected Executive and the Past President shall determine the offices and the committee structures of the *Lake of the Woods Girl's Minor Hockey Association*.
- 4.4 The Executive Officers, (except the President) will have voting power in the operation of the Association.
- 4.5 Membership in the *Lake of the Woods Girl's Minor Hockey Association* shall consist of Parents/Guardians of a player, or any adult who is a member of the coaching team.

ARTICLE 5 – BY-LAWS

- 5.1
 - a) The Executive Committee may, from time to time, set, amend or repeal such By-Laws as it deems necessary for the conduct of the business of the Association in a manner consistent with *the Lake of the Woods Girl's Minor Hockey Association Constitution*.
 - b) Changes to the By-Laws by the Executive Committee shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
 - c) Changes to By-Laws by the Executive Committee, which fail ratification, may not be re-introduced and any By-Law changes made at an Annual General Meeting may not be modified by the Executive, for a period of three (3) years.

ARTICLE 6 - REGULATIONS AND RULES

- 6.1
 - a) The Executive may, from time to time, set, repeal or amend:
 - i. Such regulations as it deems necessary for the structure of teams, age categories, fees, membership, and other matter related to the carrying out of its objectives; and
 - ii. Such rules are more restrictive than those established by Hockey Canada.
 - b) Any changes to the Regulations or Rules made by the Executive Committee shall be subject to ratification by a majority vote at the next Annual General Meeting.
 - c) Any changes to the Regulations or Rules made by the Executive Committee which fail to receive ratification, may not be re-introduced and any Regulation or Rule changes made at any Annual General Meeting may not be modified by the Executive Committee, in both cases, for a period of one (1) year.

ARTICLE 7 - ELECTIONS

- 7.1
 - a) The Executive Officers shall be elected at the Annual General Meeting for one (1) year terms.
 - b) Every person must be a member of the *Lake of the Woods Girls Minor Hockey Association* to vote.
 - c) The new Executive will accept office immediately after the elections are closed at the Annual General Meeting.

ARTICLE 8 - AMENDING THE CONSTITUTION

- 8.1
- a) Amendments can be made to this Constitution only at the Annual General Meeting by a two-thirds majority vote.
 - b) All notices of the Annual General Meeting are to commence at least (15) days prior to the Annual Meeting.
 - c) A notice of proposed amendments must be announced by the Executive preceding the Annual General Meeting. Only these amendments will be brought forth to the Annual General Meeting.

BY-LAWS

PART 2

ARTICLE 1 - DUTIES AND POWERS OF THE EXECUTIVE OFFICERS

- 1.1 The duties and powers of the Executive Officers will be:
- a) To adopt, amend revise or appeal the Constitution, By-Laws, Rules and Regulations of the *Lake of the Woods Girls Minor Hockey Association*.
 - b) To appoint a member at large if a vacancy is available after the Annual General Meeting.
 - c) To support the objectives of the Association.
 - d) To organize and hold meetings that are open to the members of the Association.
 - e) To be responsible for the purchase, issue control and collection of all the Association's hockey equipment.
 - f) To impose and enforce suspensions and/or penalties for any violation of the Constitution, By-Laws or Directives of the President or the Executive Officers.
 - g) To make financial decisions relevant to the aims and objectives of this Association.
 - h) To grant or refuse applications for the membership into this Association.
 - i) To classify teams in various age levels as deemed necessary.
 - j) To obtain comprehensive accident insurance to protect players, referees, managers and coaches against accidental injury or death while participating in hockey or in travel related to a recognized hockey tournament.
 - k) To receive the recommendations of the committees or appointed members and to act on them accordingly.
 - l) To hear requests for player releases and to make decisions relevant to the request(s).
 - m) To remove from office any member of the Executive who has been remiss or neglectful of their responsibilities, or whose conduct has proven to impair his/her usefulness to this Association.
 - n) To appoint sub-committees from its membership or employ individuals for the handling of special business.
 - o) To organize, approve and control the collection of fees and any funds collected on the behalf of the Association.
 - p) To deal with all the other matters relevant to the *Lake of the Woods Girls Minor Hockey Association* and their members.
 - q) To ensure all registered team volunteers have successfully completed the certified "Speak Out" Program.

ARTICLE 2 - DEFINED DUTIES OF EXECUTIVE OFFICERS

President

- 2.1 Within the jurisdiction of the *Lake of the Woods Girls Minor Hockey Association*, shall have the following powers as the President of the Association,
- a) Sign as signing officer of the Association.
 - b) Preside over all meetings as chairperson.
 - c) Exercise the powers of the Executive in case of emergency, such action shall be subject to ratification by the Executive Committee at the next scheduled meeting.
 - d) Shall, have a vote in the event of a tie, shall cast deciding ballot.
 - e) Shall set dates for the Annual Meeting and convene any special meeting as the need arises.
 - f) Shall sit on all committees/ or appoint a designate.
 - g) Shall chair a committee with any two (2) Executive members and together, they will investigate and take corrective action on detrimental conduct, protest, and appeals involving any player, coach, manager, or Executive member within our jurisdiction.
 - h) The President has the right to attend or appoint a person to attend meetings that pertain to the *Lake of the Woods Girls Minor Hockey Association*.

Immediate Past President

- 2.2
- a) Shall assist the Executive in making decisions based on his/her past knowledge of being President of *Lake of the Woods Girls Minor Hockey Association*.
 - b) Shall exercise a vote as a member of the Executive Committee.
 - c) Shall perform other duties assigned by the Executive Committee.
 - d) Shall sit as the Chair for the Constitution Committee and update the Constitution as required.

Registrar

- 2.3
- a) Shall be responsible for the registration of all minor girl hockey players registered with *Lake of the Woods Girls Minor Hockey Association*.
 - b) Shall maintain a register of all players in the Association.
 - c) Shall be responsible for the co-ordination of the Association.
 - d) Communicate with the Executive on any relevant matters.

Vice President

- 2.4
- a) In the absence of the President or in the event of his/her inability to act, the Vice President shall have and will exercise all the powers of the President.
 - b) Shall be one of three signing authorities.
 - c) Shall sit on any or all committees as designated by the President, in an effort to be familiar with the working operations of the Association.
 - d) Shall sit on the Coaches Committee.
 - e) Shall prepare a list of suitable coaches willing to volunteer their services for the pending year, and submit this list to the Executive Committee.
 - f) Shall sit as Bingo Chairperson

Vice President Two (2) (Optional)

- 2.5 a) In the absence of the Vice President shall have the duties of the Vice President.
b) Shall perform other duties assigned by the Executive Committee.
c) Shall sit as Tournament Chairperson.
d) Shall perform other duties assigned by the Executive Committee.

Vice President Three (3) (Optional)

- 2.6 a) In the absence of the Vice President Two (2) shall have the duties of the Vice President Two (2).
b) Shall perform other duties assigned by the Executive Committee.
c) Shall sit as Picture Day Chairperson and Development Coordinator.
d) Shall perform other duties assigned by the Executive Committee.

Secretary

- 2.7 a) Shall conduct all official correspondence of the *Lake of the Woods Girls Minor Hockey Association*.
b) Issue notices of all meetings, including committee meetings.
c) Record minutes of all general meetings, including Executive Committee meetings and special meetings.
d) Shall publish the notice of the Annual Meeting (15) days prior to the meeting.
e) Shall be custodian of all books, papers, records, documents.
f) Shall be responsible for the advertising and co-ordination of media events.

Treasurer

- 2.8 a) Shall receive all monies payable to the Association and keep same on deposit in a chartered bank or credit union as directed by the Executive Committee.
b) Shall receive and record all accounts payable by the *Lake of the Woods Girls Minor Hockey Association* and with the approval of the Executive Committee pay all such accounts by cheque.
c) Will arrange for the preparation of the Annual Financial Statement and will report at the Annual General meeting.
d) Shall submit a complete written statement at each meeting.
e) Will be a signing officer of the Association.
f) Be part of the Fund-raising Committee.

Ice Convenor

- 2.9 a) Shall negotiate and arrange the ice allotment for the *Lake of the Woods Girls Minor Hockey Association*.
b) Assign ice as required by the Association.
c) Maintain records and report ice times as required by the Association.
d) Shall sit on the coaches committee.
e) Shall sit on any committee directed by the Executive Committee.

ARTICLE 3 - ANNUAL GENERAL MEETING

Notice of the Annual General Meeting shall be publicized fifteen (15) days in advance.

- 3.1
- a) Only members of the Association are entitled to vote, speak to motion or raise a question.
 - b) The date for the Annual General Meeting will be set by the President.
 - c) The Order of Business/Agenda will be:
 - i) President's Report
 - ii) Treasurer's Report
 - iii) Secretary Report
 - iv) Special Business requiring approval of members
 - v) Old/Final Business
 - vi) Election of Officers
 - vii) New Business
 - d) Amendments: all proposed amendments to the Constitution, By-Laws, Rules and Regulations:
 - i) Must be received in writing by the Secretary at least (60) days in advance of the Annual General Meeting.

ARTICLE 4 - RULE OF ORDER FOR ALL MEETINGS

- 4.1
- a) Motion for change, in relationship to the Constitution, By-Laws, Rules and Regulations of the *Lake of the Woods Girls Minor Hockey Association* will not be accepted, (see article 3.1 d)
 - b) Any items of business which members wish to discuss must be forwarded to the secretary in writing, 10 days prior to the next general meeting, to be placed on the agenda.
 - c) Other new business or changes can be discussed at General Meetings. Notice of Motion for Change can be requested for discussion that will be entertained/voted on at the next scheduled meeting.
 - d) All motions need a mover and a seconder and must be accepted by the chairperson in order to be discussed.
 - e) When a motion is under discussion, no other motion will be entertained except an amendment to the motion or a motion to table or postpone to a future date.
 - f) An amendment that entirely changes the subject of the original motion will not be entertained.
 - g) A tabling of a motion takes precedent over the main motion or an amendment to the motion.
 - h) Only members of the Association may vote in meetings.
 - i) When a vote is called, it is taken by the chairperson, by raising their hand, unless the Chairperson has requested a closed ballot.
 - j) A decision shall be by the majority of vote cast.
 - k) In the event of a tie, the Chairperson will cast the deciding vote.
 - l) Reference can be made to the Robert's Rules of Order for rules of order for association meetings.

ARTICLE 5 - DUTIES OF THE CHAIRPERSON

- 5.1
- a) Maintain harmony and order during the meeting.
 - b) Set and be familiar with all items on the agenda and reasons for their discussion at the meeting.
 - c) Resolve an issue when a tie vote has occurred by casting the deciding vote.
 - d) Decide who may speak.
 - e) Call for votes.
 - f) Decide if member's recommendations will be discussed at the meeting or sent to the Executive for review and decision.
 - g) Dictate the structure of meetings according to personal comfort.
 - h) If a member objects to item being considered, the chair will either:
 - i) Rule that the item is or is not appropriate for consideration.
 - ii) Or ask for a vote of the members present, in which case the majority will decide.

ARTICLE 6 - MEMBER EXEMPTIONS

All members who have held past positions in the Lake of the Woods Girls Minor Hockey Association Executive or as Tournament Chairperson, Bingo Chairperson and Referee-in-Chief are exempt (including their family members) from further present or future fund raising activities and any such duties (eg. Timekeeping, etc.) that may be allocated by the sitting Executive.

ARTICLE 7 - DISSOLUTION OF LAKE OF THE WOODS GIRLS MINOR HOCKEY ASSOCIATION

In the event that *Lake of the Woods Girls Minor Hockey Association* should dissolve, all money remaining will be donated to minor sports groups in the Kenora area. The Kenora licensing department must be consulted prior to dispersal of all "Lottery" funds.

ARTICLE 8 - INSURANCE

Any player registering with *Lake of the Woods Girls Minor Hockey Association* must pay the full registration fee before being eligible to participate in any offered events, to ensure proper insurance coverage for the year.