

**CHATHAM GIRLS HOCKEY ASSOCIATION
CONSTITUTION**

Revised MAY 2009



CONSTITUTION

ARTICLE ONE – NAME

This organization shall be called the CHATHAM GIRLS HOCKEY ASSOCIATION.

ARTICLE TWO - AIMS AND OBJECTIVES

- 2.1** To develop, teach and promote female hockey in the Municipality of Chatham-Kent for all eligible individuals according to the Constitution and Rules of any legally constituted bodies established for the conduct of female hockey in Ontario and/or Canada.
- 2.2** To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well being.
- 2.3** To promote and develop organized amateur hockey for girls including:
- i) the development of the maximum opportunity for participants in house league hockey
 - ii) the development of representative teams with high level of competency
- 2.4** To sponsor and promote athletic, recreational and other activities as may contribute to the finances of the organization.
- 2.5** To promote, encourage and assist the educational, charitable and recreational endeavours of the community.
- 2.6** To encourage the promotion of other clubs and leagues with the purpose similar or identical to those of the Chatham Girls Hockey Association.
- 2.7** To promote the participation of girls and women in all aspects of female hockey.
- 2.8** To foster and encourage leadership programs in all areas related to the development of female hockey in Ontario.
- 2.9** To promote hockey as a game played primarily for enjoyment but also fostering sportsmanship and life skills.

BY-LAWS

BY-LAW ONE – INTERPRETATION

1.1 In this by-law and all other by-laws and resolutions of the corporation unless the context requires otherwise:

- a) The singular includes the plural
- b) The masculine includes the feminine
- c) Board means the Board of Directors of the Corporation
- d) Corporation means the Chatham Girls Hockey Association
- e) "Corporation Act" means the Corporation Act, R.S.O. 1980, Chapter 89, and the statute amending or enacting in substitution there of, from time to time.
- f) "Documents" include deeds, mortgages, charges, conveyances, transfers and assignment of property, reliable personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.
- g) "Past President" means the person whose term of office as President has most recently expired who does not continue as President and is willing to serve as Past President.

1.2 All terms defined in the Corporation Act have the same meaning in this bylaw and other by-laws and resolutions of the Corporation.

BY-LAW TWO - HEAD OFFICE

The head office of the Corporation shall be in the Municipality of Chatham-Kent in the Province of Ontario (subject to change by special resolution) and at such place within the municipality in Ontario where the head office if from time to time situated as the Board of the Corporation may resolution fix.

BY-LAW THREE – SEAL

The seal, which is impressed hereon, shall be the corporate seal of the Corporation.

BY-LAW FOUR - BOARD OF DIRECTORS

4.1 – GENERAL

The affairs of the Corporation shall be managed by a Board of Directors composed of elected directors and ex-officio directors. The elected directors shall consist of those people elected for the purpose set out in By-Law Five. The ex-officio director shall be the Past President (see By-Law Six)

CGHA CONSTITUTION MAY 2009

4.2 – ELECTED DIRECTORS

Elected directors, subject to the provisions as set out in section 4.3 and By-Law Seven shall hold office, subject to the provisions, if any, of the letters patent or supplementary letters patent of the Corporation from the date of the meeting at which they were elected until the annual meeting when their term expires or until their successors are elected or appointed. Any member of the Board can be associated with any Chatham Girls Hockey Association team in any capacity.

4.3 – QUALIFICATIONS

Each director must

- a) be at least eighteen (18) years of age
- b) not be an undischarged bankrupt nor mentally incompetent person
- c) be a member of the Corporation under By-Law Seven.

If a person ceases to be member of the Corporation or becomes bankrupt or mentally incompetent, he ceases to be a director and the vacancy so created may be filled in the manner prescribed by section 4.4.

4.4 – VACANCIES

So long as a quorum (see 4.6) remains in office, a vacancy on the Board may be filled by the directors from among the qualified members of the Corporation for the remainder of that director's term. In the case of a vacancy in the office of the President, the 1st Vice President shall be appointed to the position. If no quorum of directors exists, the remaining directors shall forthwith call a general meeting of the Corporation to fill the vacancies on the Board.

Upon mid-term resignation of a board member, the resignation is to be submitted in writing to the Secretary and confirmed within 3-5 days by the President. Once the resignation is final, the person is not eligible to be reappointed to the Board for the duration of the season.

If President resigns from board, the membership shall elect from qualified candidates, a new president to complete the term. The 1st Vice President assumes the duties of President until the election can occur.

4.5 – REMOVAL OF DIRECTORS

4.5.1 The members entitled to vote may, by resolution passed by at least two-thirds (2/3) of the votes cast at a general meeting of which notice specifying the intention to pass the resolution has been given, remove any director before the expiration of his term of office and may, by a majority of the votes cast at the meeting, elect any person in his stead for the remainder of his term.

4.5.2 Any director who misses five regular monthly meetings per year may lose his seat on the

Board if a motion specifying the intention is passed by two-thirds (2/3) of the votes cast at a Board meeting.

CGHA CONSTITUTION MAY 2009

4.5.3 Ethical Business Conduct:

- a) CGHA board of directors or volunteers may not drink alcohol while conducting CGHA business. Exceptions to this policy must be approved by the CGHA Board of Directors. Also, CGHA board of directors or volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting CGHA business.
- b) Chatham Girls Hockey Association board of directors and volunteers are expected to be honest and truthful. During the course of their tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports.
- c) Chatham Girls Hockey Association expected its board of directors and volunteers to use CGHA property only for CGHA business. Except for incidental activities or use, directors or volunteers may not:
 - i) conduct personal business with CGHA property
 - ii) use CGHA property for a non-CGHA related purpose; or
 - iii) see, loan or dispose of CGHA propertyunless approved by the CGHA board of directors.
- d) All CGHA accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of CGHA.

4.6 – QUORUM

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than one-half (1/2) of the number of members of the Board.

4.7 – REGULAR MEETINGS

Regular meetings of the Board will be held on the first Monday of each month or in the event of a conflict (eg - holiday) on such date the Board appoints at a place and time named with no further notice of the regular meetings need be given.

Anyone wishing to attend a Board meeting must apply in writing fourteen (14) days prior to said meeting to the President and their attendance shall be at the discretion of the President. All Board members must be notified of their attendance seven (7) days prior to said meeting.

4.8 – SPECIAL MEETINGS

Special meetings of the Board may be held at any place within or outside Ontario, as designated in the notice calling the meeting. Special meetings of the Board may be called by the President, whenever he deems it necessary.

CGHA CONSTITUTION MAY 2009

4.9 – NOTICE OF SPECIAL MEETINGS

Notice of special meetings of the Board shall be delivered, mailed, e-mailed, faxed or telephoned to each director not less than two (2) days before the meeting is to take place. The statutory declaration of the President that notice has been given pursuant to this section shall be sufficient and conclusive evidence of the giving of such notice.

4.10 – VOTING

Questions arising at any meeting of the Board shall be decided by majority vote. (EXCEPTION - See By-Law Fourteen). At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the question is requested by any director. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the resolution.

4.11 - REMUNERATION OF DIRECTORS

The directors of the Corporation shall serve without remuneration.

4.12 – INDEMNITIES TO DIRECTORS

Every director of the Corporation and his heirs, executors and administrators, and estates and effects, respectively shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Corporation, from and against:

- a) all costs, charges and expenses whatsoever which the director incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the duties of his office;
- b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except the cost, charges or expenses occasioned by his own willful neglect or default.

4.13 - PROTECTION OF DIRECTORS

No directors of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or employee of the joining in any receipt or act for conformity of any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with who or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his representative office or trust or in relation there to unless the same shall happen by or through his wrongful and willful neglect or default.

CGHA CONSTITUTION MAY 2009

4.14 – RESPONSIBILITY FOR ACTS

The directors of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction, whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted and authorized or approved by the Board.

BY-LAW FIVE - ELECTED DIRECTORS

5.1 – PRESIDENT

The President shall be actively serving on the Board as an elected member of the current Board, for at least one year prior to his nomination and shall:

- a) chair all regular and special Board meetings and the annual and any general meetings of the Corporation and set the agenda for all meetings.
- b) be a signing officer of the Corporation
- c) call special Board meetings as required
- d) represent the Corporation at all functions
- e) exercise the powers of the Board in case of an emergency
- f) sit on all committees as an ex-officio voting member
- g) shall be Chief Executive Officer of the association
- h) be kept informed of all matters pertaining to the association

5.2 – 1st VICE-PRESIDENT

- a) The 1st Vice-President, in the absence of the President, shall have the authority and perform the duties of the President.
- b) The 1st Vice-President shall be the chair of the Discipline Committee
- c) In the absence of The 1st Vice-President, the Past President shall organize the nominations and elections at the annual meeting.
- d) Perform other duties as directed by the President on an “as needed” basis
- e) The 1st Vice-President shall be responsible for updating the Constitution and CGHA operating rules

5.3- 2nd VICE-PRESIDENT (TRAVEL)

- a) The 2nd Vice-President, in the absence of the 1st Vice-President, shall have the authority and perform the duties of the 1st Vice-President.
- b) The 2nd Vice-President shall:
 - I. chair all travel team coaches meetings
 - II. will attend, along with another executive member all travel team league meetings
 - III. act as liaison between the Ontario Women’s Hockey Association and the Corporation
 - IV. provide all By-Laws, team rules and regulations and applications to all travel team officials
 - V. be a member of the Discipline Committee in matters relating to travel teams

CGHA CONSTITUTION MAY 2009

- VI.** may appoint interim qualified coaches in an emergency situation
- VII.** evaluate coaches at end of season and make recommendations to the board
- VIII.** be a member of the CGHA Tournament Committee
- ix.** Prior to folding of a travel team, bring the matter before the board for direction.

5.4- 3rd VICE-PRESIDENT (HOUSE LEAGUE)

- a)** The 3rd Vice-President in the absence of the 1st and 2nd Vice-Presidents shall have the authority and perform the duties of the 1st Vice-President.
- b)** The 3rd Vice-President shall oversee the total operation of the House League teams.
- c)** The 3rd Vice-President shall attend all Interlock house league meetings
- d)** The 3rd Vice-President may appoint interim qualified house league coaches in an emergency situation.
- e)** decides on the number of teams required based on registration
- f)** forms balanced teams
- g)** evaluates coaches at the end of the season and makes recommendations to the board
- h)** appoints up to 2 convenors to act on his behalf for matters as specified by the 3rd Vice President
- i)** In conjunction with ice manager, be aware of monetary responsibilities to ensure the house league program is monetarily balanced

5.5– SECRETARY

The secretary shall:

- a)** pick up all the mail and distribute it to the appropriate people
- b)** handle all correspondence of the Corporation
- c)** record and preserve the minutes of all Board meetings
- d)** type all minutes and distribute them to Board members within two weeks of the meeting
- e)** record and preserve the minutes of the annual meeting and any general meetings
- f)** inform all Board members of upcoming meetings
- g)** keep the office records up to date and have control over all stationary
- h)** be the-registrar
- i)** be responsible for insurance and claims
- j)** provide up to date copies of the constitution to the Directors after every annual meeting.
- k)** bring copies of By-laws, rules and proposed amendment changes to the annual meeting

CGHA CONSTITUTION MAY 2009

5.6– TREASURER

The treasurer shall:

- a) Establish a budget for the upcoming season and review the financial status (surplus/deficit) of the Association and will make recommendations and proposals to the Board regarding the status.
- b) be a signing officer of the Corporation
- c) act as an advisor of all documents and policies pertaining to the organization in conjunction with the secretary.
- d) shall keep a record of all money received and disbursed and shall deposit money in a bank or trust company.
- e) shall present a financial report at each regular Board meeting and a financial statement for the annual meeting.
- f) pay all accounts by cheque (not cash).
- g) maintain an updated account of all of the Corporation's assets.
- h) work with Secretary to distribute, monitor and account for any funds received

5.7- COMMUNITY LIAISON AND MEDIA DIRECTOR

The Community Liaison and Media director shall:

- a) ensure proper flow of information and/or concerns from the general membership to the Board
- b) make necessary press releases as instructed by the Board
- c) be responsible for the upkeep of trophy cases, bulletin boards, banner displays, and CGHA website
- d) act as a liaison for team photographs

5.8– ICE MANAGER

The ice manager shall:

- a) prior to the start of each hockey season submit his recommendation of allotment of ice times to the Board for their approval and subsequently distribute the approved schedule to all executive and travel teams
- b) be responsible for allotment of any additional ice time received or any ice time not used for scheduled league play, exhibition games or practices.
- c) return all unusable ice team to the Municipality of Chatham-Kent. The ice manager shall not sell any unusable ice time to any other person or association.
- d) shall keep a book on all allotment of ice time and issue monthly statements to all teams.
- e) attend all leagues annual scheduling meetings if required.
- f) submit all ice time request forms to the Municipality of Chatham-Kent on behalf of the Corporation
- g) attend annual Municipal ice allotment meeting with President or designate

CGHA CONSTITUTION MAY 2009

5.9 – EQUIPMENT MANAGER

The equipment manager shall:

- a) meet with the appropriate Vice-President and shall recommend equipment needed for house league or travel teams considering quality or cost
- b) allocate, maintain, collect, inventory and store all equipment and uniforms that are the property of the CGHA
- c) obtain Board approval of any expenditure over two hundred and fifty dollars (\$250.00) prior to purchase.
- d) be responsible for purchase of any new jerseys as required.
- e) Maintain equipment room

5.10– REFEREE LIAISON

The referee liaison shall:

- a) report to the Corporation at each Board meeting the referee situation
- b) communicate to the Kent Hockey Referees' Association any Corporation concerns
- c) check with directors and their applicable areas of concern prior to attending the Kent Hockey Referee's Association meetings.
- d) address matters of payment and fee scheduling
- e) document Corporation points of concern in depth, speak to all applicable parties and be prepared to speak knowledgeably to the concerns
- f) assist in coordinating referee clinics at the start of each season.
- g) Schedule all referees for all CGHA home games, house league and travel and hosted tournament

5.11- SPONSORSHIP AND FUNDRAISING DIRECTOR

The sponsorship and fundraising director shall:

- a) be in charge of all bingos and other fundraising activities that the Board appoints them to supervise
- b) distribute a schedule showing who is responsible for supplying sufficient workers (as required by the bingo hall) to operate each bingo.
- c) Maintain jersey sponsorship with aide of equipment manager
- d) Assist tournament director with tournament program
- e) Assist executive in applying for all grants

5.12 TOURNAMENT DIRECTOR

The Tournament Director shall:

- a) prepare an annual budget for tournament and have Board approval
- b) Chair the CGHA Tournament committee. Tournament committee to be made up of VP-Travel and one parent representative from each travel team
- c) Review with VP-Travel the team and division categories
- d) Review with VP-Travel the applicability for teams in each division
- e) Advise all board members of tournament responsibilities and coverage
- f) Be responsible for arranging tournament vendors
- g) Be responsible for establishing room contracts with local motels and hotels
- h) Be responsible for the annual awards banquet

CGHA CONSTITUTION MAY 2009

5.13 Education and Development Coordinator shall:

- a) Coordinate all clinics- coaches, trainers, referees, speak out
- b) Coordinate all skills development programs- ie power skating
- c) Work in conjunction with the 2nd Vice President- Travel and 3rd Vice President- House League
- d) Maintain Chatham Girls Hockey Association library
- e) Liaison with other associations for clinics etc.

5.14 - TERMS OF OFFICE

5.14.1 - The term of office of the President, the 1st Vice-President, the 2nd Vice-President, the 3rd Vice-President, the Secretary, Treasurer, Ice Manager and Tournament Convenor shall be two years.

5.14.2 - The term of office of the Community Liaison and Media Director, the Equipment Manager, the Referee Liaison, the Sponsorship and Fundraising Director and the Education and Development Coordinator shall be one year.

5.14.3 – After two (2) years active service on the Chatham Girls Hockey Association Board of Directors, director will be given \$150.00 towards Outlaw apparel or player registration.

BY- LAW SIX - EX-OFFICIO DIRECTORS

The Past President (as defined in By-Law One) shall be an ex-officio director. A person can serve in this capacity for a maximum of two years. The office may remain vacant. The Past President shall:

- a) act as an advisor to the Board
- b) advise the current President of all meetings deemed necessary
- c) In the absence of The 1st Vice-President, the Past President shall organize the nominations and elections at the annual meeting (see 5.2.c)

BY-LAW SEVEN – MEMBERS

7.1 – CLASSES

Membership in the Corporation shall be divided into the following classes:

- a) Life Members
- b) Annual Members

7.2 - LIFE MEMBERS

Life members shall consist of those persons who have been annual members of the Corporation for at least eight (8) years.

7.3 – ANNUAL MEMBERS

Annual members shall be divided into two sub-classes

- a) Actively Engaged Members
- b) General Members

CGHA CONSTITUTION MAY 2009

7.3.1 ACTIVELY ENGAGED MEMBERS

Actively Engaged Members are the head coaches of all house league and travel teams or a board of director of the Corporation, as voted in at the Annual General Meeting, as long as the individual director has no daughter affiliated with another Ontario Women's Hockey Association, unless that director is already a general member as outlined in 7.3.2 then no conflict of interest exists.

7.3.2 GENERAL MEMBERS

General Members are individuals that have been proclaimed as members by the board or who have been nominated by not less than five members in good standing and have been granted membership by way of an affirmative vote at a meeting of the Corporation. The membership of each proclaimed member of the Corporation shall continue until the first annual meeting of the members following the date upon which such individual became a proclaimed member of the Corporation provided that any individual who was a proclaimed member of the Corporation and whose membership terminated on such date may again become a proclaimed member of the Corporation in the manner set forth above. General members are parents or guardians who have at least one girl registered with the Chatham Girls Hockey Association and are in good standing. General members shall be granted the privilege of voting at the annual general meeting of the Corporation. One vote shall be granted per family, regardless of the number of girls registered.

7.4 – TERMINATION OF MEMBERSHIP

A membership in the Corporation automatically terminates upon the happening of any of the following events:

- a) if a person resigns as a member of the Corporation. Such resignation shall be made to the Secretary.
- b) in the case of an annual member, on September 1st of each and every year.

7.5 – LIABILITY OF MEMBERS

Members shall not, as such, be held answerable or responsible for any act, default or obligation or liability of the Corporation or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.

7.6 – ANNUAL MEETING

The annual meeting of the Corporation shall be held each year within the Municipality of Chatham-Kent, at a time, place and date determined by the Board, in no event later than May 31st of any year for the purpose of:

- a) hearing and receiving the reports and statements required by the Corporation Act to be read at and laid before the Corporation at an annual meeting
- b) role elect members to begin duties at the end of the Annual General Meeting as per section 7.12 voting for directors
- c) appointing an independent accountant to review financial records and fix his/her remuneration
- d) transacting of any other business properly brought before the meeting, including any business deemed appropriate by the Board.

CGHA CONSTITUTION MAY 2009

Any member may make additions to the agenda including amendments to the constitution, by-laws and rules and regulations or raise any other business properly before the meeting, upon application in writing to the secretary thirty (30) days prior to the meeting.

7.7 – GENERAL MEETINGS

The Board may at any time call a general meeting of the Corporation for the transaction of any business, the general nature of which is specified in the notice calling the meeting. A general meeting of the Corporation may also be called by the members as provided in the Corporation Act.

7.8 – NOTICE OF MEETINGS

Notice of the time, place and date of meetings of the Corporation and the general nature of the business to be transacted shall be given at least fourteen (14) days before the date of the meeting to each member by posting notice of the same in arenas regularly used by the Chatham Girls Hockey Association. In the case of the annual meeting, the independent accountant shall be notified by mail or phone.

7.9 – QUORUM

A quorum at a meeting of the Corporation shall be twenty (20) members present in person and no business shall be transacted unless the required quorum is present at the commencement of such business PROVIDED HOWEVER that where there are less than twenty (20) but more than one (1) person present and is present in person after one-half hour after the commencement time specified in the notice calling the meeting the following business will be allowed to be transacted:

- a) the selection of a Chairman and Secretary if they are not present
- b) the recording of the names of those present
- c) the passing of a motion to adjourn the meeting with or without specifying a date, time and place for the resumption of the meeting.

7.10 – VOTING BY MEMBERS

Unless otherwise required by the provisions of the Corporation Act or the bylaws of the Corporation, all questions proposed for consideration at a meeting of the Corporation shall be determined by a majority of the votes cast by the members entitled to vote. Members must be present to vote. Proxy votes are NOT allowed. Each member is entitled to ONE vote regardless of the number of classes under which he holds his membership.

7.11 – VOTING PROCEDURES

- a) At all meetings of the Corporation, every question shall be decided by a show of hands unless otherwise required by a by-law of the Corporation or unless a poll is required by the Chairman or requested by any member entitled to vote. A poll will be done by division with those in favour locating to one side of the room and those against to the opposite side of the room. Whenever a show of hands has been taken upon a question, unless a poll is requested, a

CGHA CONSTITUTION MAY 2009

declaration by the Chairman that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the numbers or proportion of votes recorded in favour or against the motion.

- b) No motion will be considered for voting unless the mover and/or seconder are present at the meeting.

7.12 - VOTING FOR DIRECTORS

Nominations for vacant positions on the Board of Directors for the upcoming season will take place in February of the current year. Eligible members for the Board of Directors are Actively Engaged Members and General Members of the Association as outlined in sections 7.3.1 and 7.3.2

Nominations must be agreed to by the nominee and supported by three (3) members 18 years of age and older. If a person wishes to be nominated for more than one role, each role must be supported by a written and signed nomination. The person will appear on the ballot for each role.

Elections for the vacant positions will take place by sealed ballot in March of the current year. If elected for more than one role, the nominee will have the preference of which role they select.

Each "role elect" director will assume office at the end of the Annual General Meeting. Prior to assuming office each "role elect" director will be eligible to attend CGHA executive meetings as a "role elect" with no voting rights until the Annual General Meeting.

CGHA CONSTITUTION MAY 2009

BY-LAW EIGHT – COMMITTEES

8.1 – COACHING SELECTION COMMITTEE

The Coaching Selection Committee shall be approved by the Board and not exceed five (5) members including an outside representative and the 2nd Vice-President or 3rd Vice-President depending if the selection is for travel team or house league coaches. The committee shall conduct interviews with selected coaching applicants and present recommendations to the Board for approval. All positions will be advertised in the Chatham Daily News and on the corporation's web site.

8.2 – DISCIPLINE COMMITTEE

The Discipline Committee will consist of the 1st Vice-President (chair), the President and either the 2nd or 3rd Vice-President depending if the matter concerns travel or house league. If there is a conflict of interest, the chair will select another Board member to serve on the committee.

Upon receiving a report concerning a member, the chair will do a preliminary investigation of the matter. If it is deemed necessary by the chair, a meeting of the discipline committee will be called. If a meeting is called, all interested parties will be notified of the time and place of the meeting. The committee will make a report to the Board concerning discipline of the member. The Board may approve or amend the discipline committee's decision.

BY-LAW NINE – EXECUTION OF DOCUMENTS

9.1 All cheques, bank drafts or money orders for the payment of money and all noted acceptances and bills of exchange shall be signed by the President and Treasurer.

9.2 Documents requiring execution by the Corporation must be signed by the President and Treasurer and all documents so signed are binding upon the Corporation without any further authorization. The Board may appoint from time to time any person or persons on behalf of the Corporation either to sign documents generally or to sign specific documents. The Corporation seal shall when required be affixed to documents executed in accordance with the foregoing.

9.3 The Board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute are regularly and properly kept.

9.4 Player releases from the Chatham Girls Hockey Association shall be approved by the board and signed by the President and one of the 1st, 2nd or 3rd Vice-Presidents.

CGHA CONSTITUTION MAY 2009

9.5 Permission to skate forms shall be signed by one of the President, 1st, 2nd or 3rd Vice President with prior notification to the appropriate of either the 2nd or 3rd Vice President.

BY-LAW TEN – BORROWING BY THE CORPORATION

Borrowing by the Corporation is NOT allowed.

BY-LAW ELEVEN – FINANCIAL YEAR

The financial year of the Corporation shall terminate on the 30th day of April in each year.

BY-LAW TWELVE – CONFLICT OF INTEREST

1. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to CGHA. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced.
Personal involvement includes, but is not limited to, a team that her/his child plays on, a team or division on which a family member is part of the coaching staff, or any situation with which they or members of their immediate families are involved.
2. The Board shall decide whether or not the member should be excluded from discussion and/or voting.
3. In cases in which conflict of interest arises, the Board member in conflict will absent her/himself from the Board of Directors or Committee meeting until the issue has been resolved.

BY-LAW THIRTEEN – NOTICE

13.1 COMPUTATION OF TIME

In computing the date when the notice must be given under any provision of the by-laws requiring a specific number of days the date of giving notice is, unless otherwise provided, included.

13.2 ERRORS AND OMISSIONS

The accidental omission to given notice of any meeting of the Board or Corporation or the non-receipt of any notice by any director or member or by the auditor of the Corporation or any error in the notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any director, member or the auditor of the Corporation may at any time waive notice of any meeting and may approve any or all proceedings taken thereat.

CGHA CONSTITUTION MAY 2009

BY-LAW FOURTEEN – AMENDMENTS

14.1 – ENACTMENT

By-Laws of the Corporation may be enacted, repealed, altered, added or reenacted by a two-thirds (2/3) majority of the Board.

14.2 – CONFIRMATION

A by-law passed under subsection 14.1 and a repeal, amendment or reenactment thereof, unless in the meantime confirmed at a general meeting of the Corporation duly called for the purpose, is effective only until the next annual meeting of the Corporation unless confirmed thereat by a two-thirds (2/3) majority of the members present.

14.3 – REJECTION

The members may at a general meeting or an annual meeting mentioned in subsection 14.2 confirm, reject, amend or otherwise deal with any by-law passed by the directors and submitted to the meeting for confirmation but no act done or right acquired under any such by-law is prejudicially affected by any such rejection, amendment or any other dealing.

14.4 – MEMBERS AMENDMENTS

Changes or amendments to the by-laws by members may be made only at the annual meeting by a two-thirds (2/3) vote of the members present. Notice of proposed amendments must be made, in writing, not later than thirty (30) days prior to the date of the annual meeting.

BY-LAW FIFTEEN – HOUSE LEAGUE AND TRAVEL TEAM RULES

15.1 – ENACTMENT

The Board is empowered to enact a series of House League and Travel Team rules to govern the conduct and affairs of coaches, players, teams and officials. These rules shall be enacted and amended by a simple majority at any regular or special meeting of the Board and shall be required to be confirmed by the membership at the annual or a general meeting.

15.2 – COPIES

Copies of all House League and Travel Team rules shall be available to all members and each member attending the annual meeting shall be given a copy of the up to date By-Laws and House League and Travel Team rules as well as any proposed amendments to the By-Laws.

BY- LAW SIXTEEN - CONDITIONS OF GOOD STANDING

Any member of the CGHA owing money, equipment or team jerseys or under suspension shall be considered not to be in good standing. CGHA membership privileges will be suspended until the conditions of good standing are fulfilled.

OPERATING RULES AND REGULATIONS OF THE CHATHAM GIRLS HOCKEY ASSOCIATION

NOTE: In these operation rules and regulations, CGHA refers to the Chatham Girls Hockey Association.

1. All Playing rules in the CGHA will be Ontario Women's Hockey Association (OWHA) Rules except stricter rules that are prescribed and endorsed by the CGHA.
2. **REGISTRATION:**
Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the Board of the CGHA.
3. **TEAMS:**
 - a) Travel and house league teams will play in an association approved by the board. All teams will play by OWHA rules for league and tournament play.
 - b) Travel and house league teams will be known as the CHATHAM OUTLAWS. The dress for travel team players are BLACK helmets and BLACK pants.
 - c) The Chatham Outlaws will run travel teams in all divisions where numbers justify their existence.
 - d) In the event of spring tryouts for travel teams, the coach must register and sign a minimum of 12 skaters and 1 goalie at the end of spring tryouts. Team lists must be supplied to the VP-Travel by May 31. Anything less than this number has to be approved by the board.
 - e) In the event of a travel team folding, players will be placed on a house league waiting list after August 31.
 - d) Teams operating under the auspices of the CGHA are considered to have completed their season the day following OWHA provincials or Easter Monday, whichever occurs later. Any deviation from this requires the approval of the Board.

4. EQUIPMENT

- a) It shall be compulsory to all players in the CGHA to wear equipment approved by the Canadian Amateur Hockey Association
- b) Any players registered in the CGHA playing hockey or practicing under the direction of the CGHA must be dressed in the following CSA approved hockey equipment: helmet, face mask, throat protector, elbow pads, shoulder pads (chest protector), shin pads, pelvic protector (Jill), hockey gloves, and hockey pants. In addition all players must wear skates, hockey socks and a hockey jersey. Mouth-guards are strongly recommended.

CGHA CONSTITUTION MAY 2009

- c) All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or other team officials attending to an injured player are considered exempt from this rule. Chinstraps on the helmet must be fastened.
- d) All equipment paid for and owned by the CGHA will be managed by the Equipment Manager.
- e) Any team or player that has not returned equipment including team jerseys shall be considered not to be in good standing with the CGHA.
- f) The CGHA will supply all jerseys for association teams. The major sponsor will pay for a portion of jerseys as decided by the association. All major sponsors must be approved by the Board. The team will be recognized in the media by the name of the major sponsor (of the uniform).
- g) All players must wear Outlaw coloured socks for all games.
- h) Game jerseys are to be worn for Association sanctioned games and special events.
- i) When used, name bars must be located on the back of the jersey.
- j) No additional sponsors' names are allowed on jerseys.

5. INJURIES

When injury prevents a player or team official from continuing in a game or practice, the Trainer will fill out an injury report form and return it to their respective convener within seventy-two (72) hours who will forward it to the Secretary of the Board. The Trainer will be responsible for notifying the player's parents/guardians.

6. USE OF ICE TIME

The Ice Manager must be given at least seven (7) days notice of unused ice time otherwise the team involved will be billed for the ice time if it cannot be used.

7. FEMALE ADULT PARTICIPATION

All teams both travel and house league will have at least one adult female (non-playing) as a member of the coaching staff to participate in all games. Her duties are:

- a) to act as liaison between the girls in the dressing room and fathers or coaches
- b) to endeavor to be at or near the dressing room for all games and practices
- c) to endeavor to participate in all practice situations with the team

8. HOUSE LEAGUE PLAYING RULES

- a) House league players will be graded and drafted to produce balanced teams and movement of players from team to team may take place up to December 1st, if required.
- b) House league teams will operate on the bases of EQUAL ICE TIME PER PLAYER on the following MANDATORY basis:
 - i) Double shifting of any player is prohibited except that an injured player must be replaced by the player of the same position from the immediate preceding shift.
 - ii) INITIATION PROGRAM (NOVICE HOUSE LEAGUE): Two (2) minute buzzer. All players are given equal ice time (with the exception of one goaltender per team). This rule will be strictly enforced and violations shall result in a loss by default (1-0) for the team violating this rule. When teams are playing with less than ten (10) skaters, double shifting of players will be in rotation so that all players are double shifted. The two (2) minute buzzer shall cancel minor penalties in the preceding two (2) minute shift.
 - iii) ATOM AND ABOVE HOUSE LEAGUE: No buzzer. All players are to be given ice time as close to equal ice time as is possible in any game situation including play-offs.
- c) No intentional checking will be played in all divisions.
- d) No foul or abusive language by the coaching staff or players will be tolerated.
- e) Girls should be ready ten (10) minutes before the scheduled start time so that coaches will have time for a pre-game meeting.
- f) The home team is responsible for supplying the game sheet, timekeeper and a scorekeeper
- g) All games must have a three (3) minute warm up. Period times will be mutually agreed to between teams. Curfew will be marked on the game sheet and initialized by both coaches.
- h) It is the home team coach's duty to assure that the game sheet is submitted to the Convener.
- i) House league goaltenders may be required to pay a DEPOSIT fee for CGHA owned goaltending equipment.
- j) Protests in all House League games will be entered on the game sheets and a letter submitted to the Convener within twenty-four (24) hours with a twenty (20) dollar fee, refundable if the protest is upheld.
- k) Protests which deal with a referee's ruling will not be accepted unless rule interpretations are involved.

CGHA CONSTITUTION MAY 2009

- I) The maximum number of players on a house league team will be limited to fifteen (15) skaters and one (1) goaltender. An increase in this number will only be allowed with permission from the Vice-President of House League and the board of directors.

9. TRAVEL TEAM TRYOUT RULES

1. Travel coaches and players to familiarize themselves with Ontario Women's Hockey Association (OWHA) permission to skate, player release and tampering rules prior to tryouts.
2. Players wishing to try out for a travel team must be in good standing with the Chatham Girls Hockey Association (CGHA). Players from other OWHA associations must present a "Permission to Skate" form before being allowed on the ice. Players with a valid OWHA player release or from non-OWHA Associations must register prior to tryout participation.
3. Girls wishing to play on a travel team must first try out for the top tier team at their own age level. Only "major aged" players can apply to move up to the top tier team of the next age level. Applications will be considered if submitted to the VP- Travel and received within 7 days prior to the first tryout of their respective age division. A confidential independent evaluator outside of the association will be appointed to assess the applicants trying out in the upper age division. A fee of \$75.00 will be charged for these assessments. For players being assessed for movement to the next age division, that player must possess the necessary skills, as deemed by the independent evaluator, that place them as follows:
 - For the position of forward: within the top 3 forwards
 - For the position of defence: within the top 2 defence
 - For the position of goaltender: the top goaltender

The results of the evaluation will be presented to the Board of Directors by the VP- Travel for approval.

4. To be eligible for a travel team, a player must attend at least 2/3 of the tryouts of the team they intend to play on. Team selection to be completed within 4 tryouts. The VP -Travel may excuse a player from spring tryouts if the player is injured, sick or other extenuating circumstances are present. A doctor's note may be requested. This player will then be evaluated on her past performance or performance to date at tryouts attended.
5. Travel coaches to advise players at first tryout of their method of notification for team selection. Coaches are encouraged to meet with ALL players face to face (two deep rule) to notify players of their position on the team and to offer suggestions to the players they are releasing. Parents are welcome to join in

CGHA CONSTITUTION MAY 2009

the interviews. Alternate approved method would be personalized and private written notification of their position on the team.

6. If tryout numbers warrant, a second travel team may be formed at any age level. VP -Travel will then hold a parent meeting during the first tryout to advise all parents of the process for the selection of the second team.
7. Players are expected to play for the team they are selected for. If the player does not want to play for that team they will be released to the house league. A coach may not cut a selected player in order to replace that player with a late registrant unless there is mutual agreement between the player and the coach and written approval from the CGHA. Only in exceptional circumstances will player movement be allowed between the 1st and 2nd tier teams. Written approval must be received from the Chatham Girls Hockey Association and from the coach of the team the player is leaving. If exceptional circumstances do not occur then the cut player will be released to house league.
8. Under no circumstances may a coach approach or invite a player from another Outlaws team to attend their tryouts or join their roster. This is viewed as in-house tampering and the offending coach will be suspended indefinitely pending a hearing to determine whether he/she will continue to coach in the Chatham Girls Hockey Association. Coaches wishing to add a player to their roster under exceptional circumstances from another Outlaws team must follow procedures outlined in # 7 above.
9. In the event of two travel teams at the same age level, 1st tier team roster must be picked by the end of spring tryouts. The maximum number of players being limited to fifteen (15) skaters and two (2) goaltenders. 2nd tier team roster must have at least ten (10) players and one (1) goalie by the end of spring tryouts to secure additional tryout ice in the fall. Timing of fall tryouts would be posted on the CGHA website and in the local newspapers. If only one team will be formed then team must have twelve (12) skaters and one (1) goalie picked by end of spring tryouts.

9. TRAVEL TEAM PLAYING RULES

- a) Registration and travel cost to tournaments are not the responsibility of the CGHA.
- b) The maximum number of players on a travel team will be limited to fifteen (15) skaters and two (2) goaltenders. An increase in this number will only be allowed with permission from the VICE-PRESIDENT OF TRAVEL AND THE BOARD OF DIRECTORS.
- c) OWHA sanctions are required in order for CGHA travel teams to play teams from non-OWHA associations.
- d) Travel team goaltenders age Atom and above may be asked to pay a DEPOSIT fee to use any CGHA owned goaltending equipment.

10. TOURNAMENTS

- a) All teams in the CGHA entering tournaments must provide notification to their Vice President upon acceptance into the tournament.
- b) All teams who wish to fund raise must obtain permission from the Board of Directors. Team program advertising & selling of raffle tickets can only occur after advertising funds are secured for the Chatham Outlaws tournament program.
- c) The CGHA will advance tournament fees at the request of teams until such time as a team fund is established. These fees will be billed by the Treasurer and must be reimbursed to the CGHA.
- d) ALL teams are restricted to six (6) tournaments during the season (not including the Provincial championships). For travel: If a team wants to participate in more than six (6) tournaments, they must apply in writing to the Board of Directors for approval.

11. COACHES, TRAINER AND STAFF

- a) Travel team coach has to accept team at level that players would be competitive at.
- b) All Travel and House League teams must have a minimum of one "COACH" level qualified coach and one Level 1 certified trainer on the bench at all times. A female certified trainer is strongly recommended.
- c) No individual may be the head coach on more than one travel team at any one time unless given Board approval.
- d) Development (1) or Intermediate (Level 2) Coach certification is strongly recommended for Peewee and above travel teams.
- e) Travel coach applicants must have an age appropriate daughter, who is capable of playing at the travel team level, for the team he/she is applying for, if a parent coach. All coaches must have Board approval prior to being granted an interview. Conflict of interest rules apply only to Board members who are applicants.

Priority will be given to CGHA members. Coaching interviews must be allocated for a minimum of 30 minutes per interview.

- f) Staff must observe OWHA (and CHA) guideline of two deep at all times when dealing with players, parents and officials.
- g) All team staff must have a police check done.

CGHA CONSTITUTION MAY 2009

- h) It is recommended that each CGHA team appoint at least one non staff person to serve as liaison between parents and team staff. A vote will be held with one representative from each player family to vote on the parent liaison selection.
- i) *Coaches and staff will be asked to sign coaches code of conduct form that consists of the following rules and regulations:*
- *Accept that I am the person wholly responsible to the Chatham Girls Hockey Association (CGHA) Board of Directors for every aspect of the team and this youth development program that I have been awarded.*
 - *Will abide by the CGHA Constitution, Bylaws, Operating Policies and Code of Conduct.*
 - *Will respect and abide by the decisions and requests of the CGHA Board of Directors.*
 - *Will abide by the CGHA Volunteer Screening Process and understand that my personal contact information will be distributed to parents/players and CGHA board of directors.*
 - *Will abide by and accept the direction and guidance of the VP- Travel or VP –House League and/or the CGHA board of directors at all times.*
 - *For travel coaches, will abide by the Chatham Girls Hockey Association – Travel Tryout Rules as dictated by the CGHA Constitution.*
 - *Will provide financial information to parents and CGHA as outlined in section 11.j of the CGHA Constitution, Operating Rules and Regulations.*
 - *Will support the CGHA tournament if a division is available for my team.*
 - *Will support CGHA fundraising and volunteer commitments for my team.*
 - *Will attend all coaches meetings*
 - *I will always remember that girl's play hockey for their enjoyment, not mine.*
 - *I will encourage my team to play by the rules and demonstrate good sportsmanship.*
 - *Will communicate with the parents of the players who are selected, to be interactive with these parents and provide the necessary leadership to guide the group, remembering that discussion and debate are the means to consensus.*
 - *Will ensure that all respective Team staff, including Dressing Room Moms, all have Speak Out; Coaches have proper coaching certification and assure that Trainer's credentials are up to date. Ensure all on ice instructors wear a helmet with the chin strap fastened.*
 - *Will ensure the CGHA Dressing Room Policy is followed at all times.*
 - *Will provide the CGHA with a copy of all coaching certification required by the constitution, bylaws and the Board of Directors and have not misrepresented my qualifications and, in addition, certify that I have completed the Speak Out course by November 15th of the current hockey season, and agree to comply with the guidelines therein recommended.*
 - *Recognize that failure to follow any part of this agreement may result in disciplinary action that may include being released as Head Coach of the team I have been selected to coach.*

CGHA CONSTITUTION MAY 2009

j) **Travel Team Finances:**

All travel teams, must submit the following to the Treasurer of CGHA

- i. Initial budget submitted for approval by October 15th
- ii. Mid year statement to their parent liaison and CGHA Treasurer by December 31st
- iii. Year-end financial statement by April 30th

DISCIPLINE CODE

1. PURPOSE

The purpose of this discipline code is to:

- a) Ensure that CGHA / team officials and players are aware of the serious nature of some of the rule offenses.
- b) Apply a common minimum standard of discipline across the CGHA for offences of a similar nature.
- c) Make team officials more aware of their responsibilities in keeping control of the conduct of their teams and in applying discipline where such is warranted.

2. SUSPENSION DEFINITIONS

Suspensions are as per the OWHA rules and regulations. Suspensions are to be reported to the governing league. The league may levy additional suspensions.

- a) **GAME SPECIFIED SUSPENSION** results in the offender being removed from all contact with organized hockey including practices, exhibition games, etc., until a specified number of meaningful games have been missed.

NOTE 1: All contact with hockey includes participating as a player, team official, referee or off-ice official, e.g. timekeeper.

NOTE 2: Meaningful games are league, play-off, regional play-down and provincial championships and tournament games as sanctioned by the CGHA and/or OWHA

- b) **Two or more suspensions** cannot be served concurrently. All suspensions must be served consecutively.
- c) Suspensions shall commence immediately from the game that the penalty was assessed.
- d) In the event the team has completed all play for the season, a game specified suspension shall be issued for the next season that the offender registers with the CGHA
- e) Any player under a suspension that has carried over from a previous season shall not be prohibited from participating in any try-out activities (including pre-season exhibition games), unless otherwise specified by the OWHA. The suspension would recommence at 12:01 a.m. the day of the first meaningful game of the team for which the player is registered.

3. DISCIPLINE CODE SUSPENSIONS (CALLS BY ON ICE OFFICIALS)

- a) The CGHA will follow the minimum suspensions as set out in the OWHA Constitution and applicable appendices.
- b) Minimum suspensions cannot be appealed.
- c) Additional suspensions will be imposed wherever conditions and circumstances warrant. The Discipline Committee has the right to assess additional suspensions if warranted.
- d) It is the responsibility of each Team Manager and / or Coach to ensure his / her players sit out their suspensions. When in doubt as to the relevant suspensions, contact the Chairperson of the Discipline Committee. If unable to contact the Chairperson of the Discipline Committee, player(s) and / or team official(s) in question must sit out until clarification is obtained.
- e) Persons found participating in any hockey activity under the umbrella of the CGHA while under suspension will be subject to further suspension by the Discipline Committee.
- f) Failure of a game official to call an otherwise obvious infraction does not absolve the Coach and / or Manager from bringing such incidents to the attention of the Convenor. The Convenor will notify the Chairperson of the Discipline Committee and a discipline hearing will be called.
- g) Coaches shall notify appropriate VP of any major penalties that result in the suspension of a player and ensure the correct OWHA notification is completed.