

# WILMOT GIRLS HOCKEY ASSOCIATION



## CONSTITUTION



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### Wilmot Girls Hockey Association Constitution

Whereas the WGHA is a voluntary association of members and individuals established to promote and foster girls' hockey throughout Wilmot Township

And, whereas it is declared that one of the purposes of this Constitution and the Association's bylaws, regulations and policies shall be to confer on the WGHA and its Executive all of the rights, responsibilities and powers of a fully self-governing, non-profit organization,

Now therefore be it enacted.

### **Article 1: Name**

- The name of this organization shall be the Wilmot Girls Hockey Association (WGHA).

### **Article 2: Objective**

- The objective of this association is to provide a recreational hockey program open to females of all ages in the Township of Wilmot. The association will work to instill a love of the game and the respect for the ideals of sportsmanship. It will proceed without monetary gain for its members.

### **Article 3: Affiliation**

- Wilmot Girls Hockey Association shall be affiliated with Lower Lakes Female Hockey League (LLFHL) and Kitchener Girls House League and other possible affiliations and through these affiliations shall be a part of the Ontario Women's Hockey Association (OWHA). All games will follow the rules of the relevant league, OWHA and Hockey Canada.

### **Article 4: Membership**

- Membership of the association will consist of:
  - players
  - team officials – coaches, assistant coaches, trainers, managers
  - executive members
  - parents and guardians
  - residents of Wilmot Township

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## **Article 5: WGHA Executive**

### **(i) Executive**

- The Executive shall consist of :
  - Immediate Past President
  - President
  - Vice-President
  - Communications Director
  - Treasurer
  - Registrar
  - Fundraising Director
  - Local League Director
  - Competitive Director
  - Equipment Director
  - Director of Staff Certification
  - Director of Development
  - Ice Scheduler
  - Tournament Director
  - Director at Large/Secretary
  - Director at Large
  - Webmaster
  
- All positions are elected at the Annual General Meeting of the Association (AGM) with the exception of the Treasurer and the Ice Scheduler who shall be appointed by the Executive and confirmed by the membership at the AGM. All positions shall be elected for a one (1) year term, with the exception of those positions that have a two (2) year term specified under “Article 6: Duties and Responsibilities” of this Constitution document.

### **(ii) Vacancies:**

- Vacancies arising between AGMs can be filled at the discretion of the Executive either internally or from the membership. The position will only be for the remaining term of the original Executive member, unless the vacancy is for a position having more than one year remaining in the term. In this case, the position will be until the end of the current season, and will be up for election at the AGM.
  
- Should an executive member resign from their position at the end of a season, having not completed the full term for their position , the position will be up for election at the AGM.

**(iii) Voting:**

- All members of the Executive, with the exception of the President may vote on any issue. Sixty percent (60 %) or more of the Executive including at least one of the President or Vice-President will constitute a quorum.

**(iv) Role, Qualifications and Dismissal of Executive**

- Executive roles, qualifications and primary responsibilities will be set out in the constitution. Specific duties will be outlined in the bylaws and regulations.
- Only qualified individuals may run for positions on the Executive according to those qualifications listed in this constitution.
- Any member of the Executive, with cause, may be suspended or removed from the Executive by a 75% majority vote of all the other members of the Executive.

**(v) Committees**

- The executive may set up committees as deemed necessary to deal with duties additional to those set out in the constitution. Such committees shall be responsible to and report to the Executive.

**(vi) Signing Authority**

- While spouses may hold positions that allow them to have signing authority, cheques may not be signed by only both spouses.

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## **Article 6: Duties and Responsibilities**

### **(i) Past President:**

- advises President

### **(ii) President:**

- Shall preside over all Executive meetings and the AGM.
- Shall ensure that all duties of the Executive members are fulfilled properly.
- Shall be responsible for the complete well-being and operation of the association.
- Shall be an Ex-Officio member of all committees
- Shall vote only in the event of a tie
- Has cheque signing authority for the association
- Self or Spouse cannot be a head coach on any Wilmot Wolverine team
- This position requires at least one year of prior experience on the WGHA Executive. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience.
- This position is elected to a two year term.

### **(iii) Vice-President:**

- Shall assume the duties of the President due to illness or prolonged absence
- Shall initially screen protests and subsequent appeals
- Shall oversee risk and safety management
- Shall develop and maintain the Constitution, Bylaws, and Policy Manual of the Association
- Has cheque signing authority for the association
- Self or Spouse cannot hold a head coaching position on any Wilmot Wolverine team
- Is the main OWHA representative for the General Meetings and holds voting power
- This position requires at least one year of prior experience on the WGHA Executive. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience.
- This position is elected to a two year term.

### **(iv) Communications Director**

- Shall schedule meetings, set dates, times and place and notify Executive members
- Sends out communications to all members of the association whether through paper or electronically
- Provides press releases to local media
- Submits any advertising in regards to tryouts and registration deadlines
- approves all items to be posted to the WGHA web site / social media

**(v) Treasurer:**

- Shall be responsible for all monies belonging to the Association; maintain adequate records of receipts and disbursements.
- Shall prepare and present a yearly financial report for the AGM
- Shall prepare a pre-season budget estimating revenues and expenses.
- The person nominated for Treasurer will have significant accounting experience, preferably holding a recognized accounting designation.
- Treasurer has cheque signing authority
- This position requires at least one year of prior experience on the WGHA Executive. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience.
- This position is appointed to a two year term.

**(vi) Registrar:**

- Shall coordinate the registration of players for the Association, forms, fees, dates and all such matters which pertain to registration.
- Is a liaison with OWHA in regards to registration processes
- Keeps files of registered players, submits any changes to the OWHA as they arise
- This position requires at least one year of prior experience on the WGHA Executive. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience.
- This position is elected to a two year term.

**(vii) Fundraising Director:**

- Shall coordinate all fundraising activities for the Association
- Is contact for each team in regards to fundraising and can appoint a committee as needed to support fundraising initiatives for the association.
- Is responsible for keeping track of, recruitment, and renewal of team jersey sponsors. This includes the preparation and distribution of letters requesting sponsorship fund to sponsors and potential sponsors, prior to the start of the season. In addition the Fundraising Director will prepare and distribute thank you letters to jersey sponsors at the end of the season. The Fundraising Director can ask other Executive members to assist with finding new team sponsors if new sponsors are required in a given season.

**(viii) Local League Director:**

- Shall be responsible for the planning and management of the operation of the House League Division
- Acts as a liaison between coaches, players, parents to the association with all house league teams
- Is the Kitchener House League Rep
- Must understand all rules and regulations for Kitchener House League and OWHA
- Self or Spouse cannot hold a head coaching position on any Wilmot Wolverine House League team

**(ix) Competitive Director:**

- shall be responsible for the planning and operation of the Competitive Hockey Division
- Acts as a liaison between coaches, players, parents to the association with all competitive teams
- Is the LLFHL Liaison
- Must understand all rules and regulations for LLFHL, OWHA and any other affiliated league with which teams are registered.
- Self or Spouse cannot hold a head coaching position on any Wilmot Wolverine Rep team

**(x) Director of Staff Certification:**

- Shall work with the Director of Development
- Facilitates the coach selection process
- Sends out feedback forms to all parents for mid-year (if applicable) and year-end evaluations
- Shall maintain record of all applications and credentials for WGHA Staff (Coaches, Trainers, and Executive board members)

**(xi) Director of Development:**

- Shall work with the Director of Staff Certification
- Shall coordinate the planning of the summer hockey camp when appropriate
- Shall coordinate the training of players and Coaches through the use of the appropriate clinics (e.g. Power skating clinics, goalie clinics, body contact clinics, etc.)
- Clinics will be determined on a season-by-season basis and the number and content of the clinics offered will not be limited by the list described above
- Shall work with the coaches and promote Professional Development (PD) that can be used for ongoing Certification requirements
- Verify that all third-party staff is current with all certifications and is registered with the OWHA (on a roster)

**(xii) Equipment Director:**

- Shall be responsible for WGHA equipment; control, storage, disbursement, collection and maintenance
- Shall purchase new equipment as directed by the Executive
- Shall report to the Executive on the minimum playing standard for equipment
- Keeps a written inventory of all equipment owned by the association and updates on a regular basis
- to be responsible for Jersey and Sock Management (ordering, inventory, replacement)

**(xiii) Ice Scheduler:**

- Shall liaise with the LLFHL and the Kitchener League to establish the schedule for all divisions for regular season and play-off games as directed by the Executive
- Shall be responsible for WGHA schedules for games, practices, special events and tournaments and shall communicate this schedule to the team managers and post the schedule at the arena and on the website
- Shall make all ice time purchases on behalf of and in the name of the Association, in accordance with the ice purchase objectives set out by the Executive.
- Shall oversee scheduling referees and time keepers for all games
- This position requires at least one year of prior experience on the WGHA Executive. An exception to this rule will be made by necessity, if no candidate running for this position has the minimum years of experience.
- This position is appointed to a two year term.



**(xiv) Tournament Director**

- An executive position who can call on either executive members or members of the organization or community to be part of the committee
- Looks after paperwork for the tournament, team contact, tournament schedules, sponsors and assigning duties as needed to committee members

**(xv) Director at Large/Secretary**

- Shall keep minutes from all executive meetings, the AGM and any General Meetings.
- Shall have copies of all minutes circulated to the Executive members a minimum of two weeks prior to the next meeting.
- Shall sit on the Tournament Committee
- Shall sit on the Summer Camp Committee
- Shall participate on various other committees as required
- Perform tasks as required to assist in the activities of the association

**(xvi) Webmaster**

- Must have relevant computer experience.
- Shall maintain the WGHA web site, making additions and changes as per the direction of the WGHA Executive. Items to be added or removed to or from the WGHA web site must be approved by the Communications Director.
- Assists with other WGHA activities and may sit on various committees as required. This position is appointed by the WGHA Executive and approved by the membership at the AGM.

**(xvii) Director at Large**

- Shall sit on the Tournament Committee
- Shall sit on the Summer Camp Committee
- Shall participate on various other committees as required
- Perform tasks as required to assist in the activities of the association

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## Article 7: Meetings

- (i) **AGM**
  - The Annual General Meeting of the Association shall be held each spring: date, time and place to be set by the Executive
- (ii) **GM**
  - General Meetings of the Association may be called at any time by the President or acting President
- (iii) **Executive Meetings:**
  - Executive meetings shall be called by the President; frequency to be set by the Executive.
  - An Executive meeting must be held within 10 days of a minimum of 3 Executive members requesting a meeting in writing through the secretary.
- (iv) **Notice of meetings:**
  - Notice of the AGM shall be posted at the arena and on the website at least 14 days prior to the meeting stating date, time, place and items to be covered (elections, constitution changes)
- (v) **Quorum for AGM**
  - The presence of 5 members of the association and half of the Executive members will constitute a quorum for the AGM.
- (vi) **Quorum for GM**
  - The presence of 5 members of the Association and half of the Executive will constitute a quorum for the GM.
- (vii) **Executive Decisions**
  - All Executive decisions require a simple majority. The President votes only to break a tie.
- (viii) **Amendment to the Constitution**
  - Amendments to the Constitution can only be made at the AGM. Notices of motion must be received in writing by the Secretary/Communications Director no later than 30 days prior to the AGM.
- (ix) **Approval of Amendments**
  - Approval of the amendment to the constitution requires a 75% majority of the votes cast at the AGM of the Association.
- (x) **Voting Privileges (AGM)**
  - At the AGM each member of the Executive, excluding the President is allowed one vote.
  - Each member of the Association is allowed one vote.
  - Absent members may vote by written proxy.
  - During the election of officers, in the event of a tie vote between two or more candidates, the original ballots will be destroyed and a second vote will be held by secret ballot. This second vote will be open to the members of the Executive, plus the members of the Association, plus the President.

**(xi) Voting Privileges (GM)**

- At the GM each member of the Executive, except the President, and each member of the Association is allowed one vote. Absent members may vote by written proxy.

**(xii) Voting Method**

- Voting will be by show of hands unless a secret ballot is requested.
- Or, in the event of more than one candidate being nominated for an Executive position at the AGM, the election will be by secret ballot.

**(xiii) AGM Order of Business:**

- Business shall be scheduled as follows:
  - a) Call to order
  - b) Adoption of minutes of previous AGM
  - c) Business arising from the minutes
  - d) President's report
  - e) Treasurer's Report
  - f) Other Reports
    - Vice-President
    - Registrar
    - Director of Staff Development
    - Director of Player Development
    - Equipment Director
    - Fundraising Director
    - Local League Director
    - Competitive Director
    - Ice Scheduler
    - Tournament Director
  - g) Constitutional matters
  - h) Election of Officers
  - i) New Business
  - j) Adjournment

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## **Article 8: Election of Officers**

- **Time of Election;**  
The election of officers shall be held at the AGM.
- **Type of Election**  
The election of officers shall be by show of hands unless a secret ballot is requested. Or, if multiple candidates have been nominated for a position, the vote will be by secret ballot. Officers are eligible for consecutive terms in the same position.
- **Nominations:**  
Nominations are not called for from the floor at the AGM. An intent to be eligible to run for a position must be submitted in writing to the Executive prior to the start of the AGM. Unsuccessful candidates for a position are able to be nominated for additional positions without written intent for these positions.
- **Consent of Nominee:**  
All nominees must be given the opportunity to stand or decline either in person or in writing if not present.
- **Assumption of Office**  
The new Executive shall take office June 1st.

## **Article 9: Financial Administration:**

- **Books of Account:**  
The financial records of the Association will be reviewed prior to the AGM by a qualified person appointed by the Executive.
- **Payment of Expenses**  
All cheques issued by the Association shall be signed by two (2) persons. Signing authority shall be given to the Treasurer, President, Vice-President and Communications Director.
- **Fiscal Year**  
The fiscal year of the Association shall be closed on the 30th of April.
- **Assets and Monies**  
All monies, equipment and assets may only be disbursed with the consent of 80% of the voting membership at a GM.

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## **Article 10: Life Membership:**

### **(i) Past President**

- The out-going Past President shall be appointed, at the discretion of the Executive, an honorary “Life Member” of the Wilmot Girls Hockey Association. As such this membership shall allow the appointee non-voting privileges as an active member of the WGHA.
- Executive voting privileges may also be granted provided such “Life Member” is deemed, by majority vote of the Executive, to have remained a continuously active member by attending Executive meetings and/or participating in committees.

#### List of Honourary Life Members

Peter Postrozny  
Michelle Postrozny  
Colleen Huras  
Lisa Clifford  
Val Sanderson  
Darlene Vorstenbosch  
Michele Brenneman

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