

Burlington Girls Hockey Club

Constitution

Burlington Girls Hockey Club

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Burlington Girls Hockey Club

ARTICLE I -- NAME

The name of this organization shall be **Burlington Girls Hockey Club**, referred to herein as the "BGHC".

ARTICLE II -- PURPOSE AND AIMS

- A. To provide hockey instruction and competition for girls and women.
- B. To develop and encourage sportsmanship, team spirit and fair play.
- C. To foster and improve recreation for all players regardless of ability.
- D. To promote interest and involvement in ice hockey for girls and women.

ARTICLE III -- MEMBERSHIP

- A. Membership in the BGHC shall be registered players who agree to abide by the constitution and bylaws of the BGHC, as well as the Board of Directors, Coaches, and Manager, and certain officials appointed by the Board of Directors.
- B. A player's membership in the BGHC will commence on the date of her annual registration.

ARTICLE IV -- COLOURS AND CREST

- A. The official colours of the BGHC shall be blue, white and orange.
- B. The BGHC logo shall be:



ARTICLE V -- AFFILIATION

The BGHC's affiliation shall be with the Ontario Women's Hockey Association. The BGHC agrees to abide by the Rules and Regulations of the Ontario Women's Hockey Association.

ARTICLE VI – OFFICERS AND DIRECTORS

A. The Board of Directors shall include of the following Officers, otherwise referred to as The Executive.

- I. President
- II. Vice President
- III. Treasurer
- IV. Secretary

The Board of Directors will be comprised of the Executive plus a minimum of eight (8) Directors, with a maximum of ten (10).

- B. Officers and Directors will be elected by a majority vote at an Annual General Meeting. Should there be only one person standing for each position, then the slate of Officers and Directors must be confirmed by a majority vote at an Annual General Meeting.
- C. The immediate past President shall serve as a voting member of the Board of Directors for one two (2) year term.
- D. The President must serve (1) one year on the BGHC Board of Directors prior to his/her election. When none of the present Board of Directors are able to accept this position, nominations will be accepted from the membership at the annual general meeting.
- E.
 - 1. The term of the following positions shall be for a two (2) year term, standing for re-election in odd numbered years:
 - a. President
 - b. Treasurer
 - c. Directors 1, 2, 3, 4 and 5.
 - 2. The term of the following positions shall be for a two (2) year term, standing for re-election in even numbered years:
 - a. Vice President
 - b. Secretary
 - c. Directors 6, 7, 8, 9, and 10

ARTICLE VII -- DUTIES OF OFFICERS AND DIRECTORS

A. President:

The President shall have the following responsibilities and duties:

- 1. chair all meetings of the Board of Directors;
- 2. call any emergency meetings as required by events;
- 3. call for a vote by the Board of Directors on relevant issues, but only vote in the event of a tie;
- 4. be an ex-officio member of any committee formed for any purpose;
- 5. preside over all meetings or hearings involving decisions or disciplinary action;
- 6. negotiate with the City of Burlington with regard to the usage of municipal facilities and be the primary contact for the paid Scheduler to deal with ice issues raised by either the membership or the municipality;
- 7. ensure that all necessary forms are completed and submitted on time;
- 8. keep all members of the Board of Directors informed of all developments and situations within the organisation.
- 9. counter-sign cheques to pay expenses approved by the Board of Directors; and,
- 10. inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any HC, OWHA, BGHC, or affiliated league rule.

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B. Vice President

The Vice President shall have the following responsibilities and duties:

1. assist the President and assume the duties of President in his/her absence;
2. act as the Communications Officer in all matters relating to the OWHA;
3. inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any HC, OWHA, BGHC, or affiliated league rule;
4. counter-sign cheques to pay expenses approved by the Board of Directors;
5. keep the President informed of all developments and situations within the organisation; and,
6. any other duties as assigned by the Board of Directors.

C. Secretary

The Secretary shall have the following responsibilities and duties:

1. record minutes of all Board of Directors and BGHC meetings;
2. distribute minutes of previous meetings in a timely fashion;
3. maintain a record of minutes of meetings;
4. give notice of all meetings;
5. the filing of all necessary notices and for all correspondence for and by the BGHC;
6. maintain the Register of Members;
7. inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any HC, OWHA, BGHC, or affiliated league rule;
8. keep the President informed of all developments and situations within the organisation; and,
9. any other duties as assigned by the Board of Directors.

D. Treasurer

The Treasurer shall have the following responsibilities and duties;

1. collect and record all funds received by the BGHC;
2. chair any committee convened to deal with financial issues;
3. pay all accounts on the approval of the Board of Directors;
4. provide a financial report at each meeting of the BGHC Board of Directors;
5. arrange to have the BGHC financial books reviewed annually by an accountant;
6. present a yearly Budget of proposed expenses and income for acceptance by the Board of Directors;
7. inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any Hockey Canada, the Ontario Women's Hockey Association, BGHC, or affiliated league rule;
8. counter-sign cheques to pay expenses approved by the Board of Directors; and,
9. keep the President informed of all developments and situations within the organisation.
10. any other duties as assigned by the Board of Directors.

General Duties of Directors

All Directors will be expected to perform the following duties in addition to the specific duties identified for each position.

- inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any HC, OWHA, BGHC, or affiliated league rule;
- keep the President informed of all developments and situations within the organisation; and,
- any other duties as assigned by the Board of Directors.

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Director #1 – Director of Competitive Teams

Director of Competitive Teams shall have the following areas of responsibility:

- direct all operations for competitive teams;
- collect and maintain a record of all necessary documentation for team staffs, including Coaching certificates, Trainers' certificates, Speak Out certificates, and Police Checks;
- act as the primary contact between BGHC and any league in which BGHC competitive teams participate;
- assist the Director of Player and Coaching Development in the selection of coaches and the assignment/ reassignment of players to competitive teams;
- co-ordinate the activities of coaches, managers, and players for competitive teams with regards to tryouts, playoff schedules and Provincial Playdowns;
- communicate with coaches, parents and players with regard to BGHC policies and procedures: and,
- counter-sign cheques to pay expenses approved by the Board of Directors.

Director #2 – Director of Fund Raising

The Director of Fund Raising shall have the following areas of responsibility:

- chair any committee convened to address fund raising issues;
- represent BGHC at meetings and/or events organized to generate revenue for BGHC;
- investigate possible methods of fund raising, excluding team sponsorship; and,
- organize participants for fund raising activities.

Director #3 – Director of Sponsorship

- recruit and organize team sponsorships for all competitive and house league teams;
- maintain a list of team sponsors for all competitive and house league teams;
- organize the recognition of team sponsors; and,
- keep the Board of Directors informed of any sponsorship issues or conflicts.

Director #4 – Director of Tournaments

The Director of Tournaments and Sponsorship shall have the following areas of responsibility:

- chair the committee convened to organize the BGHC annual tournament;
- assign various tasks related to the BGHC annual tournament;
- ensure that all necessary forms for the BGHC annual tournament are completed and submitted on time;
- ensure that all communication for the BGHC annual tournament is complete and up to date;
- assist the Director of Recruiting and Registration to produce the tournament program.

Director #5 – Director of Recruiting and Registration

The Director of Recruiting and Registration shall have the following areas of responsibility:

- coordinate public relations and communications with the President and Vice-President;
- prepare public announcements and contact the print and electronic media to advertise BGHC activities;
- prepare BGHC newsletters;
- assist in the planning of special activities sponsored by the BGHC; and,
- maintain a database of existing players and report to the Board of Directors with regard to the status of registration activities.

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Director #6 – Director of Equipment

The Director of Equipment shall have the following areas of responsibility:

- recommend to the Board of Directors new equipment needed and upon approval from the Board of Directors purchase equipment, including but not limited to, goalie equipment, pucks, First aid kits, sweaters, jackets and other apparel relating to the BGHC;
- maintain an accurate inventory of equipment owned by BGHC;
- arrange for the storage of any surplus equipment and/or sweaters;
- co-ordinate the taking of team pictures; and,
- purchase trophies for the BGHC annual tournament and House League Championship Day (if held).

Director #7 – Director of Player and Coaching Development

The Director of Player and Coaching Development shall have the following areas of responsibility:

- the development of players and coaches;
- interview possible coaches and recommend to the Board of Directors a list of Rep. and house league coaches;
- organize and assist in running the fall skills school; and,
- review playing rules and regulations and recommend any necessary changes to the Board of Directors.

Director #8 – Director of House League Teams

Director of House League Convenors shall have the following areas of responsibility;

- direct all operations for house league teams, with the exception of the Senior Ladies Recreational Division;
- assist the Director of Player and Coaching Development in the selection of coaches and the assignment/ reassignment of players to house league teams; and,
- coordinate the activities of coaches, managers, players and convenors for house league teams.

Director #9 – Director of Officiating

Director of Officiating shall have the following areas of responsibility:

- liaise with referee assigner on all issues regarding officiating in the BGHC, such as, fees and commissions, scheduling, suspensions, rules, officiating standards, supervision, and development;
- liaise with the referees committee of the OWHA and any league in which BGHC teams play;
- receive all complaints on officiating and report findings and recommendations back to the BGHC Board of Directors;
- chair any committee struck to deal with suspension review; and.
- oversee the development of female officials from within the BGHC.

Director #10 – Director of Senior Ladies Recreational Division

Director of the Senior Ladies Recreational Division shall have the following areas of responsibility:

- liaise between the Senior Ladies Recreation Division and the BGHC Board of Directors;
- coordinate the activities of coaches, managers, players and team representatives for the Senior Ladies Recreational Division;
- coordinate public relations and communications for the Senior Ladies Recreational Division;
- organise and reimburse paid time keepers; and
- report necessary information to the BGHC Board of Directors monthly meetings.

ARTICLE VIII -- THE BOARD OF DIRECTORS

- A. Each member of the Board of Directors may accept any position or duty assigned by the President, not otherwise assigned to Directors above.
- B. Each member of the Board of Directors has the right to vote on any matters of the BGHC business, both at Board of Directors meetings and general meetings. The Chair of the meeting will vote only in the event of a tie.
- C. Each member of the Board of Directors will actively participate in all functions of the BGHC.
- D. Each member of the Board of Directors is expected to attend every Board of Directors meeting, any member missing three regularly scheduled meetings without just cause, will cease to be a member of the Board of Directors.
- E. Regular meetings of the Board of Directors to conduct the business of the BGHC will be held at a minimum once a month on a date to be determined as to facilitate the maximum attendance.
- F. Special or Emergency meetings may be held at the discretion of the President and Board of Directors.
- G. A quorum shall be established to enable the Board of Directors to conduct fair and informative meetings. The quorum for the Board of Directors meetings will be for two of President, Vice President, Secretary or Treasurer and five of all other directors to be present at all called meetings.
- H. Any Board of Directors member who is unable to attend a Board of Directors meeting shall notify the BGHC Secretary prior to the meeting.
- I. Board of Directors members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Board of Directors regarding said team except through normal channels by written submission to the Secretary.
- J. The Board of Directors' responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience.
- K. The Board of Directors is responsible for providing the best playing conditions possible and enforcing the regulations of the BGHC.
- L. The Board of Directors is responsible to the players, to team officials, to the Parks and Recreation Department, City of Burlington and to the Community of Burlington. The Board of Directors is responsible for the BGHC teams both in our arenas, and in league and tournament competition in other communities.
- M. The Board of Directors shall have authority to appoint, reject or remove Coaches and the Board of Directors may at their discretion appoint, reject or remove Assistant Coaches, Managers, Timekeepers, Scorekeepers and Referees.
- N. The Board of Directors has the right to accept new Directors on an interim basis. All Directors accepted on an interim basis must be confirmed at the next Annual General Meeting.
- O. The Board of Directors shall have the authority to suspend or discipline any Coach, Manager, player, parent, official or Board of Directors member for conduct prejudicial to the aims of the BGHC.
- P. Any proposed affiliation of the BGHC with other leagues will be approved by the Board of Directors.
- Q. The Coach, and or, the Manager shall advise the Board of Directors of all Tournaments entered into and all exhibition games requiring OWHA sanctioning by any team of the BGHC.
- R. Assignment of players to teams will be approved by the Board of Directors on the advice of Coaches.
- S. The Board of Directors of the BGHC shall be responsible for the Operation of the BGHC assigning duties to its members as it deems necessary for the valued operation of the BGHC.

ARTICLE IX -- PLAYERS

- A. A player may belong to the BGHC by paying her membership fee at the start of each season. A membership is valid from the time of registration until the registration is renewed, or a written release is provided by the BGHC, all to be in accordance with the rules and regulations of the OWHA.
- B. Any female player of the ages covered by the BGHC may play hockey in the BGHC provided she agrees to observe the terms and conditions of these bylaws.
- C. Players are expected to co-operate with the organization in their conduct. Any conduct prejudicial to the aims of the BGHC will not be tolerated.

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- D. Players must wear full hockey equipment at every game and practice within the jurisdiction of the BGHC.
- E. A player may object, complain, or give advice to the Board of Directors by means of a signed letter on any matter pertaining to the BGHC.
- F. Any releases, in the form required by the Ontario Women's Hockey Association, from the BGHC must be approved by a majority of the Board of Directors at a regularly scheduled BGHC meeting and be signed by (1) one of President, Vice President, Secretary or Treasurer and/or (1) one other member of the Board of Directors of the BGHC.
- G. Any Permission to Skate, in the form required by the Ontario Women's Hockey Association, from the BGHC may only be signed by the President, Vice-president or Director of Competitive Teams.

ARTICLE X -- COACHES

- A. Each coach will be appointed by the BGHC Board of Directors for each season. His/her duty will be to fulfill the aims of the constitution. The coach is responsible for enforcing the rules of BGHC.
- B. Each coach of a team with an OWHA rating lower than 'A' shall strive to ensure fair ice time for each player on his/her team during regular season play. Ice time during playoff or tournament play and for all teams with an OWHA rating of 'A' or higher shall be determined by the coach, keeping in mind Article III, Purpose and Aims of the BGHC Constitution.
- C. Each coach or team official may require a player to leave any game, practice or other team function for conduct prejudicial to the aims of the BGHC. Any coach who deems further disciplinary action to be necessary against an individual player, for any reason, must apply to the Disciplinary Committee for permission to take action.

ARTICLE XI -- MANAGERS

- A. Coaches will appoint managers to their teams, subject to the approval of the Board of Directors. A manager assists the coach in fulfilling the aims of the constitution and enforcing the rules of the BGHC.
- B. The manager is responsible for team administration and communication with players and parents.
- C. The manger is responsible for all sweaters and equipment belonging to the BGHC until they are returned to the equipment room.

ARTICLE XII -- DISCIPLINARY COMMITTEE

- A. The Disciplinary Committee shall have the authority to suspend or discipline any coach, manager, player or other team official and parents for conduct prejudicial to the aims of the BGHC.
- B. The disciplinary committee shall review all matters were a minimum suspension is applied by the OWHA or any league in which the BGHC plays.
- C. The Disciplinary committee shall comprise of:
 - 1. The President or his designate and will be the Chair.
 - 2. Two coaches, assistant coaches or managers of BGHC teams.
 - 3. Two members who are eligible to vote at the Annual General Meeting and who have no other capacity in the BGHC.

The members in (1) through (3) shall serve, provided they have no interest in the issue at hand.

ARTICLE XIII -- EQUIPMENT

- A. Team sweaters and socks are to be worn only at games.
- B. When sweaters and other equipment are removed from the equipment room, they must be treated with respect and returned by the Manager to the equipment room as soon as possible. Any loss or damage must be reported immediately to the Board of Directors.
- C. Goalies may take goalie equipment home with them provided they sign a receipt for it and promise to give it good care. It must not be used by anyone except the person who signed for it.

ARTICLE XIV -- FINANCES

- A. The activities of the BGHC will be financed through player's registration fees, the support of the team sponsors, and other sources approved by the Board of Directors.
- B. Certain fundraising events during the year will be approved by the Board of Directors and participation of all members is expected.
- C. The contribution of all sponsors shall be for the whole BGHC, for a fee to be determined annually by the Board of Directors.
- D. Registration fees must be paid in full by no later than December 1 of that season. Discounts may be allowed for early registration at the discretion of the Board of Directors.

ARTICLE XV -- PLAYING RULES

- A. All BGHC competition shall be governed by the rules of Hockey Canada, "HC", as amended from time to time, except where various leagues and tournaments have specified particular exceptions to HC rules.
- B. The BGHC will provide referees for each game with the qualifications necessary for the particular level of play.

ARTICLE XVI -- GENERAL MEETINGS

- A. The Annual General Meeting of the membership must be held after March 1st and no later than May 31st each year.
- B. Each Annual General Meeting must include a financial statement from the Treasurer, which is in accordance with generally accepted accounting principles, and an election of Officers and Directors for the coming seasons. A Financial Statement must be presented to the Board of Directors and be made available to the general membership by June 30 each year.
- C. When members of the BGHC vote for election of officers or any other matter at the General Meeting, the following persons may vote: each player who has reached her 16th birthday by December 31st in the year of the Annual Meeting, one vote for each active player (the player, if 16, or her parent NOT BOTH), each Board of Directors member, Coach and Manager who has reached the legal voting age, and certain other officials appointed by the Board of Directors. An individual has only one vote and must be present at the General Meeting. Members eligible to vote cannot vote by proxy.
- D. General Meetings of the membership may be held at any time. A general meeting must be called by the President and notice of the meeting must be given by the Secretary to all members two weeks beforehand.

ARTICLE XVII -- AMENDMENTS

- A. Amendments to this constitution may be made at any properly called General meeting of the membership.
- B. An amendment in writing signed by a proponent and a seconder must be given to the Secretary at least forty-five (45) days before the General Meeting is to take place. Both the proponent and seconder of the proposed amendment must be voting members of the BGHC.
- C. An amendment must be approved by a two-thirds majority of the voting members present at the meeting.

ARTICLE XVIII -- BYLAWS

- A. The elected Board of Directors may, from time to time, edit, repeal, or amend such Bylaws as it deems necessary for the conduct of the business of the BGHC. Any such amendment shall be in full force and effect until approved or rejected by the membership at the next Annual General Meeting.

BYLAW 1

- A. All expenditures of \$300 or more must be approved by the Board of Directors and recorded in the minutes.