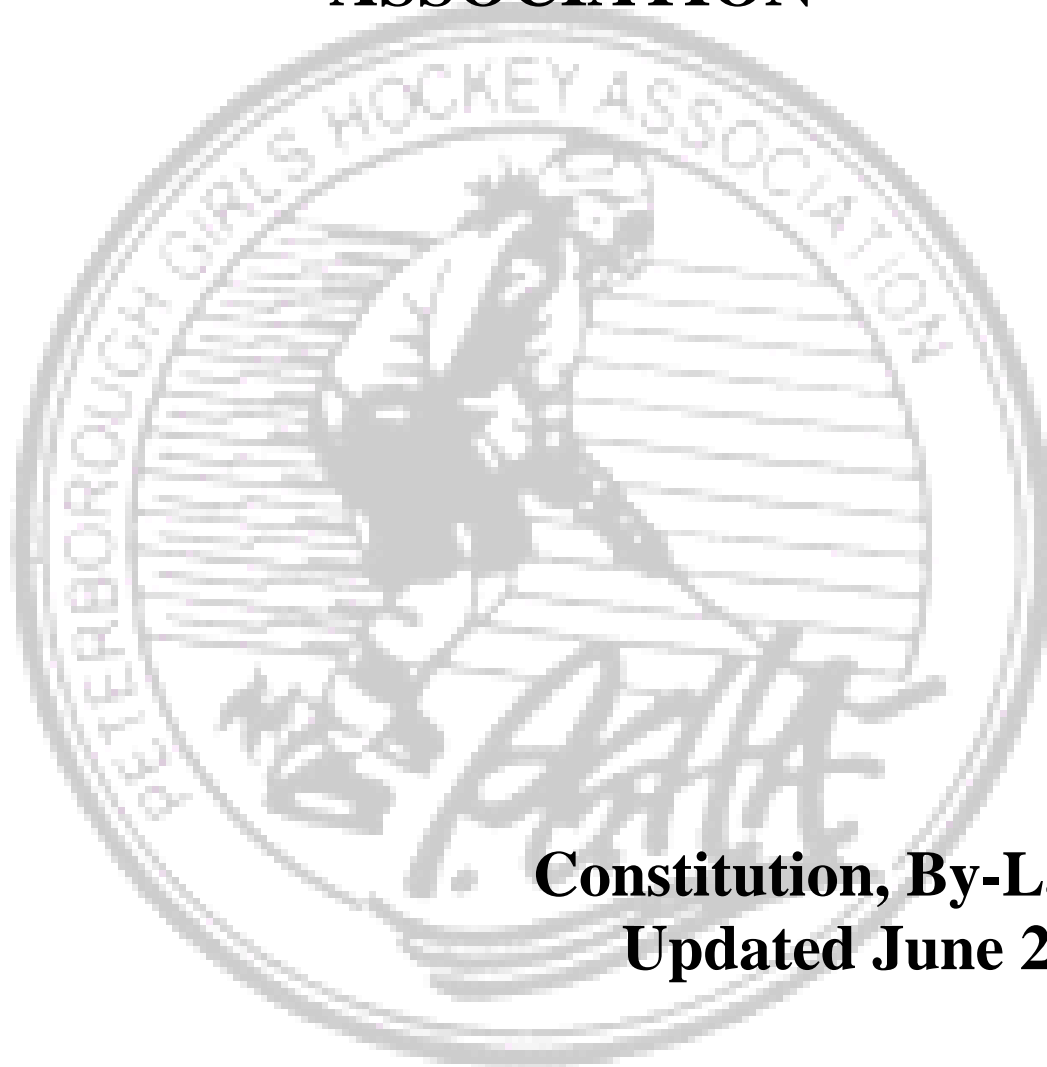


PETERBOROUGH GIRLS HOCKEY ASSOCIATION



**Constitution, By-Laws
Updated June 2007**



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CONSTITUTION

Article 1. Name

This organization shall be known as the Peterborough Girls Hockey Association, hereinafter called the PGHA.

Article 2. Affiliation

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

Article 3. Purpose

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

Article 4. Membership

- a) Membership in the PGHA shall consist of:
 - i. Registered players, or a parent/guardian of a registered minor player
 - ii. Officers and executive board
 - iii. Coaching Staff
 - iv. Convenors
- b) Membership may be revoked or suspended for:
 - i. Failure to abide by and comply with the PGHA Constitution, By-Laws, Rules and Regulations.
 - ii. Conviction of a criminal offence that is deemed detrimental to the PGHA.
- c) In order to enact a suspension or revoke a membership the Board of Directors/Executive must conduct a hearing and pass said motion by a two-thirds majority.

Article 5. Officers

The officers of the PGHA shall be President, Immediate Past President, three (3) Vice Presidents, Secretary, Treasurer, and Registrar.

Article 6. Executive Board

- a) The Executive board shall consist of the officers and a minimum of five directors as appointed by the officers on a yearly basis.
- b) The officers and directors will have no more than one (1) vote regardless of the number of positions they hold.

- c) The officers shall be elected for two years with the exception of Past President, which is a one-year position.
- d) In odd years President, 3rd Vice President, Treasurer, Registrar shall be elected starting in 2005. In even years 1st Vice President, 2nd Vice President and Secretary shall be elected.
- e) The members of the Executive Board shall not be subject to any personal legal liability for any actions taken by them in that position.
- f) The Executive Board shall have the power to fill any vacancies among the elected Officers by appointing other members of the Executive Board.
- g) The President/Chair may only vote when it is necessary to break a tie.

Article 7. Authority of Executive Board

- a) The Executive Board shall have control of the affairs of the PGHA and the primary responsibility for achieving its purpose.
- b) The Executive Board shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

Article 8. Annual General Meeting

- a) The Executive Board shall announce the Annual General Meeting of the PGHA. Such Annual General Meeting shall occur on or before June 1st.
- b) The agenda for the Annual General Meeting must include:
 - i. The minutes of the preceding Annual General Meeting;
 - ii. The presentation of the Annual Financial statements for the current season which is in accordance with generally accepted accounting principles;
 - iii. The election of officers; and
 - iv. The ratification of By-Laws, Rules and Regulations

Article 9. By-Laws

- a) The Executive Board may, from time to time, set, repeal or amend such By-Laws, as it deems necessary for the conduct of the business of the PGHA in a manner consistent with the Constitution.

Article 10. Financial Year

- a) The fiscal year end of the PGHA shall terminate on the 1st of May.

Article 11. Constitutional Amendments

- a) This Constitution may be amended at an Annual General Meeting by a two-thirds majority of all votes cast, providing the proposed amendments are presented in writing to the secretary at least 60 days prior to the AGM.

BY-LAWS

Article 12. Executive Board

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

Article 13. Duties of Officers

President

- Shall preside at full meetings of the executive.
- Report to the executive committee of the PGHA any matters that are required to be brought to their attention.
- Shall be an ex-officio member on all appointed committees, except the nominating committee.
- Represent and promote the PGHA within the community.
- Sign as officer of the PGHA.
- Shall set the first meeting date immediately after the close of each AGM.

1st Vice President – Ontario Womens Hockey Association Representative

- Attend regular meetings of the PGHA.
- In the absence of the President has the authority to perform the duties of the President.
- Shall be the OWHA liaison and shall be the official representative of the PGHA to the OWHA Annual General Meeting and the OWHA General Meeting.

2nd Vice President – Representative Teams Co-ordinator

- Attend regular meetings of the PGHA.
- In the absence of the 1st Vice President has the authority to perform the duties of the 1st Vice President.
- Responsible for the co-ordination, development and monitoring of representative teams excluding the Senior Divisions

3rd Vice President – Senior Womens Co-ordinator

- Attend regular meetings of the PGHA.

- Responsible for the Coordination, development and monitoring of representative senior womens teams and senior womens house league
- Will be the liaison between the senior womens divisions and the executive board
- Will provide a report to the executive board at scheduled meetings
- In the absence of the 2nd Vice President has the authority to perform the duties of the 2nd Vice President.
- Responsible for the co-ordination, development and monitoring of the house league

4th Vice President – House League Co-ordinator

- Attend regular meetings of the PGHA.
- In the absence of the 3rd Vice President has the authority to perform the duties of the 3rd Vice President.
- Responsible for the co-ordination, development and monitoring of the house league excluding the Senior house league

Secretary

- Attend regular meetings of the PGHA.
- Shall deal with all correspondence of the association as instructed by the President or the Executive Board
- The Secretary shall record and preserve the minutes of all meetings of the Executive Board.
- The Secretary shall forward the minutes of each meeting, together with the agenda for the following meeting, to the Executive Board prior to the next meeting, where time permits.

Treasurer

- The Treasurer shall have general responsibility for the finances of the PGHA.
- The Treasurer shall collect and record all funds received by the PGHA and shall record and pay all accounts. Payment of accounts in excess of \$500.00 shall require the prior approval of the Executive Board.
- There shall be three Executive Board members, as approved by the Executive Board to sign cheques. The Treasurer will set up a bank account, which requires the signature of two of the three authorized officers.
- All cheques shall require the signature of two of the three signing officers.

- The Treasurer shall keep under review the financial position of the PGHA and shall make recommendations to the Executive Committee for the maximizing of revenues and the minimizing of expenditures.
- The Treasurer shall present at the Annual General Meeting, a financial statement that is in accordance with generally accepted accounting principles. The Treasurer will present a proposed budget for the current year for approval by the Executive Committee by the first meeting of the full executive after the Annual General Meeting.
- The Treasurer will have the financial records of the PGHA audited by an accountant with a minimum of a 'review engagement.'

Registrar

- Attend regular meetings of the PGHA.
- Organize and determine registration date(s).
- Register all players with the PGHA and the OWHA in accordance with the OWHA regulations and rules.
- Shall provide registration numbers, by division and by birth year, to the PGHA Executive in a timely fashion

Immediate Past President

- Shall only hold this title for one year

Article 14. Directors

The Officers shall appoint a minimum of five Directors at the first meeting after the AGM. The Directors shall advise and assist the PGHA in carrying out its objectives and shall be assigned a portfolio as written in Policy and Procedure.

Article 15. Annual General Meeting

- a) All Proposed amendments to the Constitution must be received in writing by the secretary at least 60 days prior to the Annual General Meeting
- b) Members may nominate candidates for election to the Executive Board in writing and received by the secretary at least 60 days in advance of the AGM. All such nominations must have nominator, a seconder and permission from the candidate. Additional candidates to the Executive Board may be nominated from the floor providing they meet the above criteria (nominator, a seconder and permission from the candidate.)

- c) At least 30 days in advance of the AGM, the notice of the Annual General Meeting, the agenda, the slate of candidates, all proposed amendments to the By-Laws, Regulations or Rules will be posted on the PGHA web page.
- d) All changes to the By-Laws, Regulations or Rules made during the year by the Executive Committee as authorized in the constitution Article 9 must be included on the list of amendments sent out by the Secretary.

Article 16. Standing Committees

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