



Constitution

May 2017

Article 1 – Name

This organization shall be called Lambton Attack Girls Hockey Association (LAGHA). Lambton Attack Girls Hockey Association will be a Not-for-Profit Organization.

Article 2 – Objectives

- To promote girls hockey in Lambton County and surrounding area and give girls a place to play at the appropriate skill level.
- To promote good sportsmanship and good citizenship while playing as a division of the Ontario Woman's Hockey Association (OWHA) by authority of Hockey Canada.
- To provide guidance and supervision over the playing interests of LAGHA teams and players

Article 3 – Membership

1. The Board of Directors for the organization consists of:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Registrar / OWHA Rep
 - f. League Rep (WOGHL, LLFHL)
 - g. Ice Scheduler
 - h. Coaches Rep

- i. Sponsorship / Fundraising Lead
 - j. Parent Liaison
- 2. The Board of Directors will be comprised of ten (10) members elected at the AGM. A minimum of three (3) members shall be from the former Associations (Petrolia Minor Hockey & East Lambton Minor Hockey) creating LAGHA. If three (3) members from each former association are not present at the AGM then the board will be formed by the members that are present at the AGM or have indicated to the board in writing that they wish to join. The term of the office for the Board of Directors shall be (2) years commencing the first day of June following the AGM and ending the last day of May. Five (5) of the Board Members will be replaced yearly at the AGM.
- 3. Any member of the Board of Directors may resign in writing at any time. If a position becomes vacant it shall remain that way until the next Annual General Meeting at which time an election will be held to fill the position for the remainder of the two (2) year term. The Board of Directors may appoint a nonvoting member to fill the vacancy until the next election occurs if they choose to do so.
- 4. The Board of Directors shall have the authority to appoint any committee that they feel is necessary for the betterment of the LAGHA.

5. The Board of Directors will have the authority to purchase, lease, rent, sell, exchange or otherwise dispose of securities or assets owned by LAGHA upon such terms and conditions they deem advisable.
6. It will be the responsibility of the Board of Directors to create the Rules of Operation (ROO) that will govern the LAGHA.
7. The Board of directors shall have the authority to remove, suspend, or discipline any manager, coach, player, trainer or other official connected with any team registered in the LAGHA.
8. The Board of Directors shall receive no remuneration in any form for their duties.
9. A Board member may be removed for not fulfilling their duties on the Board.
10. Board members that have a family member playing for another girls hockey association must resign their position on the LAGHA Board.

Article 4 – Job Descriptions

1. Chair

- Nonvoting member of Board of Directors
- Votes as a tie breaking measure only when required
- Signing Officer for LAGHA

- Responsible for overseeing the overall operation of the organization
- Provide leadership for the organization
- Ensure the interests of the membership are considered at all times by the organization
- Represent the LAGHA and its interests when dealing with outside agencies, governments and organizations
- Attend and chair board meetings and ensure proper conduct
- Any other related duties

2. Vice – Chair

- Voting member of Board of Directors
- Signing Officer for LAGHA
- Responsible for taking over responsibilities of Chair at Board meetings if the Chair is absent
- Ensure the interests of the membership are considered at all times by the organization
- Represent the LAGHA and its interests when dealing with outside agencies, governments and organizations

3. Secretary

- Voting member of Board of Directors
- Ensure the interests of the membership are considered at all times by the organization

- Take and prepare minutes of Board Meetings and AGM
- Receive and present amendments for the constitution to the Board of Directors
- Make changes to the Constitution or Rules of operation following approval by the Board of Directors or a membership vote at AGM
- Attend Board of Directors meeting and AGM
- Any other related duties

4. Treasurer

- A voting member of Board of Directors
- Establish and maintain LAGHA bank account
- Oversee all money related to the operation of LAGHA including all monies received and paid out.
- Pay all accounts of the LAGHA as approved by the Board of Directors
- Review and approve expenses presented to LAGHA
- Ensure that a fiscal audit of LAGHA is conducted annually
- Report financials monthly at Board meetings
- Any other related duties

5. Registrar / OWHA Rep

- A voting member of Board of Directors
- Set up and maintain on line registration via IT Sort Net

- Ensure all registration fees are forwarded to Treasurer
- Keep player information updated
- Ensure all intent to register forms and rosters are completed on time and monies forwarded to OWHA
- Attend OWHA meetings as required
- Provide support to parents regarding on line player registration
- Follow up on players suspensions with OWHA
- Any other related duties

6. League Rep

- A voting member of the Board of Directors
- Assist with startup of new season
- Attend league meetings as required (WOGHL, LLFHL)
- Attend scheduling meetings for leagues
- Transfer all information from leagues to coaches, manager as well as the coaches rep
- Keep current with all league policies and procedures and communicate changes to teams
- Any other related issues

7. Coaches Rep

- Ensure all coaches and staff have the appropriate level of training for their team
- Head the coaches selection committee

- Choose members of the coaches selection committee which will receive Board approval before selecting coaches
- Act as liaison between LAGHA and coaches of teams to pass along information as needed
- Report names of coaches selected for teams for approval by Board of directors
- Recommend hockey training groups to the Board of directors for approval and oversee the implementation of hockey training days once approved
- Any other related duties

8. Ice Scheduler

- Develop and maintain ice schedule for all teams or games, practices and hockey clinics
- Contact Municipalities about ice time allotments and invoicing
- Book referees for all games using the Ref Arbiter system
- Ensure all invoices are sent to Treasurer for payment
- Any other related duties

9. Sponsorship / Fundraising Lead

- Acquire and maintain sponsors for all teams (2 sponsors per team)
- Oversee and approve all team fundraisers to ensure they are in the best interest of LAGHA
- Maintain and inventory all team jerseys and equipment and loan out to teams as need be at ginning of season
- Ensure all Sponsorship money is given to Treasurer to deposit in LAGHA bank account
- Responsible to organize and oversee all Association fundraisers to ensure they are conducted in the best interest of LAGHA
- Any other related duties
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10. Parent Liaison / Volunteer Coordinator

- Ensure all volunteer cheques are collected from parents
- Signing Officer for LAGHA
- Ensure all commitments to volunteer are followed through on
- Act as a liaison between LAGHA and the parents to ensure that all important information is communicated to them

- Responsible for overseeing Venerable Sector checks are completed for the organization
- Any other related duties

Article 5 – Elections

1. Elections will take place at the Annual General Meeting (AGM) of LAGHA
2. All names submitted for election must be nominated and seconded
3. Nominated persons must be present at the AGM or have consented to let their name stand in writing to the Board Chair

Article 6 – Voting

1. A member of LAGHA is defined as the parent or legal guardian of any child playing with the LAGHA
2. The Board of Directors will be voting members of LAGHA at all regular board meetings
3. All members of LAGHA will be able to vote at the AGM. Members must be present to vote at the AGM
4. For a motion to pass at a regular board meeting a simple majority vote is required.

5. Amendments to the Constitution must be made at the AGM and will require a vote of 2/3 majority to pass said amendments.
6. Elections for Board positions at the AGM will require a simple majority vote for the member to be elected.

Article 7 – Meetings

1. AGM

- The AGM for LAGHA will be held annually in May and the date will be set at least 6 weeks in Advance.
- The election for the Board of Directors shall happen at the AGM
- A quorum of 10 members is necessary in order to conduct the meeting

2. Regular Board Meetings

- The Board shall meet monthly or as determined necessary
- A quorum of 6 directors including one of Chair, Vice Chair, Treasurer or Secretary is required to vote on and pass motions at regular meetings
- The Chair and Vice Chair have the Authority to call any additional meetings that are required to handle important issues as they arise.

Article 8 – Order of Business

The order of business for regular meetings shall be:

- a. Call to Order
- b. Approval of last meeting minutes
- c. Registrar / OWHA Report
- d. Treasurer Report
- e. League Reports
- f. Coaches Report
- g. Scheduler Report
- h. Sponsorship / Fundraising / Equipment
- i. Parent Volunteer Report
- j. Tabled Items
- k. New Business
- l. Adjournment

The order of business for all AGM's will be:

- a. Call to order
- b. Approval of last AGM minutes
- c. Treasurers Report
- d. Chair's Report
- e. Elections
- f. NEW Business
- g. Adjournment

Article 9 – Player Movement

1. Lambton Attack Girls Hockey association will adhere to all OWHA rules and guidelines regarding player movement as well as all rules stated in the LAGHA Rules of Operation (ROO)

Article 10 – Constitution

1. All Board of Directors and members shall recognize and adhere to the Constitution and Rules of Operation of the Lambton Attack Girls Hockey Association. The Constitution and Rules of Operation shall be recognized as the rules governing the Lambton Attack Girls Hockey Association.
2. All proposed amendments to the constitution must be submitted to the Secretary of the Board in writing at least 8 weeks prior to the AGM and will be posted to the membership 30 days prior to the AGM. The member submitting the amendment must be present at the AGM and present it to the membership. Amendments to the constitution require a 2/3 majority of votes to be passed.

3. The LAGHA season will commence on the first day following the Provincial Championship Tournament and ending on the final day of the Provincial Championship tournament yearly.