

# **PETERBOROUGH GIRLS HOCKEY ASSOCIATION**



**Constitution, By-Laws  
Updated May 2019**



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# CONSTITUTION

## Article 1. Name

This organization shall be known as the Peterborough Girls Hockey Association, hereinafter called the PGHA and commonly referred to as **Peterborough Ice Kats**.

## Article 2. Affiliation

The **Peterborough Ice Kats** is a member of the Ontario Women's Hockey Association (OWHA.)

## Article 3. Purpose

The purpose of the **Peterborough Ice Kats** 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 **Peterborough Ice Kats** 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 **Peterborough Ice Kats** Constitution, By-Laws, Rules and Regulations.
  - ii. Conviction of a criminal offence that is deemed detrimental to the **Peterborough Ice Kats**.
- 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 **Peterborough Ice Kats** shall be President, four (4) Vice Presidents, Secretary, Treasurer, and Registrar.

## Article 6. Executive Board

- a) The Executive board shall consist of the officers and a minimum of four 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.

- d) In odd years President, 3<sup>rd</sup> Vice President, 2<sup>nd</sup> Vice President and Registrar shall be elected starting in 2005. In even years 1<sup>st</sup> Vice President, 4<sup>th</sup> Vice President, Treasurer 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 **Peterborough Ice Kats** 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 **Peterborough Ice Kats**. Such Annual General Meeting shall occur on or before June 1<sup>st</sup>.
- 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 **Peterborough Ice Kats** in a manner consistent with the Constitution.

## **Article 10. Financial Year**

- a) The fiscal year end of the **Peterborough Ice Kats** shall terminate on the 1<sup>st</sup> 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 **Peterborough Ice Kats** any matters that are required to be brought to their attention.
- Shall be an ex-officio member on all appointed committees, except the nominations committee.
- Represent and promote the **Peterborough Ice Kats** within the community.
- Sign as officer of the **Peterborough Ice Kats**.
- Shall set the first meeting date immediately after the close of each AGM.
- Collaborate with all VP's to form the coach selection committee and sit on the coach selection committee during the interview process

### **1<sup>st</sup> Vice President – Ontario Womens Hockey Association Representative**

- Attend regular meetings of the **Peterborough Ice Kats**.
- In the absence of the President has the authority to perform the duties of the President.
- Shall be the OWHHA liaison and shall be the official representative of the **Peterborough Ice Kats** to the OWHHA Annual General Meeting and the OWHHA General Meeting.
- Collaborate with the President and all VP's to form the coach selection committee and sit on the coach selection committee during the interview process

### **2<sup>nd</sup> Vice President – Representative Teams Co-ordinator**

- Attend regular meetings of the **Peterborough Ice Kats**.
- 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 all representative teams and coaches (including Development Stream)
- Hold regular meetings (every other month during the season) with the coaches of all representative teams
- Work with the Player Development Co-ordinator (3<sup>rd</sup> VP) and the House League Co-ordinator (4<sup>th</sup> VP) to establish and maintain skills of both coaches and players and discuss issues arising throughout the year within that context with the

President, VP's and appropriate board members

- Collaborate with the President and all VP's to form the coach selection committee and sit on the coach selection committee during the interview process
- Will provide a report to the executive board at scheduled meetings

### **3rd Vice President – Player Development and Advocate Co-ordinator**

- Attend regular meetings of the **Peterborough Ice Kats**.
- Responsible for the Coordination, development and monitoring of player skill development in all streams of the PGHA (rep, house league and development stream)
- Work with the Representative Teams Co-ordinator (2<sup>nd</sup> VP) and the House League Co-ordinator (4<sup>th</sup> VP) to establish and maintain skills of both coaches and players
- Attend coaches meetings
- Will provide a report to the executive board at scheduled meetings
- Work with managers and coaches of representative teams and the 4<sup>th</sup> VP of Houseleague to maintain proper player health and wellbeing – both physically and mentally
- Advocate for players as issues arise throughout the season
- Collaborate with the President and all VP's to form the coach selection committee and sit on the coach selection committee during the interview process

### **4<sup>th</sup> Vice President – House League Co-ordinator**

- Attend regular meetings of the Peterborough Ice Kats.
- 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
- Will provide a report to the executive board at scheduled meetings
- Work with the Representative Teams(2<sup>nd</sup> VP) and Player Development (3<sup>rd</sup> VP) Co-ordinators with monitoring and skill development of house league coaches and players
- Collaborate with the President and all VP's to form the coach selection committee and sit on the coach selection committee during the interview process

### **Secretary**

- Attend regular meetings of the **Peterborough Ice Kats**.
- 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 **Peterborough Ice Kats**.
- The Treasurer shall collect and record all funds received by the **Peterborough Ice Kats** 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 **Peterborough Ice Kats** 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 **Peterborough Ice Kats** audited by an accountant with a minimum of a 'review engagement.'

## **Registrar**

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

## **Article 14. Directors**

The Officers shall appoint a minimum of four Directors at the first meeting after the AGM. The Directors shall advise and assist the **Peterborough Ice Kats** 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 **Peterborough Ice Kats** 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 **Peterborough Ice Kats** will appoint members of the **Peterborough Ice Kats** 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 **Peterborough Ice Kats**.
- b) The President of the **Peterborough Ice Kats** will appoint members of the **Peterborough Ice Kats** to the Nominations Committee at the first meeting after the AGM.
- c) The President of the **Peterborough Ice Kats** will from time to time, appoint persons to ad hoc committees as deemed necessary by the Executive Board.