

Constitution

Zorra Girls Hockey Association

Date April 27 2010 2nd Edition

Article 1 –Name

This organization will be known as the Zorra Girls Hockey Association, hereinafter referred to as the Association or ZGHA in this Article.

Article 2 – Purpose

The purpose of this Association shall be:

- a) To foster, promote and supervise hockey for girls in the Township of Zorra and surrounding area, in the Province of Ontario, 18 years and under as of the current hockey season.
- b) To promote good sportsmanship, team play and good citizenship among the players, coaches, officials, parents and the Board of Directors.
- c) The prime Purpose of the Association shall be to provide a healthy, competitive environment in which the ideals of good sportsmanship, honesty and fair play are at the fore front.

Article 3- Officers

ZGHA Board of Directors shall consist of the following positions:

Past President
President
Vice President
Secretary
Treasurer
Registrar
Ice Scheduler
Coaches Coordinator
Director of Fundraising
Rep Convener
House League Convener
OWHA Convener
Director of Sponsorship
Equipment Manager
Webmaster
Directors at Large

***Note: there shall be a maximum of 20 people serving on the ZGHA at any time, including the directors at large

- a) All officers shall be retired at each annual meeting, but shall be eligible for re-appointment or re-election.
- b) Should any officer's position become vacant, the Executive shall appoint a Successor until the next annual meeting
- c) Each member of the Executive shall be entitled to one individual vote.
- d) A majority of the executive shall be present to constitute a quorum for the transaction of business for monthly or special meetings.
- e) The executive shall have the power to discipline, suspend or reprimand any player, coach, or any other member of the association who does not abide by the terms of the constitution, pending a hearing before the ethic's committee.
- f) The ethic's committee will consist of the President, Vice President, Secretary, Treasurer & the Coaching Co-ordinator.
- g) The Board of Directors shall have control of the affairs of the Association
- h) No monetary decisions of transactions may be made without the approval of the Executive.
- i) All executive members and team staff will be required to submit a Police Screening report which shall be valid for a period of three (3) years.

Article 4 – Duties of the Officers

President

- a) Preside over all meetings
- b) Shall only vote in the case of a tie, as a deciding vote
- c) Call all meetings of the Association as deemed necessary
- d) Conduct business of the Association in a proper manner as required.
- e) Shall be a member of all committees or delegate as needed
- f) Representative to OWHA and has voting privileges for ZGHA
- g) Permission to skate forms must be obtained from the President
- h) Have second cheque signing authority unless related to the treasurer
- i) Serve on the Ethic's committee

Past President

- a) be available for advice & guidance
- b) Submit a slate of officers for the election at the AGM.

Vice President

- a) Act in the absence of the president
- b) Assist whenever possible to help enforce the terms of the Constitution
- c) In case of the resignation of the President , assume the duties of the President
- d) Serve on the Ethic's committee

Secretary

- a) Keep accurate minutes of all meetings and distribute to all Board of Directors within seven (7) days
- b) Conduct any correspondence as directed by the Association
- c) Notify all Executive members as to the time and dates of all meetings
- d) Book the facilities for meetings

Treasurer

- a) Be responsible for all finances of the Association
- b) Keep accurate records of all financial transactions
- c) Submit a report at all Board meetings
- d) Pay all expenses by cheque.
- e) Automatically have cheque signing authority.
- f) Administer the petty cash fund
- g) Work with the Registrar to make sure all fee's are collected
- h) Not be related to other members that have signing authority
- i) Prepare year end financial report for Annual meeting

Rep Convener

- a) Act as a liaison between coaches, players and parents with the Board of Directors
- b) Be responsible to understand rules and regulations of the OWHA and other affiliated leagues
- c) Attend all meeting of what ever league ZGHA has "C" or above teams playing

House League Convener

- a) Act as a liaison between coaches, players and parents with the Board of Directors
- b) Be responsible to understand rules and regulations of the OWHA and other affiliated leagues
- c) Attend all meeting of the league ZGHA has teams playing in

OWHA Convener

- a) Act as a liaison between coaches, players and parents with the Board of Directors.
- b) Be responsible to understand the rules and regulations of the OWHA and affiliated leagues.
- c) Submit all team rosters in accordance with OWHA guidelines.
- d) Attend all required meetings.

Registrar

- a) be responsible to register all players
- b) register all players with OWHA
- c) collect all associated fees and work with the treasurer to assure all is complete

Equipment Manager

- a) Keep an accurate list of all equipment owned by the association
- b) Make all purchases of equipment
- c) Maintain and keep in good repair
- d) Keep records of which players have what equipment

Coaches Coordinator

- a) Distribute and collect coaches applications and set up interviews
- b) Chair coaches selection committee with up to 4 other Board members
- c) Present select coaches to the Board for the Boards final approval
- d) Provide all coaches with advice on drills, strategies and discipline

Ice Convener

- a) coordinate all ice in both Embro and Thamesford EQUALLY to all teams
- b) work with convener's for scheduling for league and playoff games
- c) be in charge of all game changes
- d) Keep website up to date with all changes

Director of Fundraising

- a) Conduct committee meeting for fundraising concerns
- b) Report to the Board ideas and Monies wished to be used for events and estimated return on events
- c) Coordinate and recruit help for fundraising and special events

Director of Sponsorship

- a) Approach new and old sponsor's
- b) Make sure sponsor's are being properly recognized
- c) Organized picture day and ensure pictures are back to players by Dec.8th
- d) Ensure all Bronze and above sponsor receive a picture.

Web Master

- a) Maintain and update web site
- b) Create a system to get scores from coaches and conveners so site stays current
- c) Responsible for all advertising in news papers and flyers

Director at Large

- a) will ensure that all executive, coaches, managers, trainers have approved police checks
- b) assist where ever necessary
- c) Can only serve 2 years as Director at large before moving onto the Board in a specific capacity

Article 5 – Meetings

- a) Shall take place monthly (if necessary) to effectively control the affairs of the association.
- b) Time and place to be determined by the Directors.
- c) In the event a member of the Board is absent from 3 consecutive meetings (excluding work commitments or sickness), that member shall cease to be a member and is to be automatically replaced at the discretion of the Board of Directors.
- d) Any other special meeting can be called by the President on the advice of any 2 Directors. There must be a quorum present at these special meetings in order to transact business.
- e) Meetings shall only be attended by executive members unless an individual has asked for time on the agenda and it has been granted.

Annul Meeting

- a) The Annual General Meeting will take place in the spring of each year.
- b) All members are welcome and each family will have 1 vote.
- c) Changes to this Constitution or any By-Laws must be approved at the AGM.

Article 6 – Rules and Regulations

ZGHA will follow the Rules and Regulations put forth by the OWHA and the leagues in which ZGHA has teams participating in.

Article 7- Membership

Membership will be granted to any girl that registers with ZGHA whose age falls into one of the following levels of play or those set out by the OWHA:

Novice

Atom

Pee Wee

Bantam

Midget

Intermediate (if necessary)

By-Laws

Article 1 - Code of Conduct - Zero Tolerance

ZGHA has a zero tolerance policy for any verbal or physical abuse including harassment. Any member deemed in violation will be brought before the Board of Directors for a possible suspension

- a) Executive members will demonstrate ethical and professional conduct at all times while conducting business on the Association's behalf.
- b) Coaches and Staff must always conduct themselves as a mature, upstanding citizen, acknowledging that physical and verbal abuse will not be tolerated. Coaches and staff are always to have themselves in a 2 deep situation.
- c) Players are to enjoy the game by following the rules while showing good sportsmanship and to show respect to all individuals involved in their games and practices.
- d) Parents will encourage and cheer positively. No physical or verbal abuse directed at any player, staff or official will be tolerated.

Article 2 – Player Movement

All permission to skate forms must be obtained through the President. A minimum of 48 hours notice must be given to the President to obtain a signed Permission to Skate. All releases must be approved by the Executive and signed by the President.

Article 3- By-Laws

- a) The Board of Directors may, from time to time, set, repeal or amend such By-Laws, as it deems necessary for the conduct of the business of the Association in a manner consistent with this Constitution
 - b) Any changes to the By-Laws must happen at a AGM with a majority vote to pass
 - c) Proposed changes must be advertised to the membership no later than 14 days before the said meeting.
 - d) If Changes are vote down, these changes to the By-Laws can not be re-introduced for a period of 2 years.
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