



# CONSTITUTION

As amended up to and including May 30, 2019

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WHEREAS the Corporation was incorporated by Letters Patent issued by the Province of Ontario on the 7th day December 2000 for the objects set out in Article 1 below,

BE IT ENACTED THAT the Constitution of the Sault Female Hockey League be as follows:

**DEFINITIONS:**

In this Constitution and all other documents of the Corporation, unless the context otherwise requires:

“Act” means the Corporations Act of Ontario and any act that may be substituted therefore, as from time to time amended;

“AGM” means the Annual General Meeting of the Corporation, which shall be held no later than June 15th of the succeeding year;

“Appellant” means as person appealing a disciplinary penalty and/or suspension issued by the Executive;

“Assistant Coach” means a person assisting the Coach in the operation of a team.

“By Laws” means the rules and regulations of the Corporation passed by resolution of the Directors from time to time;

“CHA” means the Canadian Hockey Association;

“Chairperson” means the President, or Vice President, if the President is not available, who shall preside at all meetings of the Board and the Executive;

“Coach” means a person to lead the team, both in games and in practice. The Coach provides instruction to the players on and off the ice. The Coach is the person responsible for the team;

“Coordinator” means a person appointed by the Executive or elected by the membership of the

Sault Female Hockey Association to undertake a specific function;

“Corporation” means the "Sault Female Hockey Association," a nonprofit organization and an accredited member of the;

“Director” means an elected member on the Executive of the Corporation;

“Executive” means the Directors of the Corporation;

“Executive Meeting” means a meeting of the Executive of the Corporation;

“Hockey Canada” means the national governing body for hockey in Canada or any organization which may be substituted therefore;

“Initial Registration” means the first time of registration with the Corporation, regardless of the Division of the participating member;

“Letters Patent” means the Letters Patent incorporating the Corporation;

“Manager” means the administrator of the team, whose responsibilities may include the scheduling of practices, budgeting and the completion of players cards, among other duties. The Manager should not be on the ice as part of the coaching staff;

“NOHA – Referee in Chief” means an appointed position by the NOHA for the territory prescribed, the Head Referee to supervise and mentor all on-ice officials under his jurisdiction;

“Officer” means a member of the Executive of the Corporation, which term shall be interchangeable with Director or executive member;

“O.H.F.” means the Ontario Hockey Federation or any organization which may be substituted therefore;

“On-ice Officials” means a referee and/or a linesman;

“O.W.H.A” means the Ontario Women’s Hockey Association the provincial governing body for the territory prescribed;

“Policies & Procedures” means the Policies & Procedures of the Corporation passed by resolution of the Executive from time to time in force and effect;

“President” shall chair meetings of the Board, Executive and members and shall supervise the affairs and operations of the Corporation and with the Treasurer or other officer appointed by the Board for the purpose, shall sign all by-laws and have the other powers and duties from time to time prescribed by the Board or incident to his office; has co-signing authority on the association bank account

“S.F.H.A” and “League” means the Sault Female Hockey League, hereinafter called the ‘Corporation’;

“Team” means the hockey players, coaching staff and manager(s) as registered by the League each year for the hockey season;

“Trainer” means a person responsible for the safety and well being of the players. Duties can include implementing a Risk Management program, maintaining the players' medical information and dealing with player injuries;

“Territorial Jurisdiction” means the territorial area of the City of Sault Ste. Marie for which the Sault Female Hockey may operate hockey programs or such area as designated from time to time by the OWHA;

“Website” means the website operated for the Corporation, under the “Sault Female Hockey Association.”

## **INTERPRETATION**

In this Constitution of the Corporation, hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include companies, corporations, partnerships, trusts and any number or aggregate of persons. Headings used in the Constitution are for convenience of reference only and shall not affect the construction or interpretation thereof. If any of the provisions contained in the Constitution are inconsistent with those contained in the Letters Patent, the provisions contained in the Letters Patent shall prevail.

## **ARTICLE 1: PURPOSE and OBJECTIVES – MISSION STATEMENT**

- 1.01** The objective of the Corporation is to promote, govern, encourage and teach girls minor hockey for age groups, Initiation through Intermediate in the territory under the jurisdiction of the Corporation.
- 1.02** The Corporation shall exist solely to develop, promote and operate female recreational and competitive hockey in Sault Ste. Marie and surrounding areas keeping in mind the following objectives:
- 1.03** To foster among its members, supporters and teams, a general community spirit, and to encourage sportsmanship amongst all participants.
- 1.04** To provide hockey instruction and competition for girls and women
- 1.05** to foster and improve recreation for all players regardless of ability
- 1.06** to promote interest and involvement in ice hockey for girls and women

## **ARTICLE 2: HEAD OFFICE and SEAL**

- 2.01** The head office of the Corporation shall be in the City of Sault Ste. Marie, Province of Ontario, at such place as the Executive may from time to time by resolution determine.
- 2.02** The seal, an impression of which is in the margin herein, shall be the corporate seal of the Corporation.

### **ARTICLE 3: STRUCTURE**

- 3.01** The Corporation shall encompass all the hockey teams, Officers, Directors and Coordinators who operate under the jurisdiction of the Corporation, and who comply with the Constitution, By Laws, and Policies & Procedures of the Corporation.

### **ARTICLE 4: AFFILIATION**

- 4.01** The Corporation shall have the following affiliations:
- a) The Association shall be a member of the OWHA, OHF, Hockey Canada; and,
  - b) The Corporation may become affiliated with any hockey league or leagues, or any other organization whose purposes and objectives are similar, as determined by the Executive.

### **ARTICLE 5: AREA OF JURISDICTION**

- 5.01** The Corporation shall operate within the territorial and political boundaries of the City of Sault Ste. Marie. The jurisdiction may also include any other areas as accepted and approved by the Executive and the OWHA from time to time.

### **ARTICLE 6: FINANCIAL YEAR**

- 6.01** Unless otherwise determined by resolution of the Executive, the financial year of the Corporation shall terminate on the 30<sup>th</sup> day of April in each year.

### **ARTICLE 7: FINANCE – BANKING ARRANGEMENTS**

- 7.01** The banking business of the Corporation, or any part thereof, shall be transacted with such bank, trust company or other firm or corporation carrying on a banking business as the Executive may designate, appoint or authorize by resolution and all such banking business, or any part thereof, shall be transacted on the Corporation's behalf by such one or more Officers and/or other persons as the Executive may designate, direct or authorize from time to time by resolution.

- 7.02** All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by two of the following; the President and the Treasurer, in such manner as shall from time to time be determined by resolution of the Executive and any one of such Officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such Officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all of the bank's forms or settlement of balances and release or verification slips.
- 7.03** Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President or the Treasurer, and the seal of the Corporation shall be affixed to such instruments as required.
- 7.04** Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, the Treasurer and/or by any person authorized by the Executive by resolution.
- 7.05** The President, the Treasurer, or any person or persons from time to time designated by resolution of the Executive may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the corporate seal to any such transfers or acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
- 7.06** Notwithstanding any provisions to the contrary contained in the Constitution of the Corporation, the Executive may at any time by resolution direct the manner in which, the person or persons by whom, any particular instrument, contract or obligations of the Corporation may or shall be executed.



**7.07** Subject to limitations set out in the Letters Patent of the Corporation, the Corporation has the power to, and may by resolution of the Executive; invest the monies of the Corporation not immediately required for its objectives in investments permitted for registered insurance companies by the Canadian and British.

*Insurance Companies Acts* or any Act, which may be, substituted therefor, a list of such investments to be available, upon written request, for disclosure to any member.

**7.08** The securities of the Corporation shall be deposited for safekeeping with one or more banks, trust companies or other financial institutions to be selected by the Executive. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such Officer or Officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Executive and such authority may be general or confined to specific instances. The institutions, which may be so selected as custodians of the Executive, shall be fully protected in acting in accordance with the directions of the Executive and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

**7.09** The Executive may require such Officers, employees or agents of the Corporation as the Executive deems advisable to furnish Bonds for the faithful discharge of their duties, in such form and with such surety as the Executive may from time to time prescribe.

**7.10** The investments of the Corporation shall be invested and managed by the Treasurer, and shall be kept at a recognized financial institution in Canada and shall comply with all the laws of Canada and the Province of Ontario.

## **ARTICLE 8: MEMBERSHIP**

**8.01** Any parent or guardian of a player 17 years and under registered with Sault Female Hockey Association, any Player 18 years or older, coaching staff members, and members of the Executive will be granted membership in the Sault Female Hockey Association. Membership takes effect upon registration of the player or assumption of Executive or coaching duties and payment of a \$1 membership fee. The \$1 membership fee is included in the player's registration fee. Coaching staff and Executive members will pay the \$1 membership fee only when applicable (i.e. if not already paid in player's registration).

**8.02** All Members are encouraged to attend Membership Meetings. A member serving on the Executive and/or acting as a Coach, and/or has a daughter(s) playing, under 18 yrs old, is entitled to only one vote.

**Membership Type:**

**8.03 ACTIVE MEMBER**

Shall include all registered team staff (coaches, managers and trainers), all Executive/Directors and Coordinators of the Corporation, and registered Tournament and League volunteers. Membership shall commence immediately on being elected or appointed to office, and remain in effect for the term of office. Membership shall commence on or after September 1st in the year in which the player is registered, and terminate on August 31st of the year following the date on which membership commenced.

**8.04 ASSOCIATE MEMBER**

Shall include any parent or legal guardian of a player currently registered in the Corporation.

Membership shall commence on or after September 1st in the year, and terminate on August 31st of the year following the date on which membership commenced.

**8.05 PARTICIPATING MEMBER**

Shall include all players currently registered in the Corporation.

Membership shall commence on or after September 1st in the year in which the player is registered, and terminate on August 31st of the year following the date on which membership commenced.

**8.06 MEMBERSHIP LIST**

The Registrar shall prepare and maintain a list of current Active, Associate, Participating and Life Members. Such list of Members shall be used to determine eligibility to vote at the Annual General Meeting (AGM) of the Membership.

**8.07 EXECUTIVE MEMBERS/DIRECTORS**

The Executive shall be the Directors of the Corporation. At the first meeting following the Annual General Meeting, any person elected to the Executive shall be accepted.

## **ARTICLE 9: MEMBER RESPONSIBILITIES**

### **9.01 ACTIVE and ASSOCIATE**

It is the responsibility of all Active, Associate and Life Members to:

Respect and comply with all Constitution, By Laws, Policies & Procedures of the Corporation, and ideals, and rules and regulations of the game as determined by the OWHA and the Hockey Canada.

Assist any of the Corporation's programs in the promotion of sportsmanship and positive attitudes.

Recognize the authority of all Corporation and arena officials, and to assist them in exercising that authority.

Ensure that all participating members have safe and approved equipment for all games and practices. Associate members shall be responsible for payment of all fees for their respective participating member(s).

Comply with coaching staff regulations and ensure that participating members arrive at the arena when requested.

Support and encourage all participating members on the ice, and to refrain from negative comments to game officials, or any of the participants.

Refrain from the abuse of alcoholic beverages, or any illegal drugs, use of profanity, or unacceptable social conduct in or around arena facilities or while attending team related activities.

Refrain from defaming the association, coaches, players, executive members or those associated with SFHA thru use of social media and email platforms.

(Failure to comply with these responsibilities may result in action by the Executive to suspend membership privileges, and/or expulsion from arena properties or league-sponsored events.)

### **9.02 PARTICIPATING MEMBERS**

It shall be the responsibility of the Participating Members to:

Respect and comply with all Constitution, By Laws, Policies & Procedures of the Corporation, and ideals, and rules and regulations of the game as determined by the OWHA and the Hockey Canada.

Attend all games, practices and team events, as scheduled by their coaching staff.

Ensure that all personal protective equipment is safe and approved for use.

Exhibit due respect for their coaching staff, all game officials, Division Coordinators and volunteers of the Corporation.

Respect and properly maintain all equipment of the Corporation.

Refrain from the use of any alcoholic beverages or non-prescribed drugs.

Refrain from the use of profanity or unacceptable social conduct while attending team-sponsored activities.

Respect the facilities where they are privileged to play, either home or away.

Conduct themselves appropriately while on arena property, and to obey all By Laws of such facility.

Display a high degree of sportsmanship, teamwork and positive attitudes at all times, on behalf of their teams and the corporation.

Refrain from defaming the association, coaches, players, executive members or those associated with SFHA thru use of social media and email platforms.

## **ARTICLE 10: TERMINATION OF MEMBERSHIP**

- 10.01** Any member may tender their resignation to the Corporation, by mailing written notice of resignation to the Secretary, which resignation will be accepted by the Executive. The member shall continue to be responsible for payment of any monies owing to the Corporation.
- 10.02** Members may be censured, suspended or expelled for a breach of the Constitution, By Laws, Policies & Procedures of the Corporation, or for any act, omission or conduct which the Executive deems to be prejudicial to the welfare of the Corporation. All such suspensions and expulsions shall be in compliance with prevailing Ontario laws, and regulations of the Corporation Letters Patent.
- 10.03** All matters respecting censure, suspension and expulsion of members, and any termination of membership shall be within the exclusive control of the Executive.
- 10.04** Termination of membership, whether by resignation, expulsion or otherwise, shall forthwith terminate all rights of membership of the member concerned. Such termination shall not be deemed to discharge any financial obligation of the member accrued to the Corporation prior to the date of such termination, and not then fulfilled.
- 10.05** Any members having their membership terminated under the above noted terms shall have the right to appear to explain their situation before the Executive.

## ARTICLE 11: REGISTRATION

- 11.01** Every participating member shall register with the On-line registration system provided by the Corporation.
- 11.02** The On-line registration system shall meet the following requirements:
- Provide a secure registration system over the internet.
  - Capable of accepting personal data while maintaining all standards of the *Privacy Act*.
  - Use of 128-bit Encryption using Secure Socket Layer (SSL) protocol.
  - Use of a merchant account for immediate transaction and payment by credit card.
  - Be flexible to accept player and tournament registration.
- 11.03** The Webmaster and registrar shall be administrators the On-line registration system.
- 11.04** The Registrar shall manage the On-line registration system.
- 11.05** The On-line registration system shall provide two methods of payment:
- Credit card
  - Pay Pal
- 11.06** Any member requesting assistance through any financial assistance program shall do so forthwith, contacting the Secretary or Registrar of their intentions.  
Ex. Jumpstart
- 11.07** Any member requesting assistance with the registration payment shall contact the Registrar in writing of their request, prior to the registration deadline, which request shall be considered by the Executive.
- 11.08** Any participating member whose fees from a previous year are still outstanding shall not be allowed to register until the said fees are paid.

## **ARTICLE 12: MANAGEMENT OF THE CORPORATION**

### **12.01 EXECUTIVE OF THE CORPORATION**

The affairs of the Corporation shall be managed by the Executive, who shall also be “the Directors” of the Corporation. There shall be up a minimum of 13 Directors, who, upon election or appointment, and throughout their term of office shall be an ‘Active Member’ of the Corporation.

The Corporation may, by special resolution, increase or decrease the number of its’ Directors. Any change in the number of Directors shall be in compliance with Ontario Law and the requirements of the Letters Patent of the Corporation. A Director shall not hold more than one (1) elected position on the Executive. All positions shall be for a two year term unless stated otherwise.

### **12.02 QUALIFICATIONS**

Each Executive/Director shall:

- (a) Be at the date of, or become within ten days after his/her election, and thereafter remain through their term, a member of the Corporation who is qualified to hold office.
- (b) Be at least 18 years of age; and
- (c) Not be an undischarged bankrupt or a mentally incompetent person, he thereupon ceases to be a Director, and the vacancy so created may be filled in the manner described below.

### **12.03 EXECUTIVE POSITIONS**

There shall be a minimum of 13 Directors of the Corporation who shall hold Executive positions as follows for the term set out:

- President, (two-year term)
- Vice President Jr Greyhounds (two-year term)
- Vice President Senior House League (two-year term)
- Vice President Junior House League) (two-year term)
- Treasurer (two year term - appointed)
- Secretary (two year term)
- Equipment Management (two year term)
- Registrar (two year term)
- Director of Player & Coach Development (two year term)
- Director of Public Relations (two year term)
- Ice Scheduler (two-year term)

Webmaster (two year term)  
Past President (two year term)

The Executive may appoint individuals to serve the term of any position that remains unfilled after elections.

#### **12.04 MANNER OF SERVING TWO-YEAR TERMS**

The Directors elected at the AGM for two-year terms will be elected as their respective terms expire or become vacant.

**Term** – The Term of Office for President, Vice President Jr. Greyhounds, Vice President Senior House League, Vice President Junior House League, Secretary, Registrar, Treasurer, Director, Player & Coach Development, and Director, Marketing and Public Relations, Webmaster, Equipment Manager is two years (May 1-April 30). The Term of Office for Ice Scheduler is two years (May 1 to April 30).

**Eligibility** – Anyone can be nominated for a position on the Sault Female Hockey Executive provided a current association member-in-good standing is the nominator, notwithstanding senior executive positions which require a minimum of 2 years of service on the SHFA executive before a person may be elected to such role. In the event of a vacancy on the Executive, the remaining Executive Members may appoint someone to fill the vacancy until an election can be held at the next Membership Meeting. Head coaches of any Sault Female Hockey Association team can hold an executive or officer position except for a Vice President or President role.

#### **12.05 MAXIMUM TERMS**

A member of the Executive shall not be eligible to serve as an Executive for a period exceeding eight (8) consecutive years, without taking a two year leave from the Executive (the exception is made to the President moving into the Past President position). After serving the maximum consecutive term of office, the said Executive may volunteer in some other capacity with the Corporation or may be appointed as a coordinator, but may not remain in an Executive position without a two year leave from the Executive.

## ARTICLE 13: EXECUTIVE RESPONSIBILITIES

### 13.01 It is the responsibility of the Executive to:

Control all of the affairs of the Corporation, as their role as Directors of the Corporation.

Fill by way of appointment, any vacancies that may occur on the Executive, (such appointments shall complete the term of office for the vacancy created).

Appoint such Directors, to fulfill the duties of the Corporation, and any other appointments necessary to carry on the business of the Corporation.

Appoint team staff as may be required to carry out the duties of operating of teams within the Corporation.

Establish and publish Policies & Procedures of the Corporation, which promote and foster an environment that allows the members to enjoy the game to the fullest, in a safe and organized manner.

Ensure that procedures are in place to implement the rules and regulations of our governing bodies, the OHWA, the CHA, and the regulations of the Corporation.

Communicate any rule or policy changes to all members of the Corporation, and to keep members informed of the affairs of the Corporation.

Assign or appoint members to all operating committees, and ensure the committees fulfill their duties.

Comply with all City of Sault Ste. Marie regulations regarding the use of rental facilities.

Ensure all coaching staff trainers and managers are in compliance with current OSHA and CHA certificate program requirements, and to provide access to the training programs required.

Establish programs and procedures to assist in teaching of skills and the development of players.

Establish screening procedures for all volunteers in contact with participants, as well as all Executive Members.

Safeguard the monies and assets of the Corporation, and adequately document corporate transactions as required from time to time.

And all other duties as assigned with their position within the Corporation.

Any Executive or Director of the Corporation shall not preside, as an Executive member of any other hockey association, in the same jurisdiction area. The Director/Executive shall immediately, claim a conflict of interest, and shall resign from one or the other Executive positions.



### **13.02 MEETINGS OF THE EXECUTIVE AND QUORUM**

The President shall call the Executive Meetings, and a Quorum required to conduct business of the Corporation shall consist of a majority (50% plus 1) of the eligible Directors, (excluding the Past President). The Executive may hold its meetings at such places as it may from time to time determine. Notification of meetings shall be assigned to the President (or designate) either by prior notice in the distribution of minutes, by telephone call, or by fax or email, and all such notice shall be not less than one day prior to the meeting.

Executive Meetings may be called by the Vice President acting on behalf of the President, or in the absence of the President. The Executive may declare a particular day or days in each month for regular meetings at a location and hour named, and publication of such schedule and locations in the minutes shall be deemed prior notification.

An Executive Meeting may be called without notice immediately following the AGM of the Corporation.

The Executive may conduct or transact any business of the Corporation at any meeting of the Executive.

### **13.03 VOTING OF THE EXECUTIVE**

All issues arising at any meeting of the Executive shall be determined by motion from any director, which shall be decided by a majority of votes. Votes may be taken by ballot if demanded by any Director present, but in the absence of any such demand, vote shall be by a show of hands. The meeting Chairperson shall not have a first vote, but shall have a tie-breaking vote at any Executive meeting.

A declaration that a question has been carried shall be entered into the minutes of the meeting, and that entry shall be proof of the fact without recording the number or proportion of the votes. The Secretary shall prepare the minutes of said meetings.

Only the Vice Presidents, Secretary, Registrar, Treasurer, Directors, Ice Scheduler, Equipment Manager and Webmaster will have the right to vote at Executive Meetings. The President shall vote only in the event of a tie. Executive members who have not attended a majority of meetings in the year may be removed by a majority vote of executive. In the event that the President has a conflict in a tie vote situation, voting would proceed to the Past President to break the tie.

#### **13.04 POWERS**

The Executive may administer the affairs of the Corporation in all things, and make, or cause to be made for the Corporation any kind of contract which the Corporation may lawfully enter into, and except as hereinafter provided, may generally exercise all such other acts and things as the Corporation is authorized by its charter to exercise and do.

#### **13.05 REMUNERATION OF THE EXECUTIVE**

All Directors of the Executive shall serve without remuneration. No Director may directly or indirectly receive any profit from his/her position as a Director. A Director may be reimbursed reasonable expenses incurred in the performance of his/her duties, and remuneration for his/her services to the Corporation in any other capacity.

Any Director of the Corporation who is directly or indirectly involved in a material interest in a proposed contract or matter before the Executive, shall declare that interest at a meeting of the Executive.

Such disclosure shall be made when the question of entering into a contract or agreement is first made by the Executive, or in any case, at the first opportunity afterwards.

Executive Expenses:

Executive members only, maximum of 2, will be reimbursed for expenses incurred while attending OWHA meetings on behalf of the Sault Female Hockey Association.

Expenses to be covered will be, but not limited to, hotel accommodations (maximum 2 nights), gas and meals

Reimbursement for other expenses incurred while attending meetings will be at the discretion of the Executive and must be receive majority approval.

All receipts must be provided for reimbursement.

#### **13.06 INDEMNITIES TO DIRECTORS AND EXECUTIVE**

Every Executive member of the Corporation, his/her heirs, executors and administrators and estates and effects, respectfully, shall at all times be indemnified and saved harmless, out of the funds of the Corporation, from and against all costs, charges and expenses whatsoever which the Executive and Executive member sustains or incurs in or about any action, suit or proceeding, which is brought, commenced or prosecuted against him/her for, or in respect of any act, deed, or matter of thing whatsoever made, done , or permitted by him/her in or about the execution of the duties of his/her office; and all other costs, charges and expenses whatsoever which the Executive member sustains or incurs in or about, or in

relation to the affairs thereof, except the costs, charges or expenses occasioned by his/her willful neglect, criminal conduct or default.

### **13.07 ABSENTEEISM**

Unless otherwise determined by the Executive, the absence of any Director/Executive from three (3) consecutive Executive Meetings without reasonable explanation shall be deemed to be a resignation of the said Director from the Executive.

### **13.08 CONFIDENTIALITY**

All Executive Members of the Corporation shall respect the confidentiality of all matters brought before the Executive.

## **ARTICLE 14: DUTIES OF THE EXECUTIVE**

### **15.01 IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall be an Executive member with a voice at all meetings but without voting privileges. He/she shall assist any Executive members in the completion of their functions, and shall carry out any other duties assigned by the President including acting as the tie breaking vote when and if the President is in conflict.

### **15.02 PRESIDENT**

Each nominee for the President shall have served on the Executive two (2) of the previous five (5) years, and shall be elected at the AGM to serve a two-year term.

The President shall be the Chief Executive Officer of the Corporation, and shall, if present, preside at all meetings of the Corporation, including the Executive Meetings. He/she shall be Chairperson of the Executive meetings. He/she shall be Ex-officio member of all Standing Committees. He/she shall see that all orders and resolutions of the Executive are carried into effect. He/she shall also have other such powers and duties as are elsewhere provided for in these Articles, or as may be assigned to him/her from time to time by the Executive.

The President shall have the general supervision and management of the business and affairs of the Corporation, in accordance with the Constitution, By Laws,

Policies & Procedures as determined by the Executive. In cases requiring immediate decision, the President may take action in the best interest of the Corporation with or without reference to the Executive, but shall be responsible for any decisions, at the next meeting of the Executive. He/she may present and second any motions to the Executive. The President shall have the casting vote at all meetings in the event of a deadlock.

### **15.03 Vice President Jr. Greyhounds (First VP)**

Each nominee for the Vice President JR. Greyhounds shall have served a minimum of two years of the previous five on the Executive, and shall be elected at the AGM to serve a two-year term. Reporting to the President, acts as the Jr. Greyhounds Convener, responsible for the operation of all the JR. Greyhounds teams, assumes the duties of the President in his/her absence and is responsible for the JR. Greyhounds Year-End Banquet. He/she shall also perform such duties as may from time to time be assigned to him/her by the President. He/she will be Chairperson of the Disciplinary Committee for Representative issues. He shall be responsible for all suspensions for the Corporation. He/she may present and second any motions to the Executive.

### **15.04 Vice President Senior House League**

Each nominee for the Vice-President Senior H/L shall have served a minimum of two years of the previous five on the Executive, and shall be elected at the AGM to serve a two-year term. Reporting to the President, responsible for the operation of all Senior House League teams – Peewee, Bantam, Midget, Intermediate, and associated Wildcat Development Rep C Program teams. Is responsible for the Senior House League Year-End Banquet and is also responsible for Senior House League sponsors. He/she will be Chairperson of the Disciplinary Committee involving SR. House League issues. He/she may present and second any motions to the Executive.

### **15.05 Vice President Junior House League**

Each nominee for the Vice President Junior House League shall have served a minimum of two years of the previous five on the Executive, and shall be elected at the AGM to serve a two-year term. Reporting to the President, He or She shall be responsible for the operation of all Junior House League teams – Initiation, Atom and associated Wildcat Development Rep C Program teams. Is responsible for the Junior House League Year-End Banquet and is also responsible for Junior House

League sponsors. He/she shall also perform such duties as may from time to time be assigned to him/her by the President. He/she will be Chairperson of the Disciplinary Committee involving Jr. House League issues. He shall be responsible for all suspensions for the Corporation. He/she may present and second any motions to the Executive.

#### **15.06 TREASURER**

The Treasurer shall be elected at the AGM to serve a two year term. The Treasurer shall be a Director of the Corporation, with full debating and voting privileges. He/she shall be competent in accounting principles, and have a demonstrated the ability to maintain the financial records and transactions required for the Corporation. He/she may present and second any motions to the Executive.

Reporting to the President, shall act as the liaison between the SFHA Executive and contracted by SFHA. The Treasurer will be responsible for preparing an annual budget prior to the start of the season, no later than August 31st and will provide a yearly financial statement to the SFHA executive and membership at the conclusion of the fiscal year. The Treasurer will assist the Registrar in receiving all money coming into the Association and will approve all bills to be paid on behalf of the Association. The Treasurer will have signing authority on all Association bank accounts. The Executive will approve and/or select a professional bookkeeper as necessary. The Treasurer will provide financial updates to the Executive at all executive meetings. He/she shall keep full and accurate books of account, in which shall be recorded all receipts and disbursements of the Corporation, and, under the direction of the Executive shall oversee the deposit of money, the safekeeping of securities and the disbursement of funds of the Corporation. He/she shall render to the Executive at the meetings thereof, or whenever required of him/her an account of all his/her transactions as Treasurer, and advise the financial position of the Corporation.

#### **15.07 Secretary**

The Secretary of the Corporation shall be elected at the AGM to serve a two year term Reporting to the President, shall take and prepare minutes for all Sault Female Hockey meetings and conduct correspondence on behalf of the Association, and is responsible for collecting the mail from the post office box. He/she may present and second any motions to the Executive.

## **15.08 EQUIPMENT MANAGER**

The Director of Equipment Management shall be elected at the AGM to serve a two year term. He or She shall ensures the current equipment owned by the SFHA is kept secure, updated when necessary, and distributed to coaches and teams when needed, Arranges all equipment for the Association in accordance to standards. Conducts direct contact with businesses for equipment purchases as approved by the Executive. Maintains an inventory of all Association equipment and ensures proper sign-out as needed by the team representative after receiving the approved \$500 damage deposit fee. Manages storage facilities for equipment, trophies, banners, team jerseys and tournament supplies.

## **15.09 Registrar**

The Registrar shall be elected at the AGM and shall serve a two year term. Reporting to the President, receives all player registration forms, forwards all registration money to the Treasurer and keeps an accurate record of players registered and also acts as the OWHA contact for the Association. Can appoint an Officer to help during busy season He/she may present and second any motions to the Executive.

## **15.10 Director of Player & Coach Development**

The Director of Player & Coach Development shall be elected at the AGM and shall serve a two year term and be responsible for the screening process for all coaching staff. – Reporting to the President, shall be responsible for all player and coach development, including, but not limited to, Coaching Selection Committee, Skills Sessions, Volunteer Screening, and Coaches & Trainers Clinics He/she shall evaluate practices for all coaches and make recommendations on skill development where necessary. He/she shall provide assistance with practices and coaching skills when requested by a coaching staff. He/she shall review all coaching evaluation at seasons end. He/she can conduct on-ice skill session during the draft where applicable. He/she may present and second any motions to the Executive.

### **15.11 Director of Marketing & Public Relations**

The Director of Marketing & Public Relations shall be elected at the AGM and shall serve a two year term. Reporting to the President, shall be responsible for all press releases, updates, special feature articles and social media. He/she may present and second any motions to the Executive.

### **15.12 Webmaster**

The Webmaster shall be elected at the AGM and shall serve a two year term and shall be responsible for the administration of the website operated under the direction of the Executive. He/she shall - Works closely with the Executive and Director of Public Relations to maintain the Sault Female Hockey Association website [www.saultgirlshockey.ca](http://www.saultgirlshockey.ca) ensuring security, accuracy and appropriateness. He/she shall assist the Executive with any queries regarding software, computers and IT issues.

### **15.13 ICE Scheduler**

The Ice Scheduler shall be elected at the AGM and shall serve a two year term and shall work in conjunction with the President, in the pre-season to organize all ice allotment for the corporation. He/she shall also be responsible for the management of all ice allotment and scheduling during the season. Communicate with Ice Owners (City and Rankin), Using the allotted hours to create a schedule. Work with the League Vice Presidents to book referees using that schedule. Communicate with representative teams to attempt to create a consistent practice schedule. Create a practice schedule based on Hockey Canada guidelines for House League. Using provided ice time invoices, work in conjunction with the Treasurer to disperse ice invoices to appropriate teams, confirm actual ice invoices are accurate. He/she may present and second any motions to the Executive.

## **ARTICLE 15: Corporation Employees**

### **15.01 ON-ICE OFFICIALS**

All on-ice officials may be registered with the Soo Hockey Officials Association. All referee and linesmen shall be paid in accordance to Regulation Number 10 prescribed by the NOHA. Any person conducting such duties, with intention of being excluded from remuneration by the Corporation, shall do so in writing to the Secretary.

### **15.02 PLAYER EVALUATOR**

All Player Evaluators shall be responsible to evaluate players during the draft process in all division of the Corporation. The Executive will determine the rates for remuneration annually, and shall be no less than \$25 per hour. Any person conducting such noted duties, with intention of being excluded from remuneration by the Corporation, shall do so in writing to the Secretary.

## **ARTICLE 16: TEAM MANAGEMENT**

- 16.01** Every team in the Corporation shall have, as a minimum, a coach, two assistant coach, manager and trainer registered with the Corporation. All team officials shall have, as a minimum, the certification requirements prescribed by the CHA, OHF and OWHA.
- 16.02** A maximum of 5 coaching staff are allowed behind the bench during any league sponsored event one of which must be a female present at all times. All coaching staff shall be members in good standing within the Corporation, and shall be approved by the Executive.
- 16.03** Coaching staff in excess of 5 members will require payment of OWHA rostering fee to come out of team fees and payable to the association.
- 16.04** Players or coaching staff, under suspension are not allowed in the bench or dressing room area before, during and after any league sponsored game.
- 16.05** Coordinators, Officer and Directors of the Corporation, as defined in the Constitution, shall not be allowed to be a head coach.
- 16.06** The coach will be responsible and accountable for all activities of his team.



- 16.07** The coach is responsible for selecting a manager for his/her team, preferably from amongst the parents of the team. The team may have a maximum of two managers.
- 16.08** The coach, any coaching assistants and the team manager are responsible for administering any promotions and projects as so determined by the Corporation.
- 16.09** All team managers shall be responsible to conduct all financial administration of team funds, through the aid of a trust account, at any one of two designated banking institutions.
- 16.10** The team manager in conjunction with one parent appointee, who is not an immediate family member to the manager, will open a trust account.
- 16.11** The team manager shall provide a Financial Statement to the Treasurer and each parent as prescribed in the Policies & Procedures of the Corporation. The statement shall account for all funds raised and allocated for team expenditures.
- 16.12** At the conclusion of the playoff season, and once all team debt are paid, the team trust account will be closed. Any funds remaining shall be distributed equally amongst the associate members of the team.

## **ARTICLE 17: LITIGATION**

- 17.01** The bringing of any litigation against the Corporation, whether by way of claim or counterclaim, in the courts of any jurisdiction by any person (which, for the purposes of this Article, shall include any association, club, league, team, player, parent or legal guardian of any player, executive, coach, manager or trainer of a member, referee, linesman, timekeeper, ticket seller or ticket taker) before he has exhausted all the rights, remedies and rights of appeal of the Constitution, By-Laws and Policies & Procedures of the Corporation, shall be deemed a violation and breach of the Constitution of the Corporation. Such violation shall result in the immediate and automatic indefinite suspension of such person from the Corporation's activities and all competition organized or sanctioned by it.

Any person who has so sought recourse to the courts of any jurisdiction before exhausting all such rights, remedies and rights of appeal shall be liable to the Corporation for all legal costs and disbursements incurred by the Corporation in or connected with such litigation and that person's suspension from the Corporation's activities and from all competition organized or sanctioned by it shall continue until such legal costs and disbursements are paid in full, whereupon the suspension shall be terminated. The Executive, in its discretion, may by resolution waive payment of all or part of such legal fees and

disbursements and/or terminate the suspension at any earlier time.

- 17.01** Any person who, having exhausted all such rights, remedies and rights of appeal, brings any litigation against the Corporation, whether by way of claim or counterclaim, in the courts of any jurisdiction shall be liable for all legal costs and disbursements incurred by the Corporation in or connected with such litigation should the Corporation be successful in that litigation and, until such legal costs and disbursements are paid in full, that person shall be suspended from the Corporation's activities and from all competition organized or sanctioned by it. Upon such payment in full, the suspension shall be terminated. The Executive, in its discretion, may by resolution waive payment of all or part of such legal fees and disbursements and/or terminate the suspension at any earlier time.

## **ARTICLE 18: GENERAL AND ANNUAL MEETINGS**

### **18.01 LOCATION AND DATE – ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) of the Corporation shall be held each year within the City of Sault Ste. Marie, at the time, place and date determined by the Executive, no later than the 15<sup>th</sup> day of June of the succeeding year, for the purpose of:

- (a) hearing and receiving reports and statements required by the Corporation Act to be read at and laid before the Corporation at an annual meeting;
- (b) electing such Directors and Executive as are to be elected at such annual meetings;
- (c) Appointing or dispensing with the auditor and affixing or authorizing the Directors to fix his/her remuneration.
- (d) approving the financial statement and the report of the auditors (if any) brought before the meeting;
- (e) transacting any other business properly brought before the meeting;

## **18.02 NOTICE OF MEETING AND QUORUM**

Notice of the time and place of the annual and special general meetings shall be sent to the membership by publication in the local newspaper, by website notice, at least thirty (30) days prior to the meeting date.

Twenty (20) members in good standing on the books of the Corporation shall constitute a quorum at any General or Annual Meeting of the Corporation. No business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business.

## **18.03 ERRORS IN NOTICE OF AGM**

In computing the date when notice must be given under any provision of the Constitution requiring a specific number of days' notice of any meeting or other event, the date of the giving of the notice is, unless otherwise provided, included. The accidental omission to give notice of any meeting or any adjourned meeting of the Board or members or the non-receipt of any notice by any Director or member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

## **18.06 VOTING AT AGM**

All Active and Associate Members of the Corporation shall be entitled to one (1) vote.

No person shall be entitled to more than one (1) vote, and no proxy votes shall be allowed. No person under the age of 18 (as of the date of the AGM) shall be entitled to vote.

Unless otherwise provided by the Constitution, By Laws and Policies & Procedures, all questions arising at any meeting of the Corporation shall be decided upon by a majority of votes. Voting shall be by a show of hands for any Notice of Motion and by Ballot for the Election of Directors and Coordinators. A declaration that a motion has carried shall be entered into the minutes, and that entry shall be proof of the fact without recording the number or proportion of the votes.

In case of an equality of votes at any meeting of members, whether upon a show of hands or at a poll, the Chairperson shall be entitled to a second or deciding vote.

#### **18.05 RULES OF ORDER FOR AGM AND GENERAL MEETINGS**

All meetings of the Corporation shall be conducted in accordance with Robert's Rules of order insofar as they may apply.

If there is no quorum within 10 minutes of the time fixed for the meeting to begin, a short recess may be declared to take measures to obtain a quorum. Otherwise, the President in attendance may declare the meeting adjourned.

Any member desiring to speak must do so by addressing the Chairperson, and will be limited to a reasonable length of time (10min), or as determined by the Chairperson.

Any motion to be presented at the AGM must be submitted in writing as a Notice of Motion to the Secretary, at least 30 days prior to the date of the AGM, and must be proposed and seconded by a member of the Corporation. The member presenting the motion shall speak first to the motion at the meeting.

A member shall have the right to speak only once to each motion. Should the member wish to be heard again in reply to any previous speaker, he/she must request permission through the Chairperson.

The Chairperson will decide on rules of order, however, an appeal of the Chairperson decision may be made and overturned by a two-thirds vote to override such decision.

#### **18.06 ORDER OF BUSINESS AT AGM**

The order of business at all Annual General Meetings, where applicable, shall be as follows:

- i) ROLL CALL and membership confirmation
- ii) Minutes of previous AGM
- iii) President's Report
- iv) Treasurer's Report and financial statements
- v) Auditor's Report (if any)
- vi) Standing Committee Reports and Special Committees
- vii) Amendments to Constitution
- viii) Review of Amendments to Bylaws, Policies & Procedures
- ix) Notices of Motion
- x) Election of Directors, Executive
- xi) Any new business
- xii) Adjournment

The order of business may be altered at any meeting by a two-thirds vote of the members present.

#### **18.07 CONDUCT OF ELECTION OF DIRECTORS**

The election of Officers, Directors of the Corporation shall be conducted at the Annual General meeting by a competent party who is not currently a Director or Coordinator of the Corporation, and who is not a candidate for any Director or Coordinator position in the Corporation. He/she shall be appointed by the President, and shall assume the Chairperson of the meeting until the conclusion of all elections.

#### **18.08 GENERAL MEETINGS**

A General Meeting may be called by the President or the Director by its own motion, or

A General Meeting shall be called within seven (7) days and held within fourteen (14) days following the receipt of a written request signed by not less than thirty (30) of the Active and Associate Members.

Only the business for which a General Meeting has been called will be dealt with except with the unanimous consent of those present.

### **ARTICLE 19: EMERGENT MEETINGS**

**19.01** At the discretion of the President, an Emergent Meeting may be called, where it is necessary to conduct business of the Corporation, deemed to be emergent in nature. A Quorum is required to conduct the business of the Corporation and shall consist of a majority (50% plus 1) of the eligible Directors. Notification of this meeting shall be assigned to the Secretary (or designate) either by telephone or by fax or email, and such notice shall be as soon as practicable.

**19.02** Any item deemed emergent in nature which caused the Corporation to call an emergent meeting, shall be the first order of business at the next Executive meeting.

## **ARTICLE 20: NOMINATING COMMITTEE AND MEMBER NOMINATIONS**

**20.01** Nominations for any Director position on the Executive may be made by any member of the Corporation in good standing, provided the nomination is submitted in writing to the Secretary a minimum of thirty (30) days prior to the AGM. The nomination must be signed by the nominator and the nominee, and seconded by at least two (2) other members of the Corporation in good standing. Participating members under the age of 18 are not eligible as nominator, nominee or seconder. Nominees shall have an established involvement with the Association.

**20.02** Nominations for Director's positions on the Executive may be made at the AGM only if a position remains vacant at the time of election. A position shall be considered "vacant" if no nominations have been received by the Secretary as per this article. An election shall be held for each position regardless of whether or not there is only one candidate nominated for a specific position.

## **ARTICLE 21: AMENDMENTS TO THE CONSTITUTION**

**21.01** Amendments to the Constitution of the Corporation shall only be executed at the Annual General Meeting of the Corporation.

**21.02** All proposals for amendments to the Constitution of the Corporation shall be submitted in writing a minimum of thirty (30) days prior to the AGM. All proposals shall be submitted to the Secretary by either:

The Constitution Review Committee, or

By any member of the Corporation in good standing (excluding participating members), and seconded by at least two (2) members of the Corporation in good standing (excluding Participating Members).

Active and Associate Members shall be entitled to notice of the prepared changes fifteen (15) days prior to the AGM. The proposal changes shall be published on the Corporation's website

## **ARTICLE 22: AMENDMENTS TO THE BY LAWS, POLICIES & PROCEDURES**

**22.01** Amendments to the By Laws, Policies & Procedures shall only take place at and Executive Meeting.

**22.02** To create, delete or amend a rule, regulation or procedure, a motion shall be made by a Director, seconded by another Director of the Executive. The Executive shall entertain the motion, and discuss the validity and merit to the Corporation when approving such motion. At the next meeting, the Executive shall cast a vote on the motion. Failure in casting a vote at the next meeting shall cause the Executive to rescind the motion. Any approved motion, shall be reviewed at the next annual meeting with the membership.

**22.03** Any changes to the By-Laws and Procedures shall not be effective until published on the Corporation's website.

## **ARTICLE 23: STANDING COMMITTEES OF THE CORPORATION:**

### **23.01 TOURNAMENT COMMITTEE**

The Tournament Committee shall consist of a Chairperson, and at least two (2) other Directors of the Corporation. The Tournament Manager shall be the Chairperson of the Committee. The Executive shall appoint one Director to preside on this committee. This committee shall also consist of members of the association. The Committee shall be responsible to direct the activities of any major tournaments hosted by the Corporation. The Committee may utilize the resources of any additional members of the Corporation in the execution of these duties. The committee shall meet prior to tournaments as required.

### **23.02 COACHING SELECTION COMMITTEE**

The Coaching Selection Committee shall consist of a Chairperson, and at least two (2) other Directors of the Corporation. The Director of Player and Coaches Development shall be the Chairperson of this Committee. This committee shall also consist of up to two members of the community, who possess expertise and knowledge in the game of hockey. These members may also possess knowledge

acquired by coaching or assisting in the operation of a higher caliber hockey league. The President or designate shall also preside on this committee. This committee shall be responsible for the coaching selection and shall review all “Applications to Coach” of the Corporation. The committee shall also review all Coaching Evaluation Forms submitted by the associate members. The committee will also access any resources deemed necessary in the selection of the proper candidate.

### **23.03 DEVELOPMENT COMMITTEE**

The Development Committee shall consist of a Chairperson, and one (1) other Director of the Corporation. The President shall be Chairperson of this committee. This committee shall also consist of members of the community, who possess expertise and knowledge in the game of hockey. These members possess knowledge acquired by playing at an Amateur, semi-pro and professional level. These members can also possess knowledge acquired by coaching or assisting in the operation of a higher caliber hockey league. This committee shall be utilized as resource for the Corporation, and shall provide knowledge regarding the improvement of development of players within the Corporation.

### **23.04 CONSTITUTION REVIEW COMMITTEE**

The Constitution Review Committee shall consist of a Chairperson and at least two (2) other Directors of the Corporation. The Past President or designate shall be Chairperson of this committee. The President along with two senior Directors of the Corporation as well as two active members in good standing shall also preside on this committee. The Committee shall be responsible to review the articles of the Constitution, and to recommend any revisions that may from time to time be required to keep the Corporation abreast of current conditions and affairs. The Committee recommendations shall be presented to the Executive in a timely fashion so that any motion to amend may be prepared within the time constraints at the Annual General Meeting.

### **23.05 DISCIPLINARY COMMITTEE**

The Discipline Committee shall consist of a Chairperson and at least two (2) other Directors or Coordinators of the Corporation. The responsible Vice President shall be Chairperson of this committee. This Committee shall have the powers to decide all complaints or other matters which pertain to any violation



of the Constitution, By Laws and Policies & Procedures of the Corporation, or which pertain to the action of any player, manager, coach, or other members of the coaching staff, or a Corporation representative while acting in the capacity as such, or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the Corporation. If requested, a hearing may be held prior to a decision.

#### **23.06 PROTESTS AND APPEALS COMMITTEE**

The Protests and Appeals Committee shall consist of a Chairperson and at least two (2) other Directors of the Corporation. The President shall be Chairperson of this committee. If any member of the Committee is absent or unable to perform his/her duties for any reason whatsoever, the Committee Chairperson may appoint a new member to fill the vacancy on a temporary basis, with or without reference to the Executive. This committee is restricted in hearing appeals and protests of any Constitution, Bylaw, Policy or Procedure of the Corporation.

All persons appearing before the Committee shall be given full opportunity to be heard.

The Committee shall, as soon as possible, after the conclusion of the hearing make a report to the Executive, as well as to all other persons involved in the hearing.

#### **23.07 50/50 COMMITTEE:**

The 50/50 shall oversee volunteers, operations and organization of 50/50 draws at Soo Greyhounds Home games. This committee shall consist of at least two executive members of the Corporation.

### **ARTICLE 24: COMMITTEE MEETINGS**

#### **24.01 MEETINGS OF THE COMMITTEES AND QUORUM**

The Committee Chairperson or the President shall call the Committee Meetings, and a Quorum required to conduct business of the Corporation shall consist of a majority of the eligible members. Any Committee may hold its meetings at such places as it may from time to time determine. Notification of meetings shall be assigned to the Secretary of the Corporation (or designate) either by prior notice

in the distribution of minutes, by telephone call, or by fax or email, and all such notice shall be not less than one day prior to the meeting.

#### **24.02 VOTING AT COMMITTEE MEETINGS**

All questions arising at any Committee Meeting shall be decided by a majority of votes. Votes may be taken by ballot if requested, but in the absence of any such request, vote shall be by a show of hands – assent or dissent. The meeting Chairperson shall not have a first vote, but shall have a tie-breaking vote at any Committee meeting.

A declaration that a question has been carried shall be entered into the minutes, and that entry shall be proof of the fact without recording the number or proportion of the votes

#### **24.03 RECOMMENDATIONS OF COMMITTEE**

All committees shall assign a Secretary for the purpose of accurately transcribing the minutes of a meeting. Committee minutes shall be forwarded to the Executive by the Chairperson of such Committee including all recommendations.

### **ARTICLE 25: COMPLAINTS**

**25.01** All complaints shall be in writing, on the approved “Complaint Form” of the Corporation, forwarded directly to the Secretary. The Executive will not entertain any other method of complaints. Upon receiving a complaint, the Secretary shall proceed as prescribed in the Constitution, By Laws and Policies & Procedures of the Corporation.

### **ARTICLE 26: CONFLICT OF INTEREST**

**26.01** Any Director of the Executive shall declare a conflict of interest when he/she or any family member is directly involved in the business at hand. He/she shall be asked to withdraw from the meeting while discussions and voting on the matter take place.

## **ARTICLE 27: DISCIPLINE**

- 27.01** Any person in contravention of any Constitution, By Laws, Policies & Procedure of the Corporation, may be subject to disciplinary action by the Executive.
- 27.02** Any disciplinary action imposed by the Executive, shall not to be communicated until 24 hour following the incident. The Responsible Vice-President shall communicate the decision.
- 27.03** Any Executive member, (involved behind the bench or having a child in the division) shall remove themselves from any disciplinary involvement in any matter pertaining to that division.

## **ARTICLE 28: PROTEST AND APPEALS**

- 28.01** Any member subject to any disciplinary action and/or suspension shall have the right to protest or appeal any decision of the Executive to the Protest and Appeals Committee.
- 28.02** The member shall file the protest or appeal within 48 hours of having received communication of the disciplinary action or suspension.
- 28.03** The member shall be known as the 'Appellant'.
- 28.04** The appellant must make the request directly to the Secretary. A written request to appealing a decision is required with a non-refundable deposit of \$100 dollars.
- 28.05** The Secretary shall notify the President who will cause to set a time and date for the Protest and Appeal Committee to convene regarding the matter.
- 28.06** During the Protest and Appeal hearing, the Appellant shall be provided the opportunity to defend the reason for the violation.
- 28.07** At the conclusion of the Protest and Appeal hearing, the Committee may:
- 28.08** Allow or dismiss the Protest and Appeal Application in whole or in part, and make such order as is just in the circumstances and consistent with the Constitution, By Laws, Policies and Procedure of the Corporation.
- 28.09** Increase based on new evidence accepted by the hearing panel, decrease or leave unchanged any suspension or sanction against the appellant. Such decision must be in accordance with the Constitution, By Laws and Policies & Procedure of the Corporation.
- 28.10** All decisions made by the Protest and Appeals Committee are final.

## **ARTICLE 29: DOCUMENTS AND FILES OF THE CORPORATION**

- 29.01** All correspondence, forms, documents, reports and files, used by the Corporation, shall be property of the Corporation, and shall be kept in a secure area, with access limitations, designated area by the Executive.
- 29.02** The rules and regulations of the OSHA privacy policy shall be paramount when accessing, storing, securing and photocopies of files.
- 29.03** A paper copy of the Constitution, By Laws, Policies & Procedures and Minutes from all Corporate Meetings shall be kept in a secured area.
- 29.04** The Webmaster shall make available, via website, the Constitution, By Laws, Policies & Procedures and the minutes of the Annual General Meeting and Minutes of General Meetings.

## **ARTICLE 30: CORPORATION EVENTS LIMITATION**

- 30.01** Any member of the Corporation, shall not authorize, or cause to be authorized, the purchase of spirits, wine and beer or any combination thereof, where the Corporation shall assume the expenditure and liability, of such actions, during any corporation sponsored function or event.

## **ARTICLE 31: INSIGNIA OF THE CORPORATION**

- 31.01** The insignia of the Corporation, shall be approved by the Executive, and shall be made available upon request, to any member of the Corporation with the intentions of promoting the "Sault Female Hockey Association."

## **ARTICLE 32: DISSOLUTION**

- 32.01** Upon dissolution of the Corporation and after payment of all debts and liabilities of the Corporation, the remaining property of the Corporation shall be disposed of and transferred to the members in good standing, provided such are non-share corporations incorporated under the terms of the Act, operating on a not-for-profit basis and sharing similar Objects as the Corporation. The allocation of the remaining property among the eligible members in good standing shall be on a pro-rata basis and will be accomplished by dividing the number of hockey players registered with each eligible member in good

standing by the total number of hockey players registered with all eligible members in good standing, using the last available list of registered hockey players in the Corporation's records.

- 32.02** Dissolution Clause – For General Revenue and Assets (Dissolution of the Corporation) If Sault Female Hockey Association disbands or ceases to exist, the assets and funds of the organization, except for the lottery assets and all monies raised from lotteries, shall be transferred to and held in trust by Ontario Women's Hockey Association pending resolution and distribution of such assets and funds to Sault and Area Hospital
- 32.03** Dissolution Clause –For Lottery Proceeds (Dissolution of the Corporation) If Sault Female Hockey Association disbands or ceases to exist, the lottery assets and all monies raised from lotteries shall be donated to the Sault Area Hospital Foundation immediately upon dissolution.
- 32.04** Any lottery assets prior to dissolution of Sault Female Hockey Association will be sold and the monies received from the sale will be deposited into Sault Female Hockey Association's lottery trust account and then dispersed to the Sault Area Hospital Foundation

#### **ARTICLE 33: BY-LAWS AND AMENDMENTS, ETC.**

- 33.01** By-Laws of the Corporation may be enacted, repealed, amended, altered, added to or re-enabled in the manner contemplated in, and subject to the provisions of, The Corporations Act.

#### **ARTICLE 34: EFFECTIVE DATE**

- 34.01** This Constitution shall come into force without further formality upon its enactment and shall replace any repeal and existing constitution or By-Laws, Rules and Regulations.

#### **34.02 EXCEPTION**

The provisions of Article 34.01 shall not be extended to any by-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

### **34.03 PROVISION**

Provided however, that the repeal of prior by-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-laws, resolution and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law, resolution or other enactment.