

# ST. THOMAS PANTHERS GIRLS HOCKEY INC. CONSTITUTION

(Adopted June 5, 1999), Revised May 2007, Revised May 2011

## **Article 1 - Name of Corporation**

The name of this organization shall be 'ST. THOMAS PANTHERS GIRLS HOCKEY INC.' Hereinafter referred to as the corporation.)

## **Article 2 - Objectives**

This Corporation shall be a non-profit organization; the objective being to promote girls hockey in the St. Thomas area, and to stress the importance of good sportsmanship and good citizenship among the people of this Corporation.

## **Article 3 - Membership**

The membership of this Corporation shall include all parents and guardians of minor girls and girls who are the age of majority registered with this corporation and any other persons whom the Board of Directors shall deem beneficial to this Corporation.

## **Article 4 - Board of Directors**

1. The Board of Directors of the Corporation shall consist of: President, Vice President, Treasurer, Secretary and Registrar, who shall all be elected by the membership at the Annual General Meeting to take place in May or as otherwise allowed in the Constitution. The Board of Directors shall exercise such powers as allowed by the constitution and general operating rules including attending to the business of the Corporation and supervising the work of its officers and volunteers. The Board of Directors shall keep minutes of its transactions and regular meetings of the Board.
2. The term of office for the Board of Directors shall be two (2) operating years from June 1 of the first operating year to May 31 of the second operating year. The term of these positions will come due in alternating years as stated in paragraph 3 (a).
3. Any member of the Board of Directors may resign in writing to the Secretary or President, at any time. Should a position remain vacant at the time of the Annual General Meeting, elections may be held to fill such vacancy for the remainder of the two-year term.

\*Positions due to end May 31 of odd years, and every 2 years thereafter:

Secretary, Registrar, Vice President

\*Positions due to end May 31 of even years, and every 2 years thereafter:

President, Treasurer.

\*Positions appointed yearly:

All Conveners and Coaches

4. The Board shall have the power to fill any vacancies which may occur.
5. The President shall have the authority to appoint any committee(s) he/she deems necessary for the good of the Corporation or at the request of the Board.

## **Article 5 - Job Descriptions**

All job descriptions and responsibilities for the Board of Directors and Conveners are as outlined in Part II - Bylaws.

## **Article 6 - Voting**

1. The Directors and Conveners shall be voting members of the Executive and of the Corporation at regular board meetings.
2. All members as outlined in article 3 shall be entitled to one vote at any special or annual general meeting of the Corporation. Voting may be by proxy. To vote by proxy the approved form of proxy must be requested by the member wishing to assign his/her proxy vote from the Secretary at least 7 days prior to the meeting at which the proxy is to be used and that the executed proxy must be deposited with the Secretary at least 48 hours before the meeting. The approved form must be signed by the party assigning the proxy and the party executing the Proxy. No member may hold more than five (5) proxy vote at any special or annual general meeting, an only approved proxy forms will be accepted with no

photocopies of the form permitted. Proxy votes will not be considered as part of the quorum at all Board and General Meetings.

3. At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed) a simple majority will be sufficient to carry the motion.
4. Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast to pass such amendments.

#### **Article 7 - Elections**

1. Elections are to take place at the Annual General Meeting of the Corporation.
2. All names presented for such elections must be nominated and seconded.
3. Such persons must be present or have consented to let their names stand in writing.
4. The membership, with just cause, can change any member of the Board of Directors at a Special General Meeting by a 2/3's majority vote.
5. The Board of Directors can change any member of the Board, with just cause by a 2/3's majority vote of the remaining members of the Board. Should such an event occur, the Director in question shall have the right to appeal such a decision to the membership of the Corporation at a Special General Meeting.

#### **Article 8 - Meetings**

1. General Meetings:
  - a) The Annual General Meeting of this Corporation shall be held yearly in the month of May.
  - b) The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting. Interim vacancies will be filled per Article 4, paragraph 4 of the Constitution.
  - c) A quorum of ten (10) members is necessary in order to conduct such meetings.
2. Board Meetings
  - a) The Board shall meet once a month or as determined necessary.
  - b) A quorum of four (4) Board members, including at least one of the following positions, President, Vice-President, or Treasurer in order to conduct such meetings.
3. Board and General Meetings may also be called under the following conditions:
  - a) The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved of same.
  - b) When 50 or more of the members of this Corporation request in writing with original signatures that a Special General Meeting be called the President shall abide by their request. Such request to be in writing and addressed to the Secretary-. Such meeting must be held within 30 days.

#### **Article 9 - Order of Business**

The following Order of Business shall be a guide for use at all Board meetings of this Corporation

- a) Call to Order
- b) Approval of last Board Meeting minutes
- c) Business arising from Minutes
- d) Correspondence
- e) Business arising from Correspondence
- f) Treasurers Report
- g) Reports of Board
- h) Reports of Conveners and Committees

- i) Unfinished business
- j) New Business
- k) Adjournment

The following Order of Business shall be a guide for use at all General Meetings of this Corporation.

- a) Call to Order
- b) Approval of Last General Meeting Minute
- c) Treasurers Report
- d) Reports of Board
- e) Reports of Conveners and Committees
- f) Elections
- g) New Business
- h) Adjournment

#### **Article 10 - Standardized Apparel**

All equipment and apparel worn by any team, group or individual representing the Panthers Corporation shall only consist of approved Corporation design and colours as determined by the Board of Directors.

#### **Article 11 - Tournaments**

1. All teams in the Corporation entering Tournaments must provide notification to the Vice-President of all tournaments, upon acceptance.
2. All teams who wish to campaign for extra funds must obtain permission from the Board in writing.
3. All other regulations concerning tournaments must comply with the By-laws and rules of the OWHA.

#### **Article 12 - Movement of Players**

All OWHA rules and guidelines regarding movement of players will be adhered to by the Panthers along with any rules and guidelines that the Panthers adopt as Corporation standards or as stated in our Bylaws.

#### **Article 13 - Constitution**

1. This Corporation, its Board, and any other member or representative shall recognize, observe and be bound by the provision of the Constitution and By-laws of the St. Thomas Panthers Girls Hockey Inc. The Policies adopted shall conform to the Constitution and Bylaws of this Corporation and shall be recognized as providing the basic rules governing this Corporation. The President, in a regular or special meeting, with a quorum of 4 Board members shall have the authority to interpret and make ruling on matters pertaining to this Corporation and not within this Constitution although subject to revision under Article 13, subsection 2.
2. Amendments
  - a) All proposed amendment(s) to the Constitution and By-laws must be submitted to the President of the Association in a written and signed format at least 30 days prior to an Annual General Meeting. The President shall submit these proposals to the Board of Directors for consideration and for insertion into the Notice of Meeting.
  - b) A proposed amendment will only be considered at a Special General Meeting and membership must be notified of proposal in writing at least 14 days prior to meeting.
  - c) The member(s) submitting the proposal must be present to make the formal motion
  - d) Amendments must receive a 2/3 majority of votes cast to be passed.
  - e) The Executive may, from time to time, set, repeal or amend Articles, By-Laws or the Rules and Regulations of the Association in a manner consistent with this Constitution
    - i) Any changes made by the Executive shall be in force but subject to ratification by a majority vote at the next Annual General Meeting.
    - j) Any changes made by the Executive which fail to receive ratification may not be re-introduced for a period of two years.

## **PART II - BY-LAWS**

### **SECTION 1- RESPONSIBILITIES OF BOARD OFFICERS**

#### **(A) President**

The President, within jurisdiction of the Corporation, shall have the power to:

1. act as a signing officer for the Corporation.
2. officiate at meetings - ex-officio at all meetings.
3. exercise the powers of the Board in case of an emergency
4. assist members of the Board in carrying out their duties.
5. appoint at his/her discretion, an individual(s) from the membership or Board of Directors or Corporation to replace any member of the Coaching Selection Committee deemed in conflict of interest.
6. the President shall be entitled to vote on all issues and in the case of a tie vote, shall be entitled to cast an additional tie-breaking vote.

#### **(B) Vice-President**

The Vice President shall perform all the duties of the President in his/her absence and shall act as coordinator for all Conveners:

1. Sponsorship Convener
2. Equipment Manager
3. Tournament Convener
4. Ice & Referee Convener
5. Lower Lakes Convener
6. WOGHL Convener

The Vice-President :

1. shall assist any Convener in carrying out their duties.
2. shall assist in developing manuals for all Conveners, coaches, and members.
3. shall be responsible for the day to day operations of the hockey program
4. shall assist the Select Convener and Local League Convener in the selection of coaches.
5. shall attend to all disciplinary matters and suspensions for players and coaches.
6. shall report on the operations of the hockey program at all regular meetings of the Board.
7. shall convene regular meetings of the Hockey Operations Committee
8. with the assistance of the respective Conveners shall assist in the development of:
  - a) Learn To Skate Program
  - b) Referee Clinics
  - c) Goalie Clinics
  - d) Coaching Certifications
  - e) Summer Hockey School
  - f) Instruction manuals for all Conveners and coaches

#### **(C) Secretary**

The Secretary:

1. shall keep an accurate record of all proceedings of this Corporation and shall handle all correspondence on behalf of this Corporation.
2. shall maintain an up-to date minute book for the Corporation, available to any board member or member of the Corporation as required.
3. shall publish an agenda for all General Meetings and distribute same to all in attendance at the meeting.
4. shall conduct any other business necessary for the welfare of this Corporation and shall conduct other administrative duties assigned by the President.

#### **(D) Treasurer**

The Treasurer:

1. shall be one of three signing officers of the Corporation's bank account(s).
2. shall handle all finances of this Corporation and shall keep an accurate record of all funds received and disbursed, and shall report such matters at all meetings.
3. shall ensure that a financial review of the Corporation be conducted by an independent professional accountant, at the end of the Corporation's fiscal year by person(s) approved by the Board. The fiscal year shall be July 1 to June 30.
4. Shall pay all approved accounts of this Corporation by cheque. Such cheques shall be signed by any two of the following: the Treasurer, the President and one other member of the board as designated by the Board.
5. Shall issue a Purchase order number for all approved purchases in excess of \$25.00.
6. shall receive any receipts from any member of this Corporation incurring out of-pocket expenses to a maximum of \$25.00 which may be reimbursed by this Corporation, if the Board deems the expense justified for the welfare of the Corporation.
7. shall receive from all members of this Corporation all monies collected on behalf of this Corporation within one week of collection of same.

#### **(E) Registrar**

The Registrar:

1. is responsible for all aspects of hockey registration including those required by the O.W.H.A.
2. recommends registration dates.
3. arranges for use of facilities for registration.
4. obtains volunteers and draws up a schedule of times for registration day duties.
5. provides copies of the registration lists to Convenors.
6. provide a list of persons interested in volunteering in any capacity such as coaching, managing, etc.
7. maintains a continuing master list of registration throughout the year and supplies copies to the Secretary when required
8. collects all registration fees and forwards to the Treasurer, keeping records of collections.
9. ensures that all fees are paid prior to participation in hockey program.

#### **(F) Past-President**

The Past-President:

1. shall have served one complete term as President and has not resigned from the Board.
2. shall assist the Corporation in any capacity he/she has either knowledge of or interest in.

### **RESPONSIBILITIES OF THE CONVENORS**

#### **(A) Tournament Convenor**

The Tournament Convenor:

1. shall assemble a committee to assist in Tournament activities.
2. shall be responsible for coordinating all Tournament activities.
3. shall report to the Vice-President and the Board.

#### **(B) Ice & Referee Convenor**

The Ice Convenor:

1. shall be responsible for assigning of ice to Corporation teams for practices and games.
2. shall seek out all ice opportunities required by the Corporation and be part of the negotiations for same with city, county and regional governments responsible for ice in various communities.
3. shall insure that all invoices for ice are verified for accuracy and are forwarded to the Treasurer for payment and reported to board.
4. shall report to the Vice-President and Board.
5. shall be the liaison with the Referee Association.
6. shall ensure that game schedules are forwarded to referee's association
7. shall ensure that bills for referees are accurate and upon verification are forwarded to the Treasurer and reported to the Board.

8. shall be responsible for objectively assessing any problems or complaints reported with referees.

**(C) Lower Lakes Convener:**

1. shall act as the supervisor of all Corporation select and/or travel teams.
2. shall identify and communicate their respective responsibilities to the Board of Directors and the travel teams and act as liaison between these parties.
3. shall interview and select coaches for each travel teams: in conjunction with the Vice-President , and Local League Convener.
4. shall ensure that Teams are informed about upcoming Tournaments.
5. shall report to the Vice-President and the Board.
6. shall attend, or send a designate approved by the Executive in his/her place, all meetings required by leagues in which we have a "Travel" team.

**(D) WOGHL REP**

The Local League Convener:

1. shall be responsible for the day to day operation of the Panthers Local League program in cooperation with the Board and Local league Division Convenors as required.
2. shall be responsible for communication between the Board of Directors and Local League.
3. shall ensure that each local league team has a coach in conjunction with the Vice-President and Travel Convener.
4. shall report to the Vice-President and to the Board.
5. shall attend, or send a designate approved by the Executive in his/her place, all meetings required by leagues in which we have a "Local League" team.

**(E) Fundraising & Sponsorship Convener**

The Sponsorship Convener:

1. shall be responsible for obtaining sponsorships for Local League Teams and Travel Teams.
2. shall distribute letters to local businesses for sponsorship/donations.
3. shall work with the Equipment Manager to ensure sponsors names are appropriately printed on Team sweaters.
4. shall be responsible for assembling a committee made up of one representative from each Team and chairing this Committee
5. this committee shall be responsible for all activities relating to association fund raising.
6. obtains necessary documents to fulfill any licence requirements to conduct the fundraising activities of the Association.
6. ensures that any law, by-law, rule or regulation stipulated within licence agreements, ie. advertising of prize winners etc. are met.
7. shall report to the Vice-President and the Board.

**(F) Equipment Manager**

The Equipment Manager:

1. shall be responsible for all equipment owned by the organization.
2. shall be responsible for maintaining an active inventory of all equipment owned by the Corporation an track of all equipment assigned to coaches and/or teams for authorized use.
3. shall be responsible for ensuring all signed out equipment is returned upon end of playing season.
4. shall obtain quotes from at least three suppliers and submit to the board for approval before any purchase will be approved
5. shall be responsible for all approved purchases of equipment from approved sources and will obtain a purchase order number from the Treasurer prior to ordering of any equipment. Invoices must be verified and submitted to the Treasurer for payment.
6. shall report to the Vice-President and the Board on any purchases.
7. shall not spend over the approved budget unless deemed necessary by the Board of Directors.

**CHAIN OF COMMAND**

All Convenors will report to the Vice-President. If necessary, Convenors may be requested to bring any conflicts or problems in writing to the Board of Directors for resolution. Members would first contact their Convenors, then the Vice-President , then the Board and Board of Directors, in writing.

ST. THOMAS PANTHERS GIRLS HOCKEY INC.

PART II – GENERAL BY-LAWS

SECTION II – OPERATING RULES AND REGULATIONS

1. All playing rules in the Panthers will be OWHA, except for rules that are prescribed and endorsed by the Panthers Corporation.
2. **Registration** – Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the Corporation. Refunds will be issued as per the Refund Policy (Appendix A).
3. **Sponsors** – A member of the corporation of the Panthers may not approach a sponsor for funds for any purpose without permission from the Sponsorship Convenor. Failure to comply with this By-law may lead to suspension as determined by the Board of Panthers.
4. **Formation of Select Teams** – Select teams may be formed by the Vice-President with the approval of the Board of Directors.
5. **Travel Teams** – Competitive travel teams are to carry a minimum of 13 players plus goalie(s). Any deviation from this minimum number requires the consent of the St. Thomas Panthers Executive.
6. **Equipment** – It shall be compulsory for all players in the Corporation of Panthers to wear equipment approved by the C.A.H.A. Any players registered in the Corporation of the Panthers playing hockey, practicing or helping to coach, under the direction of the Corporation of the Panthers, must be dressed in the approved hockey equipment with the exception of a player who has signed up to coach another team in the Corporation. All equipment paid for and owned by the Corporation of the Panthers will be managed by the Equipment Manager.
7. **Player Suspensions** – infractions will be handled by the Vice President who will consult with Coaches and the respective convenor in regard to players. A player may be suspended for infractions during, prior to or after any game or practice for disrespect or abuse to any Board member, Panther member, parent, player, official or arena staff for unsuitable conduct on or off the ice, for stealing property belonging to others, for destroying or mishandling property belonging to others. All suspensions in the Corporation of the Panthers must be reported to the designated Convenor and to the Vice-President. All suspensions which occur in the Corporation of the Panthers may be subject to Appeal Rule 13.
8. **Communications** – Only the President or designate can issue a formal communiqué on behalf of the Corporation of the Panthers.
9. **Injuries** – When injury prevents a player or team official from continuing in the game or practice, the coach or manager will fill out an injury report form and return it to their respective Convenor within 24 hours.
10. **Use of Ice Time** – If allocated ice time is not going to be used, the coach or manager shall notify the Ice Convenor. The Ice Convenor must be given the required notice of unused ice as mandated by the governing municipality and no less than 72 hours. Non-contracted ice used by any team will not be paid for by the Corporation of the Panthers without prior approval of the Ice Convenor.

11. **Playing Time for Players** – All coaches in the Corporation of the Panthers local league will ensure that all girls receive equal ice time. Refer to the Corporation's Equal Ice Policy (Appendix B) Competitive coaches are expected to ensure that all girls receive a fair share of ice to ensure total team development.
12. **Penalties** – For all penalties, the Corporation of the Panthers will abide by OWHA and C.A.H.A. rules, except where the Corporation of the Panthers has more strict penalties.
13. **Playoffs** – All local league and travel league play-off formats will be determined by the respective Conveners and/or the directors of the participating league.
14. **Appeals** – A coach, player or parent may appeal a discipline, protest or suspension in writing to the Vice-President within 48 hours.
15. **Rule of Conduct** – To foster reasonable behavior, to enhance sportsmanship and to make competition a developmental experience, the Corporation of the Panthers requires its players and parents to meet minimum standards of deportment.

The members of this Corporation will not condone nor encourage violence or bad manners or bad language on or off the ice.

Among both local league and traveling teams, C.A.H.A. behavior modification penalties will be implemented. In exceptional circumstances, the Vice-President may impose additional penalties.

N.B. Failure of a game official to call an otherwise obvious infraction does not absolve the coach or manager from enforcing the penalties. It is the responsibility of the coach, manager or other Panthers Board Members to bring such incidents to the attention of the Convener. In any team situation, in or around ice surface, dressing rooms or arenas, proper behavior is expected of the Corporation of the Panthers' players and coaching staff. Acts of violence, use of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.

Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in cases of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the Vice-President and the Board where suspensions will be encouraged. Coaches and managers are expected to strenuously enforce this guideline in each category from Tyke to Senior. (The standard of what is acceptable is what is deemed acceptable in the presence of anyone.)

Consumption of alcoholic beverages or drugs by players or coaching staff in a game or practice situation, or arriving inebriated in such a situation, is grounds for immediate dismissal. Players, parents or members of the Corporation of the Panthers who do not meet these standards will be encouraged not to attend games. Failure to comply could result in suspension or expulsion from the hockey program.

#### 16. **Coaching Code of Ethics**

- \* Abide by the Constitutions of the St. Thomas Panthers, SWGHL and OWHA.
- \* Exemplify the highest moral character, behavior and leadership. Never ridicule or yell at players for making mistakes or for performing poorly.
- \* Respect the integrity and personality of each individual athlete.
- \* Abide by the rules of the game in letter and in spirit.
- \* Respect the integrity and judgment of the officials.
- \* Demonstrate a continuing interest in coaching principles and techniques through professional growth and improvement.
- \* Encourage athletic participation that is free of violence.
- \* Display modesty in victory and graciousness in defeat.



- \* Promote ethical relationships among coaches.
- \* Encourage the highest standards of conduct among all players.
- \* Strive to develop in each athlete the qualities of leadership, initiative and good judgment.

17. **Complaints** – Any member of the Corporation who has a complaint, objection or advice must go through the following route:

- a. Speak to your coach privately and if necessary wait 24 hours to call him/her – if not resolved,
- b. Speak to your team manager/liaison privately – if not resolved,
- c. Contact the Executive Vice President in writing.

The complaint, objection or advice with regards to the Panthers Corporation will be expressed in a written signed letter directed to the Executive through the President. If the above steps are not followed the issue will NOT be dealt with.

18. **Discipline** – Failure to comply with the Coaching Code of Ethics may result in the discipline of the coach involved.

Procedure:

- a) Person(s) concerned with a coach's failure to comply shall notify the Vice President in writing.
- b) Upon receipt of such registered concern, the Vice President will convene a meeting of the Board of Reference. The Board of Reference shall consist of the President, the Vice President and the LOWER LAKES or WOGHL Convener.

It is the prerogative of the Board of Reference to decide a course of action upon receipt of the letter objecting to a coach's behavior. This committee may upon review of the evidence:

- i) Dismiss the complaint and so inform the complainer in writing.
- ii) Begin a formal investigation and interview all parties involved. Upon conclusion of the investigation, issue discipline if the findings of the investigation warrant it.

Decisions of the Board of Reference may be appealed as per Appeal Rule #14.

19. **Local league players may be moved** – to produce balanced teams and movement of players from team to team may normally take place up to November 1, if required. Local league players requesting to play up a division must apply to the Board, through the Vice-President, in writing for permission to do so. Request must be received prior to first ice time of the season and fully explain reason for request. Board, or a Committee appointed by the Board, will consider each situation on a case-by-case basis.

20. **Players requesting to play higher** – Where there is a team available in a division, players must play at their age appropriate division. A player may apply in writing to the executive for permission to play one (1) division higher if she is independently evaluated and deemed exception and in the top three of the team she is trying out for. At the board's discretion, exceptions may be warranted in certain times depending on number and distribution of players across divisions.

21. **Out of Town Players** – cannot exceed 50% on any one St. Thomas Panthers' team. Out of town is defined as any area outside the City of St. Thomas, Central Elgin and Southwold. Exceptions to this may be granted by the Executive providing that the exception does not leave a "local" player without a position on an age appropriate St. Thomas team. Respective coach must apply to the Board, through the Vice-President for an exception in writing. Such requests will be handled on a case-by-case basis. As per OWHA, players who played in another OWHA Girls Hockey organization in the previous year are not permitted to be on the ice without a Permission to Skate and/or a Release.

# APPENDIX A

## REFUND POLICY

- f* All refund requests must be communicated directly to the Registrar in writing.
- f* For calculation of refunds, the date of withdrawal will be based on the date that the request was received by the Registrar.
- f* Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the Association.

### **Refund Schedule**

#### **Local League**

Withdrawal before Sept. 1.....Full

Refund

Withdrawal Sept. 1 – Sept. 30 ..... \$50 Deducted from registration fees

Withdrawal Oct. 1 – 31 .....50 % registration fees deducted

All refunds received after October 31 shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the Executive.

#### **Competitive Travel (Spring Tryouts)**

Players offered a position on a competitive travel team will have 48 hours in which they may decline the offer without financial penalty. After this 48 hours period, the following will apply:

After 48 hour period and before Sept. 1 .....\$100 deducted

Withdrawal Sept. 1 – Sept. 30 .....50% registration fees deducted

All refunds received after Sept. 30 shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the Executive.

#### **Competitive Travel (Fall Tryouts)**

Withdrawal after 48 hour period and before first ice..... \$100 deducted

Withdrawal after first ice – Sept. 30 .....50% registration fees deducted

All refunds received after Sept. 30 shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the Executive.

## **APPENDIX B**

### **EQUAL ICE POLICY**

The St. Thomas Panthers Girls Hockey Association endorses an **EQUAL ICE POLICY** in it's Local League Program which essentially dictates that teams will provide equal ice to all players on the team. Coaches should be encouraged to develop all the players for Specialty Units such as: Power Play, Penalty Killing, etc.....since each team will be only as strong as its weakest players.