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# CONSTITUTION AND BYLAWS



Updated June 2009

# Lower Lakes Female Hockey League

## Table of Contents

<b><u>CONSTITUTION</u></b>	<b>Page</b>
Article I – Name	3
Article II – Objective	3
Article III – Authority	3
Article IV – Membership	3
Article V – Executive	4
Article VI – Authority of the Executive	4
Article VII – Annual General Meeting	4
Article VIII – By-Laws	5
Article IX – Regulations and Rules	5
Article X – Financial Year	5
Article XI – Constitutional Amendments	5
<b><u>BYLAWS</u></b>	
Article 1 – Executive	6
Article 2 – Duties of the Executive	6
1. President	6
2. 1 <sup>st</sup> Vice-President	7
3. 2 <sup>nd</sup> Vice-President	7
4. Secretary	7
5. Treasurer	8
6. Head Convener	8
7. Discipline Chair	9
8. Past President	9
9. Members-at-Large	9
10. OWHA Delegate(s)	9
Article 3 – Appointments	9
1. Referee-in-Chief	9
2. Head Referee	10
Article 4 – Voting Procedures at General Meetings	10
Article 5 – Nominations	11
Article 6 – Meetings of the Executive	11
Article 7 – Team Eligibility	11
Article 8 – Fees	12
Article 9 – Performance	12

# Lower Lakes Female Hockey League

## Constitution

### Article I - Name

The League shall be known as the **Lower Lakes Female Hockey League (LLFHL)**.

### Article II – Objective

- To offer opportunities within the Ontario Women's Hockey Association (OWHA) for teams to participate in league play.
- To raise the awareness and image of female hockey in Ontario.
- To promote female hockey
- To provide quality competition that exemplifies the true values of sport and is attractive to sponsors and the general public.
- To operate a league focused on providing the best opportunities for its participants.
- To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the teams and its players and fans.

### Article III – Authority

The League shall operate under the jurisdiction of the Ontario Women's Hockey Association (OWHA), and recognizes that:

- a) The League derives its authority from the OWHA, such authority to be renewable annually, such approval not to be unreasonably withheld.
- b) Any proposed changes to the LLFHL Constitution, By-Laws; Regulations and Rules must first be presented to the OWHA Executive Committee for written approval prior to presentation to the membership for voting at the LLFHL Annual General Meeting.
- c) All activities and games shall be conducted in accordance with the OWHA Constitution, By-Laws, Regulations, Rules, Appendices, Code of Conduct and League Policies.
- d) All teams wishing to participate in the League must be currently registered with their appropriate IIHF member Federation and approved by the OWHA Executive Committee.

### Article IV – Membership

Membership in the League shall consist of:

1. Teams which:
  - a) have agreed to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the League; and

- b) have applied to and been accepted by the Executive of the League;
- 2. The Executive of the Lower Lakes Female Hockey League;
- 3. A delegate appointed by the OWHA Executive Committee.

#### **Article V – Executive**

- 1. The Executive of the Lower Lakes Female Hockey League shall consist of:
  - a. President;
  - b. Secretary;
  - c. Treasurer;
  - d. Officers & Directors;
  - e. OWHA Delegate(s) who shall be invited and welcomed at all meetings, including in-camera sessions and shall have speaking privileges. The OWHA delegate(s) shall not have a vote.
- 2. The Executive of the League will be elected at the Annual General Meeting.
- 3. The Members of the Executive shall not be subject to any personal legal liability for any actions taken by them in that position.
- 4. The Executive shall be accountable to the membership.
- 5. The President may only vote when it is necessary to break a tie.

#### **Article VI – Authority of the Executive**

- 1. The Executive shall have control of the affairs of the League and the primary responsibility for achieving its objectives.
- 2. The Executive shall have the authority to appoint such committees as it considers necessary to assist in carrying out its responsibilities.
- 3. The Executive shall have the authority to fill any vacancies among the elected Executive until the next Annual General Meeting.

#### **Article VII – Annual General Meeting**

- 1. The Annual General Meeting (AGM) shall be held prior to June 30<sup>th</sup> of each year. All members shall be notified at least sixty (60) days prior to the date of the AGM.
- 2. The agenda for the Annual General Meeting must include:
  - a) Approval of the minutes of the preceding Annual General Meeting;
  - b) The presentation of the annual financial statement;

- c) The election of the Executive
- d) Disposition of proposed amendments that have been properly submitted and have received approval of the OWHA Executive Committee.

#### **Article VIII – By-Laws**

1. The Executive may, from time to time, set, repeal or amend such By-Laws as it deems necessary for the conduct of the business of the League in a manner consistent with the Constitution.
2. Any changes to the By-Laws made by the Executive shall be in force but subject to ratification by a majority vote at the Annual General Meeting.
3. Any changes to the By-Laws made by the Executive, which fail to receive ratification, may not be re-introduced, and By-Law changes made at an Annual General Meeting may not be modified by the Executive, in both cases for a period of three (3) years.

#### **Article IX – Regulations and Rules**

1. The Executive may, from time to time, set, repeal or amend such Regulations and Rules as it deems necessary for the operation of the League, providing such regulations and rules have received approval from the OWHA Executive Committee. Such approval shall be in writing and shall be received prior to the implementation of such change.
2. All Regulations and Rules must be consistent with those of the OWHA.
3. All Regulations and Rules must be at least as restrictive as those established by the OWHA. The authority of ARTICLE NINE (IX) of this constitution may be exercised by a majority vote at an Annual General Meeting.

#### **Article X – Financial Year**

The fiscal year of the Lower Lakes Female Hockey League shall terminate on the 30<sup>th</sup> day of April each year.

#### **Article XI – Constitutional Amendments**

All proposed amendments to the Constitution of the Lower Lakes Female Hockey League must be approved at the AGM by a two-thirds majority of all votes cast provided that notice was received in writing by the Secretary at least sixty days in advance of the AGM.

# **By-Laws**

## **Article 1 – Executive**

1. Members of the Executive shall be individuals eighteen (18) or more years of age and shall have experience in not-for-profit female hockey organizations at the time of their election. In addition, to be elected President, Vice-President(s), or Secretary, an individual must have, at some point in time, continuously served at least one (1) full term on the Board of Directors of the Lower Lakes Female Hockey League.
2. The Executive shall set the policies and conduct the business of the League.
3. The members of the Executive shall report to and be subject to the direction of the Executive in carrying out their responsibilities.
4. The Executive shall be accountable to the membership.
5. Delegation and Committees:
  - a) Wherever appropriate, the Executive shall encourage broader participation in the League through the delegation of their functions to other persons in the League.
  - b) Such delegation may occur through informal assignment and designation as well as through the appointment of committees.
  - c) When the Executive appoints a committee it shall:
    - I. Specify whether such committee is to be a standing committee of unlimited duration or an *ad hoc* committee after which time it shall cease to exist.
    - II. Specify the time frame for the work and reporting of each *ad hoc* committee after which time it shall cease to exist.
    - III. Specify the general purpose of the committee, and:
      - a) Its particular objectives,
      - b) Its responsibilities by way of consultation or otherwise, and
      - c) Any resources which will be provided to assist in the carrying out of its task.
    - IV. Specify whether the committee shall report through a designate or directly to the Executive and whether there shall be interim as well as final reporting.

## **Article 2 – Duties of the Executive**

### **1. President:**

- a) The President shall serve as the Chairperson and shall preside at all meetings of the League and of the Executive.

- b) The President shall call meetings of the League and of its Committees.
- c) It shall be the duty of the President, within seven (7) days after the close of each Annual General Meeting to set a meeting of the Executive, which shall be held within thirty (30) days, in order to discuss the business for the forthcoming year.
- d) The President shall exercise, in addition to the authority conferred upon the President by the Constitution, By-Laws, Regulations and Rules of the League, all duties and powers of the Executive when in an emergency it is impractical for the President of the Executive to obtain a vote of the Executive.
- e) Any action taken by the President under 1 (d) shall be referred to the Executive for approval or rejection in whole or in part within fifteen (15) days following the action taken.
- f) The President shall be an *ex-officio* member of any Committee.
- g) The President shall, from time to time, appoint persons to *ad hoc* Committees.
- h) The President may assume the role of or shall appoint the Privacy Officer of the League who shall work in cooperation with the OSHA Privacy Officer.

**2. 1<sup>st</sup> Vice-President:**

- a) The 1<sup>st</sup> Vice President, in the absence of the President, shall have the authority to perform the duties of the President.
- b) The 1<sup>st</sup> Vice President shall have such other powers and duties as may from time to time be assigned by the Executive.
- c) The 1<sup>st</sup> Vice President shall convene and chair the nominations committee for purposes of putting forward a slate.

**3. 2<sup>nd</sup> Vice-President:**

- a) The 2<sup>nd</sup> Vice President, in the absence of the President and 1<sup>st</sup> Vice-President, shall have the authority to perform the duties of the President.
- b) The 2<sup>nd</sup> Vice President shall have such other powers and duties as may from time to time be assigned by the Executive.

**4. Secretary:**

- a) The Secretary shall be responsible for recording and preserving the minutes of all meetings of the Executive and all General Meetings of the League.
- b) The Secretary shall deal with all correspondence of the League as instructed by the Executive.
- c) The Secretary shall be responsible for receiving amendments to be presented at the Annual General Meeting.

- d) The Secretary shall be responsible for notifying the membership of the proposed amendments to be presented at the Annual General meeting.
- e) The Secretary shall be responsible for notifying the membership of the date of the Annual General Meeting.

**5. Treasurer:**

- a) The Treasurer shall be responsible for the care and custody of funds and preparing the financial statement for the approval of the membership.
- b) The Treasurer shall collect and record all funds received by the League. Payments of accounts in excess of an amount set by the Executive shall require the prior approval of the Executive.
- c) The Treasurer and with the President or either Vice-President shall have joint signing authority in relation to all disbursements.
- d) The 1<sup>st</sup> Vice President, Secretary and Treasurer shall be responsible for a year end Financial Review which will be performed by an individual appointed by the Executive.
- e) The Treasurer shall make recommendations to the Executive for maximizing revenues and minimizing expenditures. The 1<sup>st</sup> Vice President, Secretary and Treasurer shall present a budget for the approval of the Executive at its first meeting following the Annual General Meeting.

**6. Head Convener**

- a) The Head Convener shall be elected on an annual basis.
- b) The Head Convener shall:
  - i. Ensure uniformity in all areas;
  - ii. Serve as the source of information and decision making for all conveners;
  - iii. Maintain lists of schedules for each division;
  - iv. Maintain copies of all game sheets;
  - v. Assist Division Conveners in completing the regular season and playoff game schedules in all divisions;
  - vi. Publish standings in news media as directed by the Executive;
  - vii. Report all potential League suspensions and major penalties to the Discipline Chair;
  - viii. Advise the OWHA Referee-in-Chief of situations where supervision is requested or required;

ix. Report any irregularities in game sheets to the Executive;

**7. Discipline Chair:**

The Discipline Chair shall:

- a) work with the OWHA and associations on enforcement issues;
- b) create and administer an email and web-based suspension reporting process;
- c) Maintain up-to-date records of all suspensions;
- d) Work closely with the Head Referee and Head Convener;
- e) Call any discipline boards as required during the season for the purpose of hearing any particular matter concerning a Suspension, Appeal or Protest.

**8. Past President:**

The immediate Past President will undertake tasks as assigned by the Executive.

**9. Members-at-Large:**

Members-at-Large, who will not exceed three, will undertake tasks assigned by the Executive.

**10. OWHA Delegate(s):**

- a) The OWHA Delegate(s) shall be appointed by the OWHA Executive Committee.
- b) The OWHA Delegate(s) shall be a non voting member of the Executive and shall be invited to and welcomed at all meetings and functions of the League. If the Delegate(s) is/are unable to attend, the OWHA Executive Committee may appoint alternate delegate(s) who shall be granted all privileges of the Delegate(s).
- c) The OWHA Delegate(s) is/are to receive copies of all League information and correspondence. All communication to the OWHA delegate(s) is to be sent through the OWHA Office.
- d) Expenses of the OWHA Delegate(s), related to the LLFHL, are the responsibility of the OWHA.

**Article 3 – Appointments**

**1. Referee-in-Chief:**

- a) The OWHA Referee-in-Chief shall be appointed on an annual basis by the OWHA Executive Committee.
- b) The OWHA Referee-in-Chief shall ensure all officials are currently registered with the OWHA and are in compliance with officiating standards.
- c) The OWHA Referee-in-Chief will coordinate the supervision of officials.

- d) The OWHA Referee-in-Chief will be responsible for addressing correspondence, as appropriate, pertaining to officiating within the League.

## **2. Head Referee:**

1. The League Head Referee shall be appointed by the League Executive and shall be responsible for:
  - a) The administration of all League referees;
  - b) Working under the direction of the OWHA Referee-in-Chief or her/his delegate in regards to on-ice officiating comments, questions and/or concerns;
  - c) Working with the referee assigners in the various associations to ensure that games are handled in an appropriate manner;
  - d) Assisting the OWHA Referee-in-Chief or her/his delegate with coordinating the supervision of officials in league and playoff games;
  - e) Addressing correspondence, as appropriate, pertaining to officiating within the League;
2. The Head Referee shall organize a meeting of the referee assigners for the teams of the League to disseminate information concerning procedures of the league and to develop a harmonious working relationship;
3. The Head Referee shall work closely with the OWHA Referee-in-Chief to co-ordinate supervision of officials working in the League.

## **Article 4 – Voting Procedures at General Meetings**

1. Each Association shall be entitled to one (1) vote at General Meetings, including the Annual General Meeting. The League Liaison or her/his delegate shall exercise this vote. In the event that a League Liaison is unable to attend a meeting, she/he may appoint, in writing, an alternate who may vote for the Association.
2. The President shall have speaking privileges but may not make, second or amend motions. The President shall not vote except in the case of a tie, at which time the President may cast the deciding vote.
3. The Vice Presidents, Secretary and Treasurer shall have speaking privileges, and may also make, second or amend motions and vote at General Meetings and the Annual General Meeting. In the case of a tie vote and in the absence of the President, the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary or Treasurer shall have the authority to cast a deciding vote in that order according to presence.
4. The Members-at-Large shall have speaking privileges and may also make, second or amend motions. The Members-at-Large shall not vote at General Meetings or the Annual General Meeting.
5. The OWHA Delegate shall have speaking privileges but shall not vote nor make, second or amend motions.

6. A quorum at the General Meeting shall consist of a minimum of 35% plus one (1) of the eligible votes. In order to pass any motion, the majority of the votes cast are required in order to carry the motion.
7. A quorum at the Annual General Meeting shall consist of a minimum of 50% plus one (1) of the eligible votes. In order to pass any motion, the majority of the votes cast are required in order to carry the motion.
8. Election of the executive shall be by secret ballot. All other votes are to be by a show of hands, unless the membership votes otherwise.
9. Proxy votes will not be allowed except as per ARTICLE 4 (1).

#### **Article 5 – Nominations**

1. Each member will be able to nominate a candidate for any elected office on the Executive. Nominations must be in writing and received by the 1<sup>st</sup> Vice President no later than sixty (60) days prior to the League AGM and will be distributed to the membership at least thirty (30) days prior to the AGM.
2. A member may be nominated for more than one office, but may not hold more than one office in any given year.

#### **Article 6 – Meetings of the Executive**

1. Calling, Notice and Agenda:
  - a) The President shall call meetings of the Executive as required, but at least two times per year.
  - b) Notice of meetings shall be provided in writing at least 15 days in advance together with notice of any proposed agenda items which are known by the President at the time.
2. Voting:
  - a) Every member of the Executive except the President and the OWHA Delegate shall be entitled to vote at meetings of the Executive.
  - b) The President may only vote in the event of a tie.
  - c) A quorum of at least one-half of the elected Executive is required.
  - d) Voting by proxy shall not be permitted at Executive meetings.

#### **Article 7 – Team Eligibility**

1. Any team registered with their appropriate IIHF member Federation and in good standing with the OWHA/USA Hockey and categorized as **Competitive** may apply for membership in the League.
2. Each authorized Association representative must identify the teams it wishes to enter into the League on an annual basis, and such application to be in writing, stating:

- a) Agreement to abide by the Constitution, By-Laws, Regulations and Rules of the LLFHL;
  - b) Guarantee to supply sufficient ice to meet schedule demands including the availability of weekend ice for out of town teams.
  - c) The associations/teams operate as Not-for-Profit.
3. Applications indicating a desire to register teams in the League must be provided to the Executive by May 1<sup>st</sup> of the year in which the season starts.
  4. Individual team entries must be confirmed by the League Liaisons no later than September 21<sup>st</sup> before the season starts.
  5. Applications for membership must be approved by the Executive.

#### **Article 8 – Fees**

The registration fee will be set annually by the Executive and approved by the membership.

#### **Article 9 – Performance**

Member teams are expected to play all their scheduled games. No game cancellations will be allowed. Postponements will be allowed under the circumstances outlined in the Regulations and Rules.