KEENE WOLVERINES

Constitution

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1.0 Organization Name

The name of the association shall be referred to as **Keene Wolverines**. Our home arena is Otonabee South Monaghan Memorial Community Centre, located at 24 4th Street, in the town of Keene, Ontario.

2.0 Affiliation

The **Keene Wolverines** are a member of the Ontario Women's Hockey Association (OWHA).

3.0 Vision

The aim of the **Keene Wolverines** shall be to develop, direct and promote girl's and women's hockey in the town of Keene and surrounding areas in conjunction with the Ontario Women's Hockey Association (OWHA) at the house league, recreational and competitive levels.

4.0 Registration

- Registration costs for the next season will be reviewed annually and determined by the Executive. Approval by the Executive will occur in conjunction with the approval of the annual budget.
- Registration dates will be determined by the Executive.
- Any Player, whose outstanding fees are not paid in full by the Registration dates as determined by the Executive, will not be allowed to participate in any further on ice activities until the balance is paid in full, unless alternate arrangements are made with the Treasurer and approved by the President.
- Players must be registered to participate in tryouts. Registered is defined as try-out/ice fee received by Treasurer, registration form completed and received by the Registrar and a completed permission to skate form provided to the Registrar if necessary (i.e., player was registered at another center).
- If a player is not selected to a team at the conclusion of tryouts and chooses not to play with any other Keene Wolverines team, their try-out fee will not be reimbursed if a player is selected to play on a Keene Wolverines team, they must pay the full registration fee by the registration date in order to secure their place on the team. The try-out fee does not count towards the registration fee. Should the registration fee not be paid by the registration date and no other arrangements were made with the Treasurer and approved by the President, the player could forfeit their placement on the team.
- There will be no refunds after the start of the season for any registered player. Exceptions require approval from the Executive, and refund to be prepared in writing and received by the president.

5.0 Membership

Membership in the Keene Wolverines shall consist of:

- Players registered with the Keene Wolverines with their membership in good standing which is defined as fees paid in full and no suspension or revocation of membership.
- Coaches, Assistant Coaches, Managers and Trainers (i.e., team rostered staff)
- Voting and Non-Voting Members of Executive Committee(s)
- Parents/Guardians of a Keene Wolverine registered player, in good standing. In good standing is defined as registration and any other fees that are due to the association or individual team paid in full by the due date determined the Executive.
- Membership may be revoked or suspended for failure to abide by and comply with the Constitution, By-Laws, Regulations and Rules of the Association and/or conviction of a criminal offence that is deemed detrimental to the Keene Wolverines. In order to enact a suspension or revoke a membership, the Executive must conduct a meeting and pass said motion by a two-thirds majority.

6.0 Executive

- The Executive's responsibilities are to carry out the aims of the constitution and the decisions of the membership to the best of their ability and conscience
- The Executive will consist of both voting and non-voting members
- The Executive shall set the Policies and conduct the business of the Keene Wolverines
- Members of the Executive shall encourage broader participation of Association Members

- Executive members associated directly or indirectly with a particular team shall not be permitted to bring any matter before the Executive regarding said team except through normal channels (e.g., by written submission to the Secretary)
- The Executive shall have authority to appoint a Coach for each team based on the approved applications submitted by the Coach Convenor
- The Executive shall have the power to form committees as may from time to time be deemed necessary for the good of the organization
- Should a vacancy arise on the Executive prior to the AGM, the President has the authority to appoint one or more people from the current Executive Members to fulfill the vacated role/duties.
- The voting members of the Executive shall consist of:
    - President
    - Vice President
    - Treasurer
    - Secretary
    - LLFHL/OWHA Representative
    - Registrar
    - Past President (when applicable)
    - Ice Scheduler
    - Parent Liaison
    - Activities Coordinator
    - Webmaster

- The following members of the Executive are non-voting members:
    - Referee in Chief
    - Coach Convenor

7.0 Duties of Executives

<u>President</u>

- The President shall act as Manager for the entire Keene Wolverines Organization and shall have the power to act on all matters affecting the welfare of the organization
- Shall preside over all meetings of the Executive and ensure all business is conducted in accordance with the Constitution and By-Laws of the Keene Wolverines
- Report to the Executive any matters that are required to be brought to their attention
- Shall have the right to appoint committees as required and be an ex-officio member on all appointed committees, these committees may include but are not limited to: financial committee, disciplinary committee, and house league committee
- Represent and promote the Keene Wolverines within the community
- Sign as officer of the Keene Wolverines any by-laws, documents, certificates and is a co-signatory on all expenses approved by the Executive
- Preside over all meetings or hearings involving disciplinary action
- Appoint one or more people from the current Executive Members to fulfill a vacated role/duties should a vacancy arise on the Executive prior to the AGM
- Keep all members of the Executive informed of all developments and situations within the organization and set Executive Meeting Dates
- Responsible for collecting, reviewing, filing and ensuring Police Checks/Vulnerable Sector Screens are completed by all bench staff and required personnel
- Act as liaison between the Otonabee Wolves Minor Hockey Association and the Keene Wolverines
- The President may delegate any of their prescribed duties to the Secretary.
- Must have served on the Executive for a least one-year prior in order to be eligible for this position
- The President shall only vote in the event of a tie from a council vote to break the tie. In the event that the President declares a conflict on the request to break a tie, the Vice President shall hold the tie breaker vote

Vice President

- Assist the President in completing their duties
- In the absence of the President has the authority to perform the duties of the President, including assume the duties of the President should the President resign
- Completion of any duties assigned by the Executive
- Is a voting member of the Executive

Treasurer

- Shall have the general responsibility for the finances of the Keene Wolverines including: collecting registration and league fees from each player, paying accounts upon approval by the Executive, providing Team Managers with funds to pay the Referees, keep a proper record of all financial transactions and maintain all receipts in an accounting format approved by the Executive, preparing and reviewing financial statements. It should be noted that any fees associated with tournaments or specific team events (e.g., purchasing TeamSnap) will be the responsibility of the Team Manager, who will collect any funds from the players and submit a record of all funds collected and used to the Treasurer.
- Looks after all funds being deposited and withdrawn from the Keene Wolverines' account.
- Provides a financial statement at all executive meetings or by request of the President
- Ensures all teams provide a year-end financial report and reviews the financial report
- Shall present a detailed Year End Report at the Annual General Meeting.
- Prepare and present a proposed budget for the current year for approval by the Executive at the first meeting of the full executive after the AGM
- Chair any committee convened that pertains to financial issues
- Act as co-signatory on any cheques/expenses approved by the Executive and ensures all cheques have a minimum of 2 signatures of Executive Members with signing authority
- Ensures all fees are paid by each player and that player accounts remain in good standing. If an account is in arrears, the Treasurer will ensure the Team Manager and Coach is notified so they can ensure the family is notified and assist in collecting the funds. The Treasurer will update the Executive throughout this process.
- The Treasurer shall have custody of the cash books and accounts of the Keene Wolverines and shall deposit all funds in the depository prescribed by the Executive.
- Is a voting member of the Executive

Secretary

- Shall record and preserve the minutes from all meetings of the Executive. Minutes should be sent to the Executive no more than 1 week after each meeting.
- Shall prepare the agenda for each meeting and forward it to the Executive at least 1 week prior to the next meeting
- Shall inform the Executive and the membership (via information provided to the Webmaster) of the date, time and place for all meetings
- Is responsible for disseminating all correspondence from the Executive to players and family members
- Shall deal with all correspondence of the Executive and keep a record of all correspondence.
- Coordinate election nominations and secret ballot voting at the AGM
- Shall coordinate with the Registrar to compile a complete and accurate master contact and email list for all current registered players, along with individual lists per team to allow for dissemination of information to the entire organization or individual teams
- Is a voting member of the Executive

LLFHL/OWHA Rep

- Act as the lead contact and liaison between the Keene Wolverines the LLFHL, OWHA and any other league in which Keene Wolverines teams play
- Is responsible for distributing all information from the LLFHL/OWHA to the Executive
- Attend all meetings as the Keene Wolverines Representative at LLFHL and OWHA meetings

- Attend the annual scheduling meeting and ensure Coaches/Team Managers are informed of the scheduling meeting and their required duties at this meeting
- Must be knowledgeable regarding the OWHA and LLFHL rules of play and constitutions
- Responsible for sharing any information with Coach Convenor, Coaches and their Staff regarding LLFHL policies and procedures (e.g., Rowan's Law)
- Will liaise with the Coaches Convenor to meet with new Coaches to ensure they are fully informed about the rules and regulations that must be met as per OWHA and LLFHL requirements
- Report and oversee all suspensions levied to players by the OWHA, LLFHL, Referees and Officials
- Is a voting member of the Executive

Registrar

- Organize annual registration of all players
- Process all registration forms and keep accurate records of players registered in each division
- Register all players with the Keene Wolverines and OWHA in accordance with OWHA regulations and rules
- Shall provide registration numbers, by division and by birth year to the Executive
- Shall prepare and provide team rosters to each Coach and Team Manager prior to the start of the season, based on the information that is available
- Ensure Coaches complete and submit registration forms that include all relevant information required to register and roster their team with the LLFHL and OWHA or any other League (e.g., House League) as appropriate
- Completes all Permission to Skate forms as requested by players/families, upon approval by the President
- Shall coordinate with the Secretary to compile a complete and accurate master contact and email list for all current registered players, along with individual lists per team and will share the contact information with Team Managers and Coaches for their respective teams
- Coordinate try-outs, including collecting all forms and fees with the assistance of the Treasurer, Coach Convenor and Team Coaches, order any necessary OWHA items (e.g., game sheets, OWHA Constitutions, Rules and Regulation books, etc.) as required by the OWHA
- Is a voting member of the Executive

Past President

- Served as President during a previous season
- Shares information and knowledge gained as part of the Executive Committee from the previous season to ensure continuity of planning and goals
- Is a voting member of the Executive

Ice Scheduler

- Works with the Executive to determine ice time requirements for the upcoming season and prepares master schedules of ice time and black-out dates for games, practices and playoffs
- Provides each team with a schedule regarding their available ice time for scheduling games and practices
- Works with the Municipality to ensure all required forms are completed, to book ice time and is the contact person regarding ice issues/conflicts
- Checks ice invoices compared to ice used monthly (by what teams have actually used)
- Communicates with teams regarding any unused ice time (e.g. due to away games, scheduling conflicts) so any unused ice can be utilized by other teams. Ice time should be offered to teams on an equal basis
- Is responsible for liaising with the Referee-In-Chief to ensure that referees are booked for all home games and is responsible for sharing any concerns regarding referees with the Referee-In-Chief
- Is a voting member of the Executive

Coach Convenor

- Responsible for reviewing all coaching applications and making recommendations regarding coaching selection to the Executive

- Responsible for organizing and chairing an annual Coaches meeting in collaboration with the LLFHL/OWHA Representative
- Is responsible for corresponding with and training coaches before and during the season
- Act as a liaison to coaches and assist them as required
- Will ensure any coaching plans/drills are shared between rep and house league teams of the same age group
- Collect and maintain a record of all necessary documentation for team staff (including but not limited to: Coaching certificates, Trainer certificates, Speak Out certificates, etc.)
- Coordinate the activities of Coaches with regards to try-outs, and is one of the personnel responsible for evaluating and selecting players based on try-outs, as a neutral third party not associated with the team (in the case where the Coach Convenor is also a Coach, another member of the Executive not associated with the team will fill this role on behalf of the Coach Convenor for their team only).
- Is responsible for organizing any extra skills clinics as directed by the Executive
- Is a non-voting member of the Executive

Parent Liaison

- Deals with player, parent and staff issues/complaints
- Is a voting member of the Executive

Activities Coordinator

- Responsible for planning, organizing and managing the year end awards banquet(venue, meal, trophy name plates and notify team managers of the date) with a pre-determined budget
- Maintains the Awards Policy with the current sitting council
- Wolverines Clothing & Gear: Organize (choose items and distributors), Ensure membership is notified of sales, Set up fitting times for all teams prior to start of the season and during the season, Assist with distribution
- Support, publicize and actively contribute to fundraising and/or league activities on behalf of the Keene Wolverines at the organizational level.
- Will organize a pre-season meeting of all Team Managers to discuss team fundraising plans for the upcoming season. These plans will be submitted by the Activities Coordinator to the Executive for approval in September
- Will maintain a list of all fundraising activities approved by the Executive for the Organization and each team
- Active role in soliciting sponsors and assisting sponsors to navigate the sponsorship process. Responsible for logging and tracking all sponsorship asks by members of the Executive prior to ask, to avoid duplication. All members of the Executive are encouraged to seek sponsorship but not obligated. Responsible to ensure that all Wolverines obligations are completed with set dates
- Will maintain a list of sponsors, including a clear outline of obligations including both current and previous year's sponsors.
- Responsible for obtaining and disseminating sponsor logos (e.g., to Webmaster to add to website)
- Will maintain a list of team needs for upcoming season during an end of year Managers Meeting
- Is a voting member of the Executive

Webmaster

- Responsible for running and maintaining the Keene Wolverines website
- Updates website with any relevant information (e.g., meeting dates, times, locations,etc.). All finalized meeting minutes will be posted to the website after they are approved by the Executive
- Is responsible for posting to social media any information approved by the Executive
- Is responsible for liaising with Team Managers/Coaches to obtain and post team news, scores and other information as deemed appropriate and approved by the Executive
- Anything to be posted is to be authorized by the Secretary and one other Executive Member before being posted
- Is a voting member of the Executive

Referee-In-Chief

- Responsible for scheduling on-ice officials for all home LLFHL/OWHA games (e.g., exhibition/regular season/tournament/playoffs)
- Communicates directly with the Ice Scheduler for all matters concerning on-ice officials (e.g., game changes/cancellation, coach/parent concerns about officiating)
- Is a Non-Voting member selected by the Executive based on an application process

8.0 Meetings

There are three types of meetings that can be held by the Keene Wolverines

- Executive Meetings
- Annual General Meetings
- Special Meetings

Executive Meetings

- Executive Meetings will be scheduled on a regular basis during the season. The date and frequency of the Executive meeting is to be determined by the current Executive within one (1) month of the Annual General Meeting. General Members are encouraged to bring any questions and/or concerns that are pertinent to the Executive Committee to the appropriate Executive Member for review and once approved will be added to the agenda of the next Executive Meeting. Only items brought forth prior to the meeting and appearing on the agenda will be discussed. Only Voting Executive Members will be able to vote on motions during Executive meetings.
- The Agenda for the Executive Meeting must include but are not limited to:
  - i. Minutes of the preceding General Meeting;
  - ii. Business Arising from the Minutes;
  - iii. Correspondence;
  - iv. Treasurer's Report;
  - v. Other Members' Reports;
  - vi. New Business;
  - vii. Date of Next Meeting;
  - viii Adjournment
- Dates and times of the Executive Meeting are to be published and/or distributed to the membership. Members are allowed to attend the meetings, but any questions or concerns must be added to the agenda prior to the meeting as noted above.
- Minutes from the meeting will be submitted to the Executive for approval within 1 week of the meeting and will be finalized and sent to the Webmaster to be posted to the website within 2 weeks of the meeting date.

Annual General Meeting

- There will be an Annual General Meeting of the General Membership of the Keene Wolverines on or before the last day of May. The date, time and location of such meeting will be determined by the President and communicated to the general membership of the Keene Wolverines a minimum of four (4) weeks prior and shall include the Agenda, along with any "notices of motion" and Executive Council positions open for election with a list of interested individuals for each open position. Any amendments to the constitution/notices of motion must be received in writing by the Secretary at least two (2) weeks prior to the AGM.
- The Agenda for the Annual General Meeting must include but is not limited to:
  - i. Minutes of the preceding Annual General Meeting;
  - ii. Business Arising from the Minutes;
  - iii. The presentation of the Annual Financial Statement by the Treasurer;
  - iv. Other Members' Reports;
  - v. New Business;
  - vi. Notices of Motion;
  - vii. Election of Officers and other Members of the Executive Council;

viii. The ratification of any Expulsions, By-Laws, Rules and Regulations, Policies, Constitution Amendments, or Appointments to the Executive Council made by the Executive Council during the previous year;
ix. Adjournment

- The newly elected Members will become a Member at Large to be trained under the auspices of the outgoing Member. The outgoing Member will turn over the responsibility of their Office within one month following the AGM.

Special Meetings

- The Executive may, as deemed necessary, or upon receiving a request in writing by seven or more members in good standing, convene a Special General Meeting.
- The requisition shall express the subjects of the meeting and shall be delivered to the Secretary.
- Upon receipt of such requisition, the Executive shall convene a Special General Meeting. There is to be a seven (7) day grace period before the meeting can be called. In order for a special meeting to be scheduled it is expected that a quorum be achieved at the meeting.
- At this meeting, in pursuance to a requisition, no business other than that stated on the requisition are to be subject of the meeting.
- Only Voting Executive members will be eligible to vote at special general meetings, unless specified by the Executive that voting will include general members of the Keene Wolverines.

9.0 Voting

- Not all members of the Executive are voting members. Only voting members are allowed to vote on matters brought before the Executive at Executive Meetings. All members of the Executive are allowed to vote at the AGM.
- Quorum will be defined as ½ +1 of the voting members for all meetings unless otherwise specified. Quorum must be achieved in order for a vote to occur.

AGM Voting

- Members must be present at the meeting and be a member in good standing (defined as registration and any other fees that are due to the association or individual team paid in full by the due date determined the Executive and Membership is not suspended or revoked by the Executive)in order to vote for any nominated positions. No proxy voting will be allowed at the AGM.
- Families get 1 vote per nomination for each player registered with the organization per nomination. Players over the age of 18 are allowed to vote and forfeit parental voting if they chose to vote.
- Existing Executive Members get 1 vote per nomination, regardless of the number of positions they hold
- Past President gets 1 vote per nomination
- If there is more than one person nominated for one position a paper vote via secret ballot will occur and will be coordinated by the Secretary. One other person in addition to the Secretary will be selected from the current Executive to collect, calculate and share the results of the vote. Ideally the people selected will not be running for a position on the next executive. If one of the people counting the votes is nominated for a position, they will remove themselves from the vote collection for that vote and be replaced by another member of the Executive. At the end of the AGM all ballots will be destroyed by the Secretary.

Regular Meeting Voting

- Each Voting Executive Member has 1 vote per item
- Past President has 1 vote per item
- President has 1 vote. The President is allowed to vote on behalf of another Voting Executive Member via proxy vote as noted above.
- Voting Executive Members who are directly involved in the item being voted upon, must declare a conflict of interest and forfeit their right to vote on the item

- If a Quorum is not able to be achieved due to lack of Voting Executive Members in attendance or Voting Executive Members having a conflict of interest, the vote will be deferred to the next meeting. Quorum must be achieved by physical attendance of Voting Executive Members at the meeting.
- The business of the association happens between meetings and the Executive has the authority to conduct votes via email outside of regular meetings. The items to be voted on, including any relevant information are to be sent by the Secretary to all members. Each Voting Executive Member's response (i.e., vote) is to be sent back to the Secretary and CC'd to the President. The Secretary will keep a copy of all votes on record. Any votes that take place outside of meetings shall be reflected in the minutes of the following meeting.

10.0 Compliance and Legislation

The Keene Wolverines understands and agrees to comply with all league rules, compliance requirements and legislation. A Compliance and Legislation policy has been developed to ensure compliance with and adherence to all of the requirements that require submission, completion, signature and compliance. Examples of these types of activities include but are not limited to:

- Rowan's Law
- Vulnerable Sector Check
- Respect in Sport
- Medical Forms
- Code of Conduct

This policy is reviewed as part of the initial meeting that occurs immediately after the organization's Annual General Meeting (AGM) and is updated and adopted for the upcoming season of play. As new compliance and legislative rules arise or are either removed or revised, these will be added to or deleted from the Compliance and Legislation Policy.

11.0 Communication

- The Keene Wolverines will strive to communicate with our membership both effectively and efficiently. The Keene Wolverines have a Communication Plan that outlines how we communicate with our organization and membership.
- This plan is to be reviewed, edited and revised on a yearly basis as an agenda item in the first regular meeting after the Annual General Meeting
- With the constant change in communication platforms in an ever-changing world of technology, this yearly review and update of the communication plan will ensure the organization utilizes the best available communication methods to communicate with the membership
- The communication plan will be split into three distinct areas:
  - Organizational wide Membership Communications
  - Team Based Communications
  - Executive Communications

<u>Organizational wide Membership Communications</u>

- Unless otherwise noted in the Communication Plan, all major announcements will be distributed to the membership via e-mail to the registered/rostered players designated email address. This is the email address that is used in the registration process. This is the only method that will ensure that all Keene Wolverine members will receive the communication. All other methods used to supplement this will be identified in the communication plan and may or may not be used in disseminating organizational wide announcements.
- All announcements to the membership will be distributed by the Secretary and must be approved by the President prior to distribution by the Secretary

<u>Team Based Communications</u>

- Information to be disseminated to individual teams pertaining to team specific information shall come from the Team Manager or Coach as per their team policy
- Any communication to team members regarding tryouts or how teams will be allocated are to first be reviewed and approved through the President before communicating to the teams

- Teams are to communicate directly with the Activity Coordinator in all matters regarding fundraising and fundraising approval
- Teams are to communicate directly with the Registrar for matters regarding rosters and registration
- Teams are to direct any financial inquiries to the Treasurer

Executive Communications

- All agendas, minutes and information to be disseminated to the Executive shall come from the Secretary
- The finalized minutes from meetings shall be posted to the website by the Webmaster once received from the Secretary

12.0 Fundraising

The Keene Wolverines have a Fundraising plan and operate fundraising in 2 distinct categories:

- Organization fundraising
- Team fundraising

Organization Fundraising

- In order to ensure adequate funding and to help with the operating costs of the organization, fundraising activities are required at the organizational level
- Any of the funds that are collected on behalf of the Keene Wolverines organization will be for use at the organizational level and will be dispersed by the Executive at their discretion
- All fundraising activity and any dispersed funds will be included in the minutes of regular executive meetings, special meetings or the AGM dependent on the timeframe in which the fundraising event or dispersed monies occur
- Fundraising activity will be managed and executed by the Activities Coordinator- as listed in Section 7.0 of this document
- The Activities Coordinator will continue to build a record of fundraising activities on behalf of the organization and will assist in running the organizational fundraising activities and the solicitation of donations and sponsorships for the Keene Wolverines

Team Fundraising

- Each rostered team in the Keene Wolverines organization will be responsible for any and all efforts for team-based fundraising
- Prior to the start of each regular season, the Activities Coordinator will call a Managers meeting to explore and discuss implementation of fundraising for each team
- Each Team Manager will attend the meeting and will identify how they intend on raising money, soliciting donations and/or seeking sponsorships. Once this meeting is complete, each Team Manager will submit their fundraising plan to the Activities Coordinator who will present the plans to the Executive for approval. If a team would like to add any additional fundraising opportunities throughout the season, Managers will advise the Activity Coordinator of their idea for approval by the Executive before starting the fundraiser. Any fundraising added during the season is to be first approved by the Executive before the fundraiser commences.
- The Keene Wolverines Executive reserves the right to reject any fundraising activity for any reason should they feel it will be detrimental to the Keene Wolverines organization
- All team-based fund raising is done to supplement the operating budget of the team for the season in which the fundraising event occurs. All monies collected for the season must be allocated to the team in that season. Any remaining funds at the end of the season will be refunded to the Team Members or used collectively by the team.
- All fundraising monies are to be managed by the Team Manager who will complete a team budget of monies collected and dispersed for the season. Each Team Manager is to provide the Treasurer a completed financial statement at the end of each season, prior to the AGM.

Appendix A

Plan and/or policies referenced in this document:

1) Awards Plan
2) Compliance and Legislation Policy
3) Communication Plan
4) Fundraising Plan

Each of these plans or policies are updated yearly as part of the regular business of the Keene Wolverines Executive Council.