

By-Law#1 Constitution

Section 1 - Name

- 1.01** The name of this organization shall be **Burlington Girls Hockey Club**, referred to herein as the "BGHC" or the "association" or the "corporation".

Section 2 – Purpose and Aims

- 2.01** The purpose and aims of the BGHC are as follows:
- i) To provide hockey instruction and competition for girls and women.
 - ii) To develop and encourage sportsmanship, team spirit and fair play.
 - iii) To foster and improve recreation for all players regardless of ability.
 - iv) To promote interest and involvement in ice hockey for girls and women.

Section 3 – Colours and Crest

- 3.01** The official colours of the BGHC shall be blue, white and orange.
- 3.02** The BGHC logo shall be:



Section 4 - Affiliation

- 4.01** The BGHC's affiliation shall be with the Ontario Women's Hockey Association. The BGHC agrees to abide by the Rules and Regulations of the Ontario Women's Hockey Association.

The BGHC shall be affiliated with the Ontario Hockey Federation and Hockey Canada by virtue of the OWHA being a member of the Ontario Hockey Association and the Ontario Hockey Federation and through that organization being affiliated with Hockey Canada.

BGHC Constitution and By-Laws

- 4.02 Any proposed affiliation of the BGHC with other leagues will be approved by the Board of Directors.

Enacted April 6, 2015.

President

Secretary

By-Law #2 Business and Affairs

Section 1 - General

1.01 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Board" means the board of directors of the Corporation;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
7. "Member" means a member of the Corporation;
8. "Members" means the collective membership of the Corporation; and
9. "Officer" means an officer of the Corporation.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

Bylaw #2 (continued)

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of the President, Vice-President(s) or Treasurer (hereinafter referred to as "the BGHC signing authorities"). In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any of the BGHC signing authorities may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

Section 2 - Directors

2.01 Board of directors. The affairs of the Corporation shall be managed by a board of directors (the "Board") of minimum five directors, who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not, by the by-laws or any resolution of the Corporation or by statute, expressly directed or required to be done by the Corporation at a meeting of members.

2.02 Qualification of directors. Directors shall be individuals, eighteen or more years of age at the time of their election. The President must serve one (1) year on the BGHC Board of Directors prior to his/her election. When none of the present Board of Directors is able to accept this position, nominations will be accepted from the membership and approved at a meeting of members. Nominations will be in the form and by a deadline date set by the Board of Directors and communicated to the membership.

2.03 Election and Term

The Directors shall be elected by the Members, at a general meeting of the members. Should there be only one person standing for each position, then the slate of Directors must be confirmed by a majority vote at a general meeting.

Subject to the provisions of this by-law, Directors shall be eligible for re-election. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected for a term ending as of the date of the general meeting of the members in either an even or an odd numbered year as set out in the schedule below. Nominations for Directors will be in the form and by a deadline date set by the Board of Directors and communicated to the membership.

BGHC Constitution and By-Laws

Bylaw #2 (continued)

<u>Position</u>	<u>Even Year</u>	<u>Odd Year</u>
Director - President		√
Director #1 (Vice President Hockey Operations)		√
Director #2 (Vice President Business Operations)	√	
Director #3 (Director of Competitive Teams)	√	
Director #4 (Director of Competitive Teams)		√
Director #5 (Director of House League)		√
Director #6 (Director of Fundraising)	√	
Director #7 (Director of Promotion & Communications)		√
Director #8 (Director of House League)	√	
Director #9 (Director of Equipment and Player Safety)	√	

(amended January 30, 2017 to add Director#8 and Director #9 and amended April 20, 2017 to replace Director of Player and Coach Development with second Director of Competitive Teams and change Equipment and Player Safety to an Even Year election)

2.031 Director by Virtue of Office

Any officer appointed by the Board, that is not an elected Director, shall be a Director of the Corporation by virtue of his/her office.

2.04 Directors may be specifically elected to serve as one of the following officers: President or Vice-President(s).

2.05 Other Directors may be specifically elected to serve specific roles as set out from time to time by the Board of Directors.

2.06 Directors shall perform duties or accept any position assigned by the President.

Bylaw #2 (continued)

2.07 Vacancies

The office of a Director shall be vacated immediately:

- i) if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
- ii) if the Director dies or becomes bankrupt;
- iii) if the Director is found to be incapable of managing property by a court or under Ontario law; or
- iv) if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.08 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- i) a quorum of Directors may fill a vacancy among the Directors;
- ii) if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
- iii) if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
- iv) the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.09 Committees

The Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

Bylaw #2 (continued)

2.1 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

- i) Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties.
- ii) Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, President or any two Directors at any time and any place on notice as required by this by-law, by giving not less than five days' notice to each Director, stating the time and place of the meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

Bylaw #2 (continued)

3.05 Conduct of Meetings

All meetings of the Board shall be conducted following Robert's Rules of Order and this shall be the reference and decisive authority for any procedural disputes.

3.06 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall have a second or casting vote.

Each Director has the right to vote on any matters of the BGHC business, both at Board of Directors meetings and general meetings, other than those matters in which that member has a conflict of interest as that term is defined by a Board approved and published BGHC by-law, policy or guideline.

3.07 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends on April 30 in each year or on such other date as the Board may from time to time by resolution determine.

Bylaw #2 (continued)

Section 5 - Officers

5.01 Officers

At its first meeting following the annual meeting of the Corporation, the Board shall appoint a Chair, Treasurer, Secretary and any such other officers and agents as it deems necessary and who shall have such authority and shall perform such duties as the Board may prescribe from time to time. The office of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer. The office of Chair and President may also be held by the same person.

5.02 Qualification of Officers

Except in the case of the Chair of the Board of Directors, no officer of the corporation need be an elected Director or member of the corporation.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Bylaw #2 (continued)

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- i) complied with the Act and the Corporation's articles and By-laws; and
- ii) exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Bylaw #2 (continued)

Section 8 - Members

8.01 Members

Membership in the Corporation shall consist of the Directors as well as the following:

- i) Each player duly registered in the manner set out by the Board for the season and whose fees are paid in full, including any arrears. Members who are paying via a BGHC approved deferred payment plan are considered paid in full at any point in time provided that all payments to date have been paid in full and on time.
- ii) A Head Coach and Manager for each OWHA registered team as shown on the official OWHA roster in place as of April 30th of the year for any meetings held between May 1st and November 1st. A Head Coach and Manager for each OWHA registered team as shown on the official OWHA roster in place as of November 1st for any meetings held between November 1st and April 30th. Both of the above are predicated on any fees or dues owing in respect of that member or his/her immediate family being paid in full, including any arrears. The same provisions apply as in i) above with respect to deferred payment plans.
- iii) Any other persons who have been granted the status of member in the Corporation by resolution of the Board.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership becomes in default of any fees or other amount owing to the BGHC.

8.03 Member Under Age 18

Where the member is under the age of 18, the member's rights (but not the membership itself) shall be exercised by ONE parent/guardian of the member. This includes all notifications to members are required under this document. For greater certainty, disciplinary action taken against a member under the age of 18 does not accrue to the parent/guardian unless such parent/guardian has been separately assessed disciplinary action.

Bylaw #2 (continued)

8.04 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to any member, the Board may pass a resolution authorizing disciplinary action, suspension or release from membership of the individual for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action, suspension or release. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action, suspension or release not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action, suspension or release.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
6. election of Directors; and
7. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

Bylaw #2 (continued)

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Closing Date for Nominations for Director Positions

At the discretion of the Board, nominations for Director positions to be elected at an annual or special Members meeting can be closed as of a certain date, with specific direction that no nominations will be accepted from the floor. Any Director positions for which nominees are presented by the stipulated date of closure will be considered Vacancies and filled according to the rules set out in Section 2.05.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

Bylaw #2 (continued)

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. The following persons may vote: each player who has reached her 16th birthday by December 31st in the year of the Members' meeting, (the player, or her parent NOT BOTH), each player who has not reached her 16th birthday by December 31st in the year of the Members' meeting, (this vote/these votes to be cast by a parent/guardian, NOT the player), each Board of Directors member, Coach and Manager who has reached the legal voting age, and certain other officials appointed by the Board of Directors. An individual must be present at the General Meeting in order to exercise any vote. Members eligible to vote cannot vote by proxy.
2. Votes shall be taken by a show of hands among all Members present and the Chair of the meeting, if a Member, shall have a vote;
3. An abstention shall not be considered a vote cast;
4. Before or after a show of hands has been taken on any question, the Chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the Chair of the meeting shall direct;
5. If there is a tie vote, the Chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the Chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

Bylaw #2 (continued)

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the parents/legal guardians of members aged 15 or under as of December 31st of the year of the meeting, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Bylaw #2 (continued)

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Members may from time to time amend this constitution and by-law by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this constitution and by-laws other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Enacted April 6, 2015.

President

Secretary

BGHC Constitution and By-Laws

By-Law #3 Playing Rules

1. All BGHC competition shall be governed by the rules of Hockey Canada, "HC", as amended from time to time, except where various leagues and tournaments have specified particular exceptions to HC rules.
2. The BGHC will provide referees for each game with the qualifications necessary for the particular level of play.

Enacted April 6, 2015.

President

Secretary

BGHC Constitution and By-Laws

By-Law #4

Board of Directors, Players and Coaches

Board of Directors

1. Assignment of players to teams will be approved by the Board of Directors on the advice of Coaches, in the case of Competitive teams and on the advice of the Director of House League or house league convenors for the house league program.
2. The Board of Directors of the BGHC shall be responsible for the Operation of the BGHC assigning duties to its members as it deems necessary for the valued operation of the BGHC.
3. Each member of the Board must agree to observe the terms and conditions of this Constitution and these bylaws, as well as all published policies and operating procedures as may be put into effect by the Board from time to time and the Board of Directors' Fair Play Code as published by the Board on the BGHC website

Players

1. A player's membership is valid from the time of registration until the next April 30th or until a written release is provided by the BGHC, all to be in accordance with the rules and regulations of the OWHA.
2. Any female player of the ages covered by the BGHC may play hockey in the BGHC provided she agrees to observe the terms and conditions of this Constitution and these bylaws, as well as all published policies and operating procedures as may be put into effect by the Board from time to time and the Players Fair Play Code as published by the Board on the BGHC website.
3. Players are expected to co-operate with the organization in their conduct. Any conduct prejudicial to the aims of the BGHC will not be tolerated.
4. Players must wear full hockey equipment at every game and practice within the jurisdiction of the BGHC.
5. A player may object, complain, or give advice to the Board of Directors by means of a signed letter or email, provided that if it is an objection or complaint, it complies with the published BGHC Misconduct and Discipline Policy.
6. Any releases, in the form required by the OWHA, from the BGHC must be approved by the President, VP Hockey and Director of Competitive teams or Director of House League as is applicable. The release will only be issued with the confirmation of the BGHC Treasurer that the player has no monies owing to the BGHC nor to a BGHC team and that the player's most recent team owes no monies to the BGHC. The individuals authorized to sign a release are: the President, a Vice President, the Secretary or Treasurer. The Board retains the right to set other conditions for the issue of releases from time to time as it sees fit for the protection of the BGHC, provided these conditions are published on the BGHC website.
7. Any Permission to Skate, in the form required by the Ontario Women's Hockey Association, from the BGHC may only be signed by a Director so designated by the President.

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Coaches

1. Each coach will be appointed by the BGHC Board of Directors for each season. his/her duty will be to fulfill the aims of the constitution. The coach is responsible for enforcing the rules of BGHC.
2. Each coach of a team shall ensure “fair play” for each player on his/her team.
3. Each coach must agree to observe the terms and conditions of this Constitution and these bylaws, as well as all published policies and operating procedures as may be put into effect by the Board from time to time and the Coaches Fair Play Code as published by the Board on the BGHC website.
4. Each coach or team official may require a player to leave any game, practice or other team function for conduct prejudicial to the aims of the BGHC. Any coach who deems further disciplinary action to be necessary against an individual player, for any reason, must adhere to the BGHC Harrassment, Bullying and MisConduct policy.
5. The Coach, via the team Manager, if so designated, shall advise the Board of Directors of all Tournaments entered into and all exhibition games requiring OWHA sanctioning by any team of the BGHC.

Enacted April 6, 2015.

President

Secretary

BGHC Constitution and By-Laws

By-Law#5 Disciplinary Committee

1. The Disciplinary Committee shall have the authority to discipline, suspend or release any coach, manager, player or other team official or parents for conduct prejudicial to the aims of the BGHC or conduct that violates these by-laws.
2. The disciplinary committee shall review all matters where a minimum suspension is applied by the OWHA or any league in which the BGHC plays.
3. The Disciplinary committee shall comprise of:
 - a. The President or his designate and will be the Chair.
 - b. Two coaches, assistant coaches or managers of BGHC teams.
 - c. Two members who are eligible to vote at the Annual General Meeting and who have no other capacity in the BGHC.
4. The members in (1) through (3) shall serve, provided they have no interest in the issue at hand.

Enacted April 6, 2015.

President

Secretary

BGHC Constitution and By-Laws

By-Law#6 Operating Policies

Any BGHC policy approved by the Board and published on the BGHC website is in effect as per its specific terms. All members are required to operate within the parameters set out in these policies.

Enacted [*insert date, except where Corporation is deemed to have passed this by-law under Section 18(1) of the Act.*]

President

Secretary

By-Law #7

Board of Directors Member Applying for Rep Head Coach Positions

A member of the Board of Directors shall not be eligible to apply for a Rep head coaching position during his or her term unless:

- i) he or she resigns prior to submitting an application;
- ii) submits his or her application on or prior to the date of posting of the solicitation of coaching applications on the website; and
- iii) he or she is in the last year of his or her current term.

The Board may grant an exemption to the application of this policy, if it is determined after the normal coach selection process is completed, that a Rep head coaching position will otherwise be vacant.

BGHC Constitution and By-Laws

By-Law #8 Finances

1. The activities of the BGHC will be financed through player's registration fees, the support of the team sponsors, and other sources approved by the Board of Directors.
2. Certain fundraising events during the year will be approved by the Board of Directors and participation of all members is expected.
3. The contribution of all sponsors shall be for the whole BGHC, for a fee to be determined annually by the Board of Directors.
4. All expenditures of \$300 or more must be approved by the Board of Directors and recorded in the minutes.
5. All contracts undertaken by the BGHC for a total payment of \$500 or more in total to a single contractor over the course of a season (May 1 through April 30) will be written out such that all terms and conditions of the contract are documented. The contract must be approved by the Board of Directors.
6. Registration fees must be paid in full by no later than September 1 of each season for House League and Senior Recreational program participants and no later than December 1 for Rep program participants. Rep program participants must also meet individual instalment payment deadlines as published and made available by the Board of Directors each season. Discounts may be allowed for early registration at the discretion of the Board of Directors.
7. Failure to pay membership fees by the deadlines established by the by-laws and/or operating policies of the BGHC can result in suspension of the member by the Board of Directors.
8. Refunds of membership fees will be governed by a published Refund Policy to be made available to the membership no later than the date on which registration begins for a season.

Enacted April 6,2015.

President

Secretary

Schedule A

Position Description of the President

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction. In collaboration with Directors, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.

Performance Appraisal. Lead the Board in monitoring and evaluating the performance of Directors, if any, through an annual process.

Work Plan. Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning. Ensure succession planning occurs for the Board.

Committee Membership. Serve as member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds. The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors.

Financial Statement. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management. Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.