



LEAGUE BYLAWS



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Ottawa District Women’s Hockey Association

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Article 1. NAME

The Ottawa District Women's Hockey Association (ODWHA), hereby known as the League, shall be a governing body of amateur hockey for girls in the Eastern Region of Ontario.

Article 2. OBJECTIVE

1. To offer opportunities within the Ontario Women's Hockey Association (OWHA) for teams to participate in league play.
2. To raise the awareness and image of female hockey in Ontario.
3. To promote a positive environment for female hockey.
4. To significantly enhance the players' experience and their performance capability through understanding and principle-centered leadership both on and off the ice.
5. To provide quality competition that exemplifies the true values of sport.
6. To operate a league focused on providing the best opportunities for its participants.
7. To adhere to a code of conduct that focuses on respect for the game, the officials, the OWHA, the teams and its players and spectators.

Article 3. AUTHORITY OF THE LEAGUE

1. 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 ODWHA League By-Laws must first be presented to the OWHA for written approval prior to presentation to the membership for voting at the ODWHA Annual General Meeting.
 - c. All activities and games shall be conducted in accordance with the OWHA By- Laws, Regulations, Rules, Appendices, Code of Conduct and ODWHA League Policies.
 - d. All teams wishing to participate in the League must be currently registered with the OWHA.
2. The affairs of the Association shall be managed by a Board of Directors consisting of individuals each of whom have been duly elected or appointed.

Article 4. MEMBERSHIP

1. Membership in the League shall consist of:
 - a. Associations, or Independent Teams which:
 - i. Have agreed to abide by and comply with the By-Laws, Rules and Regulations, and the Code of Discipline; and
 - ii. Have applied to and been accepted by the Board of the League
 - b. The Board of the Ottawa District Women's Hockey Association
 - c. A delegate appointed by the OWHA
2. Each Member Association must be represented by an individual selected from their respective association and must be over 18 years of age and will be entitled to vote at any meeting of the Members.

3. A Member may change its representative from time to time by notifying the Executive Director and/or the Communications Director of the name of the new representative.
4. If a Member Association has not paid the annual fees or special assessment as voted by president council or as set forth by the Board of Directors, such a Member may be found not to be a Member in good standing by the Board of Directors and shall not be entitled to vote at or attend a meeting of the members.
5. Members may resign by written notice to the ODWHA which shall be effective upon acceptance thereof by the Board of Directors, which acceptance shall not be unreasonably refused.
6. Any Member may be required to resign by a vote of two thirds of the Directors at an Annual Meeting of the Board of Directors provided that any such Member shall be granted an opportunity to be heard at such meeting.
7. In case of resignation, a Member shall remain liable for payment of annual fees set by the Board of Directors which became payable by such Member during the current season.

Article 5. REQUIREMENTS OF ASSOCIATIONS AND INDEPENDENT TEAMS

5.01 Team Eligibility

1. Any team registered with the appropriate governing body, and in good standing with the OWHA, USA Hockey, or Hockey Quebec may apply for membership in the League.
2. Applications indicating a desire to register teams in the League must be provided to OWHA by May 15th of the year in which the season starts.
3. Any teams applying from outside of Ontario must obtain approval from the OWHA.
4. 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 as a minimum:
 - a. Agreement to abide by the Bylaws, Rules and Regulations, and Code of Discipline of the ODWHA
 - 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.
5. Individual team entries must be confirmed by the Association Presidents by a date to be set annually by the Board.
6. Applications for membership must be approved by the Board. The Board reserves the right to accept or deny any team(s) on an annual basis.

5.02 Fees

1. The registration fee, and performance bond will be set annually by the Board and approved by the membership.
2. Registration fees consist of:
 - a. Administration expenses (mailing, photocopying, phone calls, etc.), costs of crests, trophies, awards etc.
 - b. Other ODWHA fees:
 - i. Referee costs;
 - ii. Performance Bond;

- iii. Cost of Championship Day.
 - c. The amount of the Registration fee and other ODWHA fees shall be determined by the Board of Directors annually.
3. Registration fees and other ODWHA fees are due 7 days before the commencement of divisional play.

5.03 Performance

- 1. Member teams are expected to play all their regular season, playoff, and championship games.
- 2. No permanent game cancellations will be allowed except as specifically authorized, in its sole discretion, by the Board. Postponements will be allowed under the circumstances outlined in the Rules and Regulations.

5.04 Probation

- 1. Any Association shall be placed under probation for actions contrary to the principles of the ODWHA.
- 2. The term of this probation shall be one (1) year.
- 3. At the end of the probationary period, the Association will be required to prove that they have complied with the terms of probation. The Board may choose to end the probation or continue the probation for another year.
- 4. If the Association is still non-compliant after the second year of probation, all membership privileges for that Association will be revoked for a period of not less than one year.
- 5. Probations cannot be extended for a third year.

Article 6. BOARD OF DIRECTORS

6.01 Mandate

- 1. The Board shall set the League's Rules and Regulations and conduct the business of the League.
- 2. The Board shall be accountable to the members.
- 3. Where possible, Directors will not sit on any other Executive Council, or Board of an Association affiliated with the Ontario Women's Hockey Association or with any other Hockey Canada affiliate/participants in Ontario.
- 4. The Directors shall serve as such without remuneration and no Director shall directly or indirectly profit from his or her position as such; provided that a Director may be paid reasonable expenses incurred in the performance of his or her duties.
- 5. No member of the ODWHA Board shall solicit business from any member of the ODWHA or profit as a result of information obtained while on the Board of the ODWHA. Doing so will result in immediate expulsion from the Board.

6.02 Board Positions

1. The Board of Directors of the League shall consist of:
 - a. Executive Director
 - b. Immediate Past Executive Director – *non-voting position*
 - c. Communications Director
 - d. Treasurer
 - e. Discipline Director
 - f. League Registrar
 - g. Competitive Director
 - h. League Convenor
 - i. House Director
 - j. Director(s) at Large – up to three (3)
 - k. OWHA Delegate – *non-voting position*

6.03 Qualifications / Terms of Position

1. The Directors will be elected at an Annual General Meeting (AGM) of the League in the manner set forth below.
2. Directors shall be individuals eighteen (18) years or older, and shall have experience in not-for-profit female hockey organizations at the time of their election, or appointment.
3. No association should have more than two representatives on the Board of Directors.
4. Executive Director
 - a. To be elected Executive Director an individual must have, at some time, continuously served at least two (2) years on the Board of Directors of the Ottawa District Women's Hockey Association (ODWHA), hereby known as the League.
 - b. Notwithstanding the above, the Board of Directors may nominate a candidate for Executive Director, with less than two years' experience, if there are no suitable candidates available.
 - c. The nominee for the position of Executive Director must be approved by a majority of the votes cast at the AGM.
 - d. Should the nominee fail to obtain the necessary majority of votes, the Board of Directors will have 30 days to nominate another candidate for Executive Director.
 - e. The nominee for the position of Executive Director must be approved by a majority of the votes cast by the Association Presidents. This vote can either occur electronically or at a Presidents Council Meeting. This process will continue until a nominee receives the required majority of votes cast.
5. Beginning in 2018-2019 season, Directors that are elected as Executive Director, Treasurer, House Director, and Discipline Director, and up to three (3) Directors at Large that may be elected without office, shall be elected for a two-year term at the Annual General Meetings held in even numbered years.
6. Beginning in 2019-2020 season, the Directors that are elected as League Convenor, Communications Director, Competitive Director, League Registrar, and up to three (3) Directors that may be elected without office, shall be elected for a two-year term at the Annual General Meetings held in odd numbered years.

7. The Board of Directors shall have the authority to fill any vacancies among the Directors. Each appointed director shall hold office until their position comes up for re-election at the appropriate AGM for their year of election, or until removed as a director.
8. The Board of Directors shall have the authority to appoint such committees as it considers necessary to assist in carrying out its responsibilities.
9. A person may resign his or her position as Director by written notice to the Executive Director of the League.
10. The Members may remove any Director before the expiration of his or her term of office, by a resolution passed by at least two thirds of the votes cast at a meeting of which notice specifying the intention to pass such resolution has been given.
11. Each member will be able to nominate a candidate for a Director whose position is up for nomination and, if desired, any elected office. Nominations must be in writing and received by the communications Director no later than thirty (30) days prior to the League AGM for distribution to the membership.

6.04 Duties of Board Members

(a) Executive Director

- He/she shall serve as the Chairperson and shall preside at all meetings of the League and of the Board.
- He/she shall call meetings of the League, the Board, and of the Committees.
- It shall be the duty of the Executive Director, within seven (7) days after the close of each Annual General Meeting to set a meeting of the Board, which shall be held within thirty (30) days, in order to discuss the business for the forthcoming year.
- He/she shall exercise, in addition to the authority conferred upon the Executive Director by the By-Laws, and Regulations and Rules of the League, all duties and powers of the Board when in an emergency and it is impractical for the Executive Director to obtain a vote of the Board.
- Any action taken by the Executive Director shall be referred to the Board for approval or rejection in whole or in part within fifteen (15) days following the action taken.
- He/she shall be an ex-officio member of any Committee, and may appoint persons to ad-hoc Committees.
- The Executive Director may assume the role of or shall appoint the Privacy Officer of the League who shall work in cooperation with the OSHA Privacy Officer.

(b) Immediate Past Executive Director

- Provides advice to the current Executive Director.
- This is a non-voting position.

(c) Communications Director

- The Communications Director shall attend to the giving and serving of all notices of meetings of the Board and of the Members and shall keep the minutes of all such meetings in a book or books to be kept for that purpose.
- The Communications Director shall be responsible for official communications between the Board of Directors and the member Associations.
- The Communications Director shall be responsible for maintaining a list of the Members and shall perform such other duties as may from time to time be prescribed by the Board.

(d) Treasurer

- The Treasurer shall ensure that the League keeps full and accurate accounts of all receipts, and disbursements of the League and shall be a signing authority on the Board's bank account
- He/she deposits all moneys or other valuable effects in the name and to the credit of the League in such bank or banks as may from time to time be designated by the Board
- He/she shall disburse or supervise the disbursement of the funds of the League under the direction of the ODWHA Board, and shall render on a monthly basis to the Board, and as required, an account of all transactions and of the financial position of the League
- He/she shall work in cooperation with the League Bookkeeper and Auditors, appointed by the Board

(e) Discipline Director

- He/she shall work with OWHA Discipline and Associations on enforcement issues
- He/she shall be familiar with Hockey Canada and OWHA rules and regulations
- Create and administer an email and web-based suspension reporting process
- Maintain up-to-date records of all suspensions and other discipline matters
- Work closely with the League Head Referee
- Call any discipline boards as required during the season for the purpose of hearing any particular matter concerning a Suspension, Appeal or Protest
- Ensure that the League's Code of Discipline and Rules and Regulations are followed

(f) Registrar

- He/she shall maintain a record of all registrations received and ensure all teams are properly registered with the League, and with OWHA
- He/she shall be familiar with Hockey Canada and OWHA rules and regulations
- He/she shall maintain records of player movement within the league

(g) League Convenor

- He/she oversees the operational and strategic areas of league convenors and statisticians
- He/she shall have knowledge of the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline
- He/she shall be familiar with Hockey Canada and OWHA rules and regulations
- He/she shall ensure that all teams and representatives adhere to the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline, as they pertain to scheduling and statistical reporting

(h) Competitive Director

- He/she shall have knowledge of the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline
- He/she shall be familiar with Hockey Canada and OWHA Rules and Regulations
- He/she shall ensure that all competitive teams, and respective participants within their respective division adhere to the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline

(i) House Director

- He/she shall have knowledge of the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline
- He/she shall be familiar with Hockey Canada and OWHA Rules and Regulations
- He/she shall ensure that all house teams, and respective participants within their respective division adhere to the ODWHA By-Laws, Rules and Regulations, and the Code of Discipline

(j) OWHA Delegate

- An OWHA Delegate shall be invited and welcomed at all board meetings of the ODWHA and shall have speaking privileges. The OWHA delegate shall not have a vote at any meeting
- Expenses of the OWHA Delegate related to the ODWHA, are the responsibility of the OWHA

6.05 Appointments

(a) League Head Referee

1. The League Head Referee shall be appointed by the League Board 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 regard to on-ice officiating comments, questions and/or concerns;
 - c. Works in conjunction and with approval from the Board to appoint the Referee Assignor at the beginning of each season;
 - d. Working with the referee assignor to ensure that games are handled in an appropriate manner;
 - e. Assisting the OWHA Referee-in-Chief or her/his delegate with coordinating the supervision of officials in league and playoff games;
2. Addressing correspondence, as appropriate, pertaining to officiating within the League He/she shall organize a meeting of the referee assignor of the League to disseminate information concerning procedures of the league and to develop a harmonious working relationship
3. He/she shall work closely with the OWHA Referee-in-Chief to co-ordinate supervision of officials working in the League

(b) Delegation and Committees

1. Wherever appropriate, the Board shall encourage broader participation in the League through the delegation of their functions to other persons in the League. Such delegation may occur through informal assignment and designation as well as through the appointment of committees
2. When the Board appoints a committee, it shall:
 - a. 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
 - b. Specify the time frame for the work and reporting of each ad-hoc committee after which time it shall cease to exist
 - c. Specify the general purpose of the committee, and:
 - i. Its particular objectives,
 - ii. Its responsibilities by way of consultation or otherwise,
 - iii. Any resources which will be provided to assist in the carrying out of its task

3. Specify whether the committee shall report through a designate or directly to the Board and whether there shall be interim as well as final reporting
4. If required, the Board shall accept nominations for Committee Members and shall appoint such officials from those nominees or others who the Board of Directors may accept as having the necessary qualifications.
 - a. Such officials, when required, shall attend and report to the Board of Directors and Members. The Board of Directors may determine by resolution from time to time to appoint other officials. Such appointed officials shall not be entitled to a vote at Board meetings.
 - b. The Board of Directors may at any time by resolution remove any of the officials and appoint others in their place.

6.06 Indemnities of the Directors

1. Every Director of the League or other person who has undertaken or is about to undertake any liability on behalf of the League and their respective heirs, executors, administrators and other personal representatives, shall at all times, be indemnified and saved harmless out of the funds of the Association, from and against:
 - a. All costs, charges and expenses whatsoever which such Director, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him/her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or in respect of any such liability provided such Director acted honestly and in good faith with respect to such matter; and
 - b. All other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

6.07 Conflict of Interest

1. Any Director who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion of said motion.
2. If said Director does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director is or is not in a conflict of interest and declare said Director either eligible or ineligible, as the case may be, to participate in discussions and/or voting.
3. Any Director or Officer of the League can be associated directly or indirectly with an Association team in any capacity.

Article 7. LEAGUE MEETINGS

7.01 Annual General Meeting (AGM)

1. The Annual General Meeting (AGM) shall be held at a time and place determined by the Board of Directors prior to June 30th of each year.
2. Notice of the meeting shall be provided in writing at least at least thirty (30) days prior to the date of the AGM together with any proposed agenda items which are known at the time.
3. For the purpose of sending notice to any Member, Director, official for any meeting or otherwise, the address of such Member, Director, or official shall be the last email address recorded on the books of the Association
4. At the AGM, in addition to any other business that may be transacted, the following shall be presented:
 - a. minutes of the preceding Annual General Meeting, for approval
 - b. the annual financial statements, for review
 - c. Reports of the Directors
 - d. the appointed Auditors, for ratification by the members
 - e. The election of Directors up for renewal
 - f. Disposition of proposed amendments to the ODWHA Bylaws
5. Each Association Member in good standing, shall be entitled to one (1) vote exercised by the Association President or his/her delegate.
6. In the event that an Association President is unable to attend a meeting, he/she may appoint, an alternate who may vote for the Association. This information must be submitted to the Communications Director prior to the commencement of the meeting to be valid.
7. In the event that a Member chooses to appoint a person by means of a proxy and act at the meeting as his or her nominee, a proxy may be completed and submitted at the meeting. No one member may hold more than two (2) proxies. Proxy votes must be submitted to the Communications Director prior to the commencement of the meeting to be valid.
8. A quorum at the AGM 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.
9. Every motion shall be decided by a majority of the votes cast by Members (or their delegates) present, or represented by proxy.
10. Every motion shall be decided in the first instance by a show of an Association Member Card unless a poll is demanded by any Member. Upon a show of cards, a declaration by the Chairperson that a resolution has been carried or not carried is made, followed by an entry to that effect in the minutes.
11. The Executive Director shall have speaking privileges but may not make, second or amend motions. The Executive Director shall not vote except in the case of a tie, at which time the Executive Director may cast the deciding vote. In the absence of the Executive Director, an acting Executive Director shall be identified prior to the meeting, shall assume all the responsibilities of the Executive Director and shall not vote except in the case of a tie.
12. Directors of the Board shall have speaking privileges, may make, second, or amend motions, and vote.
13. The OWHA Delegate shall have speaking privileges but shall not vote nor make, second or amend motions.

14. No error or omission in giving notice for a meeting of Directors or Members shall invalidate or make void any proceedings taken or had at such meeting.

7.02 President's Council Meetings

A committee made up of the Presidents of each Association within the League who discuss league issues and make recommendations to the Board for approval.

1. The Executive Director shall call meetings of the membership as required, but at least two times per year
2. The Board of Directors or the Executive Director shall have power to call a meeting of the Members at any time
3. Notice of meetings shall be provided in writing at least fifteen (15) days in advance together with notice of any proposed agenda items which are known by the Executive Director at the time
4. For the purpose of sending notice to any Member, Director, official for any meeting or otherwise, the address of such Member, Director, or official shall be the last email address recorded on the books of the Association
5. Each Association shall be entitled to one (1) vote exercised by the Association President or her/his delegate.
6. In the event that an Association President is unable to attend a meeting, he/she shall appoint, an alternate who may vote for the Association. This information must be submitted to the Communications Director prior to the commencement of the meeting to be valid
7. A quorum at the President's 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. Every motion shall be decided by a majority of the votes cast by Members (or their delegates) present, or represented by proxy
9. Every motion shall be decided in the first instance by a show of Association Member Card unless a poll is demanded by any Member. Upon a show of cards, a declaration by the Chairperson that a resolution has been carried or not carried is made, followed by an entry to that effect in the minutes
10. The Board including the OWHA Delegate shall have speaking privileges but may not vote nor make, second or amend motions.
11. No error or omission in giving notice for a meeting of Directors or Members shall invalidate or make void any proceedings taken or had at such meeting.

7.03 Board Meetings

1. The Board of Directors shall meet at least on a monthly basis and may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present.
2. Every member of the Board except the Executive Director, Past Executive Director, and the OWHA Delegate shall be entitled to vote at meetings of the Board
3. The Executive Director (or his/her delegate) may only vote in the event of a tie.
4. A quorum of at least 50% plus one (1) of the elected Board is required
5. Voting by proxy shall not be permitted at Board meetings

Article 8. RULES AND REGULATIONS

1. The Board may, from time to time, set, repeal or amend such Rules and Regulations as it deems necessary for the operation of the League.
2. All Rules and Regulations must be consistent and at least as restrictive as those established by the OWHA.
3. Any amendments to the Rules and Regulations will be presented to Association Presidents who will have seven (7) days to provide feedback.
4. The Directors may prescribe such rules, policies and regulations consistent with the By-laws of the Association relating to the management and operation of the association as they deem expedient.

Article 9. CODE OF DISCIPLINE AMENDMENTS

1. The Board may, from time to time, set, repeal or amend the Code of Discipline as it deems necessary for the operation of the League.
2. The Code of Discipline must be consistent and at least as restrictive as those established by the OWHA.
3. Any amendments to the Code of Discipline will be presented to Association Presidents who will have seven (7) days to provide feedback.

Article 10. FINANCIALS

1. The fiscal year of the Ottawa District Women's Hockey Association shall terminate on the 31st day of July each year.
2. Deeds, transfers, licenses, contracts and agreements on behalf of the Association shall be signed by two signing officers of ODWHA.
3. Unless otherwise determined by the Board of Directors, the financial year of the Association shall terminate on the 31st day of August in each year.
4. The Members shall at each Annual Meeting appoint an auditor to perform a financial review on the accounts of the Association for report to the Members at the next Annual Meeting. The financial review must be completed a minimum of once every two years. The auditor shall hold office until the next Annual Meeting provided that the Directors may fill casual vacancy in the office of the auditor. The remuneration of the auditor shall be established by the Board.

Article 11. BYLAW AMENDMENTS

1. All proposed amendments to the Bylaws of the Ottawa District Women's Hockey Association must be approved at the AGM by a two-thirds majority of all votes cast provided that notice was received in writing by the Communications Director at least fourteen (14) days in advance of the AGM.