

**Greater Petawawa Minor Hockey Association Annual
General Meeting
April 8th, 2026 – 6pm Petawawa Civic Centre**

Agenda

- 1) Call to Order
- 2) Approval of Minutes from April 9th, 2025 – Review GPMHA Website
- 3) President and Vice President Reports
- 4) Executive Reports
 - a) Registrar
 - b) Secretary
 - c) Ice Allocator
 - d) Rep League Director
 - e) House League Director
 - f) U7/U9 Director
 - g) Development Coordinator
 - h) Risk Management and Fair Play Chair
 - i) Equipment Manager
 - j) Fundraising/Bingo Chair
 - k) House League Tournament Director
 - l) Publicity/Webmaster Officer
 - m) Referee in Chief
- 5) Treasurer and Presentation of Financial Statements
- 6) Motions and Approval of the GPMHA Constitution, By-Laws, Policies Submitted or Proposed.

AMENDMENT 1 – Discipline Authority & Process (Hierarchy Clarification)

Replace / Add to Policies – Discipline and Appeals (Section 8)

8.X Interim Authority

Notwithstanding the provisions of this policy, the President, or their delegated authority, may impose an interim suspension or restriction where immediate action is required to protect participant safety, the integrity of the Association, or ongoing operations.

Any interim measure imposed under this section must be reviewed by the Discipline Committee within four (4) days, at which time the interim measure may be confirmed, amended, or rescinded following the established disciplinary process.

AMENDMENT 2 – Discipline Committee Composition (Internal Consistency)

Replace Policy 8.5 in full

8.5 Discipline Committee

The Discipline Committee shall be composed of:

- The Vice President (Chair, non-voting)
- The Risk and Safety Officer
- One (1) additional Executive Committee member

The President shall not sit as a member of the Discipline Committee but shall receive the Committee's written recommendation and be responsible for communicating the decision to the affected parties.

AMENDMENT 3 – President's Role in Discipline and Appeals (Separation of Powers)

Replace Policy 8.6.2

8.6.2 Appeals

Appeals of GPMHA Discipline Committee decisions must be submitted to the President within seventy-two (72) hours of the original decision.

Upon receipt of an appeal, the President shall:

- Confirm the original decision; or
- Convene a new Discipline Committee composed of Executive members who were not involved in the original hearing.

The President shall not rule on an appeal where they exercised interim authority or were otherwise directly involved in the originating matter.

AMENDMENT 4 – Chain of Command (Single Authoritative Path)

Replace By-Laws 6.1 and Policies 8.4 with identical wording

Complaints and Chain of Command

All complaints must follow a mandatory twenty-four (24) hour cool-down period and be submitted in writing.

Complaints shall proceed in the following order unless a conflict of interest exists:

1. Team Official (Coach or Manager)
2. Division Convenor
3. Appropriate Director (House League or Rep)
4. Vice President and/or Risk and Safety Officer
5. Discipline Committee (if required)

Failure to follow this process may result in sanctions as determined by the Executive Committee.

AMENDMENT 5 – Executive Election Cycle

Replace By-Law 4.2

Current intent: Executive positions are elected for two-year terms with elections split between odd and even years.

Proposed Replacement

4.2 Election Cycle and Terms of Office

Executive Committee members shall serve two-year terms. In order to maintain continuity within the Association, elections shall be staggered between odd-numbered and even-numbered years.

Positions Elected in Odd-Numbered Years

The following positions shall be elected/appointed in odd-numbered years:

President, Registrar, House League Director, Risk Management & Fair Play Chair
Development Coordinator, Equipment Manager, Publicity/Webmaster, Coach Mentor
(appointed)

Positions Elected in Even-Numbered Years

The following positions shall be elected/appointed in even-numbered years:

Vice President, Secretary, Ice Allocator, Rep Director, Risk Management & Fair Play Chair,
Fundraising Chair, Tournament Director, U7/U9 Director, Treasurer (appointed)

AMENDMENT 6 – Executive Resignation vs. Removal (Equity Fix)

Replace By-Laws 4.9 final sentence

An Executive member who resigns or is removed from their position during their term of office shall not be eligible to return to the same position for the remainder of that term, unless reinstated by a majority vote of the membership at a General Meeting.

AMENDMENT 7 – Governing Authority of Current Constitution

Replace Article 11.1

This document constitutes the official and governing Constitution, By-Laws, and Policies of the GPMHA as approved by the membership.

In the event of future amendments, the most recently approved version shall supersede all previous versions.

AMENDMENT 8 – Social Media & Public Commentary

Add to Policies – General Compliance

1.X Public Commentary and Social Media

Members shall not use social media or other public platforms to raise allegations, complaints, or disciplinary matters involving players, officials, teams, or Associations prior to exhausting the GPMHA complaints and discipline processes.

Public commentary that interferes with the Association's ability to investigate or resolve an issue may result in disciplinary action.

AMENDMENT 9 – Referee-in-Chief as GPMHA Executive Position

- Article 6 – Leadership

Replace Article 6.3

Current (summary): The Referee-in-Chief serves as an advisor and is appointed externally.

Proposed Replacement:

6.3 The Referee-in-Chief (RIC) shall be a non-voting member of the GPMHA Executive Committee.

The Referee-in-Chief shall be appointed by the GPMHA Executive Committee and ratified by the membership at the Annual General Meeting.

- By-Laws – Elections and Terms of Office

Replace By-Laws 4.5

Proposed Replacement:

4.5 The position of Referee-in-Chief shall be appointed by the GPMHA Executive Committee for a one-year term and ratified by the membership at the Annual General Meeting.

The Referee-in-Chief shall comply with all certification, training, and appointment requirements as established by Hockey Eastern Ontario and Hockey Canada.

- Article 6.2 – Executive Committee Composition

Amend Article 6.2 to include RIC explicitly

The Executive Committee shall consist of; President, Vice President, Secretary, Treasurer, House League Director, Rep Director, U7 & U9 Director, Ice Allocator, Risk and Safety, Registrar, Webmaster, Equipment Manager, Fundraising Chair, Development Coordinator, Coach Mentor, House League Tournament Director, Referee-in-Chief.

AMENDMENT 10 - Replace Sections 13.2–13.7 with the following

13.2 Association Fundraising

Fundraising initiatives conducted by or on behalf of the GPMHA Executive shall be considered Association Fundraising.

Funds raised through Association Fundraising may be allocated by the Executive Committee for any team-related expense as approved by parents including but not limited to:

- Tournament registration fees
- Player development initiatives (skills coaches, training sessions, development programs)
- Team equipment
- Ice time
- Participation costs in team activities
- Team parties and events
- Team apparel and player gifts

The Executive Committee retains final authority over the allocation and distribution of Association fundraising funds.

13.3 Team Fundraising

Fundraising initiatives conducted independently by individual teams shall be considered Team Fundraising and must receive prior approval from the GPMHA Fundraising Chair.

Funds raised through Team Fundraising may only be used for the following purposes:

- Tournament registration fees
- Player development activities such as hiring skills instructors

Team Fundraising proceeds shall not be used for:

- Cash distributions to players or families
- Gifts or honorariums for team officials
- Team parties or social events
- Apparel or merchandise unrelated to player development or tournament participation.

13.4 Financial Accountability

Each team shall place control of funds with the Team Manager or a designated Team Treasurer. The individual responsible shall provide financial statements to team parents and the GPMHA Treasurer on the following schedule:

- October 30
- December 15
- January 30
- Season end

Failure to submit required financial reporting may result in suspension of the Head Coach until compliance is achieved.

13.5 Approval of Team Fundraising Activities

All team fundraising activities must be submitted to the Fundraising Chair for approval prior to being undertaken. The request must include:

- Description of the activity
- Dates and location
- Expected proceeds
- Intended use of funds

13.6 Restrictions on Use of Team Funds

Team officials shall not receive financial remuneration from team funds including but not limited to:

- Travel expenses
- Meal allowances
- Stipends or honorariums

Team funds must be used solely for the benefit of players and approved team activities as outlined above.

13.7 Corporate Grants and Donations

Replace existing wording with:

Corporate grants, sponsorships, and donations may be secured by the GPMHA Executive or by individual teams with prior approval from the Executive Committee.

Where such sponsorships or donations are monetary in nature, are approved by the Executive and subsequently obtained:

- Funds may be administered by the GPMHA and allocated to teams or or association development initiatives as approved by the Executive Committee; or

·Funds obtained in direct support of a specific team may be distributed to that team with Executive approval.

Overall review to ensure all current executive titles are consistent.

7) Nominations and Election of GPMHA Executive Committee Members

Nominations will be heard for the following positions (Even Years):

Vice President (willing to stand)

Secretary (willing to stand)

Ice Allocator (willing to stand)

Rep Director

Development Coordinator (willing to stand) *

Risk Management & Fair Play Chair *

Fundraising Chair (willing to stand)

Tournament Director (willing to stand)

U7&U9 Director (willing to stand)

*** May be 1 year interim pending proposed constitution amendment 5.**

Nominations for the following positions can be sent to the executive for consideration:

Coach Mentor (appointed)

8) New Business/Discussion

No items were submitted from the membership for discussion.

9) Registration Raffle Draw (one ballot per adult member in good standing)

10) Meeting Adjournment