



# CONSTITUTION AND BY-LAWS HILLSBOROUGH AND DISTRICT MINOR HOCKEY ASSOCIATION

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## Section 1 – Constitution

### Article 1 - Name

- 1.1 The Association shall be known as the Hillsborough and District Minor Hockey Association (H.D.M.H.A.).
- 1.2 The Hillsborough and District Minor Hockey Association (H.D.M.H.A.) is a member of Hockey Canada (the governing body of amateur hockey in Canada), Hockey New Brunswick (HNB); the governing body of amateur Hockey in New Brunswick; and a member of the New Brunswick Minor Hockey Council (NBMHC).

### Article 2 – Goals and Objectives

- 2.1 To provide all children from the communities served by H.D.M.H.A., regardless of race, creed, social status or ability, an opportunity to play hockey.
- 2.2 To organize and provide an environment which promotes good citizenship, sportsmanship, and fair play.
- 2.3 To offer an environment which fosters and encourages players to continuously strive to do their best regarding good sportsmanship and skill development.
- 2.4 To deliver direction, education, and support to all coaches, players, volunteers, officials, and parents.

### Article 3 – Membership

- 3.1 An active member shall be defined as any parent or guardian of a player on a HDMHA team, registered team officials, referees registered with the association or any person taking an approved and active volunteering role in the affairs and/or operation of the HDMHA during the fiscal year.
- 3.2 Members are entitled to receive notice of the Annual General Meeting (AGM), they are entitled to speak at the AGM and participate in any Association programs deemed to be of benefit to the general membership.
- 3.3 Members are not entitled to attend board meetings, unless specifically invited, or to use the Associations resources without permission.
- 3.4 All members will be subject to the Constitution and By-Laws, Operations Manual and any decisions and/or direction from the H.D.M.H.A. Board.
- 3.5 The membership year will commence October 1 and end September 30 of the succeeding year.

### Article 4 – Boundaries (see Annex A)

- 4.1 In order to be a member the individual must live within the geographical boundaries outlined below:
  - beginning at the center line of Niagara Road of Route 114 southerly to Wolfe Lake exit at Fundy National Park
  - back center line of Niagara Road meeting Pine Glen Road
  - Pine Glen Road running to Tower Woods Road on both sides of the Pine Glen Road
  - Running from the Center Line of Tower Woods Road meeting Riverview Minor Hockey Associations Tower Woods boundary

- Running easterly to Route 910 including all southerly points through to the Wolfe Lake exit of Fundy National Park
- Including all parishes of Hillsborough, Hopewell, Harvey, and Alma.

4.2 Members residing outside of this area will be dealt with on a case-by-case basis in consultation with neighboring associations and the District Director. In instances of dispute, the District Director will reserve final decision.

4.3 The Executive reserves the right to request a proof of residency for any member of the Association.

## Article 5 – Board of Directors

5.1 The affairs of H.D.M.H.A. shall be managed by an 11-20-member base. Preferably, a board member from every level (U7 to U18).

5.2 Executive Members (President, Vice President, Treasurer and Secretary) term of office shall be from the date of meeting at which they are elected or appointed for a term of three (3) years with an option to renew, or until their successors are appointed. The executive of the Association shall be elected at the Annual General Meeting (AGM). In the event of an unexpected vacancy, the executive board position shall be filled by appointment by the remaining executives and voted on by the board members.

5.3 The Board shall meet, during the hockey season on a monthly basis, in between meetings of the General Membership and shall have all powers of the membership except for modifying or annulling the Constitution or By-Laws. They may exercise all actions that are required for the operation of the Association which are not required to be voted on by active members of the Association at the Annual General Meeting.

5.4 Any decisions voted on by the Board of Directors must be made by a quorum which is 50% of the Board members.

5.5 In order to maintain a seat on the Board, the member must have a child currently playing with the H.D.M.H.A. or have no affiliations with any other Minor Hockey Associations.

5.6 The office of the executive members must be vacated:

5.6.1 Upon the death of the executive.

5.6.2 If the executive is deemed to be of unsound mind.

5.6.3 Upon the resignation of the member by written notice.

5.6.4 If found on investigation, to be guilty of a breach of the Code of Conduct.

5.7 The structure of the Board of Directors shall be as follows:

- President – Executive
- Vice President – Executive
- Secretary – Executive
- Treasurer – Executive
- Referee-in-chief

- Members – specific roles identified in the Operations Manual as they may be amended on an ad-hoc basis.

5.8 Any member of the Board of Directors who is absent for more than three (3) consecutive meetings, may be removed from the Board by a vote from the Board at a regular or special meeting.

5.9 Only one person per household may sit on the H.D.M.H.A Board.

## Article 6 – Annual General Meeting (AGM)

6.1 Annual General Meetings shall take place within a month of the fiscal year end.

6.2 The executive shall prepare for submission to the annual meeting financial statements of account(s) of the Association showing all monies received with details and the manner on which the monies have been invested or expended.

6.3 A minimum of 50% of board members, including the President, Vice-President, Secretary, and Treasurer (the executive) must be present during this meeting.

## Article 7 – Amendments

7.1 In the event the constitution and/or by-laws need to be amended, members of H.D.M.H.A. will be provided with a copy of the proposed amendments at least 14 days prior to the AGM through a public forum.

7.2 At the AGM the amendments will be submitted for approval and voted on by the membership. Any member of H.D.M.H.A. can submit a notice of motion. Amendments will be passed by a two-third majority of the members at the AGM.

7.3 The constitution and bylaws shall be reviewed by the Board of H.D.M.H.A. every two years to assess whether amendments are needed.

## Article 8 – Fiscal Year

8.1 The fiscal year for the Association shall be from May 1 to April 30 of the subsequent year.

8.2 No association funds above two hundred dollars (\$200.00) shall be expended without being first authorized by a resolution of the Board.

## Section 2 – By Laws

### By-Law 1 – Board of Directors

#### 1.1 PRESIDENT

The President shall:

- Serve a term of 3 years with the option to renew.
- Be a member in good standing.
- Have two years experience as a Board member. If the President does not have the minimum 2 years experience, the quorum for the appointment shall be by the majority of the board members.
- Be the Chief Executive Office of the Association and shall preside at all the meetings of the Association and of the Executive.

- Attend other meetings as directed and/or required by the board.
- Ensure the teams are equipped with the appropriate playing/practice equipment, i.e., jerseys.
- Coordinate ice-time purchases in consultation with the Treasurer.
- Allot ice time to the divisions.
- Be the link between H.D.M.H.A. and HNB.
- Communicate with parents and players as necessary.
- Work closely with the Treasurer to ensure accurate accounting of H.D.M.H.A. ledger.
- Ensure return of equipment to storage facility with assistance from Board Members.
- Schedule/coordinate the year end banquet with Board Members.
- Coordinate Annual General Membership Meeting (AGM) with the Secretary.
- Provide written report for AGM with assistance from Board Members as required.
- Other duties as assigned by the Board through the Operations Manual.

## 1.2 VICE-PRESIDENT

The Vice-President shall be vested with all powers and shall perform all the duties of the President in the absence, disability, or refusal to act as the President.

The Vice President shall:

- Serve a term of 3 years with the option to renew.
- Be a member in good standing.
- Have a minimum of one (1) year experience as a Board member of the Association. If they don't a quorum for the appointment from the Board must be met.
- Attend monthly Board meetings
- Help recruit coaches for all recreational divisions
- Have knowledge of the H.D.M.H.A. Operations Manual and its application
- Have knowledge of the HNB and Minor Hockey Council Operations Manual.
- Perform duties as assigned by the Board through the Operations Manual.

## 1.3 SECRETARY

The Secretary shall:

- Serve a term of 3 years with the option to renew.
- Notify Board members of upcoming Board Meetings.
- Notify the membership of any Special Meetings.
- Notify the membership of the Annual General Meetings.
- Prepare and maintain Meeting Agendas and Minutes
- Sign along with the President or other signing officers as needed.
- Be responsible for general correspondence of the Association.
- Record and Post notices of Motions and Policy changes.
- Record and Post Changes to the Operations Manual.
- Maintain all related Association Documents, such as:
  - Constitution and By-Laws of the Association.
  - Operations Manual.

- The names alphabetically arranged of all persons who are or have been members of the Association.
- The address and calling of every such person while a member as far as can be ascertained.
- Be a member in good standing.

#### 1.4 TREASURER

The Treasurer shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Association in such bank or banks, or with such depository or depositories as the Board may direct.

The Treasurer shall at all reasonable times exhibit the books of account to any member of the Association upon request. The treasurer shall sign or countersign such instruments as required and shall perform all duties related to the office or those required by the Board in the Operations Manual.

The Treasurer shall:

- Serve a term of 3 years with the option to renew.
- Be a member in good standing.
- Have appropriate accounting experience.

#### 1.5 BOARD MEMBERS

Members wanting to form part of the H.D.M.H.A. Board can submit their name to any active Board member for nomination. Upon secondment by the remaining board members, they will become a member of the H.D.M.H.A. Board. Specific roles, if assigned, will be identified in the Operations Manual.

- Must be a member in good standing.
- Members shall have the right to vote on matters before the Board.
- Be responsible for performing duties as assigned by the Board in the Operations Manual.
- Have knowledge of the H.D.M.H.A. Operations Manual in order to provide clarification to members as needed.

#### By Law 2 – Committees, Working Groups or Task Teams

2.1 Committees are an important component of any minor hockey association. The H.D.M.H.A. board may, when required set up a 5 (five) person committee, working group or task team with the option of support staff as required/needed. The Board shall have the power to appoint committees as it sees fit, and any such committee appointed may perform such duties and exercise such powers as delegated to it by the Board from time to time.

2.2 Committees, working groups, and task teams may be related to appeals, membership, finance, fund raising, discipline or tournaments.

#### By Law 3 – Meetings

3.1 The Board Members of H.D.M.H.A. shall meet on a monthly scheduled basis during the hockey season (Regular or Special Meeting) in order to ensure the operations of the Association run smoothly. Meetings can be held online (i.e., Zoom) or in person.

3.2 Special meetings of the Executive may occur throughout the hockey season and after in order facilitate discussion on issues or initiatives for H.D.M.H.A .

#### By Law 4 – Financial

4.1 Financial information shall be managed via a financial management tool such as excel, Quick books, Sage 50 and more.

4.2 Financial information shall be readily available for viewing by board members and stored in a centralized record keeping location.

4.3 A copy of the H.D.M.H.A. Income Statement shall be made available at the Annual General Meeting.

4.4. The fiscal year of H.D.M.H.A. shall commence June 1st and terminate on May 31st of the subsequent year.

4.5 A Board member who has knowledge of accounting practices will be appointed at the AGM to conduct a yearly Financial Internal Review.

#### By Law 5 – Records

5.1 The books and records of the Association shall be in the custody of the Secretary and the Treasurer and shall always be open to the inspection of the membership.

5.2 Where possible records will be stored electronically in a centralized location, and access granted to the Board members.

#### By Law 6 – Signatories

Any two designated signing officers of the Association may sign contracts, documents, or any instruments in writing requiring the signature of the Association. All contracts, documents and instruments in writing so signed shall be binding upon the Association without further authorization or formality. The signatories cannot be from the same household.

#### By Law 7 – Sponsors

The Board will handle all matters regarding sponsorships within the Association.

#### By Law 8 – Registration

- The Board will set the Annual Registration Date, normally set for the month of September.
- The cost, process and form shall be updated in the Operations Manual as needed and voted on by the Board members.
- The registration deadline will be strictly adhered to, with the exception that additional players who have been going through the competitive try out process, may be permitted to register after the cut off date pending Board approval.

#### By Law 9 – Certification / Screening Policy

9.1 All coaches are required to be certified (level of certification is dependent on the age group they are involved with). They must also complete a criminal background check and vulnerable sector check.

9.2 All volunteers, bench and on-ice personnel 16 years and older, registered with Hockey New Brunswick require Speak Out or Respect in Sport. All volunteers, bench and on-ice personnel 18 years of

age and older must have a cleared criminal record check and vulnerable sector check. Note that these checks must be done every 3 years.

9.3 All certification must be completed no later than December 15<sup>th</sup> of each year. Note dates are set by Hockey New Brunswick, if changes are made, they will be announced to members so that they can meet the deadlines.

Failure to submit the required documentation by the deadline will result in being ineligible to participate in team activities or be on the team roster.

### By Law 10 – Coach Selection

10.1 A call for coaching staff shall be issued no later than August 15<sup>th</sup>.

10.2 In the event of multiple submissions for coaching the H.D.M.H.A. Board shall vote on coach selection. In the event of voting for a coach a close relative (mother, father, sibling) cannot vote.

10.3 Any Coach may be vacated from their position at the discretion of the board if:

- The coach has resigned by delivering a written resignation to the secretary of the Board.
- The coach has any criminal convictions.
- If found on investigation, to be guilty of a breach of the Code of Conduct.

The Board will appoint a replacement.

10.4 Coaches must abide by the constitution and bylaws as well as the operations manual.

### By Law 11 – Manager Selection

11.1 The coaching staff shall appoint a manager to their team in the Association.

11.2 Managers must abide by the Constitution, By-Laws and Association Operations Manual.

### By Law 12 – Player Selection

12.1 The player's division is determined for the current season by the players age as of December 31.

12.2 The Age Limit for all Divisions will be as outlined in Hockey Canada's Articles, By-Laws and Regulations.

12.3 Team selection will be managed as determined in the Operations Manual.

### By Law 13 – Conflict of Interest

13.1 When a conflict of interest arises, the member shall:

- Immediately notify the board.
- Not participate in any discussion and shall withdraw themselves from any discussion that is considered a conflict.
- Not solicit information on any item for which there is a conflict of interest.

13.2 This will be done to prevent conflict of interest issues from affecting the management of the operations of H.D.M.H.A.

13.3 Any conflict of interest brought to the attention of the Board will be investigated and managed.

#### By Law 14 – Code of Conduct

14.1 The Association and its members shall adhere to the Hockey New Brunswick Fair Play Code <https://www.hnb.ca/en/fair-play-code> as well as the H.D.M.H.A. Operations Manual.

14.2 Individuals are responsible to ensure they are aware of the expectation of appropriate behaviour in keeping with H.D.M.H.A. core values.

14.3 This code applies to individuals' conduct during the Association's business, activities, and events including, but not limited to, competitions, practices, tournaments, travel associated with activities, and meetings.

14.4 Any member of the Association found on investigation, to be guilty of a breach of the Code of Conduct may be suspended or have their membership canceled for a specified period.

#### By Law 15 – Suspensions

15.1 The Board has to the power to suspend any member and/or player with due cause pending a hearing on the suspension. Hearings will be held within (7) seven days.

15.2 The Board will review all suspensions of Association members of more than (4) four games.

15.3 The Board reserves the right to increase the suspension and will proceed with their decision within 72 hours (3 days) of receiving notification of a suspension.

15.4 All suspensions administered by Hockey Canada, Hockey NB, and other Minor Hockey associations shall be recorded. Members suspended by these bodies will be ineligible to participate in other associations until the suspension is lifted, served, or elapsed. For example: All persons receiving a suspension under the jurisdiction of Hockey Canada, HNB, or its member Branches shall be deemed ineligible from participating at any level of hockey in any capacity under the jurisdiction of the Association until the suspension has been served or the suspension has elapsed from within the League and/or Council in which it was given.

15.5 H.D.M.H.A. shall follow the specific minimum standards regarding suspensions as outlined in the [New Brunswick Minor Hockey Minimum Standards of Discipline](#)

#### By Law 16 – Appeal Procedures

16.1 Members wishing to appeal their suspension shall submit their notification to the Board within three (3) days. This will ensure appeals are presented and handled in a timely manner. The appeal process is per safe sport NB.

16.2 Procedures for submitting appeals are in the Operations Manual and may be revised as needed by a Board review.

#### By Law 17 – Dissolution

17.1 In the event of dissolution of the Association, H.D.M.H.A. shall surrender all the properties, monies, documents, and securities of the Association and dispose of all liabilities.

17.2 Properties, monies, and securities shall be sold at public auction and the proceeds thereof donated to such athletic association as the membership may decide.

#### By Law 18 – Revision History

Revised By	Date	Changes Made
Kim Beers	June 8, 2023	Article 5 Board of Directors. To include 5.9 only one person per household may sit on the HDMHA board. Also, By-Law 10 Coach Selection #10.2 removed those from the same household can cast 1 (one) vote only.
Kim Beers	June 5, 2025	Article 8 – Fiscal Year. Revise 8.1 from: The fiscal year for the Association shall be from June 1st to May 31st of the subsequent year. To 8.1 The fiscal year for the Association shall be from May 1 to April 30 of the subsequent year.

#### Annex A - Boundaries



- beginning at the center line of Niagara Road of Route 114 southerly to Wolfe Lake exit at Fundy National Park
- back center line of Niagara Road meeting Pine Glen Road
- Pine Glen Road running to Tower Woods Road on both sides of the Pine Glen Road
- Running from the Center Line of Tower Woods Road meeting Riverview Minor Hockey Associations Tower Woods boundary
- Running easterly to Route 910 including all southerly points through to the Wolfe Lake exit of Fundy National Park
- Including all parishes of Hillsborough, Hopewell, Harvey, and Alma.