

# **SOUTHERN NEW BRUNSWICK MINOR HOCKEY LEAGUE**



## **CONSTITUTION, BYLAWS,**

May 25 2021

## Table of contents

<b><u>1.</u></b>	<b><u>Article 1 - Name and Affiliation.....</u></b>	<b><u>6</u></b>
<b><u>2.</u></b>	<b><u>Article 2 – Objectives .....</u></b>	<b><u>6</u></b>
<b><u>3.</u></b>	<b><u>Article 3 – Membership – Associations/Community Clubs.....</u></b>	<b><u>6</u></b>
<b><u>4.</u></b>	<b><u>Article 4 - Amendments to the Constitution .....</u></b>	<b><u>7</u></b>
<b><u>5.</u></b>	<b><u>Article 5 - Fiscal Year .....</u></b>	<b><u>7</u></b>
<b><u>6.</u></b>	<b><u>Article 6 - League Seal/Emblem.....</u></b>	<b><u>7</u></b>
<b><u>1.</u></b>	<b><u>Bylaw 1 – Membership - Teams.....</u></b>	<b><u>8</u></b>
<b><u>2.</u></b>	<b><u>Bylaw 2 – Financial .....</u></b>	<b><u>8</u></b>
<b><u>3.</u></b>	<b><u>Bylaw 3 – Structure.....</u></b>	<b><u>9</u></b>
<b><u>4.</u></b>	<b><u>Bylaw 4 – Organization.....</u></b>	<b><u>12</u></b>
<b><u>5.</u></b>	<b><u>Bylaw 5 - The Board of Directors .....</u></b>	<b><u>13</u></b>
<b><u>6.</u></b>	<b><u>Bylaw 6 - Board of Directors - Powers and Duties.....</u></b>	<b><u>14</u></b>
<b><u>7.</u></b>	<b><u>Bylaw 7 – Committees.....</u></b>	<b><u>16</u></b>
<b><u>8.</u></b>	<b><u>Bylaw 8 – Meetings.....</u></b>	<b><u>18</u></b>
<b><u>9.</u></b>	<b><u>Bylaw 9 – Voting.....</u></b>	<b><u>20</u></b>
<b><u>10.</u></b>	<b><u>Bylaw 10 – Conflict of Interest.....</u></b>	<b><u>20</u></b>
<b><u>11.</u></b>	<b><u>Bylaw 11 - Code of Ethics.....</u></b>	<b><u>20</u></b>
<b><u>12.</u></b>	<b><u>Bylaw 12 - Fair Play .....</u></b>	<b><u>21</u></b>
<b><u>13.</u></b>	<b><u>Bylaw 13 – Awards and Trophies .....</u></b>	<b><u>21</u></b>
<b><u>14.</u></b>	<b><u>Bylaw 14 – Dissolution .....</u></b>	<b><u>22</u></b>

**Revision Control**

<b>Document Name</b>	<b>Author</b>	<b>Reason for change</b>	<b>Date Revised</b>
Draft Constitution	MG & AD	Review Meeting 12 Aug. 2003	17 Aug 2003
Bylaw 9.7	MG	Support 2003 AGM election	21 Aug 2003
Bylaw 9.6	MG	Clarify Club voting	21 Aug 2003
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R&R 11.1	TS	Housekeeping	29 May 2004
R&R 10.6	TS	Clarify League Champions	29 May 2004
R&R 10.5	TS	Clarify Provincial Zone Rep	29 May 2004
R&R 4.2	TS	Clarify excluded players	29 May 2004
R&R 3.5	TS	Clarify Provincial Zone Rep	29 May 2004
Bylaw 11.2	TS	Housekeeping	29 May 200
Bylaw 9.7	TS	Housekeeping	29 May 2004
Bylaw 3.7/3.11	TS	Clarify Provincial Zone Rep	29 May 2004
Bylaw 3.1	TS	Clarify excluded teams	29 May 2004
Article 1.3	TS	Clarify excluded teams	29 May 2004
Bylaw 8.8	TS	Housekeeping	29 May 2004
Article 3.2	TS	Clarify membership of teams	31 May 2004
Article 3.3	TS	Clarify membership of teams	31 May 2005
Article 3.7	TS	Clarify membership of teams	31 May 2005
Article 3.8	TS	Clarify membership of teams	31 May 2005
Article 4.1	TS	Clarify membership of teams and change wording to include 'By-Laws'	31 May 2005
Bylaw 1.1	TS	Clarify membership of teams	31 May 2005
Bylaw 3.5-3.5.4	TS	Compliance to current HNB categories	31 May 2005
Bylaw 3.7	TS	Remove reference to Provincial Zone Reps.	31 May 2005
Bylaw 3.8.6	TS	Add wording to include "in writing" and remove mention of Provincial Playoffs	31 May 2005
Bylaw 5.9	TS	Clarification of voting	31 May 2005
Bylaw 6.7	TS	Change wording regarding election/appointment of League Coordinators	31 May 2005
Bylaw 3.12	TS	Clarify membership of teams	31 May 2005
Rule 3.1	TS	Remove Rule	31 May 2005
Rule 3.2	TS	Compliance to current HNB categories	31 May 2005
Rule 4.2	TS	Add required for request to be in writing	31 May 2005
Rule 4.4	TS	Remove mention of Provincial Playoffs	31 May 2005
Rule 10.1	TS	Remove mention of Provincial Playoffs	31 May 2005
Rule 10.2	TS	Remove	31 May 2005

Rule 10.3	TS	Remove	31 May 2005
Rule 10.4	TS	Remove	31 May 2005
Rule 10.5	TS	Remove	31 May 2005
Rule 10.6	TS	Remove reference to deleted Rule	31 May 2005
Rule 10.7	TS	Change wording for continuity	31 May 2005
Rule 10.13	TS	Change tie breaking rules, refer to Operations Manual	31 May 2005
Article 3.12	TS	Additional article	31 May 2005
Draft Constitution Revision	DS	Total update of constitution to HC, HNB and NBMHC and to eliminate duplication of articles and to remove conflicting articles.	31 March 2006
Constitution Revision	PGL	Revised the following: <u>Articles</u> 4.1, 4.2, 5.1. <u>Bylaws</u> 1.3, 3.7, 6.6.6, 6.10 (various), 6.11, 7.8, 7.18, 8.8.8, 8.9.9, 12.4.4 (as amended). <u>Rules</u> 1.3 (as amended), 2.7.2, 2.15 (as amended), 4.6, 5.5 (as amended), 5.8, 8.1, 8.4, 8.5, 8.6, 8.7 (as amended), 9.3, 10.5, 10.8, 10.9, 10.11, 11.4, 14.3 (as amended).	09 May 2007
Constitution Revision	PGL	Added the following: <u>Bylaws</u> 6.1.1, 8.2.3, 13.7	09 May 2007
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Constitution Revision	PGL	Revised the following: <u>Bylaws</u> 1.2 (as amended), 1.4, 1.6, 3.8, 3.9.6, 5.2.1, 8.3 <u>Rules</u> 2.7.1, 2.15, 5.1, 8.3, 8.5, 8.7, 9.4, 10.2, 10.4, 10.7, 10.8, 10.9, 10.10 (as amended), 10.15, 13.5, 13.6, 14.4, Various (as amended) (Recreation to Competitive C)	15 May 2008
Constitution Revision	PGL	Added the following: <u>Rule</u> 2.15.1	15 May 2008
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Article 6	CID	Updated league seal/emblem	13 May 2009
R&R 10.2	CID	Updated team membership application	13 May 2009
Constitution Revision	TLS	Rule No: 5.7 Added	13 May 2010
Constitution Revision	TLS	Rule No. 9.5 Revised.	13 May 2010

Constitution Revision	TLS	Removal of Day to Day League rules to Operations manual	12 May 2011
Constitution Revision	TS	Clarification to Article 5.4	28 May 2013
Constitution revision	DRF	Add Juvenile to bylaw 3.4	17 May 2016
Constitution Revision DRF		Restructure Board 3.11	17 May 2016
Constitution Revision DRF		Restructure Board 6.9	17 May 2016
Constitution Revision DRF		Restructure Board 6.11	17 May 2016
Constitution Revision DRF		Restructure Board 6.10	17 May 2016
Constitution Revision DRF		Restructure Board 5.2	17 May 2016
Constitution revision DRF		Restructure Board 5.3	17 May 2016
Constitution Revision DRF		Ensure league games are played 3.18	17 May 2016
Constitutional Revision DRF		Ensure league games are played 3.19	17 May 2016
Constitution Revision DRF		Housekeeping, change league Coordinator to club representative 6.3, 6.4	17 May 2016
Constitution Revision JD		Housekeeping, change names to align with Hockey Canada. Change Community Club to MHA, 5.4b	19 June 2020
Constitution Revision JD		League Fine change 3.17	25 May 2021

## **1. Article 1 - Name and Affiliation**

- 1.1. This League shall be known as The Southern New Brunswick Minor Hockey League, hereinafter referred to as SNBMHL
- 1.2. The League by virtue of its affiliation with Hockey New Brunswick, (HNB), Hockey New Brunswick Minor Hockey Council, (NBHMC) and the District Five Minor Hockey Association and its respective Community Clubs, is a member of the HOCKEY CANADA, the governing body of amateur hockey in Canada.

## **2. Article 2 – Objectives**

- 2.1. To foster and encourage minor hockey within District 5.
- 2.2. To provide an organisational structure for the orderly development and operation of teams within its jurisdiction regardless of skill level.
- 2.3. To encourage fair play and sportsmanship, while promoting good character building in addition to improving skill levels as well as provide healthy physical activity and enjoyment.
- 2.4. To be responsible for providing a structure that will encourage competition of teams of similar calibre in an environment that will encourage mass participation.
- 2.5. To have and exercise a general care, supervision and direction over players, teams, and executives of the League with emphasis on the enhancement of good character and citizenship.

## **3. Article 3 – Membership – Associations**

- 3.1. The member Associations/Clubs of District Five shall have autonomy within the terms provided for in the HNB and NBHMC Constitutions to function as local minor hockey Association/Community Clubs.
- 3.2. Membership in the League is open to all duly registered Associations/Community Clubs/Registered Teams in good standing in accordance with HNB policy involved in minor hockey within the confines of District Five. Membership may include such adjoining areas, which, from time to time in the opinion of the District Five Minor Hockey Association, may be warranted, provided such membership is consistent with the regulations of the HOCKEY CANADA, HNB, and NBHMC.

#### **4. Article 4 - Amendments to the Constitution**

- 4.1. The League Constitution shall not be amended, except at an Annual General Meeting of the League. Notice of Motions shall be submitted to the League at least for thirty (30) days prior to the AGM. In turn, the Notice of Motions must be provided to the Association/Community Club/Registered Team representatives at least twenty days prior to the scheduled meeting.
- 4.2. All proposed amendments to the Constitution, shall require a majority of the votes cast. Amendments passed shall take effect immediately.
- 4.3. In order for a Notice of Motion to be voted upon, either the person submitting the Motion, or the Seconder, must be present.

#### **5. Article 5 - Fiscal Year**

- 5.1. The Fiscal year shall be in accordance with HNB guidelines. Unless otherwise directed, the fiscal year for the League shall begin on April 16th and terminate on April 15 of each season.

#### **6. Article 6 - League Seal/Emblem**



## **1. Bylaw 1 – Membership - Teams**

- 1.1. All teams are eligible for admission into the League subject to their Association/Community Club/Registered Team application having been received and accepted by the League. All Associations/Clubs/Registered Team must be in good standing as defined by the HNB Constitution.
- 1.2 Association /Club teams may apply for membership no later than Oct 2 of the current season. Team applications after this date will be subject to a late fee and acceptance by the League Board of Directors
- 1.3 Team membership is subject to their acceptance of the terms and conditions of the League Constitution. Team Contact lists including names and number of team personnel and bench staff must be submitted, where feasible, to the League prior to Oct 28 of the current season.
- 1.4 Each team is subject to Division and Category assignment as identified in the NBHMC Constitution. In addition U11 Competitive and all Competitive C teams will be required to qualify for the respective Category of play in accordance with the League Constitution. The League Executive can place U11 teams in what they deem to be the appropriate category of a division (i.e. AA, A). If the Provincial Guidelines do not conflict, the League Executive can place teams in other divisions in what they deem to be the appropriate category of a division
- 1.5 Teams not having their rosters and fees submitted prior to the League deadlines will NOT be eligible for play. Any scheduled games during this time frame will be subject to forfeiture to the opposing team.
- 1.6 Any team may be expelled from the League by the Board of Directors for flagrant violation of the League Constitution.

## **Bylaw 2 – Financial**

- 2.1 Registration fees for teams participating in each Division shall be those as approved by the League in accordance with budget requirements. Registration fees will be set annually by the Board of Directors for the next hockey season.
- 2.2 The registration fee shall be due and payable to the League Director of Finance. Any Club that has not paid their registrations fees, risk their teams not being allowed to play any League scheduled games.
- 2.3 A team registration fee or any portion thereof may be refunded only at the discretion of the League Board of Directors.
- 2.4 Any team that has not paid their registration fees by November 15th will be suspended from the League and subject to re-application.



- 2.5 Any fund raising activity carried out on behalf of the League must be submitted to the Board of Directors, in writing, for prior approval. Approval will be provided in writing

## **Bylaw 3 – Structure**

- 3.1 The League structure shall be consistent with Hockey Canada, HNB, and the NBHMC. Each Association/Community Club Representative must submit all HCR Electronic team rosters to the league no later than one week once approved by the District Director.

Once submitted to the League, all roster changes must be approved by District Director. Failure to register changes to a team will result in suspension of the team from scheduled play until the change is submitted. Players shall not be added to a teams roster subsequent to midnight of January 10th of the playing season. Players may be added to a teams list by the Association/Community Club up to midnight of February 10 of the playing season only where the player concerned has moved into the League area of responsibility from an outside location.

- 3.2 The U13, U15, U18 Competitive AA, A teams season will consist of a regular season with a start date to be determined annually by the Board of Directors

- 3.3 Divisions and Categories shall be established dependant upon available team numbers to participate and subject to the calibre of the participating teams.

- 3.4 Divisions shall consist of:

- 2.1.1 U11
- 2.1.2 U13
- 2.1.3 U15
- 2.1.4 U18
- 2.1.5 U21

- 3.5 Categories to be consistent with those of NBMHC

- 3.6 The Competitive C category, in accordance with the NBMHC, shall be a non-checking category.

- 3.7 U11 Competitive and all Competitive C teams hockey season shall be comprised of separate and distinct segments designated as a Qualification Round followed by a Regular season. The Qualification Round(s) will be used to determine the proper category for team competition. At the end of the Qualification Round(s), an assessment will be made to determine where each team will participate for the remainder of the season. The Qualification Round(s) start date and end date will be established annually by the League Board of Directors. The regular season will, at the discretion of the League Board of Directors.

- 3.8 Teams will be assigned to their categories using the following process:

- 3.9 The League shall ensure sufficient numbers of teams exist in each category without jeopardizing the MHA Provincial qualification.
- 3.10 Team assignments shall be the responsibility of the League in conjunction with the MHA representatives. It is the responsibility of the MHA to ensure that their Division is represented. Once the team assignments have been completed, the League representatives will entertain the MHA requests for team movement given that it is the best interests of the League to do so.
- 3.11 Any deviation from the NBMHC Provincial Guidelines regarding the initial assignment of the MHA teams to categories within a division will be subject to written request by the MHA and approval by the League Board of Directors.
- 3.12 At the completion of the Qualification Round, the League shall not classify any team such that it will eliminate that the MHA Division from qualifying for Provincial playoffs without the express permission of the Community Club involved.
- 3.13 Once a team has been assigned to a category for Regular Season play, that team shall not be re-classified, nor may it change categories, for the remainder of the season. Based on the opinion and decision of the League Executive, and with the agreement of the District Director, there may be extremely isolated situations where a team would change categories. Risk & Safety Management or an extreme case of competitive imbalance may be governing factors. MHA are responsible for ensuring that hockey players participate at levels commensurate with their abilities and shall be expected to extend full cooperation and support in this endeavour.
- 3.14 The MHA may request in writing that one of their teams be dropped to a lower category, if it is in the best interests of the Community Club to do so.
- 3.15 In the applicable Divisions, League playoffs will be structured in compliance with the NBMHC Provincial Playoff Guidelines.
- 3.16 The League will establish an annual Day of Champions, which will provide closure to the season's activities, and which date will be determined annually.
- 3.17 Associations are responsible to ensure that teams meet their team obligations to the league. Failure to comply may result in a fine of no more than \$500.00 and possible suspension for up to one (1) year for team and /or team officials involved, as determined by the League Board of Directors.

All SNBMHL games will be played when scheduled. Teams failing to play a league-scheduled game, without permission from the league, will be automatically suspended from playing Provincial Championship games (rule 14.5 HNB OPS MANUAL), cross over and Day of Champions games. In such cases, a score of 5-0 and 2 points will be awarded to non-offending team, only after reviewing the situation to determine if there were any extreme and/or extenuating factors, can the decision be overturned.

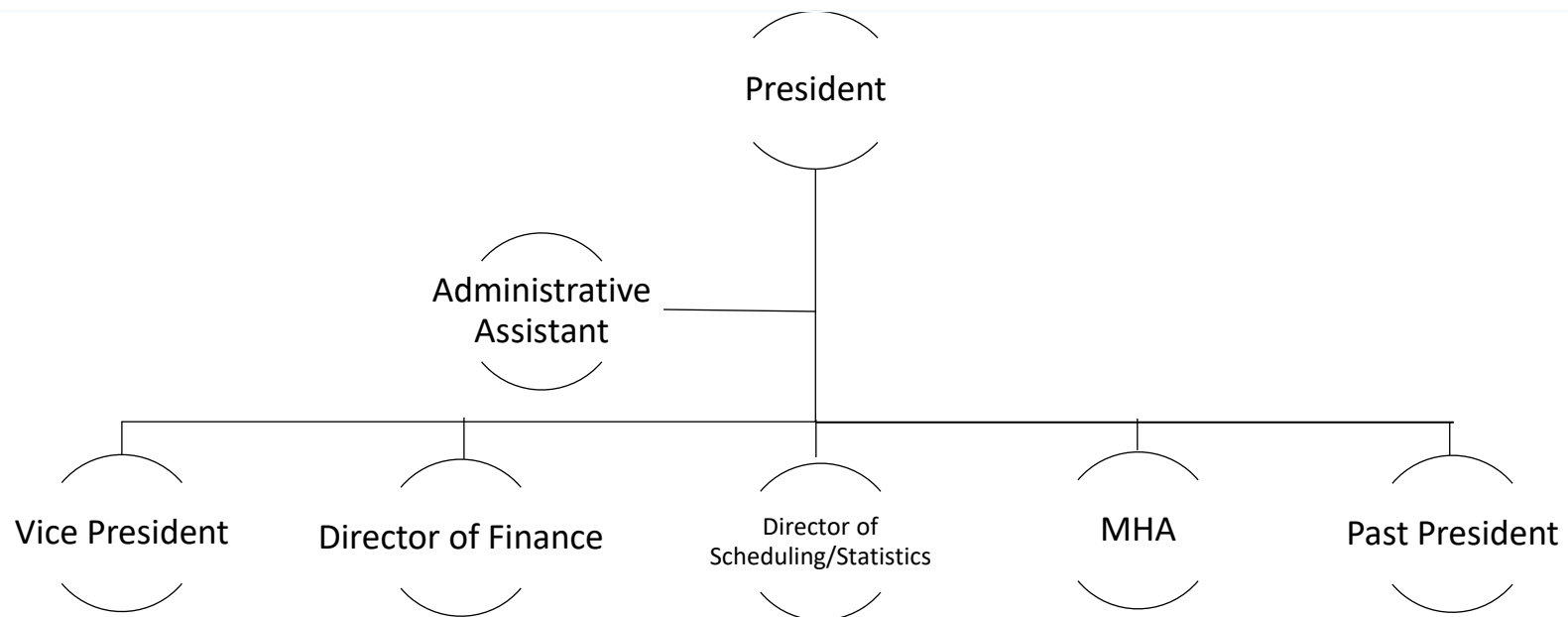
Teams should provide 1 week notice of cancellation for a Tournament and 4 hours notice for cancellation for weather.

Teams are expected to fulfill their league commitment by participating in any crossover game or Doc game that they have qualified for, failure to do so will result in suspension, and the team will not be permitted to play in any provincial championship games.

A team may only register for a tournament on DOC weekend once it has been confirmed they have not qualified for any cross over game.

- 3.18 District 5 teams in U11 and above are permitted to participate in a maximum number of tournaments (4) not including league, zone playoffs and provincials, as mandated by HNB. (Rule 22.1 HNB OPS MANUAL). League games will not be rescheduled for teams to participate in more than 4 tournaments.
- 3.19 MHA will be responsible for the local administration of their respective hockey teams, which includes registration of players, provision of coaches, managers, referees, administration and governance of affiliation and the solution of local problems.

## Bylaw 4 – Organization



## **Bylaw 5 - The Board of Directors**

5.1 The Board of Directors of the League shall have ultimate and full operational control of the affairs of the League and shall have the power to amend or alter, within the terms of the Constitution, the Articles, Bylaws and Regulations of the League at the AGM. Immediate notice of all such changes shall be forwarded to all affiliated Association/Community Clubs.

5.2 The voting members of the Board of Directors of the League shall consist of:

Executive

- 5.2.1 The President,
- 5.2.2 Vice-President,
- 5.2.3 Director of Finance,
- 5.2.4 Administrative Assistant
- 5.2.5 Director of Scheduling/Statistics
- 5.2.6 MHA

5.3 The Ex-officio members may be selected by the Board of Directors should the need arise. Past President will remain ex-officio for one year.

5.4a The position of President of the League shall be elected by secret ballot and by all eligible voters present at the League's Annual General Meeting. The President shall serve for a 2-year term (elected in odd-number years) and may be re-elected. The remaining positions (excluding the Vice President) shall be elected for a one-year term and may be re-elected. The individual(s) considered for nomination, for the position of President, shall currently serve or have served as an executive member on the Board of Directors of the SNBMHL and/or an executive member on the Board of Directors for any Association within SNBMHL, for a minimum term of one year, prior to being eligible for the position of President.

5.4 b If possible, the Vice President shall not hold office or have any direct connection with teams, Leagues, Associations/Community Clubs councils or commissions registered or The position of Vice President of the League shall be elected by secret ballot and by all eligible voters present at the League's Annual General Meeting. The Vice President shall serve for a 2-year term (elected on even-number years) and may be re-elected.

5.5 The President, by virtue of the position shall be the Chairman of the Board of Directors. As such, he shall be an ex-officio member of all Committees with all rights to attend and fully participate at all League Committee meetings, except the privilege to vote. The President shall only vote in the case of a tie.

5.6 Should the position of President become vacant, the Vice-President shall assume all duties and responsibilities until an election can be held. Should the position of President and Vice-President both be vacant, the Past President, if available, shall assume the duties and responsibilities until an election can be held. Should all three positions be vacant simultaneously, the District Director shall appoint a President Pro Tem until an election can be held.

- 5.7 Seven (7) Board Members shall form a quorum at all League Board meetings.
- 5.8 Should any member occupy more than one position on the Board, they will only be entitled to a single vote.
- 5.9 Each community club shall have one vote.
- 5.10 A Community Club Representative must be a voting member of that Club's Executive/Board.
- 5.11 Unless granted a leave of absence by the League Board of Directors, a member of the Board of Directors who absents themselves from two consecutive meetings of the League without having sent an alternate representative may have his office declared vacant by the Board of Directors.
- 5.12 If a member of the League Board of Directors participates in activities with interests conflicting with those of the League, District 5, HNB, or Hockey Canada, his office may be declared vacant by a two-thirds majority vote of all members of the Board of Directors.
- 5.13 Should a vacancy occur among a League appointed member, the Board of Directors are to name a replacement at the next regular meeting.
- 5.14 The Board of Directors may, at its discretion, suspend or expel an MHA Registered Team, or any team for refusing to accept or obey its ruling.
- 5.15 The Board of Directors may re-admit, by resolution and a majority vote, any MHA, team, official, or member of a team under suspension within its jurisdiction.
- 5.16 The Board of Directors shall address all questions arising from emergencies not provided for in this Constitution, these Bylaws or Rules and Regulations or in the rules of the competition.
- 5.17 The Board of Directors may appoint people to represent them with special duties. These appointees will not be members of the Board of Directors nor will they have voting privileges.

## **Bylaw 6 - Board of Directors - Powers and Duties**

### **President**

- 6.1 The President of the League shall preside as Chairman over all Board of Directors meetings. The President shall be an ex-officio member of all Standing and Ad Hoc League Committees. He may be one of the three executive members with financial signing authority. He, or his designate, will be the League representative for all HNB, NBHMC and/or District Five activities.

- 6.1.1 In addition to the President's own powers conferred upon them by the Constitution, By-Laws and Regulations, in case of emergency, may exercise all the duties and powers of the Board of Directors. It being understood that such actions taken must be referred to the Board of Directors for their approval or rejection within 15 days of such action being taken.

### **Vice President**

- 6.2 The Vice-President shall perform the duties of the President in the latter's absence or at their direction. The Vice President shall have all the rights and powers of the President while in that capacity. In addition, the Vice-President may hold the position of Chairman of any Ad Hoc or Standing Committees. They may be one of the three executive members with financial signing authority.
- 6.3 As the Director of Operations, the Vice-President shall be the resource and contact person for the club representatives. They shall carry out any other such duties as assigned by the Board to ensure that each Division is properly run.

### **Past President**

- 6.3 The Past President shall serve for a period of one year. They shall be available as a resource person and advisor for that period. In an emergency, They may assume the responsibilities and duties of the President or Vice-President. This measure must be approved by a majority vote of the Board of Directors. They may be one of the three executive members with financial signing authority.

### **Director of Finance**

- 6.4 The Director of Finance shall be elected or appointed by the Board of Directors. They are responsible for applying generally accepted accounting procedures in administrating the finances of the League. They will be responsible for preparing, or having prepared all budget requirements of the League. They shall prepare and present a season budget to the Board of Directors and present the end-of-season audited report at the AGM. In addition the Treasurer shall:
- 6.4.1 Submit a budget for approval.
  - 6.4.2 Pay all accounts by cheque, signed by him and one of:
    - 6.6.2.1 the President or,
    - 6.6.2.2 Past President
    - 6.6.2.3 Vice-President or,
    - 6.6.2.4 the Administrative Assistant
  - 6.4.3 shall ensure that all registration fees are collected and paid in a timely manner;
  - 6.4.4 shall keep an accurate record of all monies received and disbursed

- 6.4.5 shall make a financial report at each regular meeting;
- 6.4.6 submit a budget for the Day of Champions; and ensure that an internal audit is performed each year, prior to the AGM, with two additional members of the Board of Directors
- 6.4.7 Present the audited financial statement at the AGM for approval

### **Administrative Assistant**

- 6.5 The Administrative Assistant shall be elected or appointed by the Board of Directors and responsible for:
  - 6.5.1 issuing notices of all meetings;
  - 6.5.2 maintaining minutes of proceedings and meetings;
  - 6.5.3 having custody of all documents and records pertaining to the affairs of the League
  - 6.5.4 Tabling the minutes of the previous meeting; and
  - 6.5.5 maintain and issue the contact lists for all members of the League.
  - 6.5.6 Shall be reimbursed or all reasonable and ordinary expenses associated with filling the position. Any expenses are to be presented to the Board of Directors for approval.
  - 6.5.7 He may be one of the three executive members with financial signing authority.
  - 6.5.8 The League Administrative Assistant will compile a Division Contact List, which shall be distributed to the SNBMHL Board and Division Teams and to Community Clubs.

### **Association/Community Club Representatives**

- 6.6 Each MHA must provide an executive member to the League to act on behalf of their respective Association/Community Club. These members are eligible to put their name forward for any Board of Directors positions.

### **Director of Scheduling / Statistics**

- 6.8 The Director of Scheduling / Statistics/Communications shall be elected or appointed by the Board of Directors. They shall be responsible for all scheduling activity of the League. This activity shall include ensuring that all Division statistics are current and accurate. The Director of Scheduling / Statistics shall also act as the Chairman of the Scheduling Committee. He/she shall be responsible for public relations of the League including maintenance of the web site and all events and awards activities. The director shall also act as chairman of the communications committee

## **7 Bylaw 7 – Committees**

- 7.1 The Board of Directors, at its discretion, may form Committees to address various needs of the League. The President shall be an ex-officio member of all Standing and Ad Hoc League Committees.
- 7.2 All Committees must have at least three members, one being a member of the Board of Directors who will serve as the Chair. A majority shall form a quorum.



7.3 A quorum shall not be necessary to conduct a Committee meeting. A quorum shall be necessary in order to conduct a vote.

7.4 Minutes of all meetings shall be forwarded to the Board of Directors within 15 days of the meeting.

### **Scheduling Committee**

7.5 The Scheduling Committee shall be a Standing Committee of the League. Director of Scheduling / Statistics shall act as Chairman of the Scheduling Committee. The Chairman, who shall also serve as the Chief Statistician, shall form a Committee consisting of League Scheduler, an ice scheduler from each association, a representative from each Division in the League. A quorum will consist of no less than three voting members. The Chairman will vote only in the case of a tie vote.

7.6 The League Scheduler with the help of the Scheduling Committee shall be responsible for preparing the Qualification, Regular and Playoff schedules for each Division in the League.

7.7 The Scheduling Committee shall be responsible for recommending to the Board of Directors the allocation of ice hours required by the League. The committee shall also compile, for approval of the Board of Directors, a game schedule for the League, including qualification round, regular season and playoff games. The Scheduling Committee shall meet as necessary, at the call of the Chairman.

7.8 Game statistics shall be controlled through the Game reports. Game reports are to be submitted by both participating teams, to the Director of Scheduling / Statistics by the team Coaches / Association delegate within 24 hours of the game being played. The Director of Scheduling / Statistics shall be responsible for coordinating the collection of team statistics on a weekly basis forwarding the game sheets requiring discipline assessment to the President. The Director of Scheduling / Statistics will be responsible for the validity of the statistics as well as ensuring that the weekly statistics are posted on all social media platforms. Any discrepancies are to be reported to the Director of Scheduling / Statistics immediately.

### **Communications Committee**

7.9 The Communications Committee shall be a Standing Committee of the League. The Director of Communications shall act as chairman of the communications committee. The Chairman shall form a Committee from the membership at large. A quorum will consist of three voting members. The Chairman will vote only in the case of a tie.

7.10 The Communications Committee will be responsible for all League public relations. This shall include, but not be limited to, publication of items of interest, publication of a Souvenir Program and publication of information on the web site.

7.11 The Communications Committee will organize, supervise and oversee all activities associated with the Day of Champions.

- 7.12 The Communications Committee will appoint a resource person dedicated to maintaining the League web site.

### **Disciplinary and Appeals Committee**

- 7.13 All discipline within District 5 is the responsibility of HNB using NBMHC Minimum Discipline Standards. These Standards shall be reviewed as required by the league.
- 7.14 The Board of Directors may cause a Disciplinary and Appeals Committee to be formed when such a committee is required or warranted. The Committee shall consist of the League President; the Vice-President, and two MHA from the District. A Referee-in-Chief, selected by the League President, shall be available for the purpose of offering advice on and interpretation of the rules and regulations of hockey.

### **Constitution and Nominating Committee**

- 7.15 The Constitution and Nominating Committee shall be a Standing Committee of the League. The Board of Directors shall appoint a Committee Chairman annually. The Chair shall form a Committee from the membership at large. A quorum will consist of three voting members. The Chair will vote only in the case of a tie.
- 7.16 The Constitution and Nominating Committee will be responsible for conducting an ongoing review of the Constitution. They shall recommend and review any changes to the Constitution prior to the AGM.
- 7.17 The Constitution and Nominating Committee will be responsible for providing all interpretations of the Constitution.
- 7.18 The Constitution and Nominating Committee will be responsible for recruiting knowledgeable hockey individuals for the League. This shall be accomplished by interviewing and identifying any individuals who may be considered suitable for a position within the League. Contacts should not be made with any Club Volunteers prior to informing and receiving the consent of any affected Community Club.
- 7.19 The Constitution and Nominating Committee will, in mid season season, begin to identify individuals that would be prepared to serve the League for the following season. The Committee will present a list of such individuals to the Board of Directors at the last meeting immediately prior to the AGM.

## **8 Bylaw 8 – Meetings**

- 8.1 The first Monthly Regular Season Board of Directors meeting shall be called at the discretion of the President. Its purpose shall be to carry out appointments, establish the guidelines for the season's activities, and to consider policies aimed at improving the League's operations for the coming year in the light of the stated aims and objectives.

8.2 Board of Directors Meetings shall be at the call of the President or as provided in the Bylaws. In addition:

8.2.1 The Board of Directors shall hold monthly meetings during the regular hockey season and such additional meetings, as the Board deems necessary.

8.2.2 If, for any reason, a meeting has not been called by the President within two weeks after being requested by two or more Board of Directors members, a meeting may be called and Chaired by the Vice-President. Such meeting, subject to the rule of quorum, shall be legal and constitutional.

8.2.3 Any matter, which can be voted upon by the Board of Directors in session, may be submitted to the members of the Board of Directors by email.

8.3 In all cases, the quorum, for Board of Directors meetings, shall be seven (7) voting members. Of the seven members, three must represent different MHA.

8.4 Emergency meetings of the Board of Directors may be called at any time provided that a quorum of the Board of Directors agrees to such a meeting.

8.5 Unless permission is given by the President, only members of the Board of Directors, or their representatives, may speak at meetings of the League.

8.6 Attendance at meetings shall be open to:

8.6.1 Interested observers or invited guests who may be admitted to any meeting where the President grants permission.

8.6.2 All registered members of District Five. Members will not be allowed to vote or speak on matters before the Board of Directors.

8.7 It shall be the responsibility of the President to invite to League meetings such personnel as are known to have special knowledge, information or interest in topics of interest to the League.

8.8 The League shall hold an Annual General Meeting each year. Its purpose will be to hold elections, recap events of the past season, and address questions from the general membership. AGM will normally be conducted in the following manner:

- 8.8.1 Call to Order
- 8.8.2 Introductions
- 8.8.3 Approval of Minutes of Previous AGM minutes
- 8.8.4 Business Arising from Previous AGM minutes
- 8.8.5 Treasurers Report
- 8.8.6 Presidents Report
- 8.8.7 Association/Club Reports
- 8.8.8 Scheduling/Stats/Communications report
- 8.8.9 Committee Reports
- 8.8.10 Old Business
- 8.8.11 Constitution Amendments
- 8.8.12 Election of Officers
- 8.8.13 New Business
- 8.8.14 Adjourn.

- 8.9 All meetings shall be conducted in accordance with Bourinot's Rules of Order. Meetings will normally be conducted in the following manner:

- 8.9.1 Call to Order
- 8.9.2 Introductions
- 8.9.3 Approval of Minutes
- 8.9.4 Business Arising
- 8.9.5 Correspondence
- 8.9.6 Treasurers Report
- 8.9.7 Presidents Report
- 8.9.8 Association/Club Reports
- 8.9.9 Scheduling/Stats/Communications report
- 8.9.10 League Coordinators Report
- 8.9.11 Committee Reports
- 8.9.12 Old Business
- 8.9.13 New Business
- 8.9.14 Adjourn.

## **9 Bylaw 9 – Voting**

- 9.1 Each voting member of the Board of Directors will be entitled to one vote on any motion.
- 9.2 The President shall only vote in the case of a tie.
- 9.3 All votes shall be taken by show of hands, email, telephone, or by secret ballot. The method of taking a vote shall be at the decision of the Chair.
- 9.4 Voting by ballot may be requested by motion from the floor and voted on by a majority vote or by general consent. All motions must be approved by a majority of those present and voting
- 9.5 Should a MHA not be able to attend a meeting, he must inform the Club President prior to the meeting. Club President or Delegate must inform the league of the replacement. Voting representation will not be admitted from the floor.
- 9.6 Each Community Club, through their representative, shall be entitled to 1 vote.

## **10 Bylaw 10 – Conflict of Interest**

- 10.1 It is in the best interests of the League that no member of the Board of Directors shall act as a team official of any team, registered in the League. The Board of Directors will entertain requests to the contrary subject to the approval of the League and the respective Association/Community Club. Each request is to be dealt with on a case-by-case basis.

- 10.2 If possible, no member of the League Board of Directors may hold more than one office within the League at one time, unless approved by the Board of Directors.

10.3 All conflicts of interest shall be declared at the beginning of any/all meetings.

## **11 Bylaw 11 - Code of Ethics**

- 11.1 Coaches, Managers, and team officials are expected to share with game officials the responsibility for orderly conduct of the contest by the following:

- 11.1.1 by acknowledging the authority of the officials in a contest and by relating to them in a respectful manner;
- 11.1.2 by exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games;
- 11.1.3 by exercising control of their own conduct so as to avoid inciting players, officials and spectators; and
- 11.1.4 by conducting themselves at all times in a manner, which is appropriate to the responsibilities of their position.

- 11.2 It is considered unethical for any member or any person associated with a member of the league to comment in a disparaging manner to the press, make derogatory remarks publicly about another person, program, team or Association/Community Club.

11.2.1 The criteria for imposing sanctions may be a three (3) week suspension. The second incident in the same hockey season shall be an automatic suspension for the balance of the season.

11.2.2 The Minor Hockey Director for District Five shall be responsible for all discipline under the Code of Ethics in accordance with the discipline format as established by the NBHMC Discipline Guidelines in all hockey games.

## **12 Bylaw 12 - Fair Play**

- 12.1 Fair Play is a program introduced into minor hockey to enhance and promote SAFETY and RESPECT with all participants involved. The League fully supports and promotes the objectives of the Fair Play program.
- 12.2 The four main participant groups for Fair Play are; the players, the coaches, the officials, and the parents (spectators). How these four groups interact at any game determines how positive or how negative the event becomes.
- 12.3 Fair Play does not change any rules of the game. It encourages all players to be as competitive as possible but within the rules.
- 12.4 The five basic principles of Fair Play are:
- 12.4.1 Respect the rules.
  - 12.4.2 Respect the opponents.

- 12.4.3 Respect the officials and their decisions.
- 12.4.4 Have everyone participate fairly.
- 12.4.5 Maintain your self-control at all times.

12.5 All League members are expected to Follow, Obey and Enforce the principles of Fair Play.

12.6 SNBMHL will follow and adhere to all HNB fair play rules and guidelines.

### **13 Bylaw 13 – Awards and Trophies**

13.1 The League shall hold a Day of Champions that shall provide the venue for determining the League Champions.

13.2 These medals are to be presented in a manner befitting the occasion by representatives of the League affiliated with the receiving teams MHA.

13.3 No medals, awards, or trophies, other than those sanctioned by the League, are to be given or presented on behalf of the League, or at a League game, unless prior approval, in writing, has been given by the League Board of Directors.

13.4 Awards may be presented annually to Board of Director members in acknowledge of their service. Criteria for such recognition shall be outlined in Guidelines established by the Awards Committee. Approval will be provided in writing.

### **14 Bylaw 14 – Dissolution**

14.1 The league may be dissolved at any time by the Board of Directors with the consent of two-thirds (2/3) of all voting Members. Upon dissolution the League assets shall be divided among the current member Associations/Community Clubs.

14.2 The division of assets will be based upon the number of currently registered teams within the League with respect to each Association/Community Club.

14.3 Should dissolution be invoked after the end of the regular season, the disposition of assets will be calculated using the number of registered teams per Association/Community Club of the previous season.

14.4 Refulds should the need arise will be determined by the Board of Directors.