



Moncton Minor Hockey Association

Constitution and By-Laws

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Article 1 Name

The name of the organization shall be “Moncton Minor Hockey Association Inc.” In this Constitution and By-law, the expression “the Association” shall mean Moncton Minor Hockey Association Inc. and “Board” shall mean the executive body elected at the annual meeting to conduct the affairs of the Association.

Article 2 Affiliation

- 2.1 The Association is a member of Canadian Hockey Association (CHA), Hockey New Brunswick (HNB) and the NB Minor Hockey Council (NBMHC) and as such is responsible to uphold each of their constitutions, by-laws and regulations.
- 2.2 All the teams of the Association must be members of Hockey New Brunswick (HNB) and the Canadian Hockey Association (CHA).
- 2.3 The Association must pay the fees associated with membership to Hockey New Brunswick (HNB).
- 2.4 The head office of the Association shall be in the City of Moncton, in the County of Westmoreland, in the province of New Brunswick.

Article 3 Seal

The seal, an impression whereof is stamped on the margin hereof, shall be the seal of the Association. The Seal of the Association shall be in the custody of the Treasurer and shall be used when duly authorized by the Executive.

Article 4 Aims and Objectives

- 4.1 To provide a minor hockey program for boys and girls residing in the area served by Moncton Minor Hockey Association. Refer to Article 9 for the guidelines as to the area served by Moncton Minor Hockey Association.
- 4.2 To provide an opportunity for boys and girls to play competitive and recreational hockey regardless of ability or social status.
- 4.3 To strive to provide the best coaching and supervision for the boys and girls in the program, and to strive to maintain high standards of moral conduct and fair play among our coaches.

Article 5 Membership

- 5.1 Active membership will be open to all parents and /or guardians of minor hockey players registered with the Association.
- 5.2 Active membership is also open to all those assisting with the operation of the Association.
- 5.3 All members will be subject to the Constitution and By-Laws, rules and regulations, and any decisions and /or directions of the Board.
- 5.4 The membership year will commence September 1 and end August 31 of the succeeding year.
- 5.5 All active members in good standing subject to the Constitution and By-Laws will be eligible to vote and hold office in the Association. Any individual not in good standing (i.e.: under suspension) will not be eligible to vote or hold office in the Association.

5.6 Honorary memberships may be awarded annually at the discretion of the Board of Directors. Such membership will have not voting or office-holding privileges.

5.7 From time to time, but not necessarily on an annual basis, the Moncton Minor Hockey Association will honor a member(s) by naming them a "Lifetime Member". Name(s) for consideration by the executive members may be forwarded to the president, by any member, or the president may select a member to be considered by the executive members. This award will be in recognition for extraordinary contributions to the association such as, but not limited to:

- Financial contributions
- Years in service to the association
- Special project contribution
- Community support in the interest of or to the benefit of the association

A gift and a personalized plaque will be presented to the member by the president at the annual awards banquet. A permanent plaque will be on display in the trophy case at the 4 Ice Centre. It will display the name of the member so honored by the association along with the year that the member received that designation.

As a lifetime member, he/she will retain their voting and speaking privileges at the Annual General Membership meeting until death, so that they may always have a voice in the association. A lifetime member will always have the ear of the president of the association and may raise concerns with the president from time to time. The president will investigate the concern and report back to the member.

Lifetime membership may only be terminated for cause (i.e., criminal activity) by a 60% vote by the membership at the AGM, and the notice of motion to terminate must:

- Have a mover
- Have a second
- Be submitted to the secretary of the association at least 30 days prior to the AGM, and be posted in a public space by the secretary
- State the rationale for termination
- Have the mover and the seconder present at the AGM

In the absence of any of these provisions, the chairperson of the AGM will rule the motion out of order. If all of these provisions are met, then the motion shall be subject to debate and ratification by the membership.

5.8 Ned Fowler Inspiration Award to Recognize Inspiring Acts

From time to time, but not necessarily on an annual basis, the Moncton Minor Hockey Association will honor an individual(s) or group for a particular act of inspiration. The individual/group will be recognized by awarding them with a plaque created in honour of Ned Fowler for his support for hockey in New Brunswick; the plaque will carry his name.

The award will be granted based on a review by the board and will consider acts of inspiration that are felt to be above what is considered normal expectation and has a positive impact on an individual within the association or serves as an example to the association as a whole. Name(s) for consideration can be submitted to the executive director by any member of the association. The names will be forwarded to the President.

A gift and a personalized plaque will be presented to the member by a member of the Board at the annual awards banquet. A permanent plaque will be on display in the trophy case at the 4 Ice Centre.

Article 6 **Meetings**

- 6.1** The annual general meeting of the active members shall be held on such day in each year and at such place as the Board of Directors may by resolution determine-not more than 45 days after termination of the hockey schedule. Three notices of the date, time and place of the meeting shall be placed in the local media seven (7) days prior to such date. Upon determination of the date, time and place of the meeting this information shall be posted on the Association website and emailed to members of the association - not less than thirty (30) days prior to such a date. This information shall remain on the website until after the date of the meeting.
- 6.2** There shall be committee meetings, special general meetings and the annual general meeting of the active members.
- 6.3** The special meetings, as well as the annual general meeting, shall be composed of the active members of the Association only. Active members only in good standing shall be eligible to vote.
- 6.4** There shall also be regular general information meetings of all members for the purpose of discussing the program. Suggestions and recommendations offered at such meetings will be referred to the Board for further consideration. The Board in its deliberation will decide whether or not to implement any or all recommendations so offered.
- 6.5** Special general meetings may be called at any time by the President or by a majority vote of the Board and may deal only with the subject set out in the notice calling the said meeting.
- 6.6** Each active member present in person shall be entitled to one vote. Voting by proxy shall not be allowed.
- 6.7** The order of business for annual meetings shall be as follows:
- a) Opening by the President
 - b) Reading notice of the meeting by the secretary
 - c) Reading and adoption of *the previous* minutes
 - d) Business arising from the minutes
 - e) Inscription by the secretary of all members present
 - f) Correspondence
 - g) Reports of officers
 - h) Reports of committees
 - i) Unfinished Business
 - j) New Business
 - k) Nomination of Officers
 - l) Election of Officers
 - m) Election of Auditors
- The order of business for all other meetings shall be as follows:
- a) Minutes of previous meeting and adoption
 - b) Business arising from Minutes
 - c) Correspondence
 - d) Reports of Officers
 - e) Reports of Committees
 - f) Unfinished Business
- 6.8** No meeting shall be deviate without consent of the majority of the active members present from the procedure set out in the order of the day, as set out above.

- 6.9** If the order of the day has not been completed at one session, it shall be resumed and completed at the following meeting.
- 6.10** Roberts Rules of Order shall serve as the Rules of Procedure in all deliberations of all meetings, as well as those of the Executive and Special committee, except as specially provided by the By-Laws of the Association.
- 6.11** A motion for adjournment can be entertained at any time during the meeting, provided, however that there is not at the moment an outstanding motion before the meeting.
- 6.12** When a vote is taken in any meeting of the Association, it shall be taken by a show of hands, provided, however, that any five active members present may request a vote to be taken by a written secret ballot.
- 6.13** The accidental omission to give notice of any meeting or the non-receipt of any notice by any active member or members shall not invalidate any resolution passed or any proceedings taken at any meeting.
- 6.14** At any general Meetings, whether annual or special, all resolutions, except extraordinary resolutions, shall be passed by a majority of the votes cast. An affirmative vote of at least two-thirds of the members present at the meeting shall be required to pass an extraordinary resolution.
- 6.15** In case of an equality of votes, whether on a show of hands or poll, the Chairman of the meeting at which the show of hands takes place, or at which the poll is demanded, shall be entitled to a casting vote.
- 6.16** Notice in writing of any extraordinary resolutions which is to be presented at a meeting shall be made available to all active members at least seven days prior to the date to the meeting at which such extraordinary resolution is to be presented.

Any active member who wishes to place an extraordinary resolution before a meeting shall deliver a copy of the resolution to the Secretary of the Association at least fifteen (15) days prior to the date of the meeting at which he/she wishes to present the said extraordinary resolution.

- 6.17** The President shall act as Chairman at every meeting or in his/her absence, one of the Vice-Presidents shall take over the chair. If both Vice Presidents are absent, then the meeting shall appoint a Chair.

Article 7 Executive and Board of Directors

- 7.1** A fifteen - (15) member Board of Directors elected at the annual meeting of active members, shall manage the affairs of the Association. Fourteen (14) elected voting positions at the annual meeting of active members and one (1) non-elected, non-voting position (Past President). In the absence of a sufficient number of members at the annual meeting, the Board of Directors may appoint by a majority vote at its first board meeting, a person to fill a vacancy. The Past President shall remain as a member of the Board of Directors for a one-year term and shall have all rights and privileges of a member of the Board except voting and shall be available as a resource person and advisor. The Past President's term will conclude at the end of the next AGM.
- 7.2** The qualifications of a member of the Board shall be that he or she be an active member in good standing of the Moncton Minor Hockey Association Inc. It is to be understood that no more than four (4) coaches will be eligible to be Board Members.
- 7.3** Director's term of office shall be from the date of meeting at which they are elected or appointed for a term of two (2) Years, or until their successors are appointed. A person

appointed by the Board to fill a vacancy on the said board shall hold office until the next annual meeting of the active members.

- 7.4** Executive Members (President, Vice Presidents, Treasurer and Secretary) term of office shall be from the date of meeting at which they are elected or appointed for a term of one (1) year, or until their successors are appointed. The Board will appoint a replacement that will fill the vacancy until the next annual meeting of the active members.
- 7.5** The Executive shall meet in the interval between meetings of the General Membership and shall have all powers of the membership with the exception of modifying or annulling by By-Laws, or to annul an action by the membership. They may do all such lawful acts and things as are not by statute or by these By-Laws, directed or required to be exercised, or done by the active members of the Association in general meeting.
- 7.6** The executive shall prepare for submission to the annual meeting a certified and reviewed copy of all accounts of the Association showing all monies received with details and the manner on which the monies have been invested or expended. No association funds shall be expended without being first authorized by resolution of the Board.
The Board will also propose a budget indicating the revenues and expenses anticipated for the upcoming year and will submit it for approval to its members at the annual meeting. Once the budget has been approved, every effort is deployed to function within the limits of that budget. Every expense exceeding the approved budget must be approved with a majority vote from the Board of Directors and must be reported as such at the following AGM.
- 7.7** Any two among the President, the Treasurer, and the executive director shall be the signing officers of the Moncton Minor Hockey Association Inc.
- 7.8** Board meetings may be held either at the Head Office or elsewhere as the Board may from time to time determine. A meeting of the Board may be convened by the President or a Vice-President at any time, and the Secretary by the direction of the Board. Notice of such meeting shall be communicated to each member of the Board not less than 24 hours before the meeting is to take place. MMHA will attempt to provide a "Virtual Platform" to board members unable to attend the meeting in person.
- 7.9** A majority of the Board shall form a quorum for the transaction of business.
- 7.10** Any elected Director (Board Member or Executive) absent for more than three (3) consecutive meetings (regular, special or general), may, by majority secret ballot vote of the Board, be asked to step down from their elected duties. The Board may appoint a replacement.
- 7.11** Any elected Directors (Board Member or Executive) will be automatically vacated:
- (a) if a director has resigned his office by delivering a written resignation to the secretary of the Board; and/or
 - (b) if the director has any criminal convictions.
- The Board will appoint a replacement.
- 7.12** Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a deciding vote.
- 7.13** The remuneration to be paid to members of the Board shall be such as the membership shall from time to time determine. The membership may also by resolution award special remuneration to any member undertaking any special service on the Association's behalf.

7.14 The Board of Directors of the Association shall consist of the following: President, Past President (only for one year), two (2) Vice Presidents, Treasurer, Secretary, and nine (9) Directors.

7.15 PRESIDENT

The President shall be the chief Executive Officer of the Association and shall, if present, preside at all meetings of the Association and of the Board of Directors. The President shall sign all instruments that require the signature of the President and shall perform all duties that may be assigned to him/her from time to time by the Board.

The President must:

- (a) Be a member in good standing.
- (b) Have a minimum of two (2) years experience as a Board Member of the Association.

If a current Vice-President, or other Executive Member, accepts the nomination for the position of President, Directors of the Board will not be eligible to be nominated to the position of President, unless they have held an Executive position in the past.

If a President with a minimum of two (2) years experience is not obtained a majority of the Board or Association shall form a quorum for the appointment.

7.16 VICE-PRESIDENT

Either one of the Vice-Presidents 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 also have such other powers and duties, if any as may from time to time be assigned to them by the Board.

Vice-President must:

- (a) Be a member in good standing.
- (b) Have a minimum of one (1) year experience as a Board member of the Association.
- (c) Fulfill the following responsibilities:

VP Recreational

- Report to MMHA President
- Attend monthly Board meetings
- Hold division coordinator meetings
- Help recruit coaches for all recreational divisions
- Oversee all recreational division team draft selections
- Provide direction to division coordinators regarding all MMHA Policies and Procedures
- Assist division coordinators with division schedules as required
- Have knowledge of the MMHA Operations Manual and its application
- Have knowledge of the HNB and Minor Hockey Council Operations Manual
- Provide monthly reports at the MMHA board meetings
- Act as the Recreational tournament chairperson
- Provide a season report for the Annual General Membership meeting

VP Competitive

- Report to MMHA President
- Attend monthly Board meetings

- Oversee the recruitment and selection process for competitive coaches
- Attend try-out selections
- Hold managers meeting to discuss season
- Oversee the day-to-day operations of all MMHA competitive teams
- Have knowledge of the MMHA Operations Manual and its application
- Have knowledge of the HNB and Minor Hockey Council Operations Manual
- Provide monthly reports at the MMHA board meetings
- Act as the Competitive tournament chairperson
- Provide a season report for the Annual General Membership meeting

If a Vice-President with a minimum of one (1) year's experience is not obtained a majority of the Board or Association shall form a quorum for the appointment.

7.17 SECRETARY

The Secretary shall:

- (a) Notify Membership of:
 - Board Meetings
 - Special Meetings
 - Annual General Meetings
 - Special Events
- (b) Prepare and maintain Meeting Agendas and Minutes
- (c) Sign with the President or other signing Officers
- (d) Responsible for general correspondence of the Association
- (e) Record and Post Notices of Motions
- (f) Record and Post Policy Changes
- (g) Maintain all related Association Documents, such as:
 - A copy of the Letters Patent and of any supplementary Letters Patent issued to the Association.
 - Constitution and By-Laws of the Association.
 - The names alphabetically arranged of all persons who are or have been members of the Association. IE: Registrar
 - The address and calling of every such person while a member as far as can be ascertained.
 - The names, addresses and calling of all persons who are or have been Directors of the Association with the several dates on which each became or ceased to be such Directors.

Secretary must be a member in good standing.

7.18 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 his/her books of account to any member of the Association upon request. The treasurer shall sign or countersign such instruments as require his/her signature and shall perform all duties incident to the office or those required by the Board.

The Treasurer must:

- (a) Be a member in good standing;
- (b) Have appropriate accounting experience.

7.19 DIRECTORS

Nine (9) Directors to be elected Bi-Annually except year 1980, when four (4) will be elected for a one-year term and four (4) for two years. The President will make appointment to specific Committees.

- (a) Directors who are appointed as recreational division coordinators shall:
 - Report to the VP Recreational
 - Oversee their respective recreational division as assigned by the President
 - Attend monthly Board meetings
 - Recruit head coaches for their respective divisions
 - Oversee the evaluation process for their respective divisions
 - In cooperation with the VP Recreational, oversee the player selection (draft) process per MMHA Operations Manual
 - Hold coaches and managers meetings

- Oversee the distribution and collection of MMHA jerseys and/or equipment
- Schedule ice times for recreational teams from the master schedule as created by the executive director
- Have knowledge of the MMHA Operations Manual and its application and provide clarification to coaches, managers or parents
- Act to resolve disputes within their respective division
- Hand out medals on the Day of Champions

7.20 ASSISTANT DIRECTORS

The Board may also appoint an Assistant Secretary and as Assistant Treasurer, and such other assistants as they deem necessary, none of who need be members of the Board.

7.21 EXECUTIVE DIRECTOR

On a season-by-season basis, the current Board of Directors will nominate a candidate for the Executive Director position for the upcoming season. A committee of a minimum of 3 members of the Board, overseen by the President of the association, shall undertake a selection process as often as required. The Board may choose to nominate a previous season's Executive Director and can do so by a majority vote at the first meeting of the new board. The Executive Director shall be an employee of the association and an annual salary shall be negotiated and agreed to by the MMHA executive members of the association. The roles and responsibilities of the Executive Director shall be:

(a) Primary Duties and Responsibilities

- Attend board meetings and provide a written Executive Director's report
- Attend other meetings and MMHA functions as directed and/or required by the board
- Act as the Registrar for MMHA
- Assist the division directors, coordinate players into teams and divisions according to MMHA Operations Manual and Policies, and create rosters to be submitted to Hockey New Brunswick
- Ensure that teams are equipped with the appropriate playing/practice equipment, jerseys etc. per MMHA Operations Manual, policies and current practices.
- Coordinate ice time purchases and credits with the Moncton 4 Ice Centre
- Allot ice time to coordinators and teams per MMHA's current model
- Coordinate cancelations and rescheduling as required with division directors
- Coordinate MMHA tournaments, MMHA Day of Champs weekend, and Provincial finals as awarded
- Be the primary office administrator for MMHA
- Provide travel permits to teams as requested
- Link between MMHA and Hockey New Brunswick
- Forward communications to teams and directors
- Communicates with parents and players as necessary
- Works closely with Treasurer to maintain accurate accounting of MMHA's general ledger

(b) Other Duties

- Ensures return of MMHA equipment to the storage facility
- Schedules/coordinates year end volunteer banquet and prizes
- Coordinate Annual General Membership Meeting (AGM)
- Provides written report for AGM
- Other duties as assigned

7.22 CONFIDENTIALITY

Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Board for consideration.

Article 8 Disciplinary Committee

- 8.1** A Disciplinary Committee shall be appointed by the Board, and shall be composed of three active members, one of which shall be a Vice-President, and any two members selected by the Board. The Committee will be formed at the first meeting of the new Board and will server for a term of one year.
- 8.2** If a member of the Association has been found on inquiry, by this Committee, to be guilty of conduct unbecoming a member, or has violated the Constitution, By-Laws, Rules or Regulations of the Association, (upon resolution passed by a majority of the Board of Directors), the Board may suspend or cancel membership in the Association for a specified period of term or indefinitely.
- 8.3** Notice of a resolution of this Disciplinary Committee shall be served on the member so affected by registered mail at the last address of the member shown on the books of the Association.
- 8.4** The Association will respect the guidelines in the Hockey New Brunswick Minimum Disciplinary Standards document.
- 8.5** The Disciplinary Committee shall have the authority to suspend; a team or team official, parent, guardian, or a player for notorious and continued foul play, or unfair, unsportsmanlike, or disrespectful conduct, individually or collectively, on the ice or off, in social media, or in any arena where an association team is playing a game; or for failure to pay association fees or for any persistent infringement of the rules or laws of the game or the rules of NBMHC and Hockey Canada, or rulings of the MMHA Board of directors.

Article 9 Boundaries Guidelines

- 9.1** The following is a geographical description of the Moncton Minor Hockey Association "Residential Qualifications" boundary, within the City of Moncton limits.
- Commencing at a point along the Petitcodiac River at the westerly Moncton city limits thence easterly along the Petitcodiac River to the Moncton / Dieppe City limits.
 - Thence northerly along the Moncton / Dieppe city limits to a point where Route 15 meets Lewisville Road.
 - Thence westerly along the Halls Creek Traffic Circle (Route 15) and north-westerly to a point where Route 15 meets Lewisville Road.
 - Thence northwesterly along the median of Route 15 to a point where it meets the centerline of Morton Avenue.
 - Thence easterly along the centerline of Morton Avenue to a point that meets the centerline of McLaughlin Drive.
 - Thence northerly along the centreline of McLaughlin Drive to the Moncton City limits.

Players residing outside the City limits 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. There will be no Grandfather Clause.

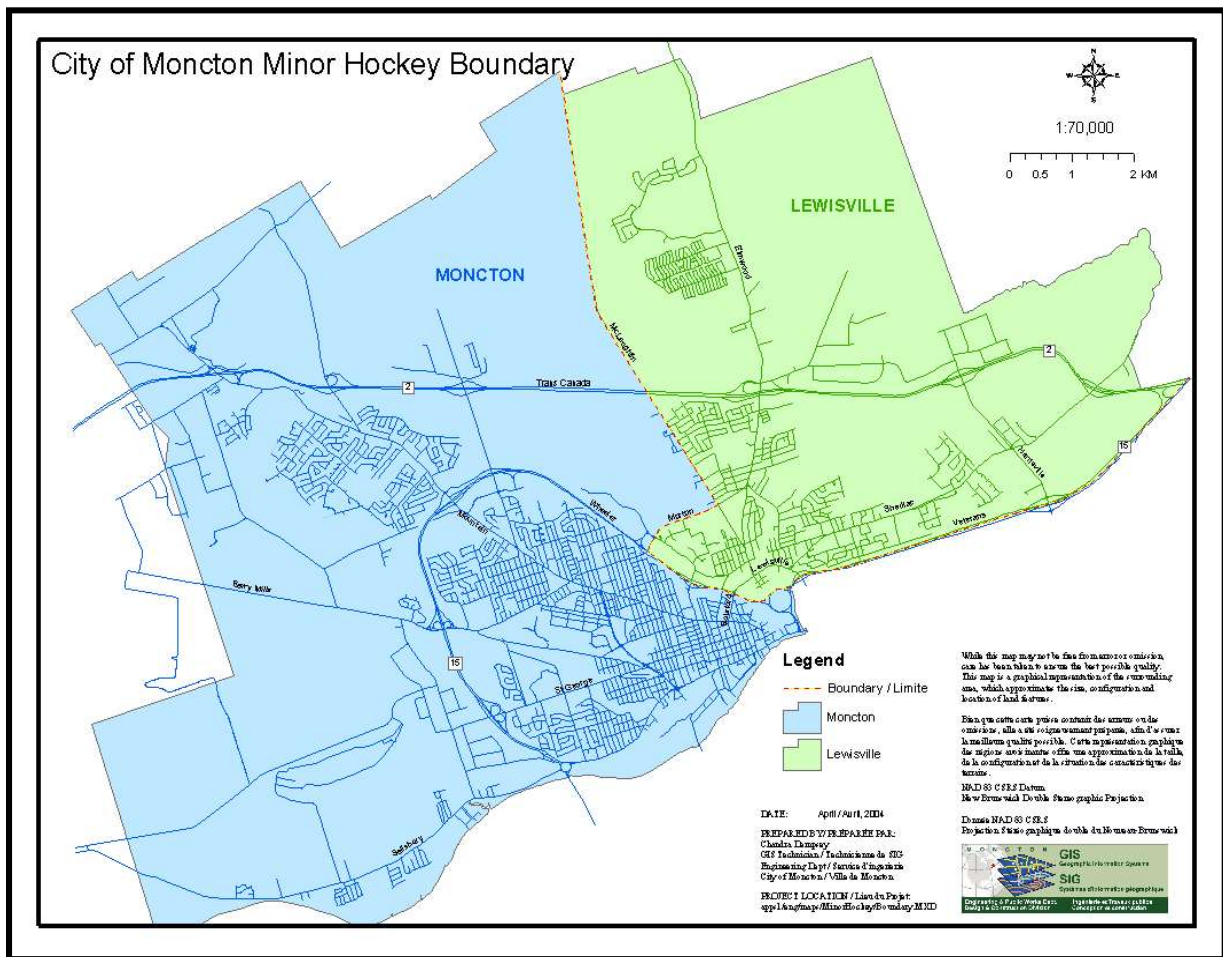
- 9.2** Proof of Residency

The following will be considered as reasonable Proof of Residency for purposes of ruling on the residential status of a player:

1. Lease, mortgage agreement or/and tax bill (public info), in parent and/or guardian's name.
2. Proof of Utilities (City of Moncton), NB Power, Aliant, Cable or related bill in parent and/or guardian's name.
3. Driver's License of player or parent and/or guardian's.

The Board reserves the right to request additional "Proof of Residency" if deemed necessary.

9.3 City of Moncton - Moncton Minor Hockey Boundary Map. The present boundaries as outlined in 9.1 and displayed in 9.3 will govern the boundaries of Moncton Minor Hockey.



Article 10 Protection of Board Members and Committees

10.1 No Board members or committees can be held responsible for behaviours, negligence, or failures of another member, of an act in which the latter is involved, or any loss suffered, or any expense incurred by the Association as a result of the insufficiency or deficiency of the title of any property acquired by order of the Board or any committee for the Association or on behalf of the latter. Also, he/she cannot be held responsible for the insufficiency or deficiency of any value in which the funds of the Association have been invested, for any loss caused by an error of judgement or an omission on his/her part, of any other loss, damage or bad luck, occurring in the course of the functions attached to his/her position or related activities unless it is the result of his/her own dishonesty.

Article 11 Board Member and Committees Indemnity

11.1 Any board member or Association committees and its successor, its executors, its administrator, its replacements, and his/her effects will be respectively, indemnified, by the Association funds:

- a) For costs, charges and expenses run or engaged by a member in a lawsuit, legal proceedings or procedures intended against him/her and related to an act, a contract or an affair conducted or authorized in the execution of his/her functions.
- b) other costs or expenses incurred or engaged by a member in doing business or in relation with this, except costs or expenses that are done by negligence or voluntary error.

By-Laws

G1 By-Laws 1

By-Law 1 will empower the Board to prepare certain rules and regulations to govern the operation of the Minor Hockey Program, including, but not limited to, amendments to the MMHA Operations Manual. These amendments will require a 2/3 majority vote. All members and players will adhere to said rules and regulations.

G2 Age Limit

The player's age is determined for the current playing season by the player's age of December 31 of the current season.

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

G3 Amendments

Proposed amendments must be notified with the notice of meeting.

- A listing of all proposed amendments or additions must be made available by the Board and as such must be posted in public forum.

The Constitution or By-Laws of the Association may only be amended at an Annual General Meeting of the members.

- It must also be passed by a two-thirds majority (66%) of the members.
- Any active member can submit proposed amendments to the Secretary of the Association a minimum of 20 days prior to the Annual General Meeting of the members, but no later than March 31st of the current year.
- Proposed amendments or additions must be notified with the notice of meeting.
- A list of all proposed amendments or additions will be made available by the Board and as such must be posted in public forum.

G4 Appeals

Appeals of Board or Committee rulings must be presented in writing to the Secretary of the Association within three (3) days of the receipt of such rulings. The Board will meet within seven days of receipt of written appeal.

G5 Auditors

Auditors shall be appointed annually by the Annual General Meeting of the Association. The Auditors will have the duty to verify all the books of the Treasurer. The Auditors shall give the complete report to the Annual General Meeting of the Association.

G6 Charter

In the case of dissolution of the Association and surrender of Charter, all the properties, monies, documents, and securities of the Association, after all liabilities have been disposed of, shall be sold at public auction and the proceeds thereof donated to such athletic association as the membership may decide.

G7 Coaches

- (a) Coaches will be members of the Association in good standing, and the Board will make their appointment to a team.
- (b) Coaches and Assistant Coaches must abide by the Association's Code of Conduct and Fair Play Policy and sign and accept the City of Moncton Recreational Facility Parents'/Spectators' Code of Conduct Agreement.
- (c) 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.

The Board will appoint a replacement.

G8 Committees

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.

G9 Financial Statement

A copy of the Association's Annual Balance Sheet at the end of the Association's financial year shall be available at the Annual General Meeting.

G10 Fiscal Year

The fiscal year of the Association shall terminate on the 31st day of March in each year.

G11 Fund Raising

No team, coach, manager, parent or any member, shall undertake a fundraising project of any type on behalf of the Association without written permission of the Executive.

G12 General

In all By-Laws of the Association, the singular shall include the plural and the plural the singular; the word "person" shall include firms and corporations, and the masculine shall include feminine. Wherever reference is made in the By-Law to any statute or section thereof,

such reference shall be deemed to extend and apply to any amendment or such statute or section as the case may be.

G13 Investments

The Board may invest such sums of the Association's money as they deem advisable, provided however, that such investments are made in undertakings, ventures or projects which will, in the opinion of the Board be of assistance or benefit, directly or indirectly, to the Association's operation.

G14 Managers

- (a) The coaching staff shall appoint a manager to a team in the Association. However, this appointment will be subject to the approval by the Board.
- (b) Managers must abide by the Association's Code of Conduct and Fair Play Policy and sign and accept the City of Moncton Recreational Facility Parents'/Spectators' Code of Conduct Agreement.

G15**Nominations**

The Board shall appoint each year a Nomination Committee of three (3) active members to make nominations for the officers of the Board.

All nominations made by the Nomination Committee, and which are found to be in order, shall be placed before the Annual General Meeting to be voted upon by the members. Nominations may also be made from the floor.

Election of the Executive shall be by secret ballot unless the Annual General Meeting decides otherwise, and the Chairman of the Annual General Meeting shall appoint scrutinizers to count the votes and report the results of the ballot to him.

G16**Records**

The books and records of the Association shall be in the custody of the Secretary and the Treasurer and shall be open to the inspection of the membership at all times.

G17**Registrations**

- (a) The Board shall set the Annual Registration Date.
- (b) The registration deadline will be strictly adhered to, with the exception that additional players will be permitted to register after the cut-off date and will be placed on teams if and when vacancies occur.
- (c) The final decision, as to which league, category, or team any player will play on, will rest with the Board of Directors.

G18**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.

G19**Sponsors**

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

G20**Suspensions**

The Board will be vested with the power to suspend any member and/or player with due cause pending a hearing on such suspensions. Such hearings must be held within (7) seven days. The Board will review all suspensions of Association members of more than (4) four games and reserves the right to increase suspensions. This will normally be concluded within 72 hours (3 days) of receiving a suspension.

G21**Teams**

- (a) The Board shall have the power to decide the make-up of the teams in the Association, in both the Recreational and Competitive Divisions. The Board may add, delete, or change the operation of the Minor Hockey Programs, according to the Hockey New Brunswick Guidelines, as they deem necessary.
- (b) All Players, coaches, managers, and parents will be subject to the rules and regulations applying to the particular division with which they are associated.

G22 Fair Play and City Code of Conduct

The Association will follow these guidelines of Operations:

- (a) All operations of the Association will also be governed by the Hockey New Brunswick Fair Play Policy;
- (b) All Association events held within a City Building will be subject to the City of Moncton's Policy Regarding Code of Conduct in City Recreational Facilities.

It is the responsibility of all parents within the Association to adhere to and respect these policies and Codes of Conduct.

G23 Communications

Our commitment

Communication is essential for sharing news and information with Moncton Minor Hockey Association members. Our commitment is that our communication will be timely, appropriate, related to MMHA business, and respecting the privacy of our members.

What the MMHA will do

We use a range of tools to communicate with our members. Our communication will protect members' privacy and will maintain clear boundaries. MMHA will not tolerate bullying and harassment in any form.

Website Communication

- Our website will include current information on registration, schedules, tournaments, contacts, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the website.

Text and email communication

Board members, coaches and team managers may use text and email to provide information about competition, training, and other MMHA business.

- Text messages will be short and about club/team matters only.
- Email communication will be used when more information is required, or when sending information to a group.
- Group emails will have contact information (email addresses etc) hidden from view (bcc) and will not disclose personal information about any member.
- Communication involving children will be directed through their parents/guardians.

Social media and Networking

MMHA follows the guidelines established in the Hockey New Brunswick Social Media and Networking Policy.

- All social media postings, blogs, status updates and tweets, will be treated as "public comment".
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events only.
- No personal information about our members will be disclosed.

- No statements will be made that are misleading, false, or likely to injure a person's reputation.
- No statements will be made that might bring MMHA into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site and face disciplinary action.

What we ask our members to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to MMHA.

Electronic communication:

- Shall be restricted to MMHA matters.
- Must not offend, intimidate, humiliate or bully another person.
- Must not be misleading, false or injure the reputation of another person.
- Shall respect and maintain the privacy of members.
- Must not bring the MMHA into disrepute.

Coaches and others who work with children and young people must direct **all** electronic communication through the child's parents/guardians.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our policies and code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

A webmaster will be appointed to provide accountability and control over material published on our MMHA website and any related MMHA discussion groups or social media websites, such as Facebook, YouTube or Twitter.

G24 Spending Limits

The board of directors must approve all expenses to the association in excess of \$1000. Any expense deemed as an annual expense, shall be considered approved with a single ratified motion in favour, to approve the annual budget as presented by the treasurer. The president may approve a "one-off" expenditure up to \$ 1000, provided that:

- The expense does not result in a deficit respecting the most current annual budget.
- The president has the additional approval of the treasurer or either VP. The expense will be paid by cheque with both signatures appearing there on.
- The expense shall not cause the association to be compelled to any action beyond the one-time expense.
- The expense shall not engage the association into a business transaction with any of its current members.

The executive director may, with the approval of the president, pay or reimburse expenses (documentation required), to or for any of its board members for expenses related to the operation of the association, up to \$ 500. For travel expenses, members must submit receipts attached to the MMHA Travel Expense reimbursement form. Said expense must be paid by cheque. The executive director may authorize purchases up to \$ 200 for any single expense related to the administration of the association, provided the expense does not cause the "Administration" expense amount in the approved budget to fall into a deficit.

Said expense must be paid by cheque. With the exception of food for tournament workers, no expenses above \$20 shall be paid in cash. One-off expenses exceeding \$50,000 that are not affiliated with the annual budget approval process, shall be subject to the democratic process at the board level, and a subsequent two-thirds majority. All other spending shall be subject to the democratic process at the board level and must be ratified by a motion and subsequent simple majority approval.