



CONSTITUTION & BY-LAWS  
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## PART I - ARTICLES

### Article 1 Name of Association

The name of this organization shall be **CENTRAL FEMALE HOCKEY ASSOCIATION** (hereinafter referred to as the CFHA or the Association).

### Article 2 Affiliation and Jurisdiction

- 2.1 The CFHA is, and shall be, a member of the New Brunswick Minor Hockey Council (NBMHC) and is affiliated and registered with **Hockey New Brunswick (HNB) and Hockey Canada**.
- 2.2 The CFHA is **a female association that is open to all female players in District 3 of Hockey New Brunswick minor district**. CFHA is the only association in District 3 that can ice all female hockey teams.
- 2.3 The CFHA shall have jurisdiction to manage and administer all female hockey within District 3.
- 2.4 In addition to 2.2, CFHA is the only association in District 3 that can ice competitive all female hockey teams and permission may not be granted to other associations by the Female Commission.
- 2.5 Upon approval by CFHA and the HNB Female Commission, recreational teams (A level) may be formed and managed by co-ed associations within District 3. These teams will be registered through the Hockey Canada Registry under CFHA. The co-ed association will be responsible for general team operations, including booking and payment of ice time, coach selection, setting player registration fees, providing team jerseys, and other day-to-day management duties

### Article 3 Objectives

This Association shall be a non-profit organization; the objective is to foster, encourage, support and improve all aspects of female hockey within both the recreational and competitive leagues in District 3. Our goal is to encourage a great brand of female hockey through the development of good sportsmanship, fair play and good citizenship. This will be accomplished by exercising general supervision and direction over players, teams, coaches, officials, volunteers, parents and guardians in support of providing consistent and compliant program delivery.

**Article 4 Membership**

Active Membership:

Active Membership includes all fully paid, registered players over the age of 18, elected or appointed Board Members, directors, or officials, and all conveyors, team officials and directors appointed for the current season. Active Members retain the following rights:

- (a) To vote;
- (b) To serve on committees; and
- (c) To be elected as a Board Member.

Parent/Guardian Membership:

Parent/Guardian Membership shall be granted to the family, guardian or person who is deemed to be the primary caregiver of fully paid registered players under the age of 18.

Parent/Guardian Members retain the following rights:

- (a) To vote, one vote regardless of whether the parent/guardian also serves as an active Member (i.e., coach and guardian will only be eligible for one vote); each parent / guardian can only have one vote in a case where there are multiple children registered from the same family (therefore if they have two children registered, both parents would need to be present to have 2 votes).
- (b) To serve on committees;
- (c) To be elected as a Board Member;
- (d) To attend membership meetings; and
- (e) Upon invitation, the right to attend meetings of the Board and committees.

**Article 5 Executive Committee and Board of Directors**

5.1 The Executive Committee of the Association shall all be elected by the membership at the Annual General Meeting to take place a minimum of two weeks prior to Hockey New Brunswick (HNB) Annual General Meeting. The Executive Committee shall exercise such powers as the Board of Directors may authorize from time to time, including attending to the business of the Association and supervising the work of the officers. The Executive Committee shall keep minutes of its transactions and report it to regular meetings of the Board.

5.2 The Board of Directors shall include the Executive Committee and Seven (7) Directors.

a) The executive committee consists of;

- President
- Vice president
- Secretary
- Treasurer
- Registrar

b) The seven Directors consisting of;

- Director of Operations
- Director of Coaching
- Director of Communications
- Director of Player Development
- Director of Discipline
- Director of Divisions (U7/U9)
- Fundraising Chair

5.3 a) The term of office held by the Executive Committee is two years. The Executive Committee will be elected on a bi-annual rotating basis.

i) The President and Treasurer shall be elected in even numbered years.

ii) The Vice President, Secretary and Registrar shall be elected in odd-numbered years.

b) The term of office held by a director is two years. Directors will be elected on a bi-annual rotating basis.

i) The Directors of Operations, Discipline and Player Development shall be elected in even numbered years.

ii) Director of Communications, Coaching, Division and Sponsorship/Fundraising shall be elected in odd-numbered years.

5.4 The board shall have the power to fill any vacancies which may occur by vote.

5.5 Board members filling vacancies shall be appointed for the remainder of the term.k

5.6 The Board shall have the authority to appoint any committee or representative(s) it deems necessary for the good of the Association.

### **Article 6 Voting**

- 6.1 All members, fully paid and in good standing, shall be entitled to one vote, where the President shall only exercise their vote in the event of a tie.
- 6.2 At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed) a simple majority will be sufficient to carry the motion.
- 6.3 Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast at the Annual General Meeting to pass such amendments.
- 6.4 Pre-registration for the AGM is required by an active member in good standing. CFHA Pre-Registration link will be available until 14 days prior to the annual meeting.
- 6.5 Expression of interest nominations for the Executive and/or Board of Directors positions must be received by the president, or director of communication in writing or via the CFHA registration link fifteen days prior to the AGM.

### **Article 7 Elections**

- 7.1 Elections are to take place at the Annual General Meeting of the Association or at any Special General Meeting called as allowed under the constitution.
- 7.2 All candidates for elections must be seconded by an active member, or parent/guardian member, in good standing
- 7.3 Such persons must be present or have consented in writing to let their names stand.
- 7.4 The membership can change any member of the Executive Committee or Board at a Special General Meeting
- 7.5 Nominations of Board Members must comply with the following criteria at AGM:;
  - (a) The person nominated must have the nomination endorsed by at least one Member in good standing;
  - (b) The deadline for nominations for the positions of the Board shall be fifteen (15) days prior to the Annual General Meeting at which the elections are to be held for those positions;
  - (c) Nominations from the floor of the Annual General Meeting will only be permitted if no nomination for any particular position is received prior to the Annual General Meeting;

- (d) Nominations must be accepted by a letter (email) signed by the nominee ten (10) days prior to the Annual General Meeting;
- (e) All voting Members shall be informed of the candidates seven (7) days prior to the Annual General Meeting at which the elections are to be held; and
- (f) Election of Board Members shall take place at the Annual General Meeting of the Membership.

7.6 Board member attendance and removal -

- a) ABSENTEEISM: Unless otherwise determined by the Board, the absence of a Board Member from three (3) Board meetings within one year, without due cause as deemed acceptable by the Board, shall be deemed to be the resignation of the Board Member concerned;
- b) NEGLECT OF DUTIES: If at any time during their term of office a Board Member neglects their duties, or does not complete their duties in an ethical and professional manner, they may be removed from their position by a two-thirds (2/3) majority vote in favor of such action by the remainder of the Board. The defaulting Board Member shall be notified of the time and place of the vote.

**Article 8 Meetings**

8.1 *Annual General Meetings*

- a. The Annual General Meeting of this Association shall be held yearly and a minimum of two weeks prior to the Hockey New Brunswick's General Meeting.
- b. The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting to be held annually. Interim vacancies will be filled per Article 5 paragraph 5.4 of the Constitution.
- c. A quorum of ten members is necessary in order to conduct such meetings.

8.2 *Board Meetings*

- a. The Board shall meet once a month and other times as required.
- b. It is required to have 50% plus one of all executive/board positions filled in order to conduct such meetings.

8.3 *Board and General Meetings may also be called under the following conditions:*

- a. The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved of same
- b. When ten or more members of the Board excluding the President, request (in writing) that a Board or General Meeting be called the President shall arrange for such a meeting to be held within three weeks.
- c. When more than 2/3 of the members of this Association request that a General Meeting be called the President shall abide by their request. Such request to be in writing and addressed to the Secretary. Such meeting must be held within 30 days.

**BOARD RESPONSIBILITY AND ROLES**

**8.4 Confidentiality**

- a) Every Board Member of the Association shall respect the confidentiality of all matters brought before the Board.

**8.5 Conflict of Interest**

- a) When known, a Board Member must make full and fair disclosure of any conflicts of interest relating to their position on the Board which could include but are not limited to financial, personal or perceived conflicts of interest.

- b) The disclosure should be made at the first board meeting in which the interest being taken into consideration, and have such disclosure recorded in the minutes. If the Board Member is not at the relevant board meeting the disclosure shall be made in writing to the president.

- c) After making such disclosure, no Board Member shall vote or participate in discussions where the conflict is related.

- d)The Board must vote to determine if these items are required to be escalated for review. Should the majority vote that the conflict of interest requires escalation, it is the responsibility of the President and Discipline Chair to evaluate this conflict of interest with HNB and update the Board on required next steps.

- e) Should the President or Discipline Chair be involved in the Conflict of Interest, the Secretary will replace them to assist with the HNB correspondence.

**Article 9 Order of Business**

- 9.1 The following Order of Business shall be adhered to at all Board meetings of this Association:

- Call to Order
- Approval of last Board Meeting minutes
- Business arising from Minutes
- Correspondence
- Business arising from Correspondence
- Treasurers Report
- Reports of Executive
- Reports of Directors
- Reports of Committees
- Unfinished Business
- New Business

· Adjournment

9.2 The following Order of Business shall be adhered to at all General Meetings of this Association:

- Call to Order
- Approval of last General Meeting minutes
- Treasurer's Report
- Reports of Executive
- Reports of Directors
- Reports of Committees
- Elections
- New Business
- Amendments
- Adjournment

**Article 10 Crests and Colours**

10.1 **Crest**

The CFHA crest and Storm Logo can be used by all members of the association with approval from CFHA

10.2 **Colours**

CFHA shall have two sets of colors which identifies our recreation and competitive divisions.

- i) Recreation divisions colours shall be black, white, purple with a 4<sup>th</sup> colour of grey being optional.
- ii) Competitive divisions colours shall be black, white and red with a 4<sup>th</sup> colour of grey being optional.
- iii) These colours can be used by members of the association with approval from CFHA, exceptions may be approved by the Board where sponsorships of jerseys dictates a need for other colours.

10.3 **Uniforms**

CFHA team uniform colours worn by any teams representing the CFHA shall use CFHA colors and CFHA Storm crest with approval from CFHA.

10.4 **Outerwear**

Outerwear worn by any teams representing the CFHA shall use CFHA colours and CFHA Storm crest with approval from CFHA.

**Article 11 Tournaments and Jamborees**

- 11.1 All teams in the Association entering Tournaments must provide notification to the Director of Operations of all tournaments upon acceptance.
- 11.2 All other guidelines concerning tournaments must comply with the By-laws and HNB Guidelines.

**Article 12 Movement of Players**

All **HNB** rules and guidelines regarding movement of players will be adhered to by the CFHA along with any rules and guidelines that the CFHA adopts standard as stated in our Bylaws.

**Article 13 Constitution**

- 13.1 This Association, its Executive, Board and any other member or representative shall recognize, observe and be bound by the provision of the Constitution and By-laws of the CFHA as well as the HNB and HC. The Policies and procedures adopted shall conform to the Constitution and Bylaws of this Association and shall be recognized as providing the basic rules governing this Association. The President, in a regular or special meeting, with a quorum of 2/3 Board members shall have the authority to interpret and make ruling on matters pertaining to this Association and not within this Constitution.
- 13.2 Amendments
  - a. All proposed amendment(s) to the Constitution and By-laws must be submitted to the Secretary of the Association in a written and signed format and submitted to the Board of Directors for insertion into the Notice of Meeting.
  - b. A proposed amendment will only be considered at the Annual General Meeting and membership must be notified of the proposal in writing 14 days prior to the meeting.
  - c. The member(s) submitting the proposal must be present to make the formal motion.
  - d. Amendments must receive a 2/3 majority of votes cast to be passed
- 13.3 Notice of Amendment

This Constitution may be amended only by a two-third majority vote of the members present at the annual meeting of the Association. Notice of such amendments must be communicated to the members prior to the annual meeting.

## PART II – BY-LAWS

### SECTION 1 - EXECUTIVE OFFICERS

#### 1.1 President

The President, within jurisdiction of the Association, shall have the power to:

- a. Sign as a signing officer for the Association.
- b. Officiate at meetings-ex-officio at all meetings.
- c. Exercise the powers of the executive in case of an emergency.
- d. Assist members of the executive in carrying out their duties.
- e. Appoint at his/her discretion, an individual from the membership or Board of Directors, to replace the Director of Coaching if that person has applied to coach a competitive team for the CFHA.
- f. Only the Director of Public Relations or the President can issue a formal communiqué for the CFHA.
- g. Appoint a Discipline Committee chairperson to be responsible for forming a committee to determine a ruling in matters of discipline.

#### 1.2 Vice President

- a. The Vice-President shall perform all duties of the President in his/her absence and shall act as coordinator for any of the Directors.
- b. They shall be responsible for association level fundraising and sponsorship within the community and any other duties as assigned by the President.

#### 1.3 Secretary

- a. Shall be a signing officer of the Association.
- b. Shall keep an accurate record of the proceedings of this Association
- c. Shall publish an agenda for the General Meetings and distribute it to all in attendance at the meeting.
- d. Shall conduct any other business necessary for the welfare of this Association
- e. Shall conduct other administrative duties assigned by the President.
- f. Shall assist the Registrar with both registration and record keeping.

#### 1.4 Treasurer

- a. Shall handle all monies of this Association and shall keep an accurate record of all monies received and disbursed, and shall report such matters at all meetings.

- b. Shall ensure that a financial review of the Association be conducted by an independent professional accountant, at the end of the Association's fiscal year by person(s) approved by the Executive. The fiscal year shall be July 1 to June 30.
- c. Shall pay all accounts of this Association by cheque or electronic transfer. The Treasurer and either the President or Secretary shall sign such cheques. Electronic transfers shall be approved in a method approved by the Board.
- d. Shall be responsible to submit registration fees payable to the HNB
- e. Shall receive any receipts from any member of this Association incurring out-of-pocket expenses, which may be reimbursed by this Association, if the Board deems the expense justified for the welfare of the Association.
- f. Shall receive from all members of this Association all monies collected on behalf of this Association.
- g. Shall be responsible for the annual budget and creation of the fiscal policy.
- h. Collects and maintains records of all registration fees.

### **1.5 Registrar**

- a. Is responsible for all aspects of hockey registration
- b. Recommends registration dates.
- c. Arranges for use of facilities for registration.
- d. Obtains volunteers and draws up a schedule of times for registration day duties.
- e. Provides copies of the registration lists to Directors
- f. Maintains a continuing master list of registration throughout the year and supplies copies to the Secretary when required
- g. Ensures that all fees are paid prior to participation in hockey program.

### **1.6 Past President**

- a. Shall have served one complete term as President and has not resigned from the Board.
- b. Shall assist the Association in any capacity he/she has either knowledge of or interest in.

## **SECTION 2 – BOARD OF DIRECTORS**

Six (6) Directors to be elected Bi-Annually, where they will be elected on a rotational annual basis. Elections will occur annually for terms that have been completed.

All Directors will report to the Vice-President. If necessary, Director may be requested to bring any conflicts or problems in writing to the Executive and Board of Directors for resolution.

Directors will hold various positions such as:

- Director of Operations
- Director of Communications

- Director of Coaching
- Director of Development
- Director of Discipline
- Director of Divisions (U7/U9)

Descriptions of such Directors role are as follows:

### **2.1 Director of Operations**

- a. Shall be responsible for scheduling and assigning ice to various teams for both practices and games.
- b. Shall be the liaison with the **HNB** Officials Council.
- c. Shall be responsible for the booking of officials as requested by team managers
- d. Shall ensure that game schedules are forwarded to referees.
- e. Shall ensure that bills for referees are accurate and report to the Treasurer and the Board of amounts owing.
- f. Shall assist in coordinating all Tournament and Jamboree activities.
- g. Shall report to the Vice-President/President and Board.
- h. Liaison between town recreation departments and CFHA.
- i. Shall coordinate any applications submitted to HNB for hosting provincials with Board approval.
- j. Responsible for communication of assigned ice to teams .
- k. Shall report all time slot available for games to the NB Female League for scheduling purposes
- l. Shall assign additional ice time available in an equitable manner across all teams and divisions

### **2.2 Director of Communications**

- a. Review and create external facing communication
- b. Monitor association inbox to respond to questions and/or forward correspondence to members of the Board accordingly
- c. Seek review and approval from the President and/or Secretary on outgoing information that impacts membership or directly represents the association
- d. Manage association app including season setup, user support and use for outward member communication
- e. Setup, post and respond to PMs on social media platforms
- f. Communicate updates from HNB and/or Hockey Canada
- g. Other duties as requested by President

### **2.3 Director of Coaching**

- a. Shall be the liaison with the **HNB** Coaches Council.
- b. Shall review coaching applications and appoint coaches for recreational teams as per the CFHA coach selection policy.
- c. Shall review coaching applications and recommend interviews for those most qualified and shall participate on the interview committee for AA and AAA

coaching positions. Shall conduct references checks and appoint the most qualified coach based on merit and interview process after the completion, and in line with, the interview committee's decisions.

- d. Shall ensure that all Coaches, Managers, bench personnel and rostered volunteers complete Hockey Canada's Respect In Sport sessions, that at least one member of the coaching staff have a valid completed Hockey Canada Hockey Safety Course certificate and that all coaches in their division have the appropriate level of certification.
- e. Shall ensure that all coaches have provided a criminal record check and Vulnerable sector check and that this activity is favorably carried out. Must send copies to HNB.
- f. Shall work with the competitive coaches and the Director of Development to coordinate the evaluation process for all competitive teams as per the CFHA tryout process.
- g. Work with the Director of Development to coordinate tryouts and the evaluation process for recreation and competitive teams.
- h. Shall support coaches and act as a resource through all coaching decisions
- i. Shall participate on the discipline committee when the discipline issue is regarding a CFHA coach.
- j. Shall send all coaching communications to coaches.

**Must have a minimum of 5 years of coaching and development experience**

## **2.4 Director of Discipline**

- a. Shall be responsible to form a committee in the event a violation of regulations by a CFHA member has occurred.
- b. The Disciplinary Committee shall be composed of two (2) members of the Executive and two (2) Directors. A minimum of three (3) Disciplinary Committee members must be involved in each disciplinary action.
- c. If a member of this Association has been found on inquiry by the Committee to be guilty of conduct unbecoming to him/her in his/her capacity as member, upon resolution passed by a majority, the Executive may suspend or cancel membership in the Association for a specified period of time or indefinitely.
- d. Any rule, infraction or misconduct which could warrant suspension by the Disciplinary Committee shall be dealt with within a period of seven (7) days.
- e. It will be within the power of the President to suspend any member, with due cause, until a hearing is held to deal with such suspension. Such a hearing must be held within seven (7) days.

## **2.5 Director of Development**

- a. To foster continuous development for hockey players within CFHA
- b. To offer assistance to coaches of CFHA in creating and/or facilitating development programs based on Hockey Canada's coaching fundamentals

- guidelines; to ensure players are meeting and exceeding HC benchmarks for each division.
- c. Act as a resource for all coaching divisions for development
- d. Offer availability to attend occasional practices when requested by CFHA coaches/division teams.
- e. Have the ability to evaluate players if needed
- f. Work with the Director of Coaching to coordinate tryouts and the evaluation process for recreation and competitive teams.
- g. shall be the liaison for the HNB Technical Directors
- h. Shall lead all association development ice sessions

**Must have a minimum of 5 years of coaching and development experience**

### **2.6 Director of Divisions (U7/U9)**

- a. Work closely with the team managers/coaches and director of operations to book games/practices and officials for U7 and U9 with the goal of even ice time for all teams
- b. Act as liaison between U7/U9 managers, coaches, and director of operations
- c. Responsible for jersey and equipment allocation and collection as needed

## PART III – RULES AND REGULATIONS

### **SECTION 3 - OPERATING PROCEDURES**

#### **3.1 Rules**

All playing rules in the CFHA will be NBMHC, NBF AAAHL, HNB and CHA, except for rules that are prescribed and endorsed by the CFHA.

#### **3.2 Registration**

Each player must submit a registration application form properly completed and accompanied by registration fees as determined by the CFHA. Registration Fees to be set annually by the Board of Directors.

#### **3.3 Sponsors / Team Fundraising**

- a. No member of the CFHA other than the President, Vice President, Secretary, or person(s) appointed by the President, may approach a sponsor for funds on behalf of the association as a whole.
- b. All teams who wish to campaign for extra funds must obtain permission from the Board in writing.
- c. All teams must complete a budget for the season. It must be submitted to the board of directors by December; followed by a final summary of teams fundraising efforts and expenses at year end.
- d. Failure to comply with this By-law may lead to suspension as determined by the Board of the CFHA.
- e.

#### **3.4 Suspensions**

- a. A Discipline Committee will review suspension decisions.
- b. A player may be suspended for infractions during, prior to or after any game or practice:
  - i. For disrespect or abuse to any Board member, CFHA member, parent and or player, officials or arena staff.
  - ii. For unsuitable conduct on or off the ice.
  - iii. For stealing property belonging to others.
  - iv. For destroying or mishandling property belonging to others.
- c. The Vice-President in consultation with the Director of Coaches may suspend a member of the coaching staff for just cause.
- d. All suspensions in the CFHA must be reported to the designated Director or to the Vice-President.
- e. All suspensions, which occur in the association of the CFHA, may be subject to Appeal Rule 3.12

#### **3.5 Use of Ice Time**

- a. If allocated ice time is not going to be used, the coach or manager shall notify the Director of Operations.

- b. Director of Operations must be given at least 72 hours notice of unused ice.
- c. Non-contracted ice used by any team will not be paid for by the CFHA without the prior approval of the Director of Operations.
- d. The arena must be notified 24 hours prior to a scheduled or exhibition game.

**3.6 CFHA Playing Rules**

- a. Players will be evaluated and drafted to produce balanced teams and movement of players from team to team within CFHA may take place up to November 30, if required for all recreational teams.
- b. Players will be evaluated and selected for all competitive teams based on the CFHA competitive team selection process as defined by the CFHA board.
- c. Each CFHA team will have at least one adult female as an active liaison staff to participate in all games. Her duties are:
  - i. To act as liaison between the players in the dressing room and parents or coaches
  - ii. To endeavor to be at or near the dressing room for all games and practices