



Goulds Minor Hockey Association

Constitution, Bylaws & Regulations

Revised May 31, 2010

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Article 1: Name

This organization shall be known as "**Goulds Minor Hockey Association**"

Article 2: Objectives

The objectives of the Minor Hockey Association are to promote, govern, and improve Minor Hockey as a division of the governing body by authority of Hockey Newfoundland Labrador. As a member of Hockey Newfoundland Labrador is subject to the Constitution, By-laws, Regulations and Playing Rules of Hockey Canada.

- i. To promote and provide facilities for Squirt, Novice, Atom, Pee Wee, Bantam and Midget hockey within our boundaries as defined in Article 3.
- ii. To organize competitive ice hockey, arrange matches, competitions, manage and administer championship play downs and to grant, receive and contribute towards awards and distinctions.
- iii. To teach children good sportsmanship.
- iv. To co-operate and be a partner with Hockey Newfoundland Labrador, Hockey Canada and to promote hockey development within this Association's boundaries.

Article 3: Boundaries

The boundaries of the Goulds Minor Hockey Association are those, starting at the Pumping Station of Ruby Line and from that point to the town limits of the Town of Bay Bulls. That would cover all residents located in that area including Maddox Cove and Petty Harbour.

Article 4: Amendments

The constitution of the Association shall not be amended except at an Annual General Meeting. Notice of the proposed amendments shall be given to the Secretary in writing on or before May 1st of each year. He or she shall forthwith notify the Executive Committee of the proposed change(s). An amendment to the constitution shall be made only at an annual meeting and by two thirds majority of the voting members only that are present.

That amendments to a tabled motion be allowed. That is to change a motion for wording or definition and be to the satisfaction of all in attendance and within two thirds majority.

Article 5: Membership

The membership and voting rights shall be made up of:

- i. All parents and/or guardians of children who are registered with Goulds Minor Hockey Association.
- ii. Other registered volunteers of the Association.
- iii. Any member as defined in Article 5 may nominate a past member of Goulds Minor Hockey Association to become a lifetime member, with all voting and nominating rights at the Annual General meeting. This nomination must be forwarded to Goulds Minor Hockey Association Executive for consideration.

Article 6: Term of Executive Members

The executive shall serve, when elected for one (1) term for two (2) years on an alternating basis. That is as follows:

- i. Past President is not elected and maintains full voting privileges.
- ii. President, Treasurer, Scheduler, House League Representative and All Star Representative will be elected in even years.
- iii. Vice President, Secretary, Registrar and Female Representative will be elected in uneven years.

If for some reason an Executive Member is unable to complete their term, then By Law Two, 2.4 shall come into effect for the remainder of that term

BY LAWS OF THE ASSOCIATION

1.0 By Law One:

- 1.1 The Annual General Meeting shall be held on or before May 31st each year.
- 1.2 At the Annual General Meeting of the Association the Executive Officers shall be elected.
- 1.3 The order of business at the Annual General Meeting shall be:
 - 1.3.1 Reading of the minutes of the last Annual Meeting and action thereon.
 - 1.3.2 Reception of Credentials.
 - 1.3.3 Correspondence
 - 1.3.4 Treasurer's Report
 - 1.3.5 Reports of Committees
 - 1.3.6 Unfinished Business
 - 1.3.7 Election of Officers
- 1.4 Voting
 - 1.4.1 At the Annual General Meeting and all General Meetings of the Association every member present is entitled to one vote. In the event of a tie, the President shall have the deciding vote. Proxy votes shall not be permitted.
 - 1.4.2 Proxy nominations will be accepted in writing,
 - 1.4.3 At all meetings of the Association, voting shall be decided by a show of hands unless the meeting decides on a secret ballot.
 - 1.4.4 Decisions shall be by majority of votes cast, except as otherwise provided in the by-laws.

1.5 The Executive Officers shall consist of:

- 1.5.1 Past President
- 1.5.2 President
- 1.5.3 Vice President
- 1.5.4 Secretary
- 1.5.5 Treasurer
- 1.5.6 Registrar
- 1.5.7 Female Representative
- 1.5.8 House League Representative
- 1.5.9 All Star Representative
- 1.5.10 Scheduler

Duties of Executive Officers

1.5.1.1 Past President

- i. Shall be present at all meetings of the Association and to assist and advise the Association and the League Executive when called upon.
- ii. Shall be a voting member of the Executive.

1.5.2.1. President

Within the jurisdiction of the Association's constitution and bylaws shall have the power to:

- i. Sign as a signing officer for the Association.
- ii. Preside at all meetings of the Association.
- iii. Exercise the powers of the Executive in case of emergency.
- iv. Be a member of the Finance committee struck to oversee funding of the Association.
- v. Prepare an agenda for the Annual General Meeting.
- vi. Shall have the power to suspend any registered player of the Association for ungentlemanly conduct on or off the ice, or for abusive language to any official in charge of any game. The President may also suspend players in accordance with the current rules and regulations of Hockey Newfoundland Labrador.
- vii. Shall be responsible for organizing and presiding over the annual awards.

1.5.3.1 Vice President

- i. In the absence of the President, or in the event of his inability to act, the Vice-President shall, at all times, be an ex-officio voting member of all Committees appointed by the President, except nominating committee for the Annual General Meeting.
- ii. Sign as a signing officer for the Association.
- iii. Be responsible for the scheduling of all games in the absence of an appointed scheduler.
- iv. Be responsible for all equipment owned by the Association.
- v. Shall keep an inventory of all equipment from Squirrt to Midget and be responsible for signing out equipment, including jerseys to coaches and coordinators.
- vi. Shall be responsible for any name tags on jerseys and to be sure they are affixed to jerseys as per the Association guidelines.
- vii. Shall be responsible for the collection of all equipment including jerseys before May 1 of each hockey season.

1.5.4.1 Secretary

- i. Shall keep an accurate record of ail proceedings of all General, Special and Annual General Meetings.
- ii. Shall notify all persons attending meetings as they relate to Minor Hockey.
- iii. Shall receive and dispatch Association correspondence when necessary.

1.5.5.1 Treasurer

- i. Shall keep an accurate record of all monies received and disbursed.
- ii. Shall provide a financial report at the Annual General Meeting.
- iii. Shall provide interim financial statements to the executive in January of each hockey season.
- iv. Be Chairperson of the budget committee.
- v. Be one of the signing officers of the Association.
- vi. Handle all insurance claims and seeing that they are all handled and processed.

1.5.6.1 Registrar

- i. Shall receive and certify all certificates submitted to him/her on behalf of the players applying for registration in the Association.
- ii. Coordinate all aspects of player registration.
- iii. Provide the Executive with information, which may be required concerning any player registered with the Association.

1.5.7.1 Female Representative

- i. Attend all meetings with respect to said division.
- ii. Act as liaison between Goulds Minor Hockey Association and respective league.
- iii. Report all correspondence to Goulds Minor Hockey Association.

1.5.8.1 House League Representative:

- i. Attend all meetings with respect to said division.
- ii. Act as liaison between Goulds Minor Hockey Association and respective league.
- iii. Report all correspondence to Goulds Minor Hockey Association.

1.5.9.1 All Star League Representative

- i. Attend all meetings with respect to said division.
- ii. Act as liaison between Goulds Minor Hockey Association and respective league.
- iii. Report all correspondence to Goulds Minor Hockey Association.

1.5.10.1. Scheduler:

- i. Shall be responsible for the scheduling of all House League, All-Star and tournament games for the Association.
- ii. Shall be responsible for communicating with division coordinators concerning any tournaments which may be planned during the hockey season and to ensure that there are no conflicts in ice times.

2.0 By Law Two

- 2.1 The Executive Officers shall have control of the affairs of the Association and the responsibility to implement and carry out the rules and regulations of the Association.
- 2.2 The Executive shall have the power to suspend or discipline any coach, manager, player or other official connected with the Association.
- 2.3 A majority of the Executive shall constitute a quorum at any meeting of the Executive.
- 2.4 Should a vacancy occur inside the Executive, the Executive shall have the right to appoint a person at his or her own discretion.
- 2.5 When attending Hockey Newfoundland Labrador meetings, or other required events, the Association will pay for hotel and travel costs as defined by Hockey Newfoundland Labrador.

3.0 By Law Three

- 3.1 The fiscal year of the Association shall be from May 1st to April 30th.
- 3.2 An independent review shall be conducted each year on the financial records of the Association.

4.0 By Law Four

- 4.1 All complaints or concerns from any member **MUST** be in writing to the Executive and shall be dealt with in accordance with the Association Constitution. The Executive shall handle anything not covered by the Constitution.

5.0 By Law Five

- 5.1 The Executive shall as required set annual registration fees and all other fees as deemed necessary to run the business of the Association.
- 5.2 Fundraising will be set by the Executive and maybe deemed MANDATORY.
- 5.3 The Executive must approve any FUNDRAISING done by any team or division.

6.0 By Law Six

- 6.1 The logos of the Goulds Minor Hockey Association and Goulds Pacers shall not be copied or duplicated for commercial purposes without WRITTEN approval of the Executive of the Goulds Minor Hockey Association.

7.0 By Law Seven

- 7.1 Minor Hockey jerseys are to be worn only at Minor Hockey functions and with respect at all times.
- 7.2 Alterations to minor hockey jerseys will have to be approved by the Executive.
- 7.3 There will be no personalized names bars of any players on House League jerseys in any divisions (Squirt to Midget).
- 7.4 Persons said to be or found to be making unapproved alterations to Goulds Minor Hockey Association's equipment or jerseys will be held responsible for the repair or replacement of equipment and or jerseys of Goulds Minor Hockey Association.
- 7.5 It is the responsibility of the Head Coach to ensure all jerseys are returned in the condition with which they were received, except for normal wear and tear.

8.0 By Law Eight- House League

- 8.1 All players shall play within their age and division as established by Hockey Newfoundland Labrador.
- 8.2 Exceptions to 8.1 have to be approved by the Executive.
- 8.3 Each team in House League shall have an equal number of players where possible.
- 8.4 The Executive will have the authority to determine the number of teams in each division.
- 8.5 Goulds Minor Hockey Association will adhere to the coaching training requirements as outlined by Hockey Newfoundland Labrador.
- 8.6 The Associations concept on fair play rule in House League is that every player from Squirt to Midget divisions receive equal ice time regardless of their ability and will honor fair play as a concept of personal and hockey development, so that players may develop to their own potential.
- 8.7 Squirt and Novice divisions shall adopt and follow the “Initiation Program” as the structure of instruction by the division coaches and coordinators. Atom through Midget divisions shall adopt and follow the “Hockey Canada Development Program” as the structure of instruction by the division coaches and coordinators. The Executive shall oversee that these programs are followed without exception. Failure to endorse the above programs may, at the discretion of the Executive, result in removal of coaches and/or coordinators.
- 8.8 Goulds Minor Hockey Association’s Executive shall appoint where available each season a Technical Coordinator to assist the Executive, division coordinators, instructors and coaches in the day to day operation of the Association.
- Criteria of duties, technical skills program and a season plan for hockey operations to be developed by the technical coordinator in cooperation with the Executive of Goulds Minor Hockey Association.
- This position shall be filled as quickly as possible prior to the season’s start to allow ample time to prepare for the upcoming season.
- 8.9 Goulds Minor Hockey Association will implement the Hockey Canada Development Program, to organize and supply materials to each division coordinator, coaches and players of Atom through Midget divisions.

9.0 By Law Nine –All Star

- 9.1 The Association All Star teams shall be known as “Goulds Pacers”.
- 9.2 All Star teams will be picked from all registered players in said division.
- 9.3 All Star teams should consist of 17 players (15 skaters and 2 goalies) where possible. Other circumstances will have to meet the Executives approval.
- 9.4 All Star Teams are to be finalized by a date that is established by the Executive.
- 9.5 Goulds Minor Hockey Association will adhere to the HNL rules with regard to billeting of players for tournaments.
- 9.6 The Associations concept on the fair play rule in All Star will follow Hockey Newfoundland Labrador guidelines.
- 9.7 Resumes shall be submitted to the Executive or the selection committee for the position of Head Coach and Assistant Coaches for each team.
- 9.8 The Executive or a Selection Committee shall choose one (1) Head Coach and up to three (3) Assistant Coaches per team.

10.0 By Law Ten

- 10.1 Bylaws made throughout the year will be recorded and brought forth to the next Annual General Meeting and voted on.
- 10.2 Anything not covered by the Constitution and the Bylaws of this Association will be let to the discretionary powers of the Association`s Executive.

11.0 By Law Eleven

- 11.1 Goulds Minor Hockey Association appeals process will consist of three (3) neutral persons selected by the Executive of Goulds Minor Hockey Association as required.
- 11.2 Goulds Minor Hockey Association appeals process will proceed upon receipt of suspension or disciplinary notice in writing to said person(s) in the following manner:
- i. By notifying the President or Vice President of Goulds Minor Hockey Association of the intended appeal.
 - ii. The appeal must be made in writing, accompanied by a \$25 non- refundable fee to Goulds Minor Hockey Association within forty eight (48) hours from receipt of notification of suspension or disciplinary action.
 - iii. The written appeal and representation will be heard within five (5) days.
 - iv. All decisions made by Goulds Minor Hockey Association Appeals Committee will be final.
 - v. Further appeals can be made to Hockey Newfoundland Labrador Minor Council Appeals Committee guidelines under C-05-Regulation 5, discipline of the Hockey Newfoundland Labrador regulation book.