



**NEW BRUNSWICK AMATEUR HOCKEY
ASSOCIATION (NBAHA) INC.**

**CONSTITUTION
BY-LAWS
and
REGULATIONS**

As Amended June, 2011

www.hnb.ca

NEW BRUNSWICK AMATEUR HOCKEY ASSOCIATION (NBAHA) INC.

Organized May 22, 1968
Incorporated September 28, 1987

**CONSTITUTION
BY-LAWS
and
REGULATIONS**

As Amended June 2011

- This edition is prepared for easy and convenient reference and should errors occur, the contents of this book will be superseded by the official minutes of the Annual General Meetings of this Association.
- The masculine gender is used without prejudice in order to facilitate reading.
- Chair/Chairs are used throughout in place of Chairman, Chairwoman, Chairperson, etc.

MISSION

Lead, develop and promote positive hockey experiences.

VISION

Sport of Choice

APPENDIX

A. Regional Map

This book will be numbered consecutively.

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Co-ordinator Membership Services	Vickie Parks	453-0865 vparks@hnb.ca
Co-ordinator Membership Services	Heather Rinehart	453-0867 hrinehart@hnb.ca
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HOCKEY NEW BRUNSWICK
BOARD OF DIRECTORS 2011-2012

PRESIDENT	TOM DONOVAN Quispamsis, NB tom.donovan@bellaliant.ca	847-5400 (R)
PAST PRESIDENT	HOWARD PETERS Fredericton, NB howardpeters@rogers.com	462-4551 (O)
REGION 1	WILFRED SAVOIE St. Jacques, NB wsavoie@rogers.com	739-7397 (R)
REGION 2	RAY CARMICHAEL Williamstown, NB raymond@lincsat.com	276-4351 (R)
REGION 3	MEL MACKENZIE Minto, NB mhmack@nbnet.nb.ca	327-6726 (R)
REGION 4	DAVE PARKHILL Quispamsis, NB dvp@nb.sympatico.ca	847-2632 (R)
REGION 5	MAURICE THERIAULT Memramcook, NB dotetmoe@rogers.com	758-9137 (R)
REGION 6	PAUL O'HARA Miramichi, NB oharapaw@nbnet.nb.ca	773-9171 (R)
REGION 7	DANIEL ROUSSEL Lamèque, NB daniel.rousseau@gnb.ca	336-3075 (R)
REGION 8	TODD WILLIAMS Dalhousie, NB mady@nb.sympatico.ca	684-5481 (R)
MINOR COUNCIL CHAIR	TODD PYE Hanwell, NB pve.todd@yahoo.com	454-6627 (R)
OFFICIALS COUNCIL CHAIR	MIKE MACMULLIN Saint John, NB mikemacmullin14@msn.com	696-7960 (R)

SENIOR COUNCIL CHAIR	PHILIP HUCKINS Fredericton, NB huckinsp@city.fredericton.nb.ca	453-9313 (R)
FEMALE COMMISSIONER	LORI WILLIAMS Woodsmen's Point, NB lorinwilliams@hotmail.com	757-8280 (R)
JUNIOR COMMISSIONER	BOB DEAP Scotchtown, NB dda@nbnet.nb.ca	385-2130 (R)
DEVELOPMENT COMMITTEE CHAIR	DANNY BRAUN Plaster Rock, NB danrec@nb.aibn.com	356-8596 (R)
FINANCE COMMITTEE CHAIR	ANDY WILLIAMS Fredericton, NB andy.williams.gqpt@statefarm.com	452-2327 (R)

NEW BRUNSWICK MINOR HOCKEY COUNCIL EXECUTIVE COMMITTEE 2011-2012

CHAIR	TODD PYE
FEMALE COMMISSION REPRESENTATIVE	LORI WILLIAMS
DISTRICT 1	LUC MARTIN
DISTRICT 2	DAWN SHAW
DISTRICT 3	CHRISTINE SMITH
DISTRICT 5	DONNA ST. PIERRE
DISTRICT 6	GERALD BANNISTER
DISTRICT 7	DANNY LEBLANC
DISTRICT 8	MIKE RUTTER
DISTRICT 9	BRUNO THERIAULT
DISTRICT 10	SCOTT POUPART
DISTRICT 11	ERIC PELLETIER

NEW BRUNSWICK HOCKEY OFFICIALS COUNCIL EXECUTIVE COMMITTEE 2011-2012

CHAIR	MIKE MACMULLIN
TECHNICAL DIRECTOR	PAUL O'BLENIS
REGION 1	JANOT MAZEROLLE
REGION 2	SONNY MACLELLAN
REGION 3	JOHN O'TOOLE
REGION 4	JOE NAGLE
REGION 5	TIM SKINNER
REGION 6	SCOTT MCKAY
REGION 7	MICHEL LAVOIE
REGION 8	YVAN ARSENEAULT
REGION 9	JEAN MARIE ALBERT

**NEW BRUNSWICK SENIOR HOCKEY COUNCIL
EXECUTIVE COMMITTEE 2011-2012**

CHAIR
REGION 1
REGION 2
REGION 3
REGION 4
REGION 5
REGION 6
REGION 7
REGION 8

PHILIP HUCKINS
CLAUDE THERIAULT
RON MACLELLAN
SHELDON CURRIE
JOHN HYSLOP
HERMAN MELANSON
PAUL MACLEAN
GILLES CORMIER
RON CAMERON

**NEW BRUNSWICK FEMALE HOCKEY COMMISSION
2011-2012**

COMMISSIONER
DEVELOPMENT
ESSO FUN DAYS
MINOR
PROVINCIAL COORDINATOR

LORI WILLIAMS
CATHERINE BOUDREAU
DONAT POIRIER
LORI WILLIAMS
SUSAN ARBEAU

**NEW BRUNSWICK JUNIOR HOCKEY COMMISSION
2011-2012**

COMMISSIONER
COMMISSION MEMBERS

BOB DEAP
ROD CLARK
EMERY COMEAU
DANA DICKINSON
PETER DUFOUR
BERNIE LEGER
STERLING LOGA
KEN MCCONCHIE
CARL WATTERS

LIFE MEMBERS

Claude MacKinnon
Gerald Martin
Doug Steeves

PAST EXECUTIVES

1968-1971	E. R. Fowler, Moncton	President
	Len C. Poore, Fredericton	Secretary
1971-1974	J. C. MacLaggan, Bathurst	President
	Len C. Poore, Fredericton	Secretary
1975-1976	J. C. MacLaggan, Bathurst	President
	W. H. Gillen, Oromocto	Secretary
1976-1979	J. Claude MacKinnon, Saint John	President
	Pierre Turmel, Fredericton	Commissioner
1979-1981	J. Claude MacKinnon, Saint John	President
	Ross Keenan, Fredericton	Commissioner
1981-1984	Robert J. Rae, Dalhousie	President
	Ross Keenan, Fredericton	Commissioner
1984-1986	Joseph Flynn, Bathurst	Chairman
	Ross Keenan, Fredericton	Commissioner
1986-1987	Joseph Flynn, Bathurst	Chairman
	Gilles G. Picard, Fredericton	President
1987-1990	Harold Post, Petit-Rocher	Chairman
	Bob White, Bathurst	President
1991-1992	Harold Post, Petit-Rocher	Chairman
	Scott Smith, Fredericton	Executive Director
1992-1995	Doug Steeves, Saint John	President
	Scott Smith, Fredericton	Executive Director
1995-1999	Doug Steeves, Saint John	President
	Derryl Smith, Fredericton	Executive Director
1999-2000	Doug Steeves, Saint John	President
	Brian Whitehead, Fredericton	Executive Director
2000-2002	Howard Peters, Fredericton	President
	Brian Whitehead, Fredericton	Executive Director
2002-	Tom Donovan, Quispamsis	President
	Brian Whitehead, Fredericton	Executive Director

J. CHARLES DAIGLE TROPHY WINNERS

1976	Malcolm "Red" MacFadyen	Fredericton
1977	Keith C. West	Moncton
1978	Father Roger Lizotte	Edmundston
1979	W. B. "Wiff" Myles	Fredericton
1981	Robert Harquail	Dalhousie
1982	James C. MacLaggan	Bathurst
1983	Sid Barnes	Oromocto
1985	David Peterson	Fredericton
1986	Joe Richard	Chatham
1987	Gérald R. Martin	Ste. Anne de Madawaska
1988	Darryl Stothart	Bathurst
1990	Lyle Smith	Fredericton
1991	Jack Drover	Sackville

1992	Peter Hanson	Riverview
1993	Louis Lavoie	Edmundston
1994	Stewart MacPherson	Fredericton
1995	Ernie MacFadzen	Fredericton
1996	Tom Donovan	Gondola Point
1998	Harold Fleiger	Miramichi
1999	Roger Gaudet	Dieppe
2000	Arthur Slipp	Woodstock
2001	Bernie Léger	Shediac
2002	Don Sherwood	Hartland
2003	Camille LeBlanc	Cocagne
2004	Francine Albert	Val-Comeau
2005	Albert Lagacé	Notre-Dame-des-Érables
2006	Karen Alexander	Flemington
2007	Jim Allaby	Saint John
2008	Robert (Bobby) Frees	Dalhousie
2009	Wayne Fraser	Quispamsis
2010	Marcel Bossé	Tide Head
2011	Gerald Bannister	Moncton

VANCE TONER DEVELOPMENT AWARD WINNERS

1995	Darryl Stothart	Bathurst
1996	Joe Flynn	Bathurst
1997	Max Legere	Bathurst
1999	Harold Fleiger	Miramichi
2000	Rod Clark	Fredericton
2001	Randolphe (Bun) Veysey	Woodstock/Florenceville
2002	Donald 'Doc' Feeney/Harry Stirling	Fredericton
2003	Kevin Pottle	Fredericton
2004	Danny Braun	Plaster Rock
2005	Peter Hanson	Moncton
2006	Sterling Loga	Campbellton
2007	Bob Vail	Woodstock
2008	Paul O'Blenis	Saint John
2009	Bernie Léger	Shediac
2010	Maurice Theriault	Memramcook
2011	Tom Allaby	Quispamsis

VOLUNTEER OF THE YEAR AWARD WINNERS

1995	Ed Norton	Chipman
1996	Gaétane Duval	Saint-François
1997	Brent Hatchard	Perth Andover
1998	Charlie Kennedy	Moncton
1999	Dana Dickinson	Centreville
2000	John Williamson	Mouth of Keswick
2001	Goolie Brewer	New Maryland
2002	George Lawrence	Temperance Vale
2003	Mike Binder	Oromocto

2004	Wilfred Godin	Saint Isidore
2005	Gary and Carol McKinley	Fredericton
2006	André Robichaud	Shediac River
2007	Wayne Hicks	Sackville
2008	Jean Pelletier	Dalhousie
2009	Carole-Anne Burnham	Florenceville
2010	Louis Gaudet	Moncton
2011	Don Stevens	Saint John

DISTRICT ASSOCIATION/COMMUNITY CLUB OF THE YEAR AWARD WINNERS

1992	Edmundston	Louis J. Lavoie, President
1993	Rogersville	Omer Arsenault, President
1994	Kennebecasis Valley	Tom Donovan, President
1995	Memramcook	Rheal LeBlanc, President
1996	Sainte-Anne-de-Madawaska	Gilbert Beaulieu, President
1997	Dieppe	Gérald LeBlanc, President
1998	Edmundston	Georges St. Onge, President
1999	Northern Carleton	Dana Dickinson, President
2000	Minto	Brian Robinson, President
2001	Kent Centre	Danny Scully, President
2002	St. Stephen	Carol Parks, President
2003	Oromocto	Mike Binder, President
2004	Sackville	Dave Wheaton, President
2005	Moncton	Greg Willis, President
2006	Fredericton	Gordon Skead, President
2007	Petitcodiac-Salisbury	John Steeves, President
2008	Woodstock	Stephen Jones, President
2009	Saint John	Bob Purdy, President
2010	Carleton	Andy Saunders, President
2011	Grand Manan	Chris Rayner, President

FEMALE HOCKEY BREAKTHROUGH AWARD WINNERS

2005	Robin Paradis	Moncton
2006	Rick Beaulieu	Perth Andover
2007	Dan Léger	Shediac
2008	Sheila Grondin-Lyons	Fredericton
2009	Jean-Luc Bélanger	Edmundston
2010	Susan Arbeau	Grand Bay-Westfield
2011	Kevin King	Burt's Corner

HOCKEY NEW BRUNSWICK SECTION 1 – CONSTITUTION

ARTICLE I - NAME

- 1.1 This Association shall be known as New Brunswick Amateur Hockey Association (N.B.A.H.A.) Inc., hereinafter referred to as Hockey New Brunswick, HNB, or Branch and shall have jurisdiction over hockey in the province of New Brunswick.
- 1.2 This Association is a member of the Canadian Hockey Association ("Hockey Canada") the governing body of amateur hockey in Canada.

ARTICLE II - MEMBERSHIP

- 2.1 HNB shall consist of 8 regions throughout the province of New Brunswick, namely:

Region 1	Republic
Region 2	Western Valley
Region 3	Capital
Region 4	Fundy
Region 5	South East/Kent
Region 6	Miramichi
Region 7	Chaleur/Acadian Peninsula
Region 8	Restigouche
See Appendix 'A'	Back of book

- 2.2 a. HNB shall be comprised of the following councils and commissions of hockey: Minor Hockey Council, Hockey Officials Council, Senior Hockey Council, Female Hockey Commission and Junior Hockey Commission. Except where explicitly stated in their Constitutions, By-Laws and Regulations or their respective Operation Manual they shall be referred to as the NBMHC, NBHOC, NBSHC, NBFHC and NBJHC. They shall operate their own affairs in accordance with their own subsection of HNB's Constitution, By-Laws and Regulations and respective Council and Commission Operation Manuals as approved by HNB. Members of all Councils and Commissions shall be members of HNB.
- b. HNB's Constitution shall not be in conflict with Hockey Canada's Constitution. Any amendment or change to Hockey Canada's Constitution, By-Laws, Regulations or Playing Rules shall automatically amend or change the Constitution, By-Laws, Regulations or Playing Rules of HNB and each Council and Commission. Any amendment or change to HNB's Constitution, By-Laws and Regulations shall automatically amend or change the respective Council's or Commission's Operation Manual.
- c. Female hockey shall report to HNB's Board of Directors through the NB Female Hockey Commissioner. Junior hockey shall report to HNB's Board of Directors through the NB Junior Hockey Commissioner.

- 2.3 New Councils and Commissions of HNB shall be established in accordance with the following criteria:
- a. Application for new Councils and Commissions shall be in writing, stating reasons for its establishment to HNB Executive Director.
 - b. Application shall include a proposed draft Operation Manual.
 - c. Application should include an organizational chart and a letter of support signed by at least 20 persons and approved by HNB's Board of Directors.
 - d. Application shall be received 40 days prior to HNB's Annual General Meeting and approval or rejection shall be finalized at HNB's Annual General Meeting, such approval shall have 2/3rds majority vote.
- 2.4 Individuals, teams, leagues or groups may receive Associate Member status to HNB by a majority vote of HNB's Board of Directors at their Annual General Meeting. Associate member status will be reviewed on a yearly basis.
- 2.5 Associate members are entitled to:
- a. receive notices of meetings,
 - b. attend meetings (at their own expense),
 - c. speak at meetings,
 - d. participate in the programs of the Association (at their own expense),
 - e. participate against HNB member teams as per the approval process, and
 - f. all other rights and privileges as HNB's Board of Directors may, from time to time, decide.
- 2.6 Associate members are not entitled to:
- a. vote at HNB meetings,
 - b. use the HNB logo without the written consent of HNB's Board of Directors or their designate, or
 - c. use of HNB human/financial resources without the written consent of HNB's Board of Directors.

ARTICLE III - OBJECTIVES

- 3.1 To foster and encourage the sport of amateur hockey throughout the province of New Brunswick.
- 3.2 To promote and encourage the formation of amateur hockey teams and leagues.
- 3.3 To regulate competition in the various categories established from time to time.

- 3.4 To establish and maintain a uniform set of regulations and playing rules for amateur hockey in the province of New Brunswick.
- 3.5 To provide for the affiliation of other hockey organizations within HNB and Hockey Canada.
- 3.6 To provide an organizational structure for the orderly development and operation of functional groups that provide opportunities for people of all ages, regardless of skill level, to participate in the game of hockey.
- 3.7 To be responsible for the promotion, development and administration of hockey in New Brunswick in a manner that will encourage mass participation, promote good character building, improve skill levels, and provide healthy physical activity and enjoyment of the game.
- 3.8 Whereas HNB is a provincial service organization that provides programs and services to Anglophone and Francophone New Brunswickers across the province, English and French shall be the official languages of HNB.

ARTICLE IV - MEMBERS

- 4.1 The members of Hockey New Brunswick are:
 - a. Individuals elected in accordance with HNB's By-Laws and Regulations,
 - b. Individuals appointed in accordance with HNB's By-Laws and Regulations,
 - c. Associate Members, and
 - d. Life Members.

ARTICLE V - AMENDMENTS

- 5.1 Amendments to the Constitution, By-Laws and Regulations shall only be made at HNB's Annual General Meeting. Amendments shall be submitted on approved HNB Notice of Motion forms available from HNB's office and shall be received by HNB's Executive Director before midnight of March 31. At least 40 days prior to HNB's Annual General Meeting, HNB's Executive Director shall distribute copies of proper Notices of Motion to members eligible to vote at HNB's Annual General Meeting, the Past President and Life Members. Verified HNB Notices of Motion shall be posted on HNB's website. Amendments to HNB's Constitution, By-Laws and Regulations shall require a majority of 2/3rds of the votes cast; amendments passed shall take effect immediately.
- 5.2 Notices of Motion shall be submitted by HNB Board Members, members of Council and Commission Executive Committees.
- 5.3 The mover or seconder of each Notice of Motion shall be present at HNB's Annual General Meeting to present and explain the motion, otherwise it will be declared invalid.

- 5.4 a. HNB Council or Commission Operation Manual notices of amendment shall be submitted by October 31 for presentation to the respective Council's or Commission's semi-annual meeting and March 31 for presentation to the respective Council's or Commission's Annual General Meeting.
- b. 40 days prior to the respective meetings, HNB's Executive Director shall distribute copies to the respective Executive Committees.
- c. Notices of amendment shall be submitted by the respective Council and Commission members.
- d. Once approved by the respective Council or Commission and within 15 days of their respective meeting, amendments shall be presented to the Board of Directors for final approval.

ARTICLE VI - SEASON

- 6.1 HNB's hockey season shall operate from May 1 to April 30. Only those events which are sanctioned within the season by Hockey Canada and HNB shall be covered by Hockey Canada's insurance program.

SECTION 2 - BY-LAWS

BY-LAW ONE - SUSPENSION AND EXPULSION OF MEMBERS

- 1.1 Any violation of HNB's Constitution, By-Laws and Regulations or decisions of the Executive Director shall render a member liable to suspension by a 2/3 vote of HNB's Board of Directors.
- 1.2 Membership shall be deemed under the HNB's Constitution, By-Laws and Regulations to include all hockey associations, clubs, teams, leagues and individuals that are associated in any capacity, category or affiliation with activities under the jurisdiction of HNB in New Brunswick.
- 1.3 Without limiting or restricting the generality of anything elsewhere contained in the Constitution, By-Laws and Regulations and without derogating from any of the specific or general powers of HNB's Board of Directors elsewhere contained, any breach or violation by any member or individual of any provision of the Constitution, By-Laws, Regulations or Rules, or of any decision or ruling of the Board of Directors of HNB shall automatically result in its or his immediate indefinite suspension from participating in all games or activities of any kind sponsored or organized by HNB. If such breach or violation is committed by any club or team participating in any such games or activities then the aforesaid immediate indefinite suspension shall be automatically suffered by the said club or team. If such breach or violation is committed by any individual who is a participant on a team or has signed a membership form, then the club or team with which such individual is associated or affiliated at the time of commission of such breach or violation shall also (in addition to the said individual) suffer the aforesaid immediate indefinite suspension. Suspensions shall require a 2/3rds majority vote of the Board of Directors. The existing appeal procedures will apply to each member.

- 1.4 Any parent (of a Hockey Canada / HNB player) whose conduct in an arena is disruptive and not conducive to the wellbeing of the game, may be banned from such arena(s) as determined by the Branch or the appropriate minor hockey association for a specific period of time and the player may also be suspended if the parent fails to comply with the ban imposed upon him or her.

BY-LAW TWO - FINANCIAL

- 2.1 All Councils, Commissions, committees and other groups requiring funding by HNB shall have their budgets for the coming season submitted to HNB's Finance Committee no later than midnight of March 31.
- 2.2 Each league, team, association, club, player, coach, official, ice/bench, executive or volunteer seeking membership with HNB shall pay an annual prescribed fee as per the Fiscal Policy.
- 2.3 An affiliation shall be filed on a prescribed form with HNB's office, by December 15 of each year. The affiliation fee, as per the fiscal Policy, shall accompany the completed form.
- 2.4 The fiscal year end of HNB shall be March 31.
- 2.5 The Hockey Canada National Insurance Program is mandatory and a premium shall be as per the Fiscal Policy.
- 2.6 All special HNB fundraising projects, before being approved by the Board of Directors, shall clearly state the proposed use of all profits generated. A complete written report shall be forwarded to the Board of Directors on completion of the fundraising project noting the areas of impact throughout the province.
- 2.7 Non-members wishing to pursue the opportunity to participate in Hockey New Brunswick's High Performance Program shall submit a High Performance Program application and fee to the HNB office on or before the date of the camp that the non-member wishes to be eligible. This fee will be established and reviewed annually in the Fiscal Policy.

BY-LAW THREE - BOARD OF DIRECTORS

- 3.1 a. HNB's Board of Directors shall consist of a President, Past-President, 8 Board Members/ROC Chairs, the NBMHC, NBHOC and NBSHC Chairs, the NBFHC and NBJHC Commissioners and the Development **and Finance** Committee Chairs.
- b. The ROC Chairs shall be duly elected by the 6 representatives in their Region. Elections shall be held in even numbered Regions and odd numbered Regions on alternate years. Regional meetings to elect HNB ROC Chairs shall be held 40 days prior to HNB's Annual General Meeting. The Executive Director or his designate shall organize, chair, supervise and be present at these meetings and elections. Board Members/ROC Chairs shall be elected for a 2-year term and may be re-elected. For all

ROC meetings, a quorum will consist of a majority of ROC representatives.

- c. **In case of a tie vote in the election of the ROC Chair, a second vote would be taken by the elected members only.**
 - d. Board member terms will end at the conclusion of the HNB Annual General Meeting.
 - e. **For election of the position of ROC Chair, only nominations that are submitted to the Executive Director 15 days prior to the ROC-AGM will be accepted.**
- 3.2 Council Chairs shall be elected by their respective Councils and shall serve 2 years; they may be re-elected.
- 3.3 The Development Committee Chair shall be appointed by the Board of Directors for a 2-year term; and may be re-appointed.
- 3.4 The Female Commissioner shall be appointed by the Board of Directors for a 2-year term and may be re-appointed.
- 3.5 The Junior Commissioner shall be appointed by the Board of Directors for a 2-year term; and may be re-appointed.
- 3.6 The President of the Board of Directors shall be elected by secret ballot and by all eligible voters present at HNB's Annual General Meeting. The President shall serve for a 2-year term and may be re-elected. **The President can serve only three (3) consecutive terms.**
- 3.7 The Board of Director's Vice-President shall be elected **in odd number years** from within the Board members, shall serve a term of 2 years and may be re-elected. Election of a Vice-Chair shall be carried out at the September Board meeting.
- 3.8 The Executive Director shall be hired through approved criteria subject to input by the Board of Directors, Finance and Personnel Committee. The Board of Directors shall have final approval of all employees of HNB regarding both responsibilities and salary.
- 3.9 All employees of HNB shall have job descriptions, reviewed, revised and approved by the Board of Directors each season, on recommendations by the Personnel Committee.
- 3.10 50% plus 1 voting Board members shall form a quorum at all HNB Board meetings.
- 3.11 The HNB President shall approve HNB members to serve on Hockey Canada Committees. All members who are authorized to attend Hockey Canada meetings shall submit a written report to HNB's Executive Director and their respective Council or Commission within 15 days after the meeting dates

highlighting the issues and resolutions of each meeting attended. Copies shall be forwarded to the Board of Directors.

- 3.12 In the event of a vacancy occurring on the Board of Directors from any cause whatsoever, the Executive Director shall, no later than 30 days after the vacancy having occurred, immediately proceed to have the Region elect a replacement.

BY-LAW FOUR - CONFLICT OF INTEREST POLICY

4.1 Conflict of Interest Policy

A 'conflict of interest' is any situation where:

- a. your personal interests, or
- b. those of a close friend, family member, business associate, corporate or partnership in which you hold a significant interest, or a person to whom you owe an obligation, could influence your decisions and impair your ability to:
 - i. act in HNB's best interests, or
 - ii. represent HNB fairly, impartially and without bias.
- c. a potential conflict of interest is deemed to arise when any elected member of the HNB Board is involved as a member of or holds any position within a NBMHC league, association, club or team and/or receives remuneration of any amount for any position within a minor hockey league, association, club or team.

A 'conflict of interest' exists if the decision 'could' be influenced – it is not necessary that influence take place. The policy shall include but not be limited to the Board of Directors, Council Executive Committees, Commission Executive Committees, the Executive Director, HNB committee members, advisory bodies, and team, league, district association and community club executive committees.

4.2 Resolution of potential conflicts should generally include:

- a. promptly declare to the meeting Chair any conflict of interest as defined by the policy and ask that such declaration be recorded in the minutes,
- b. excuse oneself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed,
- c. refrain from all discussion of the matter which gives rise to the conflict of interest at any HNB meeting, and
- d. refrain from voting on the matter giving rise to the conflict of interest at any HNB meeting.

BY-LAW FIVE - OFFICERS, THEIR DUTIES AND POWERS

- 5.1 HNB officers shall be the Past President, President, Vice-President, the Finance Committee Chair, the Personnel Committee Chair and the Executive Director.
- 5.2 The Past President shall have all rights and privileges of a member of the Board except voting and shall be available as a resource person and advisor.
- 5.3 The President shall preside at all meetings of HNB and shall be an ex-officio member of all HNB committees.
- 5.4 The President shall generally perform the duties usual to the office of the President. He shall, in consultation with the Executive Director, present a Calendar of Commitments to the Board of Directors at the June Board meeting.
- 5.5 The President shall have the power to impose suspensions and/or fines in respect to any incident which may occur in regular or exhibition games that is outside HNB guidelines. All decisions by the President re: fines and suspensions will remain in effect until dealt with by the appeal process, if so addressed.
- 5.6 The Officers shall act as an advisory committee to the President in matters of urgency. Decisions rendered by the Officers are subject to approval of the Board within 30 days.
- 5.7 The President or an approved alternate (by the Board of Directors) shall be the official representative of HNB on Hockey Canada's Board of Directors. The President shall objectively present the views of HNB. All issues affecting HNB shall be circulated and discussed with the Board of Directors 30 days prior to each Hockey Canada meeting.
- 5.8 In addition to the President's own powers conferred upon him 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 shall be referred to the Board of Directors for their approval or rejection within 15 days of such action being taken.
- 5.9 The Vice-President shall, in the absence of the President, have all the powers and duties of the President. In the event of a vacancy of the President's position, the Vice-President shall assume the position of the President for the remainder of the 2- year term. Another Vice-President will be elected by the Board at the next scheduled Board meeting.
- 5.10 The Executive Director shall be responsible for all Councils and Commissions of hockey through the Provincial Council and Commissioners and perform and administer all day-to-day operations, attend scheduled and approved meetings, and assist with general duties as the need arises.
- 5.11 The Executive Director shall be an ex-officio member of all committees, councils, and commissions of HNB.
- 5.12 The Executive Director shall not vote at any meetings of HNB.

- 5.13 The Executive Director may solicit an Advisory committee from outside HNB's current members. Approval of this committee and its make-up shall be obtained from the Board, by a majority vote.
- 5.14 The Executive Director may delegate staff or volunteers to carry out assigned duties of HNB with the approval of the Board of Directors.
- 5.15 The Executive Director shall receive all monies of HNB and arrange deposit of same in a chartered bank selected by the Finance Committee. He shall oversee proper books of accounts and payment of bills. All expenditures shall be approved by the Finance Committee. Cheques shall require 2 signatures, and 3 signing officers shall be designated, with approval of the Board of Directors, at the June Board meeting. All signing employees of HNB shall be bonded for not less the \$20,000 dollars and this shall be part of their hiring conditions.
- 5.16 The Executive Director shall be responsible to have the annual financial statements prepared and presented in conjunction with the Finance Committee, to the membership, after being duly audited by a firm appointed annually by the Board of Directors at the Annual General Meeting. The Executive Director shall closely monitor all budgeted items of HNB; he shall immediately notify the Finance Committee of actual or perceived problems.
- 5.17 The Executive Director shall be authorized with the concurrence of the Finance Committee for the association in the name of HNB draw, accept, sign and make all and any bills of exchange promissory notes, cheques and money orders for the payments of monies by HNB. The Executive Director shall be and is hereby authorized with the concurrence of the Finance Committee to negotiate with, deposit with or transfer to the bank (but for credit of the promissory notes, cheques or money orders for the payment of money and other negotiable paper) and for the said purpose to endorse the same on behalf of HNB. Also from time to time arrange, settle, balance and certify all books and accounts and vouchers, unpaid, unacceptable bills of exchange and other negotiable instruments.
- 5.18 The Executive Director shall be responsible for the administration of HNB and Hockey Canada's Articles, By-Laws, Regulations, Policies and playing rules as interpreted, construed, defined and explained by the HNB Board of Directors.
- 5.19 The Regional Operations Council's Information Manual shall be reviewed annually and approved by the Board of Directors. The Executive Director shall distribute copies to the ROC Chairs.
- 5.20 The Executive Director's specific duties shall be identified in his job description, and shall be approved by the Board of Directors.
- 5.21 The Finance Committee Chair shall be an officer of HNB. He shall work closely with the Executive Director to manage the financial affairs of the Association.
- 5.22 The Personnel Committee Chair shall be an officer of HNB. He shall be responsible with the President and the Executive Director to develop job descriptions, hiring procedures and generally oversee the operation of the HNB office.

- 5.23 Any decisions that are made by the Officers, Provincial Council Chairs or employees of HNB which are in conflict with the Constitution, By-Laws and Regulations shall be subject to review by the next regular meeting, or special meeting, of the Board of Directors.

BY-LAW SIX - BOARD OF DIRECTORS' POWERS

- 6.1 The power and duties of the Board of Directors during its term of office shall be:
- a. To solely, finally, absolutely and exclusively interpret, construe, define and explain all the provisions of the Hockey Canada and Hockey New Brunswick Articles, By-Laws and Regulations, Policies and Playing Rules, subject to the right of appeal as per HNB Regulation 109. All members and individuals shall accept as final and binding all such interpretations, constructions, definitions and explanations given or made by the Board of Directors.
 - b. To appoint the auditors at the Annual General Meeting.
 - c. To participate in special meetings to determine all questions arising from emergencies not provided for in the Constitution, By-Laws and Regulations, or in rules of competition. A notice of 48 hours shall be given of the time and place appointed for the considerations of such questions by the Executive Director to the Board of Directors.
 - d. To set priorities concerning hockey in New Brunswick for the season.
 - e. To examine procedures and policies of all elements of hockey in New Brunswick and recommend changes.
 - f. To establish and enforce a basic philosophy that encompasses the total hockey program in New Brunswick.
 - g. To work with all councils, commissions and committees establishing objectives and goals that are clearly attainable.
 - h. To develop a long-range plan for hockey in New Brunswick, renew and update each year.
 - i. To review financial reports at each Board meeting and to recommend the annual budget for approval at the Annual General Meeting.
 - j. To provide for an Executive Director and other personnel as required, and accommodation for an office for HNB.
 - k. To be prepared to actively participate in committee work.
 - l. To approve Commissioners, Committee Chairs and members as prescribed by the Constitution.
- 6.2 a. The roles and responsibilities of the ROC Chairs shall be to ensure the implementation of HNB objectives, Board of Director discussions and

constitutional compliance of each Council and Commission within their respective Region.

- b. The ROC Chairs are to convene quarterly meetings of all Council and Commission representatives within their Region to hear operational concerns, set priorities, monitor performance and report same to the President.

BY-LAW SEVEN - STANDING AND AD-HOC COMMITTEES

- 7.1
 - a. The HNB Standing Committees shall be comprised of the following: Appeals Committee, Constitution Committee, Development Committee, Finance Committee, Operations Council, Personnel Committee, Risk, Conduct and Safety Committee and the Strategic Planning Committee.
 - b. HNB's President shall ensure the standing committee members are appointed and confirmed by the HNB Board's September meeting.
 - c. A list of each Standing Committee shall be distributed to all HNB Board members by September 30.
 - d. Members of all Standing Committees are appointed for 1 year and may be re-appointed.
 - e. Minutes of all meetings shall be forwarded to HNB Board members within 15 days.
- 7.2 All Standing Committees shall have a minimum of 3 members, a majority of the committee members shall form a quorum.

APPEALS COMMITTEE

- 7.3
 - a. The Appeals Committee shall consist of 3 members and 2 alternate members, appointed by the President. The Chair shall be elected by its members.
 - b. Members and alternate members shall not be directly involved in the management of hockey in HNB.
 - c. It shall be the duty of the Appeals Committee to examine, when requested to do so, any decision with regard to suspensions, fines or protests as defined by HNB's Constitution, By-Laws and Regulations.
 - d. At any state of an appeal before the Committee, the appellant shall receive adequate and reasonable prior notice of the hearing, if a hearing is to be held, of an appeal. The appellant has the right, at all hearings, to be represented in person or by his designate and shall have the right at all hearings to make any relevant presentations.
 - e. Appeals shall be heard at such time and such place as the Appeals Committee Chair decides.

- f. An appeal of an Appeals Committee decision may be directed to Hockey Canada.

CONSTITUTION COMMITTEE

- 7.4 a. The Constitution Committee shall consist of 3 members, appointed by the President and one member shall be a Board Member. The Chair shall be elected by its members.
- b. It shall be the duty of the Constitution Committee to:
- i. to recommend to the Board of Directors amendments to the HNB constitution, by-laws and regulations and all operation manuals.
 - ii. to review for conflict and to verify all HNB notices of motion within 10 days after the March 31 submission deadline, and
 - iii. to edit HNB's Constitution before publishing.
 - iv. to edit Council and Commission Operation Manuals before publishing.

DEVELOPMENT COMMITTEE

- 7.5 a. The Development Committee shall be composed of a maximum of 8 members appointed by the Committee Chair. The Committee Chair shall be appointed by the President.
- b. The Committee shall have full authority to promote and develop hockey throughout the province of New Brunswick. The Committee will work directly with the Executive Director, the Coordinator Technical Programs and Hockey Canada's Atlantic Regional Centre to deliver hockey development programs.
- c. The Committee shall submit an annual plan for approval to the Board of Directors at their September meeting and shall submit an annual report to HNB's Annual General Meeting.

FINANCE COMMITTEE

- 7.6 a. The Finance Committee shall consist of a minimum of 3 members appointed by the President. One member shall be a Board Member and 1 shall be a NBMHC Executive Committee member. The Chair shall be elected by its members. **If the elected Chair is a non-board member, he will become a member of the BOD. If the elected Chair is already a board member, no extra position on the board is required.**
- b. It shall be the duty of the Finance Committee, in conjunction with all Councils, Commissions and the Executive Director, to prepare and submit a budget for approval at the Annual General Meeting. The Finance Committee shall continually monitor the finances of HNB throughout the fiscal year, which ends March 31. Minutes of each meeting shall be submitted to the Board Members within 15 days.

- c. The Finance Committee shall be empowered to make and carry out decisions that are within the approved budget. Matters that involve finances outside the approved budget shall be presented to the Board of Directors, with recommendation from the Finance Committee.
- d. A Fiscal Policy shall be submitted by the Finance Committee for approval at each Annual General Meeting. The Fiscal Policy shall address, in detail, all criteria and regulations for the financial operations of HNB. The Fiscal Policy shall be subject to revisions at HNB's Annual General Meeting only, by majority vote.
- e. The Finance Committee shall submit interim reports at each Board meeting.

OPERATIONS COMMITTEE

- 7.7 a. The Operations Committee shall consist of the 3 Council Chairs and 3 Commissioners. The Executive Director shall be the Chair of this Committee and shall report to the Board of Directors.
- b. The Operations Committee shall be responsible for the implementation of the various Council and Commission programs previously approved by the Councils, Commissions and the Board of Directors. The Operations Committee meetings are of the utmost importance to hockey in New Brunswick. Attendance of the Council and Commissioners to each meeting of the Operations Committee is required. It is the responsibility of each Council and Commissioner to be present or arrange a competent alternate. The Executive Director shall take full responsibility to arrange the meetings.
- c. The Operations Committee Chair shall establish the agenda for each meeting, with input of the Council and Commissioners. Matters within the jurisdiction of the Operations Committee shall be resolved by the Committee, matters outside the jurisdiction of the Operations Committee may be discussed and recommendations forwarded to the Board of Directors.
- d. The Operations Committee shall meet according to HNB's Calendar of Commitments. Minutes of all Operations Committee meetings shall be forwarded to the Board Members within 15 days of said meetings.

PERSONNEL COMMITTEE

- 7.8 a. The Personnel Committee shall consist of a minimum of 3 members appointed by the President. Two members shall be Board members and one shall be a NBMHC Executive Committee member. The Chair shall be elected by its members.
- b. Performance Appraisal for each employee of HNB shall be completed annually by the Executive Director. Performance Appraisals shall be completed on approved HNB forms. A report in general terms shall be given to the Board Members at the June Board meeting.

- b. The Executive Director's Performance Appraisal shall be completed by the Personnel Committee Chair, with reports to the Board. This shall be done annually.
- c. The Personnel Committee shall have written criteria for the hiring of all salaried and hourly paid employees and the criteria shall be approved by the Board of Directors.
- d. Salaries and hiring conditions shall be negotiated by the Personnel Committee; limits shall be established by the Finance Committee prior to negotiations. The Board of Directors' approval is required before final signing. All hiring contracts shall be signed by the President.
- e. The Personnel Committee shall establish written job descriptions for all salaried employees, which shall be reviewed each season and submitted to the Board of Directors for final approval.
- f. The operation of the office shall be monitored by the Personnel Committee and recommendations forwarded to the Board of Directors for approval.

RISK, CONDUCT AND SAFETY MANAGEMENT COMMITTEE

- 7.9 a. The Risk, Conduct and Safety Committee shall consist of a minimum of 3 members, appointed by the President and 1 member shall be a HNB Board member. The Chair shall be elected by its members.
- b. It shall be the duty of the Risk, Conduct and Safety Committee to research and make recommendation to the Board of Directors of any particular programs or concerns identified by the Board of Directors. Minutes of each meeting shall be submitted to the Board members within 15 days of the meeting.
- c. It shall be the duty of the Risk, Conduct and Safety Committee to provide sanctioning criteria to be used by the Executive Director or his designate. The Risk, Conduct and Safety Committee will resolve any disputes regarding sanctioning.
- d. It shall be the duty of the Risk, Conduct and Safety Committee to maintain a policy on abuse and harassment. This policy shall address the procedures for dealing with abuse and harassment cases in relation to all hockey activities. This policy shall be subject to revisions by the Risk, Conduct and Safety Committee as deemed necessary. This policy is subject to approval by the HNB Board of Directors.
- e. The HNB Risk, Conduct and Safety Committee is responsible to organize a Fall Hockey Forum in September each season. This forum shall be attended by the Board of Directors, all Council Executive Committees (excluding the NBHOC), all minor and female club presidents (or their designates) and all minor development, female, junior and senior leagues.

STRATEGIC PLANNING COMMITTEE

- 7.10 a. The Strategic Planning Committee shall consist of a minimum of 7 members, 3 of whom shall be Board members and 4 others selected from HNB Councils, Commissions and Committees. All positions shall be appointed by HNB's President. The Chair shall be elected by its members.
- b. The Committee shall create an annual Strategic Plan for presentation and approval to the Board of Directors at their April meeting.

TECHNOLOGY COMMITTEE

- 7.11 a. The Technology Committee shall consist of a minimum of 3 members, appointed by the President and one member must be a Board member. The Chair shall be elected by its members.
- b. The committee shall present an annual business plan for approval at the Board of Director's April meeting.

AD HOC COMMITTEES

- 7.12 a. Ad Hoc Committee members shall be appointed by the President as the need arises.
- b. Ad Hoc Committees shall consist of a minimum of 3 persons, a majority of committee members shall form a quorum, term of office until report is completed. The Chair shall be elected by its members.
- c. Ad Hoc Committees shall include; Awards Committee, Credentials Committee, Nomination Committee, others may be appointed as required.

AWARDS COMMITTEE

- 7.13 a. The Awards Committee shall consist of a minimum of 3 members; **a minimum of one board member and one staff member**, plus the Executive Director who will not have a vote.
- b. The Chair shall be selected by its members.
- c. The Committee shall review present awards procedures and policies.
- d. The Committee shall review all award nominees.
- e. The Committee shall present their procedure and policy recommendations to the Board of Directors at their April meeting.
- f. The award winners shall be announced at the HNB Annual Awards Banquet.

CREDENTIALS COMMITTEE

- 7.14 a. The Credentials Committee shall be composed of a minimum of 3 members, appointed by the President. The Chair shall be selected from within their members.
- b. They shall examine, confirm and report to the Annual General Meeting the total accredited voting delegates.
- c. They shall supervise and carry out all voting at the Annual General Meeting.

NOMINATION COMMITTEE

- 7.15 a. The Nomination Committee for President shall be the Past President, who will have the power to add 2 members at large.
- b. A majority of committee members shall form a quorum.

BY-LAW EIGHT - CALENDAR OF COMMITMENTS

- 8.1 All meetings of HNB and its Committees shall be scheduled according to the Calendar of Commitments presented to the Board of Directors at their June meeting.
- 8.2 The Annual General Meeting location and date shall be approved 2 years in advance by the voting delegates at an Annual General Meeting.
- 8.3 HNB special meetings shall be held when a formal written request of any 10 HNB voting members and a majority vote of the Board of Directors has been completed. The President shall designate the time and place within 15 days of approval. A quorum shall consist of 17 accredited voting members at HNB special meetings.

BY-LAW NINE – MEETINGS

- 9.1 At all HNB meetings, the current edition of Roberts Rules of Order will prevail.
- 9.2 Notices of the Annual General Meeting shall be communicated by the Executive Director to all members at least 60 days prior to the date of such meeting.
- 9.3 Annual General Meeting order of business:
- a. Welcome - Call to Order
 - b. Credentials Committee Report
 - c. Minutes of Last Annual General Meeting
 - d. Business Arising from Minutes
 - e. President Report
 - f. Executive Director Report
 - g. Council Chair Reports

- h. Commissioner Reports
- i. Standing Committee Reports
- j. Regional Operational Council Chair Reports
- k. Associate Member Report
- l. Finance Committee Report
- m. Auditor's Appointment
- n. Amendments
- o. Elections
- p. New Business
- q. Next Annual General Meeting
- r. Adjournment

BY-LAW TEN - VOTING

- 10.1 a. Each ROC will consist of a Chair and 6 members, 1 from each of the 3 Councils (Minor, Officials and Senior), and 3 others as appointed by the ROC, with the recommendation that there is Female representative in each Region. Appointments shall be a 2-year term and members may be re-appointed.
 - b. At Annual General Meetings the following are eligible to vote but shall be in attendance at the meeting; Board Member/ROC Chairs [8], Council Chairs [3], Commissioner Chairs [2], Development Committee Chair, Regional Council [6 per Region X 8 Regions] plus the President. Total eligible votes = 63.
 - c. Only those persons pre-registered by their ROC Chair for the Annual General Meeting may represent their ROC at HNB's Annual General Meeting and vote with the respective ROC.
 - d. Only registered voting delegates may speak at the Annual General Meeting. Permission of non-registered individuals to speak may be granted by the Chair of the Board if majority vote of accredited voting delegates present is given.
- 10.2 With respect to motions brought to any meeting, the President shall only vote in case of a tie.
 - 10.3 At all meetings of HNB and its Committees, voting shall be by show of hands unless the meeting decides on a ballot, by majority vote.
 - 10.4 Voting at elections when a position is contested shall be by secret ballot and these ballots shall be destroyed, on a Motion, when the position has been filled.

BY-LAW ELEVEN - ELECTON OF THE PRESIDENT

- 11.1 a. The position of President shall be elected by secret ballot HNB's Annual General Meeting in even-numbered years. A majority vote by registered eligible delegates present at the Annual General Meeting is required. The President is eligible to vote at this election.

- b. Nomination Forms shall be distributed to HNB Board members prior to March 31. For the position of President, only nomination forms submitted postmarked 15 days prior to the HNB Annual General Meeting will be accepted.
- c. The Nomination Committee Chair shall present the names of the candidates under Agenda item "Elections". The Credentials Committee shall be in charge of the voting procedure. Once the election has taken place, a motion shall be moved to destroy the ballots.

BY-LAW TWELVE - LIFE MEMBERSHIP

- 12.1 Life membership is the highest honour that can be bestowed by HNB and is to be awarded only for VERY DISTINCTIVE SERVICES to HNB. Nominations for life membership shall be forwarded to the Executive Director, in writing, by the second Friday in April, written approval of at least 6 members of the Board of Directors on the nominating paper for each proposed life member. Life members shall have the privileges of advisory capacity but they shall not be permitted to vote.
- 12.2 The number of life members of HNB shall be at times limited to 4.

BY-LAW THIRTEEN - AWARDS

J. CHARLES DAIGLE AWARD

- 13.1 a. This trophy, given by Provincial Glass and Trim Ltd. In memory of the late J. Charles Daigle, a former HNB Director, is to be presented annually to an individual on the basis of their contribution to hockey in New Brunswick at the executive level.
- b. The Selection Committee, chosen by the Executive Director, shall be composed of 3 voting members, one each from the general public, the news media and the professions, plus the Executive Director who will not have a vote.
- c. Nominees shall be submitted on the basis of character, dedication to the sport, ability to organize and administer and who has made an outstanding contribution to the improvement of hockey in New Brunswick.
- d. Any league, association or team president, secretary, treasurer, manager, coach or official who is or was an HNB member shall be eligible for nominations.
- e. Members of the Board of Directors and of the Selection Committee are not eligible.

- f. Nominations for this award shall be accepted until the second Friday of April of each year and the award presentation shall be made at the Annual General Meeting.
- g. Past nominations for this award shall be brought forth consecutively for three years.

VOLUNTEER OF THE YEAR

- 13.2 a. Nominations for this award will be considered under the following criteria:
The nominee:
 - i. shall be active in the current hockey season;
 - ii. shall be an amateur hockey volunteer, in any capacity, at HNB provincial level, and
 - iii. shall be a member of HNB
- b. The nomination should include a complete personal and hockey resume, which lists the nominee's major accomplishments and contributions with corresponding dates.
- c. The nominations shall be accepted until midnight of the second Friday of April each year.

FEMALE HOCKEY BREAKTHROUGH AWARD

- 13.3 a. Nominations for this award will be considered under the following criteria:
The Nominee:
 - i. shall have actively participated in the promotion of female hockey in New Brunswick in the current season.
- b. The nomination should include a complete personal and hockey resume, which lists the nominee's major accomplishments and contributions with corresponding dates.
- c. The nominations shall be accepted until midnight of the second Friday of April each year.

VANCE TONER DEVELOPMENT AWARD

- 13.4 a. The Vance Toner Hockey Development Award is awarded to an individual who has exemplified strong qualities as a teacher, coach and/or administrator. Please consider the following criteria when submitting your nomination:
 - i. The nominee may be either in a volunteer or professional capacity.
 - ii. The nominee may be either active or retired.
 - iii. The nominee may be from the field of sport research, sports medicine, sport psychology, coaching, officiating, administration, etc.

- iv. The nominee shall have made a significant contribution to the development of hockey in New Brunswick at the provincial level.
- b. Nominations for this award shall be accepted until midnight of the second Friday of April of each year and the award presentation shall be made at the Annual General Meeting.
- c. Past nominations for this award shall be brought forth consecutively for 3 years.

MINOR ASSOCIATION/COMMUNITY CLUB OF THE YEAR AWARD

- 13.5 a. The Selection committee shall be comprised of the NBMHC Chair and Female Commissioner and their appointed committee.
- b. Nominations for the award shall be accepted until midnight of the second Friday in April each year.
- c. This award is designed to recognize one association or club annually for their significant contribution to HNB programs and commitment to improve their own association or club within their community.

BY-LAW FOURTEEN - ALLOWABLE EXPENSES

- 14.1 a. The expenses of the Board Members and the Officers to attend authorized and approved HNB meeting shall be paid according to the Fiscal Policy.
- b. Itemized accounts expense claims shall be created by HNB as per the Fiscal Policy and payments made within 15 days of the meeting.
- c. Expenses shall only be paid or budgeted, authorized and approved meetings. The Finance committee shall have sole responsibility to have expenses approved or rejected.
- d. Employees of HNB shall have common expense allowances written into their hiring conditions.

BY-LAW FIFTEEN - OFFICIALS

- 15.1 All officials involved in any games under the jurisdiction of HNB shall be a member of the New Brunswick Hockey Officials Council.
- 15.2 It shall be the duty of each NBHOC Regional Zone Director to see that the officials of his Region are properly registered and are only doing the games for which they are qualified to do.
- 15.3 Officials that work non-HNB sanctioned team games may lose the privilege of doing HNB games. Officials that work non-HNB sanctioned games are not covered by Hockey Canada/HNB insurance plan and may lose eligibility for future coverage.

- 15.4 HNB will have jurisdiction over any decisions involving disputes between the referees, leagues, clubs, and teams.
- 15.5 All games in HNB shall be officiated by a team of NBHOC member officials and the fees per game shall be in accordance with the Fiscal Policy. Council or league constitutions may request the referee system to be used.
- 15.6 Breakdown of game fees for officials:
- | | | |
|-----------------|------------------|------------------|
| Referee ... 50% | Linesman ... 25% | Linesman ... 25% |
|-----------------|------------------|------------------|
- 15.7 Fee Structure for Regular Season is outlined in the Fiscal Policy.
- 15.8 Fee Structure for Provincial Playoffs is outlined the Fiscal Policy.
- 15.9 Fee Structure for Inter-Branch Playoffs is as per Hockey Canada's fee schedule to apply. NOTE: If for some reason the 2-man system is used in a particular game, the applicable fees are to be reduced by 1/3rd.
- 15.10 The expenses for members of the NBHOC while travelling to and from games will be as per the Fiscal Policy.
- 15.11 The home team is responsible for payment of official's fees and allowances based on the above formula.
- 15.12 All member referees and linesmen shall be thoroughly unbiased parties.

BY-LAW SIXTEEN - COURT ACTIONS

- 16.1 The HNB's Constitution, By-Laws and Regulations have been developed by HNB and approved by the general membership of HNB. The Constitution, By-Laws and Regulations are designed to provide a framework and process for the continuity of the sport of hockey in New Brunswick and establish the manner in which all individuals shall participate. This book is not intended to be a legal document, however, acceptance of a membership in HNB means that all members shall accept the existing Constitution, By-Laws and Regulations and amendments that are made by the membership from time to time, through the amendment process. Recourse to the court of law by any member of HNB shall only be taken upon completion of the various procedures established in the Constitution, By-Laws and Regulations for settling disputes.
- 16.2 a. Any recourse to the Courts of any jurisdiction by, on behalf of, or for the benefit of, any member, prior to the exhaustion of all rights, remedies and rights of appeal under HNB's Articles, By-Laws, Regulations and Rules shall be a violation and breach of HNB's Articles, By-Laws and Regulations and Rules. This violation and breach shall result in the automatic indefinite suspension of such member from HNB, including all activities and games played under the jurisdiction of HNB or any of its members as defined herein.
- b. Any association, club, league, team, player, coach, manager, trainer or referee who initiates court action, or any individual who does so on behalf of or for the benefit of any of the foregoing, prior to exhausting all proper

procedures of appeal shall be liable for all legal costs and disbursement incurred by HNB in conjunction with defending and/or responding to such court action.

- c. Any association, club, league, team, player, coach, manager, trainer or referee (or any individual acting on behalf of or for the benefit of any of the foregoing) who, having exhausted HNB's appeal procedures, proceeds with court action against HNB or its members as defined herein shall be liable for all legal costs and disbursements incurred by HNB and its members, should the courts rule in favour of HNB or its members.
- d. Until all such costs and disbursements of HNB are paid as provided in By-Law 16.2 b. and c. the membership of the parties referred to in By-Law 16.2 b. and c. shall, at the discretion of the President, be suspended.

BY-LAW SEVENTEEN - CODE OF ETHICS

- 17.1 All Code of Ethics incidents shall be reported to HNB's Executive Director on the HNB Incident Report Form. The Executive Director shall forward same to the Board of Directors or the respective Council Chair or Commissioner within 3 business days.
- 17.2 Members are expected to share the responsibility for orderly conduct by:
 - a. acknowledging the authority of officials in a contest and by relating to them in a respectful manner,
 - b. exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games,
 - c. exercising control of their own conduct so as to avoid inciting players, officials and spectators,
 - d. conducting themselves at all times in a manner which is appropriate to the responsibilities of their position.
- 17.3 It shall be considered unethical for any member or any person associated with a member in HNB to make direct derogatory or disparaging remarks to the media or public domain about any other person, member or affiliate of HNB.
- 17.4 The enforcement of the Code of Ethics will be dealt with by HNB's Board of Directors or the respective Council Chair (excluding Senior Leagues).
- 17.5 The Council Chair shall deal with members of their Council that break the Code of Ethics.
- 17.6 The Board of Directors shall deal with Council Chairs and all other individuals that break the Code of Ethics.
- 17.7 All Code of Ethics violations shall be dealt with in a timely manner.

BY-LAW EIGHTEEN - PILOT PROJECTS

- 18.1 a. Pilot Projects shall be presented to HNB Annual General Meeting only after receiving approval by the Council(s) Annual General Meeting to which it affects:
- b. Pilot Projects presented for approval shall meet the following criteria:
- i. shall be submitted by a HNB registered member of the respective Council the Project affects,
 - ii. shall have a written objective and goals
 - iii. shall have performance criteria and a review process
 - iv. shall have established timelines
 - v. shall not exceed 1 year in length
 - vi. shall receive an approval vote of 66% of registered members
 - vii. At the completion of the first year, a Notice of Motion stating the original Pilot Project request shall be submitted to HNB by the March 31 deadline.
 - viii. The Pilot Project conclusion shall be submitted to HNB's office for inclusion in the Notice of Motion package duly distributed to HNB's membership prior to the Annual General Meeting.

SECTION 3 - RULES AND REGULATIONS

With the exception of those rules and regulations specifically mentioned hereinafter, Hockey Canada's Constitution, By-Laws and Regulations shall apply.

SUSPENSIONS

- 100 a. i. All persons receiving a suspension under the jurisdiction of Hockey Canada, HNB or its member Branches shall be deemed ineligible from participating at any level of hockey in any capacity under the jurisdiction of HNB until the suspension has been served or length of suspension has elapsed from within the League and/or Council in which it was given.
- ii. A suspended player, whose team has been eliminated from further competition for the year, may serve his suspension with his higher category affiliate team provided he has played a minimum of 1 game as an affiliate after January 10.
- iii. The above does not apply to team practices and pre-season try-outs.
- b. Suspended team officials shall not be permitted in or around the player's bench or dressing room one hour prior to or after a game.
- c. Any decision or ruling involving any team member who has received Match Penalties, Gross or Game Misconducts for Abuse of Officials shall be conveyed in writing to the NBHOC office, the respective NBHOC Regional Zone Director and the Executive Director within 48 hours of the decision being made. Any subsequent appeal shall also be forwarded to

the NBHOC office and the respective NBHOC Regional Zone Director. In any subsequent appeal process, the NBHOC shall be permitted to make representation to this appeal committee and also shall be made aware of any pertinent documentation that is made available to the appeal committee.

LEAGUES

- 101 a. Leagues shall, within 15 days after holding league meetings, forward to the Executive Director a copy of the minutes of the league meetings.
 - b. A league shall apply for membership in HNB by making application no later than October 15 of each year, on a prescribed form, to the Executive Director. The application shall be signed by the President and Secretary of the league and shall be accompanied by the annual membership fee.
 - c. A condition of league membership in HNB shall be the acceptance of HNB's Constitution, By-Laws and Regulations and the rulings of the Board of Directors, without exception.
 - d. Each league shall also adopt a Constitution, By-Laws and Regulations in conformity with HNB's Constitution, By-Laws and Regulations without weakening HNB's and shall provide a copy of their Constitution, By-Laws and Regulations to the Executive Director upon making application for membership. The said Constitution, By-Laws and Regulations shall meet the approval of the Board of Directors.
- 102 a. Leagues in New Brunswick at the senior level, shall have a minimum of a 3 person-executive. The members of the league executive cannot be affiliated with any team (does not apply to female senior leagues).
 - b. If a league cannot comply with part Regulation 102.a then permission shall be given by the Board of Directors annually, in order to allow the league to operate.
 - c. In a division of hockey where only 1 league exists in the Branch, the final league series and provincial playoff shall be played as one.
 - d. The league executive shall conduct the series and be responsible for decision making in the series until a winner is declared.
 - e. League Presidents must submit their playoff format to their respective Council Chair or Commissioner by January 31.
- 103 a. A league constitution will have authority on anything pertaining to its own league provided they are not contrary to HNB's Constitution, By-Laws and Regulations and that of its respective Council's constitution, by-laws and regulations or respective Commissioner's Operation Manual. However, in provincial play-downs, HNB's Constitution, By-Laws and Regulations will take precedence, unless otherwise stated in these rules.

- b. Leagues and teams shall so arrange their own schedule to be ready to participate in HNB play-downs on such dates as have been set. Any league or team which fails to conform to this by-law shall be liable for suspension and the series shall be awarded to the opposing team.
 - c. In all league playoffs the team with the highest number of points during the regular season shall have home ice advantage.
 - d. All playoff games shall be played on the basis of a 10-minute sudden victory period, followed by a 20-minute sudden victory period.
- 104 In all hockey under HNB's jurisdiction the visiting team will have the opportunity to place a person in or in close proximity to the timekeepers box where they will be able to oversee the operation of the time clock. This request by the visiting team shall be made before the start of the third period and such person has no jurisdiction in any disputes involving the actual timing of the game. This person shall take his place at any time prior to the start of the third period and the referee shall be notified before this action takes place.

TEAMS

- 105 a. A team shall become a member of HNB by making application to HNB's Executive Director on a prescribed HNB form. The application shall be signed by the President and Secretary of the team and shall be accompanied by the annual entry fee for the category in which the team wishes to compete.
- b. A team, to be registered, shall also be a member of a duly registered league in accordance with Regulation 101.b and said league shall be still in operation by January 11 of the current season for the teams to participate in provincial play-downs.
 - c. A condition of membership in HNB shall be the acceptance of HNB's Constitution, By-Laws and Regulations, and of the rulings of HNB without exception.
 - d. Any team not renewing its membership by October 15 shall forfeit its membership and all its players shall become free agents.
 - e. A team wishing to obtain membership within a league shall apply to said league prior to the date set in the league Constitution. If the application is not considered within 30 days the team shall apply to the Executive Director to have its case considered.
 - f. Teams may resign from a league by notifying the league in writing.
 - g. Players of a team disbanding prior to January 11 in any season will become free agents and may become a member of any other team they are qualified to play with under the regulations.
 - h. A team in any category shall consist at all times of not less than 15 rostered players, one of whom shall be a goalkeeper. Councils may

establish the minimum number of players registered to constitute a team, which does not participate in a Regional or National Championship and which number may be less than 15.

- i. On January 10, junior and senior teams shall reduce their roster in accordance with Hockey Canada Regulation F.39.
- j. Adult recreation teams shall register by sending the appropriate membership form and fees to the Executive Director. The teams shall submit a protected list by January 10 of each season.
- k. The home team shall be responsible for the proper conduct of the games and shall provide sufficient police protection to ensure that no one shall molest the players or game officials.
- l. No registered team shall be permitted to play against non-registered teams unless such event meets the sanctioning criteria as determined by HNB's Risk, Conduct and Safety Committee and is approved by this Committee.
- m. A team listing an ineligible player on an official game report automatically loses said game.

CERTIFICATION

106 December 15 of the current season shall be the deadline for all persons requiring certification to obtain their certification, as follows:

- a. All persons involved in instructing children from the ages of 5-8 inclusive require Introduction to Coach,
- b. All minor hockey coaches in Development AAA require NCCP Development 1.
- c. All other coaches not mentioned above require NCCP Coach Stream (excluding Junior and Senior). Persons that are qualified or certified at a higher NCCP course shall be grandfathered as qualified at lower NCCP courses, and
- d. All bench and on ice personnel 16 years and older, registered with HNB, require Hockey Canada's Speak Out!
- e. All HNB registered hockey teams (excluding Adult Recreation) shall have a Hockey Canada Safety Program qualified team official on the HCR team roster for all HNB sanctioned games. Their certification will expire 5 years after the date of the program certification course.

PLAYERS

- 107 a. To participate in a league game, all team members shall appear on a Hockey Canada Registry roster for the current season and such roster shall be approved.

- b. Team members are responsible to provide all documentation concerning the eligibility of a player even when it is proven that team officers were acting in good faith.
- c. No player shall become a team member after February 10 in any season.
- d. Players participating with a team at a CCAA, CIS, NJCAA or NCAA institute or education after January 10 of the current season, shall be ineligible for participation with a Hockey Canada/HNB team during that season (does not apply to Female Hockey).
- e. A team may declare its intent to affiliate as per its respective Council constitution.
 - i. Senior teams may affiliate only with a team in a lower category of a division.
 - ii. December 15 is the final date for affiliation registration.
 - iii. The affiliation fee for all teams except minor hockey is outlined in the Fiscal Policy.
 - iv. No player is permitted to be part of more than 1 specially affiliated players' list at any one time during the current season (excluding Minor).
- f. Within a declared system, a team may affiliate a maximum of 19 players. These affiliate players shall be identified on the HCR roster as soon as possible but no later than January 15.
- g. A replacement for a goalkeeper who may die, be seriously ill or be injured, so as to prevent his playing with his team may be permitted to play upon the production of medical evidence satisfactory to the Executive Director. Application for such replacement shall be made to the Executive Director, and once named a replacement goalkeeper cannot be replaced unless he becomes medically unfit. The regular goalkeeper shall return to competition as soon as medical evidence indicates that it is in order for him to do so and the replacement goalkeeper can play anytime and shall return to his own team if so desired. The replacement goalkeeper shall come from the same classification or lower.

PROTESTS

- 108
- a. Game protests may only be made in regard to interpretations of Rules, By-Laws, Regulations, Rules of Competition and Constitution matters, not in regard to the decision of a referee or linesman.
 - b. A verbal protest shall be made by the captain of the aggrieved team to the referee at the first reasonable opportunity after the action or decision complained of, and in all cases shall be made within 5 minutes of the close of the period in which such action or decision was made and same shall be noted immediately on the official game report.

- c. When a protest arises in a league game and the protesting team has complied with the aforementioned, within 24 hours of the completion of the game protested, a fax or written protest signed by the team president or secretary of the protesting team shall be in the hands of the league president or secretary and shall be accompanied by a deposit as per the Fiscal Policy. A copy of such fax or written protest shall also be served upon the protested team within 24 hours of the completion of the game protested.
- d. The protested team shall, within 48 hours after the completion of the game protested, file its defense with the league president or secretary. A copy of such defense shall also be served on the protesting team's president or secretary within 48 hours after the completion of the game protested.
- e. The league president shall fix a time and place for the meeting of the league executive to consider the protest. Each of the teams involved may have a person present to present its case at the hearing of the protest.
- f. The league president shall retain the deposit, as per the Fiscal Policy, of the protesting team and the supporting document for at least 24 hours after the decision of the league is rendered. If no appeal has been lodged within that time, he shall return the deposit to the protesting team, if it has won its protest, otherwise such deposit shall be forfeited to the league.

APPEALS

- 109 a. Appeals can be made on the interpretation of HNB Constitution and Council/Commission Operation Manuals.
- b. Executive Director decisions rendered under By-Law 5.18 may be subject to the appeal process.
- c. Decisions made on written complaints can be appealed.
- d. District Director or League President suspension decisions may be appealed.

MINOR

- 110 a. The Minor League President or Minor District Director shall render a decision on any matter under League or Minor Hockey jurisdiction. Once a decision is rendered by the League President or Minor Director, only then may an appeal be filed with HNB Appeals Committee and such appeal shall be filed within 48 hours after the decision has been made.
- b. All residency appeals shall be made by November 30 of the current season.

JUNIOR AND SENIOR

- 111 a. Junior and Senior Hockey, an appeal from a League President's decision shall go directly to the Appeals Committee. Such appeal shall be filed with the Appeals Committee within 48 hours of the League President's decision.

(Note: The only thing that is solely HNB's responsibility in all leagues is membership of players, teams and executive members).

- b. In the Adult Recreation category, an appeal of the League President's decision shall go the Council Chair prior to filing with the Appeals Committee. A decision shall be made by the Council Chair 48 hours of receiving same.

APPEAL PROCEDURES

- 112
- a. All appeals to HNB's Appeals Committee shall be accompanied by a cheque, as per the Fiscal Policy, made payable to HNB.
 - b. Appeals not warranting a formal hearing shall be dealt with and a decision verbally transmitted, with written confirmation to follow, within seventy-two (72) hours of the receipt of all documentation at the HNB office. The Appeals Committee Chair or the HNB Executive Director is the communicator on behalf of the Appeals Committee.
 - c. Appeals by teams shall be signed by the appellant's respective league, team, district association or community club President and Secretary and shall be accompanied by an appropriate fee, as per the Fiscal Policy, made payable to HNB.
 - d. Once all information has been forwarded, appeals to HNB's Appeals Committee, that warrant a formal hearing, shall have a hearing date set within 10 days, and all parties shall be notified 6 days prior to the hearing date. Decisions of the Appeals Committee or Executive Director shall be completed within 10 days of the hearing date. Decision may be verbally transmitted, and all parties will receive written decision within 6 calendar days of the verbal decision.
 - e. Time lines are established as maximums only if circumstances allow and the Appeals Committee Chair may proceed earlier - it is his decision alone.
 - f. All information forwarded to or gathered by the Executive Director or Junior, Senior League Presidents that pertain to a decision by them or a relative matter shall be accumulated in a file plainly marked, "Case of _____". Each and every item pertaining to the case shall be signed and dated when received. When an appeal is launched the file or copies containing all the case information pertinent to arrival of the decision by the Executive Director or Junior, Senior League President shall be forwarded to the Appeals Committee Chair within 4 days of the receipt of the appeal.
 - g. All information in the file that is dated after the time of verbal decision of the Executive Director or Junior, Senior League President shall not be entertained by the Appeals Committee.
 - h. The Appeals Committee's decision is final and binding to all parties. Further Appeals may be made to Hockey Canada through their procedures. All information pertinent to decisions by the Appeals Committee shall remain the property of HNB.

- i. All monies forwarded to HNB re: appeal process are non-refundable.

APPEAL GUIDELINES

- 113.1 a. Appeals shall be heard by the Appeals Committee, either by telephone or meeting, or a combination of both a meeting and a conference call.
 - b. The Appeal process shall be conducted with complete impartiality and under strict decorum. Resource people may be used but shall not be present when/while the decision is rendered.
 - c. All time limits shall have confirmed documentation accompanying the Appeal. An appeal may be disallowed if the time restraints are not strictly adhered to.
 - d. Verify Appellants reasoning for filing Appeal.
 - e. Verify Minor Director's or League President's reasoning and justification for decision.
 - f. Question people who are directly involved and reputable bystanders for objective analysis.
 - g. Gather precedents that may apply to the situation in question.
 - h. All parties may be represented at a formal hearing, the Appeals Committee Chair shall limit the number of support people to 3 for each side.
 - i. The Appeals Committee Chair shall have complete control of the hearing procedure, the ground rules shall be established at the start of each meeting/hearing.
- 113.2 Once the Appeal process has been completed at the HNB (Branch) level, further appeals may be made to Hockey Canada under their procedures and Constitution.

CHAMPIONSHIP TROPHIES

- 114 Provincial Championship trophies shall be the responsibility of the Executive Director. Procedures and control of these trophies will be established by the Executive Director or his designate.

SECTION 4 – COMMISSIONS AND COUNCILS

SUBSECTION 200 NEW BRUNSWICK FEMALE HOCKEY COMMISSION

- 201 The Commission shall consist of the following members:
- a. A Commissioner appointed by the HNB President.
 - b. A maximum of 5 functional representatives appointed by the Commissioner. These functional representatives could be, however not limited to:
 - i. representative to Senior Council
 - ii. Representative to Minor Council
 - iii. Esso Fun Day / Female Specialty Clinics – Coordinator
 - iv. Representative to Development Committee (HPP)
 - v. Provincial Coordinator
 - c. The Commission shall have full authority to promote and develop female hockey throughout the province of New Brunswick. The Commission will work directly with the Executive Director, the Council and Commission Chairs and Coordinator of Technical Programs to delivery female hockey and development programs.
 - d. The Commission shall govern the Female Commission Operation Manual.
 - e. The Commission shall submit an annual plan to the Board of Directors for approval at their September meeting and shall submit an annual report to HNB's Annual General Meeting.

SUBSECTION 300 NEW BRUNSWICK JUNIOR HOCKEY COMMISSION

- 301 The Commission shall consist of the following members:
- a. A Commissioner appointed by the HNB President.
 - b. A maximum of 8 functional representatives appointed by the Commissioner. These functional representative could be, however not limited to, Directors in:
 - i. Regional Operations Councils
 - ii. League Commissioners
 - iii. League Presidents
 - c. The Commission shall have full authority to promote and develop junior hockey throughout the province of New Brunswick. The Commission will work directly with the Executive Director and Senior Council to deliver hockey programs in New Brunswick. The Commission will govern the Junior Commission Operations Manual. The Commission shall submit an

annual plan for approval to the Board of Directors for approval at their September meeting and shall submit an annual report to HNB's Annual General Meeting.

SUBSECTION 400 NEW BRUNSWICK MINOR HOCKEY COUNCIL

ARTICLE 401 - Name

- 401 This organization shall be known as the New Brunswick Minor Hockey Council, hereinafter to be referred to as the NBMHC.

ARTICLE 402 - Zones

402.0 The NBMHC is and shall be a member of HNB from which it derives its authority and is thereby subject to all regulations and playing rules of Hockey Canada.

402.1 a. The NBMHC shall consist of one EHDM association, 10 District Associations and the various community clubs throughout the Province, comprised of, but not limited to, the geographical sub-divisions of the following community clubs, and for provincial competition these associations and clubs will be grouped in 4 Zones as follows:

- i. Elite Hockey Development Model Association
- ii. **ZONE "A"**
 - District 1 Edmundston, Grand Sault, Haut Madawaska, Kedgwick, Ste. Anne/St. Leonard, St. Quentin, Res-Ma-Vic Female
 - District 2 Carleton, Southern Victoria, Tobique Valley, Woodstock, District 2 Female
 - District 3 Boiestown-Doaktown, Fredericton, Grand Lake, Oromocto, York North, York West, Central Female
- iii. **ZONE "B"**
 - District 5 Fundy, Hampton, Kennebecasis Valley, Lancaster, Saint John, St. Andrews, St. Stephen, Sussex, Charlotte County Female, Grand Bay-Westfield Female, Charlotte, Kennebecasis Valley Female, Sussex Female
- iv. **ZONE "C"**
 - District 6 Dieppe-Memramcook, Hillsborough, Lewisville, Moncton, Petitcodiac, Riverview, Sackville, South East Female
 - District 7 Cap Pelé, Shediac, Kent Centre, Kent Sud, Westmorland-Kent Female
- v. **ZONE "D"**
 - District 8 Miramichi, Greater Miramichi Female
 - District 9 Acadien Peninsula, Peninsule/Chaleur Female
 - District 10 Baie des Chaleurs, Bathurst
 - District 11 Belledune, Campbellton, Dalhousie-Charlo, St. Arthur, Restigouche Female

- b. Teams playing out of Houlton and Presque Isle, Maine, USA, not participating in a USA Hockey or state championship and meeting Hockey Canada age grouping for competition and all other HNB/NBMHC criteria, shall be included in District 2 as a community club.
- 402.2 The NBMHC, on behalf of HNB, shall have jurisdiction to manage and administer all minor hockey within HNB.
- 402.3 a. Development league play shall commence, as follows:
- Midget second Friday of September
 - Bantam second Friday of October
 - Peewee second Friday of October
- b. Novice games shall commence November 15.
- c. Exhibition games and tournaments shall be permitted to commence 15 days prior to the start of the league schedule.

ARTICLE 403 - Membership

- 403.0 Membership in the NBMHC shall be open to all registered associations, clubs and leagues conducting minor hockey in New Brunswick.
- 403.1 Application for membership in the NBMHC shall constitute agreement by the applicant to abide by and comply with the Constitution, By-Laws, Rules and Regulations of the NBMHC, HNB and Hockey Canada, and of the ruling of the NBMHC Executive Committee.
- 403.2 The NBMHC has the privilege to grant or refuse applications for, or renewals of, membership in the NBMHC and shall advise the applicant in writing accordingly, and advise the association, club and league of its right to appeal to HNB.
- 403.3 a. Associations and clubs shall apply for membership by making application to HNB's office on the prescribed form no later than 7 days prior to the NBMHC Annual General Meeting.
- b. The application shall be signed by the association's/club's President and Secretary for the upcoming playing season and shall be accompanied by the annual entry fee. The application shall include a mailing address and an email address.
- c. Leagues shall apply in a similar manner prior to October 15 of each year.
- d. Late application shall be presented to the NBMHC Executive Committee for approval consideration.
- 403.4 It is a condition for membership application that each association, club or league upon application, file with the NBMHC 1 copy of their Constitution, By-Laws and Regulations duly approved by their membership for the up-coming season.

403.5 District association executive committee members shall and community club executive committee members should adhere to the NBMHC Conflict of Interest Guidelines.

ARTICLE 404 - Executive Committee

404.0 The NBMHC Executive Committee shall consist of the Chair, Past Chair, District Directors, 1 NBFHC representative **and 1 NBEHDL representative**. The District Directors shall be duly elected by member community clubs from their respective district association.

- 404.1 a. The Chair shall be elected in even-numbered years from the NBMHC Executive Committee, by secret ballot of all registered associations, clubs and league delegates eligible to vote and NBMHC Directors attending the NBMHC Annual General Meeting. If the person elected Chair is a District Director, that district should elect another District Director.
- b. The Vice-Chair shall be elected annually from and by the Executive Committee.
- c. HNB's Executive Director shall ensure that Chair election is held every 2 years. The Chair may be re-elected. NBMHC Executive Committee members who intend to run for the Chair position, shall fill their nomination on the approved nomination form with HNB's Executive Director 30 days prior to the election. The Executive Director shall advise the directors of the nomination forms received.
- d. The Past Chair shall remain as a member of the NBMHC Executive Committee for the term of 1 year and shall be non-voting.

404.2 NBMHC Executive Committee member or District Director elected shall be elected majority of the votes cast.

404.3 In the event of a vacancy occurring on the NBMHC Executive Committee from any cause whatsoever, the Chair should appoint a person from the District concerned to fill such a vacancy until the District concerned is able to elect another District Director. The Chair shall be responsible to oversee the calling of the meeting and the election.

404.4 A majority of the NBMHC Executive Committee members shall form a quorum.

404.5 All elected representatives should serve for a 2-year term and be eligible for reelection. Representatives for odd number district associations 1, 3, 5, 7, 9 and 11 shall be elected in odd number years and similarly even number district associations 2, 6, 8 and 10 shall elect a representative in even number years. The term of the District Director shall commence after the NBMHC Annual General Meeting in the year of election. The ROC Chair of the respective District, or their designate, will call and conduct the election of the District Director. Each association and club within that district will have 1 vote. In the event of a tie, the ROC Chair of that District, or their designate, shall cast a vote. This election shall not take place before April 15 of the current season.

- 404.6 If a member of the NBMHC Executive Committee absents himself from 2 consecutive meetings, his office shall be declared vacant, unless granted leave of absence by the NBMHC Executive Committee.
- 404.7 If a member of the NBMHC Executive Committee participates in activities with interest conflicting with the NBMHC Constitution, By-Laws, Rules and Regulations, his office may be declared vacant by a majority vote of the NBMHC Executive Committee. Conflicts of interest shall include executive positions of community clubs, leagues, teams or Councils registered with HNB.
- a. When a potential conflict is deemed to have arisen by the NBMHC Chair or otherwise, the member involved:
 - i. shall immediately notify the NBMHC Chair,
 - ii. shall not participate in discussion and shall absent themselves from the meeting when any item is being discussed by the NBMHC Executive Committee or any of its committees, which the president Chair considers a conflict,
 - iii. shall not solicit information on any such item, and
 - iv. shall not be provided any information on any such items by any committee, Board or ROC members, officer or HNB employee.
 - b. Any person seeking election as a NBMHC Executive Committee member (Chair or District Director) shall declare any conflict of interest in advance of seeking election to such position.

ARTICLE405 - Executive Committee Duties

- 405.0 The NBMHC Executive Committee shall be responsible for the administration and management of the NBMHC.
- 405.1 The Chair shall preside at all meetings of the NBMHC Executive Committee. He shall be an ex-officio member of Committees. He shall serve as a HNB member on the Hockey Canada Minor Council. He shall generally perform the duties usual to the office of Chair, and may at his discretion order the calling of special meetings of the NBMHC or its committees. He shall represent minor hockey on the Operations Council.
- 405.2 In addition to his own powers, conferred upon him by the Constitution and By-Laws, the Chair holds all the duties and powers of the NBMHC Executive Committee. The NBMHC Chair shall be responsible for the administration of the NBMHC Operation Manual; he shall render decisions on these rules and regulations, and all decisions so rendered may be subject to the HNB appeal process.
- 405.3 The Vice-Chair shall in the absence or in the incapacity of the Chair have all the powers and duties of the Chair.

District Directors

- 405.4 a. The District Directors shall hold the office of district association president, shall represent their respective districts at all meetings of the NBMHC and

shall represent their districts on the Regional Operations Council. They shall administer and manage their respective associations in accordance with Hockey Canada, HNB and NBMHC Constitutions, By-Laws and Regulations.

- b. The District Director shall ensure that their association, clubs and leagues have prepared a current constitution with detailed club residency criteria defined.
 - c. The District Director shall ensure that each association and its clubs provide an Initiation Program and where requested development, competitive and recreational hockey opportunities to all youth within their boundaries.
 - d. It shall be the duty of the District Director to prepare the provincial playoff schedule in their respective associations and clubs.
 - e. District Directors are responsible to approve all team rosters.
 - f. The District Director shall deal with protests in accordance with HNB Regulation 108.
 - g. District Directors are required to maintain regular communication with their associations and clubs. Failure to do so may result in removal of the District Director by a majority vote of the NBMHC Executive Committee. It is the responsibility of the District Director to become familiar with the operation and use of electronic administrative systems provided by HNB for the conduct of NBMHC operations and communications.
 - h. On November 30 District Directors shall approve competitive team rosters. On January 10 District Director shall approve all team rosters.
 - i. The District Directors are authorized by the NBMHC to suspend players, coaches, managers or team personnel in accordance with the discipline format as established by the NBMHC in all hockey games. The exception is in provincial development leagues when the responsibility is that of the league president. The league president shall adhere to the NBMHC guidelines in administration of discipline within the league. **It is the responsibility of the District Director and League Presidents to forward all suspensions to HNB office weekly.**
 - j. It shall be the responsibility of the District President to act on behalf of HNB for receipt of all club, team, player, coach, bench personnel, volunteer or any other memberships or written communications from clubs. All fees or other monies required by HNB or its members from the clubs therein will be made payable to HNB and forwarded by the District Director directly to HNB's office.
- 405.5 The Executive Director shall serve as the Secretary-Registrar-Treasurer of the NBMHC and assist in other general duties as the need arises. (See HNB By-Law 5.10).

Female Commission Representative

- 405.6 a. The NBFHC representative shall represent the NBFHC at all meetings of the NBMHC.
- b. The NBFHC representative shall be the NBMHC contact person with the female representatives on the Regional Operations Council.
- c. The NBFHC representative shall assist the District Directors administer and manage their female associations in accordance with Hockey Canada, HNB and NBMHC Constitution, By-Laws and Regulations.
- d. The NBFHC representative shall accept and perform powers delegated to him by the Council regarding the female game.

ARTICLE 406 - Executive Committee Powers

- 406.0 The powers and duties of the NBMHC Executive Committee members during their term of office shall be unless specifically mentioned before:
- a. to interpret all the provisions of the NBMHC Operation Manual, policies, procedures, rules and regulations. The NBMHC Executive Committee shall render decisions on the NBMHC Operation Manual, policies, procedures, rules and regulations; and all such interpretations and decisions rendered by the NBMHC Executive Committee may be subject to the HNB appeal process.
- b. to issue or revoke membership of leagues, associations, clubs, teams, players, coaches or bench staff with notice of such action;
- c. to fine, suspend or expel a club or club executive, team or team executive or a player for notorious and continued foul play, or unfair, unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice, or off, or in any arena where a hockey game is being played, or at any meeting or gathering in the interest of the game; for failure to pay assessments, or for any persistent infringement of the laws or the game or the rules of the NBMHC, or rulings of the NBMHC Executive Committee;
- d. to suspend or expel any team or player refusing to accept and obey the ruling of the NBMHC Executive Committee;
- e. to re-admit by resolution and a majority vote of the NBMHC Executive Committee any club, team, or its officials or players under suspension;
- f. to accept or reject any entry, and to place teams in categories and groups, as regulated by the Constitution, By-Laws and Regulations;
- g. to determine all questions arising from emergencies not provided for in the Regulations, or in the rules of competition. Twenty-four hours notice of the hour and place appointed for the consideration of such questions shall be given by the Chair to those concerned.

- h. To maintain a list of all NBMHC Executive Committee motions that serve to explain or interpret the administrative operations of the NBMHC. Such motions to be defined as a NBMHC administration motion (NBMHC - AM).

ARTICLE 407 – Meetings

- 407.0 a. All meetings shall be called by the Executive Director on order of the Chair.
- b. If for any reason a meeting has not been called by the Chair within 2 weeks after being requested by a majority of the NBMHC Executive Committee, a meeting may be called under the Chairmanship of the Vice-Chair with notice of such meeting to the Chair, and such meeting shall be legal and constitutional.
- 407.1 The NBMHC shall meet when necessary, at the call of the Chair.
- 407.2 Special meetings of the NBMHC shall be held when requested by a vote of 2/3rds of the NBMHC Executive Committee. All special meetings shall be held at a place designated by the Chair.
- 407.3 Notice of the NBMHC Annual General Meeting and all special meetings of the NBMHC shall be sent by the Executive Director at least 30 days before the date of such meetings to the NBMHC Executive Committee and to the Presidents/Secretaries of all associations, clubs and leagues in good standing. A notice sent to the last known address by mail/fax shall be considered to be a proper notice.
- 407.4 At all NBMHC special meetings, eleven (11) member clubs and leagues present and entitled to vote shall form a quorum.
- 407.5 The order of business at the NBMHC Annual General Meeting shall be in accordance with HNB By-Law 9.3 (Order of Business).
- 407.6 Copies of the minutes of every special and annual meeting shall be distributed to the NBMHC Executive Committee and to associations, clubs and leagues within sixty (60) days of the adjournment of the said meeting.
- 407.7 Only the registered delegates may speak at NBMHC meetings, unless permission is given by the Chair.
- 407.8 At all meetings, the Roberts Rules of Order will prevail.

ARTICLE 408 - Voting

- 408.0 In order to have a vote at the Annual General Meeting, each association, club and league shall be registered for the upcoming season.
- 408.1 At the NBMHC Annual General Meeting and special meetings each member association, club and league may register a maximum of 2 voting delegates, each shall have 1 vote, each NBMHC Executive Committee member shall have

one vote each. All credentials shall be signed by the Executive Director and President/Secretary of each association, club and league.

408.2 The Chair to vote only in case of a tie.

408.3 Voting shall be by show of hands unless the meeting decides upon a ballot.

408.4 Voting at elections when an officer or position is contested shall be by secret ballot.

408.5 Any matter which could be voted upon by the NBMHC Executive Committee, in any session, may be submitted to the members by mail, e-mail, fax or telephone, and the members shall vote thereon in like manner, a majority in accordance with these By-Laws of the votes thus received with the Chair shall decide the matter. Such votes shall be taken by the Executive Director under the direction of the Chair and the ballot of each member shall be preserved by the Executive Director and shall remain confidential. Within 48 hours from the closing of the vote the Executive Director shall advise the members of the NBMHC Executive Committee of the result of the vote.

408.6 The Chair may of his own volition, or upon the written request of 3 members of the NBMHC Executive Committee or 11 member associations and clubs order a mail, telephone or e-mail vote to be taken by the Executive Director.

SUBSECTION 500 NEW BRUNSWICK HOCKEY OFFICIALS ASSOCIATION

ARTICLE 501 - Name

501 This group shall be known as the New Brunswick Hockey Officials Council hereinafter referred to as the NBHOC.

ARTICLE 502 - Structure

502.0 The NBHOC shall be responsible to Hockey New Brunswick ("HNB"), through its Chair and shall have complete autonomy in the following areas:

- a. The NBHOC is and shall be a member of HNB from which it derives its authority and is thereby subject to all HNB regulations and by-laws.
- b. The NBHOC shall operate all clinics, supply all material and instructors. Certification, training and evaluations to be part of this format. This will be handled through the NBHOC office under the direction of the Technical Director.
- c. Internal matters relative to the functioning of the NBHOC.

502.1 The NBHOC shall consist of the 9 regions throughout the province.

ARTICLE 503 - Jurisdiction

- 503.0 a. The jurisdiction of this association shall extend to all organized hockey under the jurisdiction of HNB. The NBHOC, on behalf of HNB, shall have the authority to manage and administer hockey officials within HNB.
- b. The Executive Director shall ensure that Chair election is held every 2 years. The Chair who has served 2 years may be re-elected.
- 503.1 Only registered officials shall be assigned to games within the branch as described in Article 503.0.
- 503.2 HNB shall have all jurisdiction over all decisions involving disputes between officials, leagues, clubs and teams.

ARTICLE 504 - Membership

- 504.0 Membership in the NBHOC shall be open to any person who has the desire to officiate in accordance with the rules and regulations of the association; and who has not been suspended or expelled from the NBHOC.
- 504.1 Application for membership in the NBHOC shall constitute an agreement by the applicant to abide by and comply with the Constitution, By-Laws, Rules and Regulations of the NBHOC, HNB and Hockey Canada and of the ruling of the Executive Committee.
- 504.2 All officials, minor or senior, will attend a 1-day membership clinic in their respective area each year. They will, at this time, register and write an exam equal to their present HCOP level. If they fail to attend this membership clinic, they shall attend another clinic in their respective zone or go to another zone and register and write the appropriate exam. An official shall be a member prior to officiating in any games under the jurisdiction of HNB.

ARTICLE 505 - Executive Committee

The Executive Committee shall consist of:

- 505.0 A Chair who shall be elected in even-numbered years a 2-year period by the 9 Regional Zone Directors at the Executive Committee Meeting of the Annual General Meeting. He shall be a registered NBHOC senior official in good standing for the immediate 1 year prior to the election. Nominations for the position of NBHOC Chair shall be made in writing to the NBHOC office and be in that office 30 days prior to the NBHOC Annual General Meeting. The person being nominated shall advise the NBHOC office of their acceptance of the nomination in writing, 30 days prior to the NBHOC Annual General Meeting. Nominations will be allowed from the floor of the Executive Committee Meeting of the Annual General Meeting only in the case where there are no nominations received in the office by the designated time.

- 505.1 A Vice-Chair shall be appointed from the 9 Regional Zone Directors by the Chair for a 1-year period. He shall be a registered senior official in good standing for the immediate 1 year prior to being appointed.
- 505.2 A Technical Director will be selected by election, by the 9 Regional Zone Directors for a 2-year period on a full time (part time) basis. His salary will be negotiable and set by the Executive, when funds are available, every 2 years on his election. His duties shall include the day to day operation of the NBHOC office, secretarial duties, financial duties, administering the clinic, assessment and recruitment programs. The operation of any official's camps or schools operated by the NBHOC will also come under his direction. Elections of the Chair and Technical Director shall be on the alternate years. The Technical Director shall be a non-voting member of the Executive Committee and his election will take place on odd numbered years.
- 505.3 The newly elected Chair shall become Chair of the meeting upon election.
- 505.4 a. The 9 regional Directors shall be duly elected for a 2-year period by the senior registered NBHOC members from within their respective zone and be a voting member of the Executive Committee for that term. A quorum at these election meetings shall be 25% of all senior registered NBHOC members from the latest membership list of the previous season of that respective zone. If a quorum of 25% is not attained at the election meeting then a second election meeting will be held within 2 weeks of the first meeting at which time a majority vote will declare the position filled. The Regional Zone Director on his election will become a member of the ROC for his respective zone.
- b. A Regional Zone Director shall be a registered NBHOC senior official from within the respective zone and shall be in good standing for a minimum of 1 year prior to the election. Even and odd number regions shall alternate election years. The Chair or his designate shall supervise these elections with a detailed report of the election being submitted to HNB Executive Director, within 15 days of the election by the NBHOC Chair. The election of the Regional Zone Director shall be held on or before September 30 of each season in accordance with the number of the Region.
- 505.5 Any elections in the NBHOC shall be decided by a majority vote of all votes cast.
- 505.6 In the event of a vacancy on the Executive Committee from any case whatsoever the Committee shall have the power to appoint a person from within the association to fill such a vacancy.
- 505.7 The Regional Director shall be responsible, through the Chair, to hold meetings in the zone with the membership of the NBHOC to appoint and/or elect assignors of Officials. If the assignors are elected, majority vote shall be required.

ARTICLE 506 - Executive Committee, Duties and Powers

- 506.0 a. The Chair shall preside at all meetings of the NBHOC. He shall have a casting vote in the case of a tie. He shall be a Director of HNB. He shall

perform the duties usual to the office of Chair, and may at his discretion order the calling of special meeting(s) of the NBHOC or its Committees.

- b. The Chair shall keep a full and accurate record of all regular, special and committee meetings; handle all correspondence and keep an accurate record of membership, see to circulation of all notices on behalf of the committees. The Chair shall copy the Executive Director on all documentation pertaining to regular, special and Annual General Meetings, records of membership, correspondence relating to suspensions, expulsions, complaints, fines and appeals.
 - c. The Chair, along with the Zone Assignors, will have sole authority in assigning officials for regular season and playoff games in all leagues and shall be responsible for appointing referees for all provincial playoffs, with the exception of Bantam AAA, Midget AAA, Junior and the Senior Leagues where the sole authority in assigning officials for playoff games shall be the NBHOC Chair or his designate.
- 506.1 In addition to his own powers, conferred upon him by the Constitution and By-Laws, the Chair, in the case of an emergency, as his discretion, may exercise all the duties, and powers of the Executive Committee, it being understood that such actions as he may take shall be referred within fifteen days to the Executive Committee for approval or rejection.
- 506.2 The Vice-Chair shall, in the absence of the Chair, have all the power and duties of the Chair.
- 506.3
- a. The Regional Zone Directors shall represent their respective regions at all NBHOC meetings. Should a member of the executive not be able to attend a meeting, his replacement appointed by him shall be able to act with his full authority as his replacement.
 - b. They shall administer and manage their respective zone in accordance with the NBHOC rules and regulations.
 - c. They shall organize within their region, HCOP clinics through the direction of the Technical Director.
 - d. Prior to the commencement of the hockey season they shall hold rule meetings at the local and regional levels through the direction of the Technical Director.
- 506.4
- a. The Technical Director shall keep a full and accurate record of all regular and special meetings of committees, handle all correspondence and keep an accurate record of membership, see to circulation of all notices on behalf of the committees and shall maintain an accurate accounting of all monies received and dispersed and submit an audited financial statement at each annual meeting.
 - b. The Technical Director and the Chair or the Vice-Chair will sign all cheques from the NBHOC.

ARTICLE 507 - Meetings

- 507.0 All meetings of the NBHOC and its committees are to be called by the Technical Director on order from the Chair.
- 507.1 The NBHOC Annual General Meeting will be held in conjunction with HNB's Annual General Meeting each year. The place and time to be designated as HNB's Annual General Meeting, by the Executive Committee.
- 507.2 Special meetings of this association shall be held when requested by a vote of 2/3rds of the Executive Committee, or on the request of ten 10 members of the NBHOC. All special meetings shall be held at a place designated by the NBHOC Chair.
- 507.3 a. At meetings, a majority of the NBHOC Executive Committee shall form a quorum.
- b. At special meetings a quorum shall consist of at least seven 7 persons present who are entitled to vote.
- 507.4 The order of business at all meetings shall be in accordance with By-Law 8.5 of HNB's Constitution.
- 507.5 Annual General Meeting minutes shall be distributed to those members who make a request.
- 507.6 Only the registered members may speak at NBHOC meetings unless permission is granted by the Chair.
- 507.7 At all meetings of the NBHOC, Roberts Rules of Order will prevail.

ARTICLE 508 - Voting

- 508.0 At the NBHOC annual and special meetings each member duly registered and in good standing and each director shall be entitled to 1 vote.
- 508.1 The Chair shall have a casting vote in the case of a tie.
- 508.2 Voting shall be by a show of hands unless the meeting decides upon a ballot.
- 508.3 Voting at elections when an officer or position is contested shall be by a secret ballot.

**SUBSECTION 600
NEW BRUNSWICK SENIOR HOCKEY COUNCIL**

ARTICLE 601 - Name

- 601.0 This organization shall be known as the New Brunswick Senior Hockey Council (NBSHC).
- 601.1 This Constitution shall have authority over everything pertaining to its own member leagues provided it is not contrary to the Hockey New Brunswick's ("HNB") Constitution.

ARTICLE 602 - Jurisdiction

- 602.0 The senior and adult recreation leagues and their member teams shall be members of HNB and shall be governed by and be subject to the respective constitutions, by-laws and regulations of the NBSHC, HNB and Hockey Canada.

ARTICLE 603 - Executive Committee

- 603.0 The NBSHC Executive Committee shall consist of a Chair, 1 Director from each Region and 1 NB Female Commission representative. The Chair shall preside at all NBSHC meetings of the NBSHC.
- 603.1 Each NBSHC Regional Director **shall be elected for a term of 2 years at a meeting of their Regional Operations Council, by each team that is a member of a registered league operating within the Region.**
- 603.2 In the event of a vacancy occurring, for whatever reason, the NBSHC Regional Director shall be appointed by the Regional Operations Council for the term or remainder thereof.**
- 603.3 Each team that is a member of a registered league will have voting privileges for the purpose of electing their Regional Director on the Executive Committee.
- 603.4 Voting at elections when an officer or position is contested shall be by secret ballot.
- 603.5 The Chair shall be elected in odd-numbered years by secret ballot, by majority vote, by all registered members present at the NBSHC Annual General Meeting, shall serve for a 2-year term and may be re-elected. HNB Executive Director shall conduct the election. Ballots shall be distributed, collected, counted and the results passed to the Executive Director. The Executive Director shall announce the election results of the Chair election. Ballots shall be destroyed on a motion from the floor. The Chair may not hold the position of a Regional Director.
- 603.6 The Vice-Chair shall be elected annually at the NBSHC Executive Committee's September meeting.
- 603.7 In the event of a vacancy of either of said offices, the vacancy shall be filled by the NBSHC Executive Committee

ARTICLE 604 - Membership

- 604.0 A member league may be admitted to membership in this organization or withdraw therefrom upon compliance with the NBSHC Constitution, By-Laws and Regulations.
- 604.1 All teams of member leagues shall become members of the NBSHC upon compliance with the NBSHC Constitution, By-Laws and Regulations.
- 604.2 An organized adult recreational group may register individual players for membership in the NBSHC upon compliance with the NBSHC Constitution, By-Laws and Regulations. Individual member fees and insurance premiums are mandatory.

ARTICLE 605 - Voting

- 605.0 At NBSHC Executive Committee meetings, the NBFHC representative and each Regional Director shall have 1 vote.
- 605.1 At NBSHC annual and special meetings each member region in good standing shall be entitled to 2 votes. Also, each league and team is entitled to 1 vote.
- 605.2 No proxy votes shall be allowed.
- 605.3 The Chair shall have a casting vote in case of a tie.
- 605.4 Voting shall be by a show of hands unless a meeting decides upon a secret ballot.
- 605.5 Competitive Senior League president has a voting right at all senior council meeting in regard to issues pertaining to senior competitive hockey.**

ARTICLE 606 - Duties and Powers of the Chair

- 606.0 The Chair shall exercise such duties and powers as conferred upon him by the constitution, by-laws and regulations. The Chair shall exercise all duties and powers of the Executive Committee when it is impossible to obtain a vote of his Executive Committee in the case of an emergency. In such a case he shall have his decision ratified by Executive Committee within fourteen (14) days.
- 606.1 All meetings of the Council shall be called on order of the Chair.
- 606.2 NBSHC special meetings shall be held when requested in writing by 3 member regions or when deemed necessary by the Chair. All special meetings shall be held at a time and place designated by the Chair.
- 606.3 A majority of the NBSHC Executive Committee shall form a quorum.
- 606.4 All NBSHC meetings shall be governed by Roberts Rules of Order.

Duties of the Female Commission Representative

- 607.0 The NBFHC Representative shall represent the NBFHC at all meetings of the NBSHC.
- 607.1 The NBFHC Representative shall be the NBSHC contact person with the female representatives on the Regional Operations Council.
- 607.2 The NBFHC Representative shall assist the Regional Directors administer and manage the senior female game in accordance with Hockey Canada, HNB and NBSHC Constitution, By-Laws and Regulations.
- 607.3 The NBFHC Representative shall accept and perform powers delegated to him by the Council regarding the senior female game.