

# WESTMORLAND-KENT FEMALE HOCKEY ASSOCIATION

## CONSTITUTION AND BY-LAWS



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## PART I - ARTICLES

### Article 1 Name of Association

The name of this organization shall be 'WESTMORLAND-KENT FEMALE HOCKEY ASSOCIATION'. (Hereinafter referred to as the WKFHA or the Association).

### Article 2 Affiliation and Jurisdiction

- 2.1 The WKFHA is and shall be a member of the New Brunswick Female Hockey Council (NBFHC) and is affiliated and registered with Hockey New-Brunswick (HNB) and Hockey Canada.
- 2.2 The WKFHA is a female association opened to female players in District 7 of Hockey New-Brunswick minor district. District 7 consists of minor association such as Kent-Center, Kent-South, Shediac and Cap-Pelé. District 7, effective starting hockey season 2006-2007 will reside under WKFHA (Westmorland-Kent Female Hockey Association)
- 2.3 The WKFHA shall have jurisdiction to manage and administer all female hockey within District 7 .

### Article 3 Objectives

This Association shall be a non-profit organization; the objective being to promote girls hockey in the District 7 area, and to stress the importance of good sportsmanship and good citizenship among the people of this Association. Promote fair play.

### Article 4 Membership

The membership of this Association shall include all parents and guardians of minor females and females who are the age of majority registered with this association and any other persons whom the membership and/or Board of Directors shall deem beneficial to this Association.

### Article 5 Executive Committee and Board of Directors

- 5.1 The Executive Committee of the Association shall consist of: Past President, President, Vice-President, Treasurer, Secretary and Registrar, who shall all be elected by the membership at the Annual General Meeting to take place in April 15 to May 8. The Executive Committee shall exercise such powers as the Board of Directors may authorize from time to time, including attending to the business of the Association and supervising the work of the officers. The Executive Committee shall keep minutes of its transactions and report it to regular meetings of the Board.
- 5.2 The Board of Directors shall include the Executive Committee and seven (7) Directors.
- 5.3 The term of office for the Executive Committee will be for two years. Board of Directors to be elected Bi-Annually except in the year 2006, where three (3) will be elected for a one year team and four (4) for two years.
- 5.4 Any member of the Executive Committee or the Board of Directors may resign, in writing, to the Secretary or the President, at any time. Should a position remain vacant at the time of the interim Annual General Meeting, elections may be held to fill such vacancy for the remainder of the two-year term.

- 5.5 The Board shall have the power to fill any vacancies, which may occur.
- 5.6 The Board shall have the authority to appoint any committee(s) it deems necessary for the good of the Association.

**Article 6 Voting**

- 6.1 All members shall be entitled to one vote.
- 6.2 At all Board and General Meetings (except those where amendments to the Constitution and Bylaws are proposed) a simple majority will be sufficient to carry the motion.
- 6.3 Amendments to the Constitution and By-laws will require a 2/3 majority of votes cast at the Annual General Meeting to pass such amendments.

**Article 7 Elections**

- 7.1 Elections are to take place at the Annual General Meeting of the Association .
- 7.2 All names presented for such elections must be nominated and seconded.
- 7.3 Such persons must be present or have consented in writing to let their names stand.
- 7.4 The membership can change any member of the Executive Committee or Board at a Special General Meeting

**Article 8 Meetings**

- 8.1 *Annual General Meetings*
  - a. The Annual General Meetings of this Association shall be held yearly or as otherwise allowed in the Constitution. This meeting is to be held between April 15 to May 8.
  - b. The election of the Board for the next period (two fiscal years) shall take place at the Annual General Meeting to be held each year between April 15 to May 8.. Interim vacancies will be filled per Article 5.4 of the Constitution.
  - c. A quorum of ten members is necessary in order to conduct such meetings.
- 8.2 *Board Meetings*
  - a. The Board shall meet once a month and other times as required.
  - b. The quorum of board meeting shall consist of 6 voting members plus the President or Vice President must be present to conduct such meetings.
- 8.3 *Board and Annual General Meetings may also be called under the following conditions:*
  - a. The President shall have the sole authority to call any meetings, and the Secretary shall notify all involved of same
  - b. When ten or more members of the Board excluding the President, request (in writing) that a Board or Annual General Meeting be called the President shall arrange for such a meeting to be held within three weeks.
  - c. When more than 50 of the members of this Association request that a Meeting be called the President shall abide by their request. Such request to be in writing and addressed to the Secretary. Such meeting must be held within 30 days.

*8.4 Duration of Meetings*

All meetings of this Association shall convene at 18:30 , unless circumstances dictate otherwise, and terminate at 21:30. unless the Board or the membership by resolution decides to continue past that time.

**Article 9 Order of Business**

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

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

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

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

**Article 10 Crests and Colours**

**10.1 Crest**

The WKFHA uniform crest will be (to be determined later and will be applied to the constitution when complete without a motion at the Annual General Meeting).

**10.2 Outerwear**

Jackets, pants and hats worn by any teams representing the WKFHA shall use standard WKFHA colors.

**10.3 Uniforms**

WKFHA team uniform colors for sweaters and socks shall use standard NHL team colors/ designs except where WKFHA standard colors are being used.

**Article 11 Tournaments and Jamborees**

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

**Article 12 Movement of Players**

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

**Article 13 Constitution**

- 13.1 This Association, its Executive, Board and any other member or representative shall recognize, observe and be bound by the provision of the Constitution and By-laws of the Westmorland-Kent Female Hockey Association as well as the HNB and CHA. The Policies adopted shall conform to the Constitution and Bylaws of this Association and shall be recognized as providing the basic rules governing this Association. The President, in a regular or special meeting, with a quorum of 7 Board members shall have the authority to interpret and make ruling on matters pertaining to this Association and not within this Constitution although subject to revision under Article 13.2.
- 13.2 Amendments
  - a. All proposed amendment(s) to the Constitution and By-laws must be submitted to the Secretary of the Association in a written and signed format and submitted to the Board of Directors for insertion into the Notice of Meeting.
  - b. A proposed amendment will only be considered at the Annual General Meeting and membership must be notified of the proposal in writing 14 days prior to the meeting.
  - c. The member(s) submitting the proposal must be present to make the formal motion
  - d. Amendments must receive a 2/3 majority of votes cast to be passed

## PART II – BY-LAWS

### **SECTION 1.0 - EXECUTIVE OFFICERS**

#### **1.1 President**

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

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

#### **1.2 Vice President**

The Vice-President shall perform all duties of the President in his/her absence and shall act as coordinator for any of the Directors.

#### **1.3 Secretary**

- a. Shall be a signing officer of the Association.
- b. Shall keep an accurate record of the proceedings of this Association
- c. Shall handle all correspondence on behalf of this Association.
- d. Shall publish an agenda for the General Meetings and distribute it to all in attendance at the meeting.
- e. Shall conduct any other business necessary for the welfare of this Association
- f. Shall conduct other administrative duties assigned by the President.
- g. Shall assist the Registrar with both registration and record keeping.
- h. Shall be responsible for any news releases with the local papers
- i. Shall be responsible for promotion and distribution of all literature of the organization including newsletters
- j. Only the Secretary or the President can issue a formal communiqué for the WKFHA.

#### **1.4 Treasurer**

- a. Shall handle all monies of this Association and shall keep an accurate record of all monies received and disbursed, and shall report such matters at all meetings.
- b. Shall ensure that a financial review of the Association be conducted by an independent professional accountant, at the end of the Association's fiscal year by person(s) approved by the Executive. The fiscal year shall be May 1 to April 30.
- c. Shall pay all accounts of this Association by cheque. The Treasurer and either the President or Secretary shall sign such cheques.
- d. Shall be responsible to submit registration fees payable to the **HNB**
- e. Shall receive any receipts from any member of this Association incurring out of-pocket expenses, which may be reimbursed by this Association, if the Board deems the expense justified for the welfare of the Association.
- f. Shall receive from all members of this Association all monies collected on behalf of this Association.
- g. Shall be responsible for the annual budget and creation of the fiscal policy.

**1.5 Registrar**

- a. Is responsible for all aspects of hockey registration
- b. Recommends registration dates.
- c. Arranges for use of facilities for registration.
- d. Obtains volunteers and draws up a schedule of times for registration day duties.
- e. Provides copies of the registration lists to Directors
- f. Provides the Director of Officials a list of persons interested in refereeing.
- e. Provides a list of persons interested in volunteering in any capacity such as coaching, managing, etc.
- g. Maintains a continuing master list of registration throughout the year and supplies copies to the Secretary when required
- h. Collects all registration fees and forwards to the Treasurer, keeping records of collections.
- i. Ensures that all fees are paid prior to participation in hockey program.

**1.6 Past President**

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

**SECTION 2.0 – BOARD OF DIRECTORS**

Seven (7) Directors to be elected Bi-Annually except year 2006, where three (3) will be elected for a one-year team and four (4) for two years. Elections will occur annually for terms that have been completed.

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

Directors will hold various positions such as:

- Director of Tournaments and Jamborees
- Director of Ice Allotment
- Director of Officials
- Director of Coaching
- Director of Novice and Atom
- Director of Pee Wee, Bantam and Midget
- Director of Equipment

Descriptions of such Directors role are as follows:

**2.1 Director of Tournaments and Jamborees**

- a. Shall assemble a committee to assist in Tournament and Jamboree activities.
- b. Shall be responsible for filing forms and forward fees to the **HNB** for these events.
- c. Shall be responsible for coordinating all Tournament and Jamboree activities.
- d. Shall report to the Vice-President/President and the Board.

**2.2 Director of Ice Allotment**

- a. Shall be responsible for scheduling and assigning ice to various teams for both practices and games.
- b. Shall assist in coordinating all Tournament and Jamboree activities.
- c. Shall report to the Vice-President/President and Board.



**2.3 Director of Officials**

- a. Shall be the liaison with the **HNB** Officials Council.
- b. Shall ensure that game schedules are forwarded to referees.
- c. Shall ensure that bills for referees are accurate and report to the Treasurer and the Board of amounts owing.
- d. Shall report to the Vice-President/President and the Board.

**2.4 Director of Coaching**

- a. Shall be the liaison with the **HNB** Coaches Council.
- b. Shall interview and select Coaches for all Teams (except High School).
- c. Shall ensure that all coaches possess suitable coaching level certification or are willing to advance for this certification by attending a coach's clinic during the year of their appointment as coach.
- d. Shall ensure that all coaches have agreed to allow a police background check is done and that this activity is favorably carried out.

**2.5 Director of Various Divisions**

The Division Directors for (Novice/ Atom) (Pee Wee/Bantam/Midget)

- a. Shall be involved in evaluation of players for the purpose of balancing house league teams
- b. Distribute schedules to respective teams.
- c. Monitor division games.
- d. Report to Director of Operations, Vice-President/President and the Board.

**2.6 Director of Equipment**

- a. Shall be responsible for all equipment owned by the organization.
- b. Shall be responsible for signing out said equipment to coaches and other members deemed reasonable by the Director of Equipment.
- c. Shall be responsible for ensuring all signed out equipment is returned upon end of playing season.
- d. Shall be responsible for all purchases of equipment from appropriate sources. Invoices must be checked and submitted to the Treasurer for payment.
- e. Shall not spend over the approved budget unless deemed necessary by the Vice-President, Executive or Board of Directors.
- f. Shall report to the Vice-President/President and the Board on any purchases.

## PART III – RULES AND REGULATIONS

### **SECTION 3.0 - OPERATING PROCEDURES**

#### **3.1 Rules**

All playing rules in the WKFHA will be NBFHC, HNB and CHA, except for rules that are prescribed and endorsed by the WKFHA.

#### **3.2 Registration**

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

#### **3.3 Sponsors**

- No member of the WKFHA other than the President, Vice President or Secretary, or person(s) appointed by the President may approach a sponsor for funds for any purpose.
- All teams who wish to campaign for extra funds must obtain permission from the Board in writing.
- Failure to comply with this By-law may lead to suspension as determined by the Board of the WKFHA.

#### **3.4 Equipment**

- a. It shall be compulsory for all players in the WKFHA to wear equipment approved by the Canadian Standards Association (CSA).
- b. Any players registered in the WKFHA playing hockey, practicing or helping to coach, under the direction of the WKFHA, must be dressed in the approved hockey equipment.
- c. The Director of Equipment will manage all equipment paid for and owned by the WKFHA.

#### **3.5 Suspensions**

- a. A Discipline Committee will review suspension decisions.
- b. A player may be suspended for infractions during, prior to or after any game or practice:
  - i. For disrespect or abuse to any Board member, WKFHA member, parent and or player, officials or arena staff.
  - ii. For unsuitable conduct on or off the ice.
  - iii. For stealing property belonging to others.
  - iv. For destroying or mishandling property belonging to others.
- c. The Vice-President in consultation with the Director of Coaches may suspend a member of the coaching staff for just cause.
- d. All suspensions in the WKFHA must be reported to the designated Director or to the Vice-President.
- e. All suspensions, which occur in the association of the WKFHA, may be subject to Appeal Rule 14.

#### **3.6 Injuries**

When injury prevents a player or team official from continuing in the game or practice, the coach or manager will fill out a CHA injury report form and return it to the Director of Coaching within 24 hours. This report form must be filed with the HNB office immediately but no later than 60 days of the accident.

### **3.7 Use of Ice Time**

- a. If allocated ice time is not going to be used the coach or manager shall notify the Director of Operations.
- b. The Director of Ice Allotment must be given at least 72 hours notice of unused ice.
- c. Non-contracted ice used by any team will not be paid for by the WKFHA without the prior approval of the Director of Operations.
- d. The arena must be notified 48 hours prior to a scheduled or exhibition game.

### **3.8 Playing Time for Players**

All coaches in the WKFHA will endeavor to have all players receive equal ice time. WKFHA will encourage and promote Fair Play at all times.

### **3.9 Penalties**

For all penalties, the WKFHA will abide by NBFHC, HNB and CHA rules, except where the WKFHA has more strict penalties.

### **3.10 Playoffs**

- a. All play-off formats will be determined by the respective divisional directors.

### **3.11 Protests**

- a. Protests for the house league games will be entered on the game sheets and a letter submitted to the Director of Operations within 24 hours along with a \$20.00 fee which is refundable if the protest is upheld. The Director of Operations, in association with the Director of Coaches will render a final decision within 48 hours.
- b. Competitive teams will follow NBFHC and HNB rules.
- c. Protests, which deal with a referee's ruling, will not be accepted unless rule interpretations are involved.

### **3.12 Appeals**

- a. A coach, player or parent may appeal a protest or suspension in writing to the Vice-President within 48 hours.
- b. Within 10 days of notification of a decision of the Discipline Committee, the Grievor has the opportunity to appeal the committee decision in writing to the WKFHA Executive.
- c. An Executive appeal hearing will be held within a reasonable time by the President and two members of the WKFHA who were not involved in the Discipline Committee involved in the appeal.
- d. The decision of the Executive is final and binding.

### **3.13 Discipline**

- a. A Discipline Committee shall be appointed to rule in matters of discipline. The committee shall consist of the chairperson and two others selected from the membership of the WKFHA who are not directly involved in the issue in question. The President will not be a member of the Discipline Committee.
- b. The Discipline Committee will provide an opportunity for a Discipline hearing to resolve the issue in question within a reasonable time of the receipt of the issue.

### **3.14 Recreational Playing Rules**

- a. Recreational players will be evaluated and drafted to produce balanced teams and movement of players from team to team may take place up to December 1, if required.
- b. Recreational teams will operate on the basis of EQUAL ICE TIME PER PLAYER on the following MANDATORY basis:
  - i. Double shifting of any player is prohibited except that the player of the same position from the immediately preceding shift may replace an injured player.
- c. No intentional body checking will be allowed in any division.
- d. No foul or abusive language by coaching staff or players will be tolerated.
- e. Each WKFHA team will have at least one adult female as a member of the coaching staff to participate in all games. Her duties are:
  - i. To act as liaison between the players in the dressing room and parents or coaches
  - ii. To endeavor to be at or near the dressing room for all games and practices.
  - iii. To endeavor to participate in all practice situations with the team.
- f. Players are to be ready 15 minutes before scheduled start time so coaches will have time for a pre-game meeting.
- g. The home team is responsible to supply the game sheet , a timekeeper and scorekeeper.
- h. All games will be three 12-minute stop time periods . The timekeeper should set the game clock at 15 minutes for the first period. When the clock runs down to 12 minutes the game should start.
- i. It is the home team coach's duty to assure that the game sheet is submitted to the Director of Operations.

### **3.15 Rules of Department**

- a. To foster reasonable behavior, to enhance sportsmanship and to make competition a developmental experience, the WKFHA requires its players and parents to meet minimum standards of conduct.
- b. The members of this Association will not condone nor encourage violence or bad manners or bad language on or off the ice.
- c. Among both house league and traveling teams, CHA behavior modification penalties will be implemented. In exceptional circumstances, the Vice-President may impose additional penalties.
- d. In any team situation, in or around ice surfaces, dressing rooms or arenas, proper behavior is expected of the WKFHA players and coaching staff. Acts of violence use of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.
- e. Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in cases of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the Vice-President and the Board where suspensions will be encouraged.
- f. Coaches and managers are expected to strenuously enforce this guideline in each category from Initiation to Senior. (The standard of what is acceptable is what is deemed acceptable in the presence of anyone.)
- g. Consumption of alcoholic beverages or drugs by players or coaching staff in a game or practice situation, or arriving inebriated in such a situation, is grounds for immediate dismissal.
- h. Players, parents or members of the WKFHA who do not meet these standards will be encouraged not to attend games. Failure to comply could result in suspension or expulsion from the hockey program.