



Minor Hockey Constitution Template

HOCKEY NEW BRUNSWICK

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Constitution Template

The purpose of this document is to provide a constitution template for Minor Hockey Associations in New Brunswick. Each section contains information that can be included in an association's constitution. However, not every section is mandatory, it is the responsibility of the association to determine what is required to effectively operate their organization. Examples are italicized in each section and links to examples from other constitutions are provided in each section.

Section 1 - Constitution

Article 1 – Name

- 1.1 *The association shall be known as (INSERT NAME HERE).* If the organization is incorporated, then a statement can be included: *The name of the organization is incorporated under the laws of New Brunswick* (See p. 3 [LMHA](#)).
- 1.2 It can also be mentioned here what organizations the Association is affiliated with for instance, Hockey New Brunswick and Hockey Canada. *This association is a member of Hockey New Brunswick (HNB); the governing body of amateur Hockey in New Brunswick; a member of the New Brunswick Minor Hockey Council (NBMHC); further this association is a member of Hockey Canada; the governing body of amateur Hockey in Canada* (See p. 13 [HNB](#)).

Article 2 – Goals and Objectives

- 2.1 This section will contain 4-5 goals and objectives of the organization. Included in this section should be the purpose or mission statement for the organization as well as goals and objectives that guide the decisions of the executive (See p. 14 [HNB](#); p. 3-4 [SJYMHA](#)).
- 2.2 For example: *to promote, foster, and encourage good sportsmanship and skill development.*
- 2.3 Or: *to provide direction, education, and support to all coaches, players, volunteers, officials, and parents.*
- 2.4 It is recommended that 4-5 goals and objectives are stated, however each association can determine the appropriate amount for their organization.

Article 3 – Membership

- 3.1 This section will describe what is required to be a member of the organization. For example: *any adult who contributes to the success of the organization or any parent or guardian of a registered athlete who is in good standing* (See p. 3 [MMHA](#); p. 4 [LMHA](#)).
- 3.2 A section can also describe what rights members of the Association are entitled to. For instance, *members are entitled to: receive notice of meetings, attend meetings, speak at meetings, participate in the Association's programs, etc.* The rights that members are not entitled to can also be outlined. For instance, *members are not entitled to: vote at meetings, use the Association without consent, use the Association's resources without consent, etc.* (See p. 15 [HNB](#)).
- 3.3 The association should outline their geographical boundary to inform prospective members whether they are eligible to join the organization. It should also be mentioned that *members residing outside of this area will be dealt with on a case by case basis in consultation with neighboring associations and the District Director. In instances of dispute, the District Director will reserve final decision* (p. 4 [LMHA](#)).
- 3.4 Proof of residency procedure should also be included: *The Executive reserves the right to request a proof of residency for any member of the Association* (See p. 5 [LMHA](#)).

Article 4 – Board of Directors

- 4.1 Executive – the structure of the executive will need to be outlined. Common practice is to include 6-8 or 10-15 members, depending on the size of your organization, on the executive. Positions can include but are not limited to: Past President, President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Competitive Coordinator, Recreational Coordinator (See p. 6 [LMHA](#); p. 5 [MMHA](#)).
- 4.2 Elections and Appointments – the election process will need to be outlined. Generally, the Executive is elected at the Annual General Meeting. The process to elect or appoint a new member if a previous member has left before their term is complete should also be included (See p. 5 [MMHA](#); p. 5 [SJYMHA](#)).
- 4.3 Terms of Office – when a member of the executive is elected they will serve a term with the option of re-election. Terms can vary from 1-3 years; the appropriate term will be determined by each association. There is generally a maximum service time any one member can serve

in a position, however each association will determine if this is appropriate for their association (See p. 5 [MMHA](#); p. 6 [LMHA](#)).

- 4.4 A process to remove members from the executive should be included as well. This can be through an executive vote (i.e.: 2/3 or ½ plus 1 in favour of removal) and/or providing written documentation (14/30 days prior to) when a board member will be leaving their position (See p. 6 [LMHA](#)).
- 4.5 The powers of the executive can be outlined as well. Whether specific powers of certain members (President, Treasurer) or powers of the Executive as a whole. For example: *The Vice President shall act in the absence of the President and may also be a signing officer of the Association.* Or: *The Executive Officers will have the authority to suspend or discipline any athlete, coach, parent, manager, trainer, or any other official member of the Association* (See p. 7 [LMHA](#); p. 6 [SJYMHA](#)).
- 4.6 Signing authority will require signatures from certain members of the Executive to process cheques and distribute funds. For example: *All cheques issued by the Association shall require two signatures, the Treasurer and either the President or Vice-President* (See p. 8 [LMHA](#)).

Article 5 – General Meeting of Members

- 5.1 The process of Executive meetings will provide a guide for the Executive to determine when and where meetings will take place. As well it can be determined how many members of the Executive must be present to make resolutions.
- 5.2 The Annual General Meeting will need to be scheduled before the fiscal year end. This can be outlined by stating: *The Annual General Meeting shall be held on such a day each year and at such a place that the Executive may determine a resolution. Such a meeting shall take place no later than the fiscal year end (commonly May 31st)* (See p. 5 [LMHA](#)).
- 5.3 Scheduled meetings during the hockey season and offseason will allow the Executive to discuss problem's or initiatives. A statement should be included such as: *The Executive Officers of the Association shall meet during the hockey season and during the offseason, at scheduled meetings* (See p. 7 [LMHA](#)).
- 5.4 Special meetings will also occur and should be included in with a statement: *A special meeting of the Executive may be called at any time by order of the President, Vice President,*

or Executive. The Executive shall call a meeting if required to do so by requisition in writing signed by (i.e.: 50% plus 1, 66%) of the Executive members (See p. 5 [LMHA](#)).

Article 6 – Amendments

6.1 In the event the constitution or by-laws need to be amended a process should be outlined to make necessary changes. There will need to be a set percentage of votes to change the constitution or bylaws. Changes are generally voted upon at the annual general meeting, however that is the decision of the Association. These changes can be made annually or every 2 years (See p. 16 [HNB](#); p. 13 [SJYMHA](#)).

Article 7 – Fiscal Year

7.1 The fiscal year should be outlined by the Association. This is the date when the year ends for the Association and the next begins. Generally, this will be the last day of the month after the hockey season has concluded (March, April, May) (See p. 17 [HNB](#); p. 13 [MMHA](#); p. 8 [LMHA](#)).

Section 2 - By-Laws

The constitution will cover the fundamental principles of your organization but does not prescribe specific procedures that will be used to manage your organization. Bylaws describe procedures in detail that allow your organization to operate in an orderly manner. Bylaws provide further information on Constitution articles and are more easily changed as the organization itself changes. Several relevant bylaws have been outlined below. As mentioned in the Constitution section nothing stated below is mandatory. It is the responsibility of the organization to determine what is fitting for their own organization. This is not an exhaustive list so be sure to add sections that may be unique to your organization (See [University of Southern Indiana](#) for further reading on By-Laws).

By-Law 1 – Board of Directors

1.1 This section can expand on the Board of Directors section of the constitution. This can include a value statement for what the Board is responsible for, how often they should meet, any training that may be required, and the duties and responsibilities of each board member. The duties and responsibilities can also act as a job description when a new board member is needed (See p. 18-19, 20-23 [HNB](#); p. 7-8 [LMHA](#); p. 8-11 [SJYMHA](#); p. 6-9 [MMHA](#)).

By-Law 2 – Committees

- 2.1 Committees are an important component of any minor hockey association. Committees can include, but are not limited to Appeals committee, Membership committee, Finance committee, Personnel committee, Awards committee, etc. (See p. 23-28 [HNB](#); p. 9 [LMHA](#); p. 10, 13 [MMHA](#)).
- 2.2 Accompanying each committee can be the purpose of the committee, provisions for creation, selection of members, and a dissolution procedure.

By-Law 3 – Meetings

- 3.1 This section should expand on the current Constitution. This section can include how often meetings should be held, quorum, who has voting rights, who can call special meetings, how meetings will be conducted, minutes requirements, attendance policy, etc. (See p. 28-29 [HNB](#); p. 11-12 [SJYMHA](#)).

By-Law 4 – Financial

- 4.1 This section can include descriptions of how books will be kept, expenditure approval, preparation of the budget, expenditure reporting, etc. (See p. 17-18 [HNB](#); p. 13 [MMHA](#)).

By-Law 5 – Elections

- 5.1 This section can expand on Article 4 and By-Law 1. This section can provide eligibility requirements, qualifications (previous experience, time with the organization), when the election is held, how votes are cast, and how the winner is decided (See p. 30 [HNB](#); p. 7-8 [LMHA](#)).

By-Law 6 – Registration

- 6.1 This section can outline the registration process for your organization. This can include how registration is set, for instance: *The Executive will set the annual registration date.* How to determine registration fees, proof of residency, deadlines, etc. can also be included (See p. 10 [LMHA](#); p. 14 [MMHA](#)).

By-Law 7 – Certification/Screening Policy

- 7.1 Coaches are required to be certified (level of certification is dependent on the age group they are involved with) and complete a criminal background check and vulnerable sector check. An outline of what is required can be included in this section.
- 7.2 For instance: *All volunteers, bench and on-ice personnel 16 years and older, registered with Hockey New Brunswick, require Speak Out or Respect in Sport. All volunteers, bench and on-ice personnel 18 years of age and older must have a cleared criminal record check and vulnerable sector check* (See p. 5-6 [NBMHC](#)).
- 7.3 Deadlines to complete all certification can be mentioned along with the consequences of not submitting the required documentation. *If they have not submitted a criminal record check or vulnerable sector check by the required date, they will be deemed ineligible on the team roster and will be unable to participate in team activities until they provide a copy of the required documents* (See p. 5-6 [NBMHC](#); p. 76 [HC](#)).
- 7.4 Certification expiration dates can also be included. *All volunteers of HNB must complete a criminal record check and vulnerable sector check every 3 years. All HNB registered minor hockey teams must have a bench staff member that has successfully completed the Hockey Canada Safety program and is currently certified. Their certification will expire five years after the date of the course* (See p. 5 [NBMHC](#)).

By-Law 8 - Coach Selection

- 8.1 A coach selection procedure should be in place. This section can include coach selection criteria, who makes the selections, qualifications, deadlines, coaching standards, head and assistant coach responsibility, etc. (See p. 12-13 [MMHA](#); p. 10 [LMHA](#)).

By-Law 9 - Player Selection

- 9.1 A player selection process can also be included. This section can include who assigns players to teams, who can approve teams or placements, minimum and maximum sizes, player movement, etc. (See p. 14 [MMHA](#); p. 11 [LMHA](#)).

By-Law 10 – Conflict of Interest

- 10.1 To prevent conflict of interest issues from effecting the management of your organization a policy should be in place.

10.2 This section can include a description of a conflict of interest: *A potential conflict of interest is deemed to arise when any elected member of the Executive Committee, coach, team manager, etc. is involved* (See p. 10 [NBMHC](#)).

10.3 When a conflict of interest arises a process can be outlined here. For instance: *When a conflict of interest is deemed to have arisen the member involved:*

a. shall immediately notify the committee

b. shall not participate in discussion and shall absent themselves from any discussion that is considered a conflict.

c. shall not solicit information on any item (See p. 10-11 [NBMHC](#); p. 61 [HC](#)).

By-Law 11 – Code of Conduct

11.1 To ensure proper conduct is practiced at every level of the organization a code of conduct policy should be in place.

11.2 The purpose of a code of conduct is to ensure a safe and positive environment by making individuals aware that there is an expectation of appropriate behaviour consistent with your Association's (and/or governing bodies) core values.

11.3 This code applies to individuals' conduct during the Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with activities, and any meetings (See p. 51-54 [Athletics Canada](#)).

11.4 This section can include resources created by the Associations governing body (i.e. [HNB Fair Play Policy](#)). For instance: *The membership shall adhere to the HNB Fair play policy* (See p. 10 [NBMHC](#); p. 32 [HNB](#); p. 15 [MMHA](#)).

11.5 A process can also be outlined for incidents that break the Associations Code of Conduct. For instance: *If a member of the Association has been found, on inquiry, to be guilty of conduct unbecoming of a member, (upon resolution passed by majority of the Board of Directors), the Board may suspend or cancel membership in the Association for a specified time or indefinitely* (See p. 10 [MMHA](#); p. 9 [LMHA](#)).

By-Law 12 – Suspensions

12.1 Suspension guidelines should be in place to ensure the Association has a clear process for disciplining inappropriate behaviour.

- 12.2 Initially a general statement can be made that any violation of the Association's constitution, by-laws, or rules & regulations will result in a suspension. For instance: *Any violation of the Association's Constitution, By-Laws, Regulations or decisions of the Executive Committee by any member of the Association shall render such member liable to suspension to suspension by a 2/3rds vote of the Executive Committee* (See p. 6-7 [NBMHC](#); p. 17 [HNB](#); p. 31-32 [HC](#)).
- 12.3 A secondary statement recognizing all suspensions administered by Hockey Canada, Hockey NB, and other Minor Hockey associations. Members suspended by these bodies will also be ineligible to participate in other associations until the suspension is lifted, served, or elapsed. For instance: *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 the Association until the suspension has been served or the suspension has elapsed from within the League and/or Council in which it was given* (See p. 33-34 [HNB](#); p. 152 [HC](#)).
- 12.4 For specific minimum standards regarding suspensions refer to the [NBMHC Minimum Standards of Discipline](#) (p. 5-6, 11-16, 20-27) and [Hockey Canada By-Laws and Regulations](#) (p. 197-200, 201-205, 207-215).

By-Law 13 – Appeal Procedures

- 13.1 When dealing with suspensions, the Association will also want to have an appeal procedure in place. This policy will inform members with a procedure to dispute a given suspension.
- 13.2 A timeline should be outlined for this procedure. For instance: *Appeals of Board or Committee rulings must be presented in writing to the Secretary of the Association within three (3) days of the receipt of such rulings* (See p. 12 [MMHA](#); p. 10 [LMHA](#); p. 8 [NBMHC](#); p. 128 [HC](#)). This will inform the Association's members and ensure appeals are presented in a timely manner.
- 13.3 Response time should also be outlined in this section. Generally, appeals will be responded to within 1 week of receipt. For instance: *The Executive will meet and hold a hearing for the appeal within seven (7) days of receipt of the written appeal* (See p. 10 [LMHA](#); p. 12 [MMHA](#); p. 7 [NBMHC](#); p. 38 [HNB](#); p. 129 [HC](#)).

Additional Resources

Athletics Canada - Rules and Bylaws:

<http://athletics.ca/wp-content/uploads/2015/02/Rules-and-Bylaws.pdf>

Boxing Ontario - Constitution and Bylaws:

<http://s20188.pcdn.co/wp-content/uploads/Boxing-Ontario-Constitution.pdf>

Hockey Canada - Bylaws, Regulations, History:

<https://cdn.hockeycanada.ca/hockey-canada/Corporate/About/Downloads/2018-19-bylaws-e.pdf>

London Borough of Hammersmith and Fulham - A Guide to Starting a Sports Club:

https://www.lbhf.gov.uk/sites/default/files/A_Guide_to_Starting_a_Sports_Club_tcm21-149209.pdf

Northern Territory Government Department of Tourism and Culture - Drafting Guide – Model Constitution for Regional Sporting Association:

https://dtc.nt.gov.au/_data/assets/pdf_file/0009/427329/29-regional-sporting-association-drafting-guide.pdf

Skate Canada – Sample Club Constitution and By-laws:

<https://mbskates.ca/wp-content/uploads/2015/02/Club-Constitution-Eng.Revised.pdf>

Sport Manitoba – How to Start a Club:

<https://www.sportmanitoba.ca/sites/default/files/SportMB/Files/How%20To%20Start%20A%20Club.pdf>