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**CONSTITUTION**

**Revised: May 1, 2021**

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### 1. NAME

The name of the organization shall be "Lewisville Minor Hockey Association Inc. - L ‘Association de Hockey Mineur de Lewisville Inc." The name is incorporated under the laws of the Province of New Brunswick.

### 2. AIMS AND OBJECTIVES

2.1. To give any child, regardless of race, creed, social status, or ability an equal opportunity to play hockey as a wholesome and healthful recreation under conditions which teach and promote the principles of good citizenship, sportsmanship, pure competitiveness and fair play, in an effort to assist the individual child to obtain a healthier and happier life.

2.2. To give as many children as possible in the area served by the *L.M.H.A Inc*. the opportunity to participate and to improve their individual skills.

2.3. To continually assess and continually attempt to obtain the best coaching, referees and volunteers available and, that by virtue of this, insist that all officials in all areas of *L.M.H.A* *Inc.* activities conduct themselves in an honourable manner and give of themselves to the point that the individual child is of prime importance.

2.4. L.M.H.A Inc. operates under the umbrella of H.N.B. and must follow the regulations of NB Minor Hockey Council operations manual.

2.5 Lewisville Minor Hockey Association Policy/Operations Manual is to be used as a guide for the LMHA Board for the day to day operations of LMHA. In special circumstances, as decided by LMHA Executive Board, may change the Policy/Operations Manual by a majority vote of Executive Members.

### 3. MEMBERSHIP

The membership shall be made up of:

3.1. Any adult who contributes time and effort for the benefit of the *L.M.H.A Inc*. or any parent who pays the registration for a child and is in good standing.

3.2. Any child in the Residential Qualifications Boundary who is eligible under the constitution of the *L.M.H.A Inc*.; however, these members shall have no voting or office holding privileges.

3.2(1) Residential Qualifications Boundary Guidelines

The following is a geographical description of the *L.M.H.A Inc*. Residential Qualifications Boundary, within the City of Moncton limits:

* + - Commencing on Route 15 (Veterans Highway) to a point where it meets Route 11 (Miramichi Highway);
    - Thence westerly along the median of Route 15 (Veterans Highway) to a point where it meets Harrisville Boulevard;
    - Thence along the median of Route 15 (Veterans Highway) to a point where it meets Lewisville Road/Paul Street;
    - Thence westerly along Route 15 (north side of Halls Creek traffic circle) to a point that meets Lewisville Road/Botsford Street;
    - Thence north-westerly along the median of Wheeler Boulevard to a point that meets the centreline of Morton Avenue;
    - Thence easterly along the centreline of Morton Avenue to a point that meets the centreline of McLaughlin Drive;
    - Thence northerly along the centreline of McLaughlin Drive to the Kent County limits; thence following the Kent County line to a point which meets Highway 11.
* The following limits shall override the above boundary limits: (added May 2012)

 **Route 490, going north, up to, but excluding Route 485 (Sweeneyville Road).**

 **Route 115, going east, up to, but excluding civic no 3156.**

 **Shediac River Road – Cap Breton Road (going east, up to but excluding civic no1255 Shediac.**

 **River Road (where Cape Breton Road, changes to Shediac River Road).**

 **Route 134 going east, up to and including civic no 2323 (where is changes from**

**Lakeville to Shediac Cape).**

 **Scotch Settlement Road – McDougall Road (going east, up to St David’s Church, where Scotch Settlement Road changes to McDougall Road.**

Players residing outside the city limits will be dealt with on a case by case basis in consultation with neighbouring associations and the District Director. In instances of dispute, the District Director will reserve final decision.

3.2(2) Proof of residency

The Executive reserves the right to request a proof of residency from any active member of the Association.

3.2(3) City of Moncton - Lewisville Minor Hockey Association boundary map

The present boundaries as outlined in 2.1 and displayed in 2.3 will govern the boundaries of the Lewisville Minor Hockey Association.

3.3. All members must be registered by the *L.M.H.A Inc*. All members will be subject to the regulations of H.N.B. and the decisions and directions of the executive body of the *L.M.H.A Inc.*

3.4. Annual honorary memberships may be awarded at the discretion of the Executive; such memberships would have no voting or office holding privileges.

### 4. GENERAL MEETING OF MEMBERS

4.1. The annual general meeting of the members shall be held on such a day in each year and at such a place as the Executive may by resolution determine. Such meeting shall take place no later than May 31st each year.

4.2. Special meeting of the members may be convened at any time by order of the President, Vice-President or of the Executive and shall be held at such place and time as the President or Vice-President directs.

4.3. The Executive shall call a special meeting of members if required to do so by requisition in writing signed by 50% plus one (1) of the Executive members.

4.4. A quorum for any meeting of members shall be at least 50% plus one (1) voting members in good standing.

4.5. The President shall act as Chairman or appoint a Chairman at every meeting; in his absence the Vice-President, or if the Vice-President is not present then any other member of the Executive as chosen by the meeting shall take the Chair and preside.

4.6. Every matter submitted to the meeting shall be by way of motion proposed and seconded and every member shall have one vote upon every motion.

*4.7.* All meetings shall be conducted in accordance with generally accepted parliamentary procedure.

### 5. EXECUTIVE STRUCTURE

The *L.M.H.A Inc*. shall operate under the direction of its executive body which shall be comprised of the following officers:

Past President Secretary

President Treasurer

1st Vice-President (administrative) Competitive Director

2nd Vice-President (ice time coordinator) Recreational Director

5.1. The affairs of the *L.M.H.A Inc.* shall be managed by a seven (7) member executive plus the Past President if applicable. The Executive of the Association shall be elected at the annual meeting and the terms thereof shall be for one year from the meeting at which they are elected or until their successors are elected.

5.2. Past president position is a one-year term.

5.3. Any vacancy from time to time occurring in the Executive shall be filled by appointments by such Executive members that remain in office.

5.4. A quorum of the Board shall be 50% plus one (1) Executive members.

5.5. The office of Executive members shall be vacated:

a) upon his/her death;

b) if he/she is declared insolvent or if he/she becomes of unsound mind;

c) if he/she ceased to be a member of the Association;

d) if he/she resigns by notice in writing;

e) if he/she is removed from office by a vote of two-thirds of the members present at a special meeting of the general membership. Notice of this impeachment is to be given in writing fourteen (14) days in advance of meeting to all voting members of the *L.M.H.A Inc.*

5.6. Special private meetings of the Executive shall be called by the President or Vice-President and shall be held at such place and time as determined. At least two Executive meetings are open to all members of the *L.M.H.A Inc*. and shall be scheduled by the Executive. Agenda items must be submitted in writing at least 72 hours prior to the meeting.

5.7. All members of the Executive must be notified prior to any *L.M.H.A Inc.* Executive or special private meeting.

5.8. Matters arising at any meeting of the Executive shall be decided by a majority vote of Executive present, unless otherwise stated in this constitution. There shall be no votes by proxy. In the case of an equality of votes, the Chairman shall cast the deciding vote.

5.9. The signing officers of the *L.M.H.A Inc*. shall be the President, 1st Vice-President and Treasurer.

5.10. The Executive may exercise all such powers of the Association as are permitted by the constitution, or as required to be exercised by the members in a general meeting.

5.11. The President shall be the Chief Executive Officer of the Association and shall, if present, preside at all meetings of the Association and of the Executive and shall sign all instruments which shall perform all duties which may be assigned to him from time to time by the Executive. The President may appoint a chairman to preside over Executive and general meetings of the Association.

5.12. The 1st Vice-President shall perform all the duties of the President in the absence or inability or refusal to act of the President.

5.13. The 2nd Vice-President shall perform all the duties of the 1st Vice-President in the absence or inability or refusal of the 1st Vice-President.

5.14. The Secretary shall keep a record of the minutes of all meetings held by the Association and perform any correspondence which the Executive may require.

5.15. The Treasurer shall have the care and custody of all funds of the Association and shall keep proper books of account thereof. He shall deposit all funds with such financial institutions as may be approved by the Executive.

5.16     PRESIDENT

The President shall be the chief Executive Officer of the Association and shall, if present, preside at all meetings of the Association and of the Board of Directors.  The President shall sign all instruments that require the signature of the President and shall perform all duties that may be assigned to him/her from time to time by the Board.

The President must:

  (a) Be a member in good standing;

(b) Have a minimum of two (2) years’ experience as a volunteer Member of the Association.

If a President with a minimum of two (2) years’ experience is not obtained a majority of the Board or Association shall form a quorum for the appointment.

5.17     1ST VICE-PRESIDENT

Either one of the Vice-Presidents shall be vested with all powers and shall perform all the duties of the President in the absence, disability, or refusal to act as the President.  The 1ST Vice-President shall also have such other powers and duties, if any as may from time to time be assigned to them by the Board.

The Vice – President must:

(a)       Be a member in good standing;

(b)      Have a minimum of one (1) year experience as a volunteer Member of the Association.

If a Vice-President with a minimum of one (1) years’ experience is not obtained a majority of the Board or Association shall form a quorum for the appointment.

5.18 TREASURER

The Treasurer must:

(a) Be a member in good standing;

(b)      Have a minimum of one (1) year experience as volunteer Member of the Association.

If a Treasurer with a minimum of one (1) years’ experience is not obtained a majority of the Board or Association shall form a quorum for the appointment.

### 6. SIGNING AUTHORITY

All cheques issued by the Association shall require two signatures: The Treasurer and either the President or 1st Vice President.

### 7. ANNUAL AUDIT

The books of the Association shall be reviewed by external auditors.

### 8. FISCAL YEAR

The fiscal year of the Association shall be from June 1st to May 31st.

### 9. NOMINATION COMMITTEE

The Executive will appoint a nomination committee which will bring forth a proposed slate of officers at the annual meeting. These nominees and any nominations made from the floor of the meeting will be voted on by the members at the meeting. Officers will be elected by majority vote. Only members of the *L.M.H.A Inc*. as per article 3.1 may be elected as an officer. The report of the nominating committee shall be sent with the notice of annual meeting to the membership.

### 10. DISCIPLINARY COMMITTEE

10.1. The Disciplinary Committee shall be composed of two (2) members of the Executive and two (2) Directors. These members shall be appointed by the Executive at the first Executive Board meeting each year. A minimum of three (3) Disciplinary Committee members must be involved in each disciplinary action.

10.2. If a member of this Association has been found on inquiry by the Committee to be guilty of conduct unbecoming to him/her in his/her capacity as member, upon resolution passed by a majority, the Executive may suspend or cancel membership in the Association for a specified period of time or indefinitely.

10.3. Notice of a resolution of this disciplinary committee shall be served on the member by means of a hearing with one or more of the members of the Disciplinary Committee.

10.4. Any violation of regulations of the *L.M.H.A Inc*. by a member will be referred to the Disciplinary Committee for inquiry and action.

10.5. Any rule, infraction or misconduct which could warrant suspension by the Disciplinary Committee shall be dealt with within a period of seven (7) days.

10.6. It will be within the power of the President to suspend any member, with due cause, until a hearing is held to deal with such suspension. Such hearing must be held within seven (7) days.

### 11. EXE

### CUTIVE REPORTS

At the annual meeting all Executive members with the exception of Past President and Secretary will submit a report of the past year's activities, including all income and expenditures; this report is to be in written form.

### 12. AMENDMENTS

This Constitution may be amended only by a two-third majority vote of the members present at the annual meeting of the Association. Notice of amendments must be submitted to the Association Secretary by April 15th and must be shared with the membership no later than 10 days before the AGM.

### 13. APPEALS

Any appeals of executive or committee rulings must be presented in writing to the Executive. The Executive will then hold a hearing and deal with the appeal within seven (7) days of receipt of the written appeal.

### 14. REGISTRATION

14.1. The Executive will set the annual registration date.

14.1(1) The Executive reserves the right to request a proof of residency from any player wishing to register for membership in the *L.M.H.A Inc*. Should residency not be within the Residential Qualifications Boundary established in 3.2 (1) of Membership, registration will be refused.

14.1(2) The deadline for registration will be strictly adhered to, with the exception that additions will be permitted to register and will be placed on teams if and when vacancies occur.

14.2(3) The final decision as to which league, division or team any child will play on will be decided by the Executive.

### 15. AGE LIMITS

All age limits will comply with the H.N.B.

### 16. COACHES

All coaches and officials will be members of the *L.M.H.A Inc*. and will be approved and appointed by the Executive to individual teams.

### 17. STRUCTURE OF TEAMS

17.1 Competitive league teams will be duly registered to compete in provincial playoffs under regulations laid down by the N.B.M.H.C. These teams will be subject to all regulations of the *L.M.H.A Inc*.

17.2. Recreational teams will be all other teams of the Association. These teams will be subject to all regulations of the *L.M.H.A Inc.*

17.3. All teams will be picked at the annual tryouts.

17.4. Competitive teams may only register and dress players in accordance with the rules set down by N.B.M.H.C.

17.5. Any player movement between competitive and recreational league teams shall be in accordance with the regulations adopted by N.B.M.H.C.

17.6. After November 30th, all players moved must be approved by the Executive and must be for critical reasons.

### 18. TEMPORARY OFFICIALS

Under emergency circumstances, a majority of the Executive present may appoint temporary officials who will have the authority of regular game officials. All officials will be subject to *L.M.H.A Inc.* and Hockey Canada regulations.

### 19. GENERAL

**Lewisville Minor Hockey Association Organizational Chart is found in Appendix 1.**

No individual or group will issue letters or bulletins without the prior consent of the Executive.

All fundraising must have the authorization of the Executive.

Any award or gifts donated to the Association must be approved by the Executive