



**North East Minor Hockey Association  
7 Kennedy's Brook Drive  
Torbay, NL A1K 1K7**

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**Constitution  
Version 1.3  
(Updated June 2025)**

## **Article 1 – Name**

The name of the organization shall be the **North East Minor Hockey Association (NEMHA)**, hereinafter referred to as "the Association."

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## **Article 2 – Boundaries**

The geographic boundaries of the Association, as determined by Hockey Newfoundland and Labrador, include: Bauline, Pouch Cove, Flatrock, Torbay, Outer Cove/Middle Cove/Logy Bay, and Portugal Cove/St. Philip's.

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## **Article 3 – Objectives**

The Association is committed to providing a comprehensive and inclusive hockey program for all eligible participants within its boundaries. The objectives of the Association include:

1. Ensuring equal opportunities for all participants to engage in hockey based on interest and ability.
2. Fostering self-confidence and respect for others through discipline, teamwork, and fair play.
3. Promoting a positive attitude and good sportsmanship.
4. Supporting and overseeing the delivery of a well-structured recreational hockey program.

The Association subscribes to the principles and objectives of Hockey Canada.

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## **Article 4 – Amendments**

Amendments to the Constitution may be made only at the Annual General Meeting (AGM), in accordance with the following procedures:

### **1. Scheduling and Rescheduling the AGM**

- The AGM shall be held annually at a time and date determined by the Association.
- In the event of unforeseen circumstances (e.g., inclement weather, facility availability), the Association shall:
  - Provide written notice of the revised date, time, and location to all members.

- Ensure the meeting is held within 60 days of the original date.
- Maintain the validity of all previously submitted nominations and proposed amendments.

## **2. Submission of Proposed Amendments**

- Proposed amendments must be submitted in writing to the Secretary at least two (2) weeks prior to the AGM.
- The Secretary will then notify the Board of Directors of the proposed changes.

## **3. Notice to Members**

- All proposed amendments shall be shared with the membership and Association at least one (1) week prior to the AGM using appropriate channels (e.g., email, website).

## **4. Voting Eligibility**

- Only members in good standing, of this association, are eligible to vote. Each eligible member shall have one (1) vote.

## **5. Voting Procedure**

- Voting on proposed amendments will occur during the AGM.
- Voting may be conducted by show of hands, secret ballot, or electronically, as determined by the Association.
- A quorum must be present for voting to proceed.

## **6. Approval Threshold**

- Amendments require a two-thirds (2/3) majority vote of the members present and voting at the AGM.

## **7. Recording of Results**

- Results shall be recorded in the official minutes and communicated to the membership in a timely manner.
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## **Article 5 – Membership**

Membership shall include:

1. Registered players and their parents/guardians in good standing.
  2. Individuals aged 18 or older who support the Association's objectives and have been accepted by the Association.
  3. Honorary members as determined by the Association.
  4. Coaches and referees registered with the Association.
  5. Members of the elected Board, including the Immediate Past President.
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## **Article 6 – Voting**

1. Members aged 18 or older, in good standing and not under suspension, are entitled to one vote.
  2. Proxy voting is not permitted.
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## **Article 7 – Nominations**

1. A call for nominations shall be issued 30 days prior to the AGM.
  2. Nominees must submit a completed nomination form at least 15 days before the AGM. All nominations shall be posted 7 days prior to the AGM.
  3. If nominations are insufficient, floor nominations will be accepted at the AGM with a seconder.
  4. Only qualified voting members may be elected.
  5. Each candidate may speak for one minute before the vote.
  6. All nominees must be in good standing.
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## **Article 8 – Board Composition and Governance**

**Board of Directors** The Board shall consist of nine (9) voting members and one (1) non-voting advisory member:

### **Executive Officers:**

1. President
2. Immediate Past President (non-voting)
3. Vice President
4. Treasurer
5. Secretary

### **Directors:**

6. Director – All-Star
7. Director – House League (Learn to Skate/U7/U9)
8. Director – House League (U11–U18)
9. Director – Female Hockey
10. Director – Community, Sponsorship & Fundraising

### **Terms of Office:**

- Executive Officers: Two-year terms, eligible for re-election.
  - President & Secretary: Elected in odd-numbered years.
  - Vice President & Treasurer: Elected in even-numbered years.
- Directors: Two-year terms, eligible for re-election.
  - Odd years: All-Star, House League (LtS/U7/U9).
  - Even years: House League (U11–U18), Female, Community/Sponsorship.

### **Eligibility:**

- President: Must have served at least one year on the Board of Directors.
- If no member meeting this criterion seek election, nominations shall be open to all members in good standing with the association
- Treasurer: Must hold a business/accounting degree or diploma (exceptions allowed subject to Executive interview).
- If no member meeting this criterion seek election, nominations shall be open to all members in good standing with the association with interviews being conducted by the executive board to select a qualified candidate.

#### **Vacancies:**

- Filled by Board appointment.

#### **Quorum and Voting:**

- Quorum: Five (5) members.
- Meetings may be held in person or virtually.
- Decisions by majority vote unless otherwise specified.

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### **Article 9 – Honorary Membership**

Honorary Membership is the highest distinction awarded by the Association in recognition of exceptional service. Candidates must be nominated at the AGM by a member in good standing and approved by a two-thirds (2/3) majority vote of those present. Honorary members possess full voting rights.

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### **Article 10 – Operational Structure and Seasonal Appointments**

**Board Administration** The Board shall meet regularly to ensure effective governance.

#### **Seasonal Roles:**

- Coordinators and committees may be appointed based on seasonal needs.
- An Expression of Interest (EOI) process will be issued for roles across all divisions (e.g., Learn to Skate, U7–U18, Female), including coaches and managers.

#### **Appointments:**

- Appointed by Board vote.
- Coordinators report to relevant Directors.
- Committees may be formed as needed.

#### **Participation:**

- Coordinators are non-voting.
- Monthly check-ins with Directors required.
- May attend Board meetings as needed.

#### **All-Star/Provincial Teams:**

- All-Star and Competitive teams are part of the association and follow its rules.
- Teams are selected at annual tryouts.
- All-Star teams may register 17 players (15 skaters + 2 goalies).
- Teams will receive fair and consistent ice time allocation.

#### **Fundraising:**

- All fundraising activities must be authorized by the Community, Sponsorship & Fundraising Director, with support from the Association and follow the Fundraising policy guidelines.

#### **Registration:**

- The Association sets the annual registration date.
- Deadline is firm, with exceptions for new residents.
- Final team placement decisions rest with the Association.

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### **Article 11 – Meetings**

1. The AGM shall be held by June 30 each year.
  2. Board meetings shall occur monthly at a minimum and at the President's discretion.
  3. Special Board meetings may be called by three (3) Board members.
  4. Special general meetings require a request from seven (7) Board members.
  5. Fifteen (15) non-executive members may request a special meeting in writing.
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## **Article 12 – Responsibilities of the Board**

The Board shall:

1. Delegate authority to committees as needed.
2. Enforce discipline for conduct violations.
3. Suspend members for excessive meeting absences (If board members fail to attend meetings on a regular basis or three meetings in a row, they may be suspended for the balance of his/her term through a majority vote of a quorum of the Board of Directors).
4. Fill vacancies by appointment.
5. Vacate positions under specific conditions:
  1. upon his/her death;
  2. if he/she is declared insolvent or if he/she becomes of unsound mind;
  3. if he/she ceases to be a member of the Association;
  4. if he/she resigns by notice in writing;
  5. if he/she is removed from office by a vote of two-thirds of the members present at a meeting of the general membership. Notice of his/her impeachment to be given in writing fourteen (14) days in advance of meeting to all voting members of the Association.
6. Designate signing officers: President, Vice President, Treasurer, and Office Administrator (two required per cheque).
7. Empower the President to act as CEO of the Association and preside at all meetings of the Association, if present. The president shall sign all documents which require the signature of the Associations President and shall perform all duties as assigned by the Board of Directors. The President may appoint a Chairperson to preside over the Board of Directors meetings and general meetings of the Association. The president will also appoint committees as needed.
8. Empower the Vice President to act in the President's absence.
9. Require the Treasurer to manage financial compliance and reporting.
10. Require the Secretary to maintain official records and correspondence.

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## **Article 13 – Conduct of Parents/Guardians**



Parents/guardians must adhere to the Association's Code of Conduct. Interference with officials, coaches, or players may result in suspension and further disciplinary review.

Appeals must be submitted in writing and resolved within 7 days.

The president may suspend members with cause, pending a hearing within 7 days.

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#### **Article 14 – Audits & Fiscal Year**

- A certified accounting firm shall conduct an annual financial review.
  - Financial statements are available upon request.
  - The fiscal year is June 1 to May 31.
  - The treasurer will submit a written financial report at the AGM, detailing income and expenditures.
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#### **Article 15 – Indemnification**

The Association shall indemnify its Directors against legal actions related to their official duties. Directors are covered by liability insurance maintained by the Association.

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#### **Article 16 – Colours**

The official team colours are **black, gold, and white**, and the team logo features an Eagle, known as the "Northeast Eagles." Changes must be approved by the Association.

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#### **Article 17 – Division Names**

All divisions shall follow Hockey Canada's age-based naming conventions (e.g., U7, U9, etc.).

All age limits must comply with Hockey Newfoundland and Labrador policy (some exceptions do apply).

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#### **Article 18 – Allocation of Property**

Association resources shall only be used to advance its objectives. No income or property shall be distributed to members, except for approved reimbursement of expenses. All official materials are the property of the Association.

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#### **Article 19 – Conflict of Interest**

All Board members must declare any conflicts of interest at the beginning of each meeting.

Conflicts of interest must be documented in the meeting minutes.

Board members with a conflict of interest must abstain from voting on related matters.

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#### **Article 20 – Dispute Resolution Process**

Disputes between members, parents, or volunteers should be reported to the Board in writing.

The Board will appoint a neutral committee to review and resolve disputes.

The committee's decision will be final and binding.

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#### **Article 21 – Volunteer Screening and Safety**

All coaches and volunteers must undergo background checks.

Volunteers must complete Safe Sport training before participating in activities.

The association will maintain records of completed background checks and training.

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#### **Article 22 – Digital Governance**

Digital communications, voting, and record-keeping will be conducted through secure platforms.

Virtual meetings will be scheduled and conducted with proper notice to all members.

Meeting minutes and records will be stored securely and accessible to authorized members.

No individual or group may issue communications (letters, emails, bulletins) without Association approval.

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### **Article 23 – Dissolution**

Upon dissolution, assets remaining after debt settlement shall be transferred to another organization with similar objectives, as determined by the Board or a judge of the Supreme Court of Newfoundland.

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### **Article 24 – General**

Matters not addressed in this Constitution shall be governed by the discretionary authority of the Board. This Constitution becomes effective upon its enactment by the Board.

DATED at Torbay this    day of June, A.D., 2025.

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James Walsh

President, North East Minor Hockey Association