

HALIFAX HAWKS MINOR HOCKEY ASSOCIATION

MEMORANDUM OF ASSOCIATION

WHEREAS the Halifax Hawks Minor Hockey Association is a voluntary association of "members", as defined in By Law 1, designed to promote and foster hockey in accordance with the rules and regulations of Hockey Canada, Hockey Nova Scotia, and Hockey Nova Scotia's Minor Council. Now therefore be it enacted.

ARTICLE 1: NAME

The name of the Society is the Halifax Hawks Minor Hockey Association and shall be referred to hereinafter as the 'Association'

ARTICLE 2: OBJECTIVES AND VALUES

The objects of the Association are to:

- a) Conduct, foster, organize and instigate for the provision of minor hockey as a recreational activity in the community of Halifax for participants as defined for minor hockey by Hockey Canada;
- b) Foster and encourage sportsmanship and respect;
- c) Organize and administer teams for internal and inter-association competition; and
- d) Organize and conduct programs and initiatives designed to develop the skills of its participants.

The core values of the Association are to:

- a) Create a positive hockey experience for all participants in a safe, fun, sportsmanlike environment;
- b) Foster the development of life skills, including respect for all people by all participants;
- c) Nurture teamwork, through which we strive to be the best we can be;
- d) Demonstrate consistency in our decisions and applications of policies and regulations;
- e) Encourage innovation and creating an environment where learning and flexibility are the tools we use to wisely handle changing circumstances;
- f) Encourage teamwork; and
- g) Maintain perspective and a healthy balance between life and the game.

PROVIDED that nothing herein contained shall permit the Association to carry on any trade, industry, or business and the Association shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the Association shall be used solely for the purpose of the Association and the promotion of its objects.

PROVIDED, further, that if for any reason the operations of the Association are terminated or are wound up, or are dissolved and there remains, at the time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to some other charitable organizations in Canada, having objects similar to those of the Association.

ARTICLE 3: LOCALITY

The activities of the Association are to be carried on in the area of the City of Halifax, in the Province of Nova Scotia as recognized by Hockey Nova Scotia's, Minor Council, as may be amended, from time to time.

HALIFAX HAWKS MINOR HOCKEY ASSOCIATION

BY-LAWS

In these By-Laws, unless there be something in the subject or context inconsistent therewith,

- a) "Association" means Halifax Hawks Minor Hockey Association.
- b) "Board of Directors" means the Board of Directors of the Association.
- c) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
- d) "Special Resolution" means the resolution passed by not less than three-fourths of such members entitled to vote as are present at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
- e) "AGM" means Annual General Meeting.

BY-LAW 1: MEMBERSHIP

- a) The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these By-Laws, and none others, shall be members of the Association, and their names shall be entered in the Register of Members accordingly.
- b) For the purposes of registration, the number of members of the Association is unlimited.
- c) The Association may be composed of the Board of Directors, registered coaches, registered volunteers, and other members in 'good standing' as defined in (d) and (e).
- d) A parent or legal guardian of a fully registered minor age player will be accorded membership upon receipt of all registration fees due to date. This membership will be limited to one per family and shall be valid until the next AGM.
- e) Registered coaches and other persons having an interest in the Association and demonstrating willingness to actively participate in its activities may be sponsored for membership by two members in good standing, and approval of such membership shall be on a two-thirds majority vote of the Board of Directors. The membership shall be valid until the next AGM.
- f) Designated registered minor officials shall enjoy all privileges of the membership but are not eligible to vote on any matters pertaining to the Association.
- g) Every member of the Association shall be entitled to attend any AGM of the Association and to vote at the AGM and to hold office, but there shall be no proxy voting.
- h) Membership in the Association shall not be transferable.
- i) Membership in the Association shall cease upon the death of a member or if, by notice in writing to the Association, they resign their membership, or if they cease to qualify for membership in accordance with these By-Laws.
- j) A member in 'good standing' is a member who abides by the Objects, Policies, Memorandum of Association and By-Laws of the Association, the rules, articles and regulations of Hockey Canada and Hockey Nova Scotia, have paid all their dues and fees to the Association, and have not had their membership suspended or revoked.
- k) Any member who violates either the objects, Policies or the By-Laws of the Association may be deprived of their membership upon written notification by the Board of Directors.

BY-LAW 2: MEETINGS

- a) The Annual General Meeting of the Association shall be held in June of each year on such date and in that month as may be determined by the Board of Directors and the Board Administrator shall give notice in writing, by email or by posting on the Association's website, of the AGM to all active members of the Association at least two weeks before the date on which the meeting is to be held.

- b) Special meetings of the Association may be called at any time by the Board of Directors, or upon written, or an email request signed by at least five members in good standing. Such special meetings must be called within thirty days of such a request.
- c) Notice of meetings shall be sufficiently given if notified at least three days in advance to all members in good standing as determined by the Board, but non-receipt of such notice by any member shall not invalidate the proceedings of any meeting.
- d) If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it shall stand adjourned to such time and place as a majority of the members then present shall direct.
- e) The President of the Association shall preside as President at every annual and special meetings of the Association.
- f) If there is no President, or if at any meeting they are not present at the time of holding the same, the Executive Vice President shall preside as President. If neither is available, the members present shall choose a member of the Executive Management Committee to preside as President.
- g) If there is no President, Executive Vice President, or member of the Executive Management Committee or if at any meeting, neither the President nor a member of the Executive Management Committee is present at the holding of the same, the members present shall choose someone of their number to preside.
- h) The President shall have no vote except in the case of an equality of votes. In the case of any equality of votes, they shall have the deciding vote.
- i) The President may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.
- j) At any general meeting, unless a poll is demanded by at least one member, a declaration by the President that a resolution has been carried and an entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution.
- k) If a poll is demanded in the manner aforesaid, the same shall be taken in such manner as the President may prescribe, and the result of such poll shall be deemed to be the resolution of the Association in general meeting.

BY-LAW 3: VOTES OF MEMBERS

- a) Only members, in good standing, present are entitled to vote at a meeting and each member of the Association is entitled to one vote on a motion, resolution or question put to the meeting. There shall be no proxy voting.

BY-LAW 4: BOARD OF DIRECTORS OF THE ASSOCIATION

- a) The Board of Directors of the Association shall consist of elected members who shall hold office for a period of two years. The elected members shall be voting members of the Board of Directors and consist of the President; Past President; Executive Vice President; Vice President, Finance; Vice President, Diversity & Community; Board Administrator; Vice President, Risk Management; Vice President, Development; Vice President, Competitive Hockey, Vice President, 'C' (Recreation) Hockey, Divisional Directors for 'C' Recreation Divisions (U7, U9, U11, U13, U15, U18/U23), Directors for Competitive (U11, U13, U15 and U18) and Equipment Director. The members of the Board of Directors shall perform their duties without remuneration.
- b) The Board of Directors shall appoint members who shall hold office for a period of one year. All appointed positions shall be non-voting positions and include Referee-in-Chief and Members-at-Large.
- c) No business shall be transacted at a Board Meeting of the Association unless a quorum of members is present at the commencement of such business. A quorum shall consist of 8 members of the Board of Directors, subject to By- Law 4d.
- d) Any person who fails to attend a meeting shall not be deemed a member for quorum purposes if they have failed to attend the two consecutive meetings immediately preceding that meeting. Upon attendance at a subsequent meeting,

the regular membership status of persons affected by this section shall be restored. For example, if a Board member misses three meetings in a row the attendance required for quorum will be reduced by 1.

BY-LAW 5: ELECTION OF OFFICERS

- a) Any members of good standing of the Association shall be eligible for election to the Board of Directors.
- b) Any member of the Board of Directors, for the past two years, shall be eligible for the election to the office of President.
- c) All elections shall take place at the AGM. The nominating committee shall provide its report to the general membership not less than twenty-one (21) days prior to the AGM by providing a list, as complete as possible, of one nominee for each elected position. Notification shall be given by posting on the Association website and providing a written list to the Board Administrator that will be made available at the request of any member.
- d) The membership may nominate members for a Board of Directors position by providing notice to the Board Administrator not less than 15 days prior to the AGM. Such notice shall set out the name of the member nominated and the position for which the member is nominated. The nomination must be signed by not less than five (5) members in 'good standing' and must be signed by the nominee indicating that they are willing to accept the position if elected.
- e) A list of all duly nominated candidates and notice of election shall be communicated to the membership, by e-mail and notice of the Association website, not less than ten (10) days prior to the AGM.
- f) Nominations from the membership must take place in accordance with By-Law 5(e). There will not be a call for nominations at the AGM.
- g) Voting at the AGM for positions on the Board of Directors shall be by secret ballot, anonymous virtual poll, or ballots. To be declared elected a candidate must receive fifty (50) percent plus one vote of the ballots cast. In cases where more than two candidates are offering and no candidate receives the required number of votes on a ballot, the candidate with the fewest votes shall be eliminated and a further ballot held. This process shall continue until a winner is determined.
- h) The election of Officers at the AGM shall be conducted by the Chair of the Nominating Committee. They shall appoint scrutinizers and they shall vote only to break a tie.
- i) Voting for elected positions shall be held in the following order:
 - President
 - Executive Vice President;
 - Vice President, Finance;
 - Vice President, Risk Management;
 - Vice President, Diversity & Community;
 - Board Administrator;
 - Vice President, Competitive Hockey;
 - Vice President, 'C' (Recreation) Hockey;
 - Vice President, Development;
 - Divisional Directors, 'C' (Recreation) Division (U7, U9, U11, U13, U15, and U18/U23);
 - Divisional Directors, Competitive Division (U11, U13, U15 and U18); and
 - Equipment Director.
- j) Notwithstanding By-Law 5(b), in the event that no eligible person is available to stand for election to the office of President, any member of good standing of the Association for the past two (2) years shall be eligible for election providing they receive not less than a majority vote of any such members entitled to vote.
- k) Any position not filled by election at the AGM of the Association, due to non-availability of candidates, shall be filled as soon as possible through appointment approved by the Board of Directors. Any vacancy that may occur within the Board of Directors shall be temporarily filled by appointment within thirty (30) days by the President until the next AGM, at which time an election would otherwise be held or an appointment made for the office vacated.

- l) Under no circumstances can a Nominating Committee member be offered for candidacy. Any person having aspirations of an elected position must make their intentions known at the time of selection to the Nominating Committee and accordingly decline membership.
- m) An elected or appointed Officer may be removed from office for reasons of incompetence or actions that contravene the policies and principles of the Association as described in these Memorandum of Association and By-Laws . A written complaint against an elected or appointed Officer must be tabled at a Board Meeting by another elected or appointed Officer. If the complaint and recommendation of removal from office are upheld by a 67% vote of the Board of Directors, then the officer will be removed.

BY-LAW 6 - POWERS OF THE BOARD OF DIRECTORS

- a) The management of the activities of the Association shall be vested in the Board of Directors who, in addition to the powers and authorities by these By-Laws or otherwise expressly conferred upon them, may exercise all such powers, and do all such acts and things as may be exercised or done by the Association and are not hereby or by statute expressly directed or required to be exercised or done by the Association in general meeting. The Board in the exercise of these powers shall conform to any regulation or direction that may from time to time be imposed upon it by the membership at an annual or special meeting.
- b) Any contracts, deeds, bills of exchange or other instruments and documents made on behalf of the Association shall be authorized by the Board of Directors and executed on behalf of the Association by such Board of Directors members as the Board of Directors may from time to time designate.
- c) The Board of Directors is empowered to employ staff and determine their duties, responsibilities, and remuneration. Staff members employed by the Association are eligible for full membership within the Association.
- d) The Board of Directors of the Association may from time to time in their discretion, subject to these By-Laws:
 - acquire and take by purchase, donation, devise, bequest or otherwise, real estate and personal property, and hold, enjoy, sell, exchange, lease, let, improve, and develop the same, and erect and maintain buildings and structures;
 - raise or borrow money for the purposes of the Association;
 - sign or endorse bills, notes, acceptances, cheques, contracts, and other dividends of or securities for money borrowed for the purposes aforesaid; and
 - issue debentures or mortgage the real property of the Association to secure payment of money borrowed by it.
- e) Neither the Board of Directors nor any person acting on their behalf shall sell, exchange, or otherwise alienate the real property of the Association without the approval of the membership of the Association by way of special resolution duly passed at a special meeting of the Association called for that purpose, notice of which meeting has been given in writing to all members in good standing at least twenty days prior to the meeting.
- f) Contracts, deeds, bills of exchange and other instruments and documents may, only with the approval of the Board of Directors, be executed on behalf of the Association by the President and the VP, Finance or otherwise as prescribed by resolution of the Board of Directors.
- g) The Board of Directors may delegate certain powers and authority to an Executive Management Committee consisting of: President; Past President; Executive Vice President; Secretary; Vice President, Diversity & Community; Vice President, Risk Management; and Vice President, Finance. Actions of the Executive Management Committee must be confirmed by the Board at the next regularly called Board meeting.

BY-LAW 7: DUTIES OF THE OFFICERS

- a) President. The President is the Chief Executive Officer of the Association and shall:
 - Preside over all Association meetings and perform all duties generally associated with the office of President;
 - Shall have full oversight of the personnel and task management of the staff of the Association, and act as the liaison from the Board of Directors to the staff of the Association;
 - Call Special or General Meetings at any time;

- Provide leadership in determining policies and in the administration of the affairs of the Association;
- Be the official representative at all functions or events, unless otherwise stipulated by the Memorandum of Association and By-Laws;
- Have the power to suspend members for misconduct, on or off the ice. Such suspensions shall be referred to the Board of Directors within seven (7) days from the day on which the decision to suspend was made. The Board of Directors has the power to uphold or revoke the suspension;
- Maintain financial signing authority;
- In addition to their normal duties, may, at their discretion in emergency situations, exercise all the authorities of the Board of Directors providing that any such emergency action taken is referred to the Board of Directors for confirmation or rejection within ten (10) days;
- By reason of their office, shall automatically be an ex-officio member of all Association committees;
- Be responsible for the liaison between the Association and Hockey Nova Scotia's Minor Council;
- Submit a monthly report to the Board;
- Submit a year-end report at the AGM;
- In the event of extended absence, designate the Executive Vice President to act in their place; and
- Automatically transition into the role of Past President at the completion of their term as President.

b) Executive Vice President. The Executive Vice President shall:

- Report directly to and perform all duties assigned by the President and, in the absence of the President, exercise the powers and duties of the President;
- Be responsible for the governance functions of the Association including rules, regulations, and policies;
- Act as the Chairperson of the Association's Memorandum, By-Laws, Rules & Regulations. Committee;
- Act as Chairperson of the Association's Code of Conduct Response Committee and undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;
- Be responsible to oversee the activities of the Vice President, Competitive and the Vice President, 'C' (Recreation);
- Develop and execute an annual member survey and make appropriate recommendations;
- Maintain financial signing authority;
- Submit a monthly report to the board;
- Submit a year-end report for the AGM;
- Serve on other committees as required; and
- Perform all other duties associated with the office of the Executive Vice President or duties as assigned by the President.

c) Past President. The Past President is not an elected position and shall be held by the individual who most recently held the position of President. The Past President shall:

- Act as Chairperson of the Association's Nominating Committee;
- Support the President in their position through mentoring, coaching, and advising;
- Provide a historical context for Association operations, governance, and decision-making;
- Undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;
- Complete/respond to any responsibilities associated with being a Board member; and
- Serve on other committees as required.

d) Vice President, Risk Management. The Vice President, Risk Management shall:

- Establish safety and risk management awareness in the Association through related initiatives and communication;
- Develop and implement safety requirements and regulations for teams and team officials;
- Review emergency response procedures for arenas and facilities utilized by the Association and communicate these to members;

- Ensure Risk management policies are updated to date and current and create any policies that are required;
- Act in an advisory capacity for VP, Competitive and VP, Recreation on matters involving player or team official discipline;
- Undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;
- Submit a monthly report to the board;
- Submit a year-end report for the annual general meeting; and
- Perform all other duties associated with the office of the Vice President, Risk Management.

e) Vice President, Finance. The Vice President, Finance shall:

- Maintain proper book of accounts, receive and deposit funds in a chartered financial institution;
- Make disbursements with 'Board of Directors' approval;
- Remit to the Hockey Nova Scotia all dues and fees as established by Hockey Nova Scotia, and/or Hockey Canada;
- Present financial status updates to the Board of Directors on a monthly basis and as requested;
- Act as the Chairperson of the Finance Committee;
- Provide advice on financial matters;
- Cause annual financial statements to be prepared for submission to the Board of Directors, and the AGM;
- Coordinate professional financial engagements for the association;
- Develop and oversee team financial best practices;
- Maintain signing authority of the Association; and
- Perform all other duties associated with the office of Vice President, Finance.

f) Board Administrator. The Board Administrator shall:

- Record and maintain minutes of all Association meetings and distribute to all concerned within ten (10) days;
- Maintain a nominal list of all Board of Directors and member contact information;
- Distribute all material deemed necessary by the Memorandum of Association and By-Laws;
- Maintain security and safekeeping of all files, books and records of the Association;
- Notify members of meetings and other activities in accordance with the By-Laws;
- Table the report on player registrations for the year at the Annual Meeting;
- Act as the association appointed agent to make appropriate filings to the Registrar;
- Shall be responsible for the conduct of any correspondence and ensure the President has full knowledge of it; and
- Perform all other duties associated with the office of the Board Administrator.

k.) Vice President, Diversity & Community. The Vice President, Diversity & Community shall:

- Identifies fundraising activities, sponsorship or alternative funding opportunities which works towards reducing the cost of hockey;
- Increases the profile of the Hawks across our membership and the community including identifying opportunities to support the communities we serve;
- Identifies additional opportunities for HHMHA to connect with and support communities of concern and communities that are historically underserved and underrepresented in Ice Hockey;
- Oversee communication and engagement strategies with our members, and the broader Halifax community;
- Provide leadership in determining strategies, policies, and procedures that aims to reduce barriers for Association programs;
- Propose and assist in coordinating both mandatory and optional training and education awareness initiatives for coaches, team staff, players and supporters in relation to Diversity and Inclusion;
- Oversee the annual volunteer recognition awards and activities;
- Manage the Player Assistance Fund;
- Undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;

- Submit a monthly report to the board;
- Submit a year-end report for the AGM;
- Serve on other committees as required; and
- Perform all other duties associated with the office of the Vice President, Diversity & Community.

g) Vice-President, Competitive Hockey. The Vice President, Competitive Hockey shall:

- Oversee and support the activities of the Divisional Directors, Competitive Hockey;
- Act as the Association representative with the Central Minor Hockey Federation and attend all meetings on behalf of the Association;
- Liaise with the Divisional Directors, Competitive Hockey and the Manager, Association Operations, on matters related to scheduling of games and addressing conflicts;
- Shall act as a member of the Coach Development and Selection Committee;
- Lead and oversee the annual Competitive Team Tryout process;
- Undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;
- Submit a monthly report to the board;
- Submit a year-end report for the AGM; and
- Perform all other duties associated with the office of the Vice President, Competitive Hockey.

h) Vice-President, 'C' (Recreation) Hockey. The Vice President, 'C' (Recreation) Hockey shall:

- Oversee and support the activities of the Divisional Directors, 'C' (Recreation) Hockey;
- Act as the Association representative with the Metro Minor Hockey League and attend all meetings on behalf of the Association;
- Liaise with the Divisional Directors, 'C' (Recreation) Hockey, t and the Manager, Association Operations, on matters related to scheduling of games and addressing conflicts;
- Shall act as a member of the Coach Development and Selection Committee and coordinating 'C' (Recreation) Divisions coach selection with the respective Directors;
- Undertake all duties as outlined and associated with the Code of Conduct/Complaint Resolution Policy and Protocols pertaining to the position;
- Submit a monthly report to the board;
- Submit a year-end report for the AGM; and
- Perform all other duties associated with the office of the Vice President, 'C' (Recreation) Hockey.

i) Vice President, Development. The Vice President, Development shall:

- Coordinate initiatives and activities aimed at developing players, coaches and officials;
- Establish developmental sessions, schools or clinics as requested by the Association;
- Oversee and support the activities of the U7 Program and U9 Division to ensure that the Association Technical Curriculum is delivered effectively to all participants;
- Shall act as a member of the Coach Development and Selection Committee;
- Support the coordination and execution of the annual Development Weekend activities;
- Act as the Chairperson of the Coach Development and Selection Committee;
- Recommend technical and developmental initiatives to the Board of Directors and Association membership;
- Acts as the Association Liaison with Hockey Nova Scotia's Development Council;
- Submit a monthly report to the Board;
- Submit a year-end report for the AGM; and
- Perform all other duties associated with the office of the Vice President, Development.

j) Divisional Directors, Competitive (U11, U13, U15, and U18). The Divisional Directors, Competitive shall:

- Shall report to the Vice President, Competitive Hockey;

- Be responsible for the overall coordination, administration, and supervision of their respective division;
 - Shall, in cooperation with the Manager, Association Operations, be responsible for ensuring all players in their division are properly registered;
 - Ensure that any suspensions or discipline adhere to the Association Code of Conduct and that of Hockey Nova Scotia's Minor Council;
 - Liaise with the Vice-President, Competitive Hockey on scheduling changes or requirements;
 - Notify the Manager, Association Operations and the Equipment Director of any related requirements;
 - Act as a resource for the coach development and selection committee; and
 - Perform all other duties associated with the office of the Director of the Competitive Division.
- k) Divisional Directors, 'C' (Recreation) (U11, U13, U15, U18/U23). The Divisional Directors, 'C' (Recreation) shall:
- Shall report to the Vice President, 'C' (Recreation) Hockey.
 - Be responsible for the overall coordination, administration, and supervision of their respective division;
 - Shall, in cooperation with the Manager, Association Operations, be responsible for ensuring all players in their division are properly registered;
 - Shall allocate players to a team in the 'C' (Recreation) league with a view to balancing the strength of the teams as evenly as possible;
 - Ensure that any suspensions or discipline adhere to the Association Code of Discipline and that of Hockey Nova Scotia's Minor Council;
 - Notify the Manager, Association Operations and the Equipment Director of any related requirements;
 - Act as a resource for the coach development and selection committee; and
 - Perform all other duties associated with the office of the Director of the 'C' (Recreation) Division.
- l) U7 Director and U9 Director. The U7 Director and U9 Director shall:
- Shall report to the Vice President, Development;
 - Be responsible for the coordination, administration, and supervision of their respective division;
 - Shall, in cooperation with the Manager, Association Operations, be responsible for ensuring all players in their division are properly registered;
 - Shall allocate players to developmental groupings level based upon skill and ability;
 - Establish a schedule for ice sessions in accordance with the ice time allotted by the Association;
 - Select and appoint on-ice instructors and coaches;
 - Notify the Manager, Association Operations, and the Equipment Manager of any related requirements; and
 - Perform all other duties associated with the office of the Director of the U7 or U9 Division.
- m) Equipment Director. The Equipment Director shall:
- Maintain an equipment inventory for the Association;
 - Maintain and control access to the Association equipment room;
 - Establish annual equipment requirements based upon consultation with the Board of Directors;
 - Determine sources of supply and recommend equipment purchases;
 - Arrange for handling, storage, repairing, cleaning of equipment;
 - Issue and control of all Association equipment, including the issue and return of team jerseys;
 - Ensure that all equipment on loan is recorded and returned at season's end;
 - Provide an annual equipment requirements budget to the Finance Committee;
 - Submit a report on the status of the Association's equipment at the AGM; and
 - Perform any duties typically associated with the Equipment Director.

APPOINTED POSITIONS

- a) Referee-in-Chief: The Referee-in-Chief shall:

- Act as the officiating representative liaising with the Central Minor Hockey Federation, the Metro Minor Hockey League and the Hockey Nova Scotia Minor Council Referee-in-Chief in matters pertaining to on and off-ice officials;
 - Liaise with the Association for schedules and other officiating requirements;
 - Schedule and coordinate all game and minor officials for all activities of the Association;
 - Provide assistance, advice and guidance in officiating matters to Directors and the Association in general;
 - Appoint an Assistant Referee-in-Chief annually to assist them in all areas;
 - Submit register of all Association Referees/Officials;
 - Coordinate and conduct clinics and development sessions for referees, linesmen and minor officials as required;
 - Recommend Association officials for attendance at developmental clinics and other external opportunities;
 - Promote high standards of proficiency and professionalism in Association officials;
 - Maintain accurate records of games officiated and payment of officials and ensure that Game Sheets are delivered in a timely manner to the appropriate Association staff; and
 - Perform any duties typically associated with the Referee-in-Chief.
- b) Members at Large. The number of Member at Large positions will be determined annually by the Board of Directors. Members at Large shall:
- Be appointed for a period of one (1) year;
 - As a non-voting member, attend annual, special, and general board meetings of the Association; and
 - Aid the Association and Board of Directors in the coordination or delivery of priority tasks, strategic initiatives and/or special events as required.

BY-LAW 8: MISCELLANEOUS

- a) The Association shall file with the Registrar with its annual statement a list of its Board of Directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of Board of Directors, notify the Registrar of the change.
- b) The Association shall file with the Registrar a copy in duplicate of every special resolution within fourteen (14) days after the resolution is passed.
- c) The Association shall maintain a register of its members, and shall enter in it the names of every person who is admitted as a member of the Association, together with the following particulars:
 - the full name, address and occupation of every such person;
 - the date on which each person is admitted as a member; and
 - the date on which any person ceases to be a member.
- d) The Association shall furnish to any member upon request a copy of its Memorandum of Association and By-Laws.
- e) The seal of the Association shall be in the custody of the Manager, Association Operations and may be affixed to any document upon resolution of the Board of Directors.
- f) Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Association and of the Board of Directors shall be the responsibility of the Board Administrator.
- g) The books and records of the Association may be inspected by any member at any reasonable time within reasonable notice of not less than thirty (30) days prior to the AGM at the registered office of the Association.

BY-LAW 9: EXTERNAL THIRD-PARTY ACCOUNTANTS

- a) The Third-party Accountants of the Association shall be appointed annually by the members of the Association at the Annual General Meeting and, on failure of the members to appoint, the Board of Directors shall do so at the next meeting of the Board.

BY-LAW 10: AMENDMENTS TO THE BY-LAWS

- a) Amendments can only be made to the By-Laws at the AGM of the Association. With a quorum in place, a three fourths majority is required to adopt an amendment to a By-Law. At all Annual, Special or General Meetings of the 'Association', a quorum shall consist of fifty percent plus one vote of the eligible-voting members in attendance.
- b) Notices to amend the By-Laws must be received in writing or by email by the Association Secretary at least sixty (60) days prior to the AGM. The Board Administrator shall communicate by email and posting on the Association website all such proposed amendments to each member thirty (30) days before the AGM.

BY-LAW 11: FISCAL YEAR

- a) The fiscal year of the Association shall be the period from June 1 to May 31 annually.

BY-LAW 12: COMMITTEES

Standing Committees as listed below shall be appointed annually by the Board of Directors.

Coaches Development & Selection Committee:

- Chaired by the Vice President Development and comprised (at minimum) of the VP, Diversity & Community, VP, Competitive; VP 'C' (Recreation) Hockey, and the Technical Director (non-voting), the committee is responsible for the selection and development of the Association's coaches;
- The committee assesses coaches' performance and solicits feedback from the membership, board of directors, and staff for the purpose of development and selection; and
- After board consultation, propose a recommended slate of selections with rationale to the Board of Directors for approval.

Code of Conduct/Complaint Resolution Committee:

- Chaired by the Executive Vice President, the committee is responsible to address violations of the policy as dictated by the established protocols.

Finance Committee:

- Chaired by the Vice President, Finance, the committee is responsible to develop and recommend an annual budget and updates to registration fees; and
- Be responsible for annual review and update of all financial policies and processes.

Memorandum, By-Laws, Rules & Regulations Committee:

- Chaired by the Executive Vice-President, the committee is responsible to conduct an annual review of all documents to ensure accuracy and applicability.

Nominating Committee:

- Chaired by the Past President and comprised of at least three additional members, as appointed by the Board of Directors; and
- The nominating committee shall provide a slate of recommendations for consideration no later than the final regular board meeting prior to the AGM.

BY-LAW 13: ASSOCIATION COLOURS

- a) The official colors of the Association shall be Red, Black, and White.