



NORTHSIDE & DISTRICT MINOR HOCKEY ASSOCIATION
BY-LAWS

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

- a) **“Association”** means Northside & District 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*; and
- d) **“Special Resolution”** means the resolution passed by not less than two-thirds 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.

BY-LAW 1: MEMBERSHIP

- a) The subscribers to the Memorandum of Association, and such other person as shall be admitted to membership in accordance with these By-Laws, shall be members of the Association, and their names shall be entered into 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, coaches, registered volunteers and other members in “good standing” as defined in (d)
- d) A parent or legal guardian who has a child registered with the Association, and has paid all annual registration fees plus has no other outstanding fees owed within the Association, will be eligible for membership in the Association and, provided they

**Northside & District Minor Hockey
By-Laws**

- remain a member in good standing, may exercise the right to vote at the annual general meeting (one vote per family);
- e) The member must be registered no later than ten (10) minutes after the posted meeting time at which time registration will be closed. Members not registered at this time will not be entitled to vote at the meeting.
 - f) Every member of the Association in good standing shall be entitled to attend any annual general meeting of the Association and to vote at the annual general meeting and to hold office, but there shall be no proxy voting;
 - g) Membership in the Association shall not be transferable;
 - h) Members in “good standing” are members who abide by the Memorandum of Association, By-laws and codes of conduct 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.
 - i) The Board of Directors may deprive any member, who in the opinion of the Board of Directors violates either the spirit or objects of the Memorandum of Association, By-Laws or codes of conduct of the Association, of their membership upon written notification.

BY-LAW 2: MEETINGS OF MEMBERS

- a) The annual meeting of the Association shall be held within two (2) months following the end of each fiscal year of the Association on such date as may be determined by the Board of Directors. The Secretary shall give notice of the annual meeting to all active members of the Association at least fourteen (14) days 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 President, the Board of Directors, or upon written request signed by at least twenty (20) members in good standing. Such special meetings must be held within thirty (30) days of such a request;

**Northside & District Minor Hockey
By-Laws**

- c) Notice of the meetings shall be sufficiently given if advertised on the Association's website, through the email address provided at the time each member is registered as a member of the Association or in a newspaper, the circulation of which covers the geographical area of the Association, but non-receipt of such notice by any member shall not invalidate the proceeding of any meeting. Twenty (20) members in good standing shall constitute a quorum for a special or general meeting of the Association;
- d) No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such business;
- e) 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;
- f) The President of the Association shall preside as Chairperson at every annual and special meeting of the Association;
- g) If there is no Chairperson, or if at any meeting the Chairperson is not present, the Vice Chairperson shall preside as Chairperson;
- h) If there is no President or Vice President at any meeting, the members present shall choose someone from their number to be Chairperson;
- i) The President shall have no vote, except in the case of an equality of votes. In the case of any equality of votes, the President shall have the deciding vote;
- j) 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;
- k) At any general meeting, unless a poll is demanded by at least one member, a declaration by the Chairperson 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 favor of or against such resolution; and

**Northside & District Minor Hockey
By-Laws**

- l) If a poll is demanded in the manner aforesaid, the same shall be taken in such manner as the Chairperson may prescribe (unless the demand includes a request for a secret ballot), and the result of such poll or secret ballot 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 and present at a meeting are entitled to vote and each member of the Association is entitled to one vote(maximum one per family) on a motion, resolution or question put to the meeting.

BY-LAW 4: BOARD OF DIRECTORS OF THE ASSOCIATION

- a) Any members of good standing of the Association shall be eligible for election to the Board of Directors;
- b) The Board of Directors of the Association shall consist of a minimum of nine (9) and a maximum of fifteen (15) elected members who shall hold office for a period of two (2) years. The members of the Board of Directors shall perform their duties without remuneration;
- c) The Board of Directors of the Northside & District Minor Hockey Association shall be comprised of fifteen (15) members. The Board of Directors will be nominated and elected at large from members of any geographic area within the boundaries of the Northside & District Minor Hockey Association, The Board members shall be elected for a term of two (2) years. In alternate years eight (8) or seven () members shall stand for election. Any candidate that is contesting a vacant seat on the Board and is elected shall serve out the tenure of the former Board Member.
- d) The Board of Directors may appoint non-director members in good standing to fill any of the following non-voting positions: Registrar, Risk Management Coordinator, Initiation Program Coordinator; Novice Coordinator; Atom Coordinator, Pee wee Coordinator, Bantam Coordinator, Midget Coordinator, Female Coordinator, Development

**Northside & District Minor Hockey
By-Laws**

Coordinator, Ticket Coordinator and any others that may be required. Appointed members will only attend Board meetings as required.

- e) No business shall be transacted at a Board Meeting of the Association unless a quorum of Directors is present at the commencement of such business. A quorum shall be 50% plus one member of the Board of Directors.
- f) At the discretion of the Board any Director who fails to attend a meeting shall not be deemed a member of the Board of Directors for quorum purposes if such Director has failed to attend the three unexcused 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 is required for a quorum will be reduced by 1; and
- g) Directors must attend a minimum of 50% of all meetings of the Board of Directors and of the Association and shall not be absent for greater than 3 consecutive meetings.

BY-LAW 5: NOMINATIONS

- a) A Nomination Committee, consisting of the immediate Past Chairperson, serving as chairperson and two other members as appointed by the Board of Directors shall provide a slate of members eligible for election to the Board of Directors to fill any vacant positions. If there is no immediate Past Chairperson, the Board of Directors will appoint 3 members to the Nomination Committee, who will select a chairperson from among their number.
- b) The members may nominate members for a Board of Directors position by providing notice to the Secretary not less than fifteen (15) days prior to the annual general meeting. Such notice shall set out the name of the member nominated.
- c) A list of all duly nominated candidates and notice of election shall be communicated to the membership, by notice on the Association website, not less than ten (10) days prior to the annual general meeting;
- e) There will also be a call for nominations at the Annual General Meeting.

Northside & District Minor Hockey
By-Laws

BY-LAW 6: ELECTION OF DIRECTORS AND OFFICERS

- a) Any member of the Board of Directors from the previous year shall be eligible for election the Executive Positions of President, Vice- President, Secretary and Treasurer
- b) Voting at the annual general meeting for positions on the Board of Directors and Executive shall be by secret ballot. If there are more candidates than positions available on the board in a year, those candidates with the greatest number of votes will be declared elected until all vacant positions are filled.
- c) The election of directors at the Annual General Meeting shall be conducted by the Chairperson of the Nominating Committee/Secretary. He / She shall appoint scrutineers. The President will vacate the chair and there will be a call for nominations. If there is only one candidate he/she will be declared elected. If there is more than one eligible candidate an election will be held by secret ballot. The successful candidate will then take the chair. An election will then be held for the positions of Vice President, Treasurer and Secretary.
- d) Any position not filled by election at the Annual General Meeting of the Association, due to non-availability of candidates, may be filled through appointment approved by the majority of the Board of Directors;
- e) Any vacancy that may occur within the Board of Directors may be temporarily filled by an appointment by the Board of Directors until the next Annual General Meeting, at which time an election would otherwise be held for the position vacated;
- f) An elected member of the Board of Directors may be removed from office for violation of the attendance policy set out in By-Law or for reasons of incompetence or actions that contravene the policies and principles of the Association as described in these Bylaws and the Memorandum of Association, provided that a written complaint and recommendation of removal from office are upheld by a two-thirds majority vote of the Board of Directors.

**Northside & District Minor Hockey
By-Laws**

BY-LAW 7: 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; The board will exercise its management duties consistent with the policies and procedures as determined by the board and subject to change at the board's discretion. The updated policies and procedures will be posted on the Association's website.
- b) The Board of Directors has a duty to act in the best interest of the Association. As such, individual Directors have an obligation to declare a conflict of interest if a potential exists for such Director's personal interest to conflict with that of the Board's and to abstain from participating in any such matter. In the event that a member does not declare such a conflict he/she may be deemed to be in conflict upon the consent of 2/3rds of the Board Members as directed by the President;
- c) 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;
- d) The Board of Directors shall determine the roles and responsibilities required of any appointed positions from time to time;
- e) Board of Directors is empowered to employ staff and determine their duties, responsibilities and remuneration. Staff members employed by the Association are not eligible for membership in the Association;
- f) Regular monthly meetings of the Board of Directors shall generally be scheduled for every second Tuesday upon commencement of the hockey season with weekly

Northside & District Minor Hockey
By-Laws

meetings possible as required; however, the date and time shall be set at the immediately preceding regular meetings. Special meetings of the Board may be called by the Chairperson on 2 days' notice. The Secretary shall provide the minutes, agenda and all materials to be considered at any meeting of the Board at least three (2) days in advance of the meeting.

BY-LAW 8: DUTIES OF THE OFFICERS AND REGISTRAR

a) President:

The President shall:

- Preside over all Association meetings and perform all duties generally associated with the President;
- 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;
- Maintain signing authority with the Executive Committee of the Association;
- By reason of his/her office, shall automatically be an ex-officio member of all Association committees;
- Shall be responsible for the liaison with Acadia University;
- Submit a report at the Annual General Meeting; and
- In the event of extended absence, designate the Vice Chairperson to act in his or her stead.

b) Vice President ;

The Vice President shall:

**Northside & District Minor Hockey
By-Laws**

- Report directly to and perform all duties assigned by the Board of Directors and, in the absence of the President, exercise the powers and duties of the President;
- Be responsible for the administrative functions of the Association including rules, regulations and policy including the processing of any amendments to the By-Laws in coordination with the Executive;
- Be responsible to oversee the activities of all Divisional Coordinators and Committees (Recreational, Competitive and Female) in coordination with the President;
- Submit a report for the Annual General Meeting; and
- Serve on committees as required.

c) Secretary:

The Secretary shall:

- Ensure board minutes of all Association meetings are distributed a minimum of two (2) days prior to next board meeting;;
- Ensure the office has a list of all Board of Directors and the Association's official list of members and attendance list for all meetings;
- Distribute all material deemed necessary by the Memorandum of Association and By-Laws;
- Ensure the office has security and safekeeping of all files, books and records of the Association;

d) Registrar:

The registrar shall:

- Be responsible for the organization and administration of the registration of Association players;

**Northside & District Minor Hockey
By-Laws**

- Maintain a register of all players, coaches, officials and registered volunteers and provide such information to the Board of Directors;
- Coordinate the annual registration with Hockey Nova Scotia;
- Table the report on player registrations for the year at the Annual General Meeting;
- Correspond with members regarding outstanding registration fees and late payments;
- Present a report of the year's operation at the Annual General Meeting;
- Perform other duties associated with registration.

e) Treasurer:

The Treasurer shall:

- Oversee the financial operations and have charge of all funds of the Association;
- Advise the Board of Directors on decisions having a financial impact;
- Ensure that accounting policies and financial reports are in accordance with Canadian Accounting Standards for Not For Profit Organizations;
- Ensure the internal controls are in place which will prevent or detect fraud or error in the financial records and reports;
- Prepare and present written financial reports to regular Executive and Board of Directors' meetings;
- Manage the year-end financial statement review engagement, if any, including the preparation of year-end working papers and communications with the reviewer;
- Present annual financial statements together with any review engagement report thereon to the annual general meeting and at any other time required by the Board;

**Northside & District Minor Hockey
By-Laws**

- Liaise with financial institutions on matters such as approval of signors and managing accounts;
- Ensure that all required Canada Revenue Agency filings (Corporate, Payroll and Harmonized Sales Tax) are up-to-date and report the status of these accounts to the Board of Directors on a monthly basis;
- Be a member of the Executive committee.

The Treasurer will also supervise and review the work of employees, contractors or volunteers who:

- Maintain accounting records of the Associations; revenue and expenses;
- Ensure that payment of accounts approved by the Board of Directors (the approval may be by an approved annual budget or by specific approval of a payment) has been completed;
- Ensure that Invoice, collect and deposit all funds of the Association in a financial institution, approved by the Board of Directors has been completed;
- Co-ordinate financial matters for all Association functions.

BY-LAW 9: 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 thirty 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 thirty days after the resolution 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.
- d) The Association shall furnish to any member upon request a copy of its Memorandum of Association and By-Laws and any policies adopted by the Association;
- e) The books and records of the Association may be inspected by any member, upon 7 days' written notice, at any reasonable time at the registered office of the Association.

Northside & District Minor Hockey
By-Laws

BY-LAW 10: AUDITORS

- a) The members of the Association may appoint an auditor at the Annual General Meeting and, on failure of the members to appoint an Auditor, the Board of Directors may do so at any time.

BY-LAW 11: AMENDMENTS TO THE BY-LAWS

- a) Amendments can only be made to the By-Laws at the Annual General Meeting of the Association. With a quorum in place, a two-thirds majority is required to adopt an amendment to a By-Law. Twenty (20) members in good standing shall constitute a quorum for a special or general meeting of the Association.
- b) Notices to amend the By-laws must be received in writing or by electronic mail by the Secretary at least fifteen (15) days prior to the Annual General Meeting. The Secretary shall communicate by posting on the Association website all such proposed amendments to each member fifteen (15) days before the Annual General Meeting.

BY-LAW 12: FISCAL YEAR

- a) The fiscal year of the Association shall be the period from May 1 to April 30, annually.

BY-LAW 13: COMMITTEES

- a) Standing Committees as listed below shall be appointed annually by the Board of Directors. Committees of the Association may meet as often as such committee may determine is necessary. Committee meetings shall be called and their agendas determined by their respective Chairs.
- Executive – Chaired by the President and consists of the Vice- President, Secretary, Treasurer and the immediate Past-Chairperson. The Executive Committee shall:
 - Be the officer of the Association and shall have signing authority on behalf of the Association;

Northside & District Minor Hockey By-Laws

- The Executive Committee shall be responsible for supervising the work of the Board of Directors;
 - 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 days; and
 - Perform such duties as assigned to it by the Board of Directors from time to time.
- Finance – Chaired by the Treasurer. The Finance Committee shall:
 - Ensure proper book of accounts are maintained, and funds are received and deposited in a chartered financial institution;
 - Ensure disbursements with “Board of Directors” approval are made by cheque and signed by two members of the Executive Committee;
 - Remit to Hockey Nova Scotia all dues and fees as established by Hockey Nova Scotia, and/or Hockey Canada;
 - Present financial reports to the Board of Directors (monthly) and membership (annually);
 - Develop an annual budget for submission to the Board of Directors for approval;
 - Provide advice on financial matters;
 - Cause annual statements to be prepared for submission to the Board of Directors, Annual General Meeting, and Registrar of Joint Stock Companies; and
 - Perform all other duties assigned by the Board of Directors.
 - Conflict Resolution (Discipline Committee) – Chaired by the Vice- President.
The Conflict resolution shall:

Northside & District Minor Hockey By-Laws

- Recommend changes to the conflict resolution policy of the Association to the Board of Directors and publish the policies to be used by the Association to resolve conflict;
 - Receive written reports or complaints regarding the on and off ice activities of members, players, coaches and officials;
 - Conduct investigations into written allegations of misconduct by members, players, coaches or officials relating to Association activities;
 - Maintain the confidentiality of all personal information received during the course of any investigations of alleged misconduct until a determination is made and upheld by the Board of Directors;
 - Have the power to temporarily suspend members, players and coaches 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, amend or revoke the suspension; and
 - Provide written reports relating to any determinations made by the Conflict Resolution Committee.
- Risk Management – Chaired by a member of the Board of Directors. The Risk Management Committee shall:
 - Oversees that safety precautions are in effect in arenas during Association ice rentals;
 - Establish safety and risk management awareness in the Association through related initiatives and communication;
 - Recommend safety requirements and regulations to the Board of Directors for adoption by the Association and coordinate implementation of the same for teams and officials;

Northside & District Minor Hockey By-Laws

- Review emergency response procedures for arenas and facilities utilized by the Association and communicate these to members;
 - Inspect arenas and facilities periodically to identify any safety hazards;
 - Coordinate with the Development Committee to ensure all requirements of the Hockey Canada Safety Program are being implemented;
 - Follow up on any injuries to players, coaches, and officials and report any tendering or concerns to the Board of Directors;
 - Ensure that all insurance claims are completed and forwarded to the HNS by the office administration;
 - Ensure all players, coaches and officials are wearing proper protective equipment;
 - Ensure all coaches have the appropriate certifications and qualifications as required by Hockey Nova Scotia.
 - Have the power to recommend suspension of any player, coach or official who willfully neglects safety regulations that could cause injury; and
 - Prepare a report on risk management activities for the Annual General Meeting.
- Female Hockey – Chaired by the Female Coordinator. The Female Hockey Committee shall:
 - Be responsible for the overall coordination, administration and supervision of female hockey with the Association;
 - In cooperation with the Registrar, be responsible for ensuring all players associated with female hockey are properly registered;
 - Shall allocate players to a team in the Recreational league with a view to balancing the strength of the teams as evenly as possible;

Northside & District Minor Hockey By-Laws

- Establish a schedule for league and playoff games in his/her recreational league in accordance with the ice time allotted by the Association;
 - Ensure that any suspensions or discipline adhere to the Association's Code of Discipline and that of Hockey Nova Scotia's Minor Council;
 - Notify the Ice Allocator of any related requirements;
 - Prepare a report for the Annual General Meeting.
- Development – Chaired by a qualified individual as appointed by the Board of Directors. The Development Committee shall:
 - Coordinate initiatives and activities aimed at developing players, coaches and officials and ensure consistent delivery to all participants;
 - Establish developmental sessions, schools or clinics as requested by the Association:
 - Offer technical advice and mentoring to players, coaches and officials;
 - Create technical resources such as drills, strategies and related resources to assist programs and teams;
 - Coordinate annual Hockey Nova Scotia certification of Association coaches;
 - Coordinate and administer the annual Development Weekend activities;
 - Communicate external development opportunities for players, coaches and officials;
 - Recommend technical and developmental initiatives to the Board of Directors and Association membership;
 - Coordinate the acquisition, custody and control of all Association development resources and equipment; and

Northside & District Minor Hockey By-Laws

- Assist the Evaluation Coordinator with all activities related to player evaluation and the proper placement of players at their appropriate levels,.
 - Prepare a report for the Annual General Meeting on development activities as well as those of the Initiation Program and Novice Division.
- Competitive / Tryouts – Chaired by a member of the Board of Directors. The Competitive / Tryouts Committee shall:
 - Coordinate the evaluation and rankings of all players through the evaluation process.
 - Be responsible to lead the annual Association tryout process;
 - Be responsible for the overall coordination, administration and supervision of their respective division;
 - In cooperation with the registrar and the respective division coordinators, be responsible for ensuring all players in competitive hockey are properly registered;
 - Ensure that any suspension or discipline adhere to the Association’s Code of Discipline and that of Hockey Nova Scotia’s Minor Council;
 - Prepare a report for the Annual General Meeting.
- Recreational – Chaired by a member of the Board of Directors.
 - Be responsible for the overall coordination, administration and supervision of recreational hockey with the Association;
 - In cooperation with the registrar, be responsible for ensuring all players associated with Recreational hockey are properly registered;

Northside & District Minor Hockey By-Laws

- Shall allocate players to a team in the Recreational 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's Code of Discipline and that of Hockey Nova Scotia Minor Council;
 - Notify the Ice Allocator of any related requirements;
 - Prepare a report for the Annual General Meeting.

- Coach Selection – Chaired by the President of the Board of Directors. The selection of both competitive and non-competitive coaches will be the responsibility of the Board as a whole.

- Ice Scheduling – Ice Allocator in conjunction with the Board of Directors shall:
 - Determine the annual ice requirements of the Association;
 - Negotiate contracts with arena facilities to meet the Association's needs;
 - Maintain a record of all ice utilized and related changes;
 - Authenticate ice rental invoices in conjunction with the Chair of Finance;
 - Coordinate casual ice time allocation; and
 - Shall prepare ice bills, if necessary, to be submitted to the Chair of Finance for collection.

- Equipment Manager of the Board of Directors. The Equipment Manager shall::
 - Maintain an equipment inventory of the Association;
 - Maintain and share access to the Association equipment room(s), storage, office, tournament supplies;
 - Establish annual equipment requirements;
 - Determine sources of supply and recommend equipment purchase;
 - Arrange for handling, storage, repairing, cleaning of equipment;

**Northside & District Minor Hockey
By-Laws**

- Issue and control of all Association equipment, including the issue and return of uniform sweaters; and
 - Ensure that all equipment on loan is recorded and returned at season's end.
- b) Board of Directors may appoint ad hoc committees as required.