

East Hants Minor Hockey Association (EHMHA) Bylaws

ARTICLE 1 - NAME

- 1) The name of this organization shall be the East Hants Minor Hockey Association.
- 2) Wherever the words "Association" or "EHMHA" occur in these bylaws they shall be understood to mean the "East Hants Minor Hockey Association" as a body.
- 3) Wherever the words the "Board" occur in these bylaws, they shall be understood to mean the "Board of Directors of the East Hants Minor Hockey Association".
- 4) Wherever the words the "Executive" occur in these bylaws they shall be understood to mean the "Executive Committee of the East Hants Minor Hockey Association".

ARTICLE 2 – MISSION, VISION, VALUES, and OBJECTIVES

EHMHA Mission Statement

East Hants Minor Hockey Association is a member driven organization committed to lead, develop, and promote a positive hockey experience for all players.

EHMHA Vision

East Hants Minor Hockey Association will have the capacity, resources, and support to achieve their goals and work together to create the best hockey experience for all players.

EHMHA Values

- 1) We will demonstrate respect, fairness, and consistency in interactions with players, parents, officials, and all others.
- 2) We will conduct ourselves at all times in a professional, honest, open, transparent, and ethical manner.
- 3) We will encourage and promote leadership and excellence through continuous learning, development, and increased knowledge.
- 4) We will be reliable, dependable, and accountable for our actions.



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- 5) We will create a positive hockey experience for all participants in a safe, fun, sportsmanlike environment.
- 6) We will act in the best interest of all participants, regardless of age or skill.

EHMHA Objectives

- 1) To provide a positive Minor Hockey experience for all members by organizing, coordinating and developing hockey programs for all age levels.
- 2) To protect and serve the mutual interest of all its members and to place the players and the game in the forefront.
- 3) To enhance the positive value of our hockey programs by providing leadership and initiatives to develop better citizens.
- 4) To foster among its members, supporters, and teams; fair play, good sportsmanship, a general sense of community spirit, and to maintain and promote the interest in the game of hockey.
- 5) To develop coaches, officials and volunteers to carry out the expressed goals of our members.
- 6) To work with Hockey Nova Scotia and Hockey Canada to promote the cooperative development of hockey programs and their effective administration.

ARTICLE 3 – MEMBERSHIP

- 1) EHMHA shall be composed of the directors, officers and other members.
- 2) Membership shall be open to parents and guardians of registered players at the annual registration upon completion of the EHMHA registration form and will be valid until the next annual registration.
- 3) Membership shall be open to all registered coaches, managers, team officials and on-ice officials with the association shall be deemed to be members of the association and people whose offer to serve in any capacity from one registration period to the next has been accepted by the directors.



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- 4) Any member delinquent in their fees shall forfeit membership until full payment of fees.
- 5) Subject to the limitations set out in these by-laws, every member of the Society shall be entitled to attend any general meeting of the Association; vote at any general meeting of the Association; hold any office.
- 6) There will be one vote per member. Members are not entitled to vote by proxy and membership in the Society is not transferable.
- 7) Membership in the Society shall cease upon the death of a member, or if, by notice in writing to the Society, the member resigns his or her membership, or if the member ceases to qualify for membership in accordance with these by-laws.

ARTICLE 4 – BOARD of DIRECTORS and EXECUTIVE COMMITTEE

- 1) The Directors of the Board will consist of:
 - a) The Executive Committee as outlined below (Article 4, Section 3)
 - b) Two (2) additional Directors at-large to be drawn from the membership.
- 2) The Board will develop a strategic plan which sets out their Vision, Goals/Objectives and Strategies for the next 3 to 5 years. This document will be used by the Board as a guide in their decision making process.
- 3) The Executive Committee will consist of:
 - a) The President of the Board
 - b) The Vice President, Administration
 - c) The Vice President, Hockey Operations
 - d) The Secretary
 - e) The Treasurer
 - f) Recruiting & Events Coordinator
 - g) Past President
- 4) Term of Office
 - a) All elections will be for a period of two (2) years. No one shall hold the same position for more than three (3) consecutive terms, except under exceptional circumstances.
 - b) If for any reason a director is unable to complete their elected term, the board shall name a replacement for said term.



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- 5) The Election of President, Vice President Administration, Vice President Hockey Operations, Secretary, Treasurer, Recruiting & Events Coordinator and the two (2) elected directors shall be a majority vote at the Annual General Meeting of the East Hants Minor Hockey Association.
- 6) Any member in good standing or who was a member in good standing within the previous two (2) calendar years may stand for positions on the Executive Committee subject to the following:
 - a) The Past President position would be appointed to the exiting President after his/her term is completed.
 - b) It is the preference of the EHMHA Board of Directors (but not a requirement) that any member standing for the position of Treasurer have a professional accounting designation or equivalent experience as determined by the Executive Committee.
- 7) The Board shall have the general power of administration. It may make or authorize petitions or representations to Hockey Nova Scotia, Sport and Recreation Nova Scotia, Health Protection and Promotion, The Province of Nova Scotia, and Municipal Governments in the area it serves, any commissions or committees deemed necessary or authorize as it may determine or as may be required by a vote of the majority of members present at any Board meeting.
- 8) Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of his/her duties

ARTICLE 5 - ELECTION of DIRECTORS

- 1) Directors shall be elected by the membership at each annual general meeting. The President shall appoint a nominating committee comprising of the Vice President Administration as chair, one member from the Board not wishing to stand as Vice President and one member from membership that wishes not to hold a position on the board. The nominating committee shall provide its report to the general membership not less than fourteen (14) days prior to the annual general meeting by providing a list, as complete as possible, of all qualified nominees for each elected position. Notification shall be given by posting on the EHMHA Web Site and providing a written list to the Secretary that will be made available at the request of any member.
- 2) The membership may nominate individuals who are members in good standing for a director position by providing notice to the Secretary not less than 14 days prior to the



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annual general meeting. "Members in good standing" have paid all their dues and fees to the Association and have not had their membership suspended or revoked. Such notice shall set out the name of the individual nominated and the position for which the individual is nominated. The nomination must be submitted by one (1) member in good standing (not the nominee). The nomination committee must verify that the nominee is willing to accept the position if elected prior to the approval of the nomination.

- 3) A list of all duly nominated candidates and notice of election shall be communicated to the membership not less than fourteen (14) days prior to the annual general meeting.
- 4) Voting at the annual general meeting for directors shall be by secret ballot or ballots. To be declared elected a candidate must receive fifty (50) percent plus one vote of the ballots cast. If 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.
- 5) Voting for elected positions shall be held in the following order:
 - a) President
 - b) Vice President, Administration
 - c) Vice President, Hockey Operations
 - d) Treasurer
 - e) Secretary
 - f) Recruiting & Events Coordinator
 - g) Two (2) additional Directors at-large (Article 4, Section 1)
- 6) The non-voting positions are outlined in the Non-Voting Executive Positions Policy. These positions are nominated to the Board by the President, Vice-President Hockey Operations, or Vice President Administration prior to the start of the hockey season. To be declared elected, a nominated candidate must receive fifty (50) percent plus one vote of the ballots cast at a Board meeting.

ARTICLE 6 - NOMINATING COMMITTEE

The President shall appoint a nominating committee comprising of the Vice President Administration as chair, one member from the Board not wishing to stand as Vice President and one member from membership that wishes not to hold a position on the board.



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ARTICLE 7 - DUTIES and POWERS OF THE BOARD of DIRECTORS

- 1) The Board of Directors shall be responsible for establishing policies, general directing, and for the conduct of the affairs of the EHMHA during the term of office.
- 2) It shall approve all expenditures, but may not borrow money.
- 3) It shall supervise appointment of team coaches.
- 4) It shall establish guidelines for participating in and hosting tournaments.
- 5) It shall establish registration fees and any other assessments it considers necessary or advisable.
- 6) It shall appoint committees it considers necessary to assist in administering the affairs of the EHMHA or to undertake special projects.
- 7) It shall suspend for cause any EHMHA Officer, official, player or member for failure to comply with the bylaws, policies, or other EHMHA directives.
- 8) It has the power to repeal or amend any of the operational policies and guidelines.
- 9) It has the power to appoint a member to fill a vacancy on the board which may occur during the year. Members not elected by the general membership will assume and hold the office only for the remainder of that specific term.

ARTICLE 8 – DUTIES of the EXECUTIVE COMMITTEE

- 1) **President:** The President is the Chief Executive Officer of the EHMHA and shall:
 - a) Preside over all EHMHA general meetings and perform all duties generally associated with the office of President.
 - b) He/she may call Special or General Meetings at any time.
 - c) Call a meeting at the request of six (6) members.
 - d) Provide leadership in determining and adhering to Policies, and in the administration of the affairs of the EHMHA.
 - e) Be the official representative at all functions or events, unless otherwise stipulated by the bylaws.
 - f) Represent the association in meetings and communication with other organizations, including: minor hockey organizations, Hockey Nova Scotia, Hockey Nova Scotia Minor Council, and the East Hants Sportsplex.
 - g) Chair the Coach Selection Committee.
 - h) Provide an escalation path for issues that cannot be resolved via established protocols. i) Chair the discipline committee.
 - j) Act as 1 of 3 board members who can co-sign EHMHA cheques for payment of authorized accounts and bills.



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- k) Submit a report at the annual general meeting.
- l) In the event of extended absence, designate the Vice President Administration to act.

2) **Vice President Administration:** The Vice President Administration shall:

- a) Be responsible to recruit and nominate for Board approval all Administration positions (Article 5, Section 7).
- b) Direct (manage and support) all activities under Administration as per the EHMHA Administration Policies.
- c) Create and manage EHMHA policies and procedures.
- d) Monitor and enforce adherence to EHMHA policies and procedures.
- e) Attend monthly Board Meetings and General Membership meetings.
- f) Create team budgets based on the ice allotment and schedule built by the VP Hockey Operations.
- g) Participate as a member of the discipline committee.
- h) Chair the nomination committee.
- i) Oversee the annual registration process.
- j) Ensure EHMHA assets and equipment are stored and maintained properly.
- k) Act as 1 of 3 board members who can co-sign EHMHA cheques for payment of authorized accounts and bills.
- l) Prepare a report for the annual general meeting.
- m) Assist the President and perform the duties of President as needed, as well as duties delegated by the President.

3) **Vice President Hockey Operations:** The Vice President Hockey Operations shall:

- a) Be responsible to recruit and nominate for Board approval all Hockey Operations positions (Article 5, Section 6).
- b) Direct (manage and support) all activities under Hockey Operations as per the EHMHA Hockey Operations Policy.
- c) Monitor and enforce adherence to EHMHA policies and procedures.
- d) Attend monthly Board Meetings and General Membership meetings.
- e) Lead coach recruitment and selection.
- f) Lead and manage Rep try-out process and Rec evaluation process.
- g) Develop yearly ice allotment requirements and schedule.
- h) Ensure that there is a strong development program throughout all divisions (representative and recreational).
- i) Prepare a report for the annual general meeting.

4) **Treasurer:** The Treasurer shall:



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- a) Perform all duties associated with the office of Treasurer.
 - b) Update, manage and enforce EHMHA financial policies.
 - c) Manage and support the effort of the Deputy Treasurer.
 - d) Attend monthly Board Meetings and General Membership meetings.
 - e) Keep the EHMHA accounts and manage all funds.
 - f) Make disbursements with directors' approval.
 - g) Act as 1 of 3 board members who can co-sign EHMHA cheques for payment of authorized accounts and bills.
 - h) Prepare and regularly report on the Annual Budget of estimated Receipts and Expenses.
 - i) Manage and maintain banking and partner relationships.
 - j) Prepare Hockey NS annual submission.
 - k) Registration fund reconciliation (Actual to Budget).
 - l) Present updated or audited financial statements for the annual general meeting.
- 4) **Recruiting & Events Coordinator:** The Recruiting & Events Coordinator shall:
- a) Update, manage and enforce EHMHA financial policies.
 - b) Attend monthly Board Meetings and General Membership meetings.
 - c) Develop and manage relationships with the corporate community, the residents of East Hants, and association members.
 - d) Plan and execute strategies to recruit new players and volunteers.
 - e) Organize and manage fundraising for the association.
 - f) Increase community awareness and participation via planning and management of special events.
 - g) Identify and develop corporate sponsorship opportunities.
 - h) Collaborate with the Tournament Chair and Fundraising Chair to ensure activity in all three areas are coordinated.
 - i) Prepare a report for the annual general meeting.
- 5) **Secretary:** The Secretary shall:
- a) Perform all duties associated with the office of Secretary.
 - b) Prepare for, promote, facilitate and document monthly Board Meetings and General Membership meetings.
 - c) Publish meeting minutes for Board and General Membership consumption within ten (10) days; publish and manage the EHMHA Board action item log.
 - d) Prepare Board communications to other groups, vendors and agencies as required/requested.
 - e) Monitor email correspondence and ensure relevant items are redirected and/or posted as required.



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- f) Prepare for, communicate and document additional meetings required/requested (e.g. Executive meetings, Annual General Meeting, Special Meetings).
- g) Monitor and manage completion of files, records and forms required by NS Registry of Joint Stocks.
- h) Work with selected photographer(s) and division co-ordinators to facilitate annual photos for teams and individuals.
- i) Perform other duties as assigned by the President and/or requested by the EHMHA Board of Directors.

6) **Past President:** The Past President shall:

- a) Attend monthly Board Meetings and General Membership meetings.
- b) Lead and manage special projects at the request of the current EHMHA President and board members.
- c) Support current President and board members as during leadership transition.

ARTICLE 9 – DUTIES of the Directors-at-Large

Directors-at-Large: The two (2) Directors-at-Large shall:

- a) Represent the interests of the general membership at monthly Board Meetings and General Membership meetings.
- b) Provide support and assistance to members.
- c) Complete complaint / grievance investigation and management activities on behalf of the General Membership.
- d) Assist General Membership in understanding and application of EHMHA policies.

ARTICLE 10 – ADMINISTRATION

Administration is the administrative arm of the Board which is responsible for the administrative activities of the EHMHA as well as functions which should be kept separate from Hockey Operations to ensure there is no perceived conflict of interest. This is under the responsibility of the Vice-President Administration and all positions report directly to the VicePresident Administration. The positions and their respective duties are described in the NonVoting Executive Positions Policy.

ARTICLE 11 – HOCKEY OPERATIONS

Hockey Operations is the operational arm of the Board which is responsible for the delivery and execution of the hockey program. This is under the responsibility of the Vice-President Hockey



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Operations and all positions report directly to the Vice-President Hockey Operations. The positions and their respective duties are described in the Non-Voting Executive Positions Policy.

ARTICLE 12 - MEETINGS

- 1) Directors' meetings: These will be held as required. Notice of director meetings will be sent by email to board members.
- 2) Annual General Meetings: The EHMHA Annual General Meeting will be held each year, before the end of May, at a time and place to be determined by the President.
- 3) General Meetings: EHMHA General Meetings will be held in October, January, and March, at a time and place to be determined by the President.



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- 4) Special Meetings: These may be called at the discretion of the President, or at the request of 50% of the Board, or at the request of six (6) members. The President shall call a Special Meeting within fourteen 14 days. Should the President fail to call such meeting the Secretary may call the meeting.
- 5) Notice to members is required for the AGM, General Meetings, or Special Meetings. The notice must:
 - a) Specify the date, place, and time of the meeting,
 - b) Be available to the members thirty (30) days prior to the AGM or fourteen (14) days prior to a general or special meeting.
 - c) Be posted upon the association website (www.ehpenguins.org) and an electronic email notice shall be circulated to the members by the coaches and managers of their respective teams,
 - d) Include the full agenda of the meeting
 - e) Specify the nature of the business, such as:
 - i) the intention to propose a special resolution
 - ii) any items to be voted upon and related background information
 - f) The non-receipt of notice by any member shall not invalidate the proceedings.
- 6) Minutes: Minutes of all meetings shall be retained as ongoing records. Approved minutes of the Annual General Meeting, General Meetings, and Special Meetings shall be posted on the association website within ten (10) days of acceptance.

ARTICLE 13 – PROCEDURES

Parliamentary procedure shall be followed at all general and board meetings, in accordance with Robert’s Rules of Order.

ARTICLE 14 - VOTING AT GENERAL or SPECIAL MEETINGS

- 1) At all meetings, voting shall be by show of hands, by ballot, or by any other method authorized by a majority of members present.
- 2) Motions shall be approved by simple majority unless otherwise stated in the bylaws.
- 3) Each member present, in good standing, shall have one vote.

- 4) The Chairman will vote to break a tie.
- 5) The conduct of all meetings shall be in accordance with Roberts Rules of Order unless otherwise indicated herein.

ARTICLE 15 – QUORUM

- 1) A quorum at EHMHA Board meetings shall consist of 50% plus one (1) Board members.
- 2) A quorum at EHMHA Annual General Meetings, General Meetings and Special Meetings shall consist of at least 50% plus one (1) Board members and 5 members present.

ARTICLE 16 – REPEAL or AMENDMENT

- 1) The memorandum and bylaws shall only be repealed or amended by a special resolution passed at the annual general meeting or at a special meeting called for that purpose. Approval of the special resolution shall require a 75% majority vote of voting members present.
- 2) Special resolutions shall be available to the membership fourteen (14) days in advance of the date of the meeting at which they are to be considered.
- 3) Any member may submit in writing to the Secretary special resolutions to repeal or amend the memorandum and bylaws as per #2 above.

ARTICLE 17 - RESIGNATION OF DIRECTOR

In the event that a director resigns his or her office or ceases to be a member in the Association, which results in the office being vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the directors from among the members of the Association.

ARTICLE 18 - REMOVAL of DIRECTOR

The Association may, by special resolution, remove any director before the expiration of the period of office and appoint another person in his or her stead. The person so appointed shall hold office during such time only as the director in whose place he or she is appointed would have held office if he or she had not been removed.

ARTICLE 19 - PLAYERS

- 1) Eligibility: Players who reside in the boundaries of the EHMHA and who fall within the age limits of the various playing divisions as defined by the HC, HNS, and HNSMC shall be eligible to participate in EHMHA activities.
- 2) Divisions: Playing divisions shall be as follows: Initiation, Novice, Atom, Pee Wee, Bantam and Midget as defined by HNS. Each division will have a Representative.
- 3) Registration: Eligible players shall register with the EHMHA on an individual basis. Players will be accepted for registration without regard to playing ability on a first come, first served basis. The registration fee will be set by the directors at the annual general meeting.
- 4) Teams: Competitive Teams will be selected by Coaches under the direction of the Vice President Hockey Operations, the Division Head, the Development Coordinator, and Coach Mentor and in accordance with the Selection Process Policy. Within one week after a divisional tryout procedure has been completed, recreational teams will be formed by the Division Head.
- 5) Suspensions: Any violation of the official rules of the Hockey Canada, Hockey Nova Scotia, Hockey Nova Scotia Minor Council, and the memorandum and bylaws of the EHMHA shall render the player liable to suspension by the EHMHA.

ARTICLE 20 - TEAM OFFICIALS

- 1) Code of Ethics: All team officials in any capacity are subject to the Code of Ethics in the Bylaws.
- 2) Coaches: All prospective coaches may apply to the Coaches Selection Committee which is chaired by the President. The Head Coach must present all team staff including bench staff, Assistant Coaches, Trainer, Team Manager and Team Treasurer to the Board for approval. The EHMHA President has final review and approval for all submissions for all team staff.
- 3) Treasurer: The treasurer has the responsibility to report their teams complete revenues and expenses to their team and to EHMHA as per Article 23 – Inspection of Books and Records. Adherence to fund raising policies is essential.

ARTICLE 21 – FISCAL YEAR

The fiscal year of the Association shall be the period from May 1 to April 30.

ARTICLE 22 – DISCIPLINE

A schedule of standard automatic suspensions will be provided by the Past President at the beginning of each year to all Coaches. The Association may increase suspensions beyond Hockey Canada, Hockey Nova Scotia, Hockey Nova Scotia Minor Council, Central Minor Hockey Federation, Dartmouth Whalers Recreation Hockey League, or South Conference Female Hockey Federation requirements. The Association has the right to discipline any member and/or player. Discipline will be in accordance with the EHMHA Discipline policy.

ARTICLE 23 - ETHICS

Members are to:

- a) Maintain the highest standard of behavior, conduct and sportsmanship.
- b) Failure to do so may result in suspension or dismissal from the EHMHA by the directors.
- c) Be aware of and uphold the objectives of the EHMHA.
- d) Ensure that all players have an equal opportunity to play and enjoy their hockey program.
- e) Adhere to the Policies and Guidelines for Teams and Members provided by the Association.

ARTICLE 24 - AUDIT COMMITTEE

- 1) Purpose: The purpose of the Audit Committee is to assist the directors in fulfilling its oversight responsibilities by reviewing the financial information which will be provided to members and others, the systems of control which the directors have established and the audit process.
- 2) Composition and Term of Office: The Committee shall consist of four (4) persons, one of which will be from the members at large, appointed by the directors on the recommendation of the Nominating Committee. The President, Vice President Administration, and Treasurer are ex-officio members of the Audit Committee.
- 3) Re-election and quorum: The Committee shall serve as a standing committee of the Board of Directors. Members are eligible for re-appointment. Two members constitute a quorum.

ARTICLE 25 - INSPECTION of BOOKS and RECORDS

The books and records of the Association may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Association.

ARTICLE 26 – EXECUTION of CONTRACTS

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Association by the President or the Vice-President Administration, and the Treasurer, or otherwise as prescribed by resolution of the Board of Directors.

ARTICLE 27 – COLOURS

The Association colours will be black with gold and white (away colours); and white with black and gold (home colours).

Any EHMHA jerseys, clothing, or other paraphernalia must adhere to the Logo and Colour Usage Policy.

ARTICLE 28 – FEES

The Player and Rep fees are established by way of policy.

- a) Fees will be set and voted on at the AGM.
- b) Tryout fees will be set at the AGM.

ARTICLE 29 – TRYOUTS

Rep Team tryouts will usually start in mid-September and will go in order, from AAA to B.

- a) First cuts will not be made until after the second (2nd) skate.
- b) Tryout process will be managed by way of policy.