

ARTICLE 1 – NAME

- Section 1** The name of this organization shall be the Queens County Minor Hockey Association.
- Section 2** Wherever the terms “Association” or “QCMHA” occur in these bylaws, they shall be understood to mean the “Queens County Minor Hockey Association” as a body.
- Section 3** Wherever the term "Board" occurs in these bylaws, it shall be understood to mean the "Board of Directors of the Queens County Minor Hockey Association". (see definition Article 4, Section 1)
- Section 4** Wherever the term “Executive” occurs in these By-laws, it shall be understood to mean the “Executive Committee of the Queens County Minor Hockey Association”. (see definition Article 4, Section 2)

ARTICLE 2 – MISSION and OBJECTIVES

The Queens County Minor Hockey Association is an association of volunteer members designed to promote hockey at levels in accordance with the rules and regulations of Hockey Canada, Hockey Nova Scotia (HNS) and Hockey Nova Scotia Minor Council (HNSMC). QCMHA will serve as the governing body of minor hockey in Queens County.

In accordance with these rules and regulations the objectives of the QCMHA are

- a) To conduct, foster, organize, initiate and develop minor hockey in Queens County.
- b) To organize and administer recreational and representative teams.
- c) To organize and conduct programs designed to develop the individual skills of its players, coaches, officials and members.
- d) To promote and encourage good sportsmanship.
- e) As a “Fair Play” organization, to enforce the current Hockey Canada Fair Play Code (see Hockey Canada & QCMHA websites) for coaches, players and parents.
- f) To organize teams and or programs for all players up to and including the Midget age level.

ARTICLE 3 – MEMBERSHIP

1) The QCMHA shall be composed of the Executive, the Board of Directors, and other members as defined below.

2) Membership will be granted to parents and guardians of registered players at the annual registration upon completion of the QCMHA registration form and the payment of the required fee. This will be valid until the next annual registration.

3) The parent or guardian that has signed the QCMHA registration form and documents will be determined to be the member if a dispute arises among the parents or guardians over membership privileges.

4) There will be one vote per registered player, to a maximum of one vote per parent in attendance at QCMHA Annual General and Special Meetings.

i.e.—

- i. one child registered—if both parents attend, only one votes
- ii. two children registered—if both parents attend, each parent has one vote. If one parent attends, he/she has one vote.
- iii. three children registered—if both parents attend, each parent has one vote only. If one parent attends, he/she has one vote.

5) Membership will be granted to all registered coaches, managers, and team officials. All members must be at least 18 years old.

6) Any member delinquent in their fees shall forfeit membership until full payment of fees.

7) No member will have more than one vote.

8) Subject to the limitations set out in these By-laws, every member of the Association shall be entitled to

- i. ...attend any general meeting of the Association.
- ii. ...vote at any general meeting of the Association.
- iii. ...hold any office within the Association.
- iv. ...make a motion at any general meeting with a minimum of twenty- one days notice, to alter or create policy.

9) Members are not entitled to vote by proxy, and membership in the QCMHA is non-transferable.

10) Membership in the QCMHA shall cease upon the death of a member, or if, by

notice in writing to the Association, the member resigns his or her membership, or if the member ceases to qualify for membership in accordance with these By-laws.

11) A life membership will be granted to every individual that serves a complete term as President of the Association.

12) The Association reserves the right to restrict membership when suitable facilities and or supervision are not available. The Association may also restrict membership concerning the minimum and maximum sizes for the amount of players on an individual team or age division.

13) Membership fees will be determined annually by way of a policy decision based on budget and made by the Board. The Board will set registration fees at levels to promote easy participation for all players and not at prices designed to generate unreasonable operating surpluses.

14) The Board reserves the right to revoke and refuse membership to any person whose behavior or actions are detrimental to the success, safety or enjoyment of the programs that the Association provides to its members.

15) QCMHA registration fees are due by September 15th of the playing year. At least one-half of this fee must be paid on or before this date, with the remainder to be paid by post-dated cheque for December 1st of the same year.

If a player withdraws from QCMHA, the following refund procedure will be followed:

- i. within 30 days from the start of the program—89% refund
- ii. between 31 and 60 days—50% refund
- iii. between 61 days and 90 days—25% refund
- iv. after 90 days—no refund

(*Note: The start of the program is defined at the first day of QCMHA hockey after the first scheduled ice time for that season.)

ARTICLE 4 – BOARD of DIRECTORS and EXECUTIVE COMMITTEE

Section 1 The Directors of the Board will consist of

- a) the Executive Committee as outlined below.
- b) 6 Divisional Representatives (one each, representing IP through Midget).

Section 2 The Executive Committee will consist of

- a) The President
- b) The Vice President
- c) The Immediate Past President
- d) The Secretary
- e) The Treasurer
- f) The Risk Management Officer
- g) The Registrar
- h) The Development Coordinator

Section 3 All Directors of the Board will carry full voting privileges.

Section 4 Term of Office

All positions on the Board are for one year. Directors will be elected at the Annual General Meeting of the Association with the exception of the Past President, who will hold office until the serving President finishes their elected term, in good standing. At that time, the retiring President will assume the position of Past President.

Section 5: Absenteeism

Directors of the Board are required to attend all Board, Annual General and Special Meetings of QCMHA. If a Director of the Board misses scheduled Board meetings three times consecutively, he or she may be asked to resign his or her position.

Section 6 All Directors will be elected by the members of the Association at the Annual General Meeting. Any member of the Association may be nominated for any position. A member will be considered elected if they receive a plurality of the vote of the members in attendance. Members will vote by secret ballot. The President will cast a vote in the event of a tie.

Section 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.

Section 8 No officer shall receive remuneration.

Section 9 Positions not filled at the Annual General Meeting may be filled by the Board of Directors at a later date by nomination and vote.

ARTICLE 5 - 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 QCMHA 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 QCMHA or to undertake special projects.
- 7) It shall suspend for cause any QCMHA Officer, team official, player or member for failure to comply with the By-laws, as well as actions deemed by the Directors to be detrimental to hockey.
- 8) It may fill any unscheduled vacant position(s), which may occur.
- 9) A Director of the Board must declare any conflict of interest and must not vote on any issue that involves a conflict of interest. (*Note: A conflict of interest will be present when a Director is not at arm's length from an issue. i.e. disciplinary hearing of a Director's child; the nomination and voting of a Director's family member for a coaching position.)

It will be the responsibility of the President to ensure that a Director is not present during a discussion or vote on any issue at any meeting where a conflict may exist with that Director.
- 10) The following are required positions selected from the membership at large and appointed by the Board of Directors. These positions are neither Executive positions nor are they part of the Board of Directors. They do not have voting privileges at Executive or Board Meetings.
 - a) Ice Coordinator
 - b) Fundraising Coordinator
 - c) Referee in Chief
 - d) Equipment Manager
 - e) League Liaison (*note: this is an addition)

ARTICLE 6 – DUTIES of the EXECUTIVE

1) President

The President is the Chief Executive Officer of the QCMHA and shall

- i. preside over all QCMHA general meetings, special meetings, Executive meetings, and meetings of the Board of Directors and perform all duties generally associated with the office of President.
- ii. schedule regular meetings of the Executive and Board of Directors. The President shall schedule an Executive meeting or a meeting of the Board of Directors immediately at the request of three members of the Executive.
- iii. ensure that an agenda is prepared for all meetings and provide a proposed agenda to the Board of Directors three days prior to the scheduled meeting.
- iv. call a special or general meeting of the QCMHA at the written request of 25 members within 21 days of receiving the request.
- v. call Special or General Meetings at any time.
- vi. provide leadership in determining Policies and in the administration of the affairs of the QCMHA.
- vii. be the official representative of QCMHA at all functions or events, unless otherwise stipulated by the By-laws. If unable to attend said functions or events, the President shall appoint an appropriate representative to serve in his or her place.
- viii. co-sign all cheques for payment of authorized accounts and bills which have been prepared and assigned by the Treasurer. Should the President or Treasurer be unavailable to co-sign said cheques or should the position of Treasurer be vacant, the President shall appoint another Executive member to have signing authority.
- ix. Initiate and conclude the preparation of the annual budget for approval at the Annual General Meeting.
- x. Submit a report at the Annual General Meeting.

- xi. In the event of extended absence, designate the Vice President or other Executive Officer to act.

2) Vice President

The Vice President shall

- i. assist the President and perform the duties of the Vice President, as well as duties delegated by the President.
- ii. be appointed co-signer of cheques in the extended absence of the President.
- iii. prepare a report for the Annual General Meeting.
- iv. chair the Discipline Committee.
- v. lead and assist the Division Reps during annual team tryouts, ensure that tryouts are organized for fairness and transparency, and ensure that all QCMHA policies are enforced during tryouts.
- vi. in the absence of the President, preside at all meetings and in general perform the duties of the President.

3) Immediate Past-President

The Immediate Past-President shall

- i. provide support and advice to the President and other members of the Board.
- ii. perform duties delegated by the President.
- iii. prepare a report for the Annual General Meeting.

4) Treasurer

The Treasurer shall

- i. perform all duties associated with the Office of Treasurer.
- ii. keep the accounts, receive and deposit funds in a chartered financial institution.

- iii. make disbursements with directors' approval by cheque, signed by the Treasurer and President, or the Vice President or other appointed signing officer in the event of an extended absence by the President.
- iv. present regular monthly reports to the Board of Directors as well as unaudited yearly financial statements.
- v. prepare the Annual Budget of estimated Receipts and Expenses.
- vi. advise the Board of Directors and QCMHA on financial matters.
- vii. ensure that all QCMHA financial information computer files are satisfactorily backed-up in an alternate location.
- viii. ensure that all QCMHA financial information is accessible to the President.

5) Secretary

The Secretary shall

- i. perform all duties associated with the Office of Secretary.
- ii. keep minutes of all QCMHA meetings and distribute same within ten (10) days to all concerned. Post approved minutes to the QCMHA web site (providing that a web site is available). Approval of these minutes may be given via e-mail to enable prompt posting on the website.
- iii. distribute all material deemed necessary by memorandum and By-laws.
- iv. maintain a policy book for future reference. Post all new and updated policies to the web site of the QCMHA (providing a web site is available).
- v. keep all files, books and records of the Association, including in and out correspondence. This information is to be handed over in good standing to the incoming Secretary.
- vi. inform all members 30 days before the Annual General Meeting, the date, time and place of said meeting.
- vii. perform other duties assigned by the President.

6.) Risk Management Coordinator

The Risk Management Coordinator shall

- i. facilitate and oversee the risk management policies for the Association.
- ii. ensure all coaches and other team officers have the proper qualifications for the current coaching season.
- iii. work with the coaches, managers and trainers to ensure appropriate knowledge of HNS and Hockey Canada's policies and programs.
- iv. hold education sessions at the beginning of each year with all team officials.
- v. recommend the suspension of team officials for violation of QCMHA policy.
- vi. be a member of the QCMHA Discipline Committee.

7.)Registrar

The Registrar shall

- i. be responsible for the organization and administration of the registration of QCMHA players according to HNS Guidelines.
- ii. keep a full register of players and provide said information to the Board.
- iii. coordinate the registration of players with the Hockey Canada Registry (HCR), which also includes Rep. Team assignment.
- iv. present a report of the year's operation at the Annual General Meeting.

8.) Development Coordinator

The Development Coordinator shall

- i. be responsible for ensuring the implementation of training and development of the QCMHA hockey teams and the training and development of all team staff.
- ii. present a proposal/plan and make recommendations to the Directors in this regard.
- iii. be responsible for the purchase, custody and control of all development materials as authorized by the Directors.
- iv. be the liaison for the QCMHA with the Development Council of HNS.

9.) Division Representatives

Each Division Representative shall

- i. be a member of the Board of Directors.
- ii. plan tryouts in his/her division in coordination with the Vice President.
- iii. communicate all QCMHA information to all teams and players in his/her division.
- iv. be a liaison for his/her division between coaches, players, parents and the QCMHA.
- v. accept complaints and compliments from members in his/her division.
- vi. ensure that his/her team(s) is/are following QCMHA policies such as Fair Play.
- vii. ensure that his/her team(s) is/are provided information and support that is requested and reasonable.
- viii. attempt to mediate all minor issues among coaches, players, members and the QCMHA and keep a record of these actions which will be maintained in the correspondence of the QCMHA.
- ix. immediately report all significant violations of policies, By-laws or the Constitution of the QCMHA to the President, or in his/her absence, the Vice President.
- x. be a member of the Discipline Committee when an issue arises in the Division he or she represents
- xi. recommend serious issues as outlined by QCMHA policies to the Discipline Committee when in his/her opinion the behaviour or action of a player, coach or other team official violates the rules, policies, By-laws, or Constitution of the QCMHA.
- xii. recommend issues to the Discipline Committee regarding lack of safety, disrespect, bad sportsmanship and any other actions that bring disrepute to the Association.

ARTICLE 8 – DUTIES of APPOINTED POSITIONS

1.) Equipment Manager

The Equipment Manager shall

- i. prepare a list of requirements based on input from Divisional Representatives.
- ii. recommend needs to the Directors.
- iii. be authorized to request the purchase of equipment.
- iv. maintain an accurate inventory of equipment and arrange for the handling, storage, repairing, and cleaning of equipment.

2.) Referee in Chief

The Referee-in-Chief shall:

- i. act as the liaison between the QCMHA and HNS Referee-in-Chief in all matters concerning game officials.
- ii. provide long-range planning and conduct development clinics for all QCMHA officials.
- iii. set up and supervise an evaluation system as well as carry out assessments of all QCMHA referees, linesmen and minor officials as may be required by RANS.
- iv. Arrange, facilitate and provide information about clinics for referees, linesmen and minor officials under the direction and cooperation with the HNS Referee-in-Chief.
- v. recommend to the HNS Referee-in-Chief, QCMHA officials for attendance at higher level clinics and also to the annual referees development camp.

- vi. recommend to the Directors, remuneration for officials.
- vii. endeavour to maintain a high and uniform level of officiating by all QCMHA officials for all games played within the Association.
- viii. maintain a listing of all QCMHA officials and ensure that all persons officiating within the Association have attended the prescribed HNS Referees clinics at the appropriate level, and further that all QCMHA officials are duly registered with the HNS for the current hockey season.
- ix. keep accurate records of games officiated and payment of officials and ensure that Game Sheets are delivered in a timely manner to the appropriate administrators.
- x. assign all officials for all games played under the jurisdiction of the Association including league, exhibition, playoff and tournaments.
- xi. be responsible for the QCMHA Junior Officiating Program.

3.) Ice Coordinator—duties to be assigned by the President

4.) Fundraising Coordinator—duties to be assigned by the President

5.) League Liaison—duties to be assigned by the President

ARTICLE 9 – PLAYERS

- 1) *Eligibility:* Players who reside in the boundaries of the QCMHA 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 QCMHA activities.
- 2) *Divisions:* Playing divisions shall be as follows: Initiation, Novice, Atom, Pee Wee, Bantam and Midget as defined by the Hockey Canada.
- 3) *Registration:* Eligible players shall register with the QCMHA on an individual basis. Players will be accepted for registration without regard to playing ability on a first come, first served basis.
- 4) *Teams:* Teams will be selected as outlined in the QCMHA tryout policies that are reviewed on an ongoing basis.
- 5) *Suspensions:* Any violation of the official rules of the Hockey Canada, Hockey Nova Scotia, Hockey Nova Scotia Minor Council, and the memorandum and By-laws of the QCMHA shall render the player liable to suspension by the QCMHA.

ARTICLE 10 - TEAM OFFICIALS

- 1) All team officials are subject to the rules, by laws, constitution and policies of the QCMHA, HNS and Hockey Canada. They will be bound by all behavior codes established by any of the above organizations as well as codes of ethics and Fair Play policies.
- 2) The head coach will be selected by the QCMHA board of directors from applications received on an annual basis. Any person may apply for head coach position providing that they can meet the required credentials established by HNS.
- 3) The head coach will choose the other required team officials but this list must be approved by the QCMHA board of directors. When it is not practical for the board to meet to ratify a coach's team official list the president may provide temporary approval pending review at the next board meeting. The coach's recommendations will not be unreasonably rejected by the board.
- 4) No head coach shall schedule and/or play games until all required bench staff are selected and a Division Representative is appointed/elected.

ARTICLE 11 – 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 QCMHA Annual General Meeting will be held each year, before the end of May, at a time and place to be determined by the President. A minimum of thirty days notice must be given by the Secretary. Notice shall be posted in the local media and on the QCMHA website.
- 3) *Special Meetings*: These may be called at the discretion of the President at the request of 50% of the directors or at the request of 25 members; the President shall call a Special Meeting within 30 days. Should the President fail to call such meeting the Secretary may call the meeting. The Special Meeting will be advertised in the local media and on the QCMHA Web site.
- 4) *Procedures*: Parliamentary procedure shall be followed at all general and Board meetings, in accordance with Robert's Rules of Order.
- 5) *Minutes*: Minutes of all meetings shall be retained as ongoing records of QCMHA business.

ARTICLE 12 – FISCAL YEAR

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

ARTICLE 13 – ETHICS

QCMHA Members are to

- 1) Maintain the highest standard of deportment, conduct and sportsmanship. Failure to do so may result in suspension or dismissal from the QCMHA by the Directors.
- 2) Be aware of and uphold the objectives of the QCMHA.
- 3) Ensure that all players have an equal opportunity to play and enjoy their hockey programs.
- 4) Adhere to the Policies and Guidelines for Teams and Members provided by the Association.

ARTICLE 14 – QUORUM

- 1) A quorum at QCMHA annual, general and special meetings shall consist of 50% of current Board members (filled positions).
- 2) A quorum at Directors' meetings shall consist of six members. The President will be considered one of the six.

ARTICLE 15 - 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 By-laws.
- 3) The President will vote to break a tie.
- 4) The conduct of all meetings shall be in accordance with Robert's Rules of Order unless otherwise indicated herein.

ARTICLE 16 - 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 17 - REMOVAL of DIRECTOR

The QCMHA board may 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.

A director will only be removed when the Board has determined that the actions or inactions of the Director are detrimental to the success of the goals and policies of the QCMHA. Unanimous support of all remaining Directors is needed to remove a Director.

ARTICLE 18 - 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 19 - REPEAL or AMENDMENT

- 1) The constitution 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 three-fourths majority vote of voting members present.
- 2) Special resolutions shall be available to the membership fourteen 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 20 – CONSTITUTION INTERPRETATION

The Board of Directors of the QCMHA will be the official interpreters of this Constitution and By-laws.