

BY-LAWS OF WEST COLCHESTER MINOR HOCKEY ASSOCIATION

1. In these by-laws unless there be something in the subject or context inconsistent therewith
 - a) "Society" means West Colchester Minor Hockey Association.
 - b) "Member" is a general reference to each person whose membership in the Society has been approved, is valid and is in good standing in accordance with these By-Laws and the Society's policies in effect at any time.
 - c) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
 - d) "Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

MEMBERSHIP RIGHTS AND RESPONSIBILITIES

2. The Society is ultimately accountable to the members of the Society.
3. Every member is entitled to attend any members' meeting of the Society.
4. Membership in the Society shall consist of:
 - a) All members and all staff of hockey teams who operate under the jurisdiction of the Association and who comply with the requirements of its Memorandum of Association, by-laws and regulations.
 - b) Those who are required to register with WCMHA at the start of the season.
 - c) Members of the Board of Directors.
 - d) All other elected or appointed officials
5. Membership in the Society is not transferrable.
6. Membership in the Society shall cease:
 - a) Upon death, or
 - b) If the member resigns by written notice to the Society
 - c) If the member ceases to qualify for membership in accordance with these By-Laws.
 - d) If the member does not pay annual registration fee.
 - e) If, by a vote of the majority of the member of the society or a majority vote of the Directors of the Society at a meeting duly called and for which notice of the proposed action has been given, the Member's membership in the Society has been terminated.
7. The members may repeal, amend or add to these By-Laws by a special resolution. No By-Law or amendment to By-Laws shall take effect until the Registrar approves of it.
8. Every member of the Society has a responsibility to abide by the policies and rules of the Society as such rules and policies exist as determined by the Executive and Board of Directors.

FINANCE

9. The fiscal year of the Society shall be the period from April 15th in any year to April 15th in the year next following.
10. The Directors shall annually present to the members a written report on the financial position of the Society. The report shall be in the form of:
 - a. A balance sheet showing its assets, liabilities, and equity and
 - b. A statement of its income and expenditure in the preceding fiscal year.
11. A signed copy of the financial report shall be filed with the Registrar within fourteen days after each annual meeting.
12. An auditor of the Society may be appointed by the Directors to prepare a report thereon for presentation to the Members at its next general meeting.
13. The Society may only borrow money as approved by a special resolution of the members.
14. 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.
15. The Society shall not make loans, guarantee loans, or advance fund to any director.

MEETINGS

16. The Board of Directors shall meet once a month during active season of August through April and at other necessary times at the call of the President.
17. A semi- annual and an annual general meeting of the members shall be held in each year. The annual general meeting of the Society shall be held within three months after the end of each fiscal year of the Society.
18. Special meetings of the Members shall also be called if deemed desirable by the Board of Directors or upon the written request of at least 25 % (twenty five percent) of the Members.
19. Notice of Meeting: At least 7 days notice of any meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the members. Notice shall be given by way of posting to the website (cobras.goalline.ca) and by division representatives contacting coaches and/or managers. Coaches and/or managers for teams will relay information via e-mail or telephone to members.
20. Quorum:
 - a. No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote. For a members meeting, a quorum is at least one representative from each team. No one person may represent more than one team. A quorum at any meeting of the Board of Directors is (5) five plus the President. One vote per Board Member (1st Vice-President, 2nd Vice-President, Tournament Chair, Development Coordinator, Secretary, Registrar, Coach Coordinator, Treasurer, President, Fundraising Chair, Division Reps) at a Board Meeting.

- b. If within 30 minutes from the time appointed for the meeting of the Members or the Board of Directors, a quorum is not present, the meeting:
 - i) Will, if it is a special meeting of the Members convened upon the request of the Members, shall be dissolved.
 - ii) Will, if it is a general or special meeting of the Members called by the Board of Directors, stand adjourned to such time and place as a majority of the Members then present shall direct, and if at such adjourned general meeting a quorum of Members is not present, it shall be adjourned indefinitely, and
 - iii) Will, if it is a meeting of the Board of Directors shall stand adjourned to such time and place as a majority of the Directors then present shall direct and if at such adjourned meeting a quorum of Directors is not present, it shall be further adjourned to such time and place as a majority of the Directors present at each adjourned meeting shall direct and will be finally held at such time and place that a quorum of Directors is present.
21. The President, on in his/her absence, the Vice President, or in the absence of both, any member appointed from the Board of Directors, shall preside at member's meetings.
22. The Chair may, with the consent of the meeting, adjourn any meeting. No business shall be transacted at the subsequent meeting other than the business let unfinished at the adjourned meeting unless notice of such new business is given to members.
23. At any meeting, a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least three members. If a poll is demanded, it shall be held by show of hands or by secret ballot as the Chair may decide.
24. Voting:
 - a. Only active members, as defined in by-laws section #4 (except the players) will be eligible to vote at a general meeting. Voting process will give one (1) ballot per family.
 - b. Where there is an equality of votes, the President will cast the deciding vote.
25. At each semi- annual or annual general meeting of the Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:
 - a. Minutes of preceding general meeting;
 - b. Consideration of the annual report of the directors;
 - c. Consideration of the financial statements, including the balance sheet and operating statement and the report of the auditors thereon;
 - d. Election of directors for the ensuing year;
 - e. Appointment of Auditors.

All other business transacted at an ordinary or annual general meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of the Society.

EXECUTIVE AND BOARD OF DIRECTORS

26. The Executive Officers shall consist of the immediate Past President; the President; 1st and 2nd Vice-President; Secretary; and Treasurer.
27. The Board of Directors shall consist of the Executive Officers (see # 26), the fund raising chair, the tournament chair, the website coordinator, the ice manager, the equipment manager, the referee-in-chief, the registrar, the coach-coordinator, the development coordinator, the female coordinator, and the division reps (IP, Novice, Atom, Peewee, Bantam and Midget).
28. The Executive Officers will be elected by the general membership during the annual meeting.
29. Term of Service:
 - a. Each Executive Officer shall serve for one year. Officers may reoffer for the position at the end of each term. No more than half of the Executive Officers shall resign from their post in the same year.
 - b. Other members of the Board of Directors may be either elected or appointed for one year period by the Executive Officers.
30. Nomination and Election:
 - a. Any member of the Society shall be eligible to be elected a Director of the Society and a Director of the Society shall be a member.
 - b. Anyone wishing to be elected for a position on the Executive should go through a nominating committee.
 - c. All nominations could be accepted from the floor on the date of election except the President's position, which would have to be a member who has served a minimum of 1 year on the board of directors.
 - d. Nominations of officers for elections can be presented anytime from the semiannual meeting until the voting at the Annual meeting.
 - e. Recognized election procedure will be followed with three (3) calls for each Director position. Nominees must be asked and acknowledge they will serve.
 - f. Election will be by secret ballot of officers.
 - g. When more than one candidate per position is nominated, the candidate receiving the majority of total votes cast on a single ballot shall be declared elected. If a majority is not realized on a single ballot, a second ballot shall be required. In such case only 2 candidates (those having received the most votes) shall remain on the ballot, with the one receiving the majority of votes on the second ballot being declared elected. The President (or designate) shall declare elected unopposed nominees.
31. Cessation of Office: A Director ceases to hold office
 - a. Upon his/her death
 - b. If he/she is not re-elected at an annual general meeting or is removed as a Director by the members
 - c. If he/she is unable to perform his/her duties
 - d. If he/she ceases to be eligible for appointment for the position
 - e. If he/she resigns by written resignation received by the Secretary of the Society.
32. The members may, by special resolution, remove any director and appoint another person to complete the term of office.

33. Directors who have, or could reasonably be seen to have, a conflict of interest have a duty to declare this interest. The declaration should be made to the members
 - a. Upon nomination, and
 - b. If serving as a Director, when the possibility of a conflict is realized.
34. Conflict of interest does not prevent a member from serving as a Director, provided that he/she withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS AND OTHER MEMBERS OF THE BOARD OF DIRECTORS

35. The Executive Officers shall control all the affairs of the Association. They shall have the power to appoint personnel and committees as deemed necessary for the operation of the Association. They shall have the power to dismiss any appointed individual whose activities are contrary to the aims and objectives of the Association. Such process to occur by majority vote of Executive Officers.
36. The President:
 - a. Shall preside over the executive meetings and the Board of Directors.
 - b. Shall represent the Association at zone and provincial meetings.
 - c. Shall sit on all Committees as an Ex-officio member.
 - d. Shall sign all cheques or authorized accounts and bills subject to preparation and certification by the treasurer.
37. The 1st Vice-President:
 - a. Shall be responsible for Risk Management issues.
 - b. Shall in the absence of the President, perform the duties of the President.
 - c. Shall be the overall convener for all leagues and is responsible for recruiting and supervising the League Conveners.
 - d. Shall be responsible for player suspension issues.
38. The 2nd Vice-President:
 - a. Shall in the absence of the President, perform the duties of the President.
 - b. Shall be responsible for the maintenance and control of all equipment owned by or entrusted to the Association.
 - c. Shall maintain an up-to-date inventory of all equipment.
 - d. Shall prepare estimates and make recommendations for the annual procurement of equipment for presentation to the Board of Directors in April of each year.
 - e. Shall be manager of the managers.
39. The Secretary:
 - a. Shall record the proceedings of all meetings in a minute book and shall sign the minute book after each meeting. Shall be responsible for its safe keeping.
 - b. Shall be responsible for the production, dispatch, and receipt of correspondence for the Association.
 - c. Shall maintain an historical record of the Association activities.
40. The Registrar:
 - a. Shall act as Registrar for the Association and as such shall coordinate player registration and keep a register of all players by league and by team.

41. The Treasurer:
- a. Shall have some knowledge of accounting to be considered for nomination for the position.
 - b. Shall be responsible for arranging the handling and safe keeping of the books of accounts and all other financial documents.
 - c. Shall receive all monies. Signatures from two Executive members, one being the Treasurer, are required for all checks.
 - d. Shall be responsible for seeing that suitable arrangements are made for handling and safe deposit of cash at all times and for its deposit in the bank.
 - e. Shall be responsible for the production and presentation of financial statements as required.
 - f. Shall be responsible for monthly bank balance, accounts payable and accounts receivable.
 - g. Shall only hold the office for 4 consecutive 1 year terms.
42. The Fundraising Chairperson:
- a. Shall coordinate all fundraising efforts.
43. The Development Coordinator:
- a. Shall provide material resources, educational clinics, workshops and on ice support resources to enhance coach and player development.
 - b. Shall make recommendations to the Executive on association or team development needs.
 - c. Shall be voting member at Board, Semi-Annual and Annual meetings.
 - d. Shall be responsible for the planning and organization of Development Weekend for the Association.
 - e. Shall work with the Website Coordinator and Division Reps to inform coaches, parents and players of all development programs, clinics, and educational forums available to them during the hockey season.
 - f. Shall perform such other duties as shall be necessary for the good and welfare of the Association.
 - g. Shall report to the Board and the Association, the development program's requirements, plans, activities, and expenditures during the hockey season.
44. The Referee in Chief
- a. Shall be responsible for recruitment and training of qualified on and off ice officials for West Colchester Minor Hockey Association.
 - b. Shall report to the Board but is not a voting member of the Board. Term for this position is 1 year.
 - c. Shall be a currently registered senior official in good standing within their current or last association.
 - d. Shall conduct and/or organize referee clinics.
 - e. Shall coordinate the schedule of all officials within the Association.
 - f. Shall provide equal opportunities for officials within the Association to develop their officiating skills through a balanced assignment to games (qualifications taken into consideration). RIC will maintain a record of opportunities provided, acceptance or refusal (and reason for refusal). Officials refusing due to commitments to a hockey team shall not be penalized.
 - g. Shall submit to the Treasurer a schedule of completed referee assignments for payment purposes.

- h. Shall recommend the officials pay rate scale to the Executive before the start of the season for budgeting purposes.
- i. Shall monitor the performance of all officials in the Association.
- j. Shall maintain a work log on all Association Officials and provide the Executive with a written evaluation for all officials at least once yearly.
- k. Shall serve as a member of the Discipline/Protest Committee.
- l. Shall provide reports for the semi annual and annual general meetings on activities of the referees and off ice officials.
- m. Shall not be a Head Coach for any competitive or rep team in the Association. If the WCMHA RIC holds a position on any bench, the referee assigned to that team's games must be assigned by another RIC to avoid conflict of interest issues.

45. The Tournament Chair

- a. Shall organize sanctioned tournaments on behalf of the Association as required to raise funds which contribute to the Association balance. Funds raised through tournaments will benefit all players registered in WCMHA.
- b. Shall report to the Executive group and consults the Board on decisions regarding the tournament. Chairperson(s) is elected at Annual General Meeting for a term of one year.
- c. Shall attend Board meetings and provide regular updates regarding registered teams, financial information, division challenges, schedules, and sponsorship.
- d. Shall prepare a pre-budget (based on previous year) for each tournament and submit to the Executive by November of the current year.
- e. Shall conduct committee meetings and record minutes of meetings for future reference.
- f. Shall organize committee volunteers into groups to gather sponsors, prizes, hospitality, and the weekend schedules.
- g. Shall organize memorial awards for tournament weekend (Josh Fletcher and Trevor Ferguson Awards). Contact donors by January of the current year.
- h. Shall submit a detailed financial statement at the conclusion of the tournament. All generated funds, following completion of the tournament, will be turned over by the Chairperson to the Treasurer, according to timeline recommended by the directors.

46. The Ice Manager

- a. Shall allocate and manage available ice for WCMHA to ensure all ice slots are filled to maximum potential.
- b. Shall develop the weekly practice schedule and game time schedule for all WCMHA teams. Consider comments from previous year's schedule when creating new schedule.
- c. Shall attend coaches' meeting to gather information on coaches' schedules to ATTEMPT to make schedule as suitable as possible for all coaches and to inform coaches of the procedure for cancelling and requesting additional ice time (see WCMHA Ice Policy). (Coaches notify ice manager and ice manager notify Ref in Chief, Timekeeper Manager and Rink Manager).
- d. Shall receive house league schedules and coach contacts from Truro Minor Hockey and South Colchester (Brookfield) Minor Hockey schedulers and integrate the house league games into West Colchester schedule. Any changes to ice times have to be sent to these schedulers and respective coaches (Truro & Brookfield).

- e. Shall work with ice managers from associations involved in the various rep leagues to co-ordinate complementary ice times for home and away games. If this is not possible, request schedules from rep teams to help teams match ice needs to schedules.
- f. Shall update the weekend schedule and send this schedule to the President, Ref in Chief and Rink Manager by Thursday.
- g. Shall make necessary changes to the schedule when teams are not using ice times and contact all teams about available ice time as per ice policy. Send changes to weekly ice schedule to ref in chief, timekeeper manager, president, rink manager and affected teams every time a change occurs after the schedule has been sent for that week.
- h. Shall notify ref in chief and timekeeper manager of changes in schedule so refs and timekeepers can be changed or cancelled.
- i. Shall maintain records and invoice rep teams at the end of each month for costs not covered through registration fees (e.g., extra practices, extra ½ hour of game time, refs & timekeepers).
- j. Shall help coaches/managers find ice times for league or mandatory games and make necessary changes to the schedule during play down time when games needed to be completed within a certain time frame.

47. The Coach Coordinator:

- a. Shall be responsible for the recruitment and recommendation of the coaches for their teams to the Executive of the Association and of assigning them to the various teams in the league.
- b. Shall be responsible for observing behavior of coaches during practices and games.
- c. Shall be responsible for reporting to the Executive.
- d. Shall communicate all rules and regulations of the Association to the coaches.

48. The Division Representatives:

- a. Shall be selected from interested members of the association whose names shall be submitted through an open recruitment process. Election of Division Representatives will occur at Annual General Meeting for a term of 1 year.
- b. Shall provide communication between the Board, Coaching/Bench staff and parents of their respective divisions. Prior to each monthly Board meeting(s), Division Reps will contact team staff at all levels within the division to ask if there are any questions, concerns, or comments to be brought forward to the Board. This information is to be forwarded to the Executive Secretary in advance of the meeting for inclusion in the monthly agenda. Division Representatives hold voting positions on the Board of West Colchester Minor Hockey Association (amendment November 15th, 2012).
- c. Shall report to 2nd Vice President.
- d. Shall be elected for all divisions (IP, Novice, Atom, Peewee, Bantam, Midget).

49. The Female Coordinator

- a. Shall oversee the operation and conduct of female hockey in West Colchester.
- b. Shall be elected at the Annual General Meeting for a term of 1 year.
- c. Shall attend meetings as a member of the Board of Directors.
- d. Shall carry out duties delegated by the President.
- e. Shall attend all meetings of Hockey Nova Scotia as may be requested by the HNS Chair of Female Council on behalf of the Association.

- f. Shall serve as a liaison between the female team and the West Colchester Minor Hockey Executive.
- g. Shall help define and establish the rules and regulations of the female teams within the Association.
- h. Shall be responsible for the planning and running of all female competitive tryouts.
- i. Shall work with development coordinator to organize development program for all female hockey teams.
- j. Shall work with Registrar to ensure that players are registered before participating in the Cyclones program.
- k. Shall work with Ice Manager to organize league and playoff games schedules in accordance with the ice time allotted by the 'Association';
- l. Shall notify the Ice Coordinator and the Equipment Manager of team needs.
- m. Shall ensure all female teams follow the Coaches and Managers Handbook and abide by the Association guidelines.
- n. Shall be responsible for keeping a record of all suspensions and inform (verbally and in writing) all players and coaches affected by such suspensions.
- o. Shall receive and report all incidents concerning discipline of female hockey teams to the First Vice President.
- p. Shall prepare a report for the annual general meeting.

50. The Coaches and Managers:

- a. Shall be selected by the Coaching coordinator after receipt and review of coaching applications with support of the Board.
- b. Shall abide by the regulations and laws of the Association
- c. Shall provide proper guidance and direction to team members.
- d. Shall be responsible for team discipline and the conduct of team members in and around the rink prior to, during and after any game or practice played by the team.
- e. Shall have concern for the well being of all team members and should, if feasible, report players injuries to their parents/guardians.
- f. Shall be 20 years of age by December 31 of the playing year.

MISCELLANEOUS

- 51. WCMHA will first offer House hockey at each division. The following items will be considered when the option to offer a rep team is determined: numbers of players, availability of support staff, family commitment and player skill level. If there is an insufficient number of players for both a House and a Rep team at any level, a vote of 100% in favor by families directly involved is required to offer a Rep team at that level. 100% agreement can include playing at the level formed or accepting other options offered by the association.
- 52. The Society shall file with the Registrar with its Annual Statement a list of its directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of directors, notify the Registrar of the change.
- 53. The Society shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
- 54. The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

55. Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary.
56. The books and records of the Society 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 Society.
57. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the Chairman or the Vice-Chairman and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.
58. The borrowing powers of the Society may be exercised by special resolution of the members.
59. Only the official logo of the WCMHA will be used on any garments, jerseys, etc representing West Colchester Minor Hockey. A jpeg file of the official logo will be posted on the Cobras website for use by the membership.