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# METRO EAST INFERNO FEMALE HOCKEY ASSOCIATION

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By-Laws

JULY 13, 2020



## METRO EAST INFERNO FEMALE HOCKEY ASSOCIATION BY-LAWS

### BY-LAWS

#### 1. BY-LAW ONE – NAME OF ASSOCIATION

- 1.1. This organization shall be called Metro East Inferno Female Hockey Association (hereafter referred to as MEIFHA) and shall be comprised of the Female Metro East Zone as defined by Hockey Nova Scotia.
- 1.2. Clubs/Teams within the MEIFHA shall be named Metro East Inferno.

#### 2. BY-LAW TWO – STATUS OF THE ASSOCIATION

- 2.1. Hockey Nova Scotia is the governing body of amateur hockey in Nova Scotia; an amateur hockey player is one who is not participating in organized professional hockey. MEIFHA shall conduct itself to the betterment of female hockey within the Female Metro East Zone.
- 2.2. MEIFHA shall create a Board of Directors (also called the Executive), which is responsible for the administration of the Association's By-Laws and Policies. **The number of Directors shall be between 15-20. The subscribers to the Memorandum of Association of the society shall be the first directors of the Society.**
- 2.3. MEIFHA is a member of Hockey Nova Scotia, the governing body of amateur hockey in Nova Scotia.

#### 3. BY-LAW THREE - INTENTIONALLY LEFT BLANK

#### 4. BY-LAW FOUR – AMENDMENTS TO THE BY-LAWS

- 4.1. Amendments can only be made to the By-Laws at the Annual General Meeting or at a Special General Meeting of the MEIFHA. With a quorum in place, a three fourths majority of such members entitled to a vote as are present in person is required to adopt an amendment to the By-law.
- 4.2. Notices to amend the By-Laws must be received in writing or by electronic mail by the Association President 45 days before the Annual or Special General Meeting. The Association President shall communicate by posting on the MEIFHA's web site all such proposed amendments thirty (30) days before the Annual or Special General Meeting.



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### 5. BY-LAW FIVE – MEMBERSHIP

5.1. Whenever used in the By-Laws, Rules or Policies, the words:

5.1.1. "Member" shall be deemed to include where the context permits, any person, teams, or association registered with MEIFHA or participating in games or activities of any kind sponsored or organized by MEIFHA.

5.1.1.1. The following are deemed to be "voting members" of MEIFHA:

5.1.1.1.1. Parents or Guardians of the registered hockey players older than 18 years of age

5.1.1.1.2. Individuals as defined within this section

5.1.1.1.3. Individuals elected in accordance with MEIFHA's By-laws

5.1.1.1.4. Individuals appointed in accordance with MEIFHA's By-laws.

5.1.2. "Individual" shall include where the context permits, any player, coach, manager, official, volunteer affiliated with or associated with in any capacity, any team or association participating in games or activities of any kind sponsored or organized by MEIFHA or any of its members and shall include game officials older than 18 years of age.

5.1.3. "Membership in MEIFHA", as defined herein is purely voluntary, but application or acceptance of membership requires acceptance by MEIFHA.

5.1.4. Membership may be acquired by registration to the Registrar of MEIFHA, expressing compliance with and adherence to the By-Laws of MEIFHA and accompanied by the requisite fee for membership. The Registrar will then forward to the MEIFHA Board for acceptance. Implied acceptance is granted to all, except where required the Board may under guidance of Hockey Nova Scotia Female Council and Hockey Nova Scotia decide to revoke acceptance.

5.1.5. MEIFHA Memorandum of Association and By-Laws shall conform to the By-Laws of Hockey Nova Scotia and shall not at any time make any amendments to their own Memorandum of Association or By-Laws which conflicts with the By-Laws of Hockey Nova Scotia. Hockey Nova Scotia's Board of Directors through its Councils must approve such Memorandum of Association and any amendments to such Memorandum of Association or By-Laws on an annual basis.

5.2. A member may resign from membership in MEIFHA by submitting its resignation in writing to the Registrar of MEIFHA. Upon such resignation becoming effective such member shall forfeit all its rights and privileges.



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- 5.3.** All games played under MEIFHA, and the qualifications of all persons competing in such games as members of its Teams, Leagues or Associations shall conform to the By-Laws, Rules, Guidelines, Procedures and Policies of MEIFHA and with the rules and conditions of competition adopted and prescribed by Hockey Nova Scotia.
  
- 5.4.** Any member shall be subject to forfeiture or suspension in the event of failure to comply with any requirements of MEIFHA or any decree or ruling of the MEIFHA Executive Board of Directors and it is expressly stipulated that any decree of forfeiture or suspension when affirmed by two-thirds vote of the MEIFHA Board of Directors voting, shall be binding until the next Annual or Special General Meeting of MEIFHA.
  
- 5.5.** The Female Metro East Zone consists of members who are involved in female hockey and fall within the boundaries of the Minor Hockey Associations of Cole Harbour, Dartmouth, East Hants and Eastern Shore.
  
- 5.6.** Members may also include members from other Hockey Associations or Zones who are permitted by Hockey Nova Scotia and the Officers of the Board of Directors to play on a Metro East club Team.



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### 6. BY-LAW SIX – EXPULSION

- 6.1. Any violation of the By-Laws or policies, or failure to accept and endorse all decisions of MEIFHA or the Board of Directors shall render a member, or individual liable to expulsion by a two-thirds vote MEIFHA Board of Directors until the next Annual or Special General Meeting of MEIFHA and the expulsion by a two-thirds vote of the directors voting at such meeting. (see **By-Law 11**)

### 7. BY-LAW SEVEN – THE OFFICERS, THEIR AUTHORITY AND RESPONSIBILITIES

- 7.1. The Officers of MEIFHA shall be the:
- President;
  - Executive Vice-President;
  - Vice-President Hockey Operations;
  - Vice-President Finance;
  - Immediate Past President; and
  - Vice-President Administration
- 7.2. The additional Executive Board Members of MEIFHA shall be the:
- Development Coordinator;
  - Risk Management Coordinator;
  - IT Coordinator;
  - Referee-in-Chief;
  - Ice Scheduler;
  - Division Coordinators (U7, U9, U11, U13, U15 and U18);
  - Equipment Manager;
  - Registrar;
  - Financial Assistance Coordinator;
  - Secretary
  - Coach Coordinator; and
  - Community Events Coordinator
- 7.3. The Officers shall also be known as the Board of Directors.



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- 7.4.** The Officer positions with the exception of Immediate Past President shall be elected for a term of two (2) years at MEIFHA Annual General Meeting. If there is more than one candidate for either position, then there shall be a vote. The voting for the Officers shall require separate ballots. For the position of President and Executive Vice-President, election requires a majority of fifty (50%) plus one (1) of the votes cast. If more than two (2) candidates are seeking election for one (1) of these two (2) positions, then the candidate who obtains the fewest votes is declared defeated. Voting continues until the required majority is obtained.
- 7.5.** The Vice-President Finance shall be for a person from a financial background holding a designation of CPA.
- 7.6.** Any Officer vacancy will be filled by the Executive until the next Annual General Meeting.
- 7.7.** The President and Executive Vice-President may only serve two (2) terms of two (2) years.
- 7.8.** To be eligible as Past President a person must have served one (1) complete two (2) year term as President. If a person fails to complete any subsequent term as President, such person shall have the right to serve as Past President.
- 7.9.** To be eligible as President a person must have served one (1) complete two (2) year term on the Executive Board.



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### 7.10. President's Responsibilities

#### 7.10.1. The President shall:

- 7.10.1.1. Be the Chair of the Board of Directors. Preside at all the meetings of MEIFHA. He/she shall generally perform the duties usual to the Office of President and may at his/her discretion, order the calling of a Special General Meeting of MEIFHA or its Committee(s).
- 7.10.1.2. Be a voting member of the Board of Directors
- 7.10.1.3. In the case of emergency, may exercise all the duties and powers of any of the Board of Directors, but such action shall be referred within fifteen (15) days to the Board of Directors for approval or rejection.
- 7.10.1.4. Has the power to suspend any member/volunteer under the jurisdiction of MEIFHA to include but not limited to: player, team official, league volunteer/board member, association volunteer/board member, coach or referee for any breach or violation:
  - 7.10.1.4.1. of the provisions of the By-Laws and Playing rules,
  - 7.10.1.4.2. of any decision or ruling of the Board of Directors.
  - 7.10.1.4.3. involving unsportsmanlike conduct on or off the ice.
  - 7.10.1.4.4. involving abusive language to any of the officials.
  - 7.10.1.4.5. involving an alleged infraction of the amateur definition.
- 7.10.1.5. Provided that the President or designate is satisfied that such player, coach, manager, team member or individual has committed such breach or violation. Such suspension will be automatically and continuously effective until dealt with by the Board of Directors who shall deal with such suspension within fifteen (15) days.
- 7.10.1.6. Convene Complaints Committees to investigate and recommend complaint resolutions to the Board of Directors for complaints that arise within MEIFHA.
- 7.10.1.7. The President or designate shall have the power to impose such suspension in respect to any incident which may occur at anytime whether having to do with a game of any kind (exhibition, regularly scheduled or otherwise). Such suspension automatically terminates at the expiration of the period of suspension. All MEIFHA teams will recognize such suspensions and the President shall notify those necessary of such suspensions and penalties. Any person so suspended shall have the right to appeal to Hockey Nova Scotia.



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- 7.10.1.8.** The President is an ex-officio member of all committees and shall have signing authority with any one of the designated signing officers approved by the Board of Directors.
- 7.10.1.9.** Administer the applicable policies of the association.
- 7.10.1.10.** The President shall be the official representative to Hockey Nova Scotia and shall attend the General and Special Meetings of Hockey Nova Scotia.

### **7.11. Executive Vice-President – Responsibilities**

- 7.11.1.** The Executive Vice-President shall:
  - 7.11.1.1.** Report directly to the President and in the absence of the President, shall exercise the powers and duties of the President and shall also perform all duties assigned by the President.
  - 7.11.1.2.** Be a voting member of the Board of Directors.
  - 7.11.1.3.** Be responsible for the regulatory side of MEIFHA including rules, regulations and policy.
  - 7.11.1.4.** Convene Complaints Committees to investigate and recommend complaint resolutions to the Board of Directors for complaints that arise within MEIFHA.
  - 7.11.1.5.** Be the Board of Director's liaison and be responsible for the monitoring of other Board Members.
  - 7.11.1.6.** Be a liaison between MEIFHA and the Leagues in which it plays.
  - 7.11.1.7.** Serve on committees as required.
  - 7.11.1.8.** Review, maintain and administer all procedures and policies of the Association.
  - 7.11.1.9.** Other duties as assigned by the President.

### **7.12. Vice-President Hockey Operations – Responsibilities**

- 7.12.1.** The Vice-President Hockey Operations shall:
  - 7.12.1.1.** Report directly to the President.
  - 7.12.1.2.** Be a voting member of the Board of Directors
  - 7.12.1.3.** Be responsible for the Hockey Operational side of MEIFHA including ice scheduling and ice contracts.
  - 7.12.1.4.** In cooperation with the Development Coordinator, organize and oversee the tryout /evaluation process.
  - 7.12.1.5.** Be the Board of Director's liaison and be responsible for the monitoring of Divisional Coordinators and the levels they coordinate.
  - 7.12.1.6.** Be a member of the Development Committee.
  - 7.12.1.7.** Serve on committees as required.





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**7.12.1.8.** Administer the applicable policies of the Association.

**7.12.1.9.** Other duties as assigned by the President.

### **7.13. Vice-President Finance – Responsibilities**

**7.13.1.** The Vice-President Finance shall report directly to the President, and be the Chair of the Finance Committee, and in addition to the duties of the Finance Committee shall :

**7.13.1.1.** Be a voting member of the Board of Directors

**7.13.1.2.** Be responsible for all aspects related to finance including business planning,

**7.13.1.3.** Be responsible for budget development and maintenance and all aspects of financial support to ensure the effective operation of MEIFHA.

**7.13.1.4.** Keep proper books of accounts.

**7.13.1.5.** Present to the Annual General Meeting (AGM) and/or the Special General Meeting (SGM) of MEIFHA an Annual Report showing:

**7.13.1.5.1.** The results of the yearly operation of MEIFHA, including an annual budget.

**7.13.1.5.2.** Such other financial reports and matters as may appear to be of interest to MEIFHA or that the Board of Directors of MEIFHA may prescribe, including an annual budget.

**7.13.1.6.** Receive, in the name of MEIFHA, all monies which shall be deposited in one or more chartered banks of MEIFHA, and payout of the funds of MEIFHA any costs, charges and expenses involved in the Administration and operation of MEIFHA in accordance with the policies and guidelines as laid down from time to time by the Finance Committee.

**7.13.1.7.** Invest money in the name of MEIFHA in accordance with Policies and Guidelines as approved by the Finance Committee.

**7.13.1.8.** The Directors shall annually present to the members a written report on the financial position of the society. The result shall be in the form of a Notice to the Read and shall include :

**7.13.18.1 (a)** a balance sheet showing its assets, liabilities and equity, and

**7.13.18.2 (b)** a statement of its income and expenditures in the preceding fiscal year.

**7.13.18.3** a copy of the Financial Report shall be signed by the Auditor or two Directors.



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**7.13.18.4** A signed copy of the financial report shall be filed with the Registrar within fourteen (14) days after each Annual General Meeting

**7.13.18.5** An auditor or the Society may be appointed by the members at the Annual General Meeting and, if the members fail to appoint an Auditor, the Directors may do so.

- 7.13.1.9.** Serve on committees as required by the Board of Directors or the President.
- 7.13.1.10.** Coordinate payment of all invoices and accounts in a prompt and orderly manner, and report same to the Vice-President Hockey Operations and include them in the financial statements.
- 7.13.1.11.** Work closely with the Registrar to ensure all fees are paid and accounted for.
- 7.13.1.12.** Be responsible for the collection of delinquent accounts and in consultation with the Financial Assistance Coordinator will take appropriate action to correct the situation of returned cheques. An approved fee will be charged to the individual member for all returned cheques.
- 7.13.1.13.** Administer the applicable policies of the Association.
- 7.13.1.14.** Other duties as assigned by the President.

### **7.14. Past President – Responsibilities**

- 7.14.1.** The Past President shall:
  - 7.14.1.1.** Be a member the Board of Directors.
  - 7.14.1.2.** Be a voting member of the Board of Directors
  - 7.14.1.3.** Chair the Appeals/Protests Committee.
  - 7.14.1.4.** Chair the Nominating Committee to elect a new President. In the event the Past President is unavailable the President shall fulfil this role.
  - 7.14.1.5.** Serve on committees as directed by the Board of Directors or President.
  - 7.14.1.6.** Chair By-Law committee.
  - 7.14.1.7.** Perform other duties as assigned by the President.
  - 7.14.1.8.** Administer the applicable policies of the Association.
- 7.14.2.** In the event there is not a Past President, the President shall assume these duties and delegate them if required.



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### **7.15. Vice-President Administration – Responsibilities**

**7.15.1.** The duties of the Vice-President Administration include but are not limited to:

- 7.15.1.1.** Responsible for taking and preparing the minutes of the General and Executive Board meetings.
- 7.15.1.2.** Be a voting member of the Board of Directors.
- 7.15.1.3.** Supplying copies of the minutes of all meetings as expeditiously as possible to the members of the Executive Board and such other persons as authorized by the Executive Board. The minutes, will be reviewed at the next Executive Board Meeting and when approved shall be noted in the minutes of that meeting.
- 7.15.1.4.** Maintaining an archive of the minutes of all the meeting.
- 7.15.1.5.** Administer the applicable policies of the Association.
- 7.15.1.6.** Perform other duties as assigned by the President.

### **7.16. Development Coordinator – Responsibilities**

**7.16.1.** The Development Coordinator is responsible for the management of the Association's development program and is the principal contact person within the Association for all player, coach or official skill development activities. More specifically, the Development Coordinator's duties include but are not limited to:

- 7.16.1.1.** Defining and managing the Coach interview process.
- 7.16.1.2.** Perform activities during the MEIFHA tryout / evaluation process and development programs.
- 7.16.1.3.** Confirming the appointment of all Head Coach, Assistant Coach, Trainer, Treasurer and Managers.
- 7.16.1.4.** Liaise with Hockey Nova Scotia Development personnel and the MEIFHA Development Coordinators on coach & player development activities and programs.
- 7.16.1.5.** Outline the budgetary requirements for the overall development program and provide the leadership within the Association to achieve the program objectives.
- 7.16.1.6.** Manage team staff disciplinary activities.
- 7.16.1.7.** Administer the applicable policies of the Association.
- 7.16.1.8.** Perform other duties as assigned by the President.



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### **7.17. Risk Management Coordinator –Responsibilities**

**7.17.1.** The duties of the Risk Management Coordinator include but are not limited to:

- 7.17.1.1.** Administer and track coaching certification requirements, communicate certification opportunities, and advise Division Coordinators of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia.
- 7.17.1.2.** Manage MEIFHA's relationships with suppliers, vendors and any related contracts.
- 7.17.1.3.** Ensure the Association is properly insured.
- 7.17.1.4.** Provide advice to the Executive Board on actions required to mitigate the Associations' risk.
- 7.17.1.5.** Recommend appropriate training courses for coaches where appropriate.
- 7.17.1.6.** Recommend first aid training and special courses (e.g. power skating) where appropriate.
- 7.17.1.7.** Administer the applicable policies of the Association.

### **7.18. IT Coordinator –Responsibilities**

**7.18.1.** The duties of the IT Coordinator include but are not limited to:

- 7.18.1.1.** Ensuring the Association membership is aware of activities, opportunities, successes and relevant issues by effectively using the association website and other appropriate public media.
- 7.18.1.2.** Work with the Community Events Coordinator and other Board Members, to communicate with Association members.
- 7.18.1.3.** Administer the applicable policies of the Association.

### **7.19. Referee-in-Chief – Responsibilities**

**7.19.1.** The duties of the Referee-in-Chief include but are not limited to:

- 7.19.1.1.** Report to the Vice-President Hockey Operations of the Association.
- 7.19.1.2.** Recruit and train qualified officials for use by the Association.
- 7.19.1.3.** Coordinate the scheduling of Officials and Timekeepers within the Association.



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- 7.19.1.4.** Recommend an Officials' fee schedule to the Executive for inclusion in the annual budget which will take effect at the beginning of the next hockey season. All Officials' fees for regular season and playoff league play will be paid directly by the Association. Individual teams will pay the Official's fees directly for all exhibition games.
- 7.19.1.5.** Maintain a work log on all Association Officials which may be requested from time to time by the Executive.
- 7.19.1.6.** Provide to the Executive written evaluations for all Association Officials at least once yearly, normally at the conclusion of the hockey season.
- 7.19.1.7.** Administer the applicable policies of the Association.
- 7.19.1.8.** The Referee-In-Chief cannot be a Head Coach, Assistant Coach, Manager or Trainer in the Association.

### **7.20. Ice Scheduler –Responsibilities**

- 7.20.1.** The duties of the Ice Scheduler include but are not limited to:
  - 7.20.1.1.** Secure the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established by MEIFHA.
  - 7.20.1.2.** Liaise with the Vice-President Finance and the Vice-President Hockey Operations in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season.
  - 7.20.1.3.** Act as the liaison with Hockey Nova Scotia and the appropriate Female Hockey leagues and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.
  - 7.20.1.4.** Communicate with all teams when surplus ice is available for purchase.
  - 7.20.1.5.** Develop and maintain a robust and accurate Ice-use Log for all ice sessions used by MEIFHA teams.
  - 7.20.1.6.** Administer the applicable policies of the Association.



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### **7.21. Division Coordinator (U7, U9, U11, U13, U15 and U18) – Responsibilities**

- 7.21.1.** There shall be Division Coordinators selected by the Executive from interested members whose names shall be submitted through an open recruitment process.
- 7.21.2.** The duties of the Division Coordinator include but are not limited to:
  - 7.21.2.1.** Support communications between the Executive, Coaching/Bench staff and parents.
  - 7.21.2.2.** Report to the Vice-President Hockey Operations and shall assist in the evaluation or placement processes at the appropriate level.
  - 7.21.2.3.** Division Coordinators shall be selected for the following divisions:
    - 7.21.2.3.1.** U7
    - 7.21.2.3.2.** U9
    - 7.21.2.3.3.** U11
    - 7.21.2.3.4.** U13
    - 7.21.2.3.5.** U15
    - 7.21.2.3.6.** U18
  - 7.21.2.4.** Administer the applicable policies of the Association.

### **7.22. Equipment Manager – Responsibilities**

- 7.22.1.** The duties of the Equipment Manager include but are not limited to:
  - 7.22.1.1.** Maintain an up to date inventory of all jerseys and equipment.
  - 7.22.1.2.** Issue and obtain receipt for all jerseys and equipment at the start of the season and ensure all jerseys and equipment are returned and accounted for in the spring.
  - 7.22.1.3.** Arrange for the repair of jerseys and equipment where necessary.
  - 7.22.1.4.** Recommend purchase of jerseys and equipment to the Executive Committee where applicable.
  - 7.22.1.5.** If directed by the Board, arrange through the Vice-President Finance, appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft.
  - 7.22.1.6.** Assist the Vice-President Finance in the preparation of the budget with respect to the jerseys and equipment replacement requirements.



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- 7.22.1.7.** Under the direction of the Board, provide recognition to corporate team sponsors by ensuring that advertising crests are attached to the team jerseys appropriately.
- 7.22.1.8.** Develop an Apparel Policy and identify exclusive suppliers for the Association.
- 7.22.1.9.** Administer the applicable policies of the Association.

### **7.23. Registrar – Responsibilities**

- 7.23.1.** The duties of the Registrar include but are not limited to:
  - 7.23.1.1.** Report to the Vice-President Administration and shall assist in the organization, supervision and control of all registration procedures.
  - 7.23.1.2.** Supply each of the Division Coordinators and designated members of the Executive with master registration lists as soon as reasonably possible.
  - 7.23.1.3.** Maintain a record and work closely with the Vice-President Finance to ensure all funds are collected and accounted for.
  - 7.23.1.4.** In conjunction with the President and Vice-President Finance, establish a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the member cannot participate for a full season and wishes to withdraw as per Association policy.
  - 7.23.1.5.** Administer the applicable policies of the Association.

### **7.24. Financial Assistance Coordinator – Responsibilities**

- 7.24.1.** The duties of the Financial Assistance Coordinator include but are not limited to:
  - 7.24.1.1.** Report to the Vice-President Finance and shall assist in the organization, supervision and control of all Association and team fundraising policies and procedures.
  - 7.24.1.2.** Be a member of the Finance Committee.
  - 7.24.1.3.** Initiate and develop fundraising activities for the Association as a whole, typically but not necessarily between May 1st and September 1st.
  - 7.24.1.4.** Review, advise and provide approval for all MEIFHA team fundraising activities.
  - 7.24.1.5.** Maintain a record and work closely with the Vice-President Finance to ensure all team budgets are submitted in accordance with the Team Finances & Fundraising Policy.
  - 7.24.1.6.** In conjunction with the Vice-President Finance, develop and



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maintain a team finance worksheet which is to be used by and submitted by all teams.

- 7.24.1.7.** Develop a map of areas within the Female Metro East Zone and provide dates for teams wishing to do bottle drive fundraisers.
- 7.24.1.8.** Audit all team expenditures and approve proposed, interim and final Team Budgets.
- 7.24.1.9.** Administer the applicable policies of the Association.

### **7.25. Community Events Coordinator – Responsibilities**

**7.25.1.** The duties of the Community Events Coordinator include but are not limited to:

- 7.25.1.1.** Report to the Vice-President Administration and shall work closely with the Board of Directors.
- 7.25.1.2.** Keep current on events within the communities that comprise the Metro East Zone.
- 7.25.1.3.** Maintain and remain active on all MEIFHA social media platforms.
- 7.25.1.4.** May be called upon by the Executive Directors or other Executive members to share or post communication on Social Media.
- 7.25.1.5.** Share or Post on Social Media communications from Hockey Nova Scotia and/or Hockey Canada.
- 7.25.1.6.** Coordinate and/or promote MEIFHA community initiatives.

### **7.26. Secretary – Responsibilities**

**7.26.1.** The duties of the Secretary include but are not limited to:

- 7.26.1.1.** Report to the Vice-President Administration and shall work closely with the Board of Directors.
- 7.26.1.2.** Keep an accurate record of the proceedings of all meetings of the Association and Executive.
- 7.26.1.3.** Accepts applications for Executive positions and notifies candidates of their election.
- 7.26.1.4.** Causes notice to be made as detailed in **By-Law FOUR** and **By-Law TEN**.
- 7.26.1.5.** Notifies Executive members of all meetings and prepares the agenda.
- 7.26.1.6.** Is custodian of the books and records, and the minutes of all the meetings of the Association.
- 7.26.1.7.** Ensures that the Register of Joint Stock Companies receives any amendments to the By-Laws, updated information on the Executive and payment of annual fees.
- 7.26.1.8.** May be called upon by the President or Executive Vice-President to draft correspondence on behalf of the Association.





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- 7.26.1.9.** Publish any regular or occasional MEIFHA Newsletters.
- 7.26.1.10.** Review (and edit as necessary) and submit correspondence to IT Coordinator for publishing on website, email, and via social media.
- 7.26.1.11.** Book rooms for meetings.
- 7.26.1.12.** Administer the applicable policies of the Association.
  
- 7.26.1.13.** Have custody of the Seal, if any, which may be affixed to any document upon resolution of the Board of Directors, and file with the Registrar: within fourteen (14) days of their election or appointment, a list of directors with their addresses, occupations, and dates of appointment or election.

### **7.27. Coach Coordinator – Responsibilities**

- 7.27.1.** The duties of the Coach Coordinator include but are not limited to:
  - 7.27.1.1.** Report to the Vice-President Hockey Operations and shall work closely with all Division Coordinators, Risk Management Coordinator and other Executive Board members.
  - 7.27.1.2.** Coordinates the organization of all teams within the Association.
  - 7.27.1.3.** Accepts applications for Coach positions and notifies candidates of their election.
  - 7.27.1.4.** Implements and coordinates the coach interview process.
  - 7.27.1.5.** Is a member of the Coach Selection Committee.
  - 7.27.1.6.** Responsible for the implementation and updating of the Coach Selection Policy. This includes keeping a current copy.
  - 7.27.1.7.** May propose changes to the Coach Selection Policy but must receive approval from the Executive Board of Directors.
  - 7.27.1.8.** Keeps the coaches of all teams informed of all matters relevant to the coaching of their teams.
  - 7.27.1.9.** Informs all coaches of development opportunities.
  - 7.27.1.10.** Implements, maintains and makes available Coaching Resources on the MEIFHA website.
  - 7.27.1.11.** Liaises with the Vice-President Hockey Operations with respect to League matters.
  - 7.27.1.12.** Implements and organizes coach evaluations at the end of the hockey season. Is custodian of coach evaluations and shall provide a report to the Executive Board of Directors at the end of the hockey season.



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7.27.1.13. Administer the applicable policies of the Association.

### 8. **BY-LAW EIGHT – THE BOARD OF DIRECTORS, THEIR AUTHORITY AND RESPONSIBILITIES**

8.1. The Board of Directors shall consist of the Officers of the Executive Board (see **By-Law SEVEN**) as well as non-voting Directors such as Coordinators Advisors

8.1.1. The Board of Directors shall be determined as follows: (as further described in **By-Law SEVEN and By-Law EIGHT**)

8.1.1.1. The President shall be elected for a term of two (2) years at MEIFHA's Annual General Meeting.

8.1.1.2. The Executive Vice-President shall be elected for a two (2) year term at MEIFHA's Annual General Meeting.

8.1.1.3. The Vice-President Hockey Operations shall be elected for a two (2) year term at MEIFHA's Annual General Meeting.

8.1.1.4. The Past President is the previously elected President and may hold the position for a four (4) year term.

8.1.1.5. The Vice-President Finance shall be elected for a two (2) year term at MEIFHA's Annual General Meeting.

8.1.1.6. The Vice-President Administration shall be elected for a two (2) year term at MEIFHA's Annual General Meeting.

8.1.1.7. The Division Coordinators (U7, U9, U11, U13, U15 and U18) shall be elected for a one (1) year term by the Executive through a majority vote.

8.1.1.8. The Referee-in-Chief, Registrar, Equipment Manager, Financial Assistance Coordinator, Development Coordinator, Risk Management Coordinator, IT Coordinator, Ice Scheduler, Secretary and Community Events Coordinator shall be appointed for a two (2) year term by the elected members of MEIFHA's Board of Directors.

8.1.2. For clarity, the elected members of the Board of Directors of MEIFHA are the President, the Executive Vice-President, Vice-President of Hockey Operations, Vice-President Finance, Vice-President



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Administration and Immediate Past President. These elected members are the voting members of the Board of Directors. Those members appointed to the Board in **By-Law 8.1.1.8** can make motions to the Board of Directors, are active participants in the debate of voting items but do not have a vote at the Board of Directors.

- 8.1.3.** Any persons who have been duly elected or appointed to a new position with MEIFHA at the MEIFHA AGM will start their new position on the first Monday following the MEIFHA AGM.

- 8.2.** The management of the operation of MEIFHA shall be vested in the Board of Directors who, in addition to the powers and authorities provided 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 MEIFHA and are not hereby or by statute expressly directed or required to be exercised or done by MEIFHA in general meeting, but subject nevertheless to the provisions of the statutes in that behalf and of these By-Laws as amended from time to time by MEIFHA in general meeting; provided that no by-law so made shall invalidate any prior act of the Executive that would have been valid if such by-law had not been made. Without restricting the generality of the terms of the last preceding By-law and without prejudice to the powers conferred thereby, and the other powers conferred by these By-laws, the Directors shall have power:

- 8.2.1.** to take such steps as they see fit to carry out any agreement or contract made by or on behalf of MEIFHA;
- 8.2.2.** to purchase or otherwise acquire for MEIFHA any property, rights or privileges that MEIFHA is authorized to acquire, and at such price and generally on such terms and conditions as they see fit;
- 8.2.3.** MEIFHA can only borrow money as approved by a special resolution passed by the members; a three fourths majority of such members entitled to vote as are in present in person is required.
- 8.2.4.** That MEIFHA can only issue debentures or mortgages borrowed by it, with the sanction of a special resolution
- 8.2.5.** to make and give receipts, releases and other discharge for money payable to MEIFHA and proclaims and demands of MEIFHA;
- 8.2.6.** **from time to time 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 it**
- 8.2.7.** to enter into all such negotiations and contracts, rescind and vary all such



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contracts, and execute and do all such acts, deeds and things in the name and on behalf of MEIFHA as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of MEIFHA;

- 8.2.8.** to adjudicate all disputes between MEIFHA teams, MEIFHA members or any other members or individuals which arise which are not possible to be resolved through normal process.
- 8.2.9.** to impose and enforce appropriate penalties for any violation or breach of the By- Laws, Policies or Playing Rules of Hockey Nova Scotia or for any violation or breach of any decision or ruling of the Board of Directors.



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- 8.2.10.** to authorize use of MEIFHA name, logos, images, and brand by partners, Hockey Nova Scotia and clubs within the MEIFHA.

Signing authority for financial matters or as an Officer of MEIFHA is limited to the President, Executive Vice-President, Vice-President Administration and the Vice-President Finance. This includes wiring cheques.

Each Board member shall have one (1) vote.

The President shall only vote in the event of a tie.

During the hockey season, any vacancy in the Board of Directors shall be filled by an appointment by the Board of Directors. All vacancy appointments shall be approved by the Board of Directors via majority vote and be in place until the next annual meeting.

By a majority vote, the Board of Directors, at any meeting of the Board, may remove any officer, any member of the Board of Directors who, by being remiss or neglectful to duty, or who by conduct intending to impair his/her use in MEIFHA shall be deemed to have forfeited his/her position.

Any member of the Board of Directors may be removed from office by Ordinary Resolution passed by the members voting at a Special Meeting called for that specific purpose.

## **9. BY-LAW NINE - INTENTIONALLY LEFT BLANK**



## METRO EAST INFERNO FEMALE HOCKEY ASSOCIATION BY-LAWS

### 10. BY-LAW TEN – MEETINGS OF MEIFHA COUNCILS AND COMMITTEES

- 10.1.** The Annual General Meeting of MEIFHA shall be held in the province of Nova Scotia no later than the last Saturday in June of each year with a minimum of 45 days' notice by way of electronic mail and by posting on the MEIFHA website. The date, place and time of such meeting shall be at the discretion of the Board of Directors of MEIFHA.
- 10.2.** Final notice of the Annual General Meeting of MEIFHA shall be sent by the President at least 7 days prior to the date of such meeting by way of electronic mail or the MEIFHA web site and include a copy of the proposed agenda.
- 10.3.** There may be a Semi-Annual Meeting of MEIFHA held no later than the last Saturday of February of each year with a minimum of 45 days' notice by way of electronic mail or by posting on the MEIFHA website. The date, place and time of such meeting shall be at the discretion of the Board of Directors of MEIFHA.
- 10.4.** Special or General Meetings may be called by the President upon not less than 7 days' notice to those as outlined in By-Law 11 by way of electronic mail or the MEIFHA web site. A special or general meeting shall be called by the President if requested to do so in writing by 25% of the voting delegates.
- 10.5.** Special Meetings may be called by:
- 10.5.1** the Board with written submission to the President with 2/3 of the board of Directors
  - 10.5.2** members who collectively hold at least 25% of the total current membership of the Association. Any request shall be made in a written submission to the President of the Board, and must set out the purpose for which such a meeting is being requested.
    - 10.5.2.1** Any Special Meeting requested under By-Law 10.5 shall be called by the president within twenty-one (21) Days of its receipt of the request;
    - 10.5.2.2** The president shall prepare the agenda for the Special Meeting, and shall limit that agenda to the items specified in the special meeting request;
    - 10.5.2.3** The agenda of the Special Meeting may not be altered;
- 10.6.** At all Annual, Semi-Annual or Special Meetings of MEIFHA a quorum shall consist of at least 10 eligible-voting members with no proxy votes;



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- 10.7.** At all Regular Meetings held by the Board of Directors, a quorum shall consist of at least 5 eligible -voting Executives;
  
- 10.8.** The business of the Annual General Meeting/Semi-Annual Meeting of MEIFHA shall be to receive and consider the financial statements/budgets of MEIFHA, the reports of the Directors, to elect and appoint officers and directors in accordance with the process as contained in these By-Laws and to transact any other business which under these By-Laws ought to be transacted at an ordinary general meeting.



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### **11. BY-LAW ELEVEN – VOTING**

- 11.1.** At the Annual General Meeting, Semi-Annual Meeting and Special or General Meetings of MEIFHA, the following shall be entitled to one (1) vote each.
  - 11.1.1.** A member as defined by By-Law Five of this document.
- 11.2.** At regular meetings which shall include only the Board of Directors, only the Executive Directors shall have a vote as outlined in Section 7.
- 11.3.** At all meetings of MEIFHA or of its Committees, voting shall be by a show of hands, unless otherwise decided.
- 11.4.** Proxy votes for voting members of the Board of Directors will be accepted at any meeting other than the AGM, Semi-Annual General Meeting and special meeting called by the Board or Members at which voters must be present.

### **12. BY-LAW TWELVE– CONFLICT OF INTEREST**

- 12.1.** No Board Member of MEIFHA shall have any connection with or hold any position whatsoever with any club/team or league under the jurisdiction of Hockey Nova Scotia or Hockey Canada without permission from the Board of Directors via a vote.
- 12.2.** A potential conflict of interest is deemed to exist when a Board Member of MEIFHA is involved:
  - 12.2.1.** As a member of an amateur hockey association, team or league;
  - 12.2.2.** Receives remuneration of any amount for any position of an amateur hockey association, team or league;
  - 12.2.3.** In holding any position on an amateur hockey association, team or league.
- 12.3.** When a potential conflict is deemed to have arisen, the member involved:
  - 12.3.1.** Shall immediately notify the MEIFHA Board of Directors;
  - 12.3.2.** Shall not participate in discussions and shall withdraw/absent themselves from the meeting when any item is being discussed by the Board Member or any of its committees which the presiding chair considers a conflict;
  - 12.3.3.** Shall not solicit information on any such item; and
  - 12.3.4.** Shall not be provided any information on any such item by any committee member or employee.
  - 12.3.5.** Abide by the decision of the Board of Directors.





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### **13. BY-LAW THIRTEEN - FINANCE OTHER**

**13.1.** The members may inspect the Annual Financial Statements and Minutes of the membership and Director's Meetings at the registered office of the MEFHA with two week's notice. All other books and records of MEIFHA may be inspected by any member at any reasonable time within two days prior to the Annual General Meeting at the registered office of MEIFHA.

**13.2** The Executive Directors shall serve without remuneration and shall not receive any profit from their positions; while the directors may receive compensation at the discretion of the Executive Directors. However, reasonable expenses incurred in the performance of his/her duties relating to the Board of Directors may be reimbursed.

**13.3.** The MEIFHA shall not make loans, guarantee loans or advance funds to any Director and no funds of MEIFHA shall be paid to or be available for the personal benefit of any member.