



**FUNDY HIGHLAND FEMALE HOCKEY ASSOCIATION
BY-LAWS**

June 7, 2021

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BY-LAW ONE – NAME OF ASSOCIATION

This organization shall be called Fundy Highland Female Hockey Association (hereafter referred to as FHFHA or the “Association”) and shall be comprised of the Female Fundy Highland Zone as defined by Hockey Nova Scotia.

Any current and future Clubs within the FHFHA shall bear the name Fundy Highland in their titles.

BY-LAW TWO – STATUS OF THE ASSOCIATION

The Association is established as the governing and administrative body whose purpose is to provide an opportunity for female youth of Fundy Highland Female Hockey Zone to participate in Hockey Nova Scotia sanctioned hockey programs. The Association is bound by the by-laws and rules of the Hockey Canada (HC), Hockey Nova Scotia (HNS), the Hockey Nova Scotia Female Council (HNSFC). All members of the Association will be bound by the terms of the Code of Conduct. FHFHA shall conduct itself to the betterment of female hockey within the Female Fundy Highland Zone, as set by HNS.

FHFHA 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 on an annual basis any amendments to such Memorandum of Association or By-Laws.

All games played under FHFHA, 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 and Policies of FHFHA and with the rules and conditions of competition adopted and prescribed by Hockey Nova Scotia Female Council.

The Fundy Highland Zone consists of members who are involved in female hockey and fall within the boundaries of Pictou, Colchester and Cumberland counties.

BY-LAW THREE – AMENDMENTS TO THE BY-LAWS

Amendments to the By-Laws may be made at the Annual General Meeting, Semi-Annual Meeting or any Special Meeting of the FHFHA, which involves the membership at large. With a quorum in place, a three fourths majority is required to adopt an amendment to a By-Law. At all Meetings of FHFHA, a quorum shall consist of at least 50% of board members/Officers plus one (1) eligible voting executive members. In the event that less than 50% of board members attend the meeting, a majority vote by voting and non-voting members of the executive is acceptable.

BY-LAW FOUR – MEMBERSHIP

A parent or legal guardian who has a child registered with FHFHA, and has paid all annual registration fees plus has no other outstanding fees owed within FHFHA, will be considered a member in good standing of FHFHA and may exercise the right to vote at the annual general meeting (one vote per family).

Members also include coaches, managers, and Board of Directors members of the current playing season who do not have children registered with FHFHA, and any individuals appointed in accordance with FHFHA's bylaws.

A member may resign from membership in FHFHA by submitting their resignation in writing to the executive of FHFHA. Upon such resignation becoming effective such member shall forfeit all rights and privileges.

Any member shall be subject to forfeiture or suspension in the event of failure to comply with any requirements of FHFHA or any decree or ruling of the FHFHA Executive Board of Directors and it is expressly stipulated that any decree of forfeiture or suspension when affirmed by two-thirds vote of the FHFHA Board of Directors voting, shall be binding until the next Annual or Special General Meeting of FHFHA.

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 within FHFHA.

BY-LAW FIVE – EXPULSION

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

BY-LAW SIX – THE OFFICERS, THEIR AUTHORITY AND RESPONSIBILITIES

The Executive Members of the FHFHA Board of Directors shall be the President, Vice President at Large, Vice President Finance, and Secretary. The Executive Members shall also be known as the Officers of the Board of Directors.

The additional voting members of the Board of Directors of FHFHA, known as the Directors, shall be: Vice President Operations, Vice President Administration, Vice President Development, two (2) Members at Large.

The Directors shall oversee the day-to-day operations of FHFHA, which are carried out by the Working Committees. The members of the Working Committees include: Past President,

Website/Communications Coordinator, Registrar, Equipment Manager, Ice Scheduler and Coordinator, Risk Management Coordinator, Referee-in-Chief, Player Development Coordinator, Coach Coordinator. The members of the Working Committees are not voting members of the Board of Directors.

The Officer positions, with the exception of Immediate Past President shall be elected for a term of two (2) years at the FHFHA Annual General Meeting. Any member may re-offer for their Officer position at the end of the two (2) year term. If there is more than one candidate for either position, then there shall be a vote within the group of elected members.

The board will be composed of members proportionately representing each of the areas that comprise Fundy Highland. This will be determined each year based on player percentages.

The Vice President Finance is preferred to be a person with a financial background holding a designation of CPA.

Any Officer vacancy will be filled by the Executive Members until the next Annual General Meeting.

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 not have the right to serve as Past President.

Any person serving as an Executive Officer or on the Executive Committee cannot use their position for their own personal gain and must avoid any conflict of interest between their personal interests and their responsibilities to FHFHA. Without limiting the generality of the foregoing, unless the Association will directly benefit from an endeavor, the Executive Officer or Executive Committee Member cannot use the Association to promote or enhance their personal or business interest.

Executive Officers and Directors may be removed from office for reasons of incompetence or actions that contravene the policies and principles of FHFHA as described in these bylaws. The removal of an Executive member or Director shall be in accordance with the Complaints procedure set out in the FHFHA Policies.

President – Responsibilities

The duties of the President include, but are not limited to:

1. Preside at all meetings of FHFHA. 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 FHFHA or its Committee(s)
2. Be a voting member of the Board of Directors, only voting in the case of a tie;
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
4. Has the power to suspend any member/volunteer under the jurisdiction of FHFHA to include but not limited to: player, parent, team official, league volunteer/board member, association volunteer/board member, coach or referee for any breach or violation

- a. Of the provisions of the By-Laws and Playing rules
 - b. Of any decision or ruling of the Board of Directors
 - c. Involving unsportsmanlike conduct on or off the ice
 - d. Involving abusive language to any of the officials
 - e. Involving an alleged infraction of the amateur definition
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
 6. Convene Complaints Committees to investigate and recommend complaint resolutions to the Board of Directors for complaints that arise within FHFHA
 7. The President or designate shall have the power to impose such suspension in respect to any incident which may occur at any time 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 FHFHA 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
 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
 9. Administer the applicable policies of the association
 10. The President shall be the official representative to Hockey Nova Scotia and shall attend the General and Special Meetings of Hockey Nova Scotia
 11. The President shall be the liaison with the HNS Fundy Highland Regional Director and HNSFC and ensure FHFHA acts in compliance with the rules, regulations and policies of HC, HNS, and HNSFC

The President cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association.

Vice President at Large – Responsibilities

The duties of the Vice President at Large include but are not limited to:

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
2. Be a voting member of the Board of Directors
3. Confirming the appointment of all team Head Coach, Assistant Coach, Trainer, Treasurer and Managers and oversee business accordingly
4. Be a member of the Development Committee
5. Serve on other FFA committees as required
6. Administer the applicable policies of the association
7. Other duties as assigned by the President

The Vice President at Large cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association.

Vice President Finance – Responsibilities

The duties of the Vice President -- Finance include but are not limited to:

1. Be a voting member of the Board of Directors;
2. Be responsible for all aspects related to finance including business planning
3. Be responsible for budget development and maintenance and all aspects of financial support to ensure the effective operation of FHFHA
4. Keep proper books of accounts
5. Present to the Annual General Meeting and/or the Special General Meeting of FHFHA an Annual Report showing:
 - a. The results of the yearly operation of FHFHA, including an annual budget
 - b. Such other financial reports and matters as may appear to be of interest to FHFHA or that the Board of Directors of FHFHA may prescribe, including an annual budget
6. Receive, in the name of FHFHA, all monies which shall be deposited in one or more chartered banks of FHFHA, and payout of the funds of FHFHA any costs, charges and expenses involved in the administration and operation of FHFHA in accordance with the policies and guidelines as laid down from time to time by the Finance Committee
7. Invest money in the name of FHFHA in accordance with policies and guidelines as approved by the Finance Committee
8. If directed by the Board, ensure the accounts of FHFHA are audited and reported upon annually by an auditor licensed pursuant to the Public Accountants Act, as may be appointed by the Finance Committee, as part of the cost of administration of FHFHA
9. Serve on committees as required by the Board of Directors or the President
10. Coordinate payment of all invoices and accounts in a prompt and orderly manner, include them in the financial statements and advise the Board of Directors monthly
11. Work closely with the Registrar to ensure all fees are paid and accounted for
12. Be responsible for the collection of delinquent accounts and in consultation with Executive Members will take appropriate action to correct the situation of returned cheques. An approved fee (to be decided by the Board of Directors) will be charged to the individual member(s) for all returned cheques
13. Administer the applicable policies of the association
14. Other duties as assigned by the President

The Vice President Finance cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association.

Secretary – Responsibilities

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

1. Responsible for taking a preparing the minutes of the General and Executive Committee meetings;
2. Supplying copies of the minutes of all meetings as expeditiously as possible to the members of the Executive Committee and such other persons as authorized by the Executive Committee.

The minutes, will be reviewed at the next Executive Committee Meeting and when approved shall be noted in the minutes of that meeting

3. Producing meeting agenda from items submitted by members and vetted by the President. Put out a call for agenda items one (1) week prior to General and Executive Committee meetings
4. Requesting committee reports prior to meetings and circulate them to the board members for review before all General and Executive Committee meetings
5. Maintaining an archive of the minutes of all the meeting in soft copy (portable memory drive) and publish in a web-based forum (website)

The Secretary cannot be a Coach, Assistant Coach, Team official or On-Ice Official in the Association.

Past President – Responsibilities

- The Past President may be available to assist the current Executive to benefit from the knowledge and experiences of previous years
- Perform duties as assigned by the President
- Administer the applicable policies of the association

Vice President Operations

The duties of the Vice President Operations include but are not limited to:

- Be a voting member of the Board of Directors
- Oversee duties of equipment manager, safety representative, ice coordinator
- Serve on committees as necessary

Vice President Administration

The duties of the Vice President Administration include but are not limited to:

- Be a voting member of the Board of Directors
- Responsible for monitoring registrar, risk management, promotions, social media, website, fundraising
- Serve on committees as necessary

Vice President Development

The duties of the Vice President Development include but are not limited to:

- Be a voting member of the Board of Directors
- Responsible for management of association's development program
- Perform activities during evaluation process
- Oversee duties of coach coordinator and player development coordinator
- Serve on committees as necessary

Two (2) Members at Large (Regional)

- The duties of the Member at Large include but are not limited to:
- Be a voting member of the Board of Directors
- Attend board meetings
- Serve on committees as necessary

Ice Scheduler and Coordinator – Responsibilities

The duties of the ice Coordinator include but are not limited to:

- Securing the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established by FHFHA
- Liaising with the Vice President -- Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season
- Acting 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
- Administering the applicable policies of the association

Equipment Manager – Responsibilities

The duties of the Equipment Manager include but are not limited to:

- Maintaining an up-to-date inventory of all jerseys and equipment
- Issuing and obtaining receipt for all jerseys and equipment at the start of the season and ensure all jerseys and equipment are returned and accounted for at the end of season
- Arranging for the repair of jerseys and equipment where necessary. Advise Vice President – Finance to seek approval from Board of Directors to approve any associated costs to FHFHA
- Recommending purchase of jerseys and equipment to the Executive Committee where applicable
- Arrange for the purchase of sets of jerseys and team socks as required.
- If directed by the Board, arranging through the Vice President -- Finance, appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft
- Assisting the Vice President -- Finance in the preparation of the budget with respect to the jerseys and equipment replacement requirements
- Under the direction of the Board, providing recognition to corporate team sponsors by ensuring that advertising crests are attached to the team jerseys appropriately
- Administering the applicable policies of the association

Safety Representative

This position was established during the COVID-19 pandemic during the 2020-2021 season, and may or may not continue after the pandemic ends.

The duties of the Safety Representative include:

- To keep people informed about new and changing guidelines.
- To keep the screening registry.

Registrar – Responsibilities

The duties of the Registrar include but are not limited to:

- Organizing, supervising and controlling all registration procedures and will supply designated members of the Executive with master registration lists as soon as reasonably possible
- Maintaining a record and work closely with the Vice President -- Finance to ensure all funds are collected and accounted for
- In conjunction with the President and Vice President -- Finance, establishing 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
- Administering the applicable policies of the association

Risk Management Coordinator – Responsibilities

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

- Ensuring the members are properly insured
- Providing advice to the Executive on actions required to mitigate the Associations' risk
- Managing team staff disciplinary activities
- Leading investigations or review panels when required and advise the President on the outcome and recommended action
- Distributing resource materials that will be used in the promotion of Risk and Safety Management in Hockey Nova Scotia program
- Promoting the STOP and Respect in Sport Programs
- Administering the applicable policies of the association
- Administering and track coaching certification requirements, communicate certification opportunities, and advise team liaisons of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia
- Recommending appropriate training courses for coaches where appropriate
- Recommending first aid training and special courses (e.g. power skating) where appropriate
- Performing other duties as assigned by the President

Website Coordinator – Responsibilities

The duties of the Website Coordinator include but are not limited to:

- Ensuring the Association membership is aware of activities, opportunities, successes and relevant issues by effectively using the association website, email communication and other appropriate public media

- Administer the applicable policies of the association

Development Coordinator – Responsibilities

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 skill development activities. More specifically, the Development Coordinator's duties include but are not limited to:

- Liaising with Hockey Nova Scotia's Development personnel and the Association's hockey development volunteers
- Outlining the budgetary requirements for the overall development program and provide the leadership within the Association to achieve the program objectives
- Performing activities during the FHFHA tryout process and development programs
- Administering the applicable policies of the association
- Performing other duties as assigned by the President

Coach Coordinator – Responsibilities

The duties of the Coach Coordinator include but are not limited to:

- Defining and managing the Coach Interview process
- Overseeing Coach Selection committee
- Organizing and hold annual Coaches and Managers Meeting
- Organizing and oversee the tryout process
- Administering the applicable policies of the association
- Performing other duties as assigned by the President

Referee-in-Chief – Responsibilities

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

- Reporting to the President of the Association
- Recruiting and train qualified officials for use by the Association
- Coordinating the scheduling of Officials and Timekeepers within the Association
- Recommending 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
- Maintaining a work log on all Association Officials which may be requested from time to time by the Executive
- Administering the applicable policies of the association

The Referee-In-Chief cannot be a Head Coach, Assistant Coach or Trainer in the Association.

BY-LAW SEVEN – THE BOARD OF DIRECTORS, THEIR AUTHORITY AND RESPONSIBILITIES

For clarity, the elected members of the Board of Directors of FHFHA are the President, the Vice President at Large, Vice President -- Finance, Secretary, Vice President – Operations, Vice President – Administration, Vice President – Development, and two (2) Members at Large.

The Board of Directors shall consist of the Executive Members (President, the Vice President at Large, Vice President -- Finance, Secretary) and the Directors (Vice President – Operations, Vice President – Administration, Vice President – Development, and two (2) Members at Large) [By-Law Six]:

The following positions shall be elected for a term of two (2) years at FHFHA's Annual General Meeting:

- President
- Vice President at Large
- Vice President -- Finance
- Secretary

The following positions shall be appointed for a two- (2) year term by the Board of Directors:

- Ice Scheduler and Coordinator
- Equipment Manager
- Registrar
- Risk Management
- Website Coordinator
- Player Development Coordinator
- Coach Coordinator
- Referee-in-Chief

The Past President is the previously elected President.

Any persons who have been duly elected or appointed to a new position with FHFHA at the FHFHA AGM will start their new position immediately following the FHFHA AGM;

The management of the operation of FHFHA shall be vested in the Board of Directors.

Signing authority for financial matters or as an Officer of FHFHA is limited to the President, Vice President at Large, and the Vice President -- Finance.

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 FHFHA shall be deemed to have forfeited his/her position.

COMMITTEES

The standing committees of FHFHA are the Working Committees, which include Operations, Administration and Development.

Other committees such as the Nominating Committee and Discipline Committee are considered ad-hoc committees to be convened when necessary. The Executive Members may appoint by majority vote a number of chairpersons to organize and oversee various committees and projects which may from time to time be required.

BY-LAW EIGHT – MEETINGS OF FHFHA COUNCILS AND COMMITTEES

REGULAR MEETINGS

No business is to take place at any regular meeting without a quorum in place. A quorum consists of 50% plus 1 of the nine voting members

The Annual Meeting of FHFHA shall be held within the Female Fundy Highland Zone no later than the last Saturday in May of each year with a minimum 14-day notice by way of electronic mail or by posting on the FHFHA website or by Social Media. The date, place and time of such meeting shall be at the discretion of the Board of Directors of FHFHA.

Final notice of the Annual Meeting of FHFHA shall be sent by the President at least seven days prior to the date of such meeting by way of electronic mail, the FHFHA web site or by Social Media and include a copy of the proposed agenda.

Special or General Meetings may be called by the President upon a, no less than, seven-day notice to those as outlined in By-Law 11 by way of electronic mail, the FHFHA web site or by Social Media. A Special or General Meeting shall be called by the President if requested to do so in writing by 25% of the voting delegates.

At all Annual, or Special Meetings of FHFHA a quorum shall consist of 50% of board members/Officers plus 1 eligible-voting executive members. In the advent that less than 50% plus 1 voting members attend the meeting, a majority vote by voting and non-voting members of the executive is acceptable.

The business of the Annual General Meeting of FHFHA shall be to receive and consider the financial statements/budgets of FHFHA, 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.

BY-LAW NINE – VOTING

At the Annual General Meeting, Semi-Annual and Special of FHFHA, the following shall be entitled to vote (one vote per family):

A member as defined by By-Law Four (4) of this document;

At all meetings of FHFHA or of its Committees, voting shall be by a show of hands, unless otherwise decided.

ELECTION OF OFFICERS

The nominating committee will accept applications for Board of Directors positions, and present the candidates at the Annual General Meeting. Should more nominations exist than the number of positions, a vote will be held at the Annual General Meeting to determine who will hold those positions for the next year. The nine members elected to the Board of Directors will decide amongst themselves which person will fill which specific role.

Due to the nature of the role, the election of the Vice President – Finance will take place separately from the other eight Board of Directors positions.

BY-LAW TEN– CONFLICT OF INTEREST

No Board Member of FHFHA 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.

A potential conflict of interest is deemed to exist when a Board Member of FHFHA is involved:

- As a member of an amateur hockey association, team or league;
- Receives remuneration of any amount for any position of an amateur hockey association, team or league; or
- In holding any position on an amateur hockey association, team or league.

When a potential conflict is deemed to have arisen, the member involved:

- Shall immediately notify the FHFHA Board of Directors;
- 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;
- Shall not solicit information on any such item;
- Shall not be provided any information on any such item by any committee member or employee; and
- Abide by the decision of the Board of Directors who retain the decision on the participation of any member to the contrary through vote.