

revised 11

EAST KINGS MINOR HOCKEY ASSOCIATION
MEMORANDUM OF ASSOCIATION

1.00 NAME:

The name of the association is East Kings Minor Hockey Association.

2.00 OBJECTS:

2.01 The Objects of the Association

- (A) WHEREAS the East Kings Minor Hockey Association is a voluntary association of members, designed to promote hockey at recreational and competitive levels in accordance with the Constitution and Bylaws of the Canadian Amateur Hockey Association, the Nova Scotia Hockey Association and the Nova Scotia Minor Hockey Council.
- (B) To conduct, foster, promote, organize and instigate for the provision of Minor Hockey as a recreational activity in the district of East Kings for players in the age groups defined for Minor Hockey by the Canadian Amateur Hockey Association.
- (C) To organize and administer in-house leagues and representative teams for inter-association competition.
- (D) To organize and conduct programs designed to develop the individual skills of its players, coaches and officials.
- (E) To foster and encourage good sportsmanship.
- (F) To generally promote the affairs of the Association.

3.00 OPERATIONS:

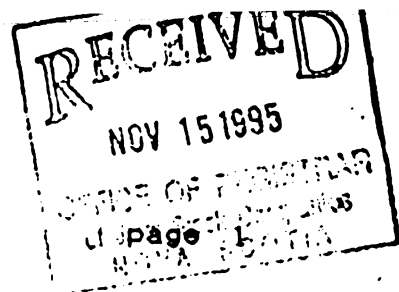
- 3.01 The operations of the Association shall be carried on throughout the Province of Nova Scotia within the boundaries established by the Nova Scotia Minor Hockey Council.

BYLAW I

- 1.01 This organization shall be known as the East Kings Minor Hockey Association and shall hereinafter be referred to as the E.K.M.H.A. and all teams shall be referred to as the Winterhawks.
- 1.02 The official colours of the E.K.M.H.A. shall be red, black and white.
- 1.03 The official team colours of all East Kings Minor Hockey Association first representative teams in each division shall be red, black and white, in the pattern of the Chicago Black Hawks.
- 1.04 Any corporate advertising on the first representative team sweaters will be approved by the executive, but will not be predominant over the official Association's crest and colours.

Revised II

BYLAWS



DUTIES AND POWERS OF EXECUTIVE:

1. The Executive shall be responsible for establishing policies, general directing and for the conduct of the affairs of the EKMHA during the term of office.
2. It shall approve all expenditures, but may not borrow money.
3. It shall have the right to grant, refuse or revoke outside franchises in EKMHA leagues.
4. It shall approve the appointments of team officials.
5. It shall establish guidelines for participating in tournaments.
6. It shall establish registration fees and any other assessments it considers necessary or advisable.
7. It shall appoint committees it considers necessary to assist in administering the affairs of the EKMHA or to undertake special projects.
8. It shall suspend for cause, any EKMHA officer, official, player or member for failure to comply with the ~~Moderatuti~~ and Bylaws, as well as actions deemed by the Executive to be detrimental to hockey.
9. It shall appoint auditors to audit the financial records and annual statement.
10. It may fill any unscheduled vacancy which may occur.
11. It shall appoint secretary, ice-coordinator, referee-in-chief, equipment manager, publicity director, tournament chairpersons, and others as deemed necessary.

A. THE PRESIDENT:

1. The President is the chief executive officer of the EKMHA and shall preside over all EKMHA meetings and perform all duties generally associated with the office of President.
2. Must call a meeting at the request of ten members.
3. May call special or general meetings at any time.
4. Shall provide leadership in determining policies and in the administration of the affairs of the EKMHA.
5. Shall be the official representative at all functions or events, unless otherwise stipulated by the Memorandum and Bylaws.
6. Shall co-sign all cheques of authorized accounts and bills which have been prepared and assigned by the Treasurer.
7. Shall submit a report at the annual meeting.
8. Shall, in the event of extended absence, designate the 1st Vice-President to act.

B. PAST PRESIDENT

C. 1ST VICE-PRESIDENT

1. Shall assist the President and perform the duties of President, as well as duties delegated by the President.
2. Shall be the EKMHA's liaison with any other co-operations throughout the Valley Zone.
3. Shall be Chairman of the Coaches' Selection Committee.
4. May be appointed co-signer of cheques.

D. 2ND VICE-PRESIDENT

E. DIVISION HEADS:

1. Shall be members of the Coaches' Selection Committee.
2. Shall be responsible to the Executive for the operation of the elected division.
3. Shall ensure that players are duly registered before participating in the EKMHA program.
4. Shall ensure that players are assigned to teams.
5. Shall provide the Secretary with a list of players on competitive and house league teams.
6. Shall assist the Secretary as required.
7. Shall ensure that team standings are maintained and forwarded to publicity director.
8. Shall notify the ice co-ordinator and equipment manager of needs.
9. Shall provide a table of standard suspensions to each coach.
10. Shall prepare a report for the annual meeting.
11. Shall perform any duties assigned by the Executive.

F. TREASURER:

1. shall perform all duties associated with the office of Treasurer.
2. Shall keep the accounts, receive and deposit funds in a chartered financial institution.
3. Shall make disbursements with Executive approval by cheque, signed by the Treasurer and President or one other appointed by the Executive at the Executive meeting.
4. Shall present reports to the Executive as requested.
5. Shall prepare the Annual Budget of estimated receipts and expenses.
6. Shall advise on financial matters.
7. Shall present a duly audited financial statement at the annual meeting.

BYLAW 3

SECRETARY:

1. Shall perform all duties associated with the office of Secretary.
2. Shall keep minutes of all EKMHA meetings and distribute same to all concerned, prior to the next meeting.
3. Shall distribute all material deemed necessary by the Memorandum and Bylaws.
4. Shall keep all files, including in and out correspondence.
5. Shall update bulletin boards for the membership.
6. Shall inform all members two weeks before the annual meeting, the date, time and place of meeting.
7. Shall perform other duties assigned by the President.
8. Shall be responsible for the organization and administration of the registration of EKMHA players.
9. Shall keep a register of players.
10. Shall co-ordinate the registration of players with the Nova Scotia Minor Hockey Council.
11. Shall handle all liability claims to their conclusion.
12. Shall present a report of the year's operation at the annual meeting.

BYLAW 4

ICE CO-ORDINATOR:

1. Shall negotiate with rink managers, contracts to meet the EKMHA's needs.
2. Shall determine ice requirements in consultation with Division Heads.
3. Shall keep a record of ice used.
4. Shall authenticate ice time invoices for the Treasurer.

5. Shall co-ordinate casual ice time allocation.
6. Shall perform other duties as required by the Executive.
7. Shall be a voting member at Executive meetings.

BYLAW 5

EQUIPMENT MANAGER:

1. Shall prepare a list of requirements based on input from Divisional Heads.
2. Shall recommend needs to the Executive.
3. Shall be authorized to purchase equipment.
4. Shall arrange for handling, storage, repairing, cleaning and inventory of equipment.
5. Shall be a voting member at Executive meetings.

PUBLICITY DIRECTOR:

1. Shall be responsible for obtaining sponsors for the EKMHA.
2. Shall arrange for the purchasing, receiving and presentation of trophies as directed by the Executive.
3. Shall be responsible for producing a bi-monthly newsletter.
4. Shall distribute standings to the media.
5. Shall release press releases as directed by the Executive.
6. Shall be a voting member at Executive meetings.

BYLAW 6

REFEREE-IN-CHIEF:

1. Shall act as the liaison between the EKMHA and the CMHF and Zone Referees-in-Chief in all matters concerning Game Officials.
2. Shall provide long range planning and conduct development clinics for all association officials.
3. Shall set up and supervise an assessment system as well as carry out assessments of all Association Referees, Linesmen and Minor Officials as may be required.

REFEREE-IN-CHIEF cont'd

4. Shall conduct clinics for referees, linesmen and minor officials under the direction of and in co-operation with the Branch Referee-in-Chief.

5. Shall recommend to the Branch Referee-in-Chief association officials for attendance at Level IV clinics and also to the annual referees development camp.

6. Shall recommend to the Executive, remuneration for officials.

7. Shall endeavour to maintain a high and uniform level of officiating by all Association officials for all games played within the Association.

8. Shall maintain a listing of all EKMHA officials and ensure that all persons officiating within the Association have attended the prescribed N.S.H.A. referees clinics at the appropriate level, and further, that all Association officials are duly registered with the N.S.H.A. for the current hockey season.

9. Shall keep accurate records of games officiated and payment of officials.

10. Shall have the right to vote on all matters directly concerning officiating in general or specifically related to Association officials.

11. Shall assign all games played under the jurisdiction of the Association including league, exhibition, play-off and tournament.

BYLAW 7

TOURNAMENT CHAIRPERSONS:

These shall be appointed by the Executive to provide sanctioned tournaments on behalf of the Association. The Chairperson will submit to the Executive a detailed financial statement. All generated funds, following completion of the tournament, will be returned by the Chairperson to the Association, according to time line recommended by the Executive.

BYLAW 8

DISCIPLINE:

A table of standard automatic suspensions will be provided by the Divisional Heads at the beginning of each year. The Association may increase additional suspensions beyond the Association has the right to discipline any member and/or player.

BYLAW 9

ETHICS:

1. To maintain the highest standard of deportment, conduct and sportsmanship. Failure to do so may result in suspensions by or dismissal from the EKMHA by the Executive.

2. To be aware of and uphold the objectives of the EKMHA.

3. To ensure that all players have an equal opportunity to play and enjoy their hockey program.

4. To adhere to the coaching guidelines provided by the Association.

BYLAW 10

QUORUM:

A Quorum at EKMHA meetings shall consist of ten (10) members. A quorum voting at Executive meetings shall consist of five members.

BYLAW 11

VOTING:

At all EKMHA meetings, voting shall be by show of hands. Motions shall be approved by simple majority, unless otherwise stated in the Memorandum and Bylaws. Each member present, in good standing, shall have one vote and the President will vote to break a tie.

BYLAW 12

FUNDRAISING:

1. All parents and players of EKMHA are expected to participate in and contribute to any and all fundraising efforts initiated by EKMHA in an attempt to maintain registration fees at a low and reasonable level.

2. All fundraising activities, whether initiated or proposed by a member of EKMHA, or a team or division of EKMHA, shall be submitted to and approved by the Executive prior to such fundraising activity being commenced.

3. Where individual teams propose to engage in fundraising for the general benefit of that team alone or for any specific project of that team, then the proposal, or a schedule of fundraising proposals, including a description of the fundraising proposal itself, reasons for same and the date or dates of same shall be submitted to the Executive for approval before any such fundraising takes place.

BYLAW 13

Regarding registration, if a player joins our Association after December 31st of any season, that this player's fee shall be determined by the executive.

BYLAW 14

The East Kings Minor Hockey Association will not pay for any team's tournament registration fees.

BY-LAW 15

MEMBERSHIP:

1. The E.K.M.H.A. shall be composed by the executive offices, life members and other members.
2. Membership will be accorded upon request to parents and guardians of registered players at the annual registration and will be valid until the next annual registration.
3. Membership will be accorded to all people whose offer to serve in any capacity from one registration period to the next, has been accepted by the E.K.M.H.A..
4. Life membership may be bestowed by a two-thirds majority vote of members present at an annual or special meeting. Life membership shall entitle the honored member to all the privileges in the E.K.M.H.A. for life.

BY-LAW 16

EXECUTIVE:

Executive officers shall be elected at the annual meeting and shall hold office for one year. The executive officers shall be President, Past President, 1st Vice-President, 2nd Vice-President, Heads of Divisions, Treasurer, Secretary and Four Directors. These will be the voting members unless otherwise stated in the Memorandum of Association and Bylaws.

BY-LAW 17-

PLAYERS:

A. ELIGIBILITY:

Players who reside in the boundaries of the E.K.M.H.A. and who fall within the age limits of the various playing divisions as defined by the C.A.H.A., N.S.H.A., N.S.M.H.C. shall be eligible to participate in E.K.M.H.A. activities.

B. DIVISIONS:

Playing divisions shall be Novice, Atom, Pee Wee, Bantam, Midget and Minor Junior as defined by the Canadian Amateur Hockey Association.

C. REGISTRATION:

Eligible players shall register with the E.K.M.H.A. on an individual basis. Players will be accepted for registration without regard to playing ability on a first come, first serve basis. The registration fee will be set by the executive and may be adjusted throughout the year.

D. TEAMS:

Competitive Teams will be selected by Coaches under the direction of the Division Head. After a try-out procedure has been completed, recreational teams will be formed by the Division head.

E. SUSPENSIONS:

Any violation of the official rules of the C.A.H.A., the N.S.M.H.C., the C.M.H.F. and the Memorandum and Bylaws of the E.K.M.H.A. shall render the player liable for suspension by the E.K.M.H.A..

BY-LAW 18

TEAM OFFICIALS:

All team officials are subject to the Code of Ethics in the Bylaws.

COACHES:

All prospective coaches may apply to the Coaches Selection Committee chaired by the 1st Vice President. Successful applicants will be approved by the Executive.

ASSISTANT COACHES:

Assistant Coaches must be approved by the Executive.

~~BY-LAW 18~~ cont'd

MANAGERS:

Managers shall be appointed by the Executive.

~~BY-LAW 19~~

NOMINATING COMMITTEE:

This committee shall consist of a chairperson and four other members, appointed by the Executive.

~~BY-LAW 20~~

MEETINGS

A. EXECUTIVE MEETINGS:

These will be held as required.

B. ANNUAL MEETINGS

The E.K.M.H.A. annual meeting will be held 1st Wednesday of May at a time and place to be determined by the President. A minimum of two weeks notice must be given by the Secretary. Reports will be presented, including the Nominating Committee report.

C. SPECIAL MEETINGS

These may be called at the discretion of the President and will be advertised in the local media.

D. MINUTES

Minutes of all meetings shall be retained as ongoing records.

~~BY-LAW 21~~

AMENDMENTS TO MEMORANDUM OF ASSOCIATION:

The Memorandum of Association shall only be altered at the annual meeting or at a special meeting called for that purpose. Approval for Amendment shall require a three-quarters majority vote of voting members present.

Proposed Amendments shall be given to the membership fourteen days in advance of the date of the meeting at which they are to be considered.

Any member may submit in writing to the Secretary, proposals amending the Memorandum of Association twenty-eight days before the meeting at which they are to be considered.

Miscellaneous

- A. The borrowing powers of the Society may be exercised by special resolution of the members.
- B. 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.
- C. 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.
- D. 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.