



MEMORANDUM OF ASSOCIATION AND BY-LAWS

REVISED OCTOBER 2026



Memorandum of Association and By-Laws

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About	The Memorandum of Association states what Hockey Nova Scotia is and what it exists to do. The twelve By - Laws that follow set out membership, the Officers and the Board of Directors, the standing committees and councils, meetings, voting and conflict of interest. By - Laws are amended only by the membership at an Annual General Meeting or Semi - Annual Meeting (By - Law 4).
Companion documents	Minor Regulations; Female Regulations; Code of Discipline 2026 - 27; History of Award Winners and Champions. All are published at hockeynovascotia.ca .
Questions	Hockey Nova Scotia office, info@hockeynovascotia.ca .

HOW TO USE THIS DOCUMENT

Every By - Law reference in blue is a link. The Contents page is clickable, and the bookmarks panel in your PDF reader lists the Memorandum and each By - Law.

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Memorandum of Association

WHEREAS Hockey Nova Scotia is a voluntary Association of "members" and "individuals", as defined in By-Law 3, designed to promote and foster amateur hockey throughout Nova Scotia;

AND WHEREAS Hockey Nova Scotia is the self-governing body of all amateur hockey in Nova Scotia;

AND WHEREAS Hockey Nova Scotia consists of Amateur Hockey Associations, Amateur Hockey Teams, Amateur Hockey Leagues, Registered On Ice and Team Officials, Life Members, Associate Members and Individuals elected and/or appointed in accordance with the Associations' By-Laws.

AND WHEREAS Hockey Nova Scotia's members share the same goals, philosophy and responsibilities of membership, and agree to be governed by a uniform set of rules and By-Laws that it shall establish from time to time.

HOCKEY NOVA SCOTIA'S OBJECTS ARE TO

- A.** Foster and encourage the sport of amateur hockey throughout Nova Scotia;
- B.** Foster and encourage leadership programs in all areas related to the development of hockey in Nova Scotia;
- C.** Support and encourage Associations, Leagues and Teams and other members in the development of amateur hockey within their jurisdictions and responsibility;
- D.** Establish and maintain uniform playing rules for amateur hockey;
- E.** Conduct Inter-Branch contests including nationals of amateur hockey.

BY - LAW ONE

Name of Association

- 1.1** This organization shall be called Hockey Nova Scotia and shall be comprised of the Province of Nova Scotia.

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.
- 2.2** Hockey Nova Scotia shall create a Board of Directors, which is responsible for the administration of the Association's By-Laws and Policies.
- 2.3** Hockey Nova Scotia is a member of Hockey Canada, the governing body of amateur hockey in Canada.

Membership

3.1 The members of Hockey Nova Scotia are:

- A. Amateur Hockey Teams
- B. Amateur Hockey Leagues
- C. Minor Hockey Associations
- D. Female Regional Executive Committees/Hockey Associations
- E. Registered On and Off Ice and Team Officials
- F. Life Members
- G. Individuals elected in accordance with Hockey Nova Scotia's By-laws
- H. Individuals appointed in accordance with Hockey Nova Scotia's By-laws I. Associate Members

Amendments to the By-Laws

- 4.1** Amendments can only be made to the By-Laws at the Annual General Meeting or at the Semi-Annual Meeting of Hockey Nova Scotia. With a quorum in place, a three fourths majority is required to adopt an amendment to a By-Law. At all Annual, Semi-Annual or Special or General Meetings of Hockey Nova Scotia a quorum shall consist of at least 50% plus 1 of the eligible-voting delegates.
- 4.2** Notices to amend the By-Laws must be received in writing or by electronic mail by the Association Executive Director 60 days before the Annual General Meeting. The Executive Director shall communicate by electronic mail and posting on the Hockey Nova Scotia web site all such proposed amendments to each member thirty (30) days before the Annual General Meeting.

Membership

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

- A. "Member" shall be deemed to include where the context permits, any person, team, or association registered with Hockey Nova Scotia or participating in games or activities of any kind sponsored or organized by Hockey Nova Scotia.
- B. "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 Hockey Nova Scotia or any of its members and shall include game officials.

5.1

- A. "Membership in Hockey Nova Scotia", as defined herein is purely voluntary, but application or acceptance of membership requires acceptance by Hockey Nova Scotia.
- B. Membership may be acquired by application in writing to the Executive Director of Hockey Nova Scotia, expressing compliance with and adherence to the By - Laws of Hockey Nova Scotia and accompanied by the requisite fee for membership. The executive director will then forward to the HNS Board of Directors for acceptance.
- C. Where applicable, each unincorporated member shall adopt a Memorandum of Association and By-Laws which 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 Hockey Nova Scotia by submitting its resignation in writing to the Executive Director of Hockey Nova Scotia. Upon such resignation becoming effective such member shall forfeit all its rights and privileges.

5.3 All games played within Hockey Nova Scotia, 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 Hockey Nova Scotia and with the rules and conditions of competition adopted and prescribed by Hockey Nova Scotia.

5.4 Councils of Hockey Nova Scotia shall have the responsibility in classifying the teams under their jurisdiction in the divisions of Senior, Junior, Minor Junior, U18, U15, U13, U11 and U9 consistent with age limits.

- 5.5** Any member shall be subject to forfeiture or suspension in the event of failure to comply with any requirements of Hockey Nova Scotia or any decree or ruling of the Board of Directors and it is expressly stipulated that any decree of forfeiture or suspension when affirmed by two-thirds vote of the Board of Directors voting, shall be binding until the next Annual or Special Meeting of Hockey Nova Scotia.
- 5.6** Any member can inspect the books and records of the association at the business office during regular business hours.

Expulsion

- 6.0** Any violation of the By-Laws or policies, or failure to accept and endorse all decisions of Hockey Nova Scotia or the Board of Directors shall render a member, or individual liable to expulsion by a two-thirds vote of Hockey Nova Scotia's Board of Directors until the next Annual or Special meeting of Hockey Nova Scotia and the expulsion by a two-thirds vote of the delegates voting at such meeting. (see By-Law 11)

The Officers, Their Authority and Responsibilities

- 7.1** The Officers of Hockey Nova Scotia shall be the President, Immediate Past President, Vice President Finance and Administration, Vice President Hockey Operations, Chair of Minor and the Executive Director (ex-officio). The Officers shall also be known as the Executive Committee.
- 7.2** The President and the Vice President Hockey Operations shall be elected for a term of two (2) years at Hockey Nova Scotia's Annual General Meeting. If there is more than one candidate for either position, then there shall be a vote. The voting for the President and the Vice President Hockey Operations shall require separate ballots. For each of these two (2) positions, 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.
- 7.3** The Vice President, Finance and Administration, Chair of Diversity and Inclusion, and Medical Director shall be appointed by the elected members of the Board of Directors for a two (2) year term. The elected members of the Board of Directors are the President, the Past President, the Vice President Hockey Operations, the Chair of Minor Council, the Chair of Junior Council, the Chair of Elite Hockey, and the Chair of Female Council.
- 7.4** Any Officer vacancy will be filled by the Executive Committee until the next Annual Meeting.
- 7.5** The President and Vice President may only serve two (2) terms of two (2) years.
- 7.6** 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.
- 7.7 President's Responsibilities:**
- A.** Preside at all meetings of Hockey Nova Scotia and all Committee Meetings. 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 Meeting of Hockey Nova Scotia or its Committee.
 - B.** 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 Executive for approval or rejection.
 - C.** Has the power to suspend any member/volunteer under the jurisdiction of Hockey Nova Scotia 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.

- i. Of the provisions of the By-Laws and Playing rules.
- ii. Of any decision or ruling of the Board of Directors.
- iii. Involving unsportsmanlike conduct on or off the ice.
- iv. Involving abusive language to any of the officials.
- v. Involving an alleged infraction of the amateur definition.

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 Officers who shall deal with such suspension within fifteen (15) days.

- D. 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 Leagues/Teams will recognize such suspensions and the Executive Director shall notify those necessary of such suspensions and penalties. Any person so suspended shall have the right to appeal to Hockey Canada.
- E. 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.
- F. The President shall be the official representative of Hockey Nova Scotia on the Board of Directors of Hockey Canada and shall attend the Board Meetings of Hockey Canada.

7.8 Vice President Hockey Operations – Responsibilities

THE VP – HOCKEY OPERATIONS SHALL

- A. 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.
- B. Be a member of Hockey Nova Scotia's Executive Committee.
- C. Be responsible for the Hockey Operational side of HNS Operations including rules, regulations and policy.
- D. Be the Executive Committee's liaison and responsible for the monitoring of Junior Hockey, Risk Management, Senior & Adult Recreational Hockey, Minor Hockey, Female Hockey, Director of Officiating, Elite Hockey, Hockey Development Council.
- E. Be a member of the Finance Committee.
- F. Be the Hockey Nova Scotia representative and liaison with Associate members.
- G. Serve on committees as required.
- H. Serve on Female Council Advisory Committee.
- I. Other duties as assigned by the President.

7.9 Vice President Finance & Administration – Responsibilities

The VP-Finance & Administration, 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:

- A. Be a voting member of Hockey Nova Scotia's Executive Committee and Board.

- B. Chair Hockey Nova Scotia's Legacy Fund Management Committee.
- C. Chair the Finance Committee.
- D. Be responsible for all aspects related to finance & administration including communications, marketing plans and policies, licensing, HNS trademark management, inventory management, business planning, office management, technology and all aspects of financial and administrative support to ensure the effective operation of Hockey Nova Scotia.
- E. Keep proper books of accounts.
- F. Present to the Annual General Meeting and/or the Semi-Annual Meeting of Hockey Nova Scotia an Annual Report showing:
 - i. The audited results of the yearly operation of Hockey Nova Scotia, including an annual budget.
 - ii. Such other financial reports and matters as may appear to be of interest to Hockey Nova Scotia or that the Board of Directors of Hockey Nova Scotia may prescribe, including an annual budget.
- G. Receive, in the name of Hockey Nova Scotia, all monies which shall be deposited in one or more chartered banks of Hockey Nova Scotia, and pay out of the funds of Hockey Nova Scotia any costs, charges and expenses involved in the Administration and operation of Hockey Nova Scotia in accordance with the policies and guidelines as laid down from time to time by the Finance Committee.
- H. Invest money in the name of Hockey Nova Scotia in accordance with policies and guidelines as approved by the Finance Committee.
- I. Ensure the accounts of Hockey Nova Scotia 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 Hockey Nova Scotia.
- J. Serve on committees as required by the Board or the President.
- K. Other duties as assigned by the President.

7.10 Past President – Responsibilities

THE PAST PRESIDENT SHALL/MAY

- A. Be a member of both the Executive Committee and Board of Directors.
- B. Chair the Appeals/Protests Committee.
- C. Chair the Nominating Committee.
- D. Chair the Hockey Nova Scotia Awards Committee.
- E. Be Hockey Nova Scotia's liaison with Sport Nova Scotia in regards to the Sport Nova Scotia's Awards Program.
- F. Be responsible for the co-ordination of Hockey Nova Scotia's Annual General Meeting, Semi Annual. Meeting (Fall Forum) and Annual Awards Banquet.
- G. Serve on committees as directed by the Board of Directors or President.
- H. Chair Hockey Nova Scotia Sledge Hockey program.
- I. Serve on the Female Council Advisory Committee.

- J. Chair By-Law committee.
- K. Perform other duties as assigned by the President.

7.11 Hockey Nova Scotia Minor Council Chair - Responsibilities

The Chair of Hockey Nova Scotia Minor Council shall be responsible to the Board of Directors through the President and shall:

- A. Be a member of the Hockey Nova Scotia Executive Council.
- B. Be the official representative of Hockey Nova Scotia on the Hockey Canada Minor Council and attend its meetings.
- C. Preside at all meetings of Minor Council and all Committee Meetings. He/She shall generally perform the duties usual to the Office of the Chair, and may at his/her discretion, order the calling of a special meeting of the Minor Council or its Committees.
- D. Perform other duties as directed by the President.
- E. If the Chair for any reason is unable to complete his/her tenure of office, the position shall be filled by an appointment by the President on recommendation provided by Hockey Nova Scotia's Board of Directors. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.
- F. The Chair of Minor shall be elected for a three (3) year term by the authorized delegates at their Council Meeting at the Hockey Nova Scotia Annual General Meeting.
Should the same Chair be elected for subsequent term(s), the terms shall be for 2 years. The Chair shall serve on committees as directed by the Board of Directors or the President.

The Board of Directors, Their Authority and Responsibilities

8.0 The Board of Directors shall consist of:

- i. The Officers of the Board (see By - Law Seven).
- ii. The Chair of Female Hockey Council.
- iii. The Chair of Junior Hockey Council.
- iv. The Chair of Risk Management, Senior and Adult Recreational Hockey Council.
- v. The Chair of Elite Hockey.
- vi. The Director of Officiating.
- vii. The Medical Director.
- viii. The Chair of Diversity and Inclusion Committee.

8.01 The Board of Directors shall be determined as follows: (as further described in By - Law 7 and By - Law 8)

- A. The President shall be elected for a term of two (2) years at Hockey Nova Scotia's Annual General Meeting.
- B. The Vice-President, Hockey Operations shall be elected for a two (2) year term at Hockey Nova Scotia's Annual General Meeting.
- C. The immediate Past President is the previously elected President.
- D. The Vice-President, Finance and Administration, Chair of Diversity and Inclusion Committee, and the Medical Director shall be appointed by the elected members of the Board of Directors for a two (2) year term.
- E. The Chair of Minor Hockey Council shall be elected for a two (2) term by the authorized delegates at a Minor Hockey Council meeting called for that purpose.
- F. The Chair of Female Hockey Council shall be elected for a three (3) year term by members of the Female Council and the Presidents or designates of the six (7) Regional Executive Committees/ Hockey Associations at a meeting prior to the Hockey Nova Scotia AGM. The Chair will be elected for a 3 year term only when it is the first time being elected to the position. The Chair of Female, if successfully elected for any subsequent term, will serve in 2 year terms.
- G. The Chair of Junior Hockey Council shall be elected for a two (2) year term by the authorized delegates at a Junior Council meeting called for that purpose.
- H. The Chair of Risk Management, Senior and Adult Recreational Hockey Council shall be appointed for a two (2) year term by the elected members of Hockey Nova Scotia.
- I. The Chair of Elite Hockey shall be elected for a two (2) year term by the Major U18, U16AAA and Major U15 League Presidents or designates, as well as each league

member teams President or designate at a meeting prior to the Hockey Nova Scotia AGM.

- J. The Director of Officiating shall be appointed for a two (2) year term by the elected members of Hockey Nova Scotia.

8.02 For clarity, the elected members of the Board of Directors of Hockey Nova Scotia are the President, the Past President, the Vice-President of Hockey Operations, the Chair of Minor Council, the Chair of Junior Council, the Chair of Elite Hockey, and the Chair of Female Hockey.

8.03 All appointments to the Board of Directors made by the elected members of the Board shall be ratified by the membership at either the Annual or Semi-Annual General Meeting of Hockey Nova Scotia.

8.04 Any persons who have been duly elected or appointed to a new position with Hockey Nova Scotia at the Hockey Nova Scotia AGM will start their new position on the first Monday following the Hockey Canada AGM which is held in late May of the same year.

8.1 The management of the operation of Hockey Nova Scotia shall be vested in the 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 Hockey Nova Scotia and are not hereby or by statute expressly directed or required to be exercised or done by Hockey Nova Scotia 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 Hockey Nova Scotia in general meeting; provided that no by-law so made shall invalidate any prior act of the Directors 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:

- A. To take such steps as they see fit to carry out any agreement or contract made by or on behalf of Hockey Nova Scotia.
- B. To purchase or otherwise acquire for Hockey Nova Scotia any property, rights or privileges that Hockey Nova Scotia is authorized to acquire, and at such price and generally on such terms and conditions as they see fit.
- C. At their discretion to pay for any property, rights or privileges acquired by, or services rendered to Hockey Nova Scotia either wholly or partially in cash or in shares, bonds, debentures or other securities of Hockey Nova Scotia, and any such shares may be issued either a fully paid-up, or with such amount credited as paid-up thereon as may be agreed upon.
- D. To make and give receipts, releases and other discharge for money payable to Hockey Nova Scotia and proclaims and demands of Hockey Nova Scotia.
- E. From time to time to make, vary and repeal rules related to the business of Hockey Nova Scotia, its Officers and servants, the members of Hockey Nova Scotia or any section or class of them.

- F.** To enter into all such negotiations and contracts, rescind and vary all such contracts, and execute and do all such acts, deeds and things in the name and on behalf of Hockey Nova Scotia as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of Hockey Nova Scotia.
- G.** From time to time to provide for the management of the affairs of Hockey Nova Scotia in such manner as they shall think fit.
- H.** To adjudicate all disputes between teams, leagues, associations, or any other members or individuals which arise between Hockey Nova Scotia's Annual General Meeting or any Special or General Meetings which are not possible to be resolved through normal process.
- I.** To employ an Executive Director, in keeping with the contractual agreement with Nova Scotia Sport and Recreation Commission.
- J.** To formulate, prescribe, alter and amend Policies and Playing Rules for the governing of Hockey Nova Scotia, not inconsistent with the scope and provisions of its By-Laws and in general, to make rulings or decisions on any matter brought before it from any source;
- K.** To refuse applications for membership in Hockey Nova Scotia.
- L.** 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 (which penalties shall be in addition to the automatic suspension set out in By-Law Six).
- M.** To authorize the Executive Committee with the endorsement of the VP Finance/ Administration to borrow money from time to time. The Executive Committee is authorized on behalf of Hockey Nova Scotia to borrow to a limit of \$50,000.00 as of June 30, 1998, from a chartered Bank or Credit Union upon the credit of Hockey Nova Scotia in such amounts and on such terms as deemed expedient.
- N.** To execute contracts, deeds, bills of exchange and other instruments and documents on behalf of Hockey Nova Scotia.

8.2 Each Board member shall have one (1) vote.

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

8.4 The Chair of Risk Management , Medical Director, Chair of Diversity and Inclusion and the Director of Officiating shall be appointed for a two (2) year term by the elected members of Hockey Nova Scotia's Board of Directors.

8.5 During the hockey season, any officer vacancy shall be filled by an appointment by the Executive Committee. 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 and be in place until the next annual meeting.

8.6 Any member of the Board of Directors of Hockey Nova Scotia, who resigns his or her position or is removed from the Board in accordance with By-Law 8.7, is ineligible to resume their position during the term for which they were elected or appointed unless their reappointment is approved by a two thirds majority vote of the Board of Directors of Hockey Nova Scotia at a meeting called for that purpose.

8.7 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 or any Council Member who, by being remiss or neglectful to duty, or who by conduct intending to impair his/her use in Hockey Nova Scotia shall be deemed to have forfeited his/her position.

8.9 Hockey Nova Scotia Female Council Chair– Responsibilities

The Chair of Hockey Nova Scotia Female Council shall be responsible to the Board of Directors through the President and shall:

- A.** Be a member of the HNS Executive Committee.
- B.** Sit on Hockey Nova Scotia's Board of Directors.
- C.** Be the official representative of Hockey Nova Scotia on the Hockey Canada Female Council and attend its meetings.
- D.** Preside at all meetings of Female Council and all Committee Meetings. He/She shall generally perform the duties usual to the Office of the Chair, and may at his/her discretion, order the calling of a special meeting of the Female Council or its Committees.
- E.** Perform other duties as directed by the President.
- F.** If the Chair for any reason is unable to complete his/her tenure of office, the position shall be filled by an appointment by the President on recommendation provided by the Hockey Nova Scotia Board of Directors. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.
- G.** The Chair shall serve on committees as directed by the Board of Directors or the President.

8.10 Hockey Nova Scotia Junior and Senior Council Chair– Responsibilities The Chair of Hockey Nova Scotia Junior and Senior Council shall be responsible to the Board of Directors through the President and shall:

- A.** Sit on Hockey Nova Scotia's Board of Directors.
- B.** Preside at all meetings of Junior and Senior Council and all Committee Meetings. They shall generally perform the duties usual to the Office of the Chair, and may at their discretion, order the calling of a special meeting of the Junior or Senior Council or its Committees.
- C.** The Chair shall be an ex-officio member of all Junior and Senior Council committees.
- D.** Be a Board member of the MHL (Maritime Hockey League).
- E.** Other duties as directed by the President.
- F.** If the Chair for any reason is unable to complete their tenure of office, the position shall be filled by an appointment by the President on recommendation of Hockey Nova Scotia's Board of Directors. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.
- G.** The Chair of Junior and Senior Council shall be elected for a two (2) year term by the authorized delegates at the Junior and Senior Council meetings called for that purpose

8.11 Hockey Nova Scotia Risk Management

The Chair of Hockey Nova Scotia Risk Management shall be responsible to the Board of Directors through the President and shall:

- A.** Sit on Hockey Nova Scotia's Board of Directors.
- B.** Be the official representative of Hockey Nova Scotia on the Hockey Canada Risk Management Council and attends its meetings Councils and attend its meetings.
- C.** If the Chair for any reason is unable to complete his/her tenure of office, the position shall be filled by an appointment by the President on recommendation by Hockey Nova Scotia's Board of Directors. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.
- D.** The Chair of Risk Management shall be appointed for a two (2) year term by the elected members of Hockey Nova Scotia at a meeting called for that purpose following the Hockey Nova Scotia Annual General Meeting.
- E.** Chair the Risk Management Committee (consisting of the Council Chairs or designates in addition to volunteers recommended by the Chair and approved by the President) with the following responsibilities:
 - i.** Develop a Branch strategy to promote Risk Management practices by all Hockey Nova Scotia's participants.
 - ii.** Develop, produce and distribute resource materials that will be used in the promotion of Risk and Safety Management in Hockey Nova Scotia program.
 - iii.** Coordinate the delivery of information concerning the benefits of Hockey Canada Liability, Accidental Death and Dismemberment and Major Medical and Dental Insurance to Hockey Nova Scotia members.
 - iv.** Oversee the promotion and implementation of the STOP and The Shift Forward Programs
 - v.** Recommend policy and direction to the Hockey Nova Scotia Board.
 - vi.** Prior to April 15 develop a budget for the following season to be forwarded to the Hockey Nova Scotia Finance Committee for inclusion in the Hockey Nova Scotia Budget.
 - vii.** Be the official representative for Hockey Nova Scotia on the Hockey Canada Risk and Safety Management Committee.
- F.** Perform other duties as directed by the President.

8.12 Hockey Nova Scotia Chair of Elite Hockey –Responsibilities

The Hockey Nova Scotia Chair of Elite Hockey shall be responsible to the Board of Directors through the President, and shall:

- A.** Sit on Hockey Nova Scotia's Board of Directors.
- B.** Attend Hockey Nova Scotia/Hockey Canada meetings as approved by the Board of Directors.
- C.** Responsible for all Hockey Nova Scotia Elite Hockey.
- D.** Carry out any other duties/responsibilities as assigned by the Officers, Board of Directors and/or President.

- E. Sit as an ex-officio member of the Risk Management Committee.
- F. Co-ordinate all (research and development projects) and any other special projects assigned by the Board of Directors.
- G. Perform other duties as assigned by the President.
- H. If the Chair for any reason is unable to complete his/her tenure of office, the position shall be filled by an appointment by Hockey Nova Scotia's Officers. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.

8.13 Hockey Nova Scotia Director of Officiating – Responsibilities

The Hockey Nova Scotia Director of Officiating shall be responsible to Hockey Nova Scotia's Board of Directors through the President for the development, administration and implementation of the Officiating Program in accordance with Hockey Canada's National Referees Certification Program (NRCP) and in addition to the duties assigned by the President shall:

- A. Sit on Hockey Nova Scotia's Board of Directors.
- B. Be the Official Representative of Hockey Nova Scotia at the Hockey Canada Officiating Meeting.
- C. Establish final registration dates for referees.
- D. Recommend fees for game officials subject to the approval of the Board of Directors and ratification of the membership.
- E. Co-ordinate Development Opportunities for the membership.
- F. Assist in the registration of all Hockey Nova Scotia Officials in conjunction with the Office.
- G. Appoint/assign volunteers to act as Officiating Administrators under the direction of the Director of Officiating as follows: appointment of Zone Supervisors, appointment of Area Assigners, appointment and training NRCP Instructors, appointment and training of On-ice Supervisors and assignment of Referees and Linesmen.
- H. Ensure that all Registered Officials have a copy of the Hockey Canada Officiating Manual and are familiar with the NRCP, Policies and Guidelines.
- I. Recommends Strategic Direction and Objectives for all aspects of Officiating.
- J. Establish and recommend Officiating Policies.
- K. Conduct a regular review of the Playing Rules and of Rule interpretations.
- L. The Director of Officiating shall be appointed for a two {2} year term by the elected members of Hockey Nova Scotia at a meeting called for that purpose following the Hockey Nova Scotia Annual General Meeting.
- M. If the Director of Officiating for any reason is unable to complete his/her tenure of office, the position shall be filled by an appointment by the Officers. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.

8.14 The Hockey Nova Scotia Medical Director shall:

- A. Sit on Hockey Nova Scotia's Board of Directors.
- B. Shall be a voting member of the board of directors.

- C.** Attend Hockey Nova Scotia meetings as approved by the Board of Directors.
- D.** Act as the medical consultant for Hockey Nova Scotia.
- E.** Advise HNS on all areas of safety including but not limited to:
- F.** Protective equipment, concussions, safety protocols, safety rep position, etc.
- G.** Advise HNS high-performance teams on medical care standards and doping controls H.
Act as a liaison with Hockey Canada's Medical Director
- I.** Act as a liaison with the Canadian Sport Centre Institute
- J.** Such additional duties as may be delegated to the CMO by the President of Hockey Nova Scotia

8.15 Hockey Nova Scotia Diversity and Inclusion Committee Chair The Hockey Nova Scotia Diversity and Inclusion Committee Chair shall be responsible to Hockey Nova Scotia's Board of Directors through the President for advising recommendations that address combating racism, discrimination and abuse in hockey, as well as suggestions for making the sport more diverse and inclusive, and in addition to the duties assigned by the President:

- A.** Sit on Hockey Nova Scotia's Board of Directors.
- B.** Shall be a voting member of the board of directors.
- C.** Attend Hockey Nova Scotia meetings as approved by the Board of Directors.
- D.** Preside at all meetings of the Diversity and Inclusion committee. They shall generally perform the duties usual to the Office of the Chair of the Diversity and Inclusion Committee. They may, at their discretion, order the calling of a special Diversity and Inclusion Committee meeting.
- E.** Responsible for leading and advising on Diversity and Inclusion initiatives for Hockey Nova Scotia.
- F.** Carry out any other duties/responsibilities as assigned by the Officers, Board of Directors and/or President.
- G.** The Chair for any reason is unable to complete their tenure of office, the position shall be filled by appointment by the President on the recommendation of Hockey Nova Scotia's Board of Directors. Such appointment shall be valid until the next Annual General Meeting of Hockey Nova Scotia.

Standing Committees and Councils

9.1 The Standing Committees of Hockey Nova Scotia are:

- By-Laws Review Committee
- Nominating Committee
- Risk Management Committee
- Finance Committee
- Diversity and Inclusion Committee
- Resolution Committee

9.2 The Councils of Hockey Nova Scotia are:

- Minor Council
- Female Council
- Junior Council
- Elite Hockey Council

9.3 Standing Committees

9.3.1 By-Laws Review Committee

The By-Laws Review Committee will be chaired by the VP Hockey Operations and comprised of members of the Board of Directors named by the President. The By-Laws Review Committee will receive, review and recommend proposed changes in By-Laws to the Board of Directors and then to the voting members of Hockey Nova Scotia at the Semi-Annual General Meeting of Hockey Nova Scotia. The committee will receive, review and recommend proposed changes in the playing rules and regulations and recommend to the Board of Directors for their action.

9.3.2 Nominating Committee

- A. The Nominating Committee, which shall be chaired by the Past President and comprised of two members in good standing named by the President. The Nominating Committee shall present a slate of candidates for the positions of President, VP Hockey Operations, and elected Council Chairs to the Executive Director of Hockey Nova Scotia not later than forty-five (45) days prior to the Hockey Nova Scotia Annual Meeting with such being forwarded via electronic mail to the voting members along with the official meeting notice. As well, they will be posted on the Hockey Nova Scotia website.
- B. Other nominations for the positions of President or Vice President of Hockey Operations must be received by the Executive Director of Hockey Nova Scotia, in writing or electronic mail, no later than thirty (30) days prior to the Annual Meeting. Five members in good standing shall endorse any nomination, other

than those presented by the Nominating Committee. If there is more than one candidate for either position then there shall be an election.

- C.** To be eligible as a candidate for President, a nominee must have served one complete term (2 years) on the Hockey Nova Scotia Board of Directors. To be eligible for Vice President Hockey Operations, a nominee must have served on the Hockey Nova Scotia Board of Directors for one (1) year.
- D.** The Chairs of Minor Council and Junior Council will be elected by the authorized delegates at their Council meeting called for that purpose. If there is more than one candidate for either position then there shall be an election. The names of elected Chairs of Minor and Junior Council will be given to the Chair of the Nominating Committee for presentation to the delegates at the Hockey Nova Scotia Annual General Meeting.
- E.** To be eligible for the Chair of a council or Chair of Elite Hockey, a person must have served on the Hockey Nova Scotia Board of Directors or on the appropriate council for a two (2) year term or held an Executive Position with a League, Club or Minor Hockey Association for a minimum of three (3) full years.

9.3.3 Risk Management Committee

- A.** The Risk Management Committee shall be chaired by the Chair of Risk Management, Senior/ Adult Recreation, who shall be the official representative of Hockey Nova Scotia on the Hockey Canada Risk and Safety Management Committee. Members of the Risk Management Committee shall be the Council Chairs or designates in addition to volunteers recommended by the Chair Risk Management Committee and approved by the President.
- B.** The committee shall meet as required in accordance with the approved budget. Prior to April 15th each year, the Risk and Safety Management Committee shall develop a budget for the following season to be forwarded to Hockey Nova Scotia's Finance Committee for inclusion in the budget.

9.3.4 Finance Committee

- A.** The Hockey Nova Scotia Vice-President Finance and Administration shall be the Chair of the Finance Committee, which shall be appointed by the Hockey Nova Scotia Board of Directors. The Finance Committee shall be responsible for establishing financial policy and planning for Hockey Nova Scotia and to exercise general financial oversight on the projects and expenditures of all Committees and Councils. The Finance Committee shall be responsible to the Hockey Nova Scotia Board of Directors for developing the annual budget for approval by the delegates at the Hockey Nova Scotia Annual General Meeting.
- B.** In addition to presenting an audited financial report to the Hockey Nova Scotia Semi-Annual Meeting, the Finance Committee shall recommend the appointment of an Auditor to audit the accounts of Hockey Nova Scotia.
- C.** Hockey Nova Scotia may derive its income from sources determined from time to time by the Board of Directors. These sources may include (but not be limited to) grants; annual membership fees; annual team assessments; gate receipts; performance bonds; fines; appeal and protest fees; proceeds from sale of

goods, products and educational materials; sponsorships; fundraising and marketing ventures.

9.3.5 Diversity and Inclusion Committee

- A.** The Diversity and Inclusion Committee shall be chaired by the Chair of Diversity and Inclusion, which shall be appointed by the Hockey Nova Scotia Board of Directors. The Diversity and Inclusion Committee shall be responsible for establishing recommendations to the board of directors with respect to addressing racism, discrimination and abuse in hockey as well as suggestions for making the sport more diverse and inclusive. The Diversity and Inclusion committee shall be responsible to the Hockey Nova Scotia Board of Directors for an Annual Report for review by the delegates at the Hockey Nova Scotia Annual General Meeting.
- B.** The committee shall meet as required in accordance with the approved budget. Prior to April 15 each year, the Diversity and Inclusion committee shall develop a budget for the following season to be forwarded to Hockey Nova Scotia's Finance Committee for inclusion in the budget.

9.3.6 Resolution Committee

A. THE RESOLUTION COMMITTEE SHALL BE GOVERNED BY

- Vice President Operations, Chair
 - Diversity and Inclusion Director, Optional
 - Director of Officiating
 - Affected Chair/League
 - Female Representative
- B.** The Resolution Committee shall have the power to review complaints and findings provided from the Risk Management Committee (or other internal Hockey Nova Scotia process) and determine the appropriate remedy in consideration of the circumstances and in contemplation of Hockey Nova Scotia bylaws, rules, regulations, codes and policies, as applicable. Possible remedies include, but are not limited to:
- Indefinite suspensions;
 - Interim suspensions;
 - suspensions;
 - restorative solutions such as additional education or volunteering requirements;
 - probationary periods;
 - issuance of apologies; and
 - any other remedies deemed necessary in keeping with HNS and Hockey Canada directives.
- C.** In issuing these remedies the Resolution Committee will be responsible for setting out timelines and determining the appropriate lengths of any remedies applied. In making these determinations, the Resolution Committee will have the power to consult with external resources on an as needed basis.

- D.** The Resolution Committee will be responsible for drafting the final decision and providing the communications to the Parties involved in the dispute along with the HNS Administrative Coordinator, and the Suspension Coordinator, as necessary.
- E.** The Resolution Committee members shall declare conflicts of interest and recuse themselves from any decision making in instances where a:
 - Member is part of the investigation or a witness of the subject complaint;
 - Member is a party to the subject complaint;
 - Member's family member is a party to the subject complaint, or participated in the investigation; and
 - Member has either direct knowledge, or information acquired through external sources which will bias their decision making.
- F.** In cases where the Resolution Committee finds they are, as a whole, in a conflict, they will defer the matter to the Board of Directors of Hockey Nova Scotia.
- G.** The Resolution Committee shall have the power to revert matters back to the Risk Management Committee if it is determined that further investigation is required.
- H.** The Referee in Chief shall declare a conflict of interest and recuse themselves from involvement in matters involving complaints alleged against Hockey Nova Scotia officials

9.4 Councils

9.4.1 Hockey Nova Scotia Minor Council

A. Minor Council shall be governed by the following:

- Council Chair,
- Past Chair,
- North Conference Coordinator,
- South Conference Coordinator,
- Directors at Large (one or two)
- Regional Directors (nine), one representing each of the nine Minor Hockey Regions.

B. The day-to-day operation of Minor Council shall be the responsibility of the Executive Committee consisting of:

- Council Chair,
- Past Chair,
- North Conference Coordinator,
- South Conference Coordinator,
- Directors at Large (one or two),
- Monthly Rotating Regional Director (ex-officio)

C. Minor Council shall be responsible to the Hockey Nova Scotia Board of Directors for managing the affairs of all minor hockey activities (excluding Elite Development Programs, High Performance Programs, Canada Games

Programs, Female players registered under Female Hockey Council on the Hockey Canada Registry, wherein such responsibility shall be that of Hockey Nova Scotia) in accordance with Hockey Nova Scotia By-Laws, Rules and Policies approved by Hockey Nova Scotia.

- D.** Minor Council shall be comprised of Minor Hockey Associations who conduct and supervise Minor Hockey (excluding Female players registered under Female Hockey Council on the Hockey Canada Registry) within their respective boundaries. No independent clubs or leagues will be accepted from towns, cities or areas having a local Minor Hockey Association.
- E.** Membership in Minor Council is purely voluntary and application for or acceptance of membership entails acceptance of the authority of such council. Such member is empowered to foster, conduct and perpetuate Minor Hockey within its respective area in a manner consistent with the By-Laws herein.
- F.** Each Minor Hockey Association/approved League shall adopt a Memorandum of Association and By-Laws in conformity with the By-Laws and Policies of Hockey Nova Scotia, and shall not at any time make amendments to its Memorandum of Association or By-Laws conflicting with the By-Laws and Policies of Hockey Nova Scotia.
- G.** The Council Chair shall be a member of Hockey Nova Scotia Board of Directors and the official Hockey Nova Scotia representative on the Hockey Canada Minor Council.
- H.** All members of the Minor Council shall follow Conflict of Interest Guidelines set out by Hockey Nova Scotia. (see By-Law Twelve)

9.4.2 Hockey Nova Scotia Female Council

- A.** Female Council shall be responsible to the Board of Directors of Hockey Nova Scotia for managing the affairs of all Female Hockey activities (excluding elite programs, High Performance and Canada Games wherein such responsibility shall be that of Hockey Nova Scotia) in accordance with Hockey Nova Scotia By Laws, Rules- and Policies adopted by Female Council and approved by Hockey Nova Scotia.
- B.** The Council Chair shall be a member of Hockey Nova Scotia Board of Directors and the official Hockey Nova Scotia representative on the Hockey Canada Female Council.
- C.** Female Council shall be comprised of:
 - A Council Chair
 - Seven Regional Directors appointed by the Directors of Hockey Nova Scotia on recommendation from the Chair of Female. Each director must reside within the respective region.
 - Two Conference Coordinators appointed by the Directors of Hockey Nova Scotia on recommendation from the Chair of Female
 - One Director at Large appointed on an annual basis by the Executive of Hockey Nova Scotia Female Council.

- D.** All members of the Female Council shall follow Conflict of Interest Guidelines set out by Hockey Nova Scotia. (see By-Law Twelve)

9.4.3 Hockey Nova Scotia Junior Council

A. JUNIOR COUNCIL SHALL BE GOVERNED BY

- Council Chair,
 - Presidents or designates of each of the three Junior Leagues.
 - One (1) representative from each Junior Team registered with HNS, each of who shall have a vote.
- B.** Junior Council shall be responsible to the Board of Directors of Hockey Nova Scotia for managing the affairs of all Junior hockey activities in accordance with Hockey Nova Scotia By Laws, Rules and Policies adopted by Junior Council and approved by Hockey Nova Scotia.
 - C.** The Council Chair shall be a member of Hockey Nova Scotia Board of Directors and the official Hockey Nova Scotia representative on the Hockey Canada Junior Council.
 - D.** All members of the Junior Council shall follow Conflict of Interest Guidelines set out by Hockey Nova Scotia. (see By-Law Twelve)

9.4.4 Hockey Nova Scotia Senior & Adult Recreation Council

A. Risk Management, Senior and Adult Recreation Council shall be governed by:

- Council Chair.
- B.** Senior and Adult Recreation Council shall be responsible to the Board of Directors of Hockey Nova Scotia for managing the affairs of all Senior/adult Recreation hockey activities in accordance with Hockey Nova Scotia By Laws, Rules and Policies adopted by Senior/Adult Recreation Council and approved by Hockey Nova Scotia.
- C.** The Council Chair shall be a member of Hockey Nova Scotia Board of Directors and the official Hockey Nova Scotia representative on the Hockey Canada Senior and Adult Recreation Council.
- D.** All members of the Senior Council shall follow Conflict of Interest Guidelines set out by Hockey Nova Scotia. (see By-Law Twelve)

9.4.5 Elite Hockey Council

A. ELITE HOCKEY COUNCIL SHALL BE GOVERNED BY

- Chair of Elite Hockey
 - Director of High Performance,
 - Two (2) representatives from each of the three leagues (U15 Major, U16 Major, and U18 Major)
- B.** Elite Hockey Council shall be responsible to the Board of Directors of Hockey Nova Scotia for managing the affairs of all Elite hockey activities in accordance with Hockey Nova Scotia By Laws, Rules and Policies adopted by Elite Hockey Council and approved by Hockey Nova Scotia.
 - C.** The Council Chair shall be a member of Hockey Nova Scotia Board of Directors
 - D.** All members of the Elite Hockey Council shall follow Conflict of Interest Guidelines set out by Hockey Nova Scotia. (see BYLAW 12)

Meetings of Hockey Nova Scotia, Councils and Committees

- 10.1** The Annual Meeting of Hockey Nova Scotia 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 Hockey Nova Scotia website. The date, place and time of such meeting shall be at the discretion of the Board of Directors of Hockey Nova Scotia.
- 10.2** Final notice of the Annual Meeting of Hockey Nova Scotia shall be sent by the Executive Director at least 7 days prior to the date of such meeting by way of electronic mail and include a copy of the proposed budget.
- 10.3** The Semi-Annual Meeting of Hockey Nova Scotia shall be held no later than the last Saturday of October of each year with a minimum of 45 days notice by way of electronic mail and by posting on the Hockey Nova Scotia website. The date, place and time of such meeting shall be at the discretion of the Board of Directors of Hockey Nova Scotia.
- 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. 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** At all Annual, Semi-Annual or Special Meetings of Hockey Nova Scotia a quorum shall consist of at least 50% plus 1 of the eligible-voting delegates.
- 10.6** The business of the Annual General Meeting/Semi-Annual Meeting of Hockey Nova Scotia shall be to receive and consider the financial statements/budgets of Hockey Nova Scotia, 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.
- 10.7 The Executive Director shall:**
- A.** have responsibility for the preparation and custody of all books and records including:
- the minutes of members' meetings
 - the minutes of directors' meetings
 - the register of members.
- Any such minutes of any meeting of the Directors or of any committee of the Directors or of Hockey Nova Scotia, if purporting to be signed by the chairperson of such meeting or by the chairperson of the next succeeding meeting, shall be receivable as prima facie evidence of the matters stated in such minutes. The minutes would be generally available to the membership by attending at the Hockey Nova Scotia office during regular business hours.

- 10.8** The Directors shall arrange for the safe custody of the Common Seal of Hockey Nova Scotia with the Executive Director. The Common Seal shall not be affixed to any instrument unless authorized by a resolution by the Board of Directors or of a committee thereof and then only in the presence of and contemporaneously with the attesting signature of the Vice President Finance and Administration or other officer or person appointed by the Board for the purpose.

Voting

- 11.1** At the Annual General Meeting, Semi - Annual Meeting and Special or General Meetings of Hockey Nova Scotia, the following shall be entitled to one (1) vote each. A member of the Board of Directors who is also an Officer is entitled to only one vote.
- Officers of Hockey Nova Scotia
- Board of Directors of Hockey Nova Scotia
- Junior Council Official Delegates three (3) in addition to the Chair (to be the President or Designate of each of the three (3) Junior Leagues, one (1) vote per League)
- Female Council one (1) in addition to the Chair (to be determined by Female Council) Minor Council Official Delegates five (5) in addition to the Chair (to be determined by Minor Council) Elite Hockey three (3) votes, U18 Major, U16AAA and U15 Major Leagues, one (1) vote for the president or their designate for each league.
- 11.2** Any delegate holding a credential signed by the President and Secretary of the registered league or team shall be considered the legal representative of that league or team, but in any case, a delegate cannot represent more than one (1) league or team. All credentials for registered leagues or teams must also be signed by the Chair of the Council or designate.
- 11.3** At all meetings of Hockey Nova Scotia or of its Committees, voting shall be by a show of hands, unless otherwise decided.
- 11.4** For the Board of Directors' meetings only, the President may, of his own volition, order a mail or fax vote be taken by the Executive Director.
- 11.5** No proxy vote will be accepted.

Conflict of Interest

- 12.1** No Officer of Hockey Nova Scotia 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.
- 12.2** A potential conflict of interest is deemed to exist when an Officer of Hockey Nova Scotia is involved:
- A.** As a member of an amateur hockey association, team or league;
 - B.** Receives remuneration of any amount for any position of an amateur hockey association, team or league;
 - C.** In holding any position on an amateur hockey association, team or league.
- 12.3** No Director of Hockey Nova Scotia, member of a Council of Hockey Nova Scotia or paid employee shall hold any executive or Board position with any team, association, or league under the jurisdiction of Hockey Nova Scotia or Hockey Canada.
- 12.4** When a potential conflict is deemed to have arisen, the member involved:
- A.** Shall immediately notify Hockey Nova Scotia Board of Directors;
 - B.** 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;
 - C.** Shall not solicit information on any such item; and
 - D.** Shall not be provided any information on any such item by any committee member or employee.