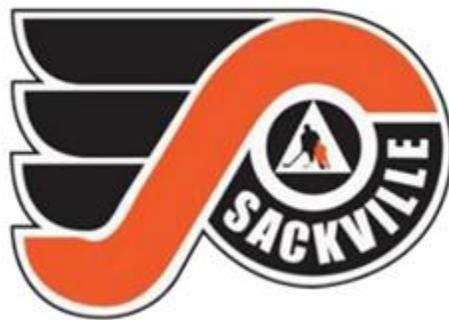




**By-Laws Of**

***Sackville Minor Hockey Association***

**Effective June 7, 2026**





**AMENDMENT RECORDS OF BY-LAWS  
OF THE SACKVILLE MINOR HOCKEY ASSOCIATION**

<b>#</b>	<b>Change Description</b>	<b>Date Entered</b>
By-Law 15 (a)	Changed name to 1 <sup>st</sup> Vice President	June 7, 2026
By-Law 17 (a)	Clarified who can run for President	June 7, 2026
By-Law 17 (b)	Clarified who can run for Vice-President	June 7, 2026
By-Law 17 (f)	Clarified who will take over for President	June 7, 2026
By-Law 17 (g)	Clarified term for electing interim position (until next AGM)	June 7, 2026
By-Law 25 (l) (m)	Added Webmaster, Ombudsman, Goaltender as Director Positions	June 7, 2026
By-Law 26	Added additional requirements for all Board (CRC) and reference to Conflict of Interest Policy	June 7, 2026
By-Law 38	Moved Director Job Descriptions to Rules and Regulations	June 7, 2026
By-Law 56	Made reference to Conflict of Interest Policy	June 7, 2026
	Cosmetic Changes	June 7, 2026



## Article I - Name

1. This organization shall be known as the “**SACKVILLE MINOR HOCKEY ASSOCIATION**” (hereafter referred to as “The Association” or “SMHA”)

## Article II - Objects of the Association

2. The Association is established as the governing and administrative body whose purpose is to provide an opportunity for the youth of Sackville and the defined surrounding districts to participate in the Hockey Nova Scotia, the Central Minor Hockey Federation and the Metro Minor Hockey League sanctioned hockey programs. The Association is bound by the by-laws and rules of the Hockey Canada (HC), Hockey Nova Scotia (HNS), the Nova Scotia Minor Hockey Council (NSMHAC), the Central Minor Hockey League (CMHL) and the Metro Minor Hockey League (MMHL).

## Article III - Association Boundaries

3. The Association Boundaries will be in accordance with the boundaries set out by the Nova Scotia Minor Hockey Council (NSMHAC). A full description and map of the approved boundaries will be posted on the Association's website for the reference of members.

## Article IV - Membership

### Terms of Admission

4. Membership in the Sackville Minor Hockey Association shall be comprised of:
  - a. Players who are registered with the Association and in good standing with the Association and Hockey Canada,
  - b. The Executive Officers and Board of Directors of the Association,
  - c. One designated Head Coach, up to three Assistant Coaches and one Manager per team who are currently in that role and in good standing with the Association whose names must be provided to the Secretary no later than two weeks before any meeting, and
  - d. Honorary Lifetime Members – membership granted to an individual who has rendered extraordinary and distinguished service to the Association and has been expressly named by a duly passed resolution of the Board. Membership shall be limited to up to five (5) individuals who have rendered extraordinary and distinguished service to the Association.
5. For the purposes of registration with the Registrar, the number of members of the Association is unlimited.



## **Rights and Obligations**

6. Subject to the limitations set out in these by-laws, every member of the Association shall be entitled to:
  - a. Attend any meeting of the Association, with the exception of meetings held in-camera,
  - b. Vote at any annual general meeting or special meetings of the Association,
  - c. Participate on any committee of the Association,
  - d. Bring any motion before a committee or the Board of Directors, and
  - e. Stand for election as an Executive Officer.
  
7. A parent of a registered player of the Association who is a minor (a person under 19 years of age), may, on behalf of the player and in the best interest of the player:
  - a. Attend any meeting of the Association, with the exception of meetings held in-camera,
  - b. Vote at any annual general meeting or special meeting of the Association,
  - c. Participate on any committee of the Association,
  - d. Bring any motion before a committee or the Board of Directors, and
  - e. Stand for election as an Executive Officer.
  
8. One Person – One Class of Membership – although it is possible for a Member to be qualified for more than one (1) class of Membership in the Association, no single person may hold Membership in more than one (1) class of membership. It is, therefore, mandatory that each Member shall declare himself/herself prior to the start of any meeting of the Membership and advise the chairperson of the Membership class he/she wishes to be a part of. Once the meeting is called to order, the Member must remain in that class of Membership and may not change to another category or class of Membership for the duration of the meeting.
  
9. Families with multiple members - Families that have three or more members shall be limited to two votes per household on any voting matters brought before the membership and no single person can cast more than one vote.
  
10. Members are not entitled to vote by proxy, however, any player who is a minor (a person under 19 years of age in NS), shall have a parent vote on their behalf and in the player's best interest.
  
11. Membership in the association is not transferable.

## **Conditions under which membership ceases**

12. Membership in the Association ceases upon:
  - a. Written notice to the Association that the member has resigned,
  - b. If the member ceases to qualify for membership in accordance with these by-laws, or
  - c. Suspension of the member by the Association, Hockey Nova Scotia or Hockey Canada. Once the suspension is lifted, provided the member meets the membership criteria provided in these by-laws, their membership is reinstated.



### Conditions under which a member may be suspended or expelled

13. A member of the Association may be suspended upon written notice to the member following a resolution of the Executive Officers for the following reasons:
  - a. Non-payment of registration fees by January 1,
  - b. Non-compliance of required certifications for volunteers,
  - c. Violation of the Association's written policies, or
  - d. Recommendation of Risk Management and Discipline committee.
  
14. A member may be expelled upon written notice to the member following a special resolution of the Board of Directors. Any decision to suspend or expel a member may be appealed in accordance with Association's appeals procedure contained in these by-laws.

### Article V - Executive Officers

15. The Association shall be governed by the Executive Officers who shall consist of the following:
  - a. President
  - b. 1<sup>st</sup> Vice President (Also known as Vice President Operations)
  - c. Vice President Administration
  - d. Secretary
  - e. Vice President Competitive
  - f. Vice President Recreational
  - g. Vice President U9
  - h. Vice President LTP/U7
  - i. Treasurer
  - j. Vice President Development
  - k. Vice President Risk Management
  - l. Immediate Past President



16. The election of the Executive Officers will be held at the annual general meeting in accordance with the following order:
- a. In odd-numbered years commencing in 2023, the following Executive Officers shall be elected and will hold their respective elected position for a period of two years:
    - i. President
    - ii. Vice President Administration
    - iii. Vice President Recreational
    - iv. Treasurer
    - v. Vice President Development
  
  - b. In even-numbered years commencing in 2024, the following Executive Officers shall be elected and will hold their respective elected position for a period of two years:
    - i. 1<sup>st</sup> Vice President (Vice President Operations)
    - ii. Secretary
    - iii. Vice President Competitive
    - iv. Vice President U9
    - v. Vice President LTP/U7
    - vi. Vice President Risk Management
  
  - c. The Past President is not an elected position and does not have a vote in Board decisions, but rather shall be held by the individual who most recently held the position of President for a maximum of two years. If the individual who most recently held the position of President is unable to continue into the Past President position, the Board may designate another Director to carry out the duties assigned to the Past President for the duration of their two-year term.



17. Any member in good standing or who was a member in good standing within the previous two (2) hockey seasons may stand for a single position as Executive Officer in any given year subject to the following qualifications:
  - a. Any member standing for the position of President must have at least three (3) years of experience as a Director of SMHA and two of those years must be as an Executive Officer of SMHA within the previous three years;
  - b. Any member standing for the position of 1st VP must have at least two (2) years of experience as an Director of SMHA within the previous two (2) years;
  - c. Any member standing for the position of Secretary or any Vice President position must have at least two (2) years of experience as a volunteer in good standing with SMHA;
  - d. Any member standing for the position of Treasurer must have a professional accounting designation or equivalent experience as determined by the Executive Officers;
  - e. Any member standing for the position of Vice President Risk Management must have a legal or policing background or equivalent experience as determined by the Executive Officers;
  - f. In the event that the position of President becomes vacant prior to the end of the two-year term, the 1<sup>st</sup> VP will assume the position of President for the remaining portion of that two-year term;
  - g. In the event that any other Executive Officer position becomes vacant during their term the remaining Executive Officers may appoint a qualified person by majority vote to fill the position until the next AGM.
  
18. The Secretary shall provide the members with notice of a call for nominees at least forty-five (45) days before the Annual General Meeting but not more than ninety (90) Days before the Annual General Meeting. Notices shall be given by way of email to members and will also be posted on the Association website. Notice of the call for nominees shall also be posted by the Director of Communications on the SMHA Website and the SMHA's official social media platforms.
  
19. Any member in good standing may nominate themselves or another member as a candidate for an Executive Officer position by providing the Nominating Committee with the following:
  - a. A letter that includes the name of the member nominated and the Director position for which the member is being nominated; and
  - b. A signed statement by the nominee affirming that he or she is a member eligible as a candidate for the Executive Officer position for which he or she is being nominated and that he or she is willing to accept the position if elected. Any nomination must be provided to the Nominating Committee at least twenty-one (21) days prior to the Annual General Meeting.



20. The Nominating Committee shall compile a list of all duly nominated candidates at least fourteen (14) days prior to the Annual General Meeting and provide a report of eligible candidates to the membership by posting the report on the SMHA Website and on the SMHA's official social media platforms.
21. Voting for each Executive Officer position shall take place at the Annual General Meeting. Voting shall be by secret ballot. No proxy votes permitted.
22. To be declared elected to the nominated position, a candidate must receive the majority of votes of the ballots cast.
23. Where there is a single candidate nominated for an Executive Officer position, that person will be declared elected to that position and does not require a membership vote.
24. Where there are no candidates nominated for an Executive Officer position, the Board may appoint another member to fill the position until the next Annual General Meeting, at which time an election will be held to fill the position.

#### **Article VI - Board of Directors**

25. The Board of Directors shall oversee the day-to-day operations of the Association and shall consist of the Executive Officers and the following:
  - a. Director of Policy
  - b. Director of Finance
  - c. Director of Registration
  - d. Director of Equipment
  - e. Director of Communication
  - f. Referee-in-Chief
  - g. Central Minor Hockey League (CMHL) Delegate
  - h. Metro Minor Hockey League (MMHL) Delegate
  - i. Director of Tournaments
  - j. Ice Scheduler
  - k. Safety Coordinator
  - l. Webmaster
  - m. Ombudsman



n. Director of Goaltending

26. The Secretary shall send an invitation to members (by way of email, posted on the Association website and social media posts) within thirty (30) days after the Annual General Meeting, inviting members in good standing to apply for a single Director position for the coming year. Interviews may be conducted for any position that has more than one eligible candidate. Each member of the Board of Directors shall be appointed by the Executive Officers for a term of one (1) year, must be a member in good standing of the Association and must have a minimum of one year hockey volunteer experience with SMHA or another minor hockey association. All Directors must have a current Criminal Record Check as per the process provided by SMHA. The Director of Finance will preferably have a professional accounting certification.
27. Any person serving as an Executive Officer or on the Board of Directors cannot use their position for their own personal gain and must avoid any conflict of interest between their personal interests and their responsibilities to the Association. Without limiting the generality of the foregoing, unless the Association will directly benefit from an endeavor the Executive Officer or Board of Directors cannot use the Association to promote or enhance their personal or business interest (see Conflict of Interest Policy).

#### **Removal of Directors and Executive Officers**

28. Any Director may be removed from his or her position before the expiration of their term of office by way of a special resolution of the Executive. Any Executive Officer may be removed from his or her position before the expiration of their term of office by way of a special resolution of members.
29. If a Director or Executive Officer is absent from Fifty percent (50%) or more meetings of the Board in a 12-month period, the Director or Executive Officer must provide a written explanation to the Board outlining the reasons for the absence. The explanation may be provided prior to the additional absence and must be provided no later than one week following the additional absence. If the Director or Executive Officer fails to provide an explanation or if the Board determines that the explanation provided is inadequate, the Director or Executive Officer may be removed from his or her position on the Board and the position will be vacant.
30. In the event that a vacancy on the Board occurs due to the resignation or removal of a director or Executive Officer or for any other reason, the Executive may appoint another member to fill the position until the next Annual General Meeting, at which time an election will be held to fill the position.

#### **Board of Director / Executive Meetings**

31. The Board of Directors will meet at least four (4) times yearly or as often as the President deems necessary



to facilitate the operation of the Association. Parliamentary rules of procedure will govern the Board of Directors Meetings.

32. Only Executive Officers will vote on matters during Board of Director meetings.
33. A quorum for Board of Director meetings will consist of 50% or more of the Executive Officers, represented either in person or by written proxy notice of assignment to another Executive Officer. Confirmation of the proxy assignment will be documented by the assigning member's signature on the agenda for that meeting.
34. If within one-half hour from the time appointed for the meeting, a quorum of Directors is not present, the meeting shall be dissolved. In any case, it shall stand adjourned to such time and place as a majority of the Directors then present shall direct and if at such adjourned meeting a quorum of Directors is not present, it shall be conducted with the Directors present at that meeting. Any decision reached at an adjourned meeting shall be of the same force and effect as if a quorum had been present.
35. The President will conduct the meetings or in exceptional circumstances, another Executive Officer may be given prior written delegation by the President to conduct the meeting. The President shall only have a vote on Board matters when required to break a tie in votes.
36. The Board and/or Executive meetings will serve as a forum for:
  - a. Reporting of the Committee members on their area of responsibility
  - b. Discussing and deciding on courses of action to be taken for the efficient administration of the hockey program
  - c. Dealing with disputed or escalated disciplinary matters, on the advice of the Discipline Committee, complaints and Appeals
  - d. Review reports of the Discipline Committee.
  - e. Report on waiver applications and player movement
  - f. Determining the number of teams for each division
  - g. Recommending policies and procedures plus resolutions for ratification at the Annual General Meeting
  - h. Approving the recommended annual budget
  - i. Review of all other financial matters for the Association and recommend a fee structure for the following season, to be submitted for final approval at the next Annual General Meeting
  - j. Any other business of a policy, statutory, procedural or financial nature concerning the Association
37. It is expected that all members of the Executive Officers will attend all Board of Director Meetings.



## Article VII - Powers and Duties of the Executive Officers

38. The Executive may establish a governance structure for the SMHA which may include a description of the roles, responsibilities, duties, and powers for each Director position and any other appointed position or committee required for the effective operation of the SMHA which will be kept with the Executive in SMHA's Rules and Regulations.

## Article VIII – Committees

39. The Executive Officers 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. The chairpersons appointed may, at the discretion of the Executive Officers, attend Board of Director meetings, but shall not have a vote. Committees formed under this provision shall make recommendations to the Executive.
40. Unless otherwise stated in these bylaws, committee appointments will expire at the earlier of the completion of their assigned task or April 30<sup>th</sup> of each year.
41. In addition to any committees that may be organized from time to time by the Executive Officers as per section 44 the following standing committees of the Association shall be organized every year with the following duties and responsibilities:
- NOMINATION COMMITTEE:**

There shall be a Nomination Committee consisting of four members that shall be appointed by the Executive at least one (1) month in advance of the annual general meeting with the Immediate Past President serving as Chair. If the Immediate Past President is not able to Chair, the Executive Officers will appoint another member of the Executive or Board of Directors to Chair.
  - DISCIPLINE COMMITTEE:**

There shall be a Discipline Committee chaired by the VP of Risk Management and consists of the Ombudsman, 1VP and the President. The committee will follow the Disciplinary Policy.
  - TRYOUT COMMITTEE:**

There shall be a Tryout Committee consisting of at least ten members including the President, Vice President Competition, Vice President Development and the Division Coordinators for U11, U13, U15 and U18 and three members at large. The Tryout Committee shall set the tryout process and advise the members of such process at least three weeks before tryouts begin. The Tryout Committee shall be responsible for retaining evaluators for tryouts at each competitive level (U11 and up) and shall ensure all tryouts are conducted in a fair, objective manner. Any member of the tryout committee who has applied to coach in that year or who is a parent of a player shall recuse themselves from the tryout process for their team or player's tryout level.



d. COACH SELECTION COMMITTEES:

Coach Selection Committees shall be appointed for Competitive and Recreational hockey. Each committee shall be chaired by the respective Vice President and will include other members of the Executive and Division Coordinators as determined by the Executive Officers. These committees shall receive all applications for coaching positions. Non-parent coaching selections shall be completed by the first of September (annually), if possible. Parent coaches will be finalized when tryouts or evaluations have been completed. Any member of the coach selection committee who has applied to coach in that year or who is a parent of a player shall recuse themselves from the coach selection process for the team they have applied to coach for and for their player's team. (Article IX – Meetings)

#### **Annual General Meeting**

42. The Association will hold an Annual General Meeting by June 15th of each year. The Annual General Meeting marks the conclusion of the current hockey year and the beginning of the new hockey year.
43. A minimum of twenty-one (21) days' notice must be provided before any Annual General Meeting. The notice will consist of a posting on the association website and/or written articles in the respective community publications and an electronic email notice which shall be circulated to the members by the coaches and managers of their respective teams. A proposed agenda for the meeting will be included with the website notice along with time and venue of the Annual General Meeting.
44. Parliamentary rules of procedures (eg. Roberts' Rule of Order) will govern the Annual General Meeting.
45. A quorum for the Annual General Meeting shall consist of 15 members.
46. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting shall be dissolved. In such a case, the meeting shall stand adjourned to such time and place not less than three weeks and not more than five weeks after such adjourned meeting. Notice of the adjourned meeting shall be posted in the same manner as the original meeting at least fourteen (14) days before the adjourned meeting. If at such adjourned meeting a quorum of members is not present, it shall be conducted with the members present at that meeting. Any decision reached at an adjourned meeting shall be of the same force and effect as if quorum had been present.



## Special Meetings

47. Special Meetings of the Association may be called by a vote of the majority of the Executive Officers, at the discretion of the President, or at the written request by ten (10) or more members. Any business that can be conducted at the AGM can be conducted at a Special Meeting. Notice of such a meeting shall be given at least fourteen days (14) in advance.

## Article X – Financial Matters

48. SMHA is a non-profit organization.
49. The fiscal year of the Association shall be the period from May 1 to April 30.
50. Excluding expenses necessary to run our games, acquisition of new or replacement jerseys and core development program (practices and development instructors), any expense over \$15,000 must be presented to and voted on by the membership at the AGM or Special Meeting. A majority vote is required before the expense can be incurred.
51. The financial records of the Association are subject to review by the Board of Directors. The Board of Directors may engage an independent accounting firm to audit the financial records of the Association at their discretion. Upon written request, the financial statements will be made available to any member of the Association. The Board shall not raise or secure money by borrowing, and no expenditure shall be authorized unless funds are available in the SMHA bank account to pay for the expenditure.

## Article XI – General

### Execution of Contracts, Deeds, Bills of Exchange and Other Instruments

52. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the SMHA by any officer of the SMHA or otherwise as prescribed by resolution of the Board.



### **Conflict of Interest**

53. Directors or Executive Officers who have, or could reasonably be seen to have, a conflict of interest with respect to the execution of contracts, deeds, bills of exchange or other instruments, have a duty to declare that interest. The declaration should be made to the members:
  - a. Upon nomination; and
  - b. If serving as a director, when the possibility of a conflict arises.
54. A conflict of interest does not prevent a member from serving on the Board of Directors provided that he or she withdraws from decision-making on matters pertaining to that interest. The withdrawal should be recorded in the minutes (see Conflict of Interest Policy).

### **Inspection Of Books and Records**

55. Custody of the books and records, and custody of the minutes of all the meetings of the SMHA and of the Board shall be the responsibility of the Secretary.
56. Upon written notice, any member of the Association, at any reasonable time may inspect the books and records of the SMHA at the registered office of the SMHA.

### **Custody and Use of the Seal**

57. The seal of the SMHA shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board.

### **Filing with the Registrar of Joint Stock Companies**

58. The Secretary shall file with the Registrar of Joint Stock Companies with its Annual Statement, a list of its directors with their addresses, occupations, and dates of appointment or election, and within fourteen (14) days of a change of officers and directors, notify the Registrar of Joint Stock Companies of the change.
59. The Secretary shall file with the Registrar of Joint Stock Companies a copy in duplicate of every special resolution within fourteen days after the resolution is passed.





## Indemnification of Directors and Officers

60. Every Director or Executive Officer of the SMHA or other person who has undertaken or is about to undertake any liability on behalf of the SMHA or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall, from time to time, and at all times, be indemnified and saved harmless out of the funds of the Association, from and against:
- a. all costs, charges and expenses which such Director, Executive Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office or in respect of any such liability; and
  - b. all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own neglect, willful misconduct or default.
61. Without limiting the generality of the foregoing, the SMHA may purchase and pay premiums on insurance policies for purposes of providing such indemnities.