

Constitution
TASA MINOR HOCKEY ASSOCIATION

MEMORANDUM OF ASSOCIATION & BY-LAWS

Revisions at AGM 2018; AGM 2019

Section 1: Name

The name of the society is the "TIMBERLEA AMATEUR SPORTS ASSOCIATION" and may be known as "TASA".

Section 2: Object of the Society

The object of the Society is:

- a) To foster, promote and encourage good sportsmanship and social development through minor hockey team participation.
- b) To supervise and instruct the fundamentals, rules of game and recreational needs of minor hockey.
- c) To provide a representative body which brings together people from different walks of life in the community, who are interested in the development of minor hockey.

Section 3: Activities of the Society

The activities of the Society are to be carried on within the boundaries of TASA as prescribed and changed from time to time by the Nova Scotia Minor Hockey Council and the activities shall be consistent with the rulings of Central Minor Hockey Federation.

Section 4: Address of the Society

The registered office of the Society is 12 Westwood Boulevard, Upper Tantallon, NS, B3Z 1H3.

Section 5: Name of Competitive Teams of the Association

All team in the competitive division of TASA shall be called and referred to as "Mighty Ducks".

Section 6: Fiscal Year

The fiscal year of the Association shall run from May 1 to April 30.

Section 7: Hockey Season

The usual hockey season shall run from September 1 to April 30.

Section 8: By-Law respecting Registration

All children living within the boundaries of TASA may participate in Minor Hockey programs upon payment of the appropriate annual registration fees.

Section 9: By-Law respecting Officers and Committees

- a) This Association shall be governed by a slate of officers who shall be elected at the Annual General Meeting to be held prior to June 1.
- b) The officers of this Association shall be as identified in the following tables:

POSITION TITLE	Note	PREREQUISITE / QUALIFICATIONS FOR POSITION (revision: May 2019)
President	1	1 year Executive Vice-President with this MHA or 2 years Vice-President experience with this MHA
Executive Vice-President	1	1 year Vice-President with this MHA or 2 years Executive experience with this MHA.
Vice-President Competitive	1	1 year Executive experience with a MHA or 2 years Competitive hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered an asset.
Vice-President Recreational	1	1 year Executive experience with a MHA or 2 years Recreational hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered an asset.
Vice-President IP/Novice	1	1 year hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered an asset.
Secretary / Vice President Risk Management	1	2 years hockey volunteer experience, experience related to risk management. Experience with policy development and oversight, conflict resolution and strong organizational skills will be considered an asset.
Vice-President Finance	1	Several years experience in a business field with a background in accounting or financial management; strong organizational and communication skills; ability to oversee a large budget with sound fiscal management to ensure the financial health of our MHA.
Immediate Past President	3	A non-elected voting position filled by the most recent out-going president, until such a time as the individual resigns or there is a new outgoing President.
Certification Coordinator	1	2 years hockey volunteer experience; strong organizational and communication skills; ability to navigate databases.

Development Coordinator	1	2 years hockey experience, minimum certification of Level 1 Coaching; minimum of 2 years coaching experience (hockey); experience in player evaluation and coaching mentorship; strong organizational and communication skills. Knowledge / understanding of Hockey Canada guidelines on player and coach development.
Communication Coordinator	1	Computer knowledge
Fundraising Coordinator	1	1 year of hockey volunteer experience; a background and/or experience in fundraising; strong organizational and communication skills.
Equipment Manager	1	1 year of hockey volunteer experience; strong organizational and communication skills; experience managing a budget.
Referee-in-Chief	2	Minimum of 5 years hockey officiating experience; has obtained at least a Level 4 certification for Hockey officials; strong organizational and communication skills.
Registrar	2	1 year of hockey volunteer experience; strong organizational and communication skills.
Ice Scheduler	2	1 year of hockey volunteer experience; strong organizational and communication skills.
Controller	2	Several years' experience in an accounting field, capacity to navigate current accounting software; ability to work in a collaborative environment; strong communication and organizational skills.
Administrative Manager	4	Several years experience in office administration/management; proficiency in commonly used office software; strong communication and organizational skills; self-motivated and can perform in a fast-paced environment; knowledge and experience in all aspects of the game of hockey will be considered an asset. The Administrator, when present, may assume the roles of Ice Scheduler and Registrar.
Technical Director		At least 5 years' experience in high level hockey management; experience in all aspects of the game of hockey is an expectation; experience in planning and executing player development programs; strong communication and organizational skills.

1 Elected positions - Nominations accepted prior to AGM

2 Referee-in-Chief, Registrar, Ice Scheduler and Controller positions are appointed by voting members of the Executive

3 Immediate Past President position is filled by previous year's outgoing TASA President (if applicable)

4 Administrative Manager is a non-voting and compensated position

Section 10: By-Law respecting Election & Appointment of Officers

- a) The voting members of the Executive shall be elected by members at an ordinary or annual general meeting of the Association and their term shall be for a two-year period. The Immediate Past President shall also be a voting member of the Executive and can serve in this position until replaced.
- b) The positions of Referee-in-Chief, Registrar and Ice Scheduler shall be appointed annually by members of the Executive and shall serve as non-voting members of the Executive Committee.
- c) In the event that the position of President becomes vacant prior to the end of the one year term, the Executive Vice President automatically assumes the position of President, for the remaining portion of that one year term.
- d) In the event that an executive position, excluding that of President, becomes vacant during the term, the Executive may appoint a qualified person to fill the position for the duration of the one year term.
- e) The Executive Committee may appoint a number of chairpersons to organize and oversee various committees and projects, which may from time to time be required. These appointed chairpersons may, at the discretion of the executive, attend Executive Meetings but shall not have a vote.
- f) With respect to the Administrative Manager: Members of the Executive Committee and their immediate families are ineligible to apply for, hold, or be appointed to this compensated position for a period of time not less than 12 months after the member has ceased in their role on the Executive Committee. (revision/addition May 2018)
- g) With respect to the Technical Director: Members of the Executive Committee and their immediate families are ineligible to apply for, hold, or be appointed to this compensated position for a period of time not less than 12 months after the member has ceased in their role on the Executive Committee. (revision/addition June 2018)

Section 11: By-Law respecting Powers and Duties of the TASA Executive

- a) **President:** The President is responsible for ensuring the Association's mission, goals and objectives are met through the effective management and delivery of the minor hockey program. The President, or in their absence, the Executive Vice President, shall preside as Chair at meetings of the Executive. They shall be permitted to vote at any meetings of the Association only in the event of a tied vote. They shall be empowered to act on behalf of the Association at any meeting where representation of the Association is required. The President cannot be a coach, Assistant Coach or Team official in the Association. (revision: May 2019)
- b) **Executive Vice President:** The Executive Vice-President will support the overall operation of the Association and assume the duties of the President in the event of his/her absence for any reason. The TASA Vice President may be appointed to Chair operational committees as a representative of the Executive. In the absence of an Immediate Past President, the Executive Vice-President will assume the role of the Chair of the Nomination Committee. (revision: May 2019)
- c) **Secretary & Vice-President Risk Management:** The Secretary will maintain accurate records of all meetings and support executive members with associated tasks, as required. The VP Risk Management will ensure the Association's policies and procedures are in compliance with the various hockey-governing bodies, review and make recommendation on Association's policy and procedures; and, fairly and

effectively apply same. Oversight of the Disciplinary Committee falls under the responsibility of the VP Risk Management. (revision: May 2019)

- d) **Vice President Finance:** The Vice President Finance is responsible for effectively administering and reporting the financial affairs of the Association. (revision: May 2019)
- e) **Vice President IP/Novice:** The Vice President IP/Novice is responsible for ensuring the IP/Novice programs meet the identified program objectives and effectively represent the interests of players, parents and instructors at the Executive level. They will provide ongoing support and guidance to the IP and Novice Divisional Directors. (revision: May 2019)
- f) **Vice President Competitive:** The Vice-President Competitive is responsible for the overall management of the Competitive program, including but not limited to, coordinating the coaching selection and player evaluation processes. They shall effectively represent the interests of players, parents, coaches on the executive and may represent TASA on the CMHF. (revision: May 2019)
- g) **Vice President Recreational:** The Vice-President Recreational is responsible for the overall management of the Recreational program, including but not limited to, coordinating the coaching selection process and team assignment. They shall effectively represent the interests of players, parents, coaches on the executive and may represent TASA on the MMHL. (revision: May 2019)
- h) **Immediate Past President:** The Immediate Past President is responsible for ensuring the current Executive benefits from the knowledge and experiences of previous years. They will Chair the Nominating Committee whose responsibility it is to ensure a full slate of qualified nominees are presented at the Annual General Meeting for consideration and election. (revision: May 2019)
- i) **Certification Coordinator:** The Certification Coordinator is responsible for administering and tracking coaching certification requirements, communicating certification opportunities, and advising Divisional VP's of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia. (revision: May 2019)
- j) **Development Coordinator:** The Development Coordinator is responsible for the design, implementation and monitoring of the development of TASA's coaches and players at all levels. (revision: May 2019)
- k) **Communications Coordinator:** The Communications Coordinator is responsible for ensuring the TASA membership is aware of activities, opportunities, successes and relevant issues by effectively using the association website, relevant methods of communication and other appropriate social media platforms. (revision: May 2019)
- l) **Fundraising Coordinator:** The Fundraising Coordinator is responsible for the effective management and administration of any initiatives approved by the TASA Executive, to benefit the Association's overall financial status. (revision: May 2019)

- m) **Equipment Manager:** The Equipment Manager is responsible for effectively maintaining an inventory of uniforms and other assets/supplies by managing, distributing and collecting all equipment assets owned by TASA. (revision: May 2019)
- n) **Referee in Chief:** The Referee in Chief is responsible for the effectively recruitment, training, scheduling, and compensation of on-ice officials within the Association to ensure a highly qualified complement of officials are available for all levels of hockey. (revision: May 2019)
- o) **Registrar:** The Registrar is responsible for managing and maintaining an accurate registry of all Association coaches, managers and players to support TASA administration activities in compliance with Hockey Nova Scotia policies and protocols. The Registrar may assist managing the financial compliance with respect to the collection of membership fees. (revision: May 2019)
- p) **Ice Scheduler:** The Ice Scheduler is responsible for fair and equitable allocation of ice to all levels and divisions of TASA Minor Hockey. (revision: May 2019)
- q) **Divisional Directors:** There may be Divisional Directors selected by the Executive from interested members whose names will be submitted through an open recruitment process. The Divisional Directors shall support communications between the Executive, Coaching/Bench staff and parents. The Divisional Directors shall report to their respective Vice President (Competitive, Recreational or IP/Novice) and shall assist in all areas related to their respective level to foster a positive hockey experience for players and parents.

Divisional Directors may be selected for the following divisions: Initiation Program (IP); Novice; Atom; Peewee; Bantam; Midget. (revision: May 2019)
- r) **Technical Director:** The Technical Director is responsible for planning and executing a program for player development, coach mentorship, and long-term hockey development for TASA. (revision: May 2019)
- s) **Administrative Manager:** The Administrative Manager is responsible for administrative tasks and activities that assist the effective daily functioning of TASA Minor Hockey Association. Tasks and activities may include, but are not limited to: role of Registrar, role of Ice Scheduler, support for VP Finance/Controller and other administrative duties. (revision: May 2018, May 2019)
- t) **Controller:** The Controller, as appointed by the Executive as required, is responsible for assisting the VP Finance with the execution of the financial and accounting procedures, in a manner congruent to acceptable and prudent accounting practice, that will contribute to the overall financial health of TASA MHA. (revision: May 2018, May 2019)

Section 12: By-Law Respecting Expenditures

No expenditure in excess of five hundred dollars (\$500.00) per item shall be made without the prior approval of the Executive Committee, either by meeting or conference call or consensus.

Section 14: By-Law Respecting Meetings

- a) Definition of Members: Members of TASA Minor Hockey will consist of parents and guardians of paid, registered players. The dates defining registered player are during the normal HNS season defined as September 1 to April 30.
All members of TASA Minor Hockey who are of legal age to vote may: attend any general meeting, vote at any general meeting, hold office. Votes will be limited to one vote per paid registered child in TASA.
- b) Members are not entitled to vote by proxy and membership is not transferable.
- c) The annual meeting of this Association shall be held prior to the 1st of June each year.
- d) Special meetings of this Association may be called on a favorable vote of the Executive Committee or at the discretion of the President.
- e) **Quorum:** At all meetings of the Association, twenty (20) eligible voters shall constitute a quorum, and 50% plus 1 member constitute a quorum on the Executive Committee.
- f) Notice of the Annual Meeting shall be posted as per normal procedure for the community associations at least seven (7) days before such meeting.

Section 15: By-Law respecting Voting

- a) At all general meetings of this Association of its Committees, voting shall be by a show of hands unless the Executive decides upon a ballot being required. Voting will be by ballot for positions of the Executive.
- b) Decisions shall be made by the majority vote cast of members present at the meeting.

Section 16: By-Law respecting Registration

- a) Registration forms shall be made available to the residents of the area prior to the hockey season.
- b) Registration fees shall be set by the Executive prior to registration.

Section 17: By-Law respecting Equipment

- a) Equipment that is owned by the TASA organization shall not be used for any activities that are not sanctioned by TASA.

Section 18: By-Law respecting Amendments of these By-Laws

- a) These by-laws may be amended, altered or revoked and additional by-laws may be added in manner provided under Section II, Chapter 286, Revised Statutes of Nova Scotia and Amendments thereto, by majority vote of three-fourth (3/4) of the members present at a special meeting. Five days notice in writing and/or electronically of the special meeting shall be given to each member and the Notice shall set forth the terms of the proposed alteration, revocation or amendment.

Section 19: By-Law respecting Conduct of Meetings

- a) When applicable, Roberts Rules of Order will be used to govern all meetings.

Section 20: By-Law respecting Execution of Documents

- a) The president or his designate shall be responsible for the execution of any official documents on behalf of TASA.

Section 21: By-Law respecting Appointment and Removal of Directors

- a) Directors shall be appointed or removed by the President and shall be responsible for duties outlined by the President (*see above*). In the event the position of any director shall become vacant for any reason, the President may appoint a replacement.

Section 22: By-Law respecting Removal of Executive Committee Members

- a) In the event an Executive Committee Member is determined not to be performing his or her duties or has committed a travesty against hockey or the Association, the same individual can be removed from his position by a majority vote of the Executive Committee.

Section 23: By-Law respecting Borrowing Powers

- a) The borrowing powers of TASA may be exercised by special resolution of the members.

Section 24: By-Law respecting Election of Executive Officers

- a) A Nominating Committee, consisting of the Past President serving as Chairperson, and two to five general members approved by the Executive, will recruit and accept applications for Executive and Management positions up to thirty (30) days prior to the Annual General Meeting.
- b) Nominees for the positions will be posted on the website not less than twenty-one (21) days prior to the Annual General Meeting.
- c) The membership may nominate individuals for Executive positions by providing notice to the Secretary not less than fifteen (15) days prior to the Annual General Meeting. Such notice shall set out the name of the individual nominated. The nomination form must be signed by not less than five (5) members in good standing and must be signed by the nominee, indicating that he or she is willing to accept the position if elected. The person nominated must meet the qualifications and prerequisites for that position.
- d) A complete list of nominees will be posted on the website not less than ten (10) days prior to the Annual General Meeting.
- e) If only one nomination exists for a position that person will win by acclamation.
- f) Should two or more nominations exist for a position a vote will be held at the Annual General Meeting to determine who will hold the position for the upcoming season.
- g) Should the position not have any nominees as of ten (10) days prior to the Annual General Meeting the new Executive formed at the Annual General Meeting will appoint a member in good standing to the vacant position.