



# ACADIA MINOR HOCKEY ASSOCIATION

## BY-LAWS

In these By-Laws, unless there be something in the subject or context inconsistent therewith,

- a) "**Association**" means Acadia Minor Hockey Association;
- b) "**Board of Directors**" means the Board of Directors of the Association;
- c) "**Registrar**" means the Registrar of Joint Stock Companies appointed under the *Nova Scotia Companies Act*; and
- d) "**Special Resolution**" means the resolution passed by not less than three-fourths of such members entitled to vote as are present at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

### BY-LAW 1: MEMBERSHIP

- a) The subscribers to the Memorandum of Association, and such other persons as shall be admitted to membership in accordance with these By-Laws, shall be members of the Association, and their names shall be entered in the Register of Members accordingly;
- b) For the purposes of registration, the number of members of the Association is unlimited;
- c) The Association may be composed of the Board of Directors, coaches, registered volunteers and other members in 'good standing' as defined in (d) & (e);
- d) A parent or legal guardian who has a child registered with the Association, and has paid all annual registration fees plus has no other outstanding fees owed within the Association, will be eligible for membership in the Association and, provided they remain a member in good standing, may exercise the right to vote at the annual general meeting (one vote per family);



- e) Two members in good standing may sponsor persons having an interest in the Association and demonstrating willingness to actively participate in its activities for membership, and approval of such membership shall be on a two-thirds majority vote of the Board of Directors. Such membership shall be valid until the next annual meeting;
- f) Every member of the Association in good standing shall be entitled to attend any annual general meeting of the Association and to vote at the annual general meeting and to hold office, but there shall be no proxy voting;
- g) Membership in the Association shall not be transferable;
- h) Membership in the Association shall cease upon the death of a member or if, by notice in writing to the Association, they resign their membership, or if they cease to qualify for membership in accordance with these By-Laws;
- i) Members in 'good standing' are members who abide by the Memorandum of Association and By-Laws of the Association, the rules, articles and regulations of Hockey Canada and Hockey Nova Scotia, have paid all their dues and fees to the Association, and have not had their membership suspended or revoked; and
- j) The Board of Directors may deprive any member, who in the opinion of the Board of Directors violates either the spirit or objects of the Memorandum of Association or By-Laws of the Association, of their membership upon written notification.

## **BY-LAW 2: MEETINGS OF MEMBERS**

- a) The annual meeting of the Association shall be held within three (3) months following the end of each fiscal year of the Association on such date as may be determined by the Board of Directors. The Secretary shall give notice of the annual meeting to all active members of the Association at least fourteen (14) days before the date on which the meeting is to be held;
- b) Special meetings of the Association may be called at any time by the Chairperson, the Board of Directors, or upon written request signed by at least thirty (30) members in good standing. Such special meetings must be held within thirty (30) days of such a request;



- c) Notice of meetings shall be sufficiently given if advertised on the Association's website, through the email address provided at the time each member is registered as a member of the Association or in a newspaper, the circulation of which covers the geographical area of the Association, but non-receipt of such notice by any member shall not invalidate the proceedings of any meeting. Thirty (30) members in good standing shall constitute a quorum for a special or general meeting of the Association;
- d) No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such business;
- e) If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it shall stand adjourned to such time and place as a majority of the members then present shall direct;
- f) The Chairperson of the Association shall preside as Chairperson at every annual and special meeting of the Association;
- g) If there is no Chairperson, or if at any meeting the Chairperson is not present, the Vice Chairperson shall preside as Chairperson;
- h) If there is no Chairperson or Vice Chairperson at any meeting, the members present shall choose someone from their number to be Chairperson;
- i) The Chairperson shall have no vote, except in the case of an equality of votes. In the case of any equality of votes, the Chairperson shall have the deciding vote;
- j) The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members;
- k) At any general meeting, unless a poll is demanded by at least one member, a declaration by the Chairperson that a resolution has been carried and an entry to that effect in the book of the proceedings of the Association shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution; and



- l) If a poll is demanded in the manner aforesaid, the same shall be taken in such manner as the Chairperson may prescribe (unless the demand includes a request for a secret ballot), and the result of such poll or secret ballot shall be deemed to be the resolution of the Association in general meeting.

### **BY-LAW 3: VOTES OF MEMBERS**

- a) Only members in good standing and present at a meeting are entitled to vote and each member of the Association is entitled to one vote on a motion, resolution or question put to the meeting.

### **BY-LAW 4: BOARD OF DIRECTORS OF THE ASSOCIATION**

- a) Any members of good standing of the Association shall be eligible for election to the Board of Directors;
- b) The Board of Directors of the Association shall consist of a minimum of 9 and a maximum of thirteen elected members who shall hold office for a period of two years. The members of the Board of Directors shall perform their duties without remuneration;
- c) The Board of Directors may appoint non-director members in good standing to fill any of the following non-voting positions: registrar, Quick Start Coordinator, Initiation Program Coordinator; Novice Coordinator; Atom Coordinator, Peewee Coordinator, Bantam Coordinator, Midget Coordinator, and a Sledge Hockey Coordinator. Appointed members will only attend Board meetings as required;
- d) No business shall be transacted at a Board Meeting of the Association unless a quorum of Directors is present at the commencement of such business. A quorum shall be 50% plus one member of the Board of Directors, subject to By-Law 4(e);
- e) Any Director who fails to attend a meeting shall not be deemed a member of the Board of Directors for quorum purposes if such Director has failed to attend the two consecutive meetings immediately preceding that meeting. Upon attendance at a subsequent meeting, the regular membership status of persons affected by this section shall be restored. For example, if a Board member misses three meetings in a row the attendance required for quorum will be reduced by 1; and



- f) Directors must attend a minimum of 50% of all meetings of the Board of Directors and of the Association and shall not be absent from greater than 3 consecutive meetings.

#### **BY-LAW 5 - NOMINATIONS**

- a) A Nomination Committee, consisting of the immediate Past Chairperson, serving as chairperson and two other members as appointed by the Board of Directors shall provide a slate of members eligible for election to the Board of Directors to fill any vacant positions. If there is no immediate Past Chairperson, the Board of Directors will appoint 3 members to the Nomination Committee, who will select a chairperson from among their number;
- b) Notice of the call for nominations from the membership will be given 14 days prior to the close of nominations as set out below;
- c) The membership may nominate members for a Board of Directors position 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 member 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;
- d) A list of all duly nominated candidates and notice of election shall be communicated to the membership, by electronic e-mail and notice on the Association website, not less than ten (10) days prior to the annual general meeting; and
- e) Nominations from the membership must take place in accordance with By-Law 5(b). There will not be a call for nominations at the Annual General Meeting.

#### **BY-LAW 6: ELECTION OF DIRECTORS AND OFFICERS**

- a) Any member of the Board of Directors shall be eligible for election as Chairperson;
- b) Voting at the annual general meeting for positions on the Board of Directors shall be by secret ballot. If there are more candidates than positions available on the board in a year, those candidates with the greatest number of votes will be



- declared elected until all vacant positions are filled;
- c) All elections for the officers of the Association shall take place at the first meeting of the Board of Directors following the annual general meeting;
  - d) To be declared elected as an officer, a candidate must receive fifty (50) percent plus one vote of the ballots cast. In cases where more than two candidates are offering and no candidate receives the required number of votes on a ballot, the candidate with the fewest votes shall be eliminated and a further ballot held. This process shall continue until a winner is determined;
  - e) The election of directors at the Annual General Meeting shall be conducted by the Chairperson of the Nominating Committee. He/she shall appoint scrutineers and he/she shall vote only to break a tie;
  - f) No member may hold the position of Chairperson for more than two (2) consecutive years;
  - g) Any position not filled by election at the Annual General Meeting of the Association, due to non-availability of candidates, may be filled through appointment approved by the majority of the Board of Directors;
  - h) Any vacancy that may occur within the Board of Directors may be temporarily filled by an appointment by the Board of Directors until the next Annual General Meeting, at which time an election would otherwise be held for the position vacated;
  - i) Under no circumstances can a Nominating Committee member be offered for candidacy. Any person having aspirations of an elected position must make his or her intentions known at the time of selection to the Nominating Committee and accordingly decline membership; and
  - j) An elected member of the Board of Directors may be removed from office for violation of the attendance policy set out in By-Law 4(f) or for reasons of incompetence or actions that contravene the policies and principles of the Association as described in these Bylaws and the Memorandum of Association, provided that a written complaint and recommendation of removal from office are upheld by a two-thirds majority vote of the Board of Directors.



## BY-LAW 7 - POWERS OF THE BOARD OF DIRECTORS

- a) The management of the activities of the Association shall be vested in the Board of Directors who, in addition to the powers and authorities 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 the Association and are not hereby or by statute expressly directed or required to be exercised or done by the Association in general meeting. The Board in the exercise of these powers shall conform to any regulation or direction that may from time to time be imposed upon it by the membership at an annual or special meeting;
- b) The Board of Directors has a duty to act in the best interest of the Association. As such, individual Directors have an obligation to declare a conflict of interest if a potential exists for such Director's personal interest to conflict with that of the Board's and to abstain from participating in any such matter;
- c) Any contracts, deeds, bills of exchange or other instruments and documents made on behalf of the Association shall be authorized by the Board of Directors and executed on behalf of the Association by such Board of Directors members as the Board of Directors may from time to time designate;
- d) The Board of Directors shall determine the roles and responsibilities required of any appointed positions from time to time;
- e) The Board of Directors is empowered to employ staff and determine their duties, responsibilities and remuneration. Staff members employed by the Association are not eligible for membership in the Association;
- f) The Board of Directors of the Association may from time to time in their discretion, subject to these By-Laws:
  - acquire and take by purchase, donation, devise, bequest or otherwise, real estate and personal property, and hold, enjoy, sell, exchange, lease, let, improve and develop the same, and erect and maintain buildings and structures;
  - raise or borrow money for the purposes of the Association;
  - sign or endorse bills, notes, acceptances, cheques, contracts and other dividends of or securities for money borrowed for the purposes aforesaid;



- with the sanction of a special resolution, issue debentures or mortgage the real property of the Association to secure payment of money borrowed by it.
- g) Neither the Board of Directors nor any person acting on their behalf shall sell, exchange or otherwise alienate the real property of the Association without the approval of the membership of the Association by way of special resolution duly passed at a special meeting of the Association called for that purpose, notice of which meeting has been given in writing to all members in good standing at least twenty (20) days prior to the meeting;
- h) Regular monthly meetings of the Board of Directors shall generally be scheduled for the third Sunday of each month; however, the date and time shall be set at the immediately preceding regular monthly meeting. Special meetings of the Board may be called by the Chairperson on 5 days' notice. The Secretary shall provide the agenda and all materials to be considered at any meeting of the Board at least three (3) days in advance of the meeting; and
- i) The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

#### **BY-LAW 8: DUTIES OF THE OFFICERS AND REGISTRAR**

a) Chairperson:

The Chairperson shall:

- Preside over all Association meetings and perform all duties generally associated with the Chairperson;
- Call Special or General Meetings at any time;
- Provide leadership in determining policies and in the administration of the affairs of the Association;
- Be the official representative at all functions or events, unless otherwise stipulated by the Memorandum of Association and By-Laws;
- Maintain signing authority with the Executive Committee of the Association;
- By reason of his/her office, shall automatically be an ex-officio member of all Association committees;





- Shall be responsible for the liaison between the Association and Hockey Nova Scotia's Minor Council;
- Shall be responsible for the liaison with Acadia University;
- Submit a report at the Annual General Meeting; and
- In the event of extended absence, designate the Vice Chairperson to act in his or her stead.

b) Vice Chairperson:

The Vice Chairperson shall:

- Report directly to and perform all duties assigned by the Board of Directors and, in the absence of the Chairperson, exercise the powers and duties of the Chairperson;
- Be responsible for the administrative functions of the Association including rules, regulations and policy including the processing of any amendments to the By-Laws;
- Be responsible to oversee the activities of all Divisional Coordinators and Committees (Recreational, Competitive and Female);
- Submit a report for the Annual General Meeting; and
- Serve on committees as required.

c) Secretary:

The Secretary shall:

- Keep minutes of all Association meetings and distribute within ten (10) days to all concerned;
- Maintain a list of all Board of Directors and the Association's official list of members;
- Distribute all material deemed necessary by the Memorandum of Association and By-Laws;
- Maintain security and safekeeping of all files, books and records of the Association;
- Notify members of meetings and other activities in accordance with the By-Laws;



- Shall be responsible for the conduct of any correspondence and official communications and ensure the Chairperson has full knowledge of it; and
- Perform other duties assigned by the Board of Directors.

d) Registrar:

The registrar shall:

- Be responsible for the organization and administration of the registration of Association players;
- Maintain a register of all players, coaches, officials and registered volunteers and provide such information to the Secretary;
- Coordinate the annual registration with Hockey Nova Scotia;
- Table the report on player registrations for the year at the Annual General Meeting;
- Correspond with members regarding outstanding registration fees and late payments;
- Present a report of the year's operation at the Annual General Meeting;
- Perform other duties associated with registration.

e) Chair of Finance:

The Chair of the Finance Committee shall:

- Oversee the financial operations and have charge of all funds of the Association;
- Advise the Board of Directors on decisions having a financial impact;
- Ensure that accounting policies and financial reports are in accordance with Canadian Accounting Standards for Not For Profit Organizations;
- Insure that internal controls are in place which will prevent or detect fraud or error in the financial records and reports;
- Prepare and present written financial reports to regular Executive and Board of Directors' meetings;
- Manage the year-end financial statement review engagement, if any, including the preparation of year-end working papers and communications with the reviewer;



- Present annual financial statements together with any review engagement report thereon to the annual general meeting and at any other time required by the Board;
- Liaise with financial institutions on matters such as approval for signors and managing accounts;
- Invest funds of the Chamber as the Board may approve or direct;
- Ensure that all required Canada Revenue Agency filings (Corporate, Payroll and Harmonized Sales Tax) are up-to-date and report the status of these accounts to the Board of Directors on a monthly basis; and
- Be a member of the Executive committee

The Chair of Finance shall also supervise and review the work of employees, contractors or volunteers who:

- maintain accounting records of the Association's revenue and expenses,
- pay accounts approved by the Board of Directors (the approval may be by an approved annual budget or by specific approval of a payment),
- invoice, collect and deposit all funds of the Association in a chartered bank, approved by the Board of Directors; and
- co-ordinate financial matters for all Association functions.

#### **BY-LAW 9: MISCELLANEOUS**

- a) The Association shall file with the Registrar with its annual statement a list of its Board of Directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of Board of Directors, notify the Registrar of the change;
- b) The Association shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed;
- c) The Association shall maintain a register of its members, and shall enter in it the names of every person who is admitted as a member of the Association, together with the following particulars:
  - i. the full name and available contact information of every such person;
  - ii. the date on which each person is admitted as a member; and
  - iii. the date on which any person ceases to be a member.



- d) The Association shall furnish to any member upon request a copy of its Memorandum of Association and By-Laws and any policies adopted by the Association; and
- e) The books and records of the Association may be inspected by any member, upon 7 days' written notice, at any reasonable time at the registered office of the Association.

#### **BY-LAW 10: AUDITORS**

- a) The members of the Association may appoint an auditor at the Annual General Meeting and, on failure of the members to appoint an Auditor, the Board of Directors may do so at any time.

#### **BY-LAW 11: AMENDMENTS TO THE BY-LAWS**

- a) The members may repeal, amend or add to these By-Laws by a Special Resolution. No By-Law or amendment to By-Laws shall take effect until the Registrar approves of it; and
- b) Notices to repeal, amend or add to the By-Laws must be received in writing or by electronic mail by the Secretary. The Secretary shall communicate by electronic mail and posting on the Association website all such proposed changes to each member fifteen (15) days before a General Meeting.

#### **BY-LAW 12: FISCAL YEAR**

- a) The fiscal year of the Association shall be the period from April 1 to March 31, annually.

#### **BY-LAW 13: COMMITTEES**

- a) Standing Committees as listed below shall be appointed annually by the Board of Directors. Committees of the Association may meet as often as such committee may determine is necessary. Committee meetings shall be called and their agendas determined by their respective Chairs.
  - Executive - Chaired by the Chairperson and consists of the vice-Chairperson, Secretary, Chair of Finance and the immediate Past-Chairperson.



The Executive Committee shall:

- Be the officers of the Association and shall have signing authority on behalf of the Association;
  - The Executive Committee shall be responsible for supervising the work of the Board of Directors;
  - In emergency situations, exercise all the authorities of the Board of Directors providing that any such emergency action taken is referred to the Board of Directors for confirmation or rejection within ten days; and
  - Perform such duties as assigned to it by the Board of Directors from time to time.
- Finance - Chaired by a board member.

The Finance Committee shall:

- Ensure proper book of accounts are maintained, and funds are received and deposited in a chartered financial institution;
- Ensure disbursements with 'Board of Directors' approval are made by cheque and signed by two members of the Executive Committee;
- Remit to the Hockey Nova Scotia all dues and fees as established by Hockey Nova Scotia, and/or Hockey Canada;
- Present financial reports to the Board of Directors (monthly) and membership (annually);
- Develop an annual budget for submission to the Board of Directors for approval;
- Provide advice on financial matters;
- Cause annual statements to be prepared for submission to the Board of Directors, Annual General Meeting, and Registrar of Joint Stock Companies; and
- Perform all other duties assigned by the Board of Directors.



- Conflict Resolution - Chaired by the Vice-Chairperson.

The Conflict Resolution Committee shall:

- Recommend changes to the conflict resolution policy of the Association to the Board of Directors and publish the policies to be used by the Association to resolve conflicts;
  - Receive written reports or complaints regarding the on or off ice activities of members, players, coaches and officials;
  - Conduct investigations into written allegations of misconduct by members, players, coaches or officials relating to Association activities;
  - Maintain the confidentiality of all personal information received during the course of any investigations of alleged misconduct until a determination is made and upheld by the Board of Directors;
  - Have the power to temporarily suspend members, players and coaches for misconduct, on or off the ice. Such suspensions shall be referred to the Board of Directors within seven (7) days from the day on which the decision to suspend was made. The Board of Directors has the power to uphold, amend or revoke the suspension;
  - Provide written reports relating to any determinations made by the Conflict Resolution Committee.
- Risk Management - Chaired by a member of the Board of Directors. The Risk Management Committee shall:
    - Oversee that safety precautions are in effect in arenas during Association ice rentals;
    - Establish safety and risk management awareness in the Association through related initiatives and communication;
    - Recommend safety requirements and regulations to the Board of Directors for adoption by the Association and coordinate implementation of the same for teams and officials;
    - Review emergency response procedures for arenas and facilities utilized by the Association and communicate these to members;



- Inspect arenas and facilities periodically to identify any safety hazards;
  - Coordinate with the Development Committee to ensure all requirements of the Hockey Canada Safety Program are being implemented;
  - Follow up on any injuries to players, coaches, and officials and report any tendering or concerns to the 'Board of Directors';
  - Be responsible to ensure that all insurance claims are completed and forwarded to the insurance company and to follow them up to ensure they are finalized;
  - Ensure all players, coaches and officials are wearing proper protective equipment;
  - Coordinate with the Coach Selection, Development, Recreational and Female Hockey Committees to ensure all coaches have the appropriate certifications and qualifications as required by Hockey Nova Scotia;
  - Have the power to recommend suspension of any player, coach or official who willfully neglects safety regulations that could cause injury; and
  - Prepare a report on risk management activities for the Annual General Meeting.
- Nominating and Board Orientation - Chaired by the Past Chairperson. In addition to the duties set out in By-Law 5, the Nominating and Board Orientation Committee shall:
    - Ensure that all prospective directors proposed by the Nominating Committee have been provided with a copy of the Memorandum of Association, By-Laws and policies of the Association and that all newly elected directors have a thorough understanding of the same.



- Female Hockey - Chaired by a member of the Board of Directors.

The Female Hockey Committee shall:

- Be responsible for the overall coordination, administration and supervision of female hockey with the Association;
  - In cooperation with the Registrar, be responsible for ensuring all players associated with female hockey are properly registered;
  - Shall allocate players to a team in the Recreational league with a view to balancing the strength of the teams as evenly as possible;
  - Establish a schedule for league and playoff games in his/her recreational league in accordance with the ice time allotted by the Association;
  - Ensure that any suspensions or discipline adhere to the Association's Code of Discipline and that of Hockey Nova Scotia's Minor Council.
  - Notify the Ice Scheduling and the Fixed Asset Committees of any related requirements;
  - Select and appoint coaches for all Recreational teams;
  - Act as a resource for the annual Competitive Coach Selection process; and
  - Prepare a report for the Annual General Meeting.
- Development - Chaired by a member of the Board of Directors.

The Development Committee shall:

- Coordinate initiatives and activities aimed at developing players, coaches and officials and ensure consistent delivery to all participants;
- Establish developmental sessions, schools or clinics as requested by the Association;
- Offer technical advice and mentoring to players, coaches and officials;
- Create technical resources such as drills, strategies and related resources to assist programs and teams;





- Coordinate annual Hockey Nova Scotia certification of Association coaches;
  - Coordinate and administer the annual Development Weekend activities;
  - Communicate external development opportunities for players, coaches and officials;
  - Develop the Association technical curriculum;
  - Recommend technical and developmental initiatives to the Board of Directors and Association membership;
  - In cooperation with the Fixed Asset Committee, coordinate the acquisition, custody and control of all Association development resources and equipment;
  - Act as the Association's Liaison with Hockey Nova Scotia's Development Council; and
  - Prepare a report for the annual general meeting on development activities as well as those of the Initiation Program and Novice Division.
- Competitive/Tryouts - Chaired by a member of the Board of Directors. The Competitive/Tryouts Committee shall:
- Be responsible to lead the annual Association tryout process;
  - Be responsible for the overall coordination, administration and supervision of their respective division;
  - In cooperation with the registrar and the respective division coordinators, be responsible for ensuring all players in competitive hockey are properly registered;
  - Provide the registrar with a list of players on competitive teams;
  - Ensure that any suspensions or discipline adhere to the Association's Code of Discipline and that of Hockey Nova Scotia's Minor Council;
  - Notify the Ice Scheduling and Fixed Asset Committees of any related requirements;



- Act as a resource for the annual Competitive Coach Selection process; and
  - Prepare a report for the Annual General Meeting.
- Recreational - Chaired by a member of the Board of Directors.

The Recreational Committee shall:

- Be responsible for the overall coordination, administration and supervision of recreational hockey with the Association;
  - In cooperation with the registrar, be responsible for ensuring all players associated with Recreational hockey are properly registered;
  - Shall allocate players to a team in the Recreational league with a view to balancing the strength of the teams as evenly as possible;
  - Establish a schedule for league and playoff games in his/her recreational league in accordance with the ice time allotted by the Association;
  - Ensure that any suspensions or discipline adhere to the Association's Code of Discipline and that of Hockey Nova Scotia's Minor Council.
  - Notify the Ice Scheduling and the Fixed Asset Committees of any related requirements;
  - Select and appoint coaches for all Recreational teams; and
  - Prepare a report for the Annual General Meeting.
- Coach Selection - Chaired by a member of the Board of Directors.

The Coach Selection Committee shall:

- Be responsible to lead Competitive team coaching selections and recommend the slate of coaches to the Board for approval;
- Ice Scheduling - Chaired by a member of the Board of Directors.

The Ice Scheduling Committee shall:

- Determine the annual ice requirements of the Association;
- Negotiate contracts with arena facilities to meet the Association's needs;
- Maintain a record of all ice utilized and related changes;



- Authenticate ice rental invoices in conjunction with the Chair of Finance;
  - Coordinate casual ice time allocation; and
  - Shall prepare ice bills, if necessary, to be submitted to the Chair of Finance for collection.
- Physical Assets - Chaired by a member of the Board of Directors.

The Physical Assets Committee shall:

- Maintain an equipment inventory for the Association;
- Maintain and control access to the Association equipment room(s);
- Establish annual equipment requirements;
- Determine sources of supply and recommend equipment purchases;
- Arrange for handling, storage, repairing, cleaning of equipment;
- Issue and control of all Association equipment, including the issue and return of uniform sweaters; and
- Ensure that all equipment on loan is recorded and returned at season's end.

b) Board of Directors may appoint ad hoc committees as required.