

**BY-LAWS OF  
SURFING ASSOCIATION OF NOVA SCOTIA**

**SECTION 1 – GENERAL**

**1.01 Definitions**

In these by-laws and all other by-laws of the Society, unless the context otherwise requires:

1. “Society” refers to the Surfing Association of Nova Scotia (SANS).
2. “Registrar” refers to the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
3. “Act” refers to the *Nova Scotia Societies Act* including the regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time.
4. “Regulations” refers to the regulations made under the Act as amended, restated, or in effect from time to time.
5. “By-law” refers to these by-laws and any other by-laws of the Society as amended and which are, from time to time, in force and effect.
6. “Articles” refers to the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement, or revival of the Society.
7. “Board” refers to the board of directors of the Society.
8. “Director” refers to a member of the board.
9. “Proposal” refers to a proposal submitted by a member of the Society that meets the requirements of the Act.
10. “Meeting of members” refers to an annual meeting of members or a special meeting of members”.
11. “Special meeting of members” refers to a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members.
12. “Ordinary resolution” refers to a resolution passed by a majority of more than one-half of the votes cast on that resolution.

13. “Special resolution” refers to a resolution passed by not less than two-thirds of such members entitled to vote as are present in-person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

### **1.02 Interpretation**

In the interpretation of these by-laws, words in the singular include the plural and vice-versa. Words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust, and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meaning when used in these by-laws.

### **1.03 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Society may be signed by any one of its officers or directors.

In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any signing officer may certify a copy of any instrument, resolution, by-law, or other document of the Society to be a true copy thereof.

### **1.04 Financial Year End**

The final year end of the Society shall be the 31 of December.

### **1.05 Banking Arrangements**

The banking business of the Society shall be transacted at such bank, trust company, or other firm or corporation carrying on a banking business in Canada as the board of directors may designate, appoint, or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Society and/or other persons as the board of directors may by resolution from time to time designate, direct, or authorize.

## **1.06 Annual Financial Statements**

The Society may, instead of sending copies of the annual financial statements and other documents to the members, publish a notice to its members stating that the annual financial statements and documents are available at the registered office of the Society and any member may, upon request, obtain a copy free of charge at the registered office, by prepaid mail, or by other electronic means.

## **SECTION 2 – MEMBERSHIP RIGHTS & RESPONSIBILITIES**

### **2.01 Membership Conditions**

A member of the Society shall be defined as an individual who has completed the required registration process and paid the applicable membership fees via the Society directly or a club that has been formally and in writing recognized as an organization affiliated with the Society. Membership is required to participate in Society-sanctioned events, serve on the board of directors or committees of the Society, and exercise voting rights at the annual general meeting of the Society. Members shall be notified in writing of relevant membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Society.

Membership benefits include voting rights at the annual general meeting of the Society for all dues-paid members. Membership renews annually, resetting on January 1<sup>st</sup>.

1. Subject to the articles, there shall be various membership categories:
  - a. *Non-Competitors (18+)*: These individuals are required to pay an annual membership fee of \$20.00 CAD.
  - b. *Competitors (18+)*: Competitors must pay the same annual membership fee of \$20.00 CAD in addition to event-specific registration fees for each event attended.
  - c. *Youth (under 18)*: Youth members pay an annual membership fee of \$10.00 CAD in addition to event-specific registration fees for each event attended.
2. The Society is ultimately accountable to the members of the Society.
3. Every member is entitled to attend any members' meeting of the Society.
4. Every member may vote at any members' meeting of the Society.

5. Any member of legal age or with their guardian's written consent is entitled to hold any office.
6. Membership in the Society is not transferrable.
7. Membership in the Society shall cease without the refund of membership dues:
  - a. Upon death of the member.
  - b. If the member resigned by written notice to the Society.
  - c. The Society is dissolved under the Act.
  - d. If any member ceases to qualify for membership in accordance with these by-laws, which includes but is not limited to:
    - i. Violating any provision of the articles, by-laws, or written policies of the Society.
    - ii. Carrying out any conduct which may be detrimental to the Society as determined by the board in its sole discretion.
    - iii. For any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Society.
  - e. If by vote of the majority (over one-half) of the members of the Society or a majority vote of the directors of the Society at a meeting duly called and for which notice of the proposed action has been given.
    - i. In the event that the board determines that a member should be expelled or suspended from membership in the Society, the president or such other officer as may be designated by the board shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion to the member.
    - ii. The member may make written submissions to the president, or such other officer as may be designated by the board in response to the notice received within such twenty (20) day period.
    - iii. In the event that no written submissions are received by the president from the member, the president or such other officer as may be designated by the board may proceed to notify the member

that the member is suspended or expelled from membership in the Society.

- iv. If written submissions are received in accordance with this section of these by-laws, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.
  - v. The board's decision shall be final and binding on the member, without any further right of appeal.
- 8. Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Society, automatically cease to exist.
  - 9. 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.
  - 10. No funds of the society shall be paid to or be available for the personal benefit of any member. Any staff compensated for work completed so to benefit the Society and its membership are not eligible for membership to the Society and must abstain from all voting.
  - 11. The term of each membership shall be annual, subject to renewal in accordance with the policies of the Society.
  - 12. Pursuant to the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions.

## **2.02 Clubs Affiliated with the Society**

A club shall be defined as a group or organization that has been formally recognized by the Society. Clubs are required to meet specific eligibility criteria set forth by the Society as outlined in an appendix to this document, and must additionally adhere to the Society's by-laws, policies, goals, and disciplinary protocol to be officially recognized. When individuals become a member of a Society-affiliated club, they automatically become members of the Society, as well.

1. Club membership: An individual automatically becomes a member of the Society by becoming a member of a Society-affiliated club.
2. Recognition & responsibilities: To become a an official, Society-recognized club, an organization must fulfill certain responsibilities, including meeting eligibility criteria that is outlined in the appendix. Once these criteria are met, the Society will officially recognize the organization as a club and grant them access to club benefits, which are also outlined in the appendix. Clubs are expected to align with the Society's mission statement.
3. The Society reserved the right to update and amend these provisions and those included in the appendix per ordinary and/or special resolution as required also by these by-laws and provisions.
4. The fees paid to the Society from eligible clubs to finalize their official club affiliation and grant them access to aforementioned select services and supports from the Society are included in the appendix.

### **2.03 Meetings of Members**

1. Every member shall have one vote and no more.
2. There shall not be proxy voting at any meeting of members.
3. A general or special meeting of the members may be held at any time and shall be called:
  - a. If requested by the president.
  - b. If requested by a majority of the board of directors.
  - c. If requested in writing by any of the members.
4. Notice to members is required for annual or special meetings not including regularly scheduled board meetings or committee meetings. Such notice must:
  - a. Specify the date, place, and time of the meeting.
  - b. Be given to the members a minimum of seven (7) days prior to the meeting.
  - c. Be given to the members by newsletters, newspapers, television, radio, email, telephone, fax, and/or other electronic means such a social media.
  - d. Specify the nature of business, such as the intention to propose a special resolution.

- e. The non-receipt of notice by any member shall not invalidate the proceedings.
- 5. An annual general meeting of the Society shall be held within three (3) months after every fiscal year end and notice is required which must:
  - a. Specify the date, place, and time of the meeting.
  - b. Be given to the members via newsletters, newspapers, television, radio, email, telephone, fax, and/or other electronic means such as social media.
  - c. Specify the intention to propose a special resolution.
  - d. The non-receipt of notice by any member shall not invalidate the proceedings.
- 6. At the annual general meeting of the Society, the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:
  - a. Minutes of the previous annual general meeting.
  - b. Consideration of the annual report of the board of directors.
  - c. Consideration of the annual financial report of the Society.
  - d. The election of directors following the declaration of any existing or perceived conflicts of interest by candidates offering for each position.
- 7. Quorum shall consist of no less than 5% of the members entitled to vote at the meeting (unless a greater number of members are required to be present by the Act). No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote.
- 8. If a meeting is convened with appropriate and due notice as outlined in these by-laws and quorum is not present within one half-hour from the time appointed for the meeting, it shall be adjourned to such a time and place as a majority of the members present shall decide. Notice of the new meeting shall be given.
- 9. If a meeting is convened at the request of the member(s) and quorum is not present within one half-hour from the time appointed for the meeting, it shall be dissolved.
- 10. The president, or in their absence, the vice-president, or in the absence of both, any member appointed from among those present shall preside as Chair at members' meetings.

11. Where there is an equality of votes, the Chair of the meeting in addition to an original vote shall have a second or casting vote.
12. The Chair may, with the consent of the meeting, adjourn any meeting.
13. At any meeting, a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by a minimum of three (3) members. If a poll is demanded, it shall be held by a show of hands or by secret ballot as the Chair may decide.
14. A special resolution of the members is required to make any amendments to the by-laws of the Society to change the manner of giving notice to members entitled to vote at a meeting of members.
15. The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors, the public accountant of the Society, and such other persons who are entitled or required under any provision of the Act, articles, or by-laws of the Society to be present at the meeting. Any other persons may be admitted only on the invitation of the Chair of the meeting or by resolution of the members.

## **2.04 Meeting Etiquette and Standard**

The Society shall uphold a strict standard for all meetings, notices, communications, events, and other interactions with the board, membership, and volunteers of the Society as well as other community members including but not limited to those that occur in-person, online, via social media, or the website of the Society. This standard is applicable to all members of the Society and all participants in any activity and/or proceedings facilitated by the Society:

1. Respectful Communication
  - a. All communications shall be conducted with courtesy and professionalism, and participants shall address one another with respect and consideration regardless of differences in opinion, background, and/or experience.
  - b. Harassment, discrimination, abuse, or any behaviour that marginalizes and/or attacks any individual or group is strictly prohibited. This includes but is not limited to verbal abuse, offensive comments, or any form of derogatory language.



- c. Participants shall engage in active listening, allowing others to speak without interruption, and show empathy and understanding in all responses.

## 2. Safe & Inclusive Environments

- a. There shall be zero (0) tolerance for disrespectful, hostile, or toxic behaviours that disrupt the collaborative nature of discussions. This includes but is not limited to bullying, intimidation, and/or personal attacks.
- b. The Society and its members, directors, volunteers, and all other partakers shall encourage contribution from all participants regardless of gender, race, ethnicity, sexual orientation, religion, or any other characteristic. Discrimination or exclusion based on such factors shall be unacceptable and warrant discipline per these by-laws.
- c. The Society shall value and encourage diverse perspectives. All participants should feel empowered to contribute, ask questions, and share experiences and/or opinions without fear of judgement nor undue recourse.
- d. All participants shall provide constructive feedback in a way that is helpful and solution oriented. Criticisms should focus on actions or ideas, not individuals. All individuals shall offer potential solutions when pointing out issues.

## 3. Productive & Constructive Meetings

- a. Every meeting or discussion shall have a clear agenda and purpose. Participants shall come prepared to contribute and engage with the meeting objectives in mind.
- b. Meetings and events shall start and end on time. All participants shall remain on topic to avoid unnecessary distractions, ensuring that discussions remain productive and relevant.
- c. Meetings shall conclude with clear, just, and actionable outcomes. Participants shall depart with defined and feasible next steps and responsibilities, ensuring continued progress.

4. Consequences of Violations
  - a. Individuals who fail to adhere to these meeting and communication standards may face consequences including exclusion from events, suspension or termination from communication channels, events, and membership to the Society, and/or other appropriate actions per these by-laws.

## **SECTION 3 – Directors**

### **3.01 Election and Terms**

1. Any member of the society shall be eligible to be elected a director of the Society, and a director of the society shall be a member. Any persons compensated for work that benefits the Society shall be considered staff in lieu of a member or director, and hence, will abstain from all votes.
2. The number of directors shall not be less than five nor greater than twelve.
3. Subject to the articles, the members will elect the directors at the first meeting of members and at each succeeding annual general meeting at which an election of directors is required, and directors shall be elected to hold office for a term expiring not later than the close of the annual general meeting of the Society following the election.
4. Directors shall retire from office at the end of each annual general meeting at which their successors are elected.
  - a. Retiring directors shall be eligible for re-election.
5. Directors shall be elected to one-year terms.
6. If a director resigns their office or cease to be a member in the Society, their office as director shall be vacated and the vacancy may be filled for the unexpired portion of the term by the board of directors from among the members of the Society.
7. The members may, by special resolution, remove any director and appoint another person to complete the term of office.
8. The management of the Society is the responsibility of the directors.
9. The directors may appoint committees as they see fit, assuming the motion is passed.

10. Directors who have or could reasonable be seen to have a conflict of interest have a duty to declare this interest. This declaration must be made to the members:
  - a. Upon nomination.
  - b. If serving as a director, when the possibility of a conflict is realized.
11. A conflict of interest does not prevent a member from serving as a director provided that they withdraw from the decision-making on matters pertaining to that interest.
  - a. The withdrawal should be recorded in the minutes.

## **SECTION 4 – MEETINGS OF THE BOARD OF DIRECTORS**

### **4.01 Calling of Meetings**

1. The board of directors shall meet no less than one (1) time per month, totalling twelve (12) board meetings per year.
2. A meeting of the board of directors may be held at the close of every annual general meeting without notice for the purpose of electing officers. For all other board meetings, notice is required and must:
  - a. Specify the date, place, and time of the meeting.
  - b. Be given to the directors a minimum of seven (7) days prior to the meeting.
  - c. Be given to the directors by newsletters, newspapers, radio, telephone, email, fax, and/or other electronic means such as social media.
  - d. The non-receipt of notice by any director shall not invalidate the proceedings.
  - e. Notice can be waived for board meetings with the unanimous approval of the board of directors.
3. Quorum shall consist of not less than one-half of the directors. No business shall be conducted at any meeting of the board of directors unless a quorum is present to open the meeting and, upon request, before any vote.
4. The president or, in their absence, the vice-president or, in the absence of both, any director appointed from among the directors shall preside as Chair of the board.
5. At board meetings, where there is an equality of votes, the Chair of the meeting in addition to an original vote shall have a second or casting vote.

6. Board meetings may be called by any director at any time, provided that adequate notice is given to the remainder of the board.

#### **4.02 Regular Meetings of the Board of Directors**

The board of directors may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named and communicated in accordance with these by-laws. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if the Act requires the purpose thereof or the business to be transacted must be specified in the notice.

#### **4.03 Committees**

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee may be dissolved, and any committee member may be removed by resolution of the board of directors.

#### **4.04 Non-Director Attendance at Meetings of the Board**

Members of the Society who are not part of the board may request to attend meetings of the board of directors but shall adhere to the following stipulations:

1. A formal, written request must be submitted to any director of the Society a minimum of seven (7) days in advance of the meeting of the board such member should wish to attend.
  - a. This request shall be dated and outline the specific concern(s) they wish to bring forth at such meeting.
  - b. This request shall be delivered via email, fax, hard copy, and/or other electronic means including but not limited to social media.
2. The concern(s) outlined in such a written notice of request shall be added to the agenda of the meeting in question if deemed appropriate by the board.

3. General attendance to simply observe the meeting and proceedings without a defined, pre-reviewed and approved purpose (by the board) shall not be permitted.
4. Members of the Society who wish to attend a meeting of the board or any committee of the Society to raise a defined, pre-reviewed and approved purpose (by the board) shall be permitted to do so in accordance with the above, to attend the meeting in question for the sole purpose of raising their concern(s) following the other proceedings of the board/committee.
  - a. They shall not be permitted to attend the meeting in its entirety.

## **SECTION 5 – OFFICERS**

1. Unless otherwise specified by the board which may, subject to the Act, modify, restrict, or supplement such duties and powers, the officers of the Society, if designated and if appointed, shall have the following duties and powers associated with their positions:
  - a. *President of the Society* – If appointed, the president shall be the chief executive officer of the Society and shall be responsible for implementing the strategic plans and policies of the Society. The president shall, subject to the authority of the board, have general supervision of the affairs of the Society.
  - b. *The Vice President of the Society* – If appointed, the vice president shall support the president in the fulfillment of their associated duties. They shall perform the duties of the president during the absence, illness, or incapacity of the president or when the president may request them to do so.
  - c. *Secretary* – If appointed, the secretary shall attend all meetings of the board, members, and committees of board. The secretary shall enter or cause to be entered in the Society's minute record and minutes of all proceedings at such meetings. The secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant of the Society, and members of committees. The secretary shall

be the custodian of all books, papers, records, documents, and other instruments belonging to the Society.

- d. *Treasurer* – If appointed, the treasurer shall have such powers and duties as the board may from time to time specify.
2. The powers and duties of all officers of the Society shall be such as the terms of their engagement call for or the board or president requires of them. The board may, from time to time and subject to the Act, vary, add to, or limit the powers and duties of any officer.

## **SECTION 6 – FINANCE**

1. The fiscal year end of the Society shall be the 31 of December.
2. The treasurer shall annually present to the members a written report on the financial position of the Society. The report shall be in the form of:
  - a. A balance sheet showing its assets, liabilities, and equity.
  - b. A statement of its income and expenditure in the preceding fiscal year.
3. A copy of the financial report shall be signed by the auditor or by two directors.
4. A signed copy of the financial report shall be filed with the Registrar within fourteen (14) days after each annual meeting.
5. An auditor of the Society may be appointed by the members at the annual general meeting and, if the members fail to appoint an auditor, the directors may do so.
6. The Society may only borrow money as approved by a special resolution of the members.
7. The members may inspect the annual financial statements and minutes of membership and directors' meetings with one week's notice. All other books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting.
8. Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a director or officer may be paid reasonable expenses incurred in the performance of their duties.
9. The Society shall not make loans, guarantee loans, or advance funds to any director.

## **SECTION 7 – NOTICES**

### **7.01 Method of Giving Notices**

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered, and/or served), other than notice of a meeting of members or a meeting of the board of directors, pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer, a committee member, or to the public accountant shall be sufficiently given:

1. If delivered personally to the person to whom it must be given or if delivered to such person's address as shown in the records of the Society or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Society in accordance with the Act.
2. If mailed to such person at such person's recorded address by prepaid ordinary or air mail.
3. If sent to such person by telephonic, electronic, or other communication facility at such person's recorded address for that purpose.
4. If provided in the form of an electronic document in accordance with the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid. A notice so mailed shall be deemed to have been given when deposited in a post office or public letter box. A notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch.

The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant, or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.

The signature of any director or officer of the Society to any notice or other document to be given by the Society may be written, type-written, or printed.

### **7.02 Invalidity of Any Provisions of this By-Law**

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

### **7.03 Omissions & Errors**

The accidental omission to give any notice to any member, director, officer, member of a committee of the board, or public accountant or the non-receipt of any notice by any such person where the Society has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

## **SECTION 8 – DISPUTE RESOLUTION**

### **8.01 Mediation & Arbitration**

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Society are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the following section of these by-laws.

### **8.02 Dispute Resolution Mechanism**

In the event that a dispute or controversy among members, directors, officers, committee members, or volunteers of the Society arising out of or related to the articles or by-laws, or out of any aspect of the operations in the Society is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees, or volunteers of the Society as set out in the articles, by-laws, or the Act, and as an alternative to such persons instituting a lawsuit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

1. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable, the board of directors for the society) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator.
2. The three mediators will then meet with the parties in question in attempt to mediate a resolution between the parties.



3. The number of mediators may be reduced from three to one or two upon agreement of the parties.
4. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial legislation governing domestic arbitrations in force in the province where the registered office of the Society is situated (Nova Scotia) or as otherwise agreed upon by the parties to the dispute.
5. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind.
6. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law, or mixed fact and law.
7. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

## **SECTION 9 – EFFECTIVE DATE**

Subject to matters requiring a special resolution, these by-laws shall be made effective when made by the board.

Certified to be the by-laws of the Society as enacted by the directors of the Society by resolution on the 13<sup>th</sup> day of March 2025, and confirmed by the members of the Society by special resolution on the 23<sup>rd</sup> day of March 2025.

Dated as of the 2<sup>nd</sup> day of April 2025.

## **APPENDIX A**

### **SECTION 1 – ORGANIZATIONAL STRUCTURE**

The following structural requirements must in place for any group seeking official affiliation from the Society:

1. The group must have a clear organizational structure, including a board of directors constituting of a minimum of two (2) individuals (President and Vice-President).
2. Club registration must be completed with the Society.
3. The club must register with the Registrar as a not-for-profit (NFP) and obtain a certificate showing proof of this incorporation which may be requested for the Society's records at the discretion of the Society with due notice per these by-laws.
4. The organization must adhere to all policies, by-laws, and guidelines of the Society. Failure to do so may result in suspension, expulsion, and/or other disciplinary measures as deemed appropriate by the board of the Society.

### **SECTION 2 – ELIGIBILITY CRITERIA**

The following eligibility criteria must be met by any group seeking official affiliation from the Society:

1. The group seeking affiliation from the Society must have a minimum of ten (10) members.
2. The group must have a minimum of one (1) certified coach or instructor that must be present at all Society-sanctioned club events.
3. The group must have a functioning leadership structure (above) that is accountable for the group's operations.
4. The group must have a formal, written development plan that aligns with the Society's mission statement.
5. The group must include in such statement a clear commitment to inclusivity, respect, diversity, and safety.

### **SECTION 3 – APPLYING FOR AFFILIATION**

To be considered by the Society for official affiliation by the Society, groups seeking such affiliation shall:

1. Submit a formal and written application to the Society for registration as a Society-affiliated club.
  - a. Such a written application shall outline the group's objectives as a Society-affiliated club, the group's organizational structure, and the group's commitment to adhering to all Society by-laws, policies, and guidelines.
2. The board of the Society shall review such applications upon their submission to ensure that the group meets the eligibility criteria and has the capacity to sustain the club.
  - a. Voting per these by-laws to approve the application shall occur not more than thirty (30) days following the receipt of such an application.
3. Documentation including but not limited to proof of incorporation as an NFP from the Registrar may be required at this stage. Failure to provide such documentation within fourteen (14) days of the initial written request from the Society shall result in an automatic termination of the application.
  - a. In cases such as this, the applying group in question may re-submit an initial written application to be recognized as a Society-affiliated club to a maximum of two (2) requests per calendar year beginning on the 1<sup>st</sup> day of January and concluding on the 31<sup>st</sup> day of December.

### **SECTION 4 – APPROVAL PROCESS**

Upon receipt of a written application from a group seeking to be recognized as a Society-affiliated club, the Society shall:

1. Review the entirety of the application at a meeting of the board of directors, including any additional documents, attachments, or other addendums.
2. Any requests for additional documentation or clarification on submitted materials shall be requested in writing as per these by-laws.
3. The Society shall, upon receipt of any such materials, review them in their entirety at a subsequent meeting of the board of directors, such that the group seeking recognition as a Society-affiliated club shall be notified of the outcome of

their application thirty (30) days following their initial submission of the written application.

4. Should the group seeking recognition as a Society-affiliated club fail to produce requested documents and/or addendums to their initial written application fourteen (14) days following the written request from the Society, the application will be automatically terminated.
5. Upon a majority vote to approve the complete application at a meeting of the board of directors of the society, the group seeking recognition as a Society-affiliated club will receive such recognition.
6. The group will receive written notification of their approval, and recognition of such a club will be formalized in the records of the Society.

## **SECTION 5 – SERVICES & SUPPORTS FOR SOCIETY-AFFILIATED CLUBS**

Once a club is officially affiliated with the Society, it will gain access to select services and supports as follows.

### **5.01 Insurance Coverage**

All registered members of official Society-affiliated clubs will be covered under the Society's liability insurance during Society-sanctioned events and training activities, seeing as they have satisfied all required onboarding, training, and eligibility criteria. Clubs are also encouraged to secure equipment/additional insurance at their own discretion.

### **5.02 Hosting of Society-Sanctioned Events**

The Society shall provide recognized, Society-affiliated clubs the opportunity to host Society-sanctioned events. The Society will support the club in promotional efforts including but not necessarily limited to email and/or social media campaigns, promotion via the website of the Society, and/or flyers in hard copy. Clubs shall also be permitted to use Society letterhead for sponsorship requests, provided by the society. For events in the province of the registered office of the Society (Nova Scotia) requiring permissions from provincial entities subject to provincial requirements and delegations, the Society will not be responsible for acquiring such written permission. The club shall

be responsible for determining whether such permission is required for such an event, and in the case that it is, acquiring such written permission.

### **5.03 Networking & Community Engagement**

Society-affiliated clubs shall have access to the names and provided email address of all members of other clubs to enable collaboration, resource sharing, and participation in joint programs or Society-sanctioned events. The Society shall be responsible for compiling a singular, accessible document that displays only members' provided name, pronoun, email address, and Society-affiliated club.

### **5.04 Funding & Financial Support**

The Society shall communicate in writing to official Society-affiliated clubs any relevant opportunities for financial support as available, that may be provided to alleviate and/or cover in full costs for special projects, athlete development, or other initiatives.

## **SECTION 6 – CLUB RESPONSIBILITIES**

In exchange for the services and supports provided by the Society to recognized, Society-affiliated clubs, such clubs must adhere to the below responsibilities.

### **6.01 Membership Registration**

Clubs shall re-apply per these by-laws each calendar year to ensure that they continue to maintain their official Society-affiliated club status. The board of the directors for each club shall be responsible for keeping accurate membership records and ensuring that each club member completes their registration process to the club and submit such records to the Society each year. Failure to produce such records within one (1) month of year-end (December 31) may result in the suspension or retraction of the club's official Society affiliation or other disciplinary measures as deemed appropriate by the board of the directors of the Society.

### **6.01 Adherence to Society Policies & By-Laws**

Society-affiliated clubs shall adopt and enforce the policies, Code of Conduct, and equity, diversity, inclusivity, and accessibility (EDIA) guidelines of the Society. The board of directors of each club shall be responsible for ensuring that all club members are aware of and comply with the policies and procedures of the Society, as well as the by-laws of the club. Additionally, the board of directors of each club shall be responsible for completing mandatory training requirements as deemed appropriate by the board of directors of the Society. Proof of such successful completion may be required upon initial application or upon subsequent renewal applications per the discretion of the board of directors of the Society.

### **6.02 Annual Reporting**

The board of directors of each Society-affiliated club shall submit an annual report to the Society not later than one (1) month after the year-end on the 31<sup>st</sup> of December. Such an annual report shall include details regarding all club activities, membership numbers, financial status, and any relevant developments or challenges as deemed appropriate by the board of directors of the club.

### **6.03 Society-Affiliated Club Dues**

Clubs must pay dues to the Society to finalize their official affiliation. When a group's application to the Society to be recognized as a Society-affiliated club has been approved and their dues have been paid, the group will be recognized as an official, Society-affiliated club until December 31. The group can then renew their club status of January 1, and renewal reminders will be distributed to all active clubs on behalf of the Society each December. The dues associated with a Society affiliation are \$20.00 CAD per person per club (\$200.00 CAD minimum per club).