



BYE-LAWS

of

BERMUDA HOCKEY FEDERATION

As amended 7th February, 2019

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1. PURPOSE

These Bye-laws relate to the general conduct of the affairs of the Bermuda Hockey Federation Limited, a company incorporated under the Bermuda Companies Act 1981 and in compliance with the Charities Act 2014 and herein referred to as the “Federation” in the Bye-laws.

2. INTERPRETATION

2.1 In these Bye-laws, the following words and expressions shall, where not inconsistent with the context, have the following meanings, respectively:

- (a) **“Act”**: The Bermuda Companies Act 1981, as amended
- (b) **“Affiliated Club”**: any hockey club or hockey team that is registered with the Federation in the prescribed manner and whose individual Members have paid the appropriate Membership fee and completed the online Membership forms;
- (c) **“Auditor”**: an individual or partnership appointed by either the Members at the Annual General Meeting or the Board of Directors at a Board Meeting, to audit the books, accounts and records of the Federation. The Auditor may not be a member of the Federation;
- (d) **“Board”**: the Board of Directors of the Federation elected pursuant to these Bye-laws;
- (e) **“Charities Act”**: Charities Act 2014, as amended
- (f) **“Director”**: a Director of the Federation;
- (g) **“Days”**: shall mean total days, irrespective of weekends or holidays;
- (h) **“Fee Schedule”**: a list of Membership fees as determined by the Board and as amended from time to time;
- (i) **“Fixtures Year”**: being hockey season as determined by the Board and being that period usually commencing in September of any year and usually ending in April of the immediate year following;
- (j) **“League Schedule”**: the schedule of hockey matches sanctioned by the Federation as drawn up by the Technical Committee and in the manner prescribed in the Policies and Procedures of the Federation as amended from time to time.
- (k) **“Officer”**: means any person appointed by the Board to hold a position on the Board of the Federation;
- (l) **“Ordinary Resolution”**: a resolution passed by the majority of votes cast in a General Meeting of Members for which proper notice has been given;
- (m) **“Policies and Procedures”**: the Policies and Procedures of the Federation;
- (n) **“Registered Office”**: the most recent registered office of the Federation being that of the sitting President;
- (o) **“Register of Members”**: the register of Members of the Federation maintained pursuant to Section 65 of the Act;
- (p) **“Register of Directors and Officers”**: the register of Directors and Officers at the Federation maintained pursuant to Section 65 of the Act;
- (q) **“Registrar”**: the Registrar of Companies appointed under Section 3 of the Act;
- (r) **“Special Resolution”**: a resolution passed by not less than two-thirds of the votes cast at a General Meeting of Members for which proper notice was given;
- (s) **“Technical Officials”**: technical bench; umpires; coaches and managers.
- (t) **“Written Notice”**: communication by one party to another by way of Board approved media outlets including, but not limited to, email, fax, social media networks, fax, letter or newspaper.

2.2 In these Bye-laws, where not inconsistent with the context:

- (a) words denoting the plural number include the singular number and vice versa;
- (b) words denoting the masculine gender include the feminine and neuter genders.

3. MEMBERSHIP

3.1 The duration of Membership shall be one year from 1stSeptember of each year until 31st August of the following year. The Register of Members will be reviewed and updated as required.

3.2 The Federation shall have the following categories of Membership. Upon payment of the appropriate Membership fees shall be classified in one of the following categories:

- (a) **Full Member:** any person who has paid the appropriate fee and completed the online Membership forms. Playing Membership gives full voting rights and may hold office within the Federation subject to eligibility criteria per Byelaw 7.2.
- (b) **Associate Member:** any person who does not play hockey who acts as coach, manager, umpire or technical officer or other volunteers engaged with Federation sanctioned events, for any Federation affiliated club or team or who has been appointed by the Board of Directors to act on behalf of the Federation and completed the online Membership form. A Non Playing member has full voting rights and may hold office within the Federation subject to eligibility criteria per Byelaw 7.2.
- (c) **Youth Member:** any person up to the age of 16 on 1stSeptember of each year who has paid the appropriate fee and who participates in Federation sanctioned youth programmes but does not entitle them to play in Federation league fixtures or vote or hold office within the Federation.
- (d) **Guest Member:** any person who does not fall under the Membership categories identified in a) or b) above and who has paid the appropriate 'drop in' fee for each game as determined by the Board and completed the Membership form. This entitles a Guest Player to play a limited number of games as defined in the Federation Policies and Procedures in the Federation Fixtures, but not to vote or hold office within the Federation;
- (e) **Honorary Vice President:** shall be conferred at the discretion of the Board of Directors. The position shall be awarded to persons who have served on the Board and have made a substantial contribution to the Federation.
- (f) **Honorary Life Member:** shall be appointed at the discretion of the Board of Directors. The honour shall be awarded to persons who may be members or non-members of the Federation.

Neither the Honorary Vice President nor the Honorary Life Member shall have voting rights in the Federation. They shall, however, have all other rights and privileges of the Federation, but they will not be required to pay the Federation memberships fee.

(g) The Board shall have discretion to approve additional member categories and to set fees for such additional categories as they see fit.

3.3 Membership Application

- (a) No individual may be admitted as a Member unless he or she:

- i) has registered for Membership in a manner prescribed by the Federation;
 - ii) has completed the Membership Form including the Code of Conduct form; Waiver form and Drug Free Sports form and any such forms as the Board determines appropriate from time to time;
 - iii) has paid Membership dues determined by the Federation.
- (b) The Board will not consider an application for Membership in the period of fourteen (14) days before the scheduled date of properly convened Annual General Meeting or Special General Meeting.

3.4 Membership Resignation

A member may resign from the Federation, except that a member may not resign from the Federation when the member is subject to disciplinary investigation or action of the Federation.

3.5 Suspension or Termination of Membership

The Board may, by two-thirds of the vote cast, suspend or terminate immediately the Membership of any member, under circumstances which may include:

- (a) non-payment of Membership fees;
- (b) gross neglect of duty or adherence to Federation policies as amended from time to time; or
- (c) behaviour likely to bring discredit to the Federation.

4. FEES

4.1 The Board of Directors shall determine appropriate Membership fees on an annual basis prior to 1st September of each year. The Fee Schedule will be posted on the Federation website and distributed to affiliated club representatives and technical officials.

4.2 Membership fees will be applicable to a Playing Member; Youth Member and Guest member.

4.3 Any person who wishes to become a member of the Federation shall complete the online Membership form and pay the Membership fee to the Federation in such manner prescribed in the Policies and Procedures.

4.4 Membership fees shall be paid before each member's first Federation sanctioned game is played. Unless currently paid up, individuals may not be permitted to participate in any Federation sanctioned events.

4.5 A member who resigns or who is suspended or expelled from the Federation remains liable for any outstanding fees owed to the Federation prior to their resignation, suspension or expulsion.

4.6 Membership fees are non refundable. However, under certain extenuating circumstances, the Board may consider a full or partial refund at its discretion.

5. AFFILIATED CLUBS

- 5.1** A club or team wishing to participate in Federation sanctioned leagues, events, local or international tournaments or programmes, must register as an Affiliated Club with the Federation.
- 5.2** An Affiliated Club shall register on an annual basis its intention to submit a team(s) prior to the 1st September of each year in the manner prescribed in the Policies and Procedures.
- 5.3** Players electing to play for an Affiliated Club must pay the appropriate member fee and complete the online Membership form as outlined in Bye-laws 3 and 4 prior to playing in any Federation sanctioned game.
- 5.4** Any hockey club or group of individuals that form a hockey team that does not register as an Affiliated Club with the Federation in the manner prescribed in the Policies and Procedures will not be deemed affiliated with the Federation and may not participate in the League Schedule, events, local or international tournaments or programmes under the banner of the Federation.
- 5.5** Any National Team or Federation Team approved by the Board shall be deemed affiliated with the Federation under the same Bye-laws and Policies and Procedures. Any player or official participating in any National or Federation Team training or selection process must be a member of the Federation.
- 5.6** Under certain circumstances, the Board shall have discretion to approve an Affiliated Club playing against a non-affiliated club.

6. MEETINGS OF MEMBERS

6.1 Types of Meetings

General Meetings of Members shall include Annual General Meetings (“AGM”) and Special General Meetings (“SGM”).

6.2 Notice of General Meetings

Written notice of General Meetings shall be fourteen (14) days’ notice and shall be distributed to Members by way of a Board approved media outlet as defined in 2.1 (t) and the notice must include the agenda for the meeting. The notice shall also be emailed on the day of the meeting.

6.3 Annual General Meeting

Subject to an election made by the Federation, in accordance with the Act to dispense with the holding of annual general meetings (“AGM”), the Federation shall hold an AGM of Members each year, such AGM is to be held in the period between the end of the season and the commencement of the following season and at such date, place and time as may be determined by the Board.

6.4 Special General Meeting

- (a) A Special General Meeting “(SGM)” of the Members may be called at any time at the discretion of the Board or upon the written requisition of ten (10) percent of the voting Members of the Federation.
- (b) All resolutions presented at a SGM will be deemed to be Special Resolutions and therefore shall be decided by two-thirds ($\frac{2}{3}$) majority of the Members present and entitled to vote.

6.5 Quorum at General Meetings

A quorum for General Meetings of the Federation shall compromise thirty-three (33) percent of the registered Voting Members or twenty-five (25) people whichever is the lowest, and who must remain present for the duration of the meeting. If, within 30 minutes of the time appointed for the meeting, a quorum is not present, the meeting may be adjourned or cancelled at the discretion of the Board. Unless the meeting is adjourned to a specific date, time and place announced at the meeting being adjourned, fresh notice of the resumption of the meeting shall be given in the manner prescribed in Byelaw 6.2.

6.6 Voting

Unless specified otherwise:

- (a) Ordinary resolutions shall be decided by simple majority vote, where a tie-vote shall fail;
- (b) A special resolution shall be decided by two-thirds ($\frac{2}{3}$) majority of the Members present and entitled to vote.
- (c) For the purposes of this section an abstention from voting shall not count as a vote;
- (d) For the purposes of this section, voting by proxy shall not be permitted; and
- (e) Voting shall be by a show of hands unless a majority of Members present at the meeting and entitled to vote approve a secret ballot.

6.7 Written Resolutions

A resolution in writing, signed by the Members who at the date that the notice is given represent such a majority of votes as would be required if the resolution was voted on at a meeting of Members at which all Members entitled to attend and vote thereat were present and voting.

6.8 Adjournment

A General Meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the original meeting. When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as if it was a new meeting.

7. DIRECTORS AND OFFICERS

7.1 Board of Directors

Shall consist of the following:

- (a) a President who is elected by the Members;
- (b) no less than four (4) and no more than eight (8) Directors, who are elected by the Members.

7.2 Eligibility

Persons who are eighteen (18) years of age or older, who have the power under law to contract, who are not bankrupt, who have not been convicted of a criminal offence, who are Members of the Federation in good standing and support the Federation, and who are ordinarily resident in Bermuda may be nominated for election as a Director and President. Individuals who are nominated must be present at the Annual General Meeting.

7.3 Nomination of President and Directors

An eligible individual may be nominated for election as a Director or President, either in writing via email to secretary@bhf.bm prior to the Annual General Meeting or verbally at the Annual General Meeting.

7.4 Election of President and Directors

The election of President and Directors shall take place at the Annual General Meeting by those Members present and eligible to vote.

7.5 Length of Term

The President and Directors shall serve terms of two (2) years from the date of the annual general meeting at which they were elected. Directors reaching the end of their term are eligible for re-election in the manner prescribed in Byelaw 7.3 and 7.4.

7.6 Resignation of President and Directors

A President and Director may resign from the Board at any time by presenting their notice of resignation to the Board. This resignation shall become effective on the date the resignation is accepted by the Board. However, a President or Director may not resign from the Federation when the President or Director is subject to a disciplinary investigation or other action of the Federation.

7.7 Vacate Office

- (a)** The office of any Director shall be vacated automatically if the Director dies, ceases to be a Member in good standing of the Federation, ceases to reside in Bermuda, or if the Director without reasonable cause, fails to attend three (3) consecutive meetings of the Board;
- (b)** Where the position of a Director becomes vacant for any reason, the Board may appoint an eligible individual to fill the vacancy for the remainder of the vacant position's term of office.

7.8 Removal of Directors

A Director may be removed by Special Resolution of the Members present at a General Meeting, provided the Director has been given at least fourteen (14) days' notice and the opportunity to be present and to be heard at such a meeting.

7.9 Remuneration of Directors

All Directors shall serve their term of office without remuneration except for reimbursement of reasonable expenses in carrying out the business of the Federation in accordance with policies approved by the Board.

8. DUTIES AND POWERS OF THE DIRECTORS

8.1 Duties of the Board

The duties of the Directors of the Federation shall include (but not limited to) the following:

- (a) Assist the President and Vice-President as required. In the absence of both the President and Vice-President, chair AGMs, SGMs, Management and Board meetings of the Federation;
- (b) be signing officers of the Federation;
- (c) be responsible for activities and initiatives that contribute to a better understanding of the objectives and policies of the Federation, primarily amongst the Members;
- (d) advocate the expansion of club hockey and encourage projects with that objective;
- (e) consider and ratify major policy statements and objectives;
- (f) facilitate the evaluation of the policies and objectives of the Federation;
- (g) approve all funds to be disbursed;
- (h) review major financial matters of the Federation;
- (i) establish special committees and either name the Members or delegate authority for so doing;
- (j) appoint, where necessary:
 - i) Chairpersons of Standing and Special Committees;
 - ii) Technical Officer;
 - iii) Umpire Officer
 - iv) Media Officer;
 - v) Bermuda Olympic Association Representative;
 - vi) Compliance Officer;
 - vii) BSADA Representative;
 - viii) BSSF Representative;
 - ix) National Sports Centre Representative;
 - x) PAHF Representative
- (k) Exercise such other authority may be delegated to it at General Meetings of the Federation.

8.2 Powers of the Federation

The Board has power of the Federation and may delegate any of its powers, duties and functions, except as otherwise provided in the Act or by these Bye-laws.

8.3 Management of the Federation

The Board shall manage the affairs of the Federation. The Board may make policies and procedures in managing the affairs of the Federation in accordance with the Act, The Charities Act 2014 and these Bye-laws.

The Board may make policies and procedures relating to the resolution of disputes within the Federation and all disputes shall be dealt with in accordance with such policies and procedures.

8.4 Employment of Individuals

The Board may employ or engage under contract such individuals, as it deems necessary to carry out the work of the Federation in keeping with Employment and Immigration Laws of Bermuda.

8.5 Discipline

The Board may make policies and procedures relating to discipline of Members, and shall have the authority to discipline Members in accordance with such policies and procedures.

9. MEETINGS OF THE BOARD OF DIRECTORS

9.1 Board Meetings

The Board shall hold at least four (4) meeting per year and may regulate its meetings as it sees fit.

9.2 Notice of Board Meetings

The meeting of the Board shall be at the call of the President. The President shall call a meeting if a majority of Directors then holding office make a written request to call a meeting. Notice of a meeting of the Board shall be deemed to be given to a Director if it is given to such at least 24 hours prior to the date of the meeting.

9.3 Quorum of Board Meetings

A simple majority of Directors then holding office shall represent quorum.

9.4 Chairman of Board Meetings

The President shall act as chairman at all meetings of the Board at which such person is present. In their absence the Vice President, if present, shall act as chairman and in the absence of all of them a chairman shall be appointed or elected by the Directors present at the meeting.

9.5 Electronic Meetings

A meeting of the Directors may be held by telephone or by other electronic technology that permits all Directors to communicate with each other simultaneously and instantaneously. Participation in an electronic meeting shall constitute presence in person at such a meeting.

9.6 Voting

Subject to the Act and these Bye-laws, any question proposed for the consideration of the Directors at Board meeting shall be decided by the affirmative votes of a majority of the votes by a show of hands.

9.7 Written Resolutions

A resolution signed by all the Directors, which may be in counterparts, shall be as valid as if it had been passed at a meeting of the Board duly called and constituted, such resolution to be effective on the date on which the last Director signs the resolution.

10. OFFICERS

10.1 The officers of the Federation shall be the President, Vice-President, Treasurer and Secretary. Except for the President, the remaining officers shall be appointed by the Board, from among its own Members, at the first Director's meeting after the Annual General Meeting,

10.2 The Officers shall have such powers and perform such duties in the management, business and affairs of the Federation, as may be delegated to them by the Board.

10.3 The Directors shall impose on the Company such controls over financial transactions as are prescribed by the Charities Act 2014 and the regulations promulgated thereunder.

10.4 President

The President shall exercise a general supervision and control over the Officers and the business of the Federation and any such duties as outlined in the Policies and Procedures of the Federation as amended from time to time, and as may be delegated to them by the Board.

10.5 Vice-President

The Vice-President shall assist the President and in the absence of the President, or as required, chair Annual General Meetings, Special General Meetings, Management of Board Meetings of the Federation any such duties as outlined in the Policies and Procedures of the Federation as amended from time to time, and as may be delegated to them by the Board.

10.6 Treasurer

The Treasurer shall exercise a general supervision and control over the financial operations of the Federation and ensure that the books and accounts of the Federation are kept according to generally accepted account procedures and any such duties as outlined in the Policies and Procedures of the Federation as amended from time to time, and as may be delegated to them by the Board.

10.7 Secretary

The Secretary shall exercise a general supervision and control of the necessary administrative tasks and requirements of the Federation and any such duties as outlined in the Policies and Procedures of the Federation as amended from time to time, and as may be delegated to them by the Board.

10.8 Vacancy

Where the position of an Officer becomes vacant for whatever reason, the Board may appoint an eligible individual to fill the vacancy for the remainder of the Officer's term.

10.9 Remuneration of Officers

All Officers shall serve their term of office without remuneration except for reimbursement of reasonable expenses in accordance with policies approved by the Board.

11. COMMITTEES

11.1 Management Committee

The purpose of the Management Committee is:

- (a) to assist the Board with the implementation of the Policies and Procedures of the Federation as amended from time to time;
- (b) the forum for Affiliated Club, officials and Board representatives to exchange information and vote on management matters where necessary;
- (c) be responsible for delivering information to the general Membership.

11.2 The Management Committee shall be chaired by the President or in his or her absence, another Board Member and comprise:

- (a) a representative from each Affiliated Club with any club that fields more than one team being eligible to appoint one additional representative in respect of each additional team whereby each representative is eligible to vote;
- (b) to avoid any conflict of duty or interest, an Affiliated Club management representative cannot be a sitting Board member or the Technical Officer;
- (c) a representative from the Technical Committee who is eligible to vote;
- (d) appointed coaching officials when necessary with no voting power;
- (e) Any other representative that may be invited by the Board but that has no voting power.

11.3 The Management Committee shall meet at least four (4) times a year.

11.4 The Management Committee meetings may be called by the President or by a majority of Members of the Management committee.

11.5 The quorum shall be any two (2) Directors and fifty percent (50%) of the Affiliated Clubs representatives.

11.6 Voting shall be by a show of hands or votes cast by each Management Committee Representative eligible to vote where a simple majority will carry. In the event of a tie, the motion will fail. There shall be no proxy voting.

11.7 Other Committees

11.8 The Board may appoint such other committees as it deems necessary for managing the affairs of the Federation and may appoint Members of committees, may prescribe the duties of committees and may delegate to any committee of its powers, duties and functions except where prohibited by the Act, the Charities Act 2014 or these Bye-laws.

- 11.9** All Committees shall recommend policy within their specific area of jurisdiction.
- 11.10** The Chair of each Committee shall be responsible to the Board and report to the Board.
- 11.11** A quorum for any other Committee shall be a simple majority of its voting Members.
- 11.12** All Committee Members shall be entitled to one (1) vote. Decision-making shall be determined on the basis of numerical majority. There shall be no proxy voting. In the event of a tie-vote, the Chair shall cast the deciding vote.
- 11.13** The President and Vice-President shall be ex-officio Members of all committees on which they are not designated Members. The President and Vice-President shall not carry a vote where representation is an ex-officio member.

12. CONFLICT OF INTEREST

- 12.1** A Director, Officer or Member of the Federation or who has interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Federation shall disclose fully and promptly the nature and extent of such interest to the committee as required by the Act.
- 12.2** Following a declaration being made pursuant to this Byelaw, and unless disqualified by the chairman of the relevant Board or committee meeting, a Director or committee member may vote in respect of any contract or proposed contract or arrangement in which such committee member is interested and may be counted in the quorum for such meeting.

13. NOTICE

13.1 Written Notice

Communication by one party to another by way of Board approved media outlets including, but not limited to, email, fax, social media networks, fax, letter or newspaper.

13.2 Notice Error

The accidental omission to give notice of a meeting of the Directors of the Members to, or the non-receipt of notice of a meeting of the Directors or Members by any persons entitled to receive notice shall not invalidate the proceedings of the meeting.

14. FINANCIAL MANAGEMENT

14.1 Books, Records and Minutes

The Board shall ensure that all books, records and minutes of the Federation required to be kept by the Act, the Charities Act 2014, these Bye-laws or any other statute or law are regularly and properly kept and are open to inspection by the Members and Directors in accordance with the Act.

14.2 Fiscal year

The fiscal year will be determined by resolution of the Board, failing such resolution shall be the 31st May of each year.

14.3 Auditor

Save and to the extent that an audit is waived in the manner permitted by the Companies Act and in accordance with the Charities Act and Charities Regulations 2014, in the event that the Federation reaches the annual income thresholds as outlined in Regulation 9 whereby audited financial statements must be submitted, an auditor shall be appointed at an Annual General Meeting of the Company and his or her duties regulated in accordance with the Companies Act, any other applicable law and such requirements not inconsistent with the Companies Act as the Directors may from time to time determine. The remuneration of the auditor shall be fixed by the Members in general meeting or referred by them to the Directors.

14.4 Signing Authority

The Board shall designate from two (2) or more individuals who shall have signing authority for a financial transactions and contracts conducted in the name of the Federation. All such transactions and contracts shall require two signatures and be approved and ratified by the Board.

14.5 Property

In accordance with the Act and with the Federation's Memorandum of Association, the Federation may acquire, lease, sell or otherwise dispose of securities, lands, buildings or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

14.6 Borrowing

The Board may from time to time borrow money upon the credit of the Federation in such amounts and upon such terms as the Board may determine. Full disclosure must be made to the Membership at a General meeting for their ratification prior to closure of any borrowing transaction.

14.7 Indemnification

- (a) The Federation shall indemnify and hold harmless out of the assets of the Federation each Director and Officer from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or an Officer.
- (b) Each member agrees to waive any claim or right of action such member might have against any Director or Officer of an account of any action taken by such Director or Officer, of the failure of such Director or Officer to take any action in the performance of the duties of a Director or Officer.
- (c) The Federation shall not indemnify a Director or Officer or any other individual for acts of willful fraud or dishonesty.
- (d) The Federation may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

15. FEDERATION LOGO

- 15.1 The logo of the Federation may only be used with the approval of the Federation's President and Secretary who will have had the use approved by the Board.

- 15.2 Use of the Federation logo on all forms of social media may only be used with the prior approval of the Federation’s President and Secretary who will have had its use approved by the Board.

16. CHARITY NUMBER

- 16.1 The use of the Charity Number issued to the Federation is regulated under the Charities Act 2014, and may only be used with the prior approval of the Federation’s President and Secretary who will have had the use approved by the Board.
- 16.2 The guidelines for the application and conditions of use of the Federation’s Charity Number for fund raising events is noted in the Federation’s Policies and Procedures.
- 16.3 It is an offence under the Charities Act 2014 for any person, club or group other than a registered charity to solicit donations from the public. Non compliance or misuse of this Byelaw could result in sanctions being applied to the Federation.

17. DRUG FREE SPORTS POLICY

- 17.1 The Federation supports, without reservation, drug-free sport and efforts, both locally and internationally, to eradicate drug cheating in sport.
- 17.2 All athletes, athlete support personnel and persons under the jurisdiction of the Federation shall be bound by the provisions of the World Anti-Doping Agency (“WADA”) code and the rules and procedural guidelines of WADA and of its local affiliate, the Bermuda Sport Anti Doping Authority (“BSADA”).
- 17.3 the acceptance for Membership of the Federation at any and all levels-athletes, support personnel and other persons – shall imply acceptance by those persons of their being bound and subject to the Anti-Doping Rules of the International Federation (“FIH”), the BSADA and the Bermuda Olympic Association “BOA”).
- 17.4 The Federation in conjunction with BSADA will ensure that programs are in place to educate athletes and athlete support personnel.
- 17.5 The Federation shall require all athletes as required by the BSADA to make themselves available for sample collection by providing accurate and up to date whereabouts information to the BSADA according to the WADA Code.
- 17.6 The Federation is a signatory to the BSADA Domestic Programme which speaks to eradicate the use of illicit drugs in sports and therefore agrees with and accepts its responsibility to all procedural requirements in support of this programme as outlined in the BSADA Standard Operating Procedures.
- 17.7 The Board shall appoint a BSADA representative annually.

18. VULNERABLE PERSONS POLICY AND SCARS POLICY

- 18.1 The Federation fully supports the Policy for Protecting Vulnerable Persons issued by the Registry General & Charity Commission and the Federation's compliance with this Policy forms part of the Annual Reporting requirements under the Charities Act 2014 as noted in Byelaw 19.7
- 18.2 Any Member under the age of 18 years old is deemed a Vulnerable Person and as such falls within the Vulnerable Persons Policy. The Vulnerable Persons Policy guidelines are outlined in the Federation's Policies and Procedures.
- 18.3 Coaches, Officials and other Members over the age of 18 years old, who act in an official role at an Affiliated Club, National team or Federation team levels where under 18 Members are participating must undergo SCARS training and must undergo the necessary checks as outlined in the Vulnerable Persons Policy and in the Federation's Policies and Procedures.
- 18.4 Failure to abide by these policies by coaches, officials and other Members over the age of 18 years old, who act in an official role at an Affiliated Club, National team or Federation team level where under 18 year olds are Members may result in non compliant persons not being allowed to act in these capacities until such time as they do comply.

19. COMPLIANCE

19.1 Compliance Officer

The Directors shall appoint a Compliance Officer to be the person responsible for overseeing compliance in accordance with the Charities (Anti-Money Laundering, Anti-Terrorist Financing and Reporting) Regulations 2014 ("AML Act").

19.2 Training

The Compliance officer and another such relevant persons shall receive Anti-Money Laundering and Anti-Terrorist Financing training as may be required by the Registrar.

19.3 Due Diligence

The Compliance Officer shall take measures to record information on the identity, credentials and good standing of the company's beneficiaries, donors, associate charities and partners in accordance with the AML Act.

19.4 Systems and Controls

The Federation shall establish and maintain appropriate and risk-sensitive policies, processes and procedures in accordance with the AML act.

19.5 Record Keeping

For a period of at-least seven (7) years, records should be maintained of international transaction and due diligence and shall on reasonable request be made available to the Registrar, the Financial Intelligence Agency or a police officer.

19.6 Internal Reporting Procedures

There shall be an established internal reporting procedure, requiring officers to report suspicions to the Federation's Compliance Officer. The Board shall decide upon these procedures.

19.7 Annual Report

In compliance with the Charities Act, an annual report is to be submitted to the Registrar within six (6) months of the end of the financial year, to which it relates, unless the Registrar has extended the six (6) month period.

20. DISSOLUTION

20.1 Upon dissolution of the Federation, any property given for specific charitable purposes in its possession or otherwise subject to its control shall subject to the provisions of this Byelaw, be returned to the donor of the property.

20.2 Where a donor of the property

- (a) Cannot be identified or found, after such advertisement and inquiries as are reasonable, or;
- (b) Has executed a written disclaimer of his right to have the property returned.
- (c) The property shall be applied cy-pres in accordance with the Charities Act 2014.
- (d) Any remaining debits and liabilities of the Federation must be satisfied prior to any property being applied cy-pres in accordance with the Charities Act 2014.
- (e) Upon satisfaction of the obligations arising in Byelaw 14, any surplus funds shall be given or transferred by the Directors of the Federation to a registered or exempted charity within the meaning of section 2 of the Charities Act 2014 that is approved and in default of such approval to a registered charity determined by the Registrar General and Charity Commissioners.
- (f) Upon satisfaction of the obligations arising in Byelaw 14, the Directors of the Federation shall prepare accounting records of dissolution showing how the dissolution has been conducted and the property has been disposed.
- (g) The accounting records referred to in Byelaw 14 shall be forwarded by the Directors to the Registrar General and the Charity Commissioners within a reasonable time.

21. AMENDMENT OF BYE-LAWS

21.1 Special Resolution

These Bye-laws may only be amended by a Special Resolution at a General Meeting.

21.2 Notice

The fourteen (14) days written notice of the General Meeting of the Federation must include details of the proposed resolution to change these Bye-laws.

21.3 Approved amendments to the Federation Bye-laws shall be minuted at the General Meeting at which they were amended.

21.4 The Compliance Officer will update the Bye-laws with the approved amendments and ensure the amended Bye-laws are posted on the Federation Website and made available to the Members of the Federation.

22. AMENDMENT OF POLICIES AND PROCEDURES

22.1 The policies and procedures of the Federation may be amended at a General Meeting or at a Management Meeting.

22.2 Approved amendments to the Federation Policies and Procedures shall be minuted at the General Meeting at which they were amended and/or at the Management Meeting at which they were amended.

22.3 The Compliance Officer will update the Policies and Procedures document and ensure the amended Policies & Procedure document is posted on the Federation Website and is made available to the Technical Committee and Affiliated Clubs.