

Alberta

SOCIETIES ACT

CERTIFICATE OF AMENDMENT



**NORTHEAST
ZONE SPORTS
COUNCIL**



The North-East Zone Sports Council has changed its Bylaws & Objectives.
The new Bylaws & Objectives were registered on 1998/04/28.



NORTHEAST ZONE SPORTS COUNCIL

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SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of the Northeast Zone Sports Council on June 18, 1997.

The by-laws and objectives were changed as follows:

- The existing by-laws and objectives are repealed.
- They are replaced by the attached by-laws and objectives.

January 20, 1998

President

AFFILIATED WITH

- Edmonton Federation of Community Leagues • Baseball Alberta • Baseball Canada.
- Federation Hockey Council • Edmonton Minor Hockey Association • Hockey Alberta.
 - Canadian Hockey Association • EFCL Minor Softball Council .
- Alberta Amateur Softball Association • Canadian Amateur Softball Association.

NOTICE OF SPECIAL RESOLUTION TO RESCIND & REPLACE THE BYLAWS & OBJECTIVES OF THE NORTHEAST ZONE SPORTS COUNCIL

The following motion is being presented, in accordance with existing Northeast Zone Sports Council Bylaws, via Special Resolution. This Special Resolution requires that twenty-one (21) days notice be given "specifying the intention to propose the resolution as Special Resolution" [Bylaw 1 Definitions (h)]. It also requires that the resolution be passed by not less than three quarters (3/4) of the members present.

That said, it is the intention of the Bylaws Review Committee to propose the following motion as a Special Resolution to be considered at the June, 1997 Annual Meeting of the Northeast Zone Sports Council.

Motion: That the Bylaws of the Northeast Zone Sports Council entitled **BYLAWS OF THE NORTHEAST ZONE SPORTS COUNCIL (REVISED 1988)** be rescinded and replaced in toto by the **DRAFT BYLAWS OF THE NORTHEAST ZONE SPORTS COUNCIL (APRIL, 1997)** or as the latter are amended at the June, 1997 Annual Meeting of the Sports Council.

Moved by
Ross Adshead
Chair, Bylaws Review Committee

SYNOPSIS OF THE NEW BYLAWS

The bylaws of an organization, like the organization itself, should be subject to periodic examination and critical analysis to ensure that the bylaws reflect the wants and needs of an organization. This has been undertaken recently with the old bylaws of the Sports Council and has resulted in the development of a new set of bylaws. While the old bylaws are well represented in the new, there has been significant change to the structure of the document. A few bylaws and/or articles have been deleted, a number have been melded together, and a few significant additions have been made within the new bylaws. The resulting change from the old bylaws is such that the traditional method of clause-by-clause comparison would be burdensome to both the writer and the reader. As such, the new bylaws are being moved in toto, that is, as an entire package. Of course, the entire package will be subject to the will of the members and can be rejected outright or subject to amendment. That said, members are encouraged to review the old bylaws and scrutinize the new in order to get a sense of the changes made.

Following is a brief synopsis of areas of change within the new bylaws.

- The “Objectives” of the old bylaws are replaced by new objectives.
- The admittance procedure for Community Leagues and Sports Organizations is clarified with a more restrictive entrance procedure for new Sports Organizations.
- The procedure for the revocation of a membership is clarified.
- Acknowledgement of individuals serving the Sports Council is made.
- Provision is made for the admittance of Affiliates to the Sports Council programs.
- Previous provision for financial penalties for late paying members is deleted.
- A new bylaw outlining the rights and essential equality of all members is contained in the new bylaws.
- Provision is made for the creation of new committees and positions in the Sports Council.
- The voting procedure is clarified with a clear statement of the requirements for winning an election.
- A new bylaw outlining the programs offered by the Sports Council and the procedure for introducing new programs is made.
- Provision is made for the number and scheduling of all types of meetings.
- The procedure for amending the Bylaws is made easier.
- The duties of all officers of the Sports Council are clarified and the addition of position of Ombudsman is provided for.
- Terms of office for the Executive are changed from one year to two year terms.
- Powers of Standing Committees is expanded and clarified.
- Discipline procedures are refined with the inclusion of ‘just cause’ and ‘due process’ caveats on the discipline procedure.

The above synopsis should in no way be taken as a substitute for a thorough reading and analysis of both the old and new bylaws.

BYLAWS OF THE NORTHEAST ZONE SPORTS COUNCIL

APRIL, 1997

OBJECTIVES

The Northeast Zone Sports Council was born of the desire of northeast Community Leagues and Sports Organizations to co-ordinate their efforts in the administration and promotion of minor sports in northeast Edmonton. As such, the Sports Council is a democratic, representative body that exists to serve the needs of the members and, through the membership, those of the children of northeast Edmonton.

To this end, the Sports Council acts as an assembly for the democratic determination of sports policy, a clearinghouse for information and ideas, an advocacy group for amateur athletics and children, an agency for the promotion of sports and the participation of children in the programs offered by the Sports Council, a central body for the registration of teams, and a liaison between the members and parent community and sports organizations. In these roles, the Sports Council represents the consensus or majority opinion of the membership while recognizing the right and obligation of member organizations to provide for the legitimate needs of their members.

The Sports Council, for and through its members, also recognizes the varied interests of children and proclaims its commitment to serve the children, and advance their interests, in all its acts. To this end, the Sports Council shall endeavor to offer a range of sports programs to members, parents and children, and will, conversely, commit itself to continuously educating itself about the needs and wants of children.

And the Sports Council, recognizing the individual and social benefits of minor sports, and recognizing that the cost of sports programs can be a barrier to participation, shall strive to raise funds for the benefit of the sports programs and participants and to keep the sports programs as affordable as possible.

BYLAW 1. MEMBERSHIP

Article 1. Organizations

- a. Any Community League in good standing with the Edmonton Federation of Community Leagues (EFCL) and meeting the boundary requirements in Article 2 may, upon payment of the membership fee, become a member of the Northeast Zone Sports Council (hereafter Sports Council).
- b. Community-based or oriented Sports Organizations providing services in the northeast zone may, upon receiving the support of at least two thirds (2/3) of the members of the Sports Council via Special Resolution (I) and payment of the membership fee, become a member of the Sports Council.
- c. Sports organizations within the Sports Council as of June, 1997 shall be deemed to have received the support required in (b) above.

Article 2. Boundaries

- a. The northeast zone shall be that portion of the City of Edmonton north of the North Saskatchewan River and east of 97 Street bounded to the east and north by the City limits, and including the Community Leagues known as Spruce Avenue, Westwood, and Rosslyn and Canadian Forces Base Edmonton, or as may be determined from time to time.

Article 3. Duration

- a. Membership shall be for a period of one (1) year from September 1 to August 31 or portion thereof in the case of late or new members.
- b. Organizations utilizing the services of the Sports Council shall be year round members with the exception of Affiliate members.

Article 4. Fees

- a. Membership fees shall be determined at the June Annual Meeting following which members will be invoiced for the next membership year.
- b. Membership fees shall be paid in full no later than September 1 for the upcoming membership year.
- c. The membership of any organization which has not paid its membership fees as of October 1 of a current membership year shall be deemed to have lapsed.
- d. Any organization wishing to participate in any of the sports programs offered by the Sports Council shall pay a full membership fee with the exception of out-of-zone Affiliates who shall pay a fee determined, from time to time, by the Sports Council.

Article 5. Withdrawals

- a. Member organizations may withdraw from the Sports Council, at any time, by providing written notice to the President or Secretary of the Sports Council.

Article 6. Revocation

- a. The Sports Council may, for just cause deemed to be detrimental to the well-being of the Sports Council, revoke the membership of any member organization.
- b. The Sports Council may revoke a membership only by Special Resolution (I or II as is appropriate) at a Sports Council General Meeting, Annual Meeting or Special General Meeting.
- c. The Sports Council will provide the President of the member organization facing revocation with a statement of the cause(s) of the revocation. The statement will be sent by Registered Mail or courier, as required.

Article 7. Individuals

- a. Individuals may serve with the Sports Council providing they are Community League Members in good standing with a Community League meeting the boundary requirements listed Article 2. above.

Article 8. Affiliates

- a. Out-of-zone sports bodies may, with Sports Council approval, participate in programs offered by the Sports Council. Such bodies or organizations will not be members of the Sports Council but may designate an observer to attend relevant meetings. Affiliates shall also agree to abide by all Sports Council directions including the Bylaws and operating rules and regulations.

BYLAW 2. MEMBERS RIGHTS

Article 1. Equality

- a. All member organizations of the Sports Council and its Committees will be accorded equal status and treatment in all aspects of the operation of the Sports Council and its Committees including but not limited to:
 - i. provision of notice of meetings and other Sports Council events.
 - ii. access to and provision of information of any kind relevant to the operation of the Sports Council and its Committees
 - iii. opportunity to participate in the decision-making process
 - iv. access to the services provided by the Sports Council and its Committees
- b. The Sports Council and its Committees shall respect the right of member organizations to fulfill their legitimate obligations to their members. Member organizations have the right to offer the type of service that meets the needs of their members providing the services are in accordance with the operating rules and regulations of the sports parent body and the Bylaws of the Sports Council.

BYLAW 3. ORGANIZATION

Article 1. Members

- a. The Sports Council shall consist of individuals, Community Leagues and community-based or oriented Sports Organizations meeting the relevant requirements outlined in Bylaw 1.

Article 2. Officers

- a. The Sports Council will elect the following voting officers: President, Vice-President, Secretary and Treasurer.
- b. The immediate Past-President will be a voting officer of the Sports Council.
- c. Standing Committee Directors will be voting officers of the Sports Council.
- d. Special Committee Directors, the Ombudsman and any other newly created positions or representatives of newly created Committees and representatives of ongoing Special Committees will be non-voting officers of the Sports Council unless specifically empowered with the right to vote when the Committee or position was created or as amended to so empower.

Article 3. Executive Board

- a. The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, Past-President, Standing Committee Directors, Ombudsman and Special Committee Directors.
- b. The Executive Board shall constitute the administrative body of the Sports Council. It shall ensure that the necessary administrative functions, on behalf of the Sports Council and its Committees, take place. The Executive Board shall have the power to disburse monies and perform any reasonable administrative acts necessary for the proper functioning of the Sports Council, its Committees and programs subject to the constraints of the Bylaws, operating rules and any other democratically determined direction given by the membership.

BYLAW 4. VOTING

Article 1. Entitlement

- a. Each member organization and the President, Vice-President, Secretary, Treasurer and Standing Committee Directors shall be entitled to one vote. Special Committee Directors, the Ombudsman and other newly created positions shall only be entitled to vote if so empowered at time of creation or so later empowered.
- b. Each member organization will provide the Secretary of the Sports Council, in writing, a list of pre-approved or accredited representatives entitled to vote on the organization's behalf.
 - i. Organization representatives not on the pre-approved or accredited list shall present the Secretary with a letter of authorization before receiving the entitlement to vote.
- c. Voting shall only be done through the use of a voting card that shall indicate the name of the organization or position and which shall be obtained from the Secretary at the start of a meeting and returned at the conclusion of the meeting.
- d. Each person in attendance at a Zone meeting shall be entitled to one, and only one, vote.

Article 2. Chair

- a. The chair of a meeting will vote only when it is necessary to break a tie vote.

Article 3. Procedure

- a. All votes will be conducted according to democratic principles, the Bylaws and relevant parliamentary procedures (i.e. Robert's Rules of Order, Revised).
- b. Voting generally shall be by show of hands but shall be by secret ballot if requested by two voting members present.
- c. All voting at contested elections shall be by secret ballot.

BYLAW 5. ELECTIONS

Article 1. Candidates

- a. All candidates for office must be members in good standing of a Community League meeting the boundary requirements in Bylaw 1.

Article 2. Positions

- a. The President, Vice-President, Secretary and Treasurer shall be elected at the Sports Council Annual (June) Meeting.
- b. Standing Committee Directors will be elected by the Standing Committee on a yearly basis according to the operating rules and schedule established by the Committee.
- c. The Ombudsman will be elected at the Sports Council Annual (June) Meeting.
- d. Special Committee Directors may be elected or appointed at an Annual or General Meeting, as required.

Article 3. Term of Office

- a. Standing Committee Directors, the Ombudsman and Special Committee Directors hold office for a one (1) year term.
- b. The President, Vice-President, Secretary and Treasurer will be elected for a one (1) year term until, as outlined below, the phase-in of two (2) year terms is complete.
- c. The President and Secretary shall begin a two year term of office starting with the June, 1998 election and will be elected every two (2) years thereafter.
- d. The Vice-President and the Treasurer shall begin a two year term of office with the June, 1999 election and will be elected every two (2) years thereafter.
- e. No officer shall, generally, serve in the same position for more than four (4) consecutive years but may, with approval by Special Resolution (II) stand for election for one (1) more term.

Article 4. Procedures

- a. Each member of the Sports Council has the right to nominate one candidate for each office.
- b. A Nominations Committee shall be struck and will select a chair at the General Meeting preceding the election.
- c. The Nominations Committee will accept nominations until two (2) weeks prior to the election at which time it will forward a list of all the positions to be elected and nominees to all members of the Sports Council.
- d. The Nominations Committee chair shall prepare and handle the ballots and will select two (2) members present to count the ballots.
- e. Nominees shall indicate, verbally if present or in writing if absent, their willingness to accept the nomination.
- f. Nominations may be presented by the Nominations Committee or made from the floor.
- g. Nominees may stand for more than one office but once elected shall not stand for another office.
- h. Candidates in a contested election shall have the opportunity to briefly (three (3) minute maximum) address the meeting before the vote.
- i. Candidates shall be entitled to select a scrutineer to observe the counting of the ballots.
- j. In a two (2) candidate election, the candidate to receive a majority of the votes - the chair will vote only to break a tie - will be declared the winner.
- k. With three (3) or more candidates in an election, the first candidate to receive a majority of the votes will be declared the winner, If no candidate receives a majority on the first ballot, a new round of voting shall be declared with the candidate with the lowest number of votes being dropped from the ballot (in case of more than one candidate receiving the lowest number of votes, the chair shall cast the deciding vote). This procedure of new voting rounds with the candidate receiving the lowest number of votes being dropped from the ballot shall continue until one (1) candidate receives a majority of the vote and, thus, is declared the winner.

Article 5. Vacancies

- a. The Executive Board may appoint a replacement for any Sports Council vacancies providing the replacement meets the membership requirements. Such appointments must be ratified, by simple majority, at the next Sports Council General Meeting.
- b. Vacancies in the Standing Directors shall be referred back to the Committee for resolution by election. If the Committee fails again to elect a Director, the Sports Council shall be empowered to appoint a Director, subject to ratification by simple majority, at the next Sports Council General Meeting.

BYLAW 6. PROGRAMS

Article 1.

- a. The Sports Council offers members administrative support and promotion of the following sports: soft-ball, baseball and hockey. The Sports Council shall consider supporting other sports programs based on the demand by the membership, however, no new sports program shall be offered by the Sports Council without the consent of the membership via Special Resolution (I).
- b. The Sports Council shall endeavor to promote the sports programs jointly offered by itself and its member organizations and, to this end, shall examine all avenues of awareness and promotion, subject to approval by the membership.
- c. The Sports Council recognizes that the individual and social benefits of minor sports derives from both mass participation and ability based, enhanced competition. To this end, the Sports Council will encourage both tracks of participation but recognizes the right of member organizations to offer the type of program that meets the needs and desires of their members.

BYLAW 7. MEETINGS

Article 1. Schedule

- a. The Sports Council and its Standing Committees shall meet on a regular, published schedule and will provide the schedule to all member organizations.
- b. Special Committees shall meet as required.
- c. All Sports Council meetings shall begin at 7:30 pm (unless otherwise determined at the Annual Meeting) or within fifteen (15) minutes of the scheduled start time.
- d. All Sports Council meetings shall adjourn at 10:30 pm unless extended by a majority of the voting members present.
- e. Start and finish time for Sports Council and Committee meetings may be amended, by the appropriate body, by simple majority at any General or Annual Meeting.

Article 2. Minutes

- a. Minutes of all Sports Council and Committee meetings, including the date, time and place of the next meeting, shall be mailed to all members within two (2) weeks of the meeting giving rise to the minutes.

Article 3. General Meetings

- a. The Sports Council shall schedule a minimum of four (4) General Meetings per year and will determine the schedule of these meetings at the Annual Meeting and will publish it shortly thereafter.

Article 4. Special General Meetings

- a. Special General Meetings may be called at the discretion of the President of the Sports Council but members must be provided seventy-two (72) hours notice of such meetings.
- b. Any member organization or member of the Executive Board may request, in writing, the calling of a Special General Meeting by the President. The President will schedule the meeting for within seven (7) days of the request but must provide members with seventy-two (72) hours notice.
- c. Special General Meetings may only be called for specific extraordinary reasons, which will be provided in the notice to the members, and no other business will be transacted at the meeting.
- d. The individual or organization requesting a Special General Meeting must be present at the Special General Meeting or the meeting shall not proceed.

Article 5. Annual Meeting

- a. The Annual Meeting of the Sports Council shall be held on the third Wednesday in June.
- b. The President, Treasurer, Committee Directors and other appropriate Sports Council representatives, as requested, shall report to the membership at the Annual Meeting.
- c. The election of officers, as appropriate, shall take place at the Annual Meeting.

Article 6. Executive

- a. The Executive Board shall meet on a regular, published schedule which shall be provided to all Executive Board members and all members of the Sports Council.
- b. The Executive Board shall meet a minimum of five (5) times per membership year with meetings to occur in months between Sports Council General Meetings and as required.

Article 7 Notice

- a. All members and officers of the Sports Council shall receive a minimum of seventy-two (72) hours for all meetings of the Sports Council and its Committees. Notice shall be by mail or other means as required.

Article 8. Quorum

- a. The quorum for General, Special General and Annual meetings shall be one third (1/3) of members and Executive Board.
- b. The quorum for an Executive Board meeting shall be four members of the Executive Board.
- c. Failure to meet quorum shall cause a meeting to stand adjourned.

BYLAW 8. COMMITTEES & POSITIONS

Article 1. Establishment

- a. The Sports Council may establish Standing Committees or Special Committees, as required, and will set the terms of reference for the Committee.
- b. The Sports Council may create new positions, as officers or otherwise, and will set the terms of reference for the position including its voting entitlement.

Article 2. Standing Committees

- a. The terms of reference shall ascribe the bounds of operation for a Standing Committee and no Standing Committee shall exceed those bounds.

- b. A Standing Committee shall not, in any of its acts, violate the Bylaws or any democratically determined direction of the Sports Council.
- c. Standing Committees shall elect an executive of at least three (3) members which shall consist of a Director, Secretary and one other position to be determined by the Committee (e.g. Commissioner, Registrar etc.).
- d. Standing Committees may establish other positions or committees, as required, which may be elected or appointed as determined by the Standing Committee.
- e. Standing Committees may establish any such operating rules as is deemed necessary, except as is stated in (b) above, utilizing standard parliamentary procedure.
- f. Standing Committees shall hold an Annual Meeting, the timing of which the Committee shall determine, and a minimum of four (4) General Meetings per membership year.
- g. The Director of a Standing Committee is an Officer of the Sports Council and, as such, shall act as a liaison and representative of the Standing Committee and will report on all Standing Committee activities to the Sports Council.
- h. The Director of a Standing Committee shall cause a Committee budget to be drafted and will present the budget to the Sports Council.
- i. The Director shall ensure that all Committee monies and bills are promptly, and with proper documentation, forwarded to the Treasurer of the Sports Council.

Article 3. Special Committees

- a. The Sports Council may establish, as required, Special Committees.
- b. Special Committees may be of a temporal or specific nature which shall be spelled out in the terms of reference as established by the Sports Council.
- c. The Sports Council may elect or appoint a Director and other positions within a Special Committee.
- d. Special Committees may establish operating rules provided they are in agreement with the terms of reference establishing the committee.
- e. The Special Committee shall keep accurate minutes of all meetings and will provide such to the Sports Council.
- f. The Director of a Special Committee shall promptly forward, with proper documentation, any monies received by the committees or bills for any expenditures, to the Treasurer of the Sports Council.

BYLAW 9. SEAL

Article 1. Custody and Use

- a. The Secretary and Treasurer shall each have possession of one of two identical seals which shall be affixed to pertinent legal and financial documents and other papers of the Sports Council.

BYLAW 10. PARLIAMENTARY PROCEDURE

Article 1. Rules

- a. The Sports Council, in all its acts, shall operate in compliance with the Societies Act and the Sports Council Bylaws.
- b. The Sports Council, in all its acts, shall operate in accordance with generally accepted democratic principles and will use Robert's Rules of Order, Revised for parliamentary guidance.

Article 2. Bylaws

- a. These Bylaws may be amended at any General Meeting or Annual Meeting of the Sports Council by Special Resolution (I). Notice of Motion, indicating the changes proposed and the rationale, must be made at the preceding meeting.
- b. The Notice of Motion shall be mailed to all members of the Sports Council within two (2) weeks of the filing of the Notice of Motion.
- c. The mover of a motion to amend the Bylaws must be present at the relevant meeting in order for the motion to be entertained.

BYLAW 11. RECORDS

Article 1. Safekeeping

- a. Accurate minutes of all Sports Council and Committee meetings shall be kept and the Sports Council shall arrange for the safekeeping of all such minutes.
- b. An accurate list of all member organizations in good standing and their accredited representatives shall be kept.
- c. All financial transactions shall be recorded in accordance with generally accepted accounting practices or as required by the financial reviewer or auditor.
- d. All information relating to the transaction of business or the decision-making process of the Sports Council and its Committees shall be retained and shall be available to all members.
- e. No information or records of the Sports Council or its Committees shall be destroyed or otherwise disposed of without the majority consent of the Sports Council.

Article 2. Inspection

- a. Any member of the Sports Council, upon fourteen (14) days notice in writing, may inspect the books or records of the Sports Council or its Committees. The inspection will take place at the residence of the Sports Council during regular open hours.

BYLAW 12. DISCIPLINE

Article 1. Officers

- a. An officer of the Sports Council may be removed, for just cause, from the Sports Council and its programs via the passing of a Special Resolution (I or II) at any Sports Council meeting.
- b. A representative of a member organization or an individual active within a member organization in a program offered by the Sports Council may be removed, for just cause, from the Sports Council and its programs via the passing of a Special Resolution (I or II) at any Sports Council meeting.
- c. The Sports Council will provide the officer, representative of an organization or individual with a statement of the just cause and the intent to remove as soon as is reasonably possible after the intent is known and not less than seventy-two (72) hours prior to the meeting at which the intended removal is to be voted on. The statement will be sent by Registered Mail or courier, as required.

Article 2. Member Organizations

- a. The membership of a member organization may be revoked utilizing the procedure outlined in Bylaw 1.

Article 3. Due Process

- a. A member organization facing revocation or an individual facing removal shall have the right to due process including the right to address the meeting at which the question of removal or revocation is being asked.

Article 4. Appeals

- a. An organization or individual facing disciplinary action from a Standing Committee may appeal the decision of a Standing Committee to the Sports Council. Such an appeal may be heard at any Sports Council Meeting.
- b. Disciplinary decisions of the Sports Council are final unless a clear and direct channel of appeal are apparent with a parent body of the Sports Council.

BYLAW 13. FINANCES

Article 1. Signing Officers

- a. The signing officers of the Sports Council shall be the Treasurer plus one of the President or Vice-President.

Article 2. Borrowing Power

- a. The Sports Council may borrow funds to finance specific objectives as directed by the Sports Council membership via a Special Resolution (I).

Article 3. Custody of Funds

- a. All funds of the Sports Council shall be deposited in a chartered bank or credit union and shall only be withdrawn by cheque bearing the signatures of appropriate officers.
- b. Accounts payable must contain the signature of the officer or authorized Sports Council representative who authorized the purchase and shall be in accordance with the appropriate budget guidelines.

Article 4. Renumeration

- a. The Sports Council may authorize, via Special Resolution (11), the payment of an honorarium to such of its members as may be deemed appropriate. All honorariums must be reviewed annually.
- b. No officer or member of the Sports Council shall be paid by the Sports Council.

Article 5. Fiscal Year

- a. The fiscal year of the Sports Council shall be from August 1 to July31 of the following year.

Article 6. Auditor

- a. A Certified Accountant or other acceptable accounting professional shall be appointed at the Annual Meeting to review the books and prepare a financial review for presentation at the September General Meeting.
- b. The financial books and records of the Sports Council shall be reviewed at least once in each fiscal year.
- c. A member of the Sports Council shall not conduct the financial review.
- d. The Sports Council may, by majority vote at any Sports Council meeting, enact a full audit, in accordance with generally accepted accounting practices, of the books of the Sports Council by a Certified Accountant or other acceptable accounting professional.

Article 7. Budget

- a. The Sports Council budget for the upcoming year shall be presented for approval at the first General Meeting following the Annual Meeting.
- b. Standing Committee budgets shall be prepared and presented for Sports Council approval at the Sports Council meeting immediately preceding the start of the league schedule for that sport. Standing Committee budget amendments shall immediately be forwarded to the Sports Council for approval.

Article 8. Overdue Accounts

- a. All member organizations shall promptly pay all bills for goods and services provided by the Sports Council.
- b. Member organizations not paying legitimate bills within ninety (90) days of the original billing date shall have their membership lapse and shall lose the right to access the services of the Sports Council including, but not limited to, the registration of teams in any sports program offered by the Sports Council.

BYLAW 14. EXECUTIVE BOARD

Article 1. Powers

- a. The Executive Board shall constitute the administrative body of the Sports Council. The Executive Board shall ensure that the necessary administrative functions, on behalf of the Sports Council and its Committees, take place. It shall have the power to disburse monies and perform any reasonable administrative acts necessary for the proper functioning of the Sports Council, its Committees and programs subject to the constraints of the Bylaws and any democratically determined direction given by the membership.

Article 2. Meetings

- a. The Executive Board shall meet on a regular, published schedule which shall be determined at the first meeting of the Executive Board.
- b. The President, upon written request of at least three (3) members of the Executive Board, shall call a meeting of the Executive Board within seven (7) days of the request but giving all members of the Board at least seventy-two (72) hours notice of the meeting.

Article 3. Duties

- a. President
 - i. shall report to the membership all decisions and actions taken by the Executive Board.
 - ii. shall be charged with the general supervision of all activities of the Sports Council.
 - iii. shall preside at all meetings of the Sports Council and shall be an ex officio member of all Sports Council Committees.
 - iv. shall be the official spokesperson for the Sports Council.
 - v. shall facilitate the calling of Emergency or Special meetings.
 - vi. shall ensure that all available information relevant to the decision-making process is made available to members of the Sports Council.
 - vii. shall perform such administrative acts as are necessary for the responsible operation of the Sports Council.

- b. Past President
 - i. shall act as a parliamentary advisor to the Sports Council.
 - ii. shall provide information or advice based on previous experiences of the Sports Council.
 - iii. shall assume the specific responsibilities requested or assigned by the Sports Council or Executive Board.

- c. Vice-President
 - i. shall assist the President in fulfilling her duties.
 - ii. shall become President if that position becomes vacant.
 - iii. shall assume the chair in the event the President becomes involved in debate.
 - iv. shall assume such responsibilities or duties as requested or assigned by the Sports Council or Executive Board.
 - v. shall assume the position of President during the Presidents absence.

- d. Secretary
 - i. shall attend and maintain accurate minutes of all meetings of the Sports Council.
 - ii. shall forward copies of all minutes of Sports Council meetings, including the date, time and place of the next meeting, to all members of the Sports Council within fourteen (14) days of the meeting giving rise to the minutes.
 - iii. shall keep accurate records of all Sports Council and Committee officers, including addresses and telephone numbers, for distribution to all members.
 - iv. shall keep accurate records of all members present at all Sports Council meetings.
 - v. shall keep accurate records of the terms of office of all officers of the Sports Council and its Committees.
 - vi. shall maintain a historical record of the Sports Council.
 - vii. shall have charge of all correspondence for the Sports Council and shall conduct correspondence on behalf of the Sports Council as directed by the Sports Council or Executive Board.
 - viii. shall maintain an inventory of all Sports Council office equipment and may make recommendations regarding such equipment.
 - ix. shall have possession of one (1) of two (2) identical Sports Council seals.

- e. Treasurer
 - i. shall receive and properly document all monies received by the Sports Council of any of its Committees and promptly deposit such monies in the approved Sports Council bank account.
 - ii. shall pay all approved, properly documented bills on behalf of the Sport Council or its Committees.
 - iii. shall maintain all Sports Council books of account in accordance with generally accepted accounting practices or as requested by the financial reviewer or auditor.
 - iv. shall consult with the auditor on Sports Council accounting practices and may make recommendations regarding such practices to the Sports Council.
 - v. shall advise the Sports Council on the quality of work provided by the financial reviewer or auditor and make recommendations regarding same.
 - vi. shall regularly inform the Sports Council on the current financial status of the Sports Council and i. shall receive and properly document all monies received by the Sports Council or any of its its Committees.
 - vii. shall co-ordinate Executive Board activities for the preparation and presentation of the Sports Council budget at the September Sports Council General Meeting.

- viii. shall present, at the September General Meeting of the Sports Council, a financial review of the Sports Council's financial affairs for the preceding fiscal year.
- ix. shall forward copies of the financial review or audited statement to all members of the Sports Council and to the Attorney General or as required by law.
- x. shall maintain a list of all paid-up members.
- xi. shall maintain a list of lapsed memberships and shall forward same to the Secretary of the Sports Council.
- xii. shall be an ex officio member of all Sports Council Committees whose functions include the receipt or expenditure of monies
- xiii. shall be responsible for invoices on behalf of the Sports Council and will receive and act upon verified invoices on behalf of Sports Council Committees.
- xiv. shall have custody of one (1) of two (2) identical Sports Council seals.
- xv. must be bondable.

f. Ombudsman

- i. shall become knowledgeable of the various viewpoints of the children participating in the programs offered by the Sport Council.
- ii. shall, in all his acts, represent the best interest of the child.
- iii. shall have the power to investigate any written complaint by an adult or verbal complaint by a child regarding the operation of a team involved in any program offered by the Sports Council, made by or on behalf of a child participating in the program.
- iv. shall have the power to investigate the actions of any team official, official of a member organization or official representative of the Sports Council upon receipt of a written complaint from an adult or verbal complaint from a child, with such a complaint being made on behalf of a child participating in a Sports Council program.
- v. shall consult with Sports Directors or other appropriate organization officials regarding the status and potential reconciliation of complaints.
- vi. shall comply with all provincial or federal statutes regarding the welfare of children.
- vii. shall maintain confidentiality as required.
- viii. shall report to the Executive Board and Sports Council.
- ix. may make specific or general recommendations to the Sports Council.

ADDENDUM

Definitions

Special Resolution (I):

A resolution that requires both a three quarter (3/4) majority vote and prior notice of the resolution in order to pass. All members of the Sports Council shall receive a minimum of twenty-one (21) days notice of the resolution in the case of an emergency or Special General Meeting, or twenty-one (21) days notice in the case of resolutions before a General Meeting or Annual Meeting.

Special Resolution (II):

A resolution that requires a three quarter (3/4) majority vote in order to pass. No prior notice of the resolution is required.

Order of Business

The following order of business shall be followed at all Sports Council General and Annual Meetings unless varied by the unanimous consent of voting members present. Permanent change of the order of business shall be by Special Resolution (I). Order of business for Special General Meetings shall be as follows less irrelevant items of business.

- i. Call to order
- ii. Roll call
- iii. Approval of agenda
- iv. Elections or appointments
- v. Delegations
- vi. Minutes of the previous meeting
- vii. Business arising from the minutes
- viii. Correspondence
- ix. Reports
- x. Unfinished business
- xi. New business
- xii. Good and welfare
- xii. Notice of next meeting
- xiv. Adjournment

Note: The language in these Bylaws occasionally refers to 'him' or 'her'; please read both genders in these instances.