

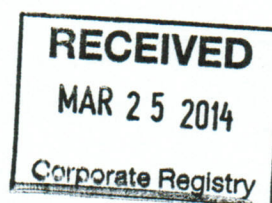
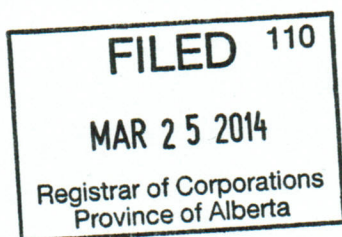


NORTHEAST ZONE SPORTS COUNCIL

7515 Borden Park Road, Edmonton, AB T5B 4W8

BYLAWS

(Revised: 2014)



Ph: 780-479-1227
email: nezsports@telus.net

Fax: 780-477-3766
www.nezsports.com

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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 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 75% (3/4) 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 2014 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, Rosslyn, Griesbach 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 October 1 for the upcoming membership year.
- c. The membership of any organization, which has not paid its membership fees as of November 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 General 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 in Article 2. above or be a member in good standing of a NEZ Sports Organization member as outlined in Article 1(b). Such persons must also be members in good standing of their home Community League. For the NEZ Baseball Committee who serves as directed by Baseball Alberta, the additional area of Edmonton with St. Albert Trail being the boundary to the west, individuals in good standing with a Community League within these boundaries may serve on the Baseball Committee Executive.

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.
- e. The Ombudsman, Special Projects Director and Ways & Means Director will be voting officers of the Sports Council.
- d. Special Committee Directors 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, Secretary, Treasurer, Past-President, Standing Committee Directors, Ombudsman, Special Projects Director and Ways & Means Director.
- 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, Past-President, Ombudsman, Special Projects Director, Ways & Means Director and Standing Committee Directors shall be entitled to one vote. Special Committee Directors 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 Sports Council 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, Treasurer, Ombudsman, Special Projects Director and Ways & Means Director shall be elected at the Sports Council Annual (June) Meeting.
- b. Standing Committee Directors will be elected by the Standing Committee according to the operating rules established by the Committee.
- c. Special Committee Directors may be elected or appointed at an Annual or General Meeting, as required.

Article 3. Term of Office

- a. Special Committee Directors hold office for a one (1) year term or a two (2) year term as determined at the time the position is created.
- b. The President, Vice-President, Secretary, Treasurer, Ombudsman, Special Projects Director and Ways & Means Director will be elected for a 2-year term.
- c. Standing Committee Directors will be elected for a 2-year term.
- d. The President, Secretary, Ombudsman, Ways & Means Director, and Baseball Director shall be elected in even years.
- e. The Vice-President, Treasurer, Special Projects Director, Hockey Director and Softball Director shall be elected in odd years.

Article 4. Procedures

- a. Each member of the Sports Council has the right to nominate one candidate for each office.
- b. A Nominations Chair shall be appointed at the General Meeting preceding the election.

- c. The Nominations Chair shall prepare and handle the ballots and will select two (2) members present to count the ballots.
- d. Nominees shall indicate, verbally if present or in writing if absent, their willingness to accept the nomination.
- e. Nominations may be presented by the Nominations Chair or made from the floor.
- f. Nominees may stand for more than one office, but once elected shall not stand for another office.
- g. Candidates in a contested election shall have the opportunity to briefly (three (3) minute maximum) address the meeting before the vote.
- h. Candidates shall be entitled to select a scrutineer to observe the counting of the ballots.
- i. 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.
- j. 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 Committee 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 7:00 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 9:00 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 meetings, including the date, time and place of the next meeting, shall be delivered by e-mail or other means as required to all members a minimum of fourteen (14) days prior to the next scheduled meeting of the Sports Council. Committee minutes shall be delivered by e-mail or other means as required to the membership

Article 3. General Meetings

- a. The Sports Council shall schedule a minimum of three (3) General Meetings per year. Meetings will be held in February, June and October. All member Community Leagues and Athletic Associations must be present at all three (3) General Meetings of the Sports Council. Failure to attend shall result in a re-instatement fee being levied. The amount of such fee shall be set from time to time at a Sports Council General Meeting.

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 three (3) 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 notice for all meetings of the Sports Council and its Committees. Notice shall be by e-mail or other means as required.

Article 8. Quorum

- a. The quorum for General, Special General and Annual meetings shall be one forth (1/4) of members and Executive Board. Each person may represent more than one member for the purpose of establishing quorum. (See Bylaw 4 Voting. Article 1 Entitlement. d.)
- 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.
- d. Should a quorum not be met at a General Meeting of the Sports Council, those members present shall constitute a quorum at the next General Meeting.

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 two (2) 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 President and Treasurer shall each have possession of one of two identical seals that 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. In future, the Bylaws can only be changed by a Special Resolution of the members. Bylaws can be amended by a Special Resolution (I) at any General Meeting or Annual Meeting of the Sports Council and according to Section 1 (d) of the Societies Act a minimum of 75% (3/4) of the members present at the meeting must vote in favour of the Special Resolution. All members of the Sports Council must receive a minimum of twenty-one (21) days-notice of the resolution indicating the changes proposed and the rationale.
- b. The Notice of Motion shall be delivered by e-mail or other means as required 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 office of the Sports Council during regular open hours.

BYLAW 12. DISCIPLINE

Article 1. Officers

- a. An officer or Director 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 e-mail or other means as required.

Article 2. Member Organizations

- a. The membership of a member organization may be revoked utilizing the procedure outlined in Bylaw 1. Membership fee is non-refundable.

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.
- b. A Committee of no less than three (3) persons shall be appointed by the Sports Council President to hear an appeal.
- c. All requests for appeal of decisions must be in writing to the Sports Council Secretary or President, must have supportive documentation, be filed within 48 hours of the decision in question and include \$200.00 cash, certified cheque or money order payable to Northeast Zone Sports Council. This fee shall be refunded if the appeal is upheld, otherwise it will revert to the Northeast Zone Sports Council general fund.
- d. Appeal documents must contain a clear and concise summary of the grounds for appeal with particular reference to the rules and regulations that have been violated.
- e. Hearing shall be conducted as soon as possible and in any event within seven (7) days of being received. Decisions rendered shall be in writing within 48 hours following the completion of the hearing. Copies are to be provided to all parties involved and to the Secretary of the Sports Council.
- f. The appeal process with the Standing Committee must be followed. An appeal to the Sports Council can only be filed once all avenues of appeal have been exhausted with the Standing Committee.
- g. Disciplinary decisions of the Sports Council are final unless a clear and direct channel of appeal is 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, President, Vice-President and Secretary. Two signatures are required, one of which must be the Treasurer or 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. Remuneration

- 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, Director 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 July 31 of the following year.

Article 6. Auditor

- a. A Certified Accountant or other acceptable accounting professional shall be appointed at the Annual Meeting to audit the books and prepare a financial statement for presentation at the October General Meeting.
- b. The financial books and records of the Sports Council shall be audited at least once in each fiscal year.
- c. A member of the Sports Council shall not conduct the financial audit.
- 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.
- VIII. shall have possession of one (1) of two (2) identical Sports Council seals.

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 his/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 at least fourteen (14) days prior to the next scheduled meeting of the Sports Council.
- III. shall keep accurate records of all Sports Council and Committee officers, including addresses, e-mail addresses, telephone numbers and occupation.
- 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.

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 shall receive and properly document all monies received by the Sports Council or any of its' Committees.
- VII. shall co-ordinate Executive Board activities for the preparation and presentation of the Sports Council budget at the October Sports Council General Meeting.
- VIII. shall present, at the October 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 it 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.

- g. Special Projects Director
 - I. shall oversee the operations of NEZ Henry Singer Softball Park.
 - II. shall consult with and report to the Sports Council.
 - III. shall consult with the Softball Committee to ensure that the needs of that program are met.
 - IV. shall cause a budget to be drafted and will present the budget to the Sports Council.
 - V. shall ensure that all monies and bills are promptly, and with proper documentation, forwarded to the Treasurer of the Sports Council.
- h. Ways & Means Director
 - I. shall oversee the fundraising endeavors of the Sports Council.
 - II. shall ensure that all monies and bills are promptly, and with proper documentation, forwarded to the Treasurer of the Sports Council.
 - III. shall ensure that the Sports Council meets Alberta Gaming & Liquor regulations and requirements.
 - IV. shall ensure that the Sports Council meets Bingo Association regulations and requirements.
 - V. shall explore and implement fundraising opportunities for the Sports Council and its Committees.

BYLAW 15. DISSOLUTION

Article 1. Dissolution

- a. Upon dissolution of Northeast Zone Sports Council all assets remaining after paying debts and liabilities are to be:
 - I. disbursed to eligible charitable group(s) or purpose; or
 - II. transferred in trust to the City of Edmonton until such time as the assets can be transferred from the City of Edmonton to a charitable group or purpose approved by the Board of Directors.