



# Stratford Sabrecats Track Club Constitution and Bylaws

## CONSTITUTION

1. The name of the society is the "Stratford Sabrecats Track Club".
2. The purposes of the society are:
  - a. To promote participation in track and field as a sport, suited to the mental, physical, and emotional development of all individuals.
  - b. To create programs that work to develop track and field athletes at levels that are suited to individual skill and capabilities.
  - c. To encourage participants to work towards athletic excellence, and arrange opportunities for competition at the local, regional, provincial, national, and international levels.
  - d. To promote and assist in the training and development of coaches, expanding track and field expertise.
  - e. To work with partners in the community, sport governing bodies, government bodies, corporations and individuals for the furtherance of the development of recreational facilities, specifically those suitable for use in track and field competition and training.
  - f. To manage and operate, all matters and any real or personal property of the society.

## BYLAWS

### 1) PART 1: MEMBERSHIP

**1.1** The members of the Club are those individuals who have become members in accordance with these bylaws and have not ceased to be members.

**1.2** An individual may:

Apply directly to the Club for registration as a member; Register as an Athlete member of the club; Register as a Non-Athlete member of the club.

**1.3** Athlete membership:

Shall include those members of the Society who are actually training for fitness, athletic events and/or engaged in competition within the club or elsewhere. The age determined by the age of the individual is on December 31st in the year of competition. These members shall include:

- i) Full Year Competitive
- ii) Junior Development (6-9 years of age)
- iii) Senior Development (10-12 years of age)
- iv) Outdoor Recreational (13+ years of age)
- v) Outdoor Competitive (13+ years of age)
- vi) Cross-Country Fall Recreational (10+ years of age)
- vii) Cross-Country Fall Competitive (10+ years of age)

**1.3.1** Athlete Membership Duration:

- i) Full Year: January 1 - December 31 of current year
- ii) Outdoor: April 1 - December 31 of current year
- iii) Cross country: September 1 - December 31 of current year

#### **1.4 Non-athlete membership:**

This includes those members of the Society who are not athletes but are working with the club in a recognized position. Such members include but are not limited to Coaches and Board Members. All non-athlete members must complete and pass a vulnerable sector check annually.

#### **1.5 Membership Dues:**

The amount of the membership dues for the different membership category and duration (see 1.3 and 1.3.1), shall be determined by the Board at year end.

##### **1.5.1 Early Withdrawal:**

Members can choose to withdraw at any time. Refunds shall be provided as follows:

For Full-Year and Outdoor memberships:

- a) By June 1, 50% refunded of outdoor fees minus \$25 processing fee.
- b) Extenuating circumstances will be reviewed and decided upon by the board.
- c) After June 1st refunds are at the discretion of the board.

For Cross-Country memberships:

- a) Refunds are at the discretion of the board.

#### **1.6 Voting Members:**

The voting members of the Club shall be determined at each AGM at the end of each competition year, in late November, early December. These voting members will sit on the Board of Directors and be registered as Associates for the next year. Every Director shall be, for the entirety of their term(s) as Director, reckoned as a voting member of the Club. There shall be at all times a minimum of 7 voting members and a maximum of 9 voting members. Should the number of voting members drop below 7 at any point, a call will go out to add enough to meet the minimum number of 7. Should the call remain unanswered, the voting members will continue to function to the AGM, at which time efforts will once again be made to meet the minimum number of voting members.

#### **1.7 Removal of Membership**

The board reserves the right to remove membership from a member.

## **2) PART 2: ANNUAL GENERAL MEETINGS**

### **2.1 Meeting Notice**

All members will be contacted by email no less than thirty (30) days prior to the date of the Annual General Meeting.

### **2.2 At the annual general meeting, the following business is ordinary business:**

- a) Adoption of rules of order;

- b) Consideration of any financial statements of the Club presented to the meeting;
- c) Consideration of the reports, if any, of the directors;
- d) Election or appointment of Directors if required; Votes are permitted for all members and parents of registered athletes that are 18+ years of age
- e) Changes to the club bylaws over the past calendar year will be reported to members at the time of the AGM

### **3) PART 3: DIRECTORS**

#### **3.1 Powers of the Directors**

The business of the Club shall be carried out by the Board who shall interpret the Constitution and Bylaws, and meet the requirements of the members of the club. The powers of the Directors shall include the power to make such rules and regulations as they deem necessary, subject to the approval of the members at the next following general meeting, and such rules and regulations are binding on the members and those participating in the Club's programs.

#### **3.2 Election and Term of Office for Directors**

No person shall be eligible to serve as a Director unless they are a member of the Club, or the parent of a 17 years of age or under athlete member. All Executive Directors shall be separately elected for each office to be filled, including: President; Vice-President; Treasurer and Secretary. In addition a minimum of 3 and a maximum of 5 members-at-large shall be elected. Term of office shall be for one year. There is no maximum for consecutive terms of office for Directors.

#### **3.3 Appointment of Directors**

The Directors may at any time, and from time to time, appoint a member of the Club as a Director to fill a vacancy. A Director so appointed shall hold office only until the conclusion of the unexpired portion of the term of office created by the vacancy and shall be eligible for re-election for subsequent term(s).

#### **3.4 Remuneration to Directors.**

No Director shall be remunerated for being or acting as a Director. Serving as a Director does receive a discount of \$100 for a membership registration of their choosing.

### **4) PART 4: COACHES**

**4.1** Coaches will be required to complete and pass a vulnerable sector check.

**4.2** Coaches are not remunerated for the coaching position, but will receive one free registration membership if applicable.

**4.3** Coaches are eligible to submit receipts for mileage and accommodation reimbursements related to attending meets for the purpose of coaching athletes as approved by the Board of Directors.

### **5) PART 5: PROCEEDINGS OF DIRECTORS**

#### **5.1 Meetings**

The Board shall meet as they deem fit to manage the affairs of the Club at least six times a year. Quorum at a meeting of the Board shall not be less than 50% of the members of the Board. The President shall be Chairperson of all meetings of the Directors; but if at any

meeting the President is not present the Vice President shall act as Chairperson. If neither is present the Directors may choose one of their members to be Chairperson at that meeting.

## **5.2 Voting**

- a) Questions arising at any meeting of the Directors, or a committee established by the Directors shall be decided by a majority vote.
- b) In case of an equality of votes the Chairperson does not have a second or casting vote and the motion is defeated.

## **6) PART 6: DUTIES OF DIRECTORS**

### **6.1 President**

The President shall supervise the other directors in the execution of their duties.

### **6.2 Vice President**

The Vice President shall carry out the duties of the President during their absence.

### **6.3 Treasurer**

The Treasurer shall be responsible for the keeping of the books of account of the Club and shall be responsible for their custody and safekeeping including all vouchers, receipts, cheques, and other records dealing with financial matters.

### **6.4 Secretary**

The Secretary shall be responsible for the record keeping of the Club with regard to all Board functions and recording meeting minutes.

**6.4.1** In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at that meeting

**6.5** Members at large as part of the Board of Directors will fulfil duties that arise.

**6.6** The directors shall have power to authorize expenditures on behalf of the Club from time to time. The directors shall have the power to make expenditures for the purpose of furthering the objective of the Club.

**6.7** The directors shall take such steps as they may deem requisite to enable the Club to receive donations and benefits for the purpose of furthering the objects of the Club.

## **7) PART 7: INSPECTION OF RECORDS**

### **7.1 Inspection of Records**

All books of the Club may be inspected by any member at any reasonable time at the place at which such books and records shall be normally kept upon written request by that member.

## **8) PART 8: DISSOLUTION CLAUSE**

**8.1** In the event of winding-up' or dissolution of the society, funds and assets remaining after payment of all debts and satisfaction of all liabilities shall be assigned or transferred to such organization or organizations promoting comparable aims and purposes as outlined in the Constitution, as may be determined by the members of the society at the time of winding-up or dissolution.

**8.2** If effect cannot be given to the aforesaid provisions, then such assets shall be assigned or transferred to such other organization or organizations, provided however, that such organizations shall be a registered charity recognized by Revenue Canada Taxation from time to time in effect, as may be determined by the members of the society at the time of winding-up or dissolution.

**8.3** The purpose of the society shall be carried out without purpose of financial gain for its members and any profits or other accretions to the society' shall be used exclusively for promoting the purposes of the society as set out herein.

**8.4** Clauses 8.1, 8.2, and 8.3 of the Constitution are unalterable.