

Baker Lake Youth Athletic Association

Constitution and By-Laws



2012-13

**Baker Lake Youth Athletic Association
PO Box 528, Baker Lake, NU, X0C 0A0**

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Baker Lake Youth Athletic Association

Constitution

Article 1

The organization shall be known as the “Baker Lake Youth Athletics Association”.

Article 2

The objectives of the youth association are:

- a) to promote and create healthy lifestyle choices
- b) to provide continuity and stability
- c) to enrich academics through extra curricular activities
- d) to promote team building, leadership and fair play
- e) to enhance opportunities and lifestyle
- f) to promote sport

Article 3

The operations of the association are to be chiefly carried out in the Hamlet of Baker Lake.

By-Laws

1. Terms of Admission:

All youth under the age of 21, coach and volunteers shall be eligible for admission to membership in the Society on payment of the membership fee. If a subject wishes to be a member but is unable to pay the annual membership fee, he/she must write a letter to the executive council describing the situation. The executive may allow membership to the subject if other requirements can be met.

2. Rights of Members:

All members of the association shall have the right to take part in all activities and to use all facilities established by the association for the promotion of its objectives, subject to such regulations and the payment of such additional fees as the director may from time to time prescribe for specific activities.

3. Obligation of Members

- a) Each member shall pay an annual membership fee at such time and in such amount as is determined by the members at each annual general meeting.
- b) Each member will abide by their individual code of conduct or ethics.

4. Withdrawal and Expulsion of Members

- a) Any member may withdraw from membership in the association by notice in writing to the Director of Finance. Fees are nonrefundable.
- b) Any members whose conduct is considered detrimental to the society or who has not paid their fee by September 30th may be expelled by a resolution passed by a majority of the executives of the association.

5. Meetings

- a) An annual general meeting of the association shall be held between 31 and 90 days after the date of the fiscal year end;
- b) General meetings of the association shall be held at the call of the Executive Director
- c) Any ten members may call a special meeting by presenting a signed request to the Executive Director, who shall call a meeting within fifteen days after receipt of such request.
- d) Notice of any general or special meeting shall be given at least seven days prior to the date set for the meeting by the posting of notices of such meetings at conspicuous points throughout the area of operations and/or by publication in a newspaper of general circulation, such notice to set forth the time, place and business to be transacted at such meeting;
- e) Ten members shall constitute a quorum at all meetings; other than Executive meetings
- f) If the Executive Director is not present at a meeting, the meeting will elect a Chairman for the purposes of that meeting only;
- g) Each Executive Member is entitled to one vote on any motion or resolution at all meetings.

6. Executive Council

- a) Until the first annual general meeting, the executive council shall consist of the subscribers to the Application and By-laws;
- b) There shall be between 3 and 12 directors elected from among the members of the society at the first and each subsequent annual general meeting;
- c) The executive council shall have the power to appoint chairpersons to head necessary committees, who shall be responsible to the directors and shall not hold the designated offices for any period beyond the next annual general meeting;
- d) The majority of the executive council shall have the power to appoint any member of the association to fill a vacancy in their numbers and any executive so appointed shall retire from office on completion of the unexpired portion of the term of the executive he/she replaces;
- e) The executive shall be responsible for conducting the affairs of the association in accordance with its objectives, by-laws and the *Societies Act*;
- f) A majority of executives will constitute a quorum at any executive council

meeting;

- g) Any executive may be expelled by a 2/3 majority vote of executives for proven dishonesty, or for gross misconduct, or for failing or refusing to carry out his duties as a director as provided in these By-laws.

7. Officers

- a) The executives from their own numbers shall, at their first meeting after incorporation and at the first meeting after the annual general meeting in each succeeding year, elect an Executive Director, a Director of Finance, a Director of Administration, a Director of Fundraising, a Director of Marketing and Sales, Director of Youth Affairs, a Director of Public Relations, a Director of Player/Coach Development and such other offices as are deemed necessary;
- b) Such officers shall hold office until the conclusion of each annual general meeting at which time a meeting of the newly elected directors will be convened to elect their successors;
- c) The Executive Director shall, when present, preside at all meeting of the members and of the directors. The Executive Director shall be responsible for the general management and supervision of the affairs and operations of the association;
- d) The Director of Finance shall be responsible for managing receipts and expenses, keeping book and providing financial reports,
- e) The Director of Administration shall be responsible for keeping minutes, scheduling meetings, providing agenda, .
- f) The Director of Marketing and Sales shall be responsible for clothing sales, membership and, logo promotion.
- g) The Director of Fundraising shall be responsible for finding new money from outside sources in consultation with the Executive Director and all in-community fundraising ventures.
- h) The Director of Youth Affairs shall be responsible for being a liaison between youth and the executive.
- i) The Director of Public Relations will be responsible for promoting the ideas of the association
- j) The Director of Player/Coaches Development shall be responsible for organizing skill building opportunities for players and coaches.
- k) An executive position may be split at the discretion of the association.

8. Borrowing Powers

The executive may, by a 2/3 majority vote, borrow funds for capital expenditures and for the current operations of the association in such manner as they see fit, including the issue of debentures, except that in no case shall debentures be issued except pursuant to an extraordinary resolution.

9. Disposal of Funds

- a) All money received by or on behalf of the association shall be deposited in the

association's bank account. The account shall be with one of the chartered banks of Canada.

- b) All disbursements from the trust bank account shall be made by cheques signed by the Executive Director or Director of Finance or Director of Marketing and Sales, or in any of their absences, by some other executive member appointed by resolution of the executive council.

10. Auditor

- a) At the annual general meeting an auditor may be elected for the ensuing year;
- b) At each annual general meeting an annual financial statement containing:
 - i) the assets and liabilities of the association in the form of a balance sheet, and
 - ii) receipts and disbursements of the association since the date of incorporation or the date of the previous financial statement signed by the auditor, or by two directors if there is no auditor, shall be present for the inspection of the members.

11. Signing Authority

The Executive Director and Director of Finance and Administration have the authority to sign instruments or documents on behalf of the association.

12. Minutes of Meetings

All books and records of the association shall be open to the inspection of members at each annual general meeting.

13. Fiscal Year

The fiscal year of the association shall end on the 31th day of March of each year.

14. Distribution of Assets

The Society shall not distribute any part of its income to any of its members. This does not preclude the payment of reasonable salaries or employee benefits, nor does it preclude the reimbursement of reasonable out-of-pocket expenses. On a wind-up of the society, all remaining assets shall be distributed among Canadian charities registered pursuant to the *Income Tax Act*.

15. Arbitration

Any dispute arising in the circumstances set out in section 7 of the *Societies Act* shall be decided by arbitration under the *Arbitration Act*.

16. Athletes/Participants Code of Conduct

- a) Be Alcohol, tobacco (cigarettes and snuff), and drug free.
- b) Be healthy community members.

- c) Maintain an attitude, which is positive to the sporting environment.
- d) Treat all team mates, officials, supervisors and coaches with respect.
- e) Be in good standing with the sports governing body (Territorial Sports Organization-TSO, and Club).

17. Code of Ethics for Coaches

a) The association expects the coaches to:

- i) Be a healthy community member.
- ii) Remember that the athletic area is a classroom with moral and educational obligations required at all times.
- iii) Insist upon high scholarship and enforcement of all rules of eligibility.
- iv) When youth are under his/her supervision uphold *Sport Nunavut's Code of Conduct*.

b) The Athletes Expect the Coaches to:

- i) Maintain a genuine and up-to-date knowledge of the sport or activity.
- ii) Maintain fair, unprejudiced relationships with all team members.
- iii) Pay careful attention to the well being of the players.
- iv) Inspire a love of game and desire to compete fairly.
- v) Provide a clear list of expectations.

c) Sportsmanship Demands that Coaches

- i) Take a strong stand against profanity, unfair play and unsportsmanlike behavior of their team.
- ii) Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation.
- iii) Instill principles of fair play.
- iv) Believe in the honesty and integrity of opponents and officials.
- v) Teach that to win is always desirable, but to win at any cost defeats the purpose of the game.

18. Members Code of Conduct

a) All members must:

- i) Be healthy community members.
- ii) Maintain an attitude, which is positive to the community environment.
- iii) Treat all individuals in the community environment with respect.

19. Disciplinary Committee

- a) The disciplinary committee will be in charge of acting on offenses that breach the code of conduct. It will be comprised of two Executive Members and the School Principal or designate and the coach involved.
- b) There will be one appeal allowed on the actions of the disciplinary committee. It must be received by the committee within 48 hours of the action in question.

20. Disciplinary Procedures

- a) All members must abide by the code of conduct; if they do not comply the following procedure must be followed to allow the opportunity for restoration of membership in good standing.
- b) The Athletic Association adopts a three-strike system of discipline. A strike is defined as a breach of a member's code of conduct. Each member is allowed two separate opportunities to fix their mistakes.
 - i) On the first infraction the coach or Executive Director has the opportunity to work with the member to correct his/her mistakes. The process must be documented to the disciplinary committee.
 - ii) On the second related offense the disciplinary committee will meet to discuss requirements for the members to maintain membership in good standing. These requirements will be laid out in a contract format and signed by the member and the committee.
 - iii) The third offense will require the disciplinary committee revoke membership for the remainder of the fiscal year. With possible recommendations from the disciplinary committee for reinstatement.
 - iv) If a member is in good standing for a minimum of forty-five days they will be given a clean "record".

21. Individual Team Funds

- a) Each team will have an account of their own to use for the following expenses: promotion of the sport, incidental charges that occur on trips, team suppers, or rewards.
- b) Each team will receive funding (as available) after they have submitted their planning and application (upon board of directors acceptance), and not after September 30th of that current year.
- c) A team will receive funding based on the following funding formula:
 - \$200.00 Base Team Allowance
- d) All team funds must have receipts provided with a log sheet of the funds used to the treasurer within 30 days after project completion.
- e) Any additional fundraising (bingo, canteen, etc) must be documented, and expenses accountable. Teams are expected to follow set guidelines for fundraising, complete all applications, and any documents related.

22. Funding Board Policies

- a) The Executive Board will form the funding committee.
- b) Teams made up of high school players and graduates which have submitted one year plan by September 30th may apply for funding. The executive may allow exceptions for teams, which are developed after September 30th for reasons outside of the

coaches control.

- c) Funding allotted will be fair and reasonable.
- d) One appeal will be allowed.
- e) In order to apply to the funding board, the following criteria must be met.
 - athletes must maintain 70% or better attendance and/or an average of 50% or better for jr. high students in the core subject areas (Science Language Arts Math and Social Studies) and for high school students courses taken in the semester the athlete wishes to participate. Athletes not meeting this will not be eligible for funding. One appeal is allowed per athlete.
 - For 3 months prior to the trip, teams must be practicing. The month preceding the event, athletes must train 3 times a week. The coach must keep a log of these practices and the attendance of the players. This information must be made available upon request of the Funding Board
 - The coach and the team must be actively participating in fundraising.
 - Coaches must submit a general budget for travel 4 weeks before and a detailed budget 2 weeks before.

23. Appeal Committee

- a) The appeal committee shall consist of the Executive Board.
- b) The duties of the appeal committee shall be to hear appeals from decisions made by the Discipline Committee and the Funding Board.
- c) The Appeals Committee may readmit any team, player, member or coach, or uphold, or modify any decision made by the Discipline Committee.

24. Appeal Procedure

- a) Any team, player, member or coach may appeal any decision of the Discipline Committee or Funding Board
- b) Any appeal to the Appeals Committee by the aggrieved party shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Director of Administration of the Association within seven days of being notified of the decision of the Discipline Committee or Funding Board.
- c) The appeal shall be dealt with by the Appeals Committee within seven days of receiving the written appeal.