

Richmond Rockets Speed Skating Club

Constitution and Governing By-Laws

Amended @ Rockets' AGM on June 19, 2015

SOCIETY ACT

CONSTITUTION

1. The name of the Club shall be the ***Richmond Rockets Speed Skating Club***, hereinafter referred to as the Club.
2. The purpose of the ***Richmond Rockets Speed Skating Club*** is to foster and encourage participation and the development of excellence in the sport of ***Speed Skating***.
3. The objectives of the Club are:
 - a) To develop programs which will increase participation in the sport of ***Speed Skating***.
 - b) To provide competition at an appropriate level for all members of the ***Club***.
 - c) To develop programs to enhance public awareness of the sport of ***Speed Skating***.
 - d) To provide an organizational framework throughout the community and surrounding area of ***Richmond*** so that all who desire may achieve their potential in the sport of ***Speed Skating***.
 - e) To strive for continual improvement in the skills and knowledge of coaches, officials and administrators.

BY-LAWS

MEMBERSHIP

1. Membership shall be open to any individual who purchases the appropriate membership from the ***British Columbia Speed Skating Association***, the provincial governing body of the Club, and who requests that their membership be registered with the Club.
2. An individual may only be registered with one member club of the ***British Columbia Speed Skating Association*** at any given time.
3. To participate in the activities of the Club, a person must have acquired the appropriate membership, as these are described in the membership policies of the ***British Columbia Speed Skating Association***.
4. The Board of Directors of the Club may designate individuals as Honorary Members of the Club, in recognition of distinguished service on behalf of the Club and the sport of ***Speed Skating***. Such Honorary members shall be non-voting members of the Club.

5. Any member may be required to resign by a vote of three-quarters (3/4) of the members at a General Meeting of the **Richmond Rockets Speed Skating Club** provided that any such member shall be granted an opportunity to be heard at such meeting.
6. Annual Club membership fees shall be paid in addition to any membership fees paid to the **Richmond Rockets Speed Skating Club** and to the **British Columbia Speed Skating Association** (the provincial governing body of the sport of *Speed Skating*). The amount of such Club membership fees shall be determined from time to time by the Board of Directors.

ORGANIZATION

7. A Board of Directors shall manage the affairs of the Club. The Board of Directors shall, subject to the By-laws and/or directions given it by majority vote at any Annual or Special General Meeting properly called and constituted, have full control and authority over the affairs of the Club.
8. The Club is a member of the **British Columbia Speed Skating Association** and by that membership affiliated with **Speed Skating Canada** and as such is subject to the rules, regulations, and policies of these bodies.
9. The rules contained in **Robert's Rules of Order Newly Revised** shall govern the proceedings at meetings unless these rules contradict the By-Laws and Policies of the Club, in which event the Club By-Laws and Policies shall be followed.

BOARD OF DIRECTORS

10. The Board of Directors shall consist of the following voting members:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) Three (3) Directors at Large
11. The Board of Directors may add such additional non-voting members to its body, as it considers necessary and appropriate.
12. The term of office of Directors shall be one (1) year.
13. Members of the Board of Directors shall ordinarily remain in office until the end of their designated term or until the election or appointment of their respective successors. Any member of the Board of Directors may resign her or his position at any time, upon sending written notice to the President or his/her designate.

14. A Director may be removed from the Board, by the Board's decision, if that Director has missed, without valid reason three (3) consecutive regular meetings of the Board. Valid reason to be defined by the Board consensus.
15. Replacements to serve the balance of terms of vacant positions on the Board of Directors will be appointed by the Board of Directors. Such replacements will be non-voting members.
16. Meetings of the Board of Directors shall be held as often as may be required, but at least once every 3 months given all decisions can be voted and discussed via e mail from September through May. A majority of the Board Members attending any Board Meeting shall constitute a quorum.
17. Any board member should be able to call a meeting for any reason.
18. Directors shall not receive any remuneration for their services, but may receive such expenses as provided by the policies of the Club.
19. Any Director may be expelled from the Board of Directors upon a majority vote of the Board of Directors for any **cause** that the Board of Directors may deem reasonable. Especially, when a Director directs any negative action verbal and/or non verbal toward any club member.
20. No family shall comprise a majority of the voting members of the Board of Directors.
21. In the event of two or less members on the Board, a meeting for the sole purpose of electing a Board of Directors shall be called.

BOARD OF DIRECTORS

22. The Board of Directors shall, subject to the By-laws and the direction given it by a majority vote at any properly constituted General Meeting, have full responsibility for management of the affairs of the Club.
23. Members of the Board of Directors shall bring to their position an undertaking to represent and address the overall interests of the Club.
24. At the end of the one (1) year term, the following Board of Directors must bring and hand over the respective mentioned items to the new Board of Directors at the Annual General Meeting:
 - a) **President** – provide all documents in paper and electronic format of all business contacts for the Richmond Rockets and the Richmond Rockets' Website, www.richmondrockets.org, password and access. Any other necessary documents to ensure the continued success of the Richmond Rockets Speed Skating Club.
 - b) **Secretary** – all Meeting Minutes and distributed Agenda for current and past years in electronic and paper form.

- c) **Treasurer** – all (current and previous) bank statements, documents and cheque books (Main Account and Gaming Account) pertaining to the Club's financial accounts, all (current and previous) documents and receipts for all money received by the Club, all (current and previous) documents and receipts related to Accounts Payable from the Club's Accounts, all (current and previous) Annual Club Budget documents inclusive of the documents reviewed by a Certified Accountant (inclusive of all contact information and records).

The outgoing Treasurer must complete the Coast Capital Credit Union "**Business Customer Acknowledgement Change To Authorize Signing Officer**" document authorizing the new elected Treasurer to access the Club Accounts upon completion of the Annual General Meeting.

Note: All documents in paper and electronic format should be included.

INDEMNIFICATION OF DIRECTORS

- 25. All Directors and other legal representatives of the Club and their heirs, executors and administrators shall from time to time and at all times be indemnified and saved harmless, out of the Club, from and against:
 - a) Any liability and all costs, charges and expenses whatsoever that they incur or sustain in respect of any action, suit or proceedings against them for or in respect of any act, deed, matter or things made, done or permitted by them in respect of the execution of the duties of their office;
 - b) All other costs, charges and expenses that they sustain or incur in or about or in relation to the affairs of the Association except such costs, charges or expenses as are occasioned by their own willful neglect or default.

DUTIES OF DIRECTORS

26. The **President** shall:

- a) Be fully aware of all business and affairs of the Club.
- b) Preside at the General and Special Meetings of the Club, as well as all Board of Directors Meetings when present and able to act.
- c) See that all resolutions of the Board of Directors are carried out.
- d) Represent or cause to be represented, the Club in contacting the news media, the public or any function requiring Club representation.
- e) Ask any member to attend any meeting for the purpose of inquiring into any matter pertaining to the affairs of the Club.
- f) Liaise with the coaches, parents, membership, the **British Columbia Speed Skating Association, Speed Skating Canada** and the community.

- g) Facilitate necessary decisions between Board of Directors meetings.
- h) Actively participate in the promotion of the Club.
- i) Serve on specific committees, as necessary.

27. The **Secretary** shall:

- a) Be fully aware of all business and affairs of the Club.
- b) Attend General and Special Meetings of the Club, as well as all Board of Directors Meetings and shall cause accurate minutes of all proceedings of the Club to be properly recorded and circulated.
- c) In consultation with the President, prepare and distribute agendas prior to the start of any meeting.
- d) Have charge of all correspondence of the Club.
- e) Distribute correspondence and any newsletter to Club members as required.
- f) Serve on special committees as requested.
- g) Perform other duties as assigned by the Board of Directors.

28. The **Treasurer** shall:

- a) Be fully aware of all business and affairs of the Club.
- b) Be entrusted with the custody of the Club funds.
- c) Receive all moneys paid to the Club and be responsible for their deposit into the appropriate Club financial accounts.
- d) Ensure that all Club expenditures are made in accordance with the established policies of the Club.
- e) Lead in the preparation of the annual Club budget.
- f) Provide proper accounting for the funds of the Club and present a full and detailed account of the receipts and disbursements to the Board of Directors whenever required.
- g) Prepare for submission to the Annual General Meeting a statement, duly reviewed by a Certified Accountant, of the financial position of the Club.
- h) Have signing authority.
- i) Perform other duties as assigned by the Board of Directors.

29. The other **Directors** shall:

- a) Be fully aware of all business and affairs of the Club.
- b) Attend General and Special Meetings of the Club, as well as all Board of Directors Meetings.
- c) Assist with the overall administration of the Club.
- d) Perform other duties as assigned by the Board of Directors.

COMMITTEES OF THE BOARD OF DIRECTORS

30. The Board of Directors may establish such Committees as, from time to time, it determines are appropriate.

31. Committees shall be of two (2) categories: Standing or Special.
32. A Standing Committee shall have as its purpose the ongoing management of a significant aspect of the Club's operations.
33. The Board of Directors shall appoint Chairpersons of Standing Committees. The term of office of a Standing Committee Chairperson shall be for a period of one year. Chairpersons of Standing Committees may be reappointed.
34. The Chair of a Standing Committee shall take primary responsibility for the management of the aspect of the Club's operations. He or she shall report to the Board.
35. A Special Committee shall have as its purpose the carrying out of a specific task of a short-term nature. A Special Committee shall be established for a fixed period which shall not exceed one year.
36. The Board of Directors shall appoint the Chair of Special Committees. The term of office of a Special Committee Chair shall be for the period of the Committee's mandate.
37. The Chair of a Special Committee shall take primary responsibility for the execution of the Committee's mandate.

ELECTION OF THE BOARD OF DIRECTORS

38. Candidates for positions on the Board of Directors, other than the Athlete Representative position, shall be nominated from the floor at the Annual General Meeting and shall be voted upon at that meeting.
39. The Board of Directors shall appoint a returning officer who shall manage the election process. The returning officer shall appoint two election clerks who shall receive and count the ballots.
40. Directors shall be elected, through secret ballot (a single vote per member), by majority vote of the membership in good standing at the Annual General Meeting.
41. Each position on the Board of Directors shall be voted upon before proceeding to elect the next member of the Board.
42. Candidates for the Board of Director positions can be nominated and voted into positions when absent from the Annual General Meeting.

GENERAL MEETINGS

43. The Club shall hold a General Meeting on an annual basis. This Annual General Meeting of the Club shall be held between May 1 and June 30.
44. Notice of the time, place and date of the Annual General Meeting and the nature of business to be transacted, shall be provided to all members of the Club not less than thirty (30) calendar days prior to the date of the meeting with reminders no less than fourteen (14) calendar days. Information regarding the nature of business shall be sufficient enough to allow members to make informed decisions.
45. An agenda shall be circulated prior to the Annual General Meeting which contains, but which is not necessarily limited to, the following items of business:
 - a) Call to order
 - b) Determination of quorum
 - c) Appointment of Recording Secretary
 - d) Adoption of the agenda
 - e) Adoption of minutes of the last General Meeting
 - f) Reports including financial statements
 - g) Appointment of auditors
 - h) Motions
 - i) Elections of Directors
 - j) Adjournment
46. Any motion to the Annual General Meeting must be forwarded in writing to the Secretary no less than fourteen (14) calendar days prior to the Annual General Meeting except for motions to amend the By-Laws. Notice of motions to amend the By-Laws must be forwarded in writing to the Secretary no less than thirty (30) calendar days prior to the Annual General Meeting.
47. A Special General Meeting of the Association may be called by the President or upon the instruction of the Board, or upon the instruction of a majority of the members. All matters pertaining to the holding of Special General Meetings shall be the same as those matters pertaining to the holding of Annual General Meetings.

VOTING

48. Any member over the age of sixteen (16) shall have the right to vote at any General Meeting of the Club. The parent/guardian of any member under the age of sixteen (16) shall have the right to vote on behalf of that member.
49. Votes must be made in person and not by proxy.
50. Twenty percent (20%) of members in good standing shall constitute a quorum at any General Meeting of the Club.

AMENDMENTS TO GOVERNING BY-LAW

51. This Governing By-Law may be changed or rescinded by resolution of the Club at any General Meeting, provided that full and proper notice of the proposed amendment(s) has been given and provided that the proposed amendment is approved by majority vote
52. Proposed By-Law amendments must be forwarded to the Secretary, in writing, at least thirty (30) calendar days prior to the General Meeting.
53. Proposed By-Law amendments shall be included in a Notice of Motion circulated to the membership thirty (30) calendar days prior to the General Meeting.
54. Amendments to this Governing By-Law shall come into effect immediately upon their adoption by the General Meeting unless otherwise specifically indicated.

FINANCIAL MATTERS

55. The fiscal year of the Club shall end on the thirtieth (30th) day of April.
56. A Certified Accountant shall review the books, accounts and records of the Club following the fiscal year end and prior to the Annual General Meeting.
57. The Treasurer to the Annual General meeting of the Club shall submit a complete and proper statement of the standing of the books for the previous fiscal year. This statement shall be accompanied by the report of the reviewing Certified Accountant.
58. For the purpose of carrying out its objectives, the Club may borrow or raise or secure the payment of money in such manner as it determines necessary. This power shall be exercised only under the authority of the By-Laws of the Club and in no case shall debentures be issued without the sanction of a Special Resolution of the Club.
59. All expenses are subject to the established policies and procedures of the Club.
60. The minute book and financial records of the Club shall be available for inspection by any member of the Club at any General Meeting and at any other reasonable time upon provision of notice seven (7) calendar days to the Secretary and/or Treasurer.
61. Each member of the Board of Directors, shall at all times, have access to the books and records of the Club.

Dated January 10, 2006

Witness(es)

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Susan Spencer
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Applicants for Incorporation

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