

Speed Skate Nova Scotia

Constitution & Bylaws

REVOKED July 24, 2014

CONSTITUTION AND BY-LAWS

Article 1 NAME

The name of this organization shall be “Speed Skate Nova Scotia” hereinafter referred to as the Association.

Article 2 OBJECTIVES

The objectives of the Association shall be: to promote, develop and govern the sport of speed skating in all its forms, within the Province of Nova Scotia. Including: encourage and promote recreational and competitive skating, development of new clubs, the certification of coaches and officials and the monitoring and guidance of individual clubs in Nova Scotia.

Article 3 HEAD OFFICE

The Association shall be incorporated under the Societies Act for non-profit Organizations with its head office in the Province of Nova Scotia.

Article 4 ORGANIZATION

The Association shall be composed of members as hereinafter set out, and it shall be managed by a Board of Directors, constituted as stated in these By-Laws.

Article 5 MEMBERSHIP

The Association shall be composed of the following categories of members:

a) Any member club, skater, or associate member, (or any person or club described herein) agrees and concedes by payment of his/her annual fees, that the Association is the one and only decision making body affecting this organization and that the member club, skater, associate member (or any person or club describer herein) shall agree to abide by the decisions of the Association and the duly established Board of Directors, by the payment of the annual fees established herein. The member club, skater, or associate member, (or any person or club describer herein) agrees that all decisions are final and binding upon that member club, skater, or associate member (or any person or club described herein) and agrees to abide by that decision.

b) Active Membership shall be open to all amateur clubs.

c) Associate Membership shall be open to organizations operation on a regional

basis to promote the sport of Speed Skating such as schools, universities, referees, coaches, training Associations and other interested individuals such as Parents or Guardians of skaters who are registered members of the Canadian Amateur Speed Skating Association. "ALL ASSOCIATE MEMBERS OF THE ASSOCIATION SHOULD BE ENCOURAGED TO BECOME MEMBERS OF THE CANADIAN AMATEUR SPEED SKATING ASSOCIATION".

d) Honourary Membership shall be granted to person (s) who have made exemplary contributions to Speed Skate Nova Scotia.

e) Unattached Skaters:

i) Amateur skaters who can not become members of a club because no organized club is located where they live, may enter into competition sanctioned by the Association on payment of a fee established from time to time by the Board of Directors of this Association and ratified at an annual meeting.

ii) A written application for membership signed by the candidate, giving full name, age and address, shall be sent to the Director of Registration who will submit all such applications to the Board of Directors for approval.

iii) Unattached amateur skaters who have become members of this Association by fulfilment of sections i) and ii) may retain their membership by paying the current annual fee to the Registrar.

iv) Members who are unattached skaters shall be afforded the same voting privileges as other club members.

v) Residence in Nova Scotia of six (6) months (consecutive) prior to the first day of any sanctioned meet will qualify an amateur skater for membership in this Association and for participation in such a meet.

f) Registrants of Learn to Skate programs only, shall not be considered as active members and shall not have voting privileges.

Article 6 MEMBERSHIP FEES

The annual membership fees for each category of the membership shall be established by a majority of those present and entitled to vote at a general meeting of the Association.

The fees shall be based on the following criteria:

a) Active Membership Clubs

A fee determined on an annual basis.

- b) Associate Member
A fee to be established for each type of associate member.
- c) Honourary Member
Granted without payment of fee.
- d) Renewal of membership is not automatic and shall be conditional upon acceptance by the Board of Directors after consideration of:
 - i) The past conduct of the club, its members and its spectators, particularly in the most recent season of full membership.
 - ii) The contribution of the club to the running of the Association and its activities.

Article 7 ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Association shall be held within the months of April, May or June and shall be held on a rotational basis with each member club, in good standing with the Association, having the opportunity to host the Annual General Meeting. It shall be the duty of the Table Officers to select the site for the Annual General Meeting and to notify the successful club of the decision. It shall be the responsibility of the Table Officers to ensure that the time and location selected for the Annual General Meeting is in the best interests of the Association.
- b) All members shall receive 30 days clear notice of the time and location of the Annual General Meeting.
- c) Order of business at the Annual General Meeting:
 - i) Roll call
 - ii) Tributes and introductions of guests
 - iii) Presidents Address
 - iv) Minutes of the previous Annual General Meeting
 - v) Business arising from minutes
 - vi) Officers Reports
 - vii) Financial Reports
 - viii) Other Reports
 - ix) Amendments to the Constitution
 - x) Amendments to the Rules and Regulations
 - xi) Ratification of the Annual Budget
 - xii) Election of Officers
 - xiii) Any other Business
 - xiv) Adjournment

d) The Chairperson may, at his/her discretion, call for a motion to introduce any special business for discussion and/or accept a motion to change the order of the agenda.

Article 8 SPECIAL GENERAL MEETING

a) A special General Meeting may be called by the Board of Directors by its own motion. All Directors must be consulted, polled and their votes recorded.

b) A special General Meeting shall be called and held within ten (10) days following the receipt of a written request signed by not less than twenty five percent (25%) of the active members or following the receipt of a written request from the Executive of any two (2) member clubs of the Association.

c) All members shall receive five (5) days clear notice of the date, time and location of any Special General Meeting.

d) Only the business for which a Special General Meeting has been called will be dealt with, except with the unanimous consent of the present.

Article 9 RULES OF ORDER

All meeting of the Association shall be conducted in accordance with Robert's Rules of Order, in so far as they apply.

Article 10 PRESIDING OFFICER

The President shall preside at all General Meetings of the Association and in his/her absence, the Vice-President shall take the chair. In the absence of both of these officers, a selection shall be made by the Board of Directors, from the Directors present.

Article 11 QUORUM

Fifteen percent (15%) of the active members of the Association shall form a quorum at all general meetings.

Article 12 VOTING

Those who shall be qualified to vote and to take part in General Meetings of the Association shall be described as follows:

a) Those within the jurisdiction of the Association who are accredited members of the Canadian Amateur Speed Skating Association and who are 16 years of age

and older.

b) Those Parents or Guardians whose children are accredited members of the Canadian Amateur Speed Skating Association and who are under the jurisdiction of the Association.

c) At all meetings of the Association, voting shall be by a show of hands unless a secret ballot is requested. Decisions shall be reached by simple majority unless otherwise required by the By-Laws of the Association or by Corporate Law.

d) If a secret ballot is required, appointed scrutineer shall total the votes and report same to the presiding officer, who shall announce the result for the record.

e) Members of the Board of Directors shall have a voice and one vote at all meetings. The Resident or presiding officer shall have a casting vote only in case of a tie.

f) Members of the Board of Directors may not sit at a General Meeting of the Association in a capacity other than that for which they were elected.

g) An Honourary Member may introduce and debate any matter deemed relevant to the business of the Association, but may not vote.

h) Voting by proxy at general meetings of the Association is strictly prohibited.

Article 13 BOARD OF DIRECTORS

a) The business of the Association shall be conducted by a Board of Directors, which shall consist of the elected office holders and that a club have a minimum of two representatives, if a least one holds an office, the non-office holder or alternate representative would be named at the annual meeting.ⁱ The Directors Representing Skaters shall not be considered as a representative of the Board for any member club. The Directors Representing Skaters must be at least sixteen (16) years of age.ⁱⁱ

b) The Board of Directors of the Association shall be constituted in accordance with Article 14 of these By-Laws.

c) The Club Directors shall be the representatives of clubs that are members in good standing of the Association, having been duly elected or appointed by their individual clubs.

d) The Board of Directors shall meet not less than two (2) times per year. To form a quorum, seventy five percent (75%) of Board members shall be required at

all meetings.

e) The Executive of the Association shall be:

President
Vice-President
Secretary
Treasurer / Registrar
Director of Athlete Development
Director of Coachingⁱⁱⁱ
Director of Officials
Director of Competitions
Director of Domestic Development
Director Representing Skaters - Female
Director Representing Skaters - Male^{iv}
Past President

f) The Board of Directors shall be vested with the authority to manage the affairs of the Association within the framework of the policies established by the Constitution and By-Laws of the Association.

g) Contracts, leases, or any instrument in writing requiring the signature of the Association shall be approved by the Board of Directors. Such contracts, documents, leases, and instruments in writing shall be signed by the approved signing officers and shall be binding upon the Association without a further authorization or formality.

h) The Board of Directors shall cause true accounts to be kept of all the receipts, credits, payments, assets and liabilities of the Association.

Article 14 TENURE AND ELECTION

a) The following officers shall be elected every two (2) years by the full membership present at the Annual General Meeting and shall be known as Table Officers.

President
Vice-President
Secretary
Treasurer/Registrar

b) The following officers shall be elected every year by the full membership present at the Annual General Meeting:

Directors of: Athlete Development
Coaching

Officials
Competitions
Domestic Development
Representing Skaters - Female
Representing Skaters - Male

c) The club representatives shall be declared at each Annual General Meeting.

d) All Directors shall be eligible for re-election.

e) The procedure for the election of officers is:

i) In any contested election, voting shall be by secret ballot unless otherwise agreed to by a majority of voting members in attendance at the meeting.

ii) If a person receives the majority of the votes he/she is elected.

iii) If no person receives a majority of the valid votes cast there shall be another ballot, from which the name of the person receiving the least number of votes in the previous ballot shall be omitted. If more than three (3) persons have contested the office, this process may be repeated, with the candidate receiving the least number of votes in any ballot being omitted from the next ballot.

iv) If two (2) or more candidates are found to have the least number of votes, the meeting shall determine by secret ballot, which of them shall be removed from the next ballot.

v) A member of the executive desirous of accepting nomination to a different position, shall first resign his/her current position.

vi) A nominating committee shall be appointed by the President at least one month prior to the Annual General Meeting to nominate a slate of Directors to the Annual General Meeting. Further nominations may be made from the floor.

vii) Directors may also be elected by acclamation.

Article 15 DUTIES

President

- calling and conduction of all meetings in consolation with the other Table

Officers

- ensuring that all decisions taken at meetings are carried through

- representing the Association as directed by the Board of Directors
- liaison with the Canadian Amateur Speed Skating Association
- liaison with Sport Nova Scotia
- liaison with established committees as set up by the Board of Directors
- ensuring all positions in the Association are filled.

Vice-President

- assisting the President and replacing him/her in his/her absence
- liaison with the media
- marketing the Association by making the general public aware of the

Association.

Secretary

- to obtain a list of all members attending meetings
- recording of minutes at all meetings and to issue a complete set of minutes to all members attending, within fourteen (14) days of meeting
- handling all correspondence of the Association
- notifying members of meetings
- to ensure that the Association maintains its good standing under the requirements of the Registered Societies Act and/or Corporations Act.

Treasurer/Registrar

- recording all financial transactions in the Association
- keeping accurate and up to date records
- preparation and issuing of a financial statement at Annual General Meetings and as may otherwise be required
- following approved financial procedures
- keeping accurate and up to date membership records
- carrying out Association and Canadian Amateur Speed Skating Association requirements for registering members.

Director of Athlete Development

- the primary responsibility of the Director of Athlete Development is to ensure the provision of fair, adequate programs for all Nova Scotia speed skaters
- to provide fair and adequate programs for all levels of athletes in accordance with the budget of the Association
- to prepare a yearly budget for each upcoming season, such budget shall include all costs to the Association and to the skater
- work with the Director of Competitions in setting up competition schedules for advanced and domestic programs
- develop, implement and monitor selection criteria, rules, regulations for all Nova Scotia teams and skaters
- to review athletes status on teams and inform athletes immediately of any conflicts in criteria or rules
- be aware of Government or other programs which provide subsidy to athlete development (individual or team) and advise athletes of such funding

- keep up to date on selection criteria for national programs
- submit a written report to the Board of Directors at each meeting
- determine skaters eligible for athlete assistance from Sport Branch and assist them in filling out application
- assign and delegate functions of team manager(s)
- serve on the competitions committee and serve on or appoint a representative to the safety committee

Director of Coaching

- development of programs and seminars in accordance with the National Coaching Program to assist coaches in receiving all training available.
- notifying coaches of available clinics
- arrangement for attendance at clinics (i.e.; financial, travel, room and board, etc.)

Director of Officials

- liaison with the Canadian Amateur Speed Skating Association in the availability of officials clinics and assisting in the certification of National Level Officials
- arranging and/or conduction provincial official clinics
- continuously working towards the upgrading of all officials in accordance with National and International standards
- arrangement for attendance at clinics (i.e.; financial, travel, room and board, etc.)

Director of Competitions

- working with the board in establishing meet schedules each year
- available to assist in the setting up of individual club meets, assistance must be requested by the club holding meet, (special meets excluded)
- co-ordinator of Speed Skating Statistics for the Association

Director of Domestic Development

- to work towards the development of all athletes and the procuring of members as directed by the Board.

Directors Representing Skaters - Female and Male

- to represent the concerns of skaters

Past President

- to assist in the orderly operation of the Association

Article 16 VACANCIES

The office of a member of the Board of Directors shall be vacated on one of the following conditions:

- upon resignation in writing

b) if he/she absents himself/herself from two (2) consecutive meetings of the Board without satisfactory reason

c) if he/she be removed by resolution of the Association for good and sufficient cause by a simple majority of the Board of Directors.

Article 17 STANDING COMMITTEES

There shall be established the following standing committee which shall be appointed by the board to hold office for a minimum of two (2) years.

Discipline Committee

a) comprised of five (5) members in good standing, selected at large from the general membership by the Board of Directors.

b) Duties:

i) to preside over all hearings as directed by the Board and to deal with any infraction of the rules and regulations as set out by the Board, as set out by Sport Nova Scotia and the Canadian Amateur Speed Skating Association. “It shall be at the sole discretion of the Board to receive and examine all complaints and to determine if an infraction of the rules did occur, and if warranted, to turn the matter over to the discipline committee.”

ii) to issue a ruling within thirty (30) days from the date of receiving notice of the infraction from the Board, such rulings shall be issued as unbiased decisions and shall be supported by the Board. The original of the decision shall be kept on record by the committee and one copy each issued to the Board, the Defendant and to any parties or persons affected by the decision.

Article 18 LAWS OF THE GAME

a) The Association shall support and maintain the principles of the laws of the sport of speed skating as established by the Canadian Amateur Speed Skating Association and the International Skating Union.

b) Changes should come into effect immediately following there adoption.

Article 19 OTHER REGULATIONS

a) The Association may make such miscellaneous rules and regulations as may be

deemed necessary to promote, develop, and govern the sport of speed skating.

b) The Association may make such other regulatory measures as deemed proper for the efficient administration of the playing of the sport within its jurisdiction.

c) No such regulations may violate individuals rights or freedoms except as may be required to protect the rights and freedoms of any other individual and to ensure the stability of the basic structure of the sport.

d) Rules and Regulations of the Association may be added and/or amended between General meetings by the Board of Directors; however, such amendments must be ratified by the voting delegates at the ensuing General Meeting.

e) Rules and Regulations of the Association may be amended by a majority vote of those accredited members present at the Annual General Meeting or Special General Meeting.

f) All proposed amendments to the Constitution By-Laws shall be forwarded to the secretary of the Association no later than thirty (30) days prior to the Annual General Meeting or Special General Meeting called for that purpose.

g) Copies of the proposed amendments to the Constitution By-Laws shall be sent to all members no later than fourteen (14) days prior to the Annual General Meeting at which they will be considered.

h) In accordance with the Memorandum of Association registered under the Registered Societies Act, all amendments to the Constitution By-Laws must be by a Special Resolution. A Special Resolution is a resolution passed by seventy-five (75%) of the accredited members present to vote at an Annual General Meeting or Special General Meeting.

Article 20 MONIES OWING

All monies owing to the Association shall be due and payable within thirty (30) days of invoicing, unless otherwise stipulated.

Article 21 SIGNING AUTHORITY

Cheques issued on behalf of the Association shall be under the authority of the Treasurer and any one of the Table Officers. Validation of each and every cheque will require the signature of the Treasurer and any one of the Table Officers.

Article 22 RULES AND REGULATIONS

This Association shall follow the Rules and Regulations for the holding of all

meets as published by the Canadian Amateur Speed Skating Association and the International Skating Union in so far as they apply, except where they are amended by this Association.

Article 23 INSURANCE

This Association shall carry adequate insurance for the full and complete protection of members. Such insurance shall be reviewed and approved by the Board of Directors prior to purchase.

Article 24 SKATERS AND OFFICIALS

All skaters and officials participating in and being a part of all activities, including scheduled skating meets, must be members of the Association and card carrying members in good standing of the Canadian Amateur Speed Skating Association.

Article 25 FISCAL YEAR

The fiscal year of the Association shall be from April 1st to March 31st.

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- i. Amended at AGM May 13, 2000
 - ii. Amended at AGM May 9, 1998
 - iii. Amended at AGM May 13, 2000
 - iv. Amended at AGM May 9, 1998

REVOKED July 24, 2014

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