

ENACTMENT OF NEW BY-LAWS

YELLOWKNIFE SPEEDSKATING CLUB

Name of Society

Resolved as an ordinary resolution that the existing by-laws of the Yellowknife Speedskating Club be repealed and substituted with the attached by-laws, as amended.

THE UNDERSIGNED, BEING A DIRECTOR OR AUTHORIZED OFFICER OF THE ABOVE-NAMED SOCIETY, HEREBY CERTIFIES THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION OF THE SAID SOCIETY PASSED AT THE ANNUAL GENERAL MEETING ON MAY 1st, 1999.

DATED this ____ day of _____, 2016.

Signature

Name of Director or Officer

BY-LAWS

YELLOWKNIFE SPEEDSKATING CLUB

ARTICLE 1: - AFFILIATION

Section 1.1 The Yellowknife Speedskating Club (hereinafter referred to as the Club) shall comply with the conditions prescribed by the Northwest Territories Amateur Speedskating Association (hereinafter referred to as NWTASSA) for the maintenance of such membership in said organization.

ARTICLE 2: - MEMBERSHIP

Section 2.1 Members include all individuals who are active skaters in good standing according to the by-laws and policies of the Club, the NWTASSA, and Speed Skate Canada (hereinafter referred to as SSC).

Section 2.2 Associate members include non-competing individuals who are interested in the sport of speedskating or are willing to give their time and effort towards conducting the business of the Club.

ARTICLE 3: - VOTING RIGHTS

Section 3.1 Each member and associate member over the age of 16 shall have the right to one vote at all meetings.

Section 3.2 A parent of a member who is under 16 shall have the right to one vote on behalf of their child at all meetings (i.e. one vote per child).

Privileges of Members:

Section 3.3 Voting members may serve as Officers in the Executive whether elected or appointed by the Executive.

Resignation and Reinstatement Procedures:

Section 3.4 Members may be expelled or suspended for non-payment of fees or serious infractions of the Club's constitution by-laws or policies or for infractions of SSC rules.

Section 3.5 Any member suspended or expelled from membership for non-payment of fees, or other indebtedness, may be reinstated upon payment of such fees, penalties, and indebtedness up to the time of suspension or expulsion.

Membership Cards:

Section 3.6 The names of all active skaters in good standing shall be submitted to the President of the NWTASSA, and membership cards will be issued to all active skaters in good standing. All memberships shall extend for a period of one year, from September 1 of one year to August 31" of the following year.

ARTICLE 4: - OFFICERS; ELECTION, TENURE AND DUTIES

Section 4.1 The Officers of the Club shall include a President, a Vice-President, a Secretary, a Treasurer, a Registrar and a **Communications Coordinator**. All Officers shall be voting members of the Club. These Officers form the Executive Committee of the Club.

Section 4.2 An annual election of the Officers of the Club shall take place at the Annual General Meeting. These Officers shall be elected by the voting members, and shall serve for a term of one year. Officers of the Club may be re-elected for an unlimited number of terms.

Section 4.3 Election shall be by a show of hands, or by secret ballot if requested, and a majority of all votes cast shall entitle them to the office.

Section 4.4 The President shall preside at all meetings of the Club. He/she shall be an ex-officio member of all committees, shall call and chair all regular and special meetings, and will direct the activities of the Club. He/she shall appoint and remove members of the standing committees.

Section 4.5 The Vice-President shall perform the duties of the President in his/her absence and will be the liaison between the Executive Committee and the coaches.

Section 4.6 The Secretary shall notify each voting member of the Club of all regular and special meetings and keep a record of the minutes of all meetings of the Club, including attendance. He/she shall conduct all correspondence involving Club business, and is responsible for filing relevant documents with the Registrar of Societies.

Section 4.7 The Treasurer shall open a bank account in the name of the Club and arrange for the signature of any two of the President, Vice-President, Secretary, and Treasurer to appear on all cheques. He/she shall receive all monies and pay all bills approved by the Executive, keep proper accounting records, and make a report of receipts and disbursements at each regular meeting of the Club. The Treasurer is responsible for preparing and presenting a financial statement at the Annual General Meeting as required under the Societies Act.

- Section 4.8 The Registrar shall keep accurate and up-to-date membership records; and carry out Club, NWTASSA and SSC requirements for registering members. He/she shall prepare and distribute members address and telephone list; prepare a list of skating members according to racing categories for use as required. He/she shall inform the membership of all upcoming meets.
- Section 4.9 The Communications Coordinator is responsible for design and distribution of the Newsletter, website updates and email communication with Club members. Communication materials are to include articles and information as provided by the Executive, coaches and Club members.
- Section 4.10 Any Officer may resign in writing at any time, and such resignation will become effective immediately or as otherwise stated in the resignation letter. The balance of that Officer's term may be filled by an appointment made by the Executive Committee. Resignations from an appointed committee member may be accepted by the President.
- Section 4.11 Any Officer may be removed for cause by a majority vote of the membership at a special meeting after the hearing of charges directed against that Officer. His/her successor shall be appointed at a special meeting of the Club called for that purpose according to the procedures established for general elections. Any member of an appointed committee may be removed for cause by the President and his/her successor appointed by the President.
- Section 4.12 The Executive Officers, as elected, shall be the official representatives of the Club and shall have full voting power with regard to electing a slate of officers of the NWTASSA.

ARTICLE 5: - APPOINTED OFFICERS

- Section 5.1 A Coach Coordinator shall be selected by the coaches from among the coaches, with the approval of the Executive. The Coach Coordinator shall be the coaching team leader and provide overall coordination of ice time, coaches' training, members' training and ice time, meets and related activities. He/she shall be an ex-officio member of the Executive Committee.
- Section 5.2 Ad hoc committees or working groups may be formed to deal with specific issues, (e.g. Racing Group Committee, Fund-raising Committee, Publicity, etc.). Terms of reference and the appointments of Chairpersons for such working groups will be done by a motion from the Executive Committee.

ARTICLE 6: - ANNUAL FEES

- Section 6.1 The Executive shall set the fees each year.
- Section 6.2 Fees will be based on the principle of cost-recovery by each skating group (e.g. Learn to Skate, Speed Skate 1, etc.) for the costs incurred directly by that group and that group's proportional share of the other Club costs (e.g. advertising, equipment purchase and maintenance, etc.). Fees for each group shall be set as soon as possible following the Annual General Meeting, based on best estimates of that group's registration numbers, ice time costs, an equitable share of the other Club costs, and an additional administration fee percentage to be determined by the Executive.

ARTICLE 7: - FISCAL YEAR AND ANNUAL GENERAL MEETING

- Section 7.1 The fiscal year of the Club shall be from April 1st of one year to March 31st of the following year.
- Section 7.2 The Annual General Meeting shall be held within the month of May, after the end of the fiscal year.

ARTICLE 8: - DISPOSAL OF FUNDS, SEAL AND SIGNING AUTHORITY

- Section 8.1 All monies received by or on behalf of the Club shall be deposited in an account in the Club's name in a chartered bank in the City of Yellowknife in the Northwest Territories.
- Section 8.2 All disbursements from the bank account shall be made by cheques signed by any two of the President, Vice-President, Secretary, or Treasurer, or in the absence of any three of these four, by some other member of the Executive appointed by resolution of the Executive.
- Section 8.3 At each Annual General Meeting, the financial statements for the preceding year, duly signed by two Officers of the Club, shall be available for the inspection of members.
- Section 8.4 The seal of the society shall consist of the word 'seal' in a circle formed by the words "Yellowknife Speedskating Club".
- Section 8.5 The seal shall be kept in the custody of the Secretary of the Club and shall not be affixed to any instrument or document except by authority of a resolution of the Executive, and in the presence of the Secretary and at least one other member of the Executive Committee.
- Section 8.6 Any two of the Secretary, Treasurer, Vice-President, or President shall have the authority to sign instruments or documents on behalf of the Club.

ARTICLE 9: - MEETINGS, QUORUM, VOTING AND NOTICES

Section 9.1 The President shall ensure that the Club holds an Annual General Meeting every year.

Section 9.2 The order of business at the Annual General Meeting shall be as follows:

- (a) Call to Order
- (b) Reading of the Minutes of the Previous Annual General Meeting
- (c) Treasurer's Report
- (d) Reports of Officers and Committees
- (e) Unfinished Business
- (f) New Business (Election of Officers)
- (g) Standing Committee Appointments
- (h) Adjournment

Section 9.3 Special meetings may be called by the President or upon written request to the Executive by at least three voting members. Notices in writing shall be sent to the members prior to the meeting, designating the time and place of such meeting and briefly outlining the nature and subject of business to be transacted. No other business than that announced in the bulletin shall be transacted at any special meeting.

Section 9.4 Voting at all meetings shall be through a show of hands, or by secret ballot if requested. There will be no voting by proxy. Subject to the Societies Act, the passage of any resolution shall be determined by a majority of the votes cast.

Section 9.5 Three Officers will constitute a quorum at any Executive meeting,

Section 9.6 Ten members, including three Officers, will constitute a quorum at the Annual General Meeting or at any special meeting.

ARTICLE 10: - BORROWING POWERS

Section 10.1 The Club may not, except with the approval of a majority of the members present at a Special meeting or the Annual General Meeting, borrow funds for capital or operating expenditures.

ARTICLE 11: - CLASSIFICATION OF SKATERS

Section 11.1 Classification of skaters will be in accordance with current **SSC** rules and regulations.

ARTICLE 12: - AMENDMENT OF CONSTITUTION AND BY-LAWS

Section 12.1 The constitution and by-laws of the Club may be amended or repealed by an extra-ordinary resolution of the voting members of the Club at any meeting called for such purpose or by any method prescribed by the Societies Act. No amendment or change shall be effective until registered by the Registrar of Societies.