



**ATHLETICS ALBERTA (TRACK AND FIELD, CROSS COUNTRY, ROAD RUNNING)
ASSOCIATION**

BY-LAWS

Article I: Interpretation

In these Articles:

1. "Act" means the Societies Act, R.S.A. 2000, Ch. S-14, or any statute from time to time enacted in substitution thereof, as amended from time to time.
2. "Association" means the "Athletics Alberta (Track and Field, Cross Country, Road Running) Association".
3. "Directors", "Board", "Board of Directors" means the Board of Directors of the Association.
4. "General Meeting" means a General Meeting or Annual General Meeting.
5. **"WORLD ATHLETICS ."** shall be defined as ~~the "International Association of Athletics Federations"~~, the international governing body for Athletics.
6. "Ordinary Resolution" means a resolution passed by sixty-six (66%) percent or greater of those in attendance who are eligible to vote.
7. "Regulations" means the Regulations under the Act as published or from time to time amended and every regulation that may be substitute therefore, as amended from time to time.
8. "Special Resolution" shall be defined as a resolution passed by at least seventy-five (75%) percent of such members entitled to vote as are present in person, at a general meeting of the members of which notice, specifying the intention to propose a resolution as an special resolution, has been duly given in writing twenty one (21) days prior to the date of such meeting, to all voting members of the Association. A special resolution can only be passed at a general meeting of members.



9. These By-laws shall be construed with reference to the provisions and terms used in these By-laws and shall be taken as having the same respective meanings as they have when used in the Act. Notwithstanding anything else herein contained, these By-laws shall be read subject to the restrictions upon their scope and effect contained in the Act and in any other applicable statutes and rules of law and equity, and any provisions herein repugnant to such restrictions shall, to the extent possible, but only to the extent required, be severed from these By-laws, in order that the rest may stand.
10. In the interpretation of these By-laws, except where the context otherwise indicates:
- words importing the singular number shall also include the plural, and vice versa;
 - words importing the masculine gender shall also include the feminine, and vice versa;
 - words importing persons shall include Societies;
 - the headings herein are given for convenience only and shall not affect the interpretation of these By-laws; and
 - These By-laws shall be interpreted in a large and liberal sense so as to give effect thereto wherever possible.

Section 1: Registered Office

- 1) The Registered Office of the Association may be established or changed from time to time by resolution of the Directors or by resolution of the Members.

Article II: Membership

Section 1: Membership Categories

- 1) Membership in the Association is open to any individual or organization that supports the objectives of the Association, that agrees to abide by the Association's By-laws and policies, and that meets the criteria of a membership category as described below and/or in the Association's policies. The Board of Directors has the right of discretionary approval of all applications for membership. The membership categories are as follows:

Voting:

- Club: Club membership shall be available to groups of persons organized to promote and participate in track and field;
- School: School membership shall be available to any school within the province of Alberta. ~~School membership will allow all enrolled school students to compete for that school in Alberta meets of the Association between September 15th and June 15th of the following year;~~
- Officials Committee; and
- Directors.



Non-Voting:

- i) Individual: Person who registers with the Association for the purpose of competition and is eligible for competition as an amateur as defined and governed by Athletics Canada and the **World Athletics**. The person must be a member of a registered club;
- ii) Road Race: Person who registers with the Association for the purpose of competing in off-track events, and selected distance events on the track organized for this membership group;
- iii) Associate: Persons registering with the Association for the purpose of promoting and assisting in the sport, but not as a competitor;
- iv) Official: Person who registers with the Association for the purpose of officiating competitions, as well as promoting and assisting in the sport;
- v) Coach: Person who registers with the Association for the purpose of enhancing athletic programs and talent, through coaching athletes;
- vi) Honorary: Membership which may be conferred upon an individual by a vote of the Board of Directors or by the membership, usually for outstanding contribution to Athletics in Alberta;
- vii) Unattached: Any Person who does not belong to a registered club and who registers with the Association for the purpose of competition and is eligible for competition as an amateur as defined and governed by Athletics Canada and the **World Athletics**;

Section 2: Fees

- 1) Fees for the respective categories of membership shall be fixed each year by the Board of Directors subject to approval by the membership at the Annual General Meeting. Fee changes so approved take effect in the following membership year.
- 2) Upon receipt of membership fees, the Association will register members with Athletics Canada.

Section 3: Membership Year

- 1) The membership year shall be January 1st to December 31st of the calendar year.
- 2) All memberships accepted after September 30th shall not expire until December 31st of the succeeding year.



Section 4: Membership in Good Standing

- 1) Any member of the Association shall be in "good standing" if the member:
 - i. Has not ceased to be a member;
 - ii. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
 - iii. Has completed and remitted all documents as required by the Association;
 - iv. Has complied with the By-laws, Policies, and Rules of the Association;
 - v. Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
 - vi. Has paid the appropriate fees for the current membership year.

Section 5: Membership Discipline, Suspension, and Expulsion

- 1) Any member of the Association may be suspended or expelled by a two-thirds majority vote of the Board of Directors, provided the member is provided notice of the meeting at which the vote to suspend or expel membership is held and the member has been offered the right to attend and be heard at such a meeting.
- 2) Any member who has been suspended or expelled from the Association shall not be eligible for reimbursement of his/her membership fee.
- 3) The Association under the terms of its policies shall investigate any violations of By-laws, Policies, Rules or Regulations.
- 4) Appeals of Association decisions shall be handled under the terms of the Association's policies.

Section 6: Withdrawal of Membership

- 1) Any member may withdraw from the Association by submitting their intention to withdraw in writing to the registered address of the Association. Such withdrawal shall take effect upon receipt by the Association of such notice.
- 2) Any member who has withdrawn from the Association shall not be eligible for reimbursement of his/her membership fee.
- 3) A member who withdraws is still liable for any debts to the Association but shall not be entitled to any of the privileges offered by the Association.



Section 7: Athletics Canada Membership

- 1) Athletics Alberta is a Member Branch of Athletics Canada and thereby subject to the rules and regulations of that body.
- 2) All categories of members are, upon registration with Athletics Alberta, automatically subject to the rules and regulations of Athletics Canada.
- 3) The Association, on behalf of Athletics Canada, shall govern, sanction, & supervise all track & field competitions in Alberta, involving its members. Rules of competition shall be those of Athletics Canada, with any changes formally adopted by the Programs Committee/membership at a meeting of the members.

Section 8: Transfer of Membership

- 1) Mid-term transfer of club affiliation within the Association by an individual member shall only be possible with the consent of the individual and both clubs.

Section 9: Legal

- 1) Members of Athletics Alberta are encouraged to settle any disputes by way of arbitration.

Article III: Board of Directors & Officers

Section 1: Structure

- 1) A person appointed or elected a Director becomes a Director if they were present at the meeting when being appointed or elected by majority vote of the Members and did not refuse the appointment or election. They may also become a Director if they were not present at the General Meeting but consented in writing to act as a Director before the appointment or election, or within ten (10) days after the appointment or election, or if they acted as a Director pursuant to the appointment or election.
- 2) A Director of the Association must be a Member of the Association.
- 3) An Officer of the Association must be a Director of the Association.
- 4) The number of Directors can be changed from time to time by ordinary resolution of the Members. Notwithstanding anything else herein, the number of Directors shall never be less than four (4) nor more than thirteen (13).
- 5) The Board of Directors may consist of a President, Immediate Past President, Vice-President Administration, Vice-President Personnel, Vice President Programs, up to four (4) Directors-at-Large, one male and one female Athlete Representative, and up to two (2) Business Directors.



Section 2: Management and Officers

- 1) The Board of Directors shall, subject to the By-laws, have full control and management of the business and affairs of the Association.
- 2) Officers shall be elected by a majority vote of the members of the Association.
- 3) The Officers of the Board will be the President, Vice President Administration, Vice-President Personnel, and Vice-President Programs.

Section 3: Terms of Office

- 1) The term of office of Directors is as follows:
 - i. President, Vice President Administration, Vice-President Personnel, Vice-President Programs - 2 years.
 - ii. Directors at Large - 2 years.
 - iii. Athlete Representatives – 2 years.
 - iv. Business Directors – 2 years.
- 2) There shall be no limit to the number of successive terms.
- 3) The Immediate Past President of the Association **may** be appointed **annually at the conclusion of their Presidential term** into the position of Past President provided that this individual is interested in serving in the position and has been approved by the Board.

Section 4: Positions – Designated Years

- 1) The following Director positions will be up for election on an alternating two year term:
 - i. President;
 - ii. Vice-President Programs;
 - iii. Director-at-Large (2); and
 - iv. Athlete Representatives.
- 2) The following Officer positions will be up for election on an alternating two year term:
 - i. Vice-President Administration;
 - ii. Vice President Personnel;
 - iii. Director-at-Large (2); and
 - iv. Business Directors.



Section 5: Remuneration

- 1) Directors and Officers shall not receive any remuneration for their services but may receive such expenses as approved by the Board or membership.

Section 6: Duties of the Board of Directors/Officers

- 1) In addition to other duties as assigned by the Board, the duties of the Directors/Officers shall be:
 - i. **President** - Shall be the ~~chief executive officer~~ **Chair** of the Association and shall preside over all meetings of the members and meetings of the board. The President shall be responsible for calling all meetings of the Board and the Association and preparing the meeting agendas in conjunction with the ~~Vice President Administration~~ **Executive Director**. The President shall oversee all orders and resolutions of all meetings. The President shall represent, or cause to be represented; the Association at all functions requiring representation. The President shall chair the Executive Committee of the Association and be an ex- officio member of all Association committees.
 - ii. **Vice-President Personnel** - Shall chair the Personnel Committee of the Association and be a member of the Executive Committee. The Vice-President shall represent the personnel needs of the Association and report to the Board on the activities of the Personnel Committee. The Vice-President Personnel shall perform the duties of the President, in his/her absence.
 - iii. **Vice-President Programs** - Shall chair the Programs Committee of the Association and be a member of the Executive Committee. The Vice-President Programs shall represent the technical program needs of the Association and report to the Board on the activities of the Programs Committee.
 - iv. **Vice President Administration** - Shall chair the Administration Committee of the Association and be a member of the Executive Committee. The Vice President Administration shall represent the financial/administration needs of the Association and report to the Board on the activities of the Administration Committee. The Vice President Administration **in conjunction with the Executive Director** shall cause minutes of all proceedings of the Association to be properly recorded, circulated and archived. ~~The Associations Legal Firm~~ **Vice-President Administration** shall keep all books and records of the Association **at the Legal firms office** address.
 - v. **Directors-at-Large** - Shall take responsibility as defined by the Board or membership, as is required. They shall promote ~~track and field~~ **Athletics** on a province wide basis, and accept roles in relation to their expertise and interests. They shall remain informed of the financial status of the Association. They shall assist in policy development, and shall initiate new thought/direction.



- vi. **Athlete Representatives** – Shall take responsibility as defined by the Board or membership, as is required. They shall promote Athletics on a province-wide basis, and accept roles in relation to their expertise and interests. They shall remain informed of the financial status of the Association. They shall represent the views of athletes. Athlete Representatives must have at least one of the following criteria but not limited to, within the previous four years prior to nomination by ~~their clubs~~ **the board of directors**:
 - a) Received National Card Funding from Athletics Canada;
 - b) Received AADP funding; or
 - c) Participated as an athlete on a National Team.
- vii. **Business Directors** – Shall take responsibility as defined by the Board or membership, as is required. They shall promote Athletics on a province-wide basis, and accept roles in relation to their expertise and interests. They shall remain informed of the financial status of the Association. They shall ~~shall~~ **may** assist in policy development, and shall **may** initiate new thought/direction.
- viii. **Past-President** - Shall provide direction on policies, By-laws and the constitution of the Association. The Past-President shall provide clarification on the role, responsibilities and functions of Directors. The Past-President may chair the election of officers and directors at meetings of the members. The Past President is a Non - voting position and does not include a position within the executive committee.

Section 7: Eligibility for Election or Appointment to the Board of Directors

- 1) Only members in good standing and who meet the eligibility criteria established in the Association's policies or procedures shall be eligible for election or appointment to the Board of Directors.

Section 8: Election to the Board of Directors

- 1) The election of the Board of Directors, except for the Athlete Representatives (who will be nominated in accordance with Article 3, Section 9) and the Business Directors (who will be nominated in accordance with Article 3, Section 10), will be by secret ballot.
- 2) In order to be eligible for election to the Board of Directors, nominees shall forward to the Executive Director of the Association at least 30 days in advance of the Annual General Meeting:
 - a. a copy of their resume;
 - b. a nomination form signed by two members of the Association;
 - c. a statutory declaration as provided by the Association's office;
 - d. an **up to date** completed criminal record check ~~unless the Association has received such a check within the last four years;~~ and
 - e. Proof of Athletics Alberta membership at time of submission.



Section 9: Appointment of Athlete Representatives

- 1) The two Athlete Representatives on the Board of Directors will be appointed in accordance with these By-laws and the Association's policies;
- 2) Each club may forward the name of one individual for nomination to the Board of Directors, together with a copy of the candidate's resume, and a nomination form signed by two members of the Association, to the Executive Director;
- 3) The candidate ~~submitted by each club~~ must meet the criteria for eligibility established in the Association's policies and procedures;
- 4) The newly-elected Board shall, within 60 days following the Annual General Meeting, appoint two (2) representatives, one male and one female from the Association; and
- 5) The Board has complete discretion in its appointment of Athlete Representatives and appointments are final and not appealable.

Section 10: Appointment of Business Directors

- 1) The two Business Directors on the Board of Directors will be appointed in accordance with these By-laws and the Association's policies.
- 2) In order to be eligible to serve as Business Director, the candidate must meet the criteria for eligibility established in the Association's policies and procedures.
- 3) The newly-elected Board shall, within 60 days following the Annual General Meeting, appoint **up to** two (2) representatives from the Alberta business community.
- 4) The Board has complete discretion in its appointment of Business Directors and appointments are final and not appealable.

Section 11: Removal of Directors & Officers

- 1) Removal of Directors and/or Officers: Subject to the Act, the Members may by ordinary resolution (sixty-six (66%) percent or greater) passed at a meeting specially called for such purpose remove any Director and/or Officer from office, and the vacancy created by such removal may be filled at the same meeting, failing which it may be filled by the Board.

Article IV: Meetings

Section 1: Annual General Meeting

- 1) There shall be an Annual General Meeting held each year between March 1 and May 15th of each year.
- 2) Prior to each Annual General Meeting, a proposed budget shall be circulated prior to said meeting.



- 3) Only members of the Association may attend meetings of the Members. Attendance by other individuals may be approved at the discretion of the Board. All members of the Association may speak when recognized by the Chair.
- 4) The rules contained in "Roberts Rules of Order - Revised" shall govern all meetings of the members in all cases provided they are consistent with these By-laws.
- 5) The order of business at every meeting of the members shall be:
 - a) Call to order and roll call of voting delegates;
 - b) Minutes from the previous general meeting;
 - c) Presidents Address
 - d) Financial report and statement;
 - e) Reports of committees, President, staff;
 - f) Amendments to the By-laws;
 - g) Approval of annual budget;
 - h) General business;
 - i) Elections; and
 - j) Adjournment.
- 6) The retiring Directors shall remain in office until the adjournment of the meeting at which their successors are elected.

Section 2: General Meetings and Special General Meetings

- 1) Special and general meetings may be called by the Board of Directors.
- 2) General meetings and special general meetings may be held in a virtual setting in place of an in-person meeting provided sufficient notice to the virtual meeting is provided.
- 3) Notice of a general or special meeting of the Association shall be given to all members at least Twenty One (21) days prior to the date of such meeting. Notification to clubs or schools shall constitute notification to the members registered through those organizations.
- 4) Special general meetings must be called by the Board of Directors upon written petition to either the Vice President Administration or President of the Association by fifteen (15) members of the Association, stating such reason for the meeting.
- 5) The special general meeting, as petitioned, must be called within 30 days of receipt of the petition.
- 6) There may be other general meetings as called by the Board of Directors, and proper notice as outlined for annual general meetings must be given to the membership.
- 7) The minutes of all special and general meetings must be circulated to the Board members, and posted to the website within 30 days following the adjournment of the meeting.
- 8) A resolution or a document purporting to be minutes of a meeting of the Members signed by 2 of the officers, shall be as valid and effectual as if it had been passed at a meeting of the Members duly called and constituted, and shall be entered in the minute book of the Association accordingly, and shall be held to relate back to any date therein stated to be the date thereof.



Section 3: Quorum

- 1) A quorum necessary for the transaction of business at an annual general, special or general meeting shall be 30 votes present. Proxy votes shall not be included in the 30 votes to constitute a quorum.
- 2) If no quorum is established at a meeting, a new meeting shall be held within thirty (30) days and the delegates at that meeting, regardless of the number, shall constitute a quorum.
- 3) For this new meeting only ten (10) days of notification need be given.

Section 4: Voting for Annual General or Special meetings

- 1) Voting shall be allocated as follows:
 - a. each **member** club 3 votes (represented by a delegate holding all three votes);
 - b. Officials Committee 3 votes (for Sub-Committee as a whole);
 - c. each school 1 vote (represented by a delegate);
 - d. each Board member 1 vote.
- 2) Board members shall only carry one vote each and shall not carry proxy votes, or club or school votes, at any General or Special General meeting.
- 3) Proxy votes may be exercised at any meeting if filed before the meeting with the meeting Secretary, and signed by the conferrer.
- 4) Any member, representing a club or school and carrying that respective club or school's vote, can only carry one other clubs 3 proxy votes (to a maximum of 6 votes).
- 5) All motions voted on at a meeting shall be carried by a simple majority unless otherwise stated by these By-laws.
- 6) Voting at a general meeting may be by a show of hands, or by secret ballot. Any three (3) persons present and entitled to vote may demand a vote by secret ballot.
- 7) At every special meeting, every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a vote by secret ballad is requested by any Member present.
- 8) Whenever any question shall arise which the President considers should be put to a vote of the members but which in his/her judgment does not require a special general meeting, the President or Vice President Administration may make written submission of such question to the voting members for their decision. The question thus presented shall be decided according to a majority of the votes received on or before the expiration date fixed on such written submission. The expiration date must not be less than 20 days from the mailing of such question.



Section 5: Board of Directors Meetings

- 1) The Board of Directors shall meet as often as the affairs of the Association require, to a minimum of four times yearly.
- 2) Board of Director meeting minutes shall be posted within 30 days of the meeting.
- 3) Board of Directors meetings may be called by of any two members of the Board, verbally or in writing to the President, specifying the business to be discussed.
- 4) A quorum for all meetings of the Board of Directors shall be five (5) of the directors.
- 5) Members of the Board shall be given at least 72 hours notice before the called meeting. However, provided 2/3 of the Board are present, the Board may meet in case of emergency, without notice.
- 6) Any business transacted at an emergency meeting shall be ratified at the next regularly called Board meeting.
- 7) Meetings of the Directors may be held anywhere in the Province of Alberta, with the consent of a majority of Directors **or over a virtual meeting format.**
- 8) All acts done at any meeting of the Directors or by any persons acting as Directors shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
- 9) A resolution or a document purporting to be minutes of a meeting of the Directors signed by all of the Directors, shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and constituted, and shall be entered in the minute book of the Association accordingly, and shall be held to relate back to any date therein stated to be the date thereof.

Article V: Indemnity and Protection

- 1) Each and every Director, Member and Officer of the Association shall be deemed to have assumed office on the express condition that every such Director, Member or Officer, his respective heirs, executors, administrators, and estate shall at all times be indemnified and saved harmless out of the funds of the Association against all costs (including legal costs on a solicitor and his own client basis), charges and expenses, including any amount paid to settle an action or satisfy a judgment which such Director, Member or Officer sustains or incurs in any civil, criminal or administrative action or proceeding which is brought or prosecuted against him in respect of any act or matter done or permitted by him to be done in the execution of the duties of his office and also all costs, charges and expenses which he may sustain or incur in relation to the affairs of the Association, provided he acted honestly and in good faith with a view to the best interests of the Association and he had reasonable grounds for believing that his conduct was lawful.



- 2) No Director, Member or Officer of the Association shall be liable for the acts, receipts, neglects or defaults of any other Director, Member, Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Directors or Members for, or on behalf of, the Association for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or wrongful act of any person, firm or Association with whom any monies, securities or effects shall be lodged or deposited or for any loss occasioned by an oversight or error in judgment on his part or for any other loss, damage or misfortune which may happen in the exercise of his respective duties or trust or in relation thereto unless the same shall happen by his own or through his own willful act or default. Directors and Members may rely upon the accuracy of any statement or report prepared by the Association's auditors or accountants (as the case may be) and shall not be responsible or held liable for any loss or damage resulting from acting, in good faith, upon such statement or report.

Article VI: Finances of the Association

Section 1: Fiscal Year

- 1) The fiscal year of the Association shall be the calendar year commencing April 1 to March 31.

Section 2: Accounts

- 1) The Board of Directors shall cause true accounts to be kept of all funds received and disbursed by the Association.
- 2) One or more bank accounts shall be kept for the Association in a chartered Canadian Bank or Provincial Treasury Bank.
- 3) Cheques shall be signed by the Office Manager and/or Executive Director plus one of the President or Vice President Administration. Specifically:
 - a. Drafts, orders for the payment of money, notes of acceptance, and bills of exchange involving transactions or expenditures previously approved by the Board, shall be signed by the Executive Director;
 - b. Drafts, orders for the payment of money, notes of acceptance, and bills of exchange involving transactions or expenditures not yet approved by the Board shall be signed by one of the President, Vice-President Personnel, Vice-President Programs, Vice President Administration, and the Executive Director.
- 4) The books and records of the Association may be inspected at the Association's Head Office address by any Member at any time upon giving reasonable notice and arranging a time satisfactory to the Vice President Administration.



Section 3: Audit

- 1) The Board shall cause an audit of the financial position of the Association to be done annually, and the audited financial statements with the auditors report shall be submitted to both the Annual General Meeting and the Registrar of Corporations, as required.
- 2) Each year the board shall appoint an auditor, or auditors, of the annual financial statement of the Association. The auditor(s) shall be:
 - a. A public accountant, as defined by the Alberta Chartered Professional Accountants act, to be engaged to perform the audit; OR
 - b. Two individuals who are members of the Association, neither of whom are a board member, officer, or employee of the Association.

Section 4: Borrowing Power of the Association

- 1) For the purpose of carrying out its objects the Board of Directors may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures. This action must be ratified at the next meeting of the Association. This power shall be exercised only under the authority of these By-laws, and in no case shall debentures be issued without the sanction of a special resolution of the Association.

Section 5: Signing

- 1) Contracts, documents, or any instruments in writing requiring the signature of the Association shall be signed by the President and Vice President Administration, except as specified in 1a & 1b.
 - a. Contracts for services previously approved by the Board shall be signed by the Executive Director; and
 - b. Permanent, full-time personnel contracts between the Association and the professional staff shall be signed by the President and/or the ~~Vice President~~ ~~Personnel~~ **Executive Director**. Part-time personnel contracts may be signed by the Executive Director as approved by the Board of Directors.
- 2) All contracts, documents, and instruments in writing so signed shall be binding upon the Association without any further authorization or formality.
- 3) The Vice President Administration shall have the custody of the Corporate Seal and shall not affix it to any instrument or document except by authority of a resolution of the Board of Directors.



Section 6: Custody of Minutes

- 1) All minutes of the Association meetings, and Board of Directors meetings, shall be kept at the Association's Head Office address.

Article VII: Amendments

Section 1: General

- 1) These By-laws may be rescinded, altered, or added to from time to time by special resolution of the membership. A special resolution can only be passed at a general meeting of the members. A notice of the special resolution must be provided to the members at least Twenty One (21) days in advance of the meeting and at this meeting at least seventy five (75%) percent of the Members in attendance must vote in favor of the special resolution.

Article VIII: Committees

Section 1: General

- 1) Standing committees of the Association shall be formed as outlined in these By-laws.
- 2) Each standing committee chairperson shall be responsible to the Board of Directors for the actions of his/her committee.
- 3) Standing committees shall be limited to financial expenditures within the approved budget. Any unbudgeted expenditures require prior approval of the Board of Directors.
- 4) ~~Standing committees shall prepare and annually review a three year committee plan, including budget, for recommendation to the Board of Directors, at least two months prior to the end of the fiscal year.~~
- 5) Standing committees shall review, monitor and evaluate the effectiveness of existing policies within the respective committees' key responsibility areas and prepare recommendations for deletions and additions.
- 6) Unless otherwise prescribed by these By-laws, standing committee members shall be appointed by the Board, upon recommendation of the respective committee chairpersons, from the membership or the Board.



- 7) The term of appointment to standing committees shall be two years with half of the committee members' terms commencing each year. A term commences upon completion of the Annual General Meeting.
- 8) Sub- or ad-hoc committees of the Board may be formed or dissolved by the Board at any regular meeting of the Board.
- 9) Sub- or ad-hoc committees of the standing committees may be formed or dissolved by the standing committees without approval of the Board. Standing committees are responsible for the activities of such sub- and ad-hoc committees that fall within their jurisdiction.

Section 2: Standing Committees

- 1) The Association shall have the following standing committees:
 - i. Programs Committee
 - a. The purpose of the Programs Committee is to develop, implement, and evaluate all technical programs and services of the Association;
 - b. The Vice-President Programs will chair the Programs Committee;
 - c. The Programs Committee shall hold a minimum of two meetings a year.
 - ii. Personnel Committee
 - a. The purpose of the Personnel Committee is to ensure the effective recruitment, management and development of the Association's human resources;
 - b. The Vice-President Personnel of the Association will chair the Personnel Committee;
 - c. The Personnel Committee shall hold a minimum of two meetings a year.
 - iii. Administration Committee
 - a. The purpose of the Administration Committee is to advise the Board on all matters pertaining to resource allocation, resource distribution, resource development and management. ~~including fundraising, marketing, contracting and negotiations, sanctions, budgeting and accounting for the Association; and to assume a primary role in matters pertaining to membership, public relations and government relations on behalf of the Association;~~
 - b. The Vice President Administration of the Association will chair the Administration Committee;
 - c. The Administration Committee shall hold a minimum of two meetings a year



iv. Executive Committee

- a. The purpose of the Executive Committee is to function on behalf of the Board in matters of emergency, and in interim periods between regularly scheduled Board meetings, and to coordinate the activities of the standing committees;
- b. The President of the Association shall be the chair of the Executive Committee and the members of the committee shall be the Officers of the Board;
- c. The Executive Committee shall meet as required.

Article IX: Liquidation and Dissolution

Section 1: General

- 1) Upon the dissolution of the Association and after the payment of all debts and liabilities, the remaining assets of the Association shall be given to one or more similar non-profit amateur sport association(s) or to some charitable organization, such recipient(s) to be determined by the members at or before the time of dissolution.