



# NORTHWEST TERRITORIES BADMINTON ASSOCIATION

% Sport North Federation  
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## BY-LAWS

### 1 MEMBERSHIP

- 1.1 Membership shall be open to any organized club in the NWT or, in the absence of an organized club, to any individual in that community, upon payment of an annual membership fee as determined by the Board of Directors at the Annual General Meeting of the Association.
- 1.2 Membership fees shall be paid by November 1st of each year.
- 1.3 All members shall have the right to take part in all Association activities and to use all facilities established by the Association for the promotion of its purposes, subject to such regulations and the payment of such fees as the Directors may from time to time prescribe for specific activities.

### 2 BOARD OF DIRECTORS

- 2.1 The Board of Directors shall consist of the President of each member club.

### 3 EXECUTIVE COMMITTEE

- 3.1 The Executive Committee shall be elected by the Board and shall consist of the following:
  - President
  - Immediate Past President
  - Vice-President, Officials Development
  - Vice-President, Player Development
  - Vice-President, Coaches Development
  - Vice-President, Competition
  - Secretary-Treasurer

### 4 DUTIES OF THE BOARD OF DIRECTORS

- 4.1 The Board of Directors shall hold an Annual General Meeting for the purpose of managing the affairs of the Association.
- 4.2 Directors who are not Executive Committee Members shall assist the Executive Committee when required with special assignments of the Association.

**5 DUTIES OF THE PRESIDENT AND VICE-PRESIDENT**

- 5.1 The President shall preside over all meetings of the Executive and Board of Directors. In the absence of the President, a Vice-President or another officer or board member shall be chosen to take his/her place.
- 5.2 The President shall preside over and organize the smooth running of the Association.
- 5.3 The Vice-Presidents shall:
  - 5.3.1 Provide leadership to their respective portfolios
  - 5.3.2 Manage their programs within their assigned budgets
  - 5.3.3 Appoint sub-committees or individuals to perform program tasks

**6 DUTIES OF THE SECRETARY**

- 6.1 To record and maintain minutes of all meetings;
- 6.2 To attend to all correspondence;
- 6.3 To maintain communication with Badminton Canada and Sport North and to disseminate information to members concerning the activities and programs of these bodies.
- 6.4 To keep all books and records open for members' inspection at all times.

**7 DUTIES OF THE TREASURER**

- 7.1 To receive all monies due to the Association.
- 7.2 To pay all bills and settle all debts of the Association from Association funds.
- 7.3 To keep records of all money transactions and to keep custody of all Association funds.
- 7.4 To maintain and keep custody of all material items owned by the Association.
- 7.5 To keep a record of membership and to issue membership cards.
- 7.6 To maintain the membership of the Association in Badminton Canada.
- 7.7 To maintain the membership of the Association in Sport North.
- 7.8 To pay any additional dues to Badminton Canada to maintain membership of the Association's certified coaches and officials.

**8 DUTIES OF THE IMMEDIATE PAST PRESIDENT**

- 8.1 To assist the Executive Committee with their respective duties when required.

**9 REMUNERATION**

- 9.1 No Board member or officer of the Association shall receive remuneration for service in any elected or appointed position unless a budget is submitted, reviewed and specifically authorized by a motion of the Executive Committee and/or at the AGM.

**10 ELIGIBILITY FOR ELECTION AND LENGTH OF TERM OF OFFICE****11**

- 11.1 Any person who is a current member in good standing of a member club is eligible for election to the office of President, Vice President, or Secretary/Treasurer.
- 11.2 The President, Vice President and Secretary/Treasurer shall be elected at the Annual General Meeting and shall remain in office for one year. Their term of office may be renewed.
- 11.3 Upon resignation of a member of the Executive Committee during his term of office, the Executive Committee shall appoint a person to fill the vacancy until the time of the next election.

**12 COMMITTEES AND APPOINTMENTS**

- 12.1 The Board of Directors may appoint such committees as from time to time be required to carry out the affairs of the Association.
- 12.2 The Board of Directors or the Executive Committee may appoint individuals to attend any meetings where their experience, advice or expertise is required to contribute to the business of the meeting.
- 12.3 Appointments under 11.2 shall be made by the Chairman of the meeting with the concurrence of those in attendance.
- 12.4 The President shall be an ex-officio member of all committees.

**13 TIME FOR HOLDING MEETINGS**

- 13.1 An Annual General Meeting shall be held by the members no sooner than 30 days after the end of the fiscal year.
- 13.2 Special General Meetings of the members shall be called at the discretion of the President or upon request of any two Directors.
- 13.3 Ordinary meetings of the members shall be called at the discretion of the president.
- 13.4 The Executive Committee shall meet regularly and at least three times per year.

**14 NOTICE OF MEETINGS**

- 14.1 Notice OF ANY general or special meeting shall be given at least 30 days prior to the date set for the meeting by the posting of notices setting forth the time, place and business to be transacted at such meetings at conspicuous points throughout the NWT.

**15 QUORUM**

- 15.1 A quorum for an Annual General Meeting or a Special General Meeting of the members shall be at least three Executive Committee members and at least two thirds of the presidents of member clubs with memberships of ten or more adults.
- 15.2 A quorum for an Ordinary meeting of the members shall be at least two executive committee members and at least a simple majority of the presidents of member clubs with ten or more adults.

**16 WITHDRAWAL OF MEMBERSHIP**

- 16.1 Membership shall be considered withdrawn if a club or individual ceases to pay the annual membership fees by the due date.

**17 EXPULSION FROM MEMBERSHIP AND MEMBER DISCIPLINE**

- 17.1 An individual, for just and serious cause, may be expelled from membership by a two-thirds majority vote of the Board of Directors, such vote to be ratified at the next Annual General Meeting.
- 17.2 A club, for just and serious cause, may be expelled from membership only by a majority vote of the member clubs at an Annual General Meeting. Actions leading to the expulsion of a club shall be deemed solely the fault of that club's executive officers. Upon expulsion of a club, individual members of the club would maintain membership in the Association and, upon the election of a new executive for the club, that club's membership will automatically be renewed.
- 17.3 Executive officers may be expelled from office by a two-thirds majority vote of the board of directors. Other board members may only be expelled by their respective clubs, under the terms of their own bylaws.
- 17.4 Any individual who breaches normal codes of behavior at any event or in any activity under the sanction or jurisdiction of the Association may become subject to disciplinary action taken by the Association.
- 17.5 Upon receipt of a report or complaint of misbehavior under 16.4, the Executive may take immediate disciplinary action, strike committees, conduct hearings or take any other action which it deems appropriate and necessary to redress the situation, including the imposition of fines or the assessment of cash damage payments.

- 17.6 The Association shall give full cooperation to Sport North in cases of misbehavior by any Association member at any events or during activities sanctioned by or under the jurisdiction of Sport North and where disciplinary measures are taken by Sport North, including any action which in the operation of the Executive is required under 16.5.
- 17.7 The Executive may delegate to coaches, managers or supervisors, the authority to take immediate disciplinary action on-site at any event or in any activity under their supervision to redress misbehavior by a member. Such action will be reported to the Executive for ratification and further action if deemed necessary.
- 17.8 The decisions of the Executive shall be final. If, in the opinion of the Executive, there is any doubt over the jurisdictional right of the Association to take action, the Executive may entertain an appeal and refer that appeal to Sport North for consideration or dismissal.

## **18 FISCAL YEAR**

- 18.1 The Fiscal year of the Association shall be from July 1st to June 30th.

## **19 DISPOSAL OF FUNDS AND BORROWING POWERS**

- 19.1 All monies received by or on behalf of the Association shall be deposited in the Association's bank account in trust for the Association.
- 19.2 All disbursements from the trust bank account shall be made by cheques signed by the President and the Treasurer or, in either of their absences, by some other member of the Executive.
- 19.3 The Board of Directors may, by majority vote, borrow funds for the current operations of the Association but the total of such funds shall not, at any time, exceed one half the Association's revenues in the preceding year.
- 19.4 The Board of Directors may, upon majority vote at a Special or Annual General meeting, borrow funds for capital expenditures.

## **20 AUDITOR**

- 20.1 At every Annual General Meeting a balance sheet for the preceding year shall be available for the inspection of members.

## **21 SEAL AND SIGNING AUTHORITY**

- 21.1 The seal of the Association shall consist of the word "SEAL" in a circle formed by the words "Northwest Territories Badminton Association".
- 21.2 The seal shall be kept in the custody of the Secretary of the Association and shall not be affixed to any instrument or document except by authority of a resolution of the Executive Committee and in the presence of the Secretary and at least one other member of the Executive Committee.
- 21.3 The Secretary and at least one other member of the Executive shall have authority to sign instruments or documents on behalf of the Association.

**22 METHOD OF AMENDING THE CONSTITUTION AND BY-LAWS**

- 22.1 The Constitution shall only be amended by an extraordinary resolution with the support of at least three-quarters of the total voting strength present at an Annual General Meeting.
- 22.2 By-laws shall only be amended by a majority vote at an Annual General Meeting or by at least a three-quarter-majority vote at a Special General Meeting.
- 22.3 Notwithstanding the above, no charges shall have effect until they have been registered by the Registrar of Societies.

**23 VOTING MEMBERS AND VOTING STRENGTHS**

- 23.1 Voting members at all meetings of the Association shall be the President of the Association and the President of every member club or his/her designated alternate in attendance at the meeting.
- 23.2 Each voting member is entitled to one vote. In addition, each club President will be entitled to an additional vote for every 50 individual members in his/her club.
- 23.3 Proxy votes shall not be allowed.
- 23.4 Members and clubs may participate, if possible, in Annual General Meetings and Special Annual General Meetings via telephone or video-telephone, if they are unable to attend in person. Voting privileges shall be extended as though they were attending in person.

**24 THE EXECUTIVE OF THE ASSOCIATION SHALL:**

- 24.1 Keep a register of all clubs in the NWT.
- 24.2 Keep a register of all affiliated players in the NWT.
- 24.3 Keep all non-affiliated clubs aware of Association activities.
- 24.4 Keep a register of all officials and their level of certification.
- 24.5 Keep a register of all coaches and their level of certification.
- 24.6 Appoint the Association's "Member Representative" to Badminton Canada so the individual may cast the vote(s) allocated to the Association at the Badminton Canada Annual General Meeting.
- 24.7 Appoint two representatives to Sport North meetings, who must be members of the Association.
- 24.8 Arrange for the selection of players to attend Canadian National Championships in cases where a specified number of players receive funding assistance to attend.

- 24.9 Arrange for the conduct of trials and/or selection of teams to represent the NWT in the Arctic Winter Games.
- 24.10 Arrange for the conduct of trials and/or selection of teams to represent the NWT in the Canada Games.
- 24.11 Work in liaison with Sport North in the planning of transportation, use of facilities, etc. for any activities associated with regional and territorial competitions for Arctic Winter Games and Canada Games not governed by the by-laws of the Association.
- 24.12 Take a continuing responsibility for the growth of members by:
- 24.12.1 offering clinics and other training opportunities for players, coaches and officials
  - 24.12.2 encouraging and supporting club growth
  - 24.12.3 publicity and personal contact
  - 24.12.4 fund raising

## **25 REGULATIONS**

- 25.1 The Association may make regulations governing its activities. Such regulations shall be made and approved by majority vote at an Annual General Meeting.
- 25.2 Notwithstanding 24.1 the Executive may make urgent changes to any regulation between meeting provided notice is given to all members with reasons for the changes. The changes shall only remain in effect until the next meeting.

## **26 FUND RAISING**

- 26.1 The Association shall maintain such fund-raising ventures, as it deems appropriate and profitable.
- 26.2 The Association shall sign all documents, obtain such licenses and enter into any agreements required to establish and operate any fund-raising venture under its control.
- 26.3 All profits earned shall become part of the assets of the Association.
- 26.4 The association may obtain the services of managers to operate its fund-raising ventures in a manner appropriate to the aims and objectives of a non-profit society.
- 26.5 Managers shall report to and take direction from the Executive through the President.
- 26.6 Notwithstanding 25.5 the manager shall make such day to day decisions and judgments as would normally be required in the operation of an efficient fund-raising venture.



- 26.7 The Manager shall prepare financial statements for the fundraising venture as and when requested by the Executive and shall prepare a full financial statement at the end of each fiscal year.
- 26.8 The Executive shall present financial statements for all fundraising ventures to the Annual General Meeting. Such financial statements shall be added to the complete financial statement of the Association.
- 26.9 The Executive may close temporarily to permanently any fundraising venture maintained by the Association at any time and shall report the reasons for such closures at the next Annual General Meeting.

This Constitution and these Bylaws have been approved at the Annual Meeting of members.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
President

