

# **North Bay Antoine Ski Racers Inc.**

## **Constitution of the North Bay Antoine Ski Racers Inc.**

### **Section 1. Name**

The name of the organization shall be the North Bay Antoine Ski Racers Inc. (NBASR) with member status in the Alpine Ontario Alpin(AOA).

### **Section 2. Vision**

The vision of the NBASR is to be a leading competitive ski racing club by supporting and developing its athletes and coaches through a quality alpine ski racing program.

To achieve this vision, the NBASR will:

- a. Help to develop a lifelong passion for skiing;
- b. Ensure that all programs are accessible to all skiers;
- c. Assist athletes in developing self-esteem;
- d. Promote skill development in all athletes;
- e. Demonstrate leadership and build team-oriented skills;
- f. Promote a healthy athletic lifestyle;
- g. Create a fun, safe, social environment for family and friends.

### **Section 3. Objectives**

The objectives of the North Bay Antoine Ski Racers Inc. are as follows:

- a. To promote competitive alpine ski racing in the North Bay, Mattawa area;
- b. To provide the best possible coaching expertise to as many competitive racers as Possible;
- c. To arrange for the training and selection of local racers to represent North Bay Mattawa area in Divisional races;
- d. To organize such fund raising activities needed to finance the programs;
- e. To recruit new ski racers to the club on an annual basis;
- f. To work to ensure retention of athletes and coaches;
- g. To ensure a safe and respectful team environment by strictly enforcing the Code of Conduct among all athletes, coaches, parents, and volunteers.

### **Section 4. Operations**

The North Bay Antoine Ski Racers Inc. shall be operated in accordance with By-Laws to be agreed upon and enacted at the Annual General Meeting (AGM).

### **Section 5. Constitutional Amendments**

Transcribed March 3, 2015  
Revised April 7th, 2015

- a. Any member may propose revisions, additions or deletions to the Constitution provided that the proposal is approved by the majority.
- b. The Constitution of the North Bay Antoine Ski Racers Inc. shall not be amended except at the Annual General Meeting. Proposed amendments shall be given to the President in writing at least twenty-one (21) days prior to the AGM. The President shall disseminate the proposed changes to the Board Members for review at least fourteen (14) days in advance of the AGM. An amendment to the Constitution shall be made at the AGM if adopted by the majority.
- c. All approved Constitutional amendments are valid and binding upon its members
- d. In the event of any disputes as to the intent of meaning of any part of the Constitution or By-Laws, the interpretation by the Board of Directors shall be final and binding.

## **By-Laws**

### **Section 1. By-Laws**

By-laws shall be defined as those articles which define the establishment, change or maintenance of the system of government and jurisdiction of the North Bay Antoine Ski Racers Inc.

### **Section 2. Amendments to the By-Laws**

- a. Amendments may be made to the By-Laws at the Annual General Meeting or at a general meeting if the proposed amendments have been filed with the President at least twenty-one (21) days prior to the date of the meeting. Amendments will be passed by the Board if accepted by the majority.
- b. Amendments may be made to the By-Laws at a special meeting called for the purpose if the proposed amendments have been filed with the President twenty-one (21) days prior to such meeting date and a copy of these is disseminated to the members fourteen (14) days prior to such a meeting.

### **Section 3. Affiliation**

- a. The North Bay Antoine Ski Racers Inc. is recognized as the authorized governing body of competitive alpine ski racing in the North Bay, Mattawa area within the Alpine Ontario Alpin.
- b. In turn, the North Bay Antoine Ski Racers Inc. recognizes the Alpine Ontario Alpin (AOA) as the governing body of skiing in Ontario and shall abide by the Rules and Regulations of its association as well as the Alpine Canada and the Canadian Ski Association.

## **Section 4. Membership**

Members shall be of either of the following classes:

- a. A Member shall be a participant who has met all the requirements of eligibility into the North Bay Antoine Ski Racers Inc.
- b. Has paid the required NBASR Inc. dues in full before the established deadline (unless other payment options have been made with and agreed upon by the Treasurer and the majority of Board Members).
- c. Has paid the mandatory registration fees set forth by the Alpine Ontario Alpin.
- d. Adheres to the Code of Conduct Agreement signed by the racer and the racer's parents or guardians.
- e. Is a Member in good standing with the NBASR Inc.
- f. Voting Members shall be parents or guardians of team members who have agreed to fulfill the Parent / Guardian Volunteer Agreement and will be expected to perform volunteer work for the benefit of the club in an amount deemed sufficient by the Board. Such parents or guardians shall have one vote for each of their team members.

## **Section 5. Meetings**

- a. There shall be an Annual General Meeting held one month after the financial year end of the NBASR Inc., at which meeting the incoming Board shall be elected and/or acclaimed. The term of the incumbent Board Member shall be a commitment of at least one calendar year.
- b. There shall be a Board meeting held once a month commencing in September and continuing until April in each racing year.
- c. Other meetings to be called at the discretion of the President. These may include sub-committee meetings in the off-season.
- d. The order of business to be followed at any meeting of the Club shall be as follows:
  - Meeting called to order
  - Introduction of any guest(s)
  - Introduction of any new member(s)
  - Approval of the Agenda (additions, deletions)
  - Approval of previous meeting minutes
  - Business arising
  - Correspondence (Secretary, President/Chair)
  - Financial report (Treasurer)
  - Committee reports: Fundraising, media, coaching
  - New Business

- Next meeting (date, time, location)
- Adjournment (time)

## Section 6. Management

- a. The affairs of the North Bay Antoine Ski Racers Inc. shall be administered by an elected Board **comprised of a maximum of 11 members and** consisting of the following positions:
- President
  - Vice-President
  - Treasurer/Registrar
  - Secretary
  - Past-President
  - Alpine Chair
  - U10/U12 Chair
  - AOA Representative/Liaison
  - Members at Large (not assigned roles or part of the executive)
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- b. Committees:

Committees should be chaired by a Board Member. A committee may be populated by general club members. Regular reports from committees to the Board of Directors are required. Committees will be struck as needed at the discretion of the Board. The following is a list of examples of committees that are normally required:

- Fundraising Chair (organize events, secure sponsors, etc.)
- Publicity/Media Chair (articles, notify media, correspondence, spokesperson)
- Race Chairperson (co-ordinate races, volunteers, etc.)
- Chair of Recruitment and Retention
- Chair of Policy and Procedures
- Chair of Equipment (inventory, inspection, loan, purchase requests)
- IT (website, brochures, posters)
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Elections will be held at the annual general meeting.

- a. Interested candidates should express their intent to the Board President in writing with respect to:
- retaining current position,
  - running for a vacant position, or
  - resigning from the Board. An individual wishing to join the Board without an assigned role should also express his/her intentions in writing at least fourteen (14) days prior to the Annual General Meeting. A candidate for

the position of the President should have a minimum of one (1) year of service on the Board.

- b. Should a vacancy be created by an elected Board member to another position, the existing Board members (firstly the executive) shall have first opportunity to fill the vacancy before opening the position up to other candidates. The appointments of paid employees shall be made by the Board with a majority vote.
- c. Paid employees, and Committee members shall be responsible to and operate under the direction of the Board.
- d. Any bank transaction must be signed by the President and the Treasurer, or designate, as approved by the Board.
- e. All invoices and expenditures must be approved by the Board members before payment.

## **Section 7. Duties of Executive Board Members**

### ***President***

The duties of the President are as follows:

- a. To serve as Chair of the Board and act as the official representative of the North Bay Antoine Ski Racers Inc.
- b. To administer the Constitution and other By-Laws of the North Bay Antoine Ski Racers Inc.
- c. To chair all Board meetings and preserve order through the administration of a set Agenda
- d. To act as an ex officio member of all committees and ensure that the committees function efficiently in the performance of their respective duties
- e. To vote on issues in the event of a tie
- f. To have signing authority on all cheques (in addition to the Treasurer and other designate) and contractual documents subject to the approval of the Board.
- g. To ensure that all elections are held in accordance with the Constitution and By-Laws of the North Bay Antoine Ski Racers Inc.
- h. To perform other duties as directed by the Board.

### ***Vice President***

The duties of the Vice-President are as follows:

- a. To assist the President in the discharge of the Presidential duties as required
- b. To perform the duties of the President in his/her absence
- c. To assume the office of the President in the event of a vacancy for the unexpired term

### ***Past-President***

The duties of the Past-President are as follows:

- a. To be a Chairperson of the nominating / election Committee
- b. To act as chief returning officer of the annual election of Board Members
- c. To ensure that the annual election is conducted fairly and that procedure is followed accordingly.

### ***Secretary***

The duties of the Secretary are as follows:

- a. To record all minutes of the North Bay Antoine Ski Racers Inc. Board meetings as well as the minutes of the Annual General Meeting
- b. To receive, table and process correspondence as directed by the Board
- c. To update and maintain proper filing procedures for the business of the North Bay Antoine Ski Racers Inc.

### ***Treasurer***

The duties of the Treasurer are as follows:

- a. To prepare a monthly expenditure and revenue report to be presented at each Board meeting for review and approval
- b. To collect monies from registration as well as other club and fundraising activities, and ensure that such monies are deposited promptly
- c. To have signing authority on all invoices and cheques along with the President and other designate, as approved by the Board
- d. To acquire approval for payment of all invoices and expenditures from the Boards
- e. Prepares tax receipts

## **Section 8. Board Members**

The general duties of all **Board** Members are as follows:

- a. To participate in all Board meetings
- b. To act as Chairpersons of the various committees as directed by the President
- c. To submit agenda items to the President as deemed appropriate

### ***Alpine Chair***

The duties of the Alpine Chair are as follows:

- a. To be responsible for the approval of all ski racers on AOA once NBASR Inc. dues and AOA fees are paid in full
- b. To prepare an annual calendar of events for U18, U16, U14 racers, to be presented for approval by the Executive
- c. To keep the Board apprised of any new information by reporting at monthly meetings
- d. To turn in any monies collected to the Treasurer no later than one week following

- collection
- e. To assist in the appointing of other chairs for other race groups if numbers Necessitate (U12, U10, etc.)

### ***AOA Liaison***

The duties of the AOA Liaison are as follows:

- a. Acts as a liaison between the North Bay Antoine Ski Racers Inc. and the Alpine Ontario Alpin
- b. Act as a liaison between the North Bay Antoine Ski Racers Inc. and other Ontario divisions
- c. Coordinates club races in conjunction with the Race Chair and submits race results to AOA
- d. Prepares and distributes race notices for NBASR Inc. races.

### ***Chair of Fundraising***

The duties of the Fund Raising Chair are as follows:

- a. To be responsible for the co-ordination of all fund raising events
- b. To keep the Board informed of fundraising plans and seek approval for all financial transactions
- c. To turn in any monies collected to the Treasurer no later than one week following fundraising event
- d. To secure sponsors for the ski season or for particular fundraising endeavours
- e. To be aware of any grants that the club may be eligible for lead the application for such grants
- f. To work closely with the Media Chair to ensure exposure of club and timely advertising of fundraising events

### ***Chair of Publicity/Media Chair***

The duties of the Media Chair are as follows:

- a. To notify the media of any and all events that the club participates in or hosts throughout the ski racing season as well as any off season events
- b. To provide written submissions to various forms of media to increase club exposure and potentially recruit new racers
- c. To serve as spokesperson for the North Bay Antoine Ski Racers Inc. as directed by the Board

### ***Race Chair***

The duties of the Race Chairperson are as follows:

- a. To function as Chair of all Division sanctioned races
- b. To submit a written summary for each race to the Board
- c. To coordinate all logistics and volunteers for hosting events
- d. To coordinate roles and responsibilities for all participating volunteers

### ***Chair of Recruitment and Retention***

The duties of this Chair are as follows:

- a. To conduct periodic surveys of athletes and parents throughout the ski season and report back to the Board
- b. To prepare a survey for year end in order to evaluate the club's performance
- c. To generate ideas on how to recruit new athletes through open houses or registration incentives, etc.
- d. To work in conjunction with the registrar in order to ensure that all information pertaining to each athlete is up to date

### ***Chair of Policy and Procedures and Privacy***

The duties of the Chair of Policies and Procedures is as follows:

- a. To create policies and procedures to ensure that the Board is accountable for its actions and is transparent in its day to day operations.
- b. To update policies as required.
- c. To gain approval of the Board and signature of the President for all policies
- d. To work closely with the President to ensure that all Board Members, Parents, Volunteers and Coaches are aware of the policies and that they are strictly enforced
- e. To ensure that all information collected from parents and athletes remains confidential and is not shared with other parties

### ***Chair of Equipment***

The duties of the Chair of Equipment are as follows:

- a. To inventory all equipment owned by the club
- b. To inspect and store all equipment properly
- c. To oversee the loaning of equipment to other clubs, parents, etc.
- d. To submit purchase requests as items become damaged, need replaced or updated
- f. To work closely with the Race Chair to ensure that all equipment is functioning properly for sanctioned races
- f. To ensure the safety of all racers by regularly inspecting equipment and repairing or outsourcing the repair of equipment as approved by the Board

### ***Chair of Information Technology (IT)***

The duties of the IT Chair are as follows:

- a. To ensure that the website is operational and user-friendly
- b. To maintain the website on an ongoing basis to ensure that information and communication is up to date
  
- b. To work closely with the Board members to ensure that all information is approved by the Board
- c. To ensure that all parents/guardians have signed the necessary paperwork to allow photos of children to be displayed on the website
- e. To adhere to all rules and regulations pertaining to not for profit organizations



- f. To create brochures, pamphlets, posters as needed for various fundraising or recruitment events in conjunction with the appropriate committee chairs

## **Section 9. Duties of Employees**

### ***Head Coach***

The head coach shall be hired by the Board for a period and salary to be negotiated and included in the approved budget.

The duties of the head coach are as follows:

- a. To provide high quality training and development for all ski racers
- b. To provide coaching and training for other club coaches as required, or requested by the Board
- d. To provide reports to the Board as requested by the Alpine Chair or Executive Members of the Board
- e. To work closely with the Alpine Chair to create a calendar of training and events for the ski racing season
- e. To implement and enforce the Code of Conduct among all athletes
- f. To make recommendations to the Board with respect to coaching courses, athlete eligibility for events, etc.
- g. To ensure the safety of all athletes at all times
- h. To facilitate the procurement and maintenance of effective training tools and equipment

## **Section 10. Rules of Procedure**

- a. The Chair sets the agenda with input from the Board members
- b. The Chair leads the meeting and keeps the Board on task as per the agenda items
- c. The Chair recognizes the speaker
- d. The speaker proposes a motion
- e. The motion is seconded by another Board Member
- f. Another member seconds the motion
- g. The Chair asks for discussion from the floor
- h. The mover usually speaks first/last giving reasons for presenting the motion
- i. One opportunity to speak ONLY must be given to anyone wishing to oppose or support the motion
- j. At the end of the discussion, the Chair should ask the members to vote on the motion
- k. A motion is carried by the majority vote
- l. The Chair has the right to decline introduction of new business not contained in the prepared agenda

The Chair has the right to permit consideration of next business if time permits and provided that there are no objections from the floor

## **Section 11. Funds**

All funds of the North Bay Antoine Ski Racers Inc. shall be deposited in a Chartered Bank of Canada or a Trust Company.

## **Section 12. Adoption**

The foregoing and together with the amendments approved shall be considered effective as of the day of \_\_\_\_\_ and shall nullify any previous written or unwritten By-Laws and practices of the North Bay Antoine Ski Racers Inc., formerly known as the North Bay Ski Racing Club. Enacted and passed at the Annual General Meeting of the North Bay Antoine Ski Racers Inc. held on this \_\_\_\_ day of \_\_\_\_\_.  
/end