

Club Constitution

CBS Athletics Club



18 June 2019

1 Club Identity

- 1.1 The Club is officially known as *the CBS Athletics Club Incorporated*.
- 1.2 The official club logo is:
- 1.3 The official colours of the club are green, black, and white.

2 Club Objectives

- 2.1 To provide programs to young players for entry- and advanced-level skill development.
- 2.2 To provide programs providing a setting for lifelong participation in sport, whether it is as volunteers, builders, coaches, players, officials, or in any other capacity.

3 Executive Committee Structure

- 3.1 The Roles and Responsibilities of members of the Executive Committee shall be determined by resolution from time to time as deemed necessary by the Committee.
- 3.2 Roles and Responsibilities are attached hereto in Schedule A.
- 3.3 The Executive Committee shall consist of:
 - President
 - Club secretary/registrar
 - Treasurer
 - Youth Program Coordinator
 - Adult Program Coordinator
 - Facilities and Equipment Manager
 - Webmaster/Public Relations Officer
- 3.4 Appointed positions shall include but are not limited to:
 - Coach Development Officer
 - Officials Coordinator
 - Summer Program Officer

Committee chairs are non-voting members.

- 3.5 Executive Appointments shall be made at any regularly scheduled meeting.
- 3.6 Expressions of Interest for Appointed positions shall be publicly advertised and open for 30-calendar days minimum. Nominations and expressions of interest may be made in person at the AGM or in writing prior to the AGM.
- 3.7 Agenda items for new appointments shall be distributed to executive members a minimum of 30-calendar days prior to the scheduled meeting.
- 3.8 In the event that an executive position is not filled during elections at the AGM for any reason, the remaining executive members can, by majority vote, appoint individuals to executive positions on an interim basis. Interim appointments shall be retired prior to elections at the next AGM.

4 Sub-Committees

- 4.1 All club executive members are authorized to strike their own committee.
- 4.2 All members of Sub-Committees shall be members of the Club paid-in-full.

5 Code of Conduct

- 5.1 The Executive shall hold dear and enforce the applicable codes of ethics as amended from time to time in Schedule B attached hereto.

6 Indemnification

- 6.1 Executive Members or other servants of the Club, and their estates and effects, shall be indemnified and saved harmless at all times by the Club against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except such as that happens from their own respective willful neglect or default.
- 6.2 Director and Officer Liability insurance shall be carried by the Club, or otherwise insured through affiliation with Provincial or Federal Sports Organizations.

7 Elections and Terms

- 7.1 Elections are held for executive committee positions at the Annual General Meeting (AGM).
 - 7.1.1 Executive committee positions are filled for 2 year terms.
 - 7.1.2 AGMs are held on or before the end of June.
 - 7.1.3 The President, Secretary/Registrar and Facilities, and Equipment Manager incumbents are automatically retired in odd-number years.
 - 7.1.4 The Treasurer, Webmaster/Public Relations Officer, and Youth Program Coordinator incumbents are automatically retired in even-number years.
- 7.2 Each member in good standing attending the AGM who is reached the age of majority is entitled to one vote for each office being filled.

8 Meetings of the Executive Committee

8.1 Meetings shall be held on a monthly basis to be decided by the members of the current executive. Quorum shall be 50% +1.

8.2 The Order of Business shall be as follows:

- Approval of Agenda
- Approval of Minutes from Previous Meeting
- Elections, Interim Appointments, Executive Appointments
- Executive Member Reports
- Amendments to the Constitution
- New Business
- Next Meeting
- Adjournment

9 Membership and Dues

9.1 There are two types of membership:

9.1.1 Regular Member, who is a member who has reached the age of majority for the province of Newfoundland and Labrador.

9.1.2 Youth Member, who has not yet reached the age of majority for the province of Newfoundland and Labrador.

9.2 Regular and youth members who do not participate as athletes but do participate in any other capacity will pay an associate membership fee. The associate member fee will be determined by the Club Committee.

9.3 Youth members automatically become regular members upon reaching the age of majority.

9.4 All members must be paid in full prior to attending training, exhibitions, tournaments, fundraisers, and other Team or Club functions.

9.4.1 Athletes may tryout for a Team without being a paid-in-full Club member, in which case participants in tryouts must have signed the injury waiver and paid the tryout fee prior to participating in the tryout.

10 Termination of Membership

10.1 Grounds for termination of membership by the executive include:

10.1.1 Intentional damage to equipment.

10.1.2 Disqualification by an official from games or tournaments due to rude or aggressive conduct.

10.1.3 Other actions that, in the opinion of the executive, require the Club to distance itself from the member.

11 Teams

11.1 The Team Name is the responsibility of the Team to determine.

11.2 Team composition shall be in accordance with the latest requirements of their respective National Sports Organization.

11.2.1 Notwithstanding the above, teams formed to be playing in *fair play* tournaments will not have less than 9 players, except when authorized by the tournament hosts.

11.3 Teams shall develop an Emergency Response Plan, shall inspect equipment and facilities prior to use, and shall have at least one person trained in emergency first-aid.

11.3.1 Teams shall arrange to borrow a first-aid kit from the Facilities and Equipment Officer during Team functions. When the kit is opened, it is to be exchanged for a fresh kit from the Facilities and Equipment Officer.

11.4 Attending tournaments is the decision of individual teams.

11.5 Funding for attending tournaments is the responsibility of the team.

11.6 Teams shall report earnings from fundraisers to the Club Treasurer. This is required to ensure lawful and accurate financial reporting to Government agencies.

11.7 When holding lotteries for raising funds, teams shall coordinate lottery licenses through the Club Treasurer and Club Secretary.

11.8 All players must wear the assigned uniform at exhibitions and tournament play.

11.9 All teams must run tryouts on an annual basis.

11.10 The number of players and coaching staff on a team shall be in accordance with the respective Provincial Sports Organization general requirements.

11.11 Coaches shall apply to the Executive to call-up players. Player call-ups are permitted on the condition that:

11.11.1 It is an emergency situation.

11.11.2 The Coach is keeping the called-up players' best interest in mind.

12 Coaches

12.1 A Coach may be a member of the Executive, but must declare a conflict of interest should it arise.

12.1.1 Coaches on the Executive shall not vote on a decision when there is a conflict of interest.

12.2 All coaches shall submit to the Club Executive a certificate of conduct. When coaches are working with youth members, a vulnerable persons sector check is also required. The Club will provide the Coach with a letter to demonstrate that the checks are for volunteering purposes.

12.3 All coaches are required to provide to the Club Executive their NCCP number within 9 months of their agreeing to coach a team.

12.3.1 All Head coaches must meet the Provincial Sports Organizations coaching certification requirements

12.3.2 All Assistant coaches must meet or be working towards the minimum certification standard

12.4 All coaches shall carry player and medical information sheets during travel, exhibitions, and tournaments.

12.5 A Member can become a Coach by volunteering to coach a Team.

12.5.1 All Coaches must be approved by a majority vote of the Executive.

13 Players

- 13.1 All players must register within their appropriate age category. If there is no team in their age category, a player may move up with permission from the Executive.
- 13.2 All players shall abide by the Club Code of Conduct.
- 13.3 Players shall keep their commitments as agreed with their Coach, else the Coach can apply to the Executive to remove the player from the Team.

14 Parents

- 14.1 Parents are expected to provide and coordinate punctual transportation to and from their Team and Club commitments.
- 14.2 Parents shall abide by the Club Code of Conduct.

15 Registration as Not-for-profit

- 15.1 The Club shall be registered as a not-for-profit corporation as required by the Province of Newfoundland and Labrador.
- 15.2 The Club President shall be listed on the incorporation documents as a Director.
- 15.3 In order to fulfill the requirements of a minimum of three directors. The President, the Secretary/Registrar, and the Treasurer shall be listed as Directors.

16 Financial Management

- 16.1 The executive shall set member fees.
 - 16.1.1 The Club Fee Schedule and revisions shall be adopted at any regular meeting of the executive.

- 16.2 Coaches shall propose tryout fees for their team or teams they are responsible for. Tryout fee amounts shall be approved by the Executive.
- 16.3 All club and team expenses shall be paid by Club cheque bearing the signatures of two authorized signing officers of the Club. Sales receipts must be retained.
- 16.4 Refunds to members will be considered by the Executive, on a prorated basis, in the event of injury or medical diagnosis that inhibit the ability to continue to carry out their role.
- 16.5 Members who remove themselves from a Team or the Club will not receive a refund.
- 16.6 Members shall not claim expenses for Club purchases unless previously approved by the Executive by majority vote.
- 16.7 A financial report will be made at each executive meeting.
- 16.8 A financial report will be made at each AGM.

17 Banking and Execution of Documents

- 17.1 The banking business of the Club shall be carried out at a financial institution as resolved by the Executive Committee.
- 17.2 The Executive Committee shall designate three persons to have the authority to transact debits of the Club's financial accounts via cheque, two of whom must apply their signature to the cheque.
- 17.3 An audit of accounts must be performed every year prior to the Annual General Meeting.
- 17.4 The Treasurer shall recommend, via motion during a General Meeting, an external auditor.

18 Fiscal Year

- 18.1 The fiscal year of the Club shall end on or before the middle of June of each year.

19 Dissolution

- 19.1 In the event of dissolution of the Club, and after payment of any outstanding debts and liabilities, its remaining property shall be distributed by the Executive Committee to schools within Conception Bay South and surrounding areas in order of first come first served, then other non-profit sports clubs on the basis of first come first served, and then to the Provincial Sports Organization.
- 19.2 If the Committee is unable to distribute or dispose of property in the manner above, it may dispose of the property by any means necessary at its discretion.

20 Interpretation of Constitution and Rules

- 20.1 The Executive Committee shall be the sole authority for the Interpretation of this Club Constitution and any Schedules attached hereto, or any guidance documents developed at the Executive's direction for the purpose of Club administration.
- 20.2 The decision of the Executive upon any question of interpretation, or upon any matter affecting the Club, shall be final and binding on the members, and shall not under any circumstances be subject to appeal to any Court of Law.

Schedule A – Roles and Responsibilities

To be determined

Schedule B - List of Codes of Ethics and Their Respective Sport

Volleyball: Volleyball Canada Code of Conduct and Ethics