

CONSTITUTION

1. Name

By virtue of the powers of the Ministry of Consumer and Commercial Relations under the Corporations Act, issued a Charter to the applicants named hereto and which forms part of these Letters Patent constituting them a Corporation without share capital under the name Saugeen Track and Field Club (S.T.F.C.). The Ontario Corporation Number is 621862.

2. Objectives

The purpose of the Saugeen Track and Field Club (the Club) is to;

- i) promote and improve Track and Field in the Grey-Bruce and surrounding areas.
- ii) Organize and develop Track and Field competition in the said area.
- iii) Develop and encourage community spirit in the said area.
- iv) Provide an avenue for continuing fitness, reaching personal potential and developing a healthy lifestyle among the members.
- v) Provide the members with competitive opportunities, regardless of their ability level, at designated competitions where entry standards are not required.
- vi) Provide the members with individual coaching and training programs.
- vii) Provide funding based on the guidelines described in the by-laws, in those cases requiring entry standards.
- viii) Provide administrative support to the coaching staff.

3. Membership

Membership in the Saugeen Track and Field Club shall consist of athletes who have paid the prescribed registration fees and agreed to abide by and comply with the Constitution, By-Laws and Playing Rules of the club.

Members of the Saugeen Track and Field Club, upon payment of the appropriate membership fee, can expect to be associated with the S.T.F.C. for the purpose of training and competing. The S.T.F.C. will pay entry fees and transportation costs. The members will have the opportunity to improve their skill level through training, meet new people, travel and have fun.

4. Officers of the Club (Executive)

The Executive shall consist of the following positions; President, Vice-President, Secretary, Treasurer, Fund Raising Chairperson, Uniform Representative, Coaches' Representative, Athletes' representative and Registrar.

5. Annual General Meeting

The Executive shall be elected at the Annual General Meeting to hold office for a one-year term. The Annual General Meeting shall be held between November 15th and 30th. An advertisement will be placed in the local paper(s) at least two (2) weeks prior, naming the date, time and place of the meeting.

6. Executive meetings

- ix) All Executive members are eligible to vote.
- x) Proxy votes are not permitted.
- xi) The opinion of an absent member may be presented to the President in writing for the consideration of the Executive prior to voting.
- xii) The meetings shall be held regularly at a frequency determined by the Executive.
- xiii) The President may, at their discretion, call special meetings as required.
- xiv) A quorum for the purposes of conducting business, shall be two thirds of the Executive members
- xv) Roberts Rules of Order may used to conduct the meetings.

7. Duties of the Officers of the Club

The Club Officers shall have control of the administrative affairs of the Club. The Officers are

granted the power to fill Executive vacancies as they occur. The Officers shall have control of the finances and discharge all business of the Club.

The President shall preside over all Club Executive meetings including the Annual General Meeting (AGM). The President shall prepare an agenda for each meeting. Should circumstances warrant, the President has the power to make an immediate decision. The President will have signing authority for cheques in the absence of the Treasurer. The President serves as an ex-officio member of all committees. The President may vote, however if their vote causes a tie, the President must vote "no" (Roberts Rules of Order). The President or named Designate will be responsible for the facilitation of communication between parents and members (e.g. Newsletters) and may represent the Club as the Official Spokesperson at Community functions.

The Vice President shall perform duties as assigned by the President and act in that capacity in the absence of the President. The Vice President is an ex-officio member of all committees. The Vice President is responsible for contacting Corporate and Service Club sponsors on behalf of the Club.

The Treasurer shall be responsible for the administration of all club funds, with the exception of the Uniform funds. The Treasurer will pay all Club expenses by cheque or petty cash. The Treasurer has the responsibility for signing cheques. A financial statement shall be prepared and presented at the Annual General Meeting. A report on the current bank balance(s) will be available for discussion at each Executive meeting. The Treasurer will work with the Executive to prepare an annual Club budget framework based on the previous years financial statements. The Treasurer will work with the Registrar to ensure all Athletes and Coaches are duly registered with OTFA.

The Secretary is charged to maintain accurate records of all meetings and provide copies to the Executive members at least one week prior to the next meeting. The Secretary shall place an advertisement in the local papers two weeks prior to the Annual General Meeting advising of the date, time and location of the meeting. The Secretary shall notify the Executive of a request for any change in the by-laws at least one week prior to the next meeting. The Secretary is responsible to send out letters to Sponsors requesting financial support, general correspondence and thank you letters as required. A record of all correspondence shall be maintained.

Through regular communication with the Coaches and Athletes, the Uniform Representative shall maintain an appropriate inventory of the Club basic uniform (as defined in the by-laws). The cost to the Athlete will be the same as the cost to the Club for purchase. Specialty items may be ordered through the Uniform rep., but will not be maintained in inventory.

The Registrar will maintain an accurate up-to-date list of all Club members indicating the type of membership held. The Registrar shall coordinate the annual registration program and work with the Treasurer to register the Club and its members with the OTFA and other sports organizations as appropriate (e.g. Sports Disabled Ontario).

The Fund Raising Chairperson shall coordinate the Club's fund raising activities to include applying for required licenses and soliciting volunteers as required for the functions. The Fund Raising Chairperson shall have the full support of all Executive members in fund raising activities. (S)He will serve as an ex-officio member of all fund raising sub-committees (e.g. Casinos).

The Coaches' Representative shall attend all Executive Meetings to act as a liaison between the Executive and the coaching staff. Liaison may consist of informing the Executive of upcoming events as well as requests for assistance. The Coaches' Rep is responsible for informing the coaches of all pertinent Executive decisions. (S)He will represent the Coaches' request for equipment purchases for the Club. The Coaches' Rep. Will represent the Coaches' interest in the Club and serve to coordinate the Coaches involvement in Club activities (e.g. Fund raising).

The Athletes' Representative shall attend all Executive meetings to serve as a liaison between the Athletes and the Executive. The Athletes' Rep. Will represent the Athletes' interests and serve to coordinate the Athletes' involvement in Club activities (e.g. Fund raising).

8. Amendments to the Constitution

Amendments to the Constitution shall be offered at the Annual General Meeting. Notice of a proposed change must be filed with the Secretary a minimum of two weeks prior to the date of the

AGM. A two-thirds majority vote of the members and parents/guardians present is required to effect Constitutional changes.

9. Amendments to the By-Laws

The By-Laws may be amended by a quorum of the Executive Officers. Notice of a proposed change must be filed with the Secretary a minimum of two weeks prior to the next Executive meeting. The Secretary will ensure that all Executive members are notified of the proposed change a minimum of one week in advance of the next Executive meeting.

10. Committees

The President has the authority to strike sub-committees as needed.

11. Affiliation

The Saugeen Track and Field Club shall be affiliated with Athletics Canada through the Ontario Track and Field Association, the Ontario Minor Track and Field Association and Sport for Disabled Ontario. The Club will remit all fees required to maintain these affiliations and will abide by the regulations of these governing bodies.

12. By-Laws

All Executive and Club members shall abide by the duties and regulations set out in the current by-laws. The Saugeen Track and Field Club may be referred to as the Club.

13. Dissolution

In the event that the Saugeen Track and Field Club ceases to exist as a result of a majority vote of the sitting Executive, all monies held on account will be given freely to local Community Service Groups. The amounts and recipients will be determined by the Executive in office at that time.

November, 1997
Annual General Meeting
Port Elgin, Ontario