

## **BY-LAWS**

### **Association of MITCHELL MINOR SPORTS Inc. COUNCIL**

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#### **ARTICLE I MEMBERSHIP**

##### **Section A - EXECUTIVE COMMITTEE**

###### **Subsection I - Composition**

The Executive Committee members (other than the Past President) shall be elected yearly by the public membership at the Annual General Meeting. In the case of death, resignation, or incapacity of any officer, the office may be declared vacant and the vacancy filled by appointment from the General Membership by the Executive Committee.

###### **Subsection II - Voting**

Each member of the Executive Committee shall have a vote at Executive Committee Meetings and at the General Meetings.

### **Subsection III - Attendance**

Should any member of the Executive be absent from three meetings during the year, without having been granted leave of absence, his/her position on the Council may be declared to be vacant and a new officer may be appointed by the Executive Committee at the next General Meeting.

### **Subsection IV - Duties and Functions**

To conduct General Meetings and to report to the member or organization representatives.  
To represent the Council at outside functions.  
To conduct business according to our Constitution and By-laws.  
To coordinate the activities of the Committees.  
To have the books of account of the Council reviewed by the Accountant appointed at the Annual Meeting.

### **Subsection V - Duties of the Officers**

#### **The PAST PRESIDENT:**

- Assist and mentor the President
- Provide clarity and background on past issues when required

#### **The PRESIDENT:**

- Preside at all meetings of the Council.
- Call special meetings at his/her discretion, as required.
- Be a voting member of all committees.
- Carry out assignments and instructions given to him/her by vote of the General Membership.
- Perform such other duties as customarily pertains to the office of the President.
- Be a signing member of the Council.

#### **The FIRST AND/OR SECOND VICE-PRESIDENT:**

- Be an aid to the President.
- In case of disability or absence of the President, the First or Second Vice-President shall, through such disability or absence, assume the duties of the President.
- Carry out such other duties as may be assigned by the Executive.

#### **The SECRETARY:**

- Write letters that the General Membership feels are necessary for the conduct of business.
- Keep a record of the proceedings of all meetings and forward copies to each organization.
- Plan meetings along with the President and prepare agendas.
- Record attendance at all meetings.
- Be responsible for the production and distribution of the Annual Report of the Council.
- Provide for the General Membership, notice of the next meeting.
- Include the agenda of the Annual Meeting when the notice for the same is sent out to the General Membership.
- Be a signing member of the Council.
- Give notice of the Annual Meeting to the General Membership at least ten days prior to the Annual Meeting.

**The TREASURER:**

- Receive all monies on behalf of the Council and deposit them in the Council's bank account.
- Ensure that each sports organization has a working capital of at least \$200.00 at all times.
- Disburse funds upon the receipt of proper statements and with the approval of the Executive.
- Keep accurate records and submit an up-to-date statement, as required by the General Membership.
- Submit for publication in the Annual Report, an annual reviewed statement.
- Report to the General Membership at all regular meetings.
- Be a signing member of the Council.
- Be a liaison with appointed Accounting firm.

**The ADVERTISING CHAIRPERSON:**

- Coordinate seasons advertisers and team sponsors to renew contract and collect amount due. Submit funds to Treasurer.
- Order sponsor bar and banners and distribute to teams to sew or display.
- Update Advertising Board.
- Submit Ad in local newspaper thanking sponsors after the summer and winter sports.

**The WEBSITE COORDINATOR:**

- Update Website with events as sports and council submit

**The DIRECTOR(S):**

- Voice of council. Listen comment with voting rights.

**The YOUTH DIRECTOR(S):**

- Age 15-17 years old as a voting member. This position is to listen to youth's ideas and to mentor youth to becoming active volunteers in our community.

**Section B - GENERAL**

- All business shall be referred to the proper committee first for action, before being brought to the General Membership.
- Proposals, before being adopted, shall be passed by the Committee and then by the General Membership.
- Any program change within any organization that could be considered competition within the other organizations must be reviewed and approved by the General Membership before proceeding.

**ARTICLE II MEMBER ORGANIZATIONS**

**Section A - RESPONSIBILITIES - Finances**

Each Member Organization's financial performance will be evaluated based on a 3-Year Rolling Average.

1. Each member organization is responsible for presenting a balanced budget (meet 100% of expenses) prior to the start of their operating season and prior to any request for any funds.
2. Each member organization, in coordination with the MMS Treasurer, must present a financial statement to the council upon completion of their season. Details of any surplus or deficit will need to be presented.

- a) If an organization shows a deficit following their operating season, and there is no surplus from the previous two seasons, the organization must budget to replace the deficit over the following two seasons – maintaining balanced budget results over a 3-Year Rolling Average.
  - b) If an organization completes their season with a surplus, and there are no outstanding deficits from the previous two budgets, this surplus may be “carried” forward to offset budgets for the following two seasons.
3. If after the 3-Year period, an organization is still showing a deficit, one or more of the following may be enforced:
  - a) The organization may forfeit the ability to prepare their own budget, having MMS council prepare that organization’s budget until their 3-Year Rolling Average financial performance is balanced.
  - b) Lose any voting rights at the MMS council meetings until their financial performance is balanced using their 3-Year Rolling Average.
  - c) Be denied access to council funds.
4. Each Member Organization is encouraged to take advantage of any extra fundraising opportunities that present themselves, even if this means the organization will exceed their budgeted revenue. Any surpluses generated over the current budget will be credited towards their 3-Year Rolling Average.
5. Member Organizations may request MMS Council approval to have significant expenditures (i.e. entire organization uniform replacements, large equipment purchases etc.) to be expensed over a 3-Year period.
  - a) Such approval will be contingent upon presentation of such expense to the Council with at least 2 price quotes/proposals, one of which must be from a local business when available.
6. Supply the Council secretary with names, addresses, and telephone numbers of their officers and delegates to the Council after each election.
7. Be responsible for ensuring that all teams affiliated with their organization conform to the rules and regulations of the MMS Council.
8. Each Member organization shall elect a slate of officers and appoint one representative to be members of the Council General Membership.
9. Submit to the Secretary a report at each General Meeting of activities and points of interest.
10. Submit all monies on hand to the Minor Sports Treasurer at a minimum biweekly.
11. Any fundraising project or special activity must be presented to and approved by the Council at a General or Special Council Meeting.
12. Anyone on the executive of an organization which is having a draw (and the person in charge), of the draw cannot have their own name on any ticket. (Passed November 23, 1978). Revised March 12, 2012.
13. All players must wear team uniforms when made available by the Council for all games.
14. That all requests for refunds be made in writing to that sport president. A standard form shall then be completed by that sport President and submitted to the MMS Treasurer for refund cheque.

### **Section B - ATTENDANCE**

The Secretary shall give at least four days notice of any meeting to the General Membership. Organizations must be represented by at least one delegate at all meetings. Should an organization miss three meetings in one year, they will be asked for an explanation and may face suspension, loss of privileges, and the right to receive funds through Council.

## **ARTICLE III FINANCES**

### **Section A - SIGNING OFFICERS**

Signing Officers shall be the President, Treasurer and Secretary. All cheques must be signed by two of the Signing Officers. Any expenditure greater than \$5,000.00 shall be reported by the Treasurer at the next monthly meeting.

### **Section B - AUTHORIZATION**

All expenditures over \$500.00 (not included in the budget) must be submitted to Council and approved at a general or special meeting before payment. All recommendations for grants or money must be submitted individually to the Council.

### **Section C - REPORTING**

The Treasurer shall prepare a financial statement to be presented at each general meeting of each organization provided four days notice has been given.

### **Section D - NOTICE TO READER**

At the end of April in each year, the Treasurer shall submit the books to the Accountant, who shall prepare a Notice to Reader. The Notice to Reader financial statements should be reviewed and approved by Council annually.

### **Section E - DONATIONS**

All donations and financial support for minor sports must go through the Minor Sports Council, not through the sports organizations.

## **ARTICLE IV PROVINCIAL CHAMPIONS**

Minor Sports will pay for a large plaque with a team picture and names of players and coaches inscribed, to be hung in the Mitchell and District Arena for All-Ontario Champions only.

## **ARTICLE V LEAGUE FEES**

Minor Sports will pay for Provincial tournament fees and International silver stick above league play up to \$500.00 per team, per season. In 2017, this article will cease to exist.

**ARTICLE VI MALE AND FEMALE STEPHEN ELLIOTT ATHLETE OF THE YEAR AWARD**

All Minor Sports Member Organizations will be expected to nominate an appropriate male and female athlete of the year in accordance with the Athlete of the Year Nomination Form. Awards will be presented at the Stephen Elliott Memorial Awards ceremony held at a pre-determined date in the Spring.

**ARTICLE VII MITCHELL MINOR SPORTS VOLUNTEER OF THE YEAR AWARD**

All Minor Sports Member Organizations will be expected to nominate an appropriate volunteer in accordance with the Mitchell Minor Sports Volunteer of the Year Nomination Form.

EFFECTIVE SEPTEMBER 1, 1975

Amended April 28, 1983; April 22, 1998; September 23, 1998; April 26, 2000; May 24, 2000; April 27, 2001; April 24, 2002; October 20, 2004; May 3, 2006; April 23, 2008; April 29, 2009; April 28, 2010; April 30, 2012, April 22, 2015; April 27, 2016.