

**BYLAWS
OF THE
NEW BRUNSWICK
AMATEUR SPEED SKATING
ASSOCIATION INC.**

AMENDED September 2012

**BYLAWS
NEW BRUNSWICK AMATEUR SPEED SKATING ASSOCIATION**

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ARTICLE I - GENERAL

SECTION 1 - NAME

The official name of the organization shall be **THE NEW BRUNSWICK AMATEUR SPEED SKATING ASSOCIATION INCORPORATED**. It may also be known as **Speed Skate New Brunswick** and **Patinage de vitesse Nouveau-Brunswick**. It shall function as a branch of Speed Skating Canada (SSC).

SECTION 2 - ACRONYMS

The short title of the Association shall be the **NBASSA INC.**, or **SSNB** and **PVNB**.

SECTION 3 - DEFINITIONS

- A. Club Elected Director** - a board member, who is first elected by his or her club and has been declared at the Annual General Meeting of SSNB.
- B. Director At-Large** - a board member nominated and elected by the membership at an Annual General Meeting.
- C. Delegate** – An individual, 16 years of age or over, designated by his or her club to represent the club at the Annual General Meeting and Special General Meetings. This individual shall have full voting and discussion rights, with a maximum of two votes.
- D. Amateur Skater** - an amateur skater is one whose connection with sports is and always has been solely for pleasure and recreation and without material gain of any kind, direct or indirect.
- E. Competitive Skater** - a competitive skater is one who is registered with SSNB as such and has competed in at least one competition sanctioned provincially or nationally during the past 12 months..
- F. Recreational Skater** - a recreational skater is one who is registered with SSNB as such and only participates at the local club level in a recreational capacity, including “learn to” programs or “skills improvement” programs.
- G. Unattached Skater** - amateur skaters who cannot become members of a club, because no organized club is located where they live.

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ARTICLE II - BOARD OF DIRECTORS

SECTION 1

The Board of Directors of the New Brunswick Amateur Speed Skating Association Inc. shall be composed of the following officers:

- A. The following positions on the Board of Directors shall be elected at the AGM from the general membership. The nominee for each position that receives the most votes shall be elected.
- | | |
|--------------------------|--|
| i.) Chairperson | (Votes only to break a tie) |
| ii.) Director of Finance | Chair of Finance Committee |
| iii.) Vice-Chairperson | Chairperson of Athlete and Coach Development Committee |
| iv.) Director at Large | Chairperson of Competitions Committee |
| v.) Director at Large | Chairperson of Officials Committee |
- B. The following positions on the Board of Directors shall be elected first from each of the member clubs, and declared at the Annual General Meeting of SSNB.
- | | |
|------------------------------|---|
| vi.) Club Elected Director | Saint John Amateur Speed Skating Club |
| vii.) Club Elected Director | Codiac Cyclones Speed Skating Club |
| viii.) Club Elected Director | Fredericton Amateur Speed Skating Club |
| ix.) Club Elected Director | Club de Patinage de Vitesse de Caraquet |
| x.) Club Elected Director | Hampton Speed Skating Club |
| xi.) Club Elected Director | St. Croix Blades Speed Skating Club |
| xii.) Club Elected Director | Restigouche Comets Speed Skating Club |

SECTION 2

- A. Members of the Board of Directors shall hold office for a period of two years, commencing July 1st following their election.
- B. The chairperson, Chair of Competitions, Chair of Officials, and the club rep from Saint John Amateur Speed Skating Club, Codiac Cyclones Speed Skating Club, St. Croix Blades Speed Skating Club, and Restigouche Comets Speed Skating Club are to be elected in even numbered years.
- C. The Director of Finance, Vice Chairperson / Chair of Athlete and Coach Development, and club reps from the Fredericton Amateur Speed Skating Club, Hampton Speed Skating Club, and Club de Patinage de Vitesse de Caraquet shall be elected in odd numbered years.
- D. All directors shall be eligible for re-election.

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A Nominating Committee shall be appointed by the Chairperson at least one month prior to the Annual General Meeting, to nominate candidates for the open positions. Further nominations for these positions may be made from the floor at the Annual General Meeting. Club elected directors will be elected by their respective club prior to the Annual General Meeting and shall be declared at the Annual General Meeting of SSNB.

SECTION 4

Each Director, upon election, shall immediately become a paid-up member of the NBASSA Inc., and SSC.

ARTICLE III - POWERS OF THE BOARD OF DIRECTORS

SECTION 1

The Board of Directors shall manage the property, effects, and assets of the Association. It shall enforce the preservation of order and obedience to the Constitution and By-Laws, and shall have the power to employ such servants and assistance, and to make such rules and regulations as they are necessary for the comfort and success of the Association in accord with the Constitution and By-Laws.

SECTION 2

Should any vacancy occur in one of the elected positions on the Board of Directors, then such vacancy shall be filled by the vote of the Board of Directors on a "pro term" basis until the next annual meeting of the Association. Should a vacancy occur in a club elected director's position, the club will be asked to designate a new director to the board.

SECTION 3

A. In the event that the position of Chairperson of the Board of Directors becomes vacant, the Vice-Chairperson shall assume the roles and responsibilities of Chairperson on a "pro term" basis until the next annual meeting of the Association. In the event that the Vice Chair declines the position of Chair, the board of directors has the power to appoint a person to the position from within **NBASSA INC's Board as a first option** or **in NBASSA INC's membership as a second option**, on a "pro term" basis until the next annual general meeting.

B. Should the Vice-Chairperson resign as Chair of the Athlete and Coach Development Committee, the committee would then elect a new Chairperson from within the committee members.

C. The newly elected Chairperson of the Athlete and Coach Development committee would replace the previous Chair on the Board of Directors on a "pro term" basis

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until the next annual general meeting of the Association, and shall have full voting and discussion rights.

SECTION 4

The Board of Directors may make or authorize necessary contracts and purchases, but shall have no power, unless authorized at a general meeting of the Association to render the Association or any member liable of debt.

SECTION 5

Meetings of the Board of Directors shall be called by the Chairperson or by any three members of the Board of Directors

SECTION 6

At all meetings of the Board of Directors, four (4) club elected directors plus three (3) directors at-large, shall constitute a quorum.

SECTION 7

At all meetings of the Board of Directors, 50% plus one of all the directors, of which a minimum of four club elected directors must be voting in favour, is required to pass a motion.

SECTION 8

- A. No proxy votes shall be allowed for the director at-large positions.
- B. Proxy votes shall be permitted for club elected directors.

SECTION 9

The Board of Directors shall review and decide on the application for membership of new clubs.

SECTION 10

The Board of Directors shall review and decide on the application for membership of unattached skaters.

SECTION 11

The Board of Directors may, by a two-thirds majority vote, cancel the membership of inactive clubs.

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SECTION 12

The Board of Directors shall have the power to select those skaters who shall represent the Province in Inter-Provincial or National meets. This power may be delegated to a selection committee.

SECTION 13

Any member club, skater, or associate whose conduct shall be pronounced by a two-thirds vote of the members present at the meeting of the Board of Directors to have endangered or to be likely to endanger the welfare, interest or character of this Association, may be suspended and required to forfeit their membership in the Association. Such members have the right to defend his/her actions at a meeting of the Board of Directors called for the purpose before any such suspension shall be declared.

SECTION 14

- A. The Board of Directors shall have as a minimum, the following SSNB official documents translated: Constitution, Bylaws, Policies and Regulations, Athlete's guide and Competitions manual.
- B. The Association shall strive to provide equitable services to members in the official language of their choice, English or French.

SECTION 15

Only the director at-large positions, excluding the Chairperson, of the Board of the Directors, are entitled to have the full voting and discussion rights at all Annual General Meetings and Special General Meetings of the association. (Club elected directors shall have full discussion rights, but shall not have a vote at the Annual General Meeting and Special General Meetings unless designated by their club as one of the delegates entitled to vote for their club.)

ARTICLE IV - MEMBERSHIP

SECTION 1 – CLUBS

- A. **Names:**
This Association shall be composed of the following clubs:
 - 1. Saint John Amateur Speed Skating Club
 - 2. Codiac Cyclones Speed Skating Club
 - 3. Fredericton Amateur Speed Skating Club Inc.
 - 4. Club "Les étoiles filantes" Inc.
 - 5. Hampton Speed Skating Club
 - 6. St. Croix Blades Speed Skating Club

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7. Restigouche Comets Speed Skating Club

B. Charter:

This Association shall issue annually to each club, a Charter confirming the membership of that club, providing the club meets the following requirements:

1. The club must have a minimum of ten skaters, and an executive consisting of no less than four members.
2. For a beginning club (in their first year of operation), there is no minimum registration and the requirement for an executive is waived.

C. Annual Dues:

1. The annual dues of each active club of this Association shall be determined by the Board as part of the annual budget process and shall be presented at the AGM. Such dues shall be payable by, on or before February 15th to cover the current season. The Board may suspend service to, or otherwise sanction any club that has not paid its dues.

D. Representation of Clubs:

1. Each club shall elect one member to represent it on the Board of Directors and such representative shall have a vote for meetings of the Board of Directors, but not for Annual General Meetings and Special General Meetings.
2. At all Annual General Meetings and Special General Meetings of this Association, clubs who are members in good standing of the SSNB shall be entitled to designate delegates who will vote on behalf of their club.
3. Delegates must be at least sixteen (16) years of age or over and shall be eligible to attend and have the full voting and discussion rights.
4. The number of delegates a club is entitled to send shall be determined by the number of competitive skaters registered in their club during the current season. (See Table 1.)
5. Each delegate is entitled to exercise a maximum of two votes on behalf of their club. (i.e. For a club to exercise three (3) votes, a minimum of two (2) delegates is required. To exercise seven (7) votes, a minimum of four (4) delegates is required.)
6. Other than delegates, members belonging to clubs in good standing are entitled to attend the Annual General Meeting and Special General Meetings of the Association and participate in discussions, but shall not be entitled to vote.

Voting structure for Annual, General and Special Meetings of the SSNB

The number of Competitive Skaters a club has registered during the past season will be used to determine the number of votes a club shall be eligible to cast at an Annual General Meeting and a Special General Meeting.

The number of competitive skaters offers a common way to establish delegates for each club. These delegates then represent all of their members at General Meetings.

| | |
|--|-------------------|
| First 20 competitive skaters | 3 votes |
| Each Additional 20 competitive skaters or any part thereof | 1 additional vote |

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| | | | |
|-----------|---------------|------------|----------------|
| 1 to 20 | 3 votes total | 101 to 120 | 8 votes total |
| 21 to 40 | 4 votes total | 121 to 140 | 9 votes total |
| 41 to 60 | 5 votes total | 141 to 160 | 10 votes total |
| 61 to 80 | 6 votes total | 161 to 180 | 11 votes total |
| 81 to 100 | 7 votes total | 181 to 200 | 12 votes total |

SECTION 2 - UNATTACHED SKATERS

- A. Amateur skaters who, because no organized club is located where they live cannot become members of a club, may enter into competition sanctioned by the NBASSA Inc. on payment of a fee established from time to time by the Board of Directors of this Association and ratified at an Annual meeting.
- B. A written application for membership signed by the candidate, giving full name, age, and address, shall be sent to the Registrar who will submit all such applications to the Board of Directors for approval.
- C. Unattached amateur skaters who have become members of this Association by fulfillment of Sections A and B may retain their membership by paying the current annual fee to the Registrar.
- D. Residence in New Brunswick of six months (consecutive) prior to the first day of any sanctioned meet will qualify as an amateur skater for membership in this Association and for participation in such a meet.

SECTION 3 - ASSOCIATE MEMBERS

- A. Associate membership may be granted to those persons interested in the promotion of speed skating in New Brunswick on payment of an annual fee established from time to time by the Board of Directors of this Association and ratified by an Annual Meeting.
- B. All coaches must be registered members of the NBASSA Inc. and SSC.

SECTION 4 - MEMBERSHIP – GENERAL

- A. Affiliated clubs, unattached skaters or associates shall pay a nominal fee as established from time to time by the Board of Directors and ratified by an Annual Meeting. In return, the NBASSA will accord the services and privileges of the Association.
- B. The clubs shall enter membership to the SSC membership database and it will be validated by the competitions committee. Up-to-date lists of registered skaters (broken down into age and gender) and associate members starting the fifteenth of September and each following month to March 1 using the SSC online database. All skaters and associates must be registered

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within the NBASSA Inc. by March 1 each season. Payment must accompany each new registration.

SECTION 5 - HONORARY LIFE MEMBERSHIP

Any individual who has brought distinction to the SSNB or who has served the Association long and well, or has made any outstanding contribution to speed skating in New Brunswick may be nominated to the position of Honorary Life Member. The names of candidates for Honorary Life Membership shall be submitted to the AGM for approval. The title of Honorary Life Member shall require a two-thirds majority vote of the members present at the AGM AND shall not be required to pay dues. The Registrar shall keep a record of all Honorary Life Members.

SECTION 6 - SUSPENSION OF MEMBERSHIP

Any member club, skater or Associate whose conduct shall be pronounced by a two-thirds vote of the members present at a meeting of the Board of Directors to have endangered or to be likely to endanger the welfare, interest or character of this Association, may be suspended and required to forfeit his/her membership in the Association. Such members shall be informed in writing stating reasons for suspension. Such members shall have the right to defend his/her actions at a meeting of the Board of Directors called for the purpose before any such action can be declared.

ARTICLE V - MEETINGS

SECTION 1 - ANNUAL GENERAL MEETING

- A. The Annual General Meeting shall be called at such time and shall be held in such place as is designated by the Board of Directors. Preferably, it shall be held in the spring of each year.
- B. Notice of each Annual Meeting shall be communicated to every club of the Association at least 30 days prior to the meeting.
- C. At the Annual General Meeting 50% plus one of the total number of eligible delegate votes drawn from a minimum of four (4) clubs, shall constitute a quorum.
- D. At the Annual General Meeting motions shall require 2/3 of the eligible votes present in order to pass. (Includes delegate votes plus directors at-large votes.)
- E. At the Annual General Meeting, each member of the Board of Directors shall make a written report of their activities during the previous year, and recommend such measures as they deem advisable. The Director of Finance shall submit an up-to-date financial statement.

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- F. These reports shall be submitted to the Chairperson 30 days prior to the Annual General Meeting. These reports will be circulated to the members a minimum two (2) weeks prior to the Annual General Meeting. Report shall not be read at the AGM, but the floor shall be open for discussion of the report if needed. These reports together shall form the basis of the chairperson's report which shall be read at the AGM and distributed following the AGM.
- G. The order of Business for the Annual General Meeting shall be as follows:
- H. Call to Order
- Minutes of the Previous Annual Meeting
 - Business Arising from the Minutes
 - Reports and Communications
 - The Election of Officers
 - New Business

SECTION 2 - SPECIAL GENERAL MEETINGS

- A. Meeting shall be called at the discretion of the Board of Directors or whenever the Chairperson shall be requested to call one by written request of any four clubs setting forth the purpose thereof.
- B. Notice of each Special General Meeting shall be mailed to every member of the Association at least 14 days prior to the meeting. Such notice shall state the purpose of the meeting.
- C. At all Special General Meetings 50% plus one of the total number of eligible delegate votes drawn from a minimum of four (4) clubs, shall constitute a quorum.
- D. At all Special General Meeting motions shall require 2/3 of the eligible votes present in order to pass. (Includes delegate votes plus directors at-large votes.)
- E. The order of business at a Special General Meeting shall be as follows:
1. Call to Order
 2. Explanation of the Purpose of the Meeting
 3. Business Relating to the Purpose of the Meeting
 4. Adjournment

SECTION 3 - MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall meet in the Fall of each year at such time and place as designated by the Board, and shall deal with the following items of business:
- B. Application for Membership of New Clubs

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- C. Application for Membership of Unattached Skaters
- D. Cancellation of the Membership of Inactive Clubs
- E. Such Other Business as May Need the Attention of the Board of Directors.
- F. Additional meetings of the Board of Directors may be held as need arises.
- G. At all meetings of the Board of Directors, four (4) club elected directors plus (3) directors at-large, shall constitute a quorum.
- H. At all meetings of the Board of Directors, 50% plus one of all the directors present is required to pass a motion.
- I. SSNB shall use Roberts Rules of Order as a guideline for running meetings rather than as a binding set of rules. Agendas and minutes must be made available to the membership.

ARTICLE VI- COMMITTEES

SECTION 1 - FORMATION

The Board of Directors may appoint annually such Committees as it deems necessary for managing the affairs of Speed Skate New Brunswick.

The Board of Directors shall establish terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties or functions to any Committee.

When a vacancy occurs on any Committee, the club whose representative has resigned may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

Under extraordinary circumstances, the Board may remove any member of any Committee.

SECTION 2 – STANDING “KEY” COMMITTEES

There shall be the following standing “key” committees of Speed Skate New Brunswick and they shall be composed as follows:

- 1. Athlete and Coach Development Committee**

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The Committee shall consist of a person designated by each member club and may have up to two skater representatives elected by the skaters. The skater representatives are full voting members. The Chairperson of the committee will be the director at-large responsible for of Athlete and Coach Development on the Board of Directors. The committee shall be assisted by the Technical Director.

1. Officials Committee

The Officials Committee shall consist of one of the active meet officials designated by each member club. The Chairperson of the committee will be the director at-large responsible for Officials on the Board of Directors. The committee shall be assisted by the Technical Director.

2. Competitions Committee

The Competitions Committee will consist of two (2) skaters representatives, the Director of Athlete Development and one person designated by each member club. The Chairperson of the committee will be the director at-large responsible for Competitions on the Board of Directors. The committee shall be assisted by the Technical Director.

SECTION 3 – Other Committees

The Association may constitute such other Committees as it deems necessary to ensure the efficient administration of its affairs.

SECTION 4

- A. If a Club does not elect a person to sit on any Committee, the Club may appoint a person to fill the position.
- B. All committees are to be filled by one person elected (or appointed if election process does not work) at a general meeting of each club in the province. All committee members to serve on rotating two years basis with Saint John Amateur Speed Skating Club, Codiac Cyclones Speed Skating Club, St. Croix Blades Speed Skating Club, and Restigouche Comets Speed Skating Club in even numbered years and the Fredericton Amateur speed Skating Club, Hampton Speed Skating Club and Club de patinage de vitesse de Caraquet in odd numbered years.

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- C. Whereas a club may not have a representative on a provincial committee, the chairperson of the unrepresented club shall be contacted prior to meetings and / or conference calls so that a member of said club may be appointed to participate in said call or meeting.

ARTICLE VII – PROCEDURE TO AMEND THE CONSTITUTION AND BY-LAWS

SECTION 1

- A. Amendments to the Constitution and Bylaws shall only be made at the Annual General Meeting or at a Special General Meeting called for that purpose. Those amendments passed shall take effect immediately.
- B. Amendments to the Constitution and By-laws must be received by the Chairperson of **Speed Skate New Brunswick** not less than thirty (30) days prior to the meeting at which they shall be considered and circulated to the member clubs not less than fourteen (14) days prior to the said meeting.
- C. For a motion to be brought to the floor of a **Speed Skate New Brunswick** meeting, the sponsors or their representatives must be present to address the motion.
- D. At the Annual General Meeting and Special General Meetings 50% plus one of the total number of eligible delegate votes drawn from a minimum of four (4) clubs, shall constitute a quorum.
- E. At the Annual General Meeting and Special General Meetings, motions to change the constitution or bylaws shall require 2/3 of the eligible votes present in order to pass. (Includes delegate votes plus directors at-large votes)