

Bandy Federation of Manitoba

**By Law #1
Approved May, 2002**

Constitution

ARTICLE 1 - NAME

- 1.01 The Federation shall be known as the Bandy Federation of Manitoba, which shall hereinafter be referred to as the Federation.
- 1.02 **DEFINITION** - for the purposes of this by-law, Bandy is defined as the governing body for the sports of Bandy, Rink Bandy, and Floor Ball (inner Bandy).

ARTICLE 2 - GOALS

- 2.01 The Federation shall:
- Promote and develop the sport of Bandy, and, Floor Ball (inner Bandy), and Rink Bandy in Manitoba.
 - Promote and co-ordinate the development of athletes, coaches, officials, and administrators.
 - Promote and encourage participation in the sport of Bandy, and related activities as a means of improving fitness and encouraging leadership and sportsmanship in Manitoba.
 - Establish, administer, and enforce laws, rules and regulations governing the sport of Bandy, and related sport activities/competitions within the jurisdiction of the provincial sport governing body.
 - Ensure that Bandy programs are executed to maximum advantage.
 - Undertake revenue generation wherever necessary to the continuation of Bandy programs.
 - Encourage and stimulate public awareness of the sport of Bandy in Manitoba.
 - Carry out competitions in various divisions in order to determine Provincial and National Champions.

ARTICLE 3 - HEAD OFFICE

- 3.01 The Head Office of the Federation shall be located in Winnipeg, in the Province of Manitoba, at the place therein where the business of the Federation may be carried on.

ARTICLE 4 - MEMBERSHIP

- 4.01 The Federation shall be comprised of Provincial Sections, which have met all entry requirements as established by the Federation. Each league will be entitled to one vote at Federation meetings. In order to cast a vote at Federation meetings the Provincial representative or delegate must be present in the meeting room at the time the vote is taken. No proxy votes will be allowed.

Each league will be entitled to one vote at Federation meetings.

A Province may withdraw from membership provided notice is given by "registered" letter to the President.

ARTICLE 5 - MEETINGS

- 5.01 The Federation shall hold an Annual General Meeting to conduct the business of the Federation.
- 5.02 The Annual General Meeting in each year shall be held in the month of May, unless otherwise determined by the Federation at the previous Annual General Meeting, or by direction of the Board of Directors.
- 5.03 The Notice of an Annual General Meeting and Board of Director's Meetings of the Federation shall be given to all members in writing at least fifteen days prior to such meeting. Communication may be electronic.
- 5.04 The Executive Director or President of the Federation shall include with the Notice a proposed agenda.
- 5.05 Members who wish to have new business placed on the agenda of a meeting shall forward to the Head Office notice of such new business so that it is received by the Head Office at least forty days prior to the first day of the Annual General Meeting.
- 5.06 The agenda for the meeting shall be circulated to all members fifteen days prior to the first day of the Annual General Meeting.
- 5.07 A special meeting of the members may be called by the President, or the Board of Directors, or written request to the Head Office of at least five active members of the Federation.
- 5.08 A quorum for all general meetings of the Federation shall be a majority of members present, but no less than four.

- 5.09 Two-thirds of the members present at any meeting may by a vote, overrule any decision of the Board of Directors.
- 5.10 All members shall have the right to attend all meetings.
- 5.11 At least two (2) Board meetings will be held annually.

ARTICLE 6 - VOTING

- 6.01 At all meetings of members, every question shall be decided by two-thirds majority of the votes of the members present in person, unless otherwise stated by the Constitution and By-Laws of the Federation. Any question shall be decided in the first instance by a show of voting credentials unless a secret ballot be demanded by any member.
- 6.02 The President at meetings of members shall not be entitled to vote, he/she shall cast the deciding vote.
- 6.03 Proxy votes will not be accepted.

ARTICLE 7 - BOARD OF DIRECTORS

- 7.01 The Board of Directors shall be elected at the Annual General Meeting. Each position will be elected for a two year term. An individual may be re-elected to the same position, or another position for consecutive terms. The Board shall be comprised of :
- | | |
|------------------------|-------------------|
| a) President | b) Vice-President |
| c) Past President | |
| d) Secretary/treasurer | e) Floor Ball Rep |
| f) Bandy Rep | |
- 7.02 Meetings of the Board of Directors may be held at any time and place to be determined by the President from time to time. No formal notice of meeting shall be necessary if all Board of Directors members are present at the meeting, or if they waive notice of such meeting. In matters requiring an immediate decision, the President must obtain the decision of the individual Board of Directors members by mail, telephone or e-mail, and any decision made by the majority of the Board of Directors will be binding. Any decision made by the majority of the Board of Directors as aforesaid shall be of the same effect as if passed at a meeting properly held and constituted, and shall be recorded in the Minute Book of the Association and reported to the next formal meeting of the Board of Directors. The judgment of the President as to whether a matter requires an immediate decision shall be final and binding. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

The Executive Committee will be comprised of the President, Sec/Treasurer and two Board members which shall be elected at the Annual General Meeting.

- 7.03 Removal of Officers - An Officer or Director of the Federation shall cease to hold office if and when a motion requesting removal of that person from office is approved by two-thirds majority of votes cast at a special meeting of the Federation at which the person has been invited to make a statement.
- 7.04 Removal of Committee Members - A member or chair of a committee shall cease to hold office if and when a motion requesting removal of that person from office is approved by a two-thirds majority of votes cast at a meeting of the Board of Directors at which the person concerned has been invited to make a statement.
- 7.05 Resignations - All officers, directors, and members of committees shall continue to hold office until their successors are elected, unless they resign or are removed from office by action as per 7.03 and 7.04. All officers and members of committees may resign their positions by writing a letter of resignation to the president or secretary of the Federation.
- 7.06 Duties of Officers:

President

- a) The President shall be responsible for the overall supervision and administration of the Federation.
- b) Preside at meetings of the Board of Directors and the General Assembly of the Federation.
- c) In consultation with the Secretary, prepare an agenda for meetings of the Board and General Assembly.
- d) Ensure that all the policies and actions approved by the Board and General Assembly are properly implemented.

Vice President

- a) The Vice President shall fulfill the duties of the President, when that person is temporarily absent or otherwise unable to perform the duties of the office.
- b) Perform all specific duties assigned by the President or requested by the Board.

Past President

- a) The Past President shall perform all specified duties assigned by the President or requested by the Board.

Secretary/Treasurer

- a) The Secretary shall be responsible for circulating notices, agendas, and minutes of the meetings of the Board and General Assembly.
- b) Ensure that minutes are prepared and the minute books are properly maintained.
- c) The Treasurer shall be responsible for the care and custody of the funds and other assets of the Federation.
- d) Keep records of all dues paid by members of the Federation.
- e) Deposit all monies received in a chartered bank and make payments on this bank for all approved expenses incurred by the Federation.
- f) Maintain full and accurate books of the accounts and of all the financial transactions of the Federation.

- g) Report to each regular meeting of the board on the financial accounts of the Federation.
- h) Present a financial report at the Annual General Meeting of the Federation, which shall include an audited statement of the accounts of the Federation.

7.07 Execution of Documents - The President and one of two other members of the Board (appointed at Board Meeting) will be authorized to sign on behalf of the Federation.

ARTICLE 8 - DIRECTION

8.01 The organization and management of the Federation shall be in accordance with the Articles and By-Laws of this constitution, and shall rest in the hands of a Board of Directors, which shall be elected annually by teams at the Annual Meeting.

ARTICLE 9 - WAIVER OF FINANCIAL OBLIGATIONS

9.01 The Board of Directors may waive, extend or modify financial obligations to the Federation from any member.

ARTICLE 10 - REMUNERATION

10.01 No officer, director, or member of any committee shall receive any remuneration for duties performed on behalf of the Federation, but these persons may be reimbursed for reasonable expenses incurred while performing such duties.

ARTICLE 11 - INDEMNITY

11.01 Every member of the Board of Directors, their heirs, executors, administrators shall be indemnified out of their funds of the Federation from and against:

- a) All costs, charges, expenses whatsoever which said member sustains or incurs in or about any actions, suit or proceeding which is brought, commenced and prosecuted against him or in respect or any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of his duties.
- b) All other costs, charges, and expenses which he sustains or incurs in or about in relation to the affairs of the Federation.

ARTICLE 12 - NOTICE

12.01 Whenever, under the provision of the Constitution and By-Laws of the Federation, notice is required to be given, such notice may be given either personally, or by telegraph, or by depositing same in a post office or public letter box in a prepaid sealed envelope addressed to the officer or member at his or their address as the same appears on the books of the Federation. A notice or other document so sent by post shall be held to be sent at the time when the same was deposited in the post office or public letter or as

aforesaid or if a telegram shall held to be sent where the same was handed to the telegraph company or its messenger.

ARTICLE 13 - SEAL

13.01 The Seal, an impression whereof is stamped in the margin herein, shall be the Corporate Seal of the Federation.

13.02 The President will maintain custody of the corporate seal.

ARTICLE 14 - AMENDMENTS

14.01 No amendment of this constitution and/or By-law may be made, altered, or repealed unless it has been proposed to the Federation by notice in writing by either the Board of Directors, or by an active member association of the Federation.

14.02 A notice in writing shall:

- a) state the substance of the proposal, and
- b) be filed with the Head Office by the proposers not less than forty days prior to the meeting of the Federation at which it is to be considered, and
- c) be sent by the Head Office to each member of the Federation not less than thirty (30) days prior to the meeting of the Federation at which it will be considered.

14.03 The Federation may by two-thirds majority vote make, alter or repeal by-laws, not inconsistent with this constitution, relating to the management operation of the Federation.

ARTICLE 15 - RULES OF ORDER

15.01 On any procedural matter not dealt with in this constitution, the President shall refer to and be guided by the provisions of Roberts Rules of Order, latest revised edition.

ARTICLE 16 - FINANCIAL MATTERS

16.01 The financial year of the Federation shall be from April 1st to March 31st.

16.02 An audited statement of the accounts of the past financial year together with a budget for the following year shall be prepared by the treasurer for approval at the Annual General Meeting of the Federation.

16.03 Membership Fees - the annual membership fees shall be fixed by a vote of the General Assembly provided that at least four weeks notice is given of any proposed changes.

16.04 Inspection of Accounts - the financial accounts of the Federation shall be made available for inspection by members during normal working hours and at other times upon reasonable requests.

16.05 An auditor will be appointed at the Annual General Meeting.

16.06 The appointed auditor shall examine the financial statements of the Federation and present an audited statement for the Annual General Meeting each year.

ARTICLE 17 - EMPLOYEES AND AGENTS

17.01 The Board may appoint such agents and engage such employees as shall be necessary from time to time, and such persons shall have authority to perform duties as shall be prescribed by the Board at the time of such appointment.

17.02 The establishment of professional staff positions such as an Executive Director, Technical Director, etc. shall be approved by a vote of the general membership. Appointments to fill professional staff positions shall be made by the Board of Directors and the remuneration and terms of service shall be stated in contracts between the Federation and those appointed.

17.03 The duties of all professional staff employees shall be stated in specific job descriptions for each position. These job descriptions shall be approved by the Board of Directors and may be varied from time to time by the mutual agreement between the Board and staff concerned. Paid staff of the Federation may be appointed as non-voting members of the Board and general assembly.

ARTICLE 18 - POWERS OF DIRECTORS

18.01 The Directors may exercise all such powers of the Federation as set out by the Federation Act of the Province of Manitoba or by these by-laws. They shall have the power to authorize expenditures on behalf of the Federation from time to time, and may delegate by resolution to an officer or officers of the Association the authority to hire, employ and pay salaries to employees, and shall also take steps as they may deem requisite to enable the Federation to receive donations and benefits for the purpose of furthering the objectives of the Federation.

18.02 In addition, the Directors shall set rules and regulations (subject to approval and amendment) as follows:

1. Membership
2. Age
3. Eligibility
4. Activities
5. Awards
6. Sanctioning
7. Association
8. Fees
9. Travel and Accommodation
10. Referee Fees
11. Clinics
12. Financial Operation
13. Intention to Participate
14. Penalties and Protests
15. Sportsmanship Policy
16. League Structures
17. Starting Time of Competitions
18. Regions
19. Organization of Championship Tournaments and Meets
20. Location of Championship Tournaments or Meets
21. Regulations for Commissioners
22. Voting Procedures for Election of Directors

23. Such other rules and regulations as may be required by the Federation

ARTICLE 19 - DISSOLUTION

19.01 In the event of dissolution of the Federation, the assets of the Federation shall be donated to a registered charitable organization.