

# **Alberta Deaf Sports Association**

## **Bylaws**

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**Revision 2: December 2003**

**Revision 1: November 2003**

# Alberta Deaf Sports Association

## Bylaws

**DEFINITION:** Deaf – includes hard of hearing and/or hearing loss who have hearing loss at least 55 decibels in each of both ears.

### 1 GENERAL

1.1 The name of the Association will be Alberta Deaf Sports Association (L'Association du Sports des Sourds du Alberta), also to be known as hereafter as ADSA (ASSA).

1.2 Objectives of the Alberta Deaf Sports Association:

- a. To promote, encourage and develop competitive amateur sports activities and programs for the deaf people in the Province of Alberta.
- b. To encourage members to develop and increase skills and train to compete with others in their amateur sport competitions at provincial, national and/or international levels.
- c. To assume the responsibilities of hosting provincial, national and/or international sport events.
- d. To formulate policies consistent with these aforementioned objectives.

1.3 The Head Office of the Alberta Deaf Sports Association is in Alberta at a civic address that the Board of Directors may decide at any time.

### 2 MEMBERSHIP AND FEES

2.1 Memberships shall be valid for one year from the date of issue on the first day of September.

#### 2.2 Eligibility

- a. Any individual residing in the Province of Alberta having a genuine interest in the objectives and activities of the association may become a member upon payment of a membership fee as described in the by-laws.
- b. All Active or Associate Individual members of the Association:
  - i. Are only individual persons having no active or associate membership of local/provincial club or association affiliated with the Association.
  - ii. Are required to pay annual fees before being eligible for participation.

Any individual member under the age of eighteen must have a parent or guardian to sign the pre-paid membership application before the individual is eligible to participate.

### 2.3 Categories

There are five types of membership in the Alberta Deaf Sports Association:

#### **1. ACTIVE INDIVIDUAL MEMBERSHIP**

- a. Deaf persons (Canadian citizens and Landed Immigrants) are participating and actively involved with the Association with voting privilege during the Alberta Deaf Sports Association's Annual General Meeting. They, as eligible participants in the official games sanctioned by the Canadian Deaf Sports Association and the Alberta Deaf Sports Association, are required to become paid members before participating.
- b. Deaf persons are eligible for any position of the Executive Board slate through the nomination and election process during the Annual General Meeting. The minimum age is the same as the Alberta Legal drinking age.

#### **2. ASSOCIATE INDIVIDUAL MEMBERSHIP**

- a. Hearing persons, who participate and help the Alberta Deaf Sports Association, are required to become associate members. However, they may not vote at the meetings of the association. However, they may voice their opinions in the meetings.
- b. Hearing persons are eligible to participate in any sports sanctioned by the Alberta Deaf Sports Association with the strict exception of competition for provincial championship prior to the next level of the National Deaf Sport Championship sanctioned by the Canadian Deaf Sports Association.

#### **3. AFFILIATE INDIVIDUAL MEMBERSHIP**

- a. Affiliate Individual membership is for deaf persons being members of a local club and includes the similar privileges as Active Individual members, but they are not eligible for participation in official sanctioned games described in 1a.
- b. Associate Individual membership is for hearing persons being members of a local club and includes the similar privileges as Associate Individual members, but they are not eligible for participation in sports described in 2b.
- c. Deaf persons with Student or Work Visas are participating and actively involved with the Association. They have no voting privilege during the Alberta Deaf Sports Association's Annual General Meeting. They, as eligible participants in the official games sanctioned by the Canada Deaf Sports Association and the Alberta Deaf Sports Association, are required to become paid members before

participating. The minimum stay in Canada must exceed one (1) year and a proof of visa must be provided upon paying the membership.

#### **4. HONORARY MEMBERSHIP**

Honorary Membership shall be open to any deserved Individual proposed by the affiliated provincial association or board of directors in writing for their records of getting actively involved with Deaf sports in Alberta subject to an approval of the Alberta Deaf Sports Association's Executive Board. Upon the approval, those individuals, who will receive a formal Alberta-shaped plaque during a special award presentation, shall:

- a. have all the privileges of active or associate individual membership in the association but will have rights to vote and hold office of any executive position of the Association. They must be residents of Alberta.
- b. be given free membership with Alberta Deaf Sports Association.

#### **5. SUSTAINING INDIVIDUAL MEMBERSHIP**

Sustaining individual membership shall be open to any individual whom the Executive Board has reviewed and approved for recognition. Individuals are recognized for making generous financial assistance to the Alberta Deaf Sports Association for the purpose of promoting amateur sports for the Deaf in Alberta.

- 2.4 Any member, except an Associate Individual or Associate Affiliate Member, who has not withdrawn from membership or has not been suspended or expelled, as herein provided, shall have the right to vote at any annual general or special meetings of the organization. Such votes must be made in person and not by proxy or otherwise.
- 2.5 Membership fees and/or extra fees shall be determined only during the Alberta Deaf Sports Association's Annual General Meeting.
- 2.6 If an Active or Associate Individual Member has not paid her/his membership renewal fee by October 1<sup>st</sup> including one grace period of 30 days after the due by September 1<sup>st</sup>, her/his name is automatically removed from the Alberta Deaf Sports Association's membership list. When a membership payment is made and received, the member's name will be added to the Alberta Deaf Sports Association's membership list and the member will be permitted to participate.
- 2.7 Any members wishing to withdraw from membership may do so upon written notice to the Alberta Deaf Sports Association through the Secretary. Fees will not be reimbursed.

#### **3 MEETINGS OF MEMBERS**

- 3.1 The Annual General Meeting will be held within three months before start of the fiscal year at a time and place to be determined by the Board of Directors.

- 3.2 The Board of Directors shall e-mail, mail, or fax the notification to the Alberta Deaf Sports Association membership at least thirty (30) days prior to the meeting date. The date, the location and time must be included in the announcement.
- 3.3 The quorum for Annual General Meeting shall be four (4) Board of Directors and seven (7) Active Individual or Affiliate members. If after forty-five (45) minutes of the proposed time of the commencement of the meeting a quorum is not present, the meeting shall be cancelled. If at the next meeting a quorum is not present, the meeting may proceed.
- 3.4 A motion shall be decided by a simple majority of the votes present at the Annual General Meeting.
- 3.5 Special Meetings may be called by the Board of Directors or any members in good standing. The membership shall be notified, by telephone/facsimile/letter/e-mail, at least 14 days prior to a specified date and time. The quorum must be at least 4 Directors and at least 5 Active (Individual or Affiliate) members.
- 3.6 All meetings of the Alberta Deaf Sports Association shall be abided by “Robert’s Rules of Order”. The rules contained in “Roberts Rules of Orders” (Current Edition) shall govern the proceeding of meetings of the Alberta Deaf Sports Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

#### **4 BOARD OF DIRECTORS**

- 4.1 The Board of Directors shall consist of a minimum of four (4) and a maximum of ten (10) directors elected by the membership at the Annual General Meeting. Four (4) Executive positions and six (6) Director at Large positions and Sports Commissioner positions (dependent on existing sports club/associations). Sports Commissioners, chosen by their respective clubs/associations, have no voting rights at the Board meetings.
- 4.2 The term of each director shall be two years.
- 4.3 Directors are eligible for re-election for any number of additional consecutive terms of two (2) years each.
- 4.4 Appointment to executive officer positions of the Board of Directors shall be by direct election of the members. Executive officer positions will be:
- a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
- 4.5 The Board of Directors may from time to time elect from their number individuals to hold specific responsibilities related to the affairs of the Alberta Deaf Sports Association.

- 4.6 Directors are charged with the responsibility of providing effective governance to the Alberta Deaf Sports Association to the best of their ability and shall have the authority to do all things necessary to pursue the objectives of the Alberta Deaf Sports Association, always operating within the laws of Alberta.
- 4.7 All Directors shall be asked to declare any known conflicts of interest to the President of the Board and to sign an oath to abide by the Alberta Deaf Sports Association's Code of Ethics.
- 4.8 Directors will not participate in any discussion or decision of the Board of Directors on any subject which represents a conflict of interest. They must leave the room prior to the discussion.
- 4.9 Directors are not eligible to receive honorariums, wages or salaries from the Alberta Deaf Sports Association during their term of office, but will be eligible to receive reimbursement of out-of-pocket expenses associated with the conduct of their duties.
- 4.10 Directors deemed by a majority of the board to be negligent in their duties in their standard of ethical behaviour or lack of attendance may be asked to resign from their position.
- 4.11 The Board of Directors shall meet a minimum of three times per year. Formal notice of each meeting shall be provided in writing by mail, email or fax by the Secretary to all Directors a minimum of 30 days prior to the meeting.
- 4.12 Quorum for the Board of Directors Meetings shall be four (4) directors and three (3) of the four directors must be executive officers.
- 4.13 Motions at the Board of Directors Meetings shall be a simple majority of votes. In the event of a tie vote, the President declares the final decision.
- 4.14 In the case of a resignation or death of a director, the Board of Directors shall have the power to appoint a replacement until such time as that position comes up for re-election.
- 4.15 The Alberta Deaf Sports Association shall indemnify a Director, Officer, former Director or Officer or a person who acts at the Alberta Deaf Sports Association's request and the heirs, executors and other legal representatives of such persons from and against any liability, costs, charges and expenses that he or she sustains in respect of any action that is proposed or commenced against him or her for or in respect of anything done or permitted by him or her in respect of the execution of the duties of his or her office, except where such liability relates to his or her failure to act honestly and in good faith with a view to the best interests of the Alberta Deaf Sports Association.
- 4.16 **OATH** - Before any elected member shall take over the responsibilities and duties as a Director of the Board, s/he is required to take the following oath of office during the Annual General Meeting.

"I, (full name), as (position), solemnly pledge to perform my duties to the best of my knowledge and abilities with integrity to serve the Association. I will carry on accordingly."

## **5 DUTIES OF DIRECTORS**

- 5.1 The President shall preside at all meetings and be responsible for the general supervision of the affairs of the Alberta Deaf Sports Association.
- 5.2 The Vice President shall be responsible for the By-laws of this Association and preside at any such meetings in the absence of the President.
- 5.3 The Secretary is to record all meetings of Alberta Deaf Sports Association and to take custody of all meeting minutes.
- 5.4 The Treasurer shall be bonded and capable of handling all treasury works of Alberta Deaf Sports Association.
- 5.5 The Directors will carry out duties as determined by the Board of Directors.

## **6 COMMITTEES**

- 6.1 The Board of Directors shall have the following Standing Committees:
  - a. Executive Committee – the Executive Committee of the board shall consist of the Executive Officers of the Alberta Deaf Sports Association. It shall be charged with the responsibility on behalf of the Board of Directors to:
    - i. Hire, monitor the performance of, and if necessary, fire a staff designated to provide support to the operations of the Association.
    - ii. Make decisions on behalf of the Board of Directors in the interval between board meetings.All decisions of the Executive Committee must be read into the minutes of, and ratified by, the Board of Directors.
  - b. Audit Committee – The Audit Committee of the board shall consist of an independent Chair and at least one other independent member to be recruited and appointed by the Board of Directors plus one liaison director. It shall be charged with the responsibility of reporting to the membership at each Annual General Meeting as to the effectiveness of the governance of the Alberta Deaf Sports Association. Recommendations of the Audit Committee shall be taken under advisement by each newly elected board which shall take such action as it deems necessary.
- 6.2 The Board of Directors may from time to time constitute such other Ad Hoc Committees as it deems advisable for the governance of the Alberta Deaf Sports Association. Ad Hoc Committees will have a specific mandate and shall be dissolved when their mandates

have been fulfilled or upon majority vote by the Board of Directors.

- 6.3 All Board Committees shall operate under a Terms of Reference ratified by the Alberta Deaf Sports Association Board of Directors. Terms of Reference shall contain at a minimum:
- a. The name of the committee.
  - b. The mandate of the committee.
  - c. The composition of the committee.
  - d. Quorum for the committee.

## **7 AMENDMENTS TO THE BY-LAWS**

- 7.1 The bylaws may be rescinded, altered, or added to by a Special Resolution.
- 7.2 Amendments to the bylaws may be proposed by the members of the Alberta Deaf Sports Association **only during the Annual General Meeting**.
- 7.3 Notice of any proposed amendment to the by-laws must be circulated to the Board of Directors and members at least thirty (30) days prior to the Annual General Meeting at which the amendment is to be formally considered.
- 7.4 Any amendment to the by-laws must be in the form of a special resolution. A special resolution must be passed by 75% of eligible voters at the meeting.
- 7.5 Following the adoption of a special resolution, the Vice-President of the Alberta Deaf Sports Association will notify the Corporate Registry of the Amendment within twenty-one (21) days.

## **8 BORROWING POWERS**

- 8.1 The Executive may, with the approval of a majority of the members present at any meeting of the Alberta Deaf Sports Association, borrow funds for the benefit and further development of the Alberta Deaf Sports Association.

## **9 THE SEAL OF THE ASSOCIATION**

- 9.1 The seal of the Alberta Deaf Sports Association shall consist of the acronym 'ADSA' in a circle formed by the words - "Alberta Deaf Sports Association". The Secretary is responsible for the custody of the seal and it may be used for the notarization of letters and endorsement for official recognition, appreciation or support.

## **10 THE CONDUCT OF AFFAIRS OF THE ASSOCIATION**

- 10.1 All financial records shall be audited by a chartered accountant or appointed auditor(s) appointed by the Executive Board for submission of audited financial annual report at annual general meeting.



- 10.2 The Board of Directors has the right to inspect the books and records. The Treasurer must receive notification at least forty-eight hours in advance and the inspection must take place at the office of the Alberta Deaf Sports Association.
- 10.3 Members of Alberta Deaf Sports Association must give notice at least 72 hours in advance and the inspection must take place at the office of the Alberta Deaf Sports Association except at the Annual General Meetings when a notice is not required. The advanced notice must be at the convenience of the Treasurer.
- 10.4 The fiscal year of the Alberta Deaf Sports Association shall be from January 1 to December 31.

## **11 THE DISSOLUTION OF ASSOCIATION**

- 11.1 The Alberta Deaf Sports Association shall be dissolved upon resolution in final decision by majority vote of active members present, in person, at a Special Meeting.
- 11.2 In the event of winding-up or dissolution of the Alberta Deaf Sports Association, the funds and assets shall be held in a Trust Fund until further notice.

## **12 POLICIES AND PROCEDURES**

- 12.1 The manual of the Alberta Deaf Sports Association will be developed to provide the Board of Directors and membership with consistent operating guidelines for future use and reference.

## **13 REMUNERATION**

- 13.1 Unless authorized at any properly announced and run meeting, no officer/director nor member of the Association shall receive any remuneration for her/his services.