



**TRACK AND FIELD CLUB  
NORTH AND WEST VANCOUVER**

NorWesters Track and Field Club

BY-LAWS

1. INTERPRETATION

- 1.1. In these bylaws, unless the context otherwise requires, words importing the singular number of the masculine gender include the plural number and the feminine gender, as the case may be, and references to person shall include firms and corporations.
- 1.2. The operations of the Society are to be chiefly carried on in the City and District of North Vancouver and the District of West Vancouver in the Province of British Columbia. This provision is unalterable.
- 1.3. All members upon joining the Society shall be provided with a copy of the Constitution and Bylaws of the Society.

2. MEMBERSHIP

- 2.1 Classes, Qualifications and Approval: There shall be four classes of membership in the Society, namely:
  - 2.1.1 Honorary Membership
  - 2.1.2 Athletic Membership
  - 2.1.3 Active Membership and
  - 2.1.4 Supporting Membership.
- 2.2 **The Honorary members** shall be those persons who have been so nominated, from time to time, by the Board of Directors for their outstanding contribution to the development of the Society and/or its objectives.
  - 2.2.1 Honorary members may be nominated directly by the Board of Directors or indirectly by any active member, and approval is subject to majority approval by the total active membership.
  - 2.2.2 Honorary membership shall be a lifetime membership.
- 2.3 The **Athletic members** are those members of the Society who are in training for track and field events and who compete in meets as representatives of the Society.
  - 2.3.1 Athletic members must be eligible for membership in BC Athletics and must be registered and paid up athletes in that body as well as in the Society.
  - 2.3.2 Athletic membership is open to any individual who is eligible for competition as an amateur under the rules of BC Athletics and Athletics Canada.
  - 2.3.3 Athletic membership shall extend from January 1<sup>st</sup> to December 31<sup>st</sup> and shall permit the athlete to represent the Society in all meets that occur during the membership period.
- 2.4 **Active members** are coaches, athletes, registered BC Athletics trained officials, Directors of NorWesters, NorWesters Associate Members and Directors of BC Athletics. Other persons who support the aims and objectives of the Society and who wish to be involved in the activities of the Society may be admitted,

subject to the approval of the Board of Directors. Dues of such members may be determined or waived by the Board of Directors.

- 2.5 **Supporting members** are those individuals or corporations who choose to contribute to the Society's goals through regular or one-time donations. Supporting memberships shall be in effect only for the calendar year in which the donation or donations is/are made.
- 2.6 Annual membership for Athletic and Active members shall be established by the Board of Directors each calendar year. Such annual fees for athletic members shall not be less than the cost of registering the member in the correct category with BC Athletics.
- 2.7 Active, Honorary or Supporting members may withdraw from the Society by tendering their registration in writing to the Secretary of the Society and such resignation shall immediately take effect.
- 2.8 A member's registration shall in no way relieve the member from any liability to the Society. Further, such a resignation shall be forfeiture by the member of all rights and claim upon the Society, its property and funds.
- 2.9 Withdrawal of an athletic member shall be governed by rules and procedures of BC Athletics if the member wishes to join a different track and field club.
- 2.10 A member of any category may be expelled or suspended at any time by a resolution passed at a Board Meeting by a 75% majority of the Directors.
- 2.11 No member shall be expelled or suspended without being notified of the charge or complaint against him and without first having been given an opportunity to make representation on his behalf or to have representations made on his behalf with regard to the charges or complaint which have been made against him, at a Board of Directors meeting.
- 2.12 A member may be expelled for:
  - 2.12.1 Improper or unbecoming conduct or conduct that is likely to endanger the interests of the Society.
  - 2.12.2 Acts that constitute a willful breach of the constitution or bylaws of the Society.
- 2.13 A member expelled by a 75% majority vote of the Board of Directors shall have the right to contest this decision at a General Meeting of the Society. The member shall deliver a written request to the Society's Secretary indicating his intention to contest the decision. The Board of Directors must call a General Meeting by the normal procedures (Meetings-6). The member shall have an opportunity to make representation on his behalf or to have representations made on his behalf with regard to the charges or complaint which have been made against him. A simple majority vote on the original notice shall be binding.
- 2.14 If there is a discipline problem with an athlete, then the following procedure shall be followed:
  - 2.14.1 The coach shall attempt to resolve the matter with the athlete.
  - 2.14.2 The Coaching Coordinator in charge of Programs will then be consulted.
  - 2.14.3 If the matter continues to be unresolved, the matter shall be referred to the Board of Directors.
  - 2.14.4 The Board of Directors may adopt any of the following means of discipline:
    - 2.14.4.1 Send a letter of warning to the athlete.
    - 2.14.4.2 Suspend the athlete for a period of time.
    - 2.14.4.3 Expel the athlete from the Society.

### 3. OFFICERS

- 3.1 The officers of the Society shall be the President, Vice President, Secretary, Treasurer and Registrar who shall be elected at the Annual General Meeting of the Society. These officers shall be five of the directors of the Society.
- 3.2 The duties of the officers of the Society shall be as follows:

- 3.2.1 The President shall preside at all meetings of the Society and of the Directors unless the members or directors otherwise decide. The President is the chief executive officer of the Society.
- 3.2.2 The Vice President shall carry out the duties of the President during his absence.
- 3.2.3 The Secretary shall carry out the duties as listed under Minutes (below) and in addition shall conduct the correspondence of the Society and issue notice of meetings of the Society and Directors.
- 3.2.4 The Treasurer shall carry out the duties listed under accounts below.
- 3.2.5 The Registrar of the Society shall prepare, or cause to be prepared, a register of the members of the Society by membership category and said register shall be kept up to date.
- 3.3 Prior to each Annual General Meeting the previous year's Board of Directors shall prepare a slate of candidates for the officers and directors positions of the Society.
- 3.4 The slate of candidates shall be presented to the active members along with the notices of the Annual General Meeting.
- 3.5 The slate may be added to, or candidates may withdraw, at the Annual General Meeting.

#### 4. DIRECTORS

- 4.1 The Board of Directors of the Society shall consist of not less than five (5) and not more than sixteen (16) elected directors.
- 4.2 At each annual general meeting of the Society the Directors shall retire and the election of Directors shall take place. Retiring Directors shall be eligible for re-election providing that they continue to be active members in the Society.
- 4.3 Election as a Director is restricted to active members in good standing.
- 4.4 One of the Directors' positions shall be occupied by a representative of the coaches (normally the Coaching Coordinator)
- 4.5 One of the positions may be occupied by a representative of the athletes (19 years or older) and may be elected by the athletic membership.
- 4.6 The Society may by special resolution remove any Director including any officer of the Society, before the expiration of his term of office and may, by ordinary resolution, appoint another qualified member to fill the vacancy.
- 4.7 If the event that a vacancy exists after the election of Directors at the Annual General Meeting or occurs through the resignation of an elected Director, then the Board of Directors may appoint a qualified member to fill the vacancy.
- 4.8 A special resolution shall be a resolution passed by a majority of not less than 75% of the active members present at any general meeting provided notice of the said special resolution has been given two weeks in advance.
- 4.9 The management and administration of the affairs of the Society shall be vested in the Directors, in addition to the powers and authorities given by these bylaws or otherwise expressly conferred upon them. The Directors may exercise all such powers of the Society and do all such acts on its behalf as are set out in the Societies Act or are required in the by-laws of the Society as passed at a general meeting. In addition, the Directors shall have full power to make such rules and regulations as they think fit, provided that such rules and regulations are consistent with the constitution and by-laws of the Society.
- 4.10 The Directors shall meet at such times and places as they may determine and may adjourn any meeting at pleasure. The quorum at all meetings of Directors shall be 5.

- 4.11 Any resolution of the Directors signed by all of the Directors shall have the same force and effect as if duly passed at a meeting of the Board of Directors held for that purpose.
- 4.12 Directors shall not be paid for their services as Directors but their expenses on behalf of the Society may be defrayed by the Society with prior approval of the Board of Directors.
- 4.13 Any Director who financially obligates without the approval of the Directors (either before or after the incurring of the obligation) shall be personally liable to reimburse the Society for any sums which the Society may be required to pay as a consequence of his conduct.
- 4.14 All officers and Directors, unless otherwise provided for in these by-laws, shall hold office, upon election, until the next Annual General Meeting.

## 5. VOTING

- 5.1 Active members (See Membership clause 2.4 for definition) in good standing shall be eligible to vote on any matter at any General Meeting of the Society. Non-paid Coaches, athletes, officials, Directors of NorWesters and NorWesters members serving as Directors of BC Athletics and anyone else registered with NorWesters Track and Field Club as well as BC Athletics may cast one (1) vote. Parents, guardians, or spouses of athletes may also cast a vote in the following circumstances:
  - 5.1.1 The parents or guardians of athletes below 19 years of age are entitled to one (1) vote for each of their athletes registered and in good standing.
- 5.2 Athletes of 19 years of age or older may cast their own vote or in their absence their vote may be cast by either their parent or their spouse if married.
- 5.3 "In good standing" shall be interpreted to mean that the member shall have been enrolled as a member for more than 14 days prior to a given meeting in order to qualify for voting rights at the meeting. All monies owing to the Society must be fully paid.
- 5.4 Honorary, Supporting, and Athletic members, except in the case of athletes 19 years of age and older, shall not be entitled to vote at any meeting of the Society.
- 5.5 At any meeting of the Society, the President shall cause a record to be kept of the Active members present and said members shall be provided with a means of registering their votes on all appropriate matters during the course of the meeting.

## 6. MEETINGS

- 6.1 The Annual General Meeting of the Society shall be held annually during the month of November at a place within the Province of British Columbia and on a day to be fixed by the Directors.
- 6.2 General meetings of the Society may be called only by written notice mailed, prepaid, emailed or hand delivered not less than 14 days before the date of the meeting together with the business to be transacted thereat.
- 6.3 The accidental omission to give notice to, or the non- receipt of the notice of a meeting by any active member, shall not invalidate proceedings at the meeting.
- 6.4 The quorum at all general meetings shall be 15 active members. No business shall be transacted at any general meeting of the Society unless a quorum is present.
- 6.5 The President or, failing him, the Vice President shall preside as chairperson at every general meeting of the Society (except as noted below). However, if there is no such chairperson present within 30 minutes after the time appointed for the holding of the meeting, the active members present, if they constitute a quorum, shall choose one of their number to be chairperson.

- 6.6 General meetings of the Society may be called, for any purpose at any time by the Directors. In addition, 10% or more active members may, at any time, by notice in writing specifying the purpose of the meeting (such notice to be signed by them and delivered to the secretary) require the Directors to call a general meeting of the Society and the Directors shall thereupon immediately call a general meeting of the Society.
- 6.7 If the directors do not, within 21 days after the deposit of the requisition, hold the meeting, the requisitionists may themselves convene a meeting, appoint their own chairperson and conduct the meeting as an official meeting of the Society.
- 6.8 If within one hour from the time appointed for a general meeting a quorum is not present, the meeting, if convened upon a requisition, shall be dissolved. In any other case, the meeting shall stand adjourned for one week at the same time and the same place. If at the adjourned meeting a quorum is not present within one hour of the time appointed, the active members present shall constitute a quorum.

## 7. ACCOUNTS

- 7.1 The Directors shall cause true accounts to be kept of:
  - 7.1.1 All sums of money received and expended and the matters in respect of which the receipts and expenditures took place.
  - 7.1.2 Assets and liabilities
  - 7.1.3 All other transactions affecting the financial position of the society.
- 7.2 The Treasurer shall lay before the members of the Society at each Annual General Meeting the financial statements showing income and expenditures of the Society during the previous fiscal year.
- 7.3 The fiscal year of the Society shall terminate at such time as the Directors shall determine.
- 7.4 The accounts and books of the Society shall be examined at least once in every year and their correctness ascertained by any two Directors to be appointed at each Annual General Meeting. The two appointed Directors shall certify the correctness or otherwise of the Society's accounts as presented at each annual General meeting of the Society.
- 7.5 The Treasurer shall file the annual report of the Society for each Annual General Meeting. The report shall be forwarded to the Ministry of Finance within the designated time as laid out in the Societies Act.
- 7.6 The funds of the Society not required for immediate use may be kept on deposit in a Bank or other financial institution or may be invested in such a manner as the Directors from time to time determine. This provision is alterable.
- 7.7 Should the Society accumulate any surplus, it shall not go to the members but shall be distributed in the same manner as the assets would be distributed upon the winding up or dissolution of the Society. This provision is unalterable.
- 7.8 Upon the dissolution of the Society and after payment of all debts and liabilities the remaining property of the Society shall be distributed or disposed of to any registered charitable organization or organizations. This provision is unalterable.

## 8. REGISTER

- 8.1 The register of members shall include the following particulars:
  - 8.1.1 The full name, telephone number and address of every member by age and membership type.
  - 8.1.2 Parents/ guardians names and all contact email addresses.
  - 8.1.3 Birthdates and BC Athletics numbers.

8.1.4 The date on which any person becomes a member or ceases to be a member along with record of payment of appropriate fees or dues.

8.2 The register of members shall be the final authority within the Society, or proof on matters such as eligibility to vote, eligibility to compete for the Society in appropriate age classes and other such matters.

## 9. BORROWING

9.1 The Directors may exercise all the powers of the Society to borrow or raise or secure the payment of money, in such manner and form at such time or times in such amounts and upon such terms as they see fit, subject to the Societies Act.

## 10. SEAL

10.1 The Seal of the Society shall be under the custody of the Directors and shall not be affixed to any instrument except by authority of a resolution of the Board of Directors and in the presence of such Officers or Directors as may be prescribed by such resolutions, such Officers or Directors to sign over the instrument to which the seal of the Society is so affixed.

## 11. RECORDS

11.1 The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts, books, and records of the Society or any of them shall be opened to the inspection of members not being directors.

## 12. MINUTES

12.1 The Secretary shall maintain and have charge of the Minute books of the Society and shall record or cause to be recorded therein minutes of proceedings of all meetings of members and directors.

## 13. ALTERATION OF BYLAWS

13.1 These by-laws may be altered or added to by special resolution of the Society.

13.2 The majority necessary for the passing of a special resolution of the Society shall be 75% majority of votes of those present at a duly constituted meeting called for the purpose of considering such a resolution.