

## OSA OILFIELDS SPORTS ASSOCIATION

### BY-LAWS

Revised and Effective December 11, 2017

#### OBJECTS:

To provide fun, affordable recreation programs for youth within our communities and surrounding areas

#### 1. MEMBERSHIP

- a) Any person being a resident within the boundaries of the Oilfields Area (which generally includes Black Diamond, Turner Valley and surrounding district) who has a child participating in a program of the association;
- b) Ex-officio members to be any person with a valid interest in the goals and objectives of the association;
- c) Membership of people outside the designated boundaries will be considered if valid interest in the goals and objectives of the association is shown;
- d) The association may terminate the membership of any individual, if termination is in the best interest of the association, the service or the member;
- e) Any member of the association may withdraw by presenting a written document to any member of the elected board.

#### 2. FEES

Fees will be decided by the Elected Board, and approved by a quorum of 4 votes at a general meeting of the association, for each recreational program.

#### 3. ELECTED BOARD

The Elected Board shall consist of a President, Vice-President, Secretary, Treasurer and Communications liaison. The Elected Board has final responsibility for administration of all functions of the association and is accountable to the membership. Election of the Elected Board will take place at the annual general meeting. Elected Members shall remain in office until their respective successors are elected and attend their first meeting. Each Elected Member shall remain in office for a minimum of two years with a maximum of 4 years in the same board position. Any member of the Elected Board or any sport co-ordinator, upon a quorum of 4 votes, may be removed from office for any cause that the association may deem reasonable.

**Board Vacancy** – If for some reason a position becomes available prior to term end, a notice via email to membership and website update will be posted regarding vacant position(s). If more than one member steps forward there's to be a vote at the next

general meeting. If only one member steps forward, they shall receive the position by acclamation.

- a) **President** – is the elected officer responsible for
- i) Ensuring association affairs are conducted according to its objects need to clarify our objects and bylaws;
  - ii) Presiding over all meetings;
  - iii) Co-ordinating all business affairs
  - iv) Supervising the activities of all other positions to ensure that their duties are being properly fulfilled;
  - v) Serving as an ex-officio member of all committees of the association; and
    - Will not have voting powers, except in the event of a tie;
    - Shall become past – president for a minimum of 1 year;
    - Will keep a second set of minutes for reference and ensure that these minutes are available at all general meetings.
  - vi) Will have signing Authority
- b) **Past President shall** –
- Serve as Advisor to the president and the board of the OSA; and
  - Assist in the duties of any board member or the President, as required
- c) **Vice – President** – is an Elected officer responsible for:
- i) Assisting the president in conducting the association business;
  - ii) Presiding as president, in the absence of the president and assuming duties;
  - iii) Accepting responsibility for duties designed by the president
  - ~~iv) Will have signing authority~~
- d) **Secretary** – is an Elected officer responsible for:
- i) Recording minutes of all general, annual and special meetings and maintaining a file for such;
  - ii) Maintaining a file of all correspondence received by the association;
  - iii) All correspondence on behalf of the association, approved by the Executive Board and Special Committees, and maintaining a file of copies of all correspondence; preparing the annual report;
  - iv) Other duties that may be designated.
- e) **Treasurer** – is an Elected officer responsible for:
- i) Ensuring financial accounts;
  - ii) Receiving monies payable to the association and depositing the same in the association's accounts;
  - iii) Paying accounts as authorized and approved by the signing officers;
  - iv) Keeping a detailed record and file of all monies received and expended;
  - v) Preparing the books for presentation to the auditor;

- vi) Presenting the year-end financial statements at the Annual General Meeting;
- vii) Assisting in preparation of all budgets of the association;
- viii) Having on file a copy of the audit report and assuring one accompanies the annual report;
- ix) Retaining an inventory, prepared by co-ordinators, of all association equipment;
- x) Assisting special committees in preparation of any interim and final financial reports; and
  - Shall be bonded
- xi) Will have signing authority

**f) Communications Liaison** – is an Elected officer responsible for:

- v) Maintaining the organizations website;
- vi) Other duties that may be designated.

#### 4. CO-ORDINATORS

The co-ordinators will consist of one elected representative for each sport. Vacancies will be filled as per those of the elected board. Each co-ordinator will be responsible for:

- i) Overseeing all matters pertaining to the sport;
- ii) Reporting to the OSA;
- iii) Acting as a spokesperson for the sport;
- iv) Acting as the representative of the individual sport governing bodies;
- v) Appointing a person to keep all parties informed through newsletters and mail-outs, if required;
- vi) Planning agenda for any individual sport meetings;
- vii) Chairing any individual sport meeting;
- viii) Appointing a person to keep accurate records of minutes, agendas and all transactions of individual sport meetings;
- ix) Submitting written report to the Elected Board and at general meetings;
- x) Presenting all moneys received to the treasurer for deposit;
- xi) Participating with the Elected Board in the presentation of the budget for the association and the individual sport;
- xii) Purchasing any additional items, other than those defined in the operational budget, as deemed necessary and approved by the president and/or Elected Board at a general or special meeting;
- xiii) Completing and filing all necessary government forms;
- xiv) Approving fees for the individual programs within the association set by the Elected Board and put forward for such approval;
- xv) Keeping inventory of equipment and uniforms and status of such.
- xvi) Each sport will have one vote.

## 5. SPECIAL COMMITTEE

- a) Shall be appointed by the Elected Board from the general membership of the association when the need arises, and a purpose has been defined by the general membership;
- b) Will consist of a chairperson with the assistance of other members of the association as required;
- c) Shall adhere to the by-laws governing the co-ordinator position;
- d) Will be dissolved by the Elected Board after the purpose has been attained.

## 6. MEETINGS

- a) General Meetings
  - i) A minimum of eight meetings per calendar year shall be held;
  - ii) Must be held within 90 days of each other;
- b) Annual General Meeting
  - i) Shall be held no later than the 31<sup>st</sup> day of December in each year;
  - ii) The Elected Board shall be elected;
  - iii) The Co-ordinators shall be elected;
  - iv) Special Committee chairpersons will be appointed or elected;
  - v) Association objectives and by-laws reviewed;
  - vi) Annual financial statements will be submitted by the treasurer.
- c) Special Meetings
  - i) Shall be called when deemed necessary by the president and/ or the Elected Board;
  - ii) Member will be notified by telephone, text, or via email.
- d) Notice
  - i) Of all annual, general and special meetings shall be given to each member by telephone, text or via email, seven days prior to the date of such meeting.

### e) Attendance

- i) Any Elected Board Member or Co-Ordinator having not attended three (3) consecutive scheduled meetings may be subject to removal by the Board.

## 6. INDIVIDUAL SPORT FINANCIAL CONCERNS

If any individual sport ceases to exist in each given year due to lack of coaches or lack of registration, any funds in that sport's bank account will be held for the use of that sport for a period of three years. If, after the three years, such sport still ceases to exist, these funds will be transferred to the general bank account of the association and will be used for the benefit of the association, as decided by the board.

## 7. QUORUM

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The Quorum for all meetings shall be 4 members in good standing.

#### 8. VOTING

- a) Any members in good standing shall have the right to vote at any general, annual or special meeting of the association;
- b) All votes need to be made in either person or via email.

#### 9. AUDIT

- a) The books and accounts of the treasurer of the association shall be audited at least once yearly by a duly qualified accountant;
- b) The fiscal year shall be September 1 to August 31 in each year;
- c) The books and records of the association may be inspected by any member of the association at any time giving reasonable notice and arranging a time satisfactorily to the officer or officers having charge of same.

#### 10. SIGNING OFFICERS

- a) The signing officers for the association shall be the President ~~and Vice-President~~ and Treasurer;
- b) ~~any two of the three~~ signatures are required

#### 11. BORROWING POWERS

For the purpose of carrying out its objective, the association may borrow or raise or secure the payment of money in such manner as approved by a quorum of 4 votes of the association and in particular by the issues of debentures. This power shall be exercised only under the authority of the association, and in no case, shall debentures be issued without the sanction of a special resolution of the association.

#### 12. REMUNERATION

- a) No member of the association, executive or special committee shall receive remuneration for their services;
- b) Expenses, if incurred by a member for the good of the association, shall be presented to the Elected Board.

#### 13. CUSTODY OF SEAL

- a) The seal, if one is kept, shall be held in the charge of the president or other Elected Member;

- b) The seal shall be affixed to all documents requiring execution under the seal of the association by such party or parties as may be authorized from time to time by the executive.

**14. ALTERATIONS OF OBJECTIVES AND BY-LAWS**

- a) The association, by special resolution, may rescind, alter or add to the objectives and by-laws;
- b) Such resolution must be passed by a majority of the membership as are present at the annual general meeting;
- c) Notice specifying intention to propose such a resolution has been duly given in writing no less than 21 days before the meeting;
- d) The association must file with the Register every special resolution passed

**15. LIABILITY OF DIRECTORS**

No Elected Board Members of the association shall be liable for acts, neglect or default of any Elected Member or volunteer or for any other loss, damage or misfortune that may happen in the execution of the duties within the scope of the respective office or trust unless the same shall happen by or through a willful act of default.

**16. REGISTER OF MEMBERS**

- a) The association register shall be kept with the Secretary;
- b) A copy of the register, by request and with in reasonable amount of time shall be made available to any member of the association.