

ATHLETICS YUKON ASSOCIATION BY LAWS

ARTICLE ONE – INTERPRETATION

- 1.01 In these by laws, unless the context otherwise required:
- (a) “Executive” shall mean the directors and officers of the society for the time being.
 - (b) “Societies Act” means the *Societies Act* of the Yukon from time to time in force and all current amendments.
 - (c) “Societies Regulations” means the *Societies Regulations* of the Yukon from time to time in force and all amendments.
 - (d) “registered address” of a member means the address of the member as recorded in the register of members.
 - (e) “athletics” means cross-country running, road running, race walking, snow shoeing and track & field.
- 1.02 The definitions in the *Societies Act* and in the *Societies Regulations* apply to these by laws

ARTICLE TWO – MEMBERSHIP

- 2.01 The society shall consist of two classes of members.:
- (a) individual members – any individual who meets the criteria for membership and who pays the membership fee set by the society;
 - (b) affiliate members – any body or group recognized by the society and representing a group of individuals participating in athletics in Yukon.
- 2.02 Individual members shall be entitled to attend and vote at all general meetings of the society.
- 2.03 Affiliate members shall be entitled to attend at all general meetings of the society but shall not be entitled to vote there on any resolution.
- 2.04 Membership fees shall be set each year at the Annual General Meeting and said fees may include a levy to be applied to the premium payable for a policy of liability insurance insuring the society, its executive, members and operations.
- 2.05 An individual or affiliate shall cease to be a member of the society:
- (a) by delivering a resignation in writing to the address of the society;
 - (b) on death or in the case of an affiliate, dissolution;
 - (c) on being expelled by resolution of the Executive in accordance with policies established by the Executive.

ARTICLE THREE – MEETINGS OF MEMBERS

- 3.01 General meeting shall be held at the time, date and place, in accordance with the Societies Act, that the Executive shall specify.
- 3.02 Every general meeting other than the annual general meeting is a special general meeting.
- 3.03 The Executive may, as it deems fit, convene a special general meeting, but the Executive shall call a special general meeting if requested to do so in writing by not less than 30% of the members entitled to vote at the meeting.

- 3.04 Notice of a general meeting shall be given to each member not less than ten days before the meeting. The notice shall specify the date, time and place of the meeting and, in case of special business, the general nature of the business.
- 3.05 Where a special resolution is to be voted on at a general meeting, notice of the meeting shall include the text of the special resolution to be submitted to the meeting.
- 3.06 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at the meeting.
- 3.07 The annual general meeting shall be held at least once in every calendar year and not more than one month following the end of the society's financial year on October 31 of each year.

ARTICLE FOUR – PROCEEDINGS AT GENERAL MEETINGS

- 4.01 Special business shall not be conducted at a general meeting unless 21 days notice has been given of the proposal to conduct that business at that meeting.
- 4.02 Special business is:
(a) at a special general meeting, all business other than the adoption of rules of order;
(b) at an annual general meeting, all business other than:
(i) the adoption of rules of order
(ii) the consideration of the financial statements
(iii) reports from the members of the Executive
(iv) the election of an executive for the following year.
- 4.03 Where a quorum is not present at a general meeting, no business other than the election of a chairperson and the adjournment or termination of the meeting shall be conducted.
- 4.04 A quorum shall be seven voting members of the society of which three shall be members of the current Executive.
- 4.05 If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day, time and place in the next week and if, at the adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting, the members present shall constitute a quorum.
- 4.06 The president, or one of the other Executive members present if the president is not present shall preside as chairperson of the meeting.
- 4.07 A general meeting may be adjourned from time to time and from place to place, but not business shall be transacted at an adjourned meeting other than business left unfinished at the meeting where the adjournment took place.
- 4.08 A meeting shall not be adjourned for more than thirty days.
- 4.09 The chairperson may move or propose a resolution and may second a resolution moved or proposed by another person.
- 4.10 An individual member in good standing present at a meeting of members is entitled to one vote.
- 4.11 Voting shall be by show of hands (except for voting for a new Executive which shall be by secret ballot) and voting by proxy shall not be permitted.

- 4.12 In the case of an even number of votes for and against a resolution, the chairperson shall not have a second or deciding vote, and the resolution shall not pass.

ARTICLE FIVE – THE EXECUTIVE

- 5.01 The Executive shall consist of:
(a) a president;
(b) a treasurer; and
(c) no less than three and no more than six directors.
- 5.02 One director position shall be reserved for an individual member or representative of an affiliate member from outside Whitehorse who may be appointed by the Executive.
- 5.03 The past – president shall be ex officio a member of the Executive and shall be entitled to vote at meetings of the Executive.
- 5.04 A member of the Executive shall cease to hold office:
(a) on having resigned in writing;
(b) when a successor is elected at a general meeting; or
(c) on death.
- 5.05 The Executive may from time to time appoint a member as a director to fill a vacancy on the Executive.
- 5.06 The members may by special resolution remove a member of the Executive from the Executive during said members term of office and may elect a successor to complete the term of office.
- 5.07 A member of the Executive may be reimbursed for expenses incurred while engaged in the affairs of the society but shall not otherwise be remunerate.

ARTICLE SIX – MEETING OF THE EXECUTIVE

- 6.01 The Executive may meet together at the places they think fit to conduct business, adjourn and otherwise conduct their meetings as they see fit.
- 6.02 The president shall be the chairperson of all meetings of the Executive, but if the president is not present within thirty minutes of the time appointed for holding the meeting, the members of the Executive present shall select one of the members present to act as the chairperson.
- 6.03 Questions arising at a meeting of the Executive need not be moved or seconded, but questions shall be decided by a majority of votes; in the case of an equal number of votes on a question, the matter shall be deemed to have been defeated.
- 6.04 A resolution in writing signed by all the members of the Executive shall be as valid as a motion passed at a meeting of the Executive.

ARTICLE SEVEN – DUTIES AND POWERS OF THE EXECUTIVE

- 7.01 The Executive shall manage and conduct the affairs of the society in accordance with its objectives and with guidance given by members at general meetings of the society.
- 7.02 The Executive may exercise all the powers and do all of the acts and things that the society may exercise and do as permitted by the *Societies Act* and the *Societies Regulations*.

- 7.03 The president is the chief executive officer of the society and shall preside at all meetings of the Executive and the society except as otherwise stipulated by these by laws or the *Societies Act* or *Societies Regulations*.
- 7.04 The treasurer shall keep the financial records of the society and render financial statements to the Executive and members as required.
- 7.05 The directors shall undertake such responsibilities as they assign to themselves at meetings of the Executive.

ARTICLE EIGHT – SEAL

- 8.01 The society shall not use a seal; any document signed by two members of the Executive shall be deemed to be duly executed on behalf of the society.

ARTICLE NINE – BORROWING

- 9.01 There shall be no borrowing of money by the society.

ARTICLE TEN – ACCOUNTANT

- 10.01 The members at a general meeting may waive the review of the financial statement by an accountant by passing a special resolution in accordance with the *Societies Act*.

ARTICLE ELEVEN – NOTICES

- 11.01 A notice may be given to a member by personal delivery or by mail; a notice by mail shall be deemed to have been received three days after it is posted if properly addressed and adequately stamped.
- 11.02 A members address shall be the address recorded on the register of members and may be amended from time to time on the request of the member.

ARTICLE TWELVE – DISSOLUTION

- 12.01 In the event of dissolution of the society, the assets of the society after all debts have been paid or provisions for payment have been made, shall subject to the *Societies Act* and the *Societies Regulations* be distributed to one or more incorporated Yukon societies as determined by a special resolution.

ARTICLE THIRTEEN – AMENDMENT

- 13.01 The society may amend its by laws by special resolution but the change is not effective until filed with and approved by the registrar of societies.
- 13.02 The notice of the meeting at which a special resolution to amend the by laws is to be voted on shall state the identifying numbers of articles to be deleted or amended and state the text of the articles to be substituted or added.

ARTICLE FOURTEEN – DISPUTES

- 14.01 Any dispute concerning the interpretation or application of the by laws, and any dispute concerning the rights of a member or the powers of an officer or director shall be submitted to and decided by arbitration under the *Yukon Arbitration Act*.