

Manitoba Slopestyle Snowboard Association

BYLAWS

Article 1 GENERAL

1. Purpose -- These Bylaws relate to the general conduct of the affairs of the Manitoba Slopestyle Snowboard Association, a corporation without share capital incorporated under the Manitoba Corporations Act and referred to as the "Association" in these Bylaws.
2. Definitions -- The following terms have these meanings in these Bylaws
 1. *Act* – the Manitoba Corporations Act (C.C.S.M. c. C225), as amended.
 2. *Ad-hoc Committee* – any committee, other than a Standing Committee, established by the Council to perform a certain task
 3. *Association* – Manitoba Slopestyle Snowboard Association
 4. *Auditor* - an individual appointed by the Members at the Annual General Meeting (AGM) to audit the books, accounts and records of the Association for a report to the Members at the next Annual General Meeting. The Auditor will not be an Employee or a Councilor of the Association
 5. *Board* – the Board of Councilors of the Association. "Council" may be used interchangeably with Board throughout these by-Laws.
 6. *Constitution* – the Constitution/Articles of Incorporation of the Association, as filed with the Registrar and comprising a statement of the Association's purposes
 7. *Councilor* – an individual elected or appointed to serve on the Council pursuant to these Bylaws. Co-Councilor will be considered to hold same definition throughout these by-laws and may be used interchangeably.
 8. *Member* – will include all categories of membership pursuant to these Bylaws
 9. *Officer* – an individual elected or appointed to serve as an Officer of the Association pursuant to these Bylaws
 10. *Ordinary Resolution* – a resolution passed by the majority of votes cast in a General Meeting of Members for which proper notice has been given
 11. *Registrar* – the Manitoba Registrar of Companies, or any successor or replacement agency
 12. *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast at a General Meeting of Members for which proper notice has been given
 13. *Standing Committee* – the Executive Committee, and any other Standing Committee that may be established by the Council
3. Head Office - The head office of the Association will be located in Winnipeg, Manitoba, Canada at such place therein as may from time to time be determined by the Council.
4. Corporate Seal - The Association may have a corporate seal which may be adopted and may be changed by resolution of the Directors.
5. No Gain for Members – The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used in promoting its objects.
6. Ruling on Bylaws – Except as provided in the Act, the Council will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Association.
7. Conduct of Meetings – Unless otherwise specified in the Act or these Bylaws, meetings of Members and meetings of the Council may be conducted or referenced according to Roberts Rules of Order (current edition).
8. Interpretation – Word importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate.

Article 2 MEMBERSHIP

Categories of Membership

1. Categories - The Association has the following classes of membership, the conditions of which are set out below and in policy. The Council may introduce other categories of membership and their admission criteria.

1. Regular Member
2. Associate Member

Qualifications for Membership

2. Regular Member - Any person, who has satisfied the requirement for admission, is registered as a member of the Association, has agreed to abide by the Association's bylaws, policies, procedures and rules and regulations and has paid the dues established by the Council. A Regular Member in good standing is entitled to one vote on all matters at member meetings.

3. Associate Member -- An individual (or organization) that generally supports the objectives of the Association but does not otherwise qualify as a Regular member, who has satisfied the requirement for admission, is registered as a member of the Association, has agreed to abide by the Association's bylaws, policies, procedures and rules and regulations and has paid the dues established by the Council. An Associate member may enjoy the benefits of membership as from time to time defined by resolution of the Council but will not have a right to vote in the affairs of the Association.

Admission of Members

4. Admission of Members - No individual will be admitted as a Member of the Association unless:
1. The candidate member has made an application for membership in a manner prescribed by the Association;
 2. The candidate member has met the requirements defined in section 2.2 - 2.3;
 3. If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member; and
 4. The candidate member has paid dues, if any, as prescribed by the Council.

Membership Dues

5. Year - Unless otherwise determined by the Council, the membership year of the Association will be July 01 – June 30 each calendar year.

6. Dues – Membership dues for all categories of Membership will be determined annually by the Councilors.

7. Deadline -- The Council will determine the deadline date by which membership dues, where levied, must be paid.

Transfer, Withdrawal and Termination of Membership

8. Transfer – Membership in the Association is non-transferable.

9. Termination – Membership in the Association will terminate immediately upon:

1. The Member's death.
2. The expiration of the Member's annual membership, unless renewed in accordance with these bylaws.
3. Resignation by the Member by giving written notice to the Association.
4. Dissolution of the Association.
5. Dissolution if the member is a corporation or representing a Corporation.
6. As determined by a decision making panel in accordance with the Association's applicable discipline policies.
7. Two-thirds (2/3) vote of the Councilors or the Members at a duly called meeting, provided reasonable notice is provided and the member is provided an opportunity to be heard.

8. Failing to pay membership dues or monies owed to the Association by the deadline dates prescribed by the Association.

10. May Not Resign – A Member may not resign from the Association when the Member is subject to disciplinary investigation or action of the Association.

Good Standing

11. Definition – A Member of the Association will be in good standing provided that the Member:

1. Has not ceased to be a Member;
2. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
3. Has completed and remitted all documents as required by the Association;
4. Has complied with the Constitution, Bylaws, policies and rules of the Association;
5. Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Council; and
6. Has paid all required membership dues.

12. Cease to be in Good Standing - Members who cease to be in good standing, as determined by the Councilors, Discipline or Appeal Panels, will not be entitled to vote at meetings of Members, receive notice of member meetings, attend member meetings, speak at member meetings and, where the Member is a Councilor, at meetings of Councilors, or be entitled to the benefits and privileges of membership, including but not limited to programs or competitions, until such time as the Council is satisfied that the Member has met the definition of good standing as set out above.

Article 3 MEETINGS of MEMBERS

1. Types of Meetings – Meetings of Members will include Annual General Meetings and Special Meetings.

2. Special General Meeting - A Special General Meeting of the Members may be called at any time by the Council, the Council Representative, or upon the written requisition of five (5%) percent or more of the voting Members of the Association. A Special Meeting will be called within twenty-one (21) days and held within forty-five (45) days of receiving the written requisition. The Agenda of Special Meetings will be limited to the subject matter for which the meeting was duly called.

3. Location and Date - The Association will hold meetings of Members at such date, time and place as determined by the Council. The Annual General Meeting will be held within fifteen (15) months of the last Annual General Meeting.

4. Notice - Written notice of meetings of Members will be given to all Members at least forty-five (45) days prior to the date of the meeting. Notice will contain a proposed agenda and reasonable information to permit Members to make informed decisions.

5. Meetings by Telecommunications - A Member may participate in a meeting of members by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a member participating in the meeting by that means is deemed to be present at that meeting.

6. Adjournment – Any meetings of Members may be adjourned to any time and place as determined by the Council and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice will be required for any adjourned meeting.

7. Agenda – The agenda for the Annual General Meeting will at least include:

1. Call to order

2. Establishment of Quorum
 3. Appointment of Scrutineers
 4. Approval of the Agenda
 5. Declaration of any Conflicts of Interest
 6. Adoption of Minutes of the previous Annual Meeting
 7. Council, Committee and Staff Reports
 8. Approval of Auditors Report and Financial Statements
 9. Appointment of Auditors
 10. Business as specified in the meeting notice
 11. Election of new Councilors and Administrative Officers
 12. Adjournment
8. New Business - Any Member who wishes to have new business placed on the agenda of a meeting will give written notice to the Association at least ten (10) days prior to the meeting date or upon the sole discretion of the Council or designates.
9. Quorum – Quorum at a General Meeting will be one third of non-vacant voting Council Directors, Co-Councilors Directors.
10. Closed Meetings – Meetings of Members will be closed to the public except by invitation of the Council.

Voting at Meetings of Members

11. Voting Privileges - Members will have the following voting rights at all meetings of Members:
1. Regular Members eighteen (18) years of age and older may attend and participate in meetings and are entitled to one (1) vote. Regulars members are eligible to vote at meetings provided they have attended a minimum of 50% of the year to date meetings. This will not apply to the Annual General Meeting.
 2. Associate Members eighteen (18) years of age or older may appoint a Delegate who may attend and participate in meetings but are not entitled to vote.
12. Delegates – Associate Members may appoint in writing (inclusive of electronic notice) to the Association, seven (7) day prior to the meeting of members, a Delegate to represent the Provincial/Territorial Member. Delegates must be eighteen years of age and older and a member in good-standing.
13. Scrutineers - At the beginning of each meeting, the Council may appoint one or more Scrutineers who will be responsible for ensuring that votes are properly cast and counted.
14. Proxy Voting - Voting Members may vote by proxy provided the proxy is submitted and received by the Association seven (7) business days in advance of the meeting. A Voting Member may hold a maximum of one (1) proxy.
15. Determination of Votes - Votes will be determined by a show of hands or orally unless a secret or recorded ballot is requested by the majority of those Members voting.
16. Majority of Votes - Except as otherwise provided in the Act or these Bylaws, an Ordinary Resolution of Members present who vote will decide each issue. In the case of a tie, the issue is defeated.

Article 4 GOVERNANCE

Composition of the Council

1. Councilors - The Council will consist of a minimum of eight Councilors and a maximum of 8 additional Co-Councilors, all of whom will reside in Manitoba. Councilors will represent the following areas;
 1. Women in Snowboard
 2. Coaches
 3. Athletes
 4. Parents
 5. Ski Hills
 6. Retail Industry
 7. Rural Regions
 8. Clubs

In addition, a Council Representative; Secretary and Treasurer will be appointed or elected from within the 8 Councilors and 8 Co-Councilors.

Election of Councilors

2. Eligibility - Any individual who is eighteen (18) years of age or older, who meets the one or more of the skills and attributes defined in section 4.4 and who has the power under law to contract may be nominated for election as a Councilor.

3. Skills and Characteristics – Potential Councilors will have one or more of the following skills and/or attributes:

Attributes

1. Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Councilor
2. Knowledge about roles and responsibilities of a Councilor, Council and Staff
3. Experience in formulating policy
4. Experience in thinking strategically
5. Knowledge about the sport community
6. Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
7. Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
8. Strategic connectivity to key clients
9. Ethical and values based behavior
10. Other attributes valued by the Council of Directors

Skills

11. Accounting designation (CA, CMA, CGA)
12. Legal designation (LL.B)
13. Professional qualifications (MD, PhD, MBA, Sport Science)
14. Personnel Management (Human Resource Professional designation)
15. Media/Marketing/Public Relations contacts/experience
16. Fundraising and funding source contacts
17. Administration/Management experience
18. Government relations/contacts
19. Organizational development/Strategic Planning experience
20. Other skills valued by the Council

4. Nominating Committee – The Council may appoint a Nominating Committee, which will be comprised of three individuals appointed by the Council of Directors. The Nominating Committee will be responsible to solicit nominations with the skills and characteristics defined in section 4.4 for the election of the Councilors.

5. Nomination - Any nomination of an individual for election as a Councilor may:

1. Include the written consent of the nominee by signed or electronic signature; and
2. Be submitted to the Head Office of the Association fourteen (14) days prior to the Annual General Meeting.

6. Incumbents – Individuals currently on the Council wishing to be re-elected are not subject to nomination but most provide written notice to the Head Office of the Association fourteen (14) days prior to the Annual General Meeting.
7. Circulation of Nominations and Platforms - Valid nominations will be circulated to all voting members prior to elections.
8. Election – The election of Councilors will take place annually at the Annual General Meeting as follows:
1. The Councilors will be elected by the membership at the Annual General Meeting held in alternate years to those elected in accordance with subsection b.
 2. The Co-Councilors will be elected by the membership at the Annual General Meeting held in alternate years to those elected in accordance with subsection a.
9. Decision – Elections will be decided by majority vote of the Members in accordance with the following:
1. One Valid Nomination – Winner declared by acclamation.
 2. Two or More Valid Nominations – Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two nominees, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains only two nominees or a winner is declared. If only two nominees remain and there continues to be a tie, the winner will be decided by the Council by resolution.
10. Terms - Elected Councilors will serve terms of two years and will hold office until their successors have been duly elected in accordance with these Bylaws, unless they resign, are removed from or vacate their office. Directors will be eligible for re-election as Directors.

Resignation and Removal of Directors

11. Resignation - A Councilor may resign from the Council at any time by presenting his or her notice of resignation to the Council. This resignation will become effective the date on which the request is approved by the Council. Where a Director who is subject to a disciplinary investigation or action of the Association resigns, that Councilor will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
12. Vacate Office - The office of any Councilor will be vacated automatically if:
1. The Councilor is found by a court to be of unsound mind;
 2. The Councilor is not a member; and
 3. Upon the Councilor's death.
13. Removal – An elected Councilor may be removed by Ordinary Resolution of the voting Members present at an Annual General Meeting or Special Meeting, provided the Councilor has been given fourteen (14) days written notice of and the opportunity to be present and to be heard at such a meeting.

Filling a Vacancy on the Board

14. Vacancy - Where the position of a Councilor becomes vacant for whatever reason and there is still a quorum of Council Members, the Council may appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office.

Meetings of the Board

15. Call of Meeting – The meetings of the Council will be held at any time and place as determined by the Council.
16. Notice – Written notice, served other than by mail, of Council Meetings will be given to all Councilors at least forty-eight (48) hours prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) days prior to the

meeting. No notice of a meeting of the Council is required if all Councilors waive notice, or if those absent consent to the meeting being held in their absence.

17. Number of Meetings – The Council will hold at least **four (4) meetings per year**.
18. Quorum – At any meeting of the Council of Directors, quorum will consist of one third of the Councilors, Co-Councilors holding office.
19. Voting – Each Councilor and Co-Councilor is entitled to one vote. Voting will be by a show of hands or orally unless a majority of Councilors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favor of the resolution. .
20. Closed Meetings – Meetings of the Council will be closed to Members and the public except by invitation of the Council.
21. Meetings by Telecommunications - A Councilor may, if all the Councilors of the Association consent, participate in a meeting of directors or of a committee of Councilors by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a director participating in the meeting by that means is deemed to be present at that meeting.
22. Decisions in Lieu of Meetings - If all voting members agree to and sign a resolution, it will be as valid as one passed at a meeting. It is not necessary to give notice for a decision in lieu of a meeting. The date on the resolution is the date it is passed

Powers of the Board

23. Powers of the Association – Except as otherwise provided in the Act or these Bylaws, the Council has the powers of the Association and may delegate any of its powers, duties and functions.
24. Managing the Affairs of the Association – The Council may make policies, procedures, and manage the affairs of the Association in accordance with the Act and these Bylaws.
25. Discipline – The Council may make policies and procedures relating to discipline of Members, and will have the authority to discipline Members in accordance with such policies and procedures.
26. Employment of Persons - The Council may employ or engage under contract such persons as it deems necessary to carry out the work of the Association.
27. Borrowing Powers – The Council may borrow money upon the credit of the Association as it deems necessary.

ARTICLE 5: ADMINISTRATIVE OFFICERS

1. Composition – The Officers will be comprised of a Council Representative; Secretary and Treasurer.
2. Duties - The duties of Officers are as follows:
 1. The Council Representative(s) will be responsible for the general supervision of the affairs and operations of the Association, will preside at the meeting of Members or Council, will be the official spokesman of the Association, will oversee and supervise office staff, provide leadership, present a report to be presented at the Annual General Meeting and will perform such other duties as may from time to time be established by the Council.

2. The Treasurer will keep proper accounting records as required by the Act; will cause to be deposited all monies received by the Association in the Association's bank account, will supervise the management and the disbursement of funds of the Association, when required will provide the Council with an account of financial transactions and the financial position of the Association, will prepare annual budgets, provide the Council a monthly financial report of the Association, and will perform such other duties as may from time to time be established by the Council.
3. The Secretary will attend all meetings of the Council, will be responsible for the documentation of all amendments to the Association's Constitution and Bylaws, will ensure that all official documents and records of the Association are properly kept, cause to be recorded the minutes of all meetings of Members, Council and Committees of the Association and will perform such other duties as may from time to time be established by the Council.
3. Removal – An Officer may be removed by Special Resolution of the voting Members in a meeting, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.
4. Vacancy - Where the position of an Officer becomes vacant for whatever reason, the position will remain vacant until the next Annual General Meeting.

Executive Committee

5. Executive Committee - The Executive Committee will be comprised of all Councilors and Co-Councilors. The Council may amend the composition of the Executive Committee at a future point in time.

Other Committees

6. Appointment of Ad-hoc Committees - The Council may appoint such ad-hoc committees as it deems necessary for managing the affairs of the Association and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by the Act, the Constitution or these Bylaws.
7. Committee Members - Except for the Executive Committee, any individual may be appointed to any committee by the Council, and once appointed will be a voting member of the committee, except where expressly prohibited by the Council or where the individual appointed to the committee is a staff person and thus a non-voting member of the committee.
8. Quorum - A quorum for any committee will be the majority of its voting members.
9. Terms of Reference - The Council may establish the terms of reference and operating procedures for all Committees, and may delegate any of its powers, duties or functions to any Committee.
10. Vacancy - When a vacancy occurs on any Committee, the Council may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.
11. Removal - The Council may remove any member of any Committee.

Remuneration

12. No Remuneration - All Councilors, Officers and members of Committees will serve their term of office without remuneration except for reimbursement of expenses as approved by the Council.

Conflict of Interest

13. Conflict of Interest – A Councilor, Officer, Executive Committee member or member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Association will disclose fully and promptly the nature and extent of such interest to the Council or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE 6 FINANCE AND MANAGEMENT

1. Fiscal Year – The fiscal year of the Association will be July 01 –June 30 each calendar year or such other period as the Council may from time to time determine.

2. Bank - The banking business of the Association will be conducted at such financial institution as the Council may designate.

3. Deposits and Withdraws – All securities, monies and cheques of the Association will be deposited for safekeeping in one of the Association’s bank accounts and may be withdrawn by ordinary resolution of the Council.

4. Expenditures Over One Thousand – Expenditures over one thousand dollars (\$1000) will be decided by the Council by special resolution at an in-person Council meeting.

5. Signing Authority – All written agreements and financial transactions entered into in the name of the Association will be signed by two Officers being any two of the Council Representative, Treasurer or Co-Treasurer. The Council may authorize other persons to sign on behalf of the Association.

6. Annual Budget – The Council Representative and the Treasurer will produce a formal fiscal year budget proposal for discussion and approval by ordinary resolution by the Council at the first Council meeting of the fiscal year.

7. Requests for Financial Aid – Requests for financial aid from third parties may be made to the Council at any time and must be submitted by documented presentation.

8. Auditors - At each Annual General Meeting the Members may appoint an auditor to make a report to members on the financial statements of the Association and whether in the opinion of the auditor the financial statements fairly represent the financial position of the Association in accordance with generally accepted accounting principles. The auditor will hold office until the next Annual Meeting. The auditor will not be an Employee or a Councilor of the Association.

9. Books and Records - The necessary books and records of the Association required by these Bylaws or by applicable law will be necessarily and properly kept.

10. Property - The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Council may determine.

11. Borrowing - The Association may borrow funds upon such terms and conditions as the Council may determine.

ARTICLE 7 AMENDMENT OF BYLAWS

1. Voting – These Bylaws may only be amended, revised, repealed or added to by an affirmative Special Resolution vote of the Members present at a meeting duly called to amend, revise or repeal these Bylaws. Upon affirmative vote, any amendments, revisions, addition or deletions will be effective immediately.

2. Notice in Writing – Notice in writing is to be delivered to the Council forty-five (45) days prior to the date of the meeting at which it is to be considered, and is to be delivered to voting Members thirty (30) days prior to meeting at which it is to be considered.

ARTICLE 8 NOTICE

1. Written Notice - In these Bylaws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the Association, Councilor or Member, as the case may be.

2. Date of Notice - Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or e-mailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five days after the date the mail is post-marked

3. Error in Notice - The accidental omission to give notice of a Meeting of the Councilors or the Members, the failure of any Councilor or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

ARTICLE 9 DISSOLUTION

1. Dissolution - Upon dissolution of the Association and after payment of all debts and liabilities, its remaining property will be distributed to other charitable organizations in accordance with the provisions of the Act.

ARTICLE 10 INDEMNIFICATION

1. Will Indemnify - The Association will indemnify and hold harmless out of the funds of the Association each Councilor and Officer, their heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Councilor or Officer.

2. Will Not Indemnify - The Association will not indemnify a Councilor or Officer or any other person for acts of fraud, dishonesty, or bad faith.

3. Insurance - The Association will, at all times, maintain in force such directors and officers liability insurance as may be approved by the Council of Directors.

ARTICLE 11 ADOPTION OF THESE BYLAWS

1. Adoption by Council – These Bylaws are adopted by the Council of the Association at a meeting of the Council duly called and held on December 15, 2016.

2. Ratification – These Bylaws are ratified by a Special Resolution of the Members of the Association present and entitled to vote at a Meeting of Members duly called and held on December 15, 2016.

3. Repeal of Prior Bylaws -- In ratifying these Bylaws, the Members of the Association repeal all prior Bylaws of the Association provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.