

## 3 Procedures and Regulations

### 3.1 Constitution

#### **ARTICLE I NAME**

The name of the Association shall be the Saskatchewan Amateur Speed Skating Association also operating under the name Saskatchewan Speed Skating and henceforth referred to as SASSA (revised May 3/03)

#### **ARTICLE II REGISTRATION**

SASSA shall be registered as a non-profit corporation under the Non-Profit Corporations Act of Saskatchewan.

#### **ARTICLE III OBJECTIVES**

The objectives of the Association shall be:

1. To encourage, advance, improve, oversee and develop amateur speed skating throughout Saskatchewan.
2. To comply with all the requirements of the Speed Skating Canada.

#### **ARTICLE IV FISCAL YEAR**

The fiscal year of the Association shall commence on the first (1) day of April and end on the thirty-first (31) day of March.

#### **ARTICLE V MEMBERSHIP**

1. a) Any member in good standing of an affiliated Club is a member of SASSA upon payment of the annual Membership Fee by the Club.
  - b. Categories of membership shall include:
    - i) Competitive 1 – An individual who competes at meets sanctioned by SSC. This category of skater is eligible to hold a Canadian, North American or Saskatchewan Record.
    - ii) Recreational – An individual who takes part on a regular basis in Club speed skating activities are eligible to skate in Club meets.
    - iii) Associate – An individual who supports, assists or has an interest in speed skating. This membership category includes coaches, officials, parents/guardians or other interested individuals.
    - iv) Special event member – An individual who takes part on an infrequent and/or one-time basis in speed skating. This category includes the following programs: Beginner Learn-to-Skate, Celebrity Challenges, school programs, introduction clinics, etc.
    - v) Life members – An individual who pays the Life Membership Fee as set by SASSA. Life members enjoy all the privileges of an Associate member
  - c) Any unattached skater who does not reside in the area of an affiliated Club shall be allowed to be a member of SASSA upon payment of the annual Membership Fee and upon expressing a willingness to uphold the by-laws of the Association.
  - d) All employees of SASSA shall be Associate, Competitive or Life Members of the SASSA and SSC. Added May 1/04
1. SASSA members must be 16 years of age or older at the time of a scheduled SASSA Special or Annual General meeting to be eligible to vote at that meeting. Revised May 3/03

2. a) The Board of Directors shall have the power, by a vote of two-thirds of the members present and entitled to vote, to suspend any member of the Association whose conduct shall be determined by the Board to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution or By-laws of the Association; provided that not less than seven (7) days written notice of the intent and date of such a meeting shall be given the Member involved. The Member shall be entitled to be present at such a meeting and to make representation.
- b) A suspended Member may appeal to the next Annual General Meeting, which may hear the appeal. The suspended Member has the right to speak at the meeting. A resolution for expulsion shall require a two-thirds majority of the members present and entitled to vote. The General meeting may remit, extend, or shorten any sentence upon due cause being shown and the decision shall be final.
3. Dispute Resolution – Any violation of the Constitution, Bylaws, or Regulations of this Association, or of the decisions of the Board of Directors by any member of this Association shall render such member liable to suspension and/or disciplinary action that may be deemed necessary. Appendix G has been established as a dispute resolution process and procedures governing the initiation and conduct of proceedings.

#### **ARTICLE VI AFFILIATION**

1. Affiliation with SASSA shall be open to any organized Speed Skating club in Saskatchewan which agrees to abide by the By-laws, procedures and regulations of SASSA and pays annual Affiliation Fees.
2. A new club may make an Application for Affiliation by submitting in writing to the SASSA President the following:
  - a) The proposed name of the Club and the area to be served.
  - b) The number and names of skaters to be registered.
  - c) Names of club officers.
  - d) The number and names of Associate Members to be registered. Any application must have at least one (1) Associate Member per family.
  - e) All applicable Membership Fees.
  - f) All applicable Affiliation Fees (Club Fee waived for the first three years).
  - g) Declaration of intent to uphold the Constitution and By-laws of SASSA.

The SASSA Board of Directors will consider any such complete Application received and will, within forty five(45) days, provide written Notice of Approval or Rejection to the Applicant Group and all member Clubs of SASSA.

3. SASSA shall in turn affiliate with the Speed Skating Canada

#### **ARTICLE VII FEES**

1. The annual affiliation fees of any club are payable on or before December 1st of each year in such an amount as determined by SASSA at the Annual Meeting.
2. The annual membership fees of members shall be payable on or before December 1st of each year in such an amount as determined by SASSA at the Annual Meeting. New membership will be accepted throughout the season until March 1st.
3. Participants at special events shall pay a fee determined by SASSA at the Annual Meeting. The fees are to be submitted by the Event Coordinator to the SASSA Vice-President Finance not more than thirty (30) days after the event.
4. If fees of any club are unpaid by December 1st it shall no longer be affiliated and therefore its skaters will be ineligible to compete until fees are paid.

5. Only members in good standing shall be allowed to vote at an Association meeting.

#### **ARTICLE VIII MEETINGS**

1. Annual General Meeting

- a) The AGM should be held on a province wide rotation between the northern and southern portions of the province as identified in Schedule A. Each affiliated Club shall be notified by letter at least thirty (30) days prior to said date. Revised May 1/04  
Schedule A

2005 – south

2006 – south

2007 – north

2008 – south

2009 – north

2010 – south

etc.

- b) The President shall appoint two (2) scrutineers who will: (1) confirm meeting delegates as registered SASSA members eligible to vote, and (2) to tabulate any votes cast during the meeting.
- c) Resolutions for consideration at the Annual or General Meeting, shall be in writing and must be received by the SASSA office 15 days before the date of the meeting. The Association upon receiving such resolution shall circulate it to all member clubs and the Board of Directors.

2. Board of Directors Meetings

- a) Regular meetings of the Board of Directors shall be called by the President.
- b) There shall be no fewer than five (5) SASSA Board Meetings held annually.
- c) A quorum at a Board of Directors meeting shall consist of half (0.5) of the voting board members.

3. Special General Meetings

- a) A Special General Meeting shall be called by the President upon the written request of three (3) SASSA Board Directors or upon the written request of fifteen (15) eligible voting members of SASSA. Any request must clearly state the purpose of the meeting. The location of the Special General Meeting will be determined by a majority vote of the Directors. The President must announce the date and location of the Meeting within ten (10) days of personally receiving the written requests. Revised May 3/03
- b) Notice of the special meeting shall be given by the President to each Board member stating the object thereof and the time and place of the same.
- c) In accordance with the Non-Profit Corporations Act SASSA members shall be served a written notice of any Special General Meeting at least 15 days in advance.
- d) Fifteen (15) voting members of SASSA shall constitute a Quorum for a Special/General Meeting.

## **ARTICLE IX DIRECTORS**

1. The affairs of the Association shall be managed by a minimum of seven (7) and a maximum of twenty (20) Directors.
2. The Board of Directors of SASSA shall consist of the following positions: President, Vice President Finance, Vice President Membership Development, Vice President Coaches, Vice President Officials, Vice President Technical, Vice President Competitions, Past President (1 year term), Skater Representative and Club Directors.
3. The Board of Directors shall be elected at the Annual Meeting by a majority of votes cast and shall serve a term of one (1) year. Board of Directors shall be eligible for re-election but may not serve more than three (3) consecutive years in any one (1) office.
4. In addition to the nominees for the positions of President and Vice Presidents, each affiliated Club may appoint one (1) representative to serve as a Club Director on the SASSA Board. To exercise this option, each Club must authorize and submit a "Declaration of Directorship" to the SASSA office prior to the SASSA AGM. (A Declaration Form follows on page 23.)

To appoint a Club Director for the upcoming skating season each Club shall:

- a) Determine whether or not to appoint a Club Director to serve on the SASSA Board.
- b) Determine who in the Club would be a suitable and capable Club Director.
- c) Complete the Declaration of Directorship form and submit it to the SASSA office prior to the SASSA AGM.

Club Directors are appointed through the completion of the Club Declaration of Directorship form and shall be Directors on the SAASA Board for the upcoming season. Club Directors shall carry one vote at SASSA Board of Directors meetings.

Any Club may choose to waive its right to appoint a representative as a Club Director on the SASSA Board by indicating so on the Club Declaration of Directorship form.

Any Club, which chooses to appoint a representative as a Club Director, shall fulfill this obligation by ensuring that its representative attends SASSA Board of Directors meetings.

5. Elected Board Members of SASSA must be members in good standing of SASSA and SSC.
6. In the event of a vacancy in the office of President, the Vice-Presidents shall appoint one person from amongst the Vice Presidents to fill the vacancy with all the powers and duties pertaining to the office.
7. Directors may be elected to office without being present at the Annual Meeting only if contacted by the Nominating Committee or President and their permission secured previous to the election.

8. Should any vacancy in the Board occur, the Board of Directors may fill such a vacancy at its discretion for the remaining period of the term.

#### **ARTICLE X DUTIES OF THE BOARD OF DIRECTORS**

1. The President shall preside at all meetings and exercise the usual function of the presiding officer, see that the By-laws are enforced, discharge any duties that may be required of him/her, cast the deciding vote in the event of a tie vote at any meeting, call for the Annual Meeting or any General Meetings, appoint and remove all special committees, evaluate and monitor all Association staff.
2. The Past President shall assist the President and may preside as Chairperson of an ad hoc committees.
3. The Executive Director shall keep a record in the SASSA office of all meetings of SASSA, provide each member of the Board of Directors with a copy of the minutes of each meeting and be responsible for registration of members for SASSA and SSC.
4. The Vice-President of Finance shall be responsible for collection and disbursement of all funds as directed by the Board of Directors. He/She shall deposit in the SASSA bank account any money received for any purpose. All authorized bills shall be paid by cheque, which shall be signed by any two of the Vice-President Finance, President, Past-President, Executive Director or other authorized persons. The Vice-President Finance shall present a complete audited statement of the past year's transactions to the Annual Meeting.
5. The directors, as appointed by each affiliated club, shall provide liaison with their respective clubs while assisting the Executive with their duties. In the event of his/her absence the Director will authorize in writing a member to act in their stead at board meeting.

#### **ARTICLE XI COMMITTEES**

1. The President may, at any time, appoint committees with such power and duties as deemed necessary.
2. The President shall be an ex-officio member of all committee.
3. Each Vice President shall form a standing Committee for his/her area of responsibility consisting of one representative from every SASSA affiliated Club. In addition, at least one of the elected Skater Representatives should be a member of each Committee. Each Committee should meet at least two (2) times each season and, through its Vice President is responsible for recommending any necessary Policy and/or Procedure changes to the SASSA Board of Directors.
4. A majority of each committee shall constitute a quorum at all meetings of committees. In the event of a tie, the Committee Chairperson shall cast the deciding vote.

**ARTICLE XII VOTING**

1. A majority of all votes cast shall decide all motions at meetings of the Board of Directors at which a quorum is present, except as otherwise specified in the By-laws.
2. The President shall cast a vote only in the event of a tie. A voting member acting as President shall only vote in the event of a tie.
3. Each elected Director, except the President is entitled to one (1) vote. Elected Directors may not be represented by proxy.
4. Voting rights to a General or Annual Meeting shall be restricted to any member age 16 or over who has registered with SASSA prior to March 1. Membership expires December 31.
5. All persons shall register upon entering the General or Annual Meeting and the SASSA Executive Director shall confirm the voting members by checking registration with the current SASSA membership list.

**ARTICLE XIII SANCTIONS**

1. All meets approved at an Annual Meeting are automatically sanctioned by SASSA
2. All meets not approved at an Annual Meeting that require recognition of Provincial records must be sanctioned by the SASSA Board of Directors prior to the event.

**ARTICLE XIV RULES OF PROCEDURE**

1. The rules governing procedure at all meetings of the Board of Directors, the Annual Meeting, any General Meeting, and committee meetings shall be governed according to Robert's Rules of Order, newly revised so far as it is applicable and consistent with these by-laws.
2. All questions of interpretation of these By-laws shall be decided by the Board of Directors.

**ARTICLE XV AMENDMENTS**

The By-laws may be altered or amended by a two-thirds majority vote at an Annual or General Meeting at which a quorum is present, provided notice of motion to alter or amend has been circulated to all affiliated clubs at least thirty (30) days in advance of the meeting at which the vote will be taken.

## 3.2 Skater Representatives/Selection Process

### 3.2.1 Selection Process for Skater Representatives

1. A letter outlining the job description for the position of a skater representative will be sent to the SASSA clubs.
2. Nomination Process. **Each club will submit their nomination(s), i.e.) there is no restriction on the number of nominations that each club may submit**, and a list of eligible skaters for the voting process to the SASSA Office before September 15th. NOTE: The Skater Representatives must be a minimum of 16 years of age and only Juvenile and older skaters are eligible to vote.
3. The SASSA Office will receive the nominations and communicate a ballot of all those nominated, i.e.) Club Skater Representatives, to the Clubs before September 30th. Voting Process:
  - a) The Club is to appoint a scrutineer for the skater voting and set a date and location for the voting to take place.
  - b) The skaters are to be given a ballot with the list of all skaters who were nominated.
  - c) The skaters are to indicate/mark their ballot with their three (3) choices for the Skater Representative positions.
  - d) The Club scrutineer will collect the skater ballots and tabulate the votes for each nominee.
  - e) The Club is to submit the voting results, for all nominees, to the SASSA Office before October 15th.
4. The SASSA Executive Director will compile the final voting results and communicate those results to the SASSA Board of Directors promptly. A maximum of three (3) Skater Nominees receiving the most votes will be appointed to the various SASSA Standing Special Committees, including but not limited to Technical and Competitions Committees. Revised May 3/03 6/06

## 3.3 Fees

### 3.3.1 Rules for Registering

1. At least one parent/guardian of each skater (under 18 at the time of registration) must purchase a SSC membership and a SASSA associate membership or a competitive membership.
2. **All Saskatchewan skaters who skate in a SASSA sanctioned meet must pay the annual SASSA competitive membership fee.**

### 3.3.2 Saskatchewan Speed Skating

The SASSA membership fees be set as follows Revised May 3/03:

1. For Clubs established longer than 3 years
  - \$ 5.00 for each Cradle aged skater.
  - \$ 10.00 for each Recreational skater.
  - \$ 10.00 for each Associate member including parents, Officials and Coaches.
  - \$ 20.00 for each PeeWee and Bantam aged skater.
  - \$ 46.00 for each Midget and Juvenile aged skater.
  - \$ 62.00 for each Junior, Intermediate, Senior, and Master aged skater.

\$ 50.00 for SASSA Life Members (this is a one time Fee)  
\$ 250.00 Annual Club Affiliation Fee.

2. For Clubs established 3 years and less
  - \$ 5.00 for each Cradle aged skater.
  - \$ 10.00 for each Recreational skater.
  - \$ 10.00 for each Associate member including parents, Officials and Coaches.
  - \$ 20.00 for each PeeWee and Bantam aged skater.
  - \$ 25.00 for each Midget, Juvenile, Junior, Intermediate, Senior, and Master aged skater.
  - \$ 50.00 for SASSA Life Members (this is a one time Fee)
  - \$ 0 Annual Club Affiliation Fee.

### **3.3.3 Speed Skating Canada**

The fee structure for Speed Skating Canada is set at the SSC AGM. See the SSC Red Book Annex I for current schedule of SSC fees.

### **3.3.4 Fines**

A club which has lost its affiliation with SASSA, due to non-payment of fees by the December 1st deadline, will be levied a fine of \$100.00 in order to have its affiliation re-established.

### **3.3.5 Outstanding Dues**

Those clubs or individuals that have outstanding debts with SASSA will have future eligible funding applied to reduce those debts and will continue to do so until the debts are paid in full to the Association.

# Saskatchewan Amateur Speed Skating Association

## 3.1 - 4. Article I X Club Declaration of Directorship Form

In addition to the nominees for the positions of President and Vice Presidents, each affiliated Club may appoint one (1) representative to serve as a Club Director on the SASSA Board. To exercise this option, each Club must authorize and submit a "Declaration of Directorship" to the SASSA office prior to the SASSA AGM. (A sample of this Declaration is attached.)

To appoint a Club Director for the upcoming skating season each Club shall:

- a) Determine whether or not to appoint a Club Director to serve on the SASSA Board.
- b) Determine who in the Club would be a suitable and capable Club Director.
- c) Complete the Declaration of Directorship form and submit it to the SASSA office prior to the SASSA AGM.

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Any Club may choose to waive its right to appoint a representative as a Club Director on the SASSA Board by indicating so on the Club Declaration of Directorship form.

Any Club, which chooses to appoint a representative as a Club Director, shall fulfill this obligation by ensuring that its representative or an eligible substitute attends SASSA Board of Directors meetings.

### DECLARATION

Our Club, the \_\_\_\_\_, wishes to inform SASSA that it has agreed to:  
(Please print full name)

Appoint a representative to serve as a Club Director on the SASSA Board for the upcoming Season.  
The appointee chosen by our Club is:

Name: \_\_\_\_\_ E- \_\_\_\_\_  
 Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Or  Waive our right to appoint a representative to serve as a Club Director on the SASSA Board for the upcoming season.

By declaring its intention to appoint a representative to serve as a Club Director, our Club understands the obligation for the Club Director to attend SASSA Board of Director meetings and to follow all Blue Book Policies and Rules pertaining to Directors.

Club President: \_\_\_\_\_  
(Please print Name) (Signature) (Date)

This Declaration must be returned to the SASSA Executive Director prior to the SASSA AGM at: 2205 Victoria Ave, Regina, SK S4P 0S4