

**CONSTITUTION  
OF THE  
SASKATCHEWAN  
BROOMBALL  
ASSOCIATION**

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**1.0 DEFINITIONS**

- 1.1 This corporation shall be called the "SASKATCHEWAN BROOMBALL ASSOCIATION" and shall be referred to herein as the "SBA".
- 1.2 Voting members - refers specifically to all groups (excluding the E.C.M.) that provide Directors to the Board and have voting power on the Board. Members must apply in writing in order to be accepted as voting members on the SBA Board of Directors.
- 1.2.1 League - a local or regional broomball organization having a minimum of three teams, each of which plays a minimum of games per season (as specified in the bylaws). Each local organization also shall have a constitution, bylaws and an elected executive. As well each league in good standing shall annually appoint or elect a representative herein referred to as the League Director to sit as a voting delegate on the Board of Directors.
- .2 Minor Committee - a provincial committee made up of one representative from each Provincial Minor team in good standing. The Minor Committee shall annually appoint or elect two Minor Directors who shall act as voting delegates on the Board of Directors.
- .3 Saskatchewan Broomball Officials Association (herein referred to as the S.B.O.A.) - shall consist of all affiliated or registered Officials. They shall elect the Referee-in Chief (R.I.C.) and appoint one representative herein referred to as the S.B.O.A. Director (if other than the R.I.C.) to sit as a voting delegate on the Board.
- .4 Board of Directors - shall consist of the representatives from leagues, the Minor Committee and the S.B.O.A. and the elected Executive herein referred to collectively as the Board and individually as Directors.
- .5 Executive Committee - shall consist of those members elected annually by the Board and shall include the President, the Secretary, the Treasurer, the Minor Boys & Girls Chairperson, the Senior Mens & Ladies Chairperson, the Non Contact Chairperson, the Masters Chairperson(s), the Mixed Chairperson, the Aboriginal Chairperson, the Technical Chairperson and the Past President. (Executive Committee Members are herein referred to as E.C.M.)
- 1.3 Members - refers to any individual, team, league, associate group or recognized committee of the SBA in good standing.

**2.0 AIMS & OBJECTIVES**

Mandate:

The Saskatchewan Broomball Association is the volunteer based Provincial Sport Governing Body authorized to operate Broomball programs on a provincial basis. Our overall goal is to provide benefit to Saskatchewan citizens through community based Broomball programs which are accessible to all.

The objectives of the SBA shall be:

- 2.1 To further the development of broomball in Saskatchewan now and in the future.
- 2.2 To organize and administer the programs of the SBA
- 2.3 To establish programs for Coaching, Officiating and Rules Development.
- 2.4 To encourage participation by all age groups in various forms of competitive and recreational broomball.
- 2.5 To be the sole and official representative of Broomball for Saskatchewan to the Canadian Broomball Federation.

- 2.6 To establish conditions conducive to the safety of participants in the sport of broomball through the implementation and development of the rule book and through the development of related programs.
- 2.7 To establish and maintain a friendly relationship among members of the SBA.
- 2.8 To promote and publicize the sport of broomball.
- 2.9 To publicly recognize the contributions of all volunteers.
- 2.10 To educate all members on the:
  - a. mandate of the SBA,
  - b. the relationship of the various members who operate SBA programs, and
  - c. the benefits that can be gained through involvement both locally & provincially.

### **3.0 AFFILIATION**

- 3.1 The S.B.A shall be affiliated with the Canadian Broomball Federation, and when feasible, shall abide by the rules, regulations and decisions made by the Canadian Broomball Federation.
- 3.2 All person or groups who wish to benefit from involvement with the SBA are requires to affiliate unless otherwise specified by the Board.

### **4.0 MEMBERSHIP**

- 4.1 Voting membership shall consist of any members that are admitted by resolution of the Board.
- 4.2 Voting members may resign by resignation in writing which shall be effective upon acceptance thereof by the Board.
- 4.3 The membership of each member shall continue only during the pleasure of the Board and if any resolution of a simple majority the Board so provide the membership of any member shall be suspended or terminated upon the passing of any such resolution or at such later time as may be provided therein.
- 4.4 Each applicant for membership shall promptly be informed by the Secretary of its admission as a voting member.
- 4.5 Annual membership fees shall be decided at the annual meeting or a general meeting and shall be paid in full at such time as is specified annually in the Bylaws.

### **5.0 MEETINGS**

- 5.1 The Annual General Meeting of the SBA shall be held at the time and place chosen at the previous annual meeting or as the Board may determine, but in no case shall the meeting be held later than the 30th day of September each year.
- 5.2 Meetings of the Executive Committee may be held at any place within Saskatchewan. Meetings of the Executive Committee shall be held at such place and time and on such day as the President may determine. The Secretary shall call meetings when directed or authorized by the President. Notice of every meeting so called shall be given to each E.C.M. not less than forty-eight hours before the time when the meeting is to be held, but notice of a meeting shall not be necessary if all the E.C.M. are present or if those absent waive notice of such meeting. The Executive Committee may designate certain places, times and days for regular meetings of the Executive Committee and such regular meetings may be held without notice. A meeting of the Executive Committee may also be held without notice immediately following the annual meeting of members.
- 5.3 If all the Directors consent, a director may participate in a meeting of the Board, the Executive Committee or a committee of the Board by means of such telephone or other communicating facilities as permit all persons participating in the meeting to hear each other, and a director participating in such meeting is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to

which it relates and may be given with respect to all meetings of the Board and of committees of the Board held while a Director holds office.

- 5.4 Notice of the time and place of a meeting of the Board shall be delivered or mailed by prepaid post to each Director at least ten days before the day on which the meeting is to be held, directed to such address as appears on the books of the SBA or, if no address is given therein, then to the last address known of the Secretary. The accidental omission to give notice to any error in a notice not affecting the substance thereof shall not invalidate such notice or any resolution passed or other proceeding taken at such meeting. Actual presence at a meeting whether or not actual notice was received shall constitute waiver of any notice otherwise required.
- 5.5 The order of business at the annual meeting shall be:
- 5.5.1 Call to order;
  - .2 Roll call of delegates;
  - .3 President's address;
  - .4 Financial report and statements & appointment of auditors;
  - .5 Presentation of projected budget for next fiscal period;
  - .6 Reports of special committees;
  - .7 Amendments to Constitution, Bylaws, Policies & Procedures;
  - .8 General business;
  - .9 Election & Appointment of directors;
  - .10 Site of next annual general meeting;
  - .11 Adjournment.
- 5.6 The following rules shall govern the conduct of business at meetings:
- 5.6.1 A motion shall be received in writing or verbally after the delegate has respectfully addressed the chair. He shall confine his/her remarks to the motion in question and shall not be interrupted unless upon a point of order.
  - .2 After a motion has been presented, discussion shall follow and that motion shall be decided by a majority of votes.
  - .3 No delegate shall speak twice on the same subject without the permission of the chair, unless in explanation, or the mover in reply.
  - .4 No amendment to a motion shall be in order after an amendment to an amendment.
  - .5 Upon a point of order being raised while a delegate is speaking or when called to order by the chairperson, he shall at once take his/her seat. The point of order shall then be stated by the delegate objecting. The chairperson shall then decide without debate, and the delegate may then proceed.
  - .6 When a motion is under debate, no other motion shall be entertained until the first motion has been decided.
  - .7 There shall be no debate upon any question after it has been put to a vote by the chairperson.
  - .8 Unless a ballot vote is requested by any voting, delegate, a show of hands will decide all motions.

## **6.0 VOTING/QUORUM**

- 6.1 Each voting member in good standing shall be entitled to one vote on each question arising at any general meeting of the members. Voting members will elect or appoint one voting director immediately and thereafter advise the Secretary of the name of such delegate and of any change thereof.
- 6.2 In addition to the voting members each elected member of the Executive Committee shall be entitled to one vote.
- 6.3 A majority of the Directors eligible to vote shall constitute a quorum at any meeting of the Board.
- 6.4 Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes, the Past President shall have a vote. In his/her absence the President, or meeting Chairperson, in addition to his/her original vote, shall have a second or casting vote.
- 6.5 Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.

**7.0 BOARD OF DIRECTORS (HEREINAFTER "THE BOARD")**

- 7.1 The affairs of the SBA shall be managed by the Executive Committee under supervision by the Board.
- 7.2 The term of the office of an E.C.M. shall be from the date of his/her election or appointment until the 2nd annual meeting following his/her election or until his/her successor is elected or appointed. No individual shall serve in the position of president for more than two terms and thereafter, may only return as President after having served in another capacity (includes Past President) or to replace a President who has resigned midterm.
- 7.3 The term of all other Directors is for one year or as otherwise specified by their originating group.
- 7.4 All Directors shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from his/her position as such; provided that a director may be paid reasonable expenses incurred in the performance of his/her duties.

**8.0 EXECUTIVE COMMITTEE**

- 8.1 The Board shall elect from among its number an executive committee which shall include the following members who are to be elected on even years (2000, 2002...):
- President
  - Minor Girls' Chairperson
  - Senior Mens' Chairperson
  - Non Contact Chairperson
  - Mixed Chairperson

During odd years (2001, 2003...) the following positions shall be elected:

- Secretary
- Minor Boys' Chairperson
- Senior Ladies' Chairperson
- Technical Chairperson

and such other members as the Board shall from time to time determine.

- 8.2 The election of E.C.M. shall be held at the annual meeting. Any election of E.C.M. shall be by secret ballot.
- 8.3 Vacancies arising due to death, resignation or otherwise during the term of a E.C.M. shall be filled by the election of a new E.C.M. at a general meeting of the board called for the purpose of filling the position. Any person so elected shall hold office for the remainder of the term.
- 8.4 The Board may delegate to the Executive Committee any powers of the Board, subject to the restrictions, if any, imposed from time to time by the Board.
- 8.5 Unless otherwise specified by the Board, the Executive Committee shall have power to regulate its procedure.
- 8.6 The Past President shall be an ex-officio member of the Executive Committee.

**9.0 DUTIES & OTHER OFFICERS**

- 9.1 The Board shall also annually appoint a Vice-President, a Treasurer and such other officers as the Board deems advisable. One person may hold more than one office except the offices of President and Vice President or President and Secretary.
- 9.2 All Directors in the absence of agreement to the contrary shall hold office during the pleasure of the Board.
- 9.3 The duties of all other Directors and full duties of E.C.M. named above shall be such as the Board requires of them annually as laid out in the Policy & Procedures Manual.

- 9.4 The President shall, when present, preside at all meetings of the Board and of the Executive Committee. The President shall be charged with the general management and supervision of the affairs and operations of the SBA
- 9.5 The Vice-President shall be vested with the powers and shall perform the duties of the President during the absence or disability of the President.
- 9.6 The Secretary shall attend all meetings of the Board and ensure the recording of all facts and minutes of all proceedings. He/she shall ensure all notices given as required to members and to directors.
- 9.7 The Treasurer, or person performing the usual duties of a Treasurer, shall ensure the books of account and accounting records of the SBA are properly maintained and shall be responsible for the care and custody of the funds and investments of the SBA
- 9.8 The Association through the Executive Committee may hire an Executive Director. His/her responsibilities would be the overall administration of the SBA He/she would be under direct supervision of the Executive. He/she shall have no voting rights. The SBA shall pay his/her salary and benefits as contracted annually by the Executive Committee.
- 9.9 The Association through the Executive Committee may hire other staff, including Secretary & Technical support, as they deem necessary. Their responsibilities would be laid down annually in his/her job description. He/she would be under direct supervision of the Executive Director and he/she shall have no voting rights. The SBA shall pay his/her salary and benefits as contracted annually by the Executive.

**10.0 CHEQUES AND DOCUMENTS**

- 10.1 All cheques or other orders for the payment of money and notes or other evidence of indebtedness shall be signed by such two members of the Executive Committee or one member of the Executive Committee and one staff member in such manner as the Executive Committee may from time to time specify.
- 10.2 Contracts, documents or other instruments in writing requiring execution by the SBA shall be signed in a manner as the Executive Committee may from time to time specify. Instruments so signed shall be binding upon the SBA. The common seal shall be affixed to such instruments when appropriate.

**11.0 RULES AND REGULATIONS**

- 11.1 The official rules and regulations of play of the SBA shall be as determined by the Board by resolutions thereof.

**12.0 DISCIPLINE**

- 12.1 SBA members shall have the power to discipline through suspension or disqualification from their league any players, coaches, managers and/or club executives who infringe the rules or regulations of the SBA or their league, team or organization.
- 12.2 A disqualification or suspension as a disciplinary measure by a member of the SBA of one or more of its players, coaches, managers and/or club executives shall be honoured and observed by all members of the SBA and failure to do so shall of itself be cause for suspension or disciplinary measures.
- 12.3 Any individual or league suspended by a member group or committee of the SBA has the right to appeal the suspension to the SBA at a general meeting of the SBA The appellant or his/her agent shall file a notice of appeal in writing with the Board within thirty-days after notice of the suspension being appealed. Such notice of appeal shall set out the date of the Board decision to suspend, the particulars of the decision, and particulars of the grounds for appeal.

The appellant shall be entitled to be represented by Counsel at the appellant's expense at the hearing of the appeal. The decision of the review board of any appeal shall be final and binding on all parties.

**13.0 FISCAL YEAR**

13.1 The fiscal year of the SBA shall terminate on such day in each year as the members may from time to time determine at a general meeting, and until otherwise determined, shall end June 30th.

**14.0 AMENDMENTS**

14.1 These Articles may be amended by a vote of not less than two-thirds of the members present at the Annual meeting of the Board.

**15.0 WINDING UP**

15.1 Subject to Section 199 of The Non Profit Corporations Act, in the event of the dissolution of the society, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided by the members in a general meeting.