Sports for Kids Timmins

TIMMINS, Ontario 2027

CONSTITUTION and BY-LAWS

ARTICLE 1: NAME

This organization shall be known as ***Sports for Kids Timmins***
Charitable number *824143721 RR0001.*

ARTICLE 2: COMMUNITY MANDATE

The ***Sports for Kids Timmins*** mandate is to focus on creating conditions that enable and support children and youth to participate in sports, recreation and physical activities. This includes eliminating a range of barriers so children can engage in play, and thus receive all the benefits associated with constructive sport and recreation opportunities.

Sports for Kids Timmins believes that because sport, recreation and physical activity provide documented substantive social, educational and health benefits, they must be accessible **to all children**, and that no child should be denied the tremendous associated benefits.

ARTICLE 3: OUR MISSION

To help the children of Timmins 4-18 years of age, to overcome social and economic barriers, which have prevented or limited their participation in sport, recreation and physical activity, by issuing direct financial subsidies/grants covering the cost of registration fees and the purchase of equipment.

ARTICLE 4: OUR VISION

Our community is one in which sport, recreation and physical activities are accessible to everyone, and involvement is highly valued. Sport participation at all levels is celebrated; and no child/youth is denied the benefits and opportunities for participation in a variety of activities and programs. All children, who have a desire to participate in sport, should have the opportunity.

ARTICLE 5: OUR OBJECTIVES

- ❒ Providing **Sports for Kids Timmins** with a strong sustainable organizational structure.
- ❒ Raising funds, gathering resources and building program partners.
- ❒ Partnering with corporate, charitable and community-based organizations and programs.
- ❒ Identifying and alleviating social and economic barriers in order to

positively impact a child/youth's participation in sport, recreation and physical activities.

- ❒ Being a strong voice and advocate for sport and recreation in our community.
- ❒ Promoting the benefits of physical activity and healthy living.

ARTICLE 6: GENERAL MEMBERSHIP

General Membership is open to any Timmins resident who supports the overall mandate of Sports for Kids, and who:

- resides in Timmins;
- is over the age of 18 years;
- has paid the prescribed fee for membership every year.

The prescribed fee for membership shall be $10.00 per year.

Memberships will be sold from January 1st to November 1st each year. In order to run for the Board, attend the annual meeting or vote, an individual must hold a current membership.

ARTICLE 7: HONOURARY MEMBERSHIP

- ❒ May be bestowed upon an individual who has made an outstanding contribution to the organization.
- ❒ Any member in good standing with the organization may submit in writing names of individuals to the Executive Committee for consideration for an Honourary membership one hundred and twenty (120) days before the Annual Meeting.
- ❒ The Past President of the Association will be bestowed an Honourary Membership by the Association at the completion of their term of office.
- ❒ To date Honourary members are Jerry Corriveau, Mario Bertotti, Kevin Griener, Steve Sullivan, Kenn Sullivan and Mark Torchia.

ARTICLE 8: BOARD OF DIRECTORS

The overall development, management and day-to-day operation of ***Sports for Kids Timmins*** are entrusted to up to a 5-person Executive and up to a 6-Directors at Large elected from and by the General Membership.

Total Sports for Kids Board is a maximum of 11, with 5-Elected Executive members and 6-Elected Directors at large.

The working Board will determine and undertake a number of developments, management and operational functions and activities such as:

- ❒ Design and develop the program criteria and parameters based on local needs and available resources.
- ❒ Identify the most pervasive social and economic barriers that young people face in our community.

- ❒ Provide a strong voice advocating for full and equal participation for all young people in recreation and sport.
- ❒ Develop a strong, fluid local organizational structure and build effective partnerships and alliances.
- ❒ Define the scope and parameters of the organization based on local needs and circumstances.
- ❒ Administer and allocate program grants with due diligence.
- ❒ Develop and broadly distribute program information.
- ❒ Maintain detailed records and regularly evaluate the program.
- ❒ Recruit, orient and retain dedicated volunteers and paid staff.
- ❒ Develop and implement fundraising plans.
- ❒ Liaise with municipal, provincial and federal government elected and appointed officials.
- ❒ Co-ordinate year-round local marketing strategies and events to keep awareness of ***Sports for Kids Timmins*** in the forefront.

ARTICLE 9: EXECUTIVE and BOARD OF DIRECTORS

Annually Elected Executive Members positions are:

(i) President
(ii) Vice President
(iii) Secretary
(iv) Treasurer

Annually Elected up to 6-Board Directors at Large.
The President, subject to Board ratification, when required appoints chairpersons of Standing and Special Projects Committees.
The role of the Past President will be to offer guidance and experience to the Executive and provide concrete suggestions for the Board.

ARTICLE 10: DUTIES OF EXECUTIVE MEMBERS

President:

- ❒ Chair Executive and Board meetings.
- ❒ Arrange for the time and locations of Board meetings.
- ❒ Prepare meeting agendas and review meeting minutes prior to Board meetings.
- ❒ Oversee all standing committees.
- ❒ Act as official spokesperson and representative for the organization, or assigns designates..
- ❒ Support local marketing strategies wherever possible.
- ❒ Oversee public relations and marketing strategies to support local fundraising efforts
- ❒ Be one of 4 signing officers
- ❒ Represent ***Sports for Kids Timmins*** at any social function or meeting
- ❒ Enforce this Constitution and By-laws, and rule on questions of order at meetings of the Board of Directors and Executive Committee.
- ❒ Serve as an ex-officio member of all Standing and Ad Hoc Committees
- ❒ Ensure that all pertinent information about the charity is provided to all local media sources for full coverage throughout Timmins.

- ❒ Co-ordinate the smooth and effective operation of the Board, the office and the organization.
- ❒ Supervise paid staff.
- ❒ Oversee Revenue Generation and Adjudication.
- ❒ Ensure all members of the Board sign and adhere to the Policy on confidentiality, conflict of interest and code of conduct.
- ❒ Assist the treasurer with establishing the budget.
- ❒ Welcome and provide an orientation to new members.
- ❒ Review the Office Coordinator's job description with the Vice President.
- ❒ Ensure adequate office supplies are available. i.e., envelopes, postage, letterhead.
- ❒ Oversee up to date lists of Board of Directors, sponsors, sport groups, service clubs and other contacts with office coordinator.
- ❒ Present at the September meeting, revised policies, By Laws and office coordinator's job description for board approval.

Vice-President:

- ❒ Assume all responsibilities for the President in their absence.
- ❒ Assist the President in the carrying out of their duties.
- ❒ Be one of four signing officers.
- ❒ Review the Office Coordinator's job description with the President.

Treasurer:

- ❒ Be responsible for all monetary transactions.
- ❒ Be one of four signing officers.
- ❒ Oversee all financial matters including banking arrangements and investments.
- ❒ Oversee the issuing of charitable tax receipts by office coordinator.
- ❒ Prepare a draft budget with the President for Board review and approval. Monitor and report on the approved budget on a regular basis.
- ❒ Be responsible for the allocation of money as determined by the Executive and the Board of Directors.
- ❒ Compile financial reports subject to Board approval.
- ❒ Provide financial reports at each meeting.
- ❒ Ensure all expenditures are approved by the Board by motion at each meeting.
- ❒ Oversee payroll, source deductions and all entries in the financial programs.
- ❒ Oversee the preparation of all documents for the engagement review and with the President sign the documents once the engagement review is approved by the board.
- ❒ At each annual meeting, bring forward a resolution to appoint a company to conduct a review engagement of Sports for Kids finances.

Secretary:

- ❒ Be responsible to take minutes of meetings, and have them reviewed by the President. Circulate the minutes within one week of the meeting to all board meetings.
- ❒ Be one of four signing officers.
- ❒ Oversee notification of meetings.
- ❒ Co-ordinate clerical activities with office staff.

Past President

The Past President is part of the Executive Committee and has voting rights as a director.

- ❒ Act as resource for the board.
- ❒ Chair the nomination committee.
- ❒ Chair the Elections.

Directors:

- ❒ Must attend **75%** of scheduled Board meetings.
- ❒ Expected to take on special projects and tasks as necessary.
- ❒ Be members of a "working Board" as opposed to a strictly "policy or advisory Board".
- ❒ Become community ambassadors taking every opportunity to promote the organization.
- ❒ Assist with revenue generation and at events.

ARTICLE 11: ELECTION of the EXECUTIVE and BOARD OF DIRECTORS

The Election of Officers to the Executive Committee, which includes the President, Vice-President, Treasurer, and Secretary, and up to 6-Directors at Large shall occur at the Annual General Meeting pursuant to the following procedures:

A Nominating Committee is an option to be implemented at the discretion of the Board prior to the Annual Meeting. A Nominating Committee prepares a report containing names of eligible members who have agreed to stand for office. The Past President will chair the nomination committee if formed.

Election Procedures:

Step 1. Election Chair- The Past President is appointed the election chair. If unavailable, an election chair will be appointed.
Step 2. All offices are declared vacant
Step 3. Election secretary is appointed/elected
Step 4. Procedures are explained; voting is done by ballot
Step 5. Call for nominations from the floor for each Executive position starting in the following order:

- President
- Vice President
- Secretary
- Treasurer

Step 6. After the 4-person Executive is elected first, election for up to 6-Directors at Large to the Board will take place.

The Chairperson of Elections and such person will tabulate all results as she/he may designate. In the event of a tie, one recount will be permitted. Upon confirmation of the vote, the successful candidate will be decided by a drawing of lots. All ballots will be destroyed upon motion from the floor.

ARTICLE 12: FULFILLMENT OF EXECUTIVE and BOARD RESPONSIBILITIES

Any Officer or Director who fails to fulfill their duties during the course of their term will be asked to resign.
Any officer or director whose seat is in jeopardy will be given a 15-day notice of a disciplinary action or provided reasons for termination of their role as a director or officer. Further, such director or officer must be given opportunity to be heard, orally or in writing, not less than five days before disciplinary action or termination of membership or role becomes effective.

Any Officer or Director not in attendance at two consecutive meetings ***without prior notification*** in writing will be automatically deemed to have resigned.

A Director may request a leave of absence in writing for up to a 3-month period for illness or travel. The Board will approve this request by motion.

ARTICLE 13: ADDITIONAL REQUIREMENTS FOR EXECUTIVE MEMBERS

Every Executive Committee Member must report, either orally or in writing, to the Board at least once every Board meeting.

ARTICLE 14: BOARD OF DIRECTORS

The Board shall endeavor to meet a minimum of five times per year plus the Annual Meeting. All Directors may participate fully in any Standing and Ad Hoc Committees and at Sports for Kids Timmins events.

ARTICLE 16: DISSOLUTION

In the event that Sports for Kids Timmins dissolves and ceases operating, all assets will be distributed to not-for-profit community sports and recreation organizations considered "a registered charity" as determined by the Executive at that time, subject to approval by ***the Board of Directors***.

ARTICLE 17: ANNUAL MEETINGS

The General Membership shall meet once each calendar year to receive reports from the various committees and to elect a new Board and Executive.
Notice of the annual meeting will be given to members not less than 10 days prior to the meeting, but not more than 50 days prior to such meeting.

ARTICLE 18: AMENDMENTS

This Constitution may be amended by a 2/3 majority of the "members in good standing" present at the Annual General Meeting or by a 2/3 majority of the "members in good standing" present at a special meeting called for that purpose. The proposed amendments must be delivered, in writing, to the President two weeks prior to any meeting.

ARTICLE 19: PROXY

A form for proxy voting will be made available to each current member, who is entitled to receive notice of the annual meeting and with the right to vote, by email with the notice of the annual meeting.
A current member in good standing must carry a proxy form and each member can only carry 1 proxy.

ARTICLE 20: PROCEDURAL REQUIREMENTS

Proceedings for all meetings of **Sports for Kids Timmins** will be pursuant to those in Robert's Rules of Order.

ARTICLE 21: FINANCE AND MANAGEMENT

- January 1 to December 31 will be **the fiscal year** for reporting purposes.
- Signing authority and execution of agreements or contracts will be signed by the President and any one of the following; Vice President, Treasurer or Secretary as approved by the Board of Directors.
- By November each year, a proposed budget is to be presented to Board and approved for the year.
- The Board must approve any expenditure over $150.00, not included in the approved budget, prior to it occurring.
- A review engagement will be performed each year by a company approved by the board.
- At every meeting, an expense report, deposit report and an update of the budget will be presented.
- At each annual meeting, a resolution will occur to appoint a company to conduct a review engagement of Sports for Kids Timmins finances.