

RA BADMINTON CLUB

BY-LAWS

ARTICLE 1

- Section 1 This Club shall be known as the RA Badminton Club hereinafter referred to as "the Club".
- Section 2 This Club is organized and constituted under Part IV of the Constitution and By-Laws of the Recreation Association of the Public Service of Canada, hereinafter referred to as "the Association", and shall be governed by the Constitution, By-Laws, Rules and Regulations of the Association, and subject thereto, by these Club By-Laws.
- Section 3 The Headquarters of the Club shall be situated in the RA Centre, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7.

ARTICLE II

AIMS AND OBJECTS

- Section 1 To provide members with the opportunity to play badminton at the RA and to actively promote all aspects of Badminton, including junior development.
- Section 2 To uphold the Laws of Badminton as at present adopted by Badminton Canada with such amendments thereof as may be made and adopted from time to time.
- Section 3 To affiliate with the Ottawa District Badminton Association, work with other clubs which have similar aims and objectives, and participate actively with the Ontario Badminton Association, Badminton Canada, the International Badminton Federation and the Coaching Association of Canada to improve Badminton provincially, nationally and internationally.
- Section 4 To offer members the services of a Club Professional.

ARTICLE III

MEMBERSHIP

Section 1 Membership in the Club shall be open to all members of the Association and to such other persons as the RA Board of Directors may from time to time determine upon the recommendation of the Club Executive.

Section 2 The membership shall consist of the following classes:

- a) **Regular Members**: Regular Members shall be persons who are members of the Association and whose application for membership in the Club and membership fees have been accepted.
- b) **Non Government**: Non Government Members shall be persons who are not eligible to become Regular Members of the Association but who wish to participate in the Club's activities, whose application has been approved, and whose Annual Non Government Membership fee has been paid.
- c) **Club Life Members**: Recognition and Awards Committee and Members shall be the persons to whom Club Life membership has been awarded by the Board of Directors, upon the recommendation of the Club, for meritorious service in the development of Club activities. The following criteria a) to e) must be followed in each Club Life Membership nomination.
 - i) That nominees for Club Life Membership must have been a Member of the Club for 10 full years and must have served at one time on the Club Executive.
 - ii) That no Club exceed 5% of its membership or a total of 10 persons (whichever is the lesser) as Active Life Members at any time.
 - iii) That nominations for Club Life Memberships be forwarded to the Recognition and awards Committee for consideration and subsequent approval of the Board of Directors.
 - iv) That consideration is given to persons who have contributed to the Club on Special Committees, i.e., National Events, exhibits, tournaments, etc.
 - v) That active life membership fees to be paid by the Club consist of

up to the value of a regular full membership. Any other fees such as the RA fees must be paid by the Life-member.

- d) **Junior Members**: Junior memberships shall be granted to persons 10 to 18 years of age inclusive, as of October 1st of the By-Laws and Rules of the Association. Junior Members shall not be eligible to hold office or to vote at any Club Meeting.
- e) **Pioneer Members**: Pioneer Members are original builders and contributors who maintained continuous membership since 1961 and opted for Pioneer status during the period of availability.
- f) **Student Members**: Student Members shall be persons at least 18 years of age who are dependent children of family members of the Association.

Section 3 Members described in sub-sections, a), b) and c) of Section 2 of this Article will fall under the following classifications:

- i) Full Membership
- ii) Morning Membership
- iii) Gold Members
- iv) Sport Etude
- v) Weekend
- vi) Student
- vii) Life

ARTICLE IV

EXECUTIVE

- Section 1 Voting members of the All Executive shall be the eleven officers of which all shall be members of the Association. The Club Professional shall be non-voting members of the Executive.
- Section 2 The Officers of the Club shall include a Chairperson, a Past-Chairperson, a Vice-Chairperson, a Secretary, a Treasury, a Socials Coordinator, a Tournament Coordinator, a Marketing Coordinator, a Juniors Program Coordinator, a Seniors Program Coordinator, a Novices Program Coordinator and a Daytime Program Coordinator.
- Section 3 Officers of the Executive, excluding the Past Chairperson, shall be elected at the Annual General Meeting of the Club.
- Section 4 One half of the total voting positions on the Executive shall constitute a quorum

for meetings of the Club Executive.

ARTICLE V

POWERS AND DUTIES

- Section 1 The Executive of the Club shall be responsible for the administration and general management of the Club, and shall report to the Recreation Department.
- Section 2 Should a vacancy or vacancies occur on the Executive of the Club, those members remaining on the Executive shall convene a meeting of the said Executive, for the purpose of filling such vacancy or vacancies, and the member or members so appointed shall serve on the Executive until the next Annual General Meeting of the Club.
- Section 3 By April 30 of each year, the Executive of the Club may submit to The Recreation Management Committee, for approval by the Association's Board of Directors, the budget for the Club for the ensuing year.
- Section 4 The Executive of the Club shall be empowered to appoint both Standing and ad hoc Committees, and shall define their terms of reference, consistent with the aims and objects of the Club.
- Section 5 If a member of the Club Executive absents himself/herself from three consecutive meetings, his office shall be declared vacant unless he/she has been granted leave of absence by the Club Executive.
- Section 6 If a member of the Club Executive participates in activities conflicting with the interests of the Club, his/her office may be declared vacant by a majority vote at a General Meeting duly called for that purpose OR three quarters vote of the complete Executive to be confirmed by a majority vote at a General Meeting duly called for that purpose.
- Section 7 The fiscal period of the RA Badminton Club shall be September 1st to August 31st.
- Section 8 **Duties of Officers**
- a) **Chairperson**: The Chairperson shall preside at all Club and Executive Meetings. He /She shall not vote except in the case of a tie when He/She shall Be Ex-Officio Member of all standing and hoc Committees.
 - b) **Vice-Chairperson**: The Vice-Chairperson shall perform the duties of the

Chairperson in the latter's absence or at his / her request when he/she shall be Ex Officio Member of all standing and hoc Committees.

- c) **Secretary**: The Secretary shall issue notice of all meetings, shall take minutes of all Executive and Club Meetings, shall have custody of all documents and records pertaining to the affairs of the Club, with the exception of the financial records, and shall forward to the Recreation Department copies of minutes of all Annual General and Executive Meetings.
- d) **Treasurer**: The Treasurer shall have general supervision over all financial activities of the Club. He/She shall maintain adequate ledgers when applicable, submit a financial report at the monthly meetings of the Club Executive and at the Annual General Meeting of the Club, prepare the annual budget for the operation of the Club and submit the budget to the Club Executive for approval
- e) **Marketing Coordinator**: Shall be responsible through the Recreation Department and Professional for publicizing all activities of the Club including the preparation of a newsletter of announcements to each member of the Club, an article for insertion in each edition of the RA News, notices for the Club's Notice Board in the lounge with respect to major events.
- f) **Tournament Coordinator**: Shall be responsible for the operation for all Club tournaments (minimum of three) and all open tournaments, ordering of tournament prizes and liaison in connection with trophies.
- g) **Socials Coordinator**: Shall be responsible for the organization and management of all socials functions, including the arrangements for rooms, venues, prizes and catering.
- h) **Junior Program Coordinator**: Shall be responsible to develop the modus operandi for the Juniors Program, obtain approval by the Club Executive prior to the start of the new year, and Juniors program covers those members that have purchased a Junior Membership
- i) **Seniors Program Coordinator**: Shall be responsible to develop the modus operandi for the Seniors Program, obtain approval by the Club Executive prior to the start of the New Year, and work with the Club professional in its implementation. The Seniors Program covers those members that have purchased a Full or Advanced Booking Membership.
- j) **Novices Program Coordinator**: Shall be responsible to develop the modus operandi for the Novices Program, obtain approval by the Club Executive prior

to the start of the new year, and work with the Club Professional in its implementation. The Daytime Program covers those members that have purchased a Daytime membership.

- k) **Daytime Program Coordinator**: Shall be responsible to develop the operandi for the Daytime Program, obtain approval by the Club Executive prior to the start of the New Year, and work with the Club Professional in its implementation. The Daytime Program covers those members that have purchased a Daytime membership.

Section 9

Duties of the Club Professional: The Professional shall have a direct reporting relationship to the RA Recreation Manager. There is a functional reporting relationship to the RA Badminton Club Chairperson for the efficient administration and operation of the Badminton program, the interpretation, coordination and administration of policies and procedures prescribed by the Club Executive. The Professional shall be a non-voting member of the Club Executive.

The Professional shall be responsible for the day-to-day activities for all Club Programs in cooperation with Program Coordinators and under the direction of the Club Executive.

The Professional shall cooperate with members of the Association's management and staff in administrative matters and aspects pertaining to the overall functioning of the Association, by participating in publicity and marketing initiatives, school programmes, special events and promotions and by answering telephone enquiries about badminton activities.

The Professional shall be responsible for providing assistance and/or advice to outside agencies or organizers of events to be held at the RA. He is not obligated to coordinate and oversee events which are not specifically RA events. The Professional may, however, be asked to undertake special assignments and/or events at any time. In that event, the Executive Committee must approve any special assignments by a majority vote at an Executive Meeting
The Professional shall advise the RA Sport Shop lessee management and staff and Club members concerning the purchase of badminton goods and services, including the stringing and re-stringing of racquets.

Section10-Conflict of Interest

(1) Elected officers of the Executive must declare any potential conflicts of interest at the first Executive meeting of his/her term of office. Conflict of interest is defined as holding positions on other Badminton club Executive Committees or

Badminton-related associations such as the Ottawa District Badminton Association (ODBA), Badminton Canada, etc. and working for or sponsored by a commercial business that manufactures, promotes or sells Badminton equipment.

ARTICLE VI

MEETINGS

- Section 1 The Annual General Meeting of the Club shall be held at the RA Centre before the end of May, at such hour as the Executive of the Club shall determine.
- Section 2 A notices of the Annual General Meeting of the Club shall be posted, at least twenty-one (21) days before the meeting.
- Section 3 A Special General Meeting of the members may be called at any time by the Club Chairperson, or three members of the Club Executive or 10 percent of the members (or 25 members, whichever is the lesser number), upon notice stating the object of the meeting given twenty-one (21) days in advance, in accordance with the procedures set out in Section 2 of this Article.
- Section 4 The presence of 10 percent of the Regular Members, or 25 Regular Members, whichever is the lesser number at an Annual or General Meeting, shall be deemed to constitute a quorum for the transaction of any business. Voting by proxy shall not be permitted.
- Section 5 The order of business at the Annual General Meeting shall be as follows:
- (a) Call to order
 - (b) Check for quorum
 - (c) Adoption of Minutes of previous Annual General Meeting and General Meetings held since the previous Annual General Meeting.
 - (d) Business arising out of the Minutes
 - (e) Reports of Executive Committee

- (f) Report of Nominating Committee
- (g) Election of Officers
- (h) New Business
- (i) Adjournment

Section 6 Regular Executive Meetings shall be held periodically but not less than three times during the year.

ARTICLE VII

ELECTION OF OFFICERS

- Section 1 The Chairperson shall, at least one month prior to the Annual General Meeting, appoint a Nominating Committee of at least five Club Members. The Committee will be comprised of two Executive Members and three Non-Executive Members, none of whom shall be seeking election at the forthcoming Annual General Meeting. The Committee will nominate members for the Executive of the Club for the ensuing year. All nominations shall be signed by two club members as well as the nominee, and a list of the nominees shall be made available to all members with the Annual General Meeting notice.
- Section 2 Additional nominations, signed by two members of the Club and the nominee, shall be accepted if forwarded to the Secretary or presented from the floor at the meeting.
- Section 3 Before presenting its list of nominees, the Nominating Committee shall obtain the consent of each nominee.
- Section 4 Officers of the Executive shall be elected for a one year term with two possible extensions for a total of three years by majority vote at the Annual General Meeting. Each Officer may only serve in the same position for a maximum of three consecutive years. If a new candidate does not present his/herself by the AGM, the incumbent may retain the position for another year.

ARTICLE VIII

FEES

- Section 1 The Executive the Club may recommend to the Recreation Management Committee of the Association, fees and dues to be charged to members of the Club.

- Section 2 A member of the Club who is unable, due to circumstances beyond his control, to continue to participate in the Club's activities after payment of his /her fees for that season, may have all or part refunded by the Association as determined by the Associations refund policy.
- Section 3 The Club membership year shall be September 1st to August 31st of the following year.

ARTICLE IX

SUSPENCION OR LOSS OF MEMBERSHIP

- Section 1 Any Officer shall be removed from office for illegal activities or for two or more direct violations of specific Executive Committee decisions by a majority vote of the members in good standing, present at a Special Meeting called for this purpose, at which meeting the Officer shall be given an opportunity to be heard OR a three-quarters majority vote of the entire Executive to be confirmed by a majority vote of the members in good standing, present at a Special Meeting called for this purpose, at which meeting the Officer shall be given an opportunity to be heard.
- Section 2 Any Member of the Club whose membership has been repealed by the Club may appeal to the Board of Directors of the Association for final decision.

ARTICLE X

AMENDMENTS TO BY-LAWS

- Section 1 Subject to the provisions of all sections of these By-Laws, the Executive of the Club may recommend to the General Manager and subsequent approval by the Board of Directors, regulations pertaining to the operation and administration of the Club, and may, from time to time, amend, vary or repeal the same, subject always to confirmation at the Annual General Meeting or a Special Meeting of the Club called for that purpose and subject to the approval of the Board of Directors

of the Association.

Section 2 These By-Laws may be amended by a majority vote at the Annual General Meeting of the Club or at a Special Meeting called for that purpose, subject to the approval of the Board of Directors of the Association, provided a Notice of Motion to so amend has been given to the Secretary at least fourteen days prior to the meeting.