



General RA Club Rules

As approved by the RA Board of Directors
September 29, 2021



A not-for-profit serving our community for over 80 years



RACentreOttawa

GENERAL RA CLUB RULES

1. INTRODUCTION

INTERPRETATION:

1.1 In these Rules,

RA means the Recreation Association of the Public Service of Canada headquartered at 2451 Riverside Drive, Ottawa, Ontario, K1H 7N7.

General RA Club Rules means the rules approved by the RA Board of Directors and CEO that are applicable to the operation of all RA Clubs.

Individual Club Rules follows from and expands on the General RA Club Rules and means the rules developed and approved by the Club Council, the Club members, and the Recreation Department Management, which describes any specific and unique Club operational rules.

Individual Club Regulations means, the supporting document(s) that outline any regulations, policies and /or procedures specific to an individual Club's requirements and that are developed and approved by the Club Council and the Recreation Department Management.

Long Term Athlete Development Framework (LTAD) means, the organizational paradigm of Canadian sport developed by Sport for Life, a federal not-for-profit that leads the movement and promotes lifelong engagement in sport and physical activity. LTAD is a multi-stage pathway that guides an individual's experience in sport and physical activity from infancy through all phases of adulthood.

RA Board of Directors means, the Board of the RA.

RA Bylaws means, the current Constitution and Bylaws of the Recreation Association of the Public Service of Canada.

RA Club means, an organization of people with a common purpose or interest and take part in shared activities that have been established pursuant to subsection 13.1 of the RA Bylaws.

RA Management Framework (RAMF) means, the Board approved administrative policies that define acceptable management practices at the RA, and set out the responsibilities, accountabilities, and authorities of both the Board and its officers, and RA management

AUTHORITY:

1.2 This document is made pursuant to, and in accordance with the RA Management Framework.

APPLICATION:

1.3 These General RA Club Rules apply to all RA Clubs.

INCONSISTENCIES:

1.4 In the event of any inconsistency between these General RA Club Rules, or any provision of the RA Bylaws, RA Management Framework or RA policies, the provisions of the RA Bylaws, RA Management Framework or RA policies, shall prevail to the extent of the inconsistency.

2. PURPOSE AND AIMS OF CLUBS

2.1 To encourage, promote and organize the activities within the framework of the Club and in the case of Clubs of a sport nature align with the Long-Term Athlete Development Framework (LTAD) approach.

- 2.2 To provide all individuals whether engaging in recreational or competitive sport or activity the opportunity for engagement and lifelong participation.
- 2.3 To enable personal growth and achievement by bringing people together to play in an inclusive, social, and supportive environment.
- 2.4 To reinforce and advance the RA mission, vision, and values.

3. CLUB MEMBERSHIP

- 3.1 Membership in the Club shall be open to everyone who holds a valid RA Association membership and whose RA account is in good standing.
- 3.2 Members shall be classified in accordance with the RA Bylaws.
- 3.3 Where a Club Life membership has been awarded in accordance with the Awards and Recognition Committee of the RA Board of Directors there is an onus on the individual Club Council to report/track Club Life member status.

4. CLUB COUNCIL - COMPOSITION

- 4.1 The Club Council is made up of elected Club members who represent the Club members in a volunteer capacity to achieve the purpose and aims of the Club.
- 4.2 The Club Council liaises with the Recreation Department.
- 4.3 The Club Council shall consist of a minimum of four officer positions.
- 4.4 The four officer positions include a Chair, Treasurer, and Secretary and a Vice-Chair or fourth position named by the Club.
- 4.5 The Club Council may include additional officers or members to meet operational requirements as per section 5.9.5. Votes taken will include the additional Club Council officers.
- 4.6 A simple majority (50% + 1) of the Club Council will constitute a quorum.

- 4.7 The Club Council officer positions listed in section 4.4 shall be elected at the Club's Annual Meeting.
- 4.8 The officer of the Club Council may hold more than one office where those offices do not pose a conflict of powers and/or duties.
- 4.9 Where an officer of the Club Council holds more than one office, they will have one vote only.
- 4.10 The Chair of the Club Council does not normally vote other than when there is a tied vote, in which case the Chair may cast a vote to break the tie or may choose not to vote at all in which case the motion fails.

5. CLUB COUNCIL - ROLES AND RESPONSIBILITIES

- 5.1 The Club Council provides a means for individuals to contribute directly to the Club and to the RA organization. The Club Council shall work in partnership with the designated staff of the Recreation Department to fulfill the purpose and aims of the Club and the RA's mandate and mission.
- 5.2 The Club Council shall:
 - 1. Support club-based activities and create a cordial, inviting atmosphere that enriches the RA experience of members, guests, volunteers.
 - 2. Act impartially and without regard to self-interest while sharing in the responsibility for ensuring the Club operates effectively.
 - 3. Provide advice and recommendations to the staff of the Recreation Department on the general direction and day to day functioning of the Club.
 - 4. Work in partnership with the designated staff of the Recreation Department to devise Club operational plans and budgetary objectives with the goal of achieving mutually agreed upon performance targets.
 - 5. Carry out key Club activities in operational plans to achieve desired outcomes.

6. Interface with National, Provincial, and local organizations that the Club is affiliated with.
 7. Make a Club Council officer available to attend RA Committee's such as Club Champion's Table.
 8. Report back to Club members.
- 5.3 Club Council members are covered by the RA's comprehensive liability insurance for volunteer activities related to the business done in good faith under the authority of the RA Constitution and Bylaws, RA Management Framework, Club Rules or Regulations, Club Policies and Procedures or any other Rules and Policies of the RA made pursuant to the aforementioned documents.
 - 5.4 Should a vacancy or vacancies occur on the Club Council, those members remaining on the Council shall convene a meeting of the said Council, for the purpose of filling such vacancy or vacancies and the member or members so appointed shall serve on the Council for the balance of the term until the next Annual Meeting or Special Meetings of the Club.
 - 5.5 The Club Council shall submit to the management staff of the Recreation Department, and according to timelines, a draft operating budget for the Club for the ensuing fiscal year (timelines can vary) that reflects targets, and performance expectations determined through the planning process.
 - 5.6 The Club Council shall be empowered to appoint both standing and ad hoc committees, and shall define their terms of reference, consistent with the aims and objectives of the Club.
 - 5.7 Individual Club Rules will have provisions set out of the minimum level of participation in the role of Club Council member. If a member of the Club Council fails to meet the minimum level, it will result in the person losing their position unless they have been granted leave of absence by the Club Council.
 - 5.8 An officer or member of the Club Council must act in the best interests of the Club and must not have any conflict of interest.

5.9 DUTIES OF OFFICERS OF THE CLUB COUNCIL

5.9.1 Chair:

- a) Shall provide leadership to and oversee the activities of the Club Council.
- b) Shall preside over all Club Council meetings, Club Annual meetings, or Club Special meetings.
- c) Shall represent on behalf of the Club Council the Club's input to the generation of new insights or ideas, the identification and planning for operational objectives, future projects, and strategic priorities, to the staff of the Recreation Department.
- d) Shall consult and maintain regular contact with the staff of the Recreation Department regarding Club or Club Council activities.
- e) Shall not vote except in the case of a tie when he/she may cast the deciding vote or choose to not vote in which case the motion fails.
- f) Shall be an ex-officio member of Executive standing and/or ad hoc committees of the Club.

5.9.2 Vice-Chair:

- a) Shall perform the duties of the Chair as delegated by the Chair; and
- b) Shall perform all the duties of the chair in the absence of the Chair should the chair not be capable of performing the duties of 5.9.1 (a) to (f).

5.9.3 Treasurer:

- a) Shall prepare and submit a draft operational club budget for the ensuing year to Recreation Department management for review.
- c) Shall provide general supervision of financial activities of the Club within the RA approved operational budget.
- d) Shall work with Recreation Department management to monitor the financial performance of the Club including reviewing monthly financial reports, budget monitoring, tracking of expenditures, and adjusting for performance shortfalls.
- e) Shall seek authorization from Recreation Department management to proceed with planned purchases within the Club's budget as part of internal cash flow controls.
- f) Shall report on the club finances at each Club Council meeting and Annual Meetings of the Club.
- g) To the extent possible, or within the realm of the Club's responsibilities/knowledge, shall provide input and recommendations to the RA's annual capital needs.
- h) Shall recommend to Recreation Department Management the release of honoraria in accordance with the honorarium program for Club volunteers (where applicable).

5.9.4 Secretary:

- a) Shall issue notices of all meetings.
- b) Shall record minutes at proceedings and meetings ensure the records of meetings are added to the collection of Club related documentation that is accessible by the Club Council, present and future.
- c) Shall forward to the Club Council, the designated staff of the Recreation Department and Club Members, who may request them, copies of the minutes of all Council, Annual and/or Special Meetings of the Club.

5.9.5 Additional Officers:

Where a Club has additional officers, as per section 4.5, the appointment, powers, and duties of these officers shall be outlined in the Individual Club Rules and/or Individual Club Regulations.

6. STAFF OF THE RECREATION DEPARTMENT - ROLES AND RESPONSIBILITIES

6.1 Financial Accountability and Legal Authority

The RA has the legal authority and financial accountability to ensure that its purpose is achieved and that there is a proper accounting for the conduct of its affairs and the results of its activities. RA Staff is delegated the management responsibilities to exercise appropriate controls, monitor the activities and ensure compliance with all requirements and that activities support the RA's purpose and contribute to the RA's economic well-being and sustainability.

The Club Council shares in the responsibility for ensuring that the profitability of the individual Club meets the financial requirements of the RA and that the Club is compliant in all aspects of its work with RA Bylaws, RA Management Framework, and RA policies.

6.2 Technical and Administrative Support

The Club Council shall receive technical and administrative support from RA staff for tasks and projects that help achieve Club outcomes, including but not limited to membership engagement initiatives, communication, financial monitoring and sales and marketing. Expectations must be managed on both sides recognizing that time and level of participation may vary dependent on other needs or priorities.

6.3 Conflict resolution

The responsibility for dealing with conflict situations between RA staff and the Club Council lies with the Director, Recreation Department, and the Chair of the Club Council and should a solution not be reached the CEO of the RA.

6.4 Safety and Risk Management

All people should be protected from risks to their health and safety arising out of, or in connection with Club activities. Clubs must do what is reasonably practicable to ensure member, participant, guest, volunteer, and staff safety and to manage risk. This includes but is not limited to compliance with RA concussion protocols, volunteer screening & police check procedures, child protection policies and emergency preparedness and response training.

7. GENERAL RA POLICIES AND PROCEDURES

- 7.1 The general RA policies and procedures, as well as any other policies and procedures developed by the RA specifically for Club operations, and any updates to all of these, shall be readily available to the Club Council.
- 7.2 Clubs shall comply with relevant RA policies and procedures. These are the RA By-laws and RAMF, Code of Ethics, Violence and Harassment, Information Sharing and Privacy, Internal and External Communications & Social Media Use, Sponsorship, Accessibility, Safe Sport, Pandemic/Health Protocols and Emergency Response Plan. Relevant policies and procedures may be added or revised from time to time.
- 7.3 Clubs shall liaise with the designated staff of the Recreation Department of the RA on all issues related to the implementation of these General RA policies and procedures.

8. CLUB MEETINGS

- 8.1 An Annual Meeting of the Club shall be held on the date and time agreed to by the Club Council and Recreation Department management provided that such a Club Annual Meeting shall be held in a timeframe specified in the Individual Club Rules.
- 8.2 A notice of the Annual Meeting of the Club shall be given to Club members, at least ten (10) days before the meeting. The notice should be distributed to Club members using all methods available through RA and Club means.

- 8.3 A Special Meeting of the members may be called at any time by $\frac{3}{4}$ majority of the Club Council or 10% of total Club membership (or minimum of 25 members whichever is greater) or 50%+ 1 for Clubs with fewer than 25 members. Members will be notified of the meeting and its purpose in accordance with the procedures set out in subsection 8.2 of this Article.
- 8.4 The presence of ten (10) percent of the Club members or minimum of 25 members whichever is greater shall constitute a quorum for the transaction of any business at an Annual or Special Meeting of the Club. 50% + 1 of total Club membership shall constitute a quorum for Clubs with fewer than 25 members.
- 8.5 The order of business at the Annual Meeting of the Club shall be as follows:
- (1) Call to order
 - (2) Check for quorum
 - (3) Adoption of Minutes of the previous Annual Meeting of the Club and any Special Meetings of the Club held since the previous Annual Meeting of the Club.
 - (4) Business arising out of the minutes
 - (5) Financial report
 - (6) Reports from the Club Council and Committees
 - (7) Report from RA Staff
 - (8) Report on Nominations
 - (9) Election of Officers
 - (10) New Business
 - (11) Other business
 - (12) Adjournment
- 8.6 Regular Club Council meetings shall be held periodically but not less than four times during the year. In the event of extreme events that

impact business operations all efforts will be made, including virtual meeting options, for continuity planning.

- 8.7 Staff of the Recreation Department shall be invited to attend and function in an ex-officio capacity at each Club Council meeting, Annual Meeting of the Club and/or each Special Meeting of the Club.

9. ELECTION OF OFFICERS

- 9.1 RA Bylaws restrict volunteers from serving on a Club Council and on the RA Board of Directors at the same time.

- 9.2 The Chair shall, at least one month prior to the Club Annual Meeting appoint a Nominating Committee of at least one member who shall not be seeking election or re-election, to seek and identify suitable candidates and to administer the elections for the Club Council for the ensuing year.

- 9.3 Where a list of nominees is developed, the list of the nominees shall be made available to all members with the Annual Meeting of the Club notice, however, nominations can be made up until the time of the election.

9.3.1 Any person who is not a member in good standing of the RA and the Club or who is under 18 years shall not be included on the list of nominees.

9.3.2 Nominations, signed by one member of the Club and the nominee, shall be accepted if forwarded to the Nominating Committee.

9.3.3 The Nominating Committee shall obtain the consent of each nominee before presenting its list of nominees.

9.3.4 Where only one person has been nominated for an office to be filled by election, that person shall be acclaimed.

9.3.5 Where more than one person has been nominated for an office, an election shall be conducted by secret ballot for that office.

- 9.4 All members of the Club Council shall be elected for a term set out in each Clubs' Individual Club Rules. Where reasonably practicable,

each Club shall strive to ensure continuity by staggering elections of each office between election cycles. The term of office of each elected member to commence not more than 30 days after the Annual Meeting of the Club.

- 9.5 Where additional Club Council officers or members are required to meet Clubs' operational requirements as per subsection 4.5, the process to elect these officers or members shall be specified by the Individual Club Rules and/or Club Regulations.
- 9.6 If extreme events severely impact RA business operations and the scheduling of the Annual Meeting of the Club, the terms of the officers of the Club Council may be extended until operations may safely resume, and the election shall take place at the rescheduled Annual Meeting of the Club subject to approval of RA Management.

10. FEES

- 10.1 The Club Council may recommend to Recreation Department Management, fees to be charged to members of the Club or program participants based on Club objectives, market reviews and financial targets. RA Management has the final decision in what the fee will be linked to the financial realities of the RA.
- 10.2 A member of the Club who is unable, due to circumstances beyond his/her control, to continue to participate in the Club's activities after payment of his fees for that season may be eligible for a refund in accordance with the RA Cancellation/Refund Policy.

11. DISCIPLINE/CORRECTIVE MEASURES

- 11.1 Discipline and corrective measures are intended to encourage club members to change their behaviour. They are not intended to be punitive measures. The Club Council will take reasonable steps to ensure that all Club members are aware of, or have access to, Individual RA Club Rules, Individual Club Regulations and General Club Policies & Procedures.

- 11.2 Where any member of the Club Council participates in activities conflicting with the interests of the Club the Club Council may recommend to Recreation Department management, or vice versa, that the individual be dismissed from office. Recreation Department management shall review the recommendation in accordance with RA Bylaws, RA Management Framework and RA policies and procedures and consult with the CEO for help with the determination. The individual may request an appeal and the CEO of the RA will initiate a process and proceed according to circumstances.
- 11.3 In accordance with RA Bylaws, the Chair of the Club Council may recommend that disciplinary or corrective action be taken against a Club Member who has contravened the RA Policies, Code of Ethics, RA Bylaws, Individual RA Club rules, Individual Club regulations etc. RA Management shall review the recommendation and action suitable and appropriate steps.
- 11.4 Clubs are responsible to protect the immediate health and safety of individuals. In exceptional circumstances, an activity leader may prevent a club member or guest from participating in a club activity. This action shall be reported to the Chair of the Club Council, or their designate, as soon as reasonably practical at which time the Chair of the Club Council will action section 11.3.
- 11.5 The Club Council is delegated the authority to resolve minor infractions (interpersonal and minor breaches of rules). They are required to communicate in a timely manner the situation and resolution to Recreation Department management.

12. AMENDMENT TO RULES

- 12.1 Amendments to the General RA Club Rules require the approval of the CEO and Board of Directors of the RA. Before any amendments are made, an engagement with Club Council representatives (i.e., Club Champions Table) to review the proposed amendments shall be organized.
- 12.2 Recommendations to add or amend Individual RA Club Rules requires a 2/3 vote of the Club Council and are subject to approval of

Recreation Department management, at which time the recommendation shall be presented at the Annual Club Meeting or a Special Meeting of the Club and voted on.

12.3 The creation, repeal or amendment to Individual Club Regulations may be handled by Club Council and Recreation Department management to keep up with regulatory changes.

13. AMENDMENT TABLE

13.1 An amendment table will be incorporated into this General RA Club Rules document following any amendment approved by the Board of Directors of the RA in relation to this document.

Date	Section	Original	Amendment-New