

**ATHLETICS NEW BRUNSWICK
ATHLÉTISME NOUVEAU-BRUNSWICK**



CONSTITUTION and BY-LAWS

PART A: CONSTITUTION

Revised, 1995

ARTICLE I

- A. Name
- B. Affiliation - Athletics Canada
- C. Range of Activities

ARTICLE II

- A. Purpose

ARTICLE III

- A. Basic Objectives

ARTICLE IV

- A. Specific Objectives

ARTICLE V

- A. Business Activity
- B. Termination of Operation

CONSTITUTION

Revised, 1995

ARTICLE I

- A. The name of the Association shall be ATHLETICS NEW BRUNSWICK / ATHLÉTISME NOUVEAU-BRUNSWICK, herein after referred to as ANB or the Association.
- B. Athletics New Brunswick shall be affiliated with, under the jurisdiction of, and subject to the rules and regulations of ATHLETICS CANADA, herein after referred to as AC.
- C. The activities of the Association shall be carried out throughout New Brunswick and shall include Track & Field, Cross-Country, Road Running, and the associated activities of the coaches and officials within these disciplines.

ARTICLE II

- A. The purpose of Athletics New Brunswick is:
 - 1. To promote, encourage, stimulate, and develop interest in the various disciplines within the sport commonly known as Athletics and listed in Article I (C).
 - 2. To work in conjunction with the defined regions and authorities in conducting organized Athletics programs which adhere to standardized and regulated procedures.

ARTICLE III

- A. The basic objectives of Athletics New Brunswick are:
 - 1. To build a representative membership of duly constituted Track & Field, Cross-Country, and Road Running clubs, teams, and affiliated groups/organizations in New Brunswick.
 - 2. To assist in the development, organization, and implementation of Track & Field, Cross-Country, and Road Running programs.
 - 3. To consider and discuss problems of mutual concern to each of these members.

ARTICLE IV

- A. The specific objectives of Athletics New Brunswick are:
 - 1. To develop and promote co-operation between the Provincial Government, Municipal Governments, Sport New Brunswick, universities, schools, recreation departments and councils, the Royal Canadian Legion, La Société des Jeux de l'Acadie, and other groups and organizations, public and private, with the aim of providing and sharing facilities and programs that meet standards acceptable to the membership.
 - 2. To act as a medium in developing and bettering all aspects of Track & Field, Cross-Country, and Road Running in New Brunswick.

3. To engender communication and public relations among the membership and the general public.
4. To communicate information to member clubs regarding the source and accessibility of financial assistance.
5. To assist in the development of leadership within the membership.
6. To recognize the potential of individuals within clubs in the Province and promote their participation in national and international competitions.

ARTICLE V

- A. Provided that nothing herein contained shall permit the Association to carry on any trade, industry, or business, the Association shall be carried on without purpose of gain to any of its members, and that any accretions of the Association shall be used solely for the purposes of the Association and the promotion of its objectives.
- B. Provided further, that if for any reason, the operations of the Association are terminated or are wound up or dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to another organization in New Brunswick, or Canada, having objectives similar to those of the Association.

PART B: BY-LAWS

Revised, 1995

BY-LAW I - 0 - 0 MEMBERSHIP

- I - 1 - 0 Individual
- I - 2 - 0 Club
- I - 3 - 0 Affiliated Organizations
- I - 4 - 0 Termination of Membership

BY-LAW II - 0 - 0 MEETINGS OF THE ASSOCIATION

- II - 1 - 0 Annual and Semi-Annual Meetings
- II - 2 - 0 Conduct of Meetings

BY-LAW III - 0 - 0 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- III - 1 - 1 Normal Procedure
- III - 1 - 2 Voting
- III - 1 - 3 Extraordinary Procedure

BY-LAW IV - 0 - 0 BOARD OF DIRECTORS

- IV - 1 - 0 Structure
- IV - 2 - 0 Meetings
- IV - 3 - 0 Conduct of Meetings

BY-LAW V - 0 - 0 EXECUTIVE COMMITTEE

- V - 1 - 0 Structure
- V - 2 - 0 Meetings

BY-LAW VI - 0 - 0 OFFICERS OF THE ASSOCIATION

- VI - 1 - 0 President
- VI - 2 - 0 Past President
- VI - 3 - 0 Vice President, Executive
- VI - 4 - 0 Treasurer
- VI - 5 - 0 Corporate Secretary
- VI - 6 - 0 Other Elected Positions

BY-LAW VII - 0 - 0 COMMITTEES OF THE ASSOCIATION

- VII - 1 - 0 Standing Committees
- VII - 2 - 0 Ad Hoc Committees

BY-LAW VIII - 0 - 0 ACCREDITED COMPETITIONS

- VIII - 1 - 0 Responsibility

BY-LAWS

Revised, 1995

BY-LAW I - 0 - 0: MEMBERSHIP

I - 1 - 0 CATEGORIES - INDIVIDUAL

I - 1 - 1 The Board of Directors shall have the authority to establish, review, and amend the categories of membership within Athletics New Brunswick so long as these categories are consistent with the needs of New Brunswick and meet all rules and regulations of Athletics Canada.

I - 1 - 2 All athletes competing in competitions held under the jurisdiction of ANB shall register with ANB or AC.

I - 1 - 3 Non-members competing in a sanctioned competition shall be required to purchase a "Day Membership" in ANB for a fee established annually by the Board of Directors. Day members shall be entitled to awards and official results only.

I - 1 - 4 "Program Membership" may be granted to athletes participating in the programs established by affiliated organizations. This membership gives all rights and benefits of full "competitive" membership for those specific programs.

I - 1 - 5 "Road Running Membership" shall be granted to athletes participating in the sanctioned races recognized by RunNB, the ANB committee charged with operating the Road Running section of ANB. These members shall have all benefits of the Association with the restriction that this membership applies to Road Races only.

I - 1 - 6 "Independent Membership" shall be granted to athletes, officials, coaches, and others upon completion of the required document(s). Such memberships shall have restricted benefits as set by the Board of Directors and shall have no voting privilege or representation until affiliated with a member club.

I - 1 - 7 "Honorary Membership" shall be granted to persons nominated by five active members of the Association and approved by the Board of Directors. Honorary members shall have no vote at any Special or General Meeting.

I - 1 - 8

I - 2 - 0 CLUB MEMBERSHIP

I - 2 - 1 All "active" clubs shall register with Athletics New Brunswick. "Active" shall be defined as having registered, full, "competitive" athletes within their membership.

I - 2 - 2 New clubs shall apply in writing for acceptance of membership in ANB with all privileges commencing upon acceptance of the membership application by the Board of Directors.

I - 2 - 3 All club athletes shall be registered with ANB (See I - 1 - 2).

I - 2 - 4 The term of membership for a club affiliation with ANB shall run from 01 January to 31 December.

I - 2 - 5

I - 3 - 0 AFFILIATED ORGANIZATIONS

I - 3 - 1 Affiliated organizations shall be accorded the status of an "active" club upon payment of an annual "program membership" fee.

I - 3 - 2

I - 4 - 0 TERMINATION OF MEMBERSHIP

I - 4 - 1 Any club may terminate membership by giving written notice to the President, or his designate, of its intention to withdraw membership. The letter of termination will then be presented to the next Board of Directors Meeting, or Special or General Meeting.

I - 4 - 2 The Association may terminate "for sufficient reason" the membership of any member club or individual. An extraordinary resolution must be presented at a Special or General Meeting duly called for that purpose. The resolution must be approved by a two-thirds majority of those present and entitled to vote.

I - 4 - 3

BY-LAW II - 0 - 0 MEETINGS OF THE ASSOCIATION

II - 1 - 0 ANNUAL AND SEMI-ANNUAL MEETINGS

- II - 1 - 1 The Annual Meeting of the Association shall be held in New Brunswick in such location as the Board of Directors shall designate, on or before the fourth Sunday of September, at 11:00 a.m..
- II - 1 - 2 A Semi-Annual Meeting shall similarly be designated for the month of March following the Annual Meeting.
- II - 1 - 3 Thirty (30) days prior to the date of a meeting of the Association (AGM, Semi-annual) written notice shall be sent to all member clubs concerning such meeting by President or his designate.
- II - 1 - 4 Each member club shall be entitled to two (2) votes. Each member of the Board of Directors and Executive Committee shall be entitled to one (1) vote. No individual shall exercise more than one (1) vote. No PROXY VOTES shall be allowed.
- II - 1 - 5 The President of the Association, or his designate, acting as chairman of the meeting shall be entitled to one (1) vote.
- II - 1 - 6 At all meetings of the Association, all motions coming to a vote shall be decided by a simple majority of votes cast. A "tie - vote" shall be counted as "DEFEATED"
- II - 1 - 7 A quorum shall consist of a voting representative from a minimum of one third (1/3) of registered clubs.

II - 1 - 8

II - 2 - 0 CONDUCT OF MEETINGS

- II - 2 - 1 All meetings of the Association shall be conducted under the rules of procedure as outlined in "Roberts Rules of Order".
- II - 2 - 2 The order of business at the Annual Meeting shall be:
 - a) Presentation of Credentials
 - b) Roll Call
 - c) Minutes of Previous Meeting
 - d) Reports
 - e) New Business
 - f) Election of Officers
 - g) Adjournment
- II - 2 - 3 Reports shall be submitted, in writing, a minimum of seven (7) days in advance of the meeting.
- II - 2 - 4 Special meetings of the Association may be called by the President - or in his/her absence - by the Vice President, Executive, or upon the written request of seven (7) members of the Association.
- II - 2 - 5 A minimum of seven (7) days "Notice of Meeting", in writing, shall be given to all members eligible to vote at such meeting (See II - 1 - 4).
- II - 2 - 6

III - 0 - 0 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

III - 1 - 1 The Constitution and By-laws of the Association may be repealed or amended at the Annual Meeting or Semi-Annual Meeting provided that twenty (20) days notice of such amendment has been given to all currently registered clubs and members of the Board of Directors.

III - 1 - 2 Such amendment as mentioned in III - 1 - 1 shall require two-thirds (2/3) majority vote of voting delegates present and voting, in order that it be approved.

III - 1 - 3 In the absence of the "Notice of Motion" as mentioned in III - 1 - 1 such amendments may be added to the agenda and voted upon if the voting delegates present and voting give two-thirds (2/3) approval for the introduction of such motion.

III - 1 - 4

IV - 0 - 0 BOARD OF DIRECTORS

IV - 1 - 0 STRUCTURE

IV - 1 - 1 The property and business of the Association shall be managed by a Board of Directors which shall have responsibility for the making and overseeing of policy of the Association.

IV - 1 - 2 The Board of Directors shall consist of:

(A) the elected Table Officers of the Association, being

- 1) President / Chairman
- 2) Vice President, Executive
- 3) Immediate Past President
- 4) Corporate Secretary
- 5) Treasurer

(B) Six (6) Directors-at-Large. Three (3) Directors-at-Large shall be elected each year at the Annual Meeting. At no time shall there be more than two (2) Directors-at-Large from any single member club. The Board of Directors may, at its discretion, appoint up to two (2) additional "regional" Directors, on an annual basis, to give some "regional" balance.

and (C) the Technical Director (non-voting).

IV - 1 - 3 The term of office for all Board Members shall be two (2) years with the exceptions as noted in Bylaw IV - 1 - 2, specifically, the "regional" Directors. All Directors shall be eligible for re-election / appointment. All Directors must be duly registered members of ANB at the time of election.

IV - 1 - 4 Nominations for the Board of Directors shall be received by the Nominating Committee, in writing, not later than two (2) weeks prior to the Annual Meeting. Notwithstanding, nominations may be made from the floor at the Annual Meeting by any registered club or individual member of the Association. Election shall be by secret ballot and the top vote getters equal to the number of vacancies shall be declared elected [See IV - 1 - 2 (B)].

IV - 1 - 5 Directors, as such, will not receive any stated remuneration for their services but, by resolution of the Board, expenses for their attendance may be allowed at each regular or special meeting of the Board as well as other meetings of the Association.

IV - 1 - 6 Vacancies on the Board of Directors may be filled by appointment by the President and ratified by the Board for a period of time not exceeding the next Annual Meeting. A fourth Director may be elected to fill the remaining term left to the vacancy.

IV - 1 - 7

IV - 2 - 0 MEETINGS

IV - 2 - 1 The Board of Directors shall meet at least twice annually, specifically at or before the end of December and at or before the end of June. Other meetings may be held in conjunction with the Annual and Semi-Annual Meetings of the Association or at other times as deemed necessary.

IV - 2 - 2 Notice of Meeting of the Board of Directors shall be mailed to each Director at least fourteen (14) days prior to each meeting together with a proposed agenda for the meeting.

IV - 2 - 3

IV - 3 - 0 CONDUCT OF MEETINGS

IV - 3 - 1 A quorum of the Board of Directors shall consist of the attendance of fifty per cent (50%) of persons eligible to attend and vote at Board of Directors meetings.

IV - 3 - 2 All matters brought to a vote shall be decided by a simple majority. Any motion receiving a "tie" vote shall be declared "DEFEATED".

IV - 3 - 3 A Director, including the Chairman, shall be entitled to one (1) vote only.

IV - 3 - 4 In all other ways the Board of Directors meetings shall follow generally accepted conduct of business meetings.

IV - 3 - 5

V - 0 - 0 EXECUTIVE COMMITTEE

V - 1 - 0 STRUCTURE

- V - 1 - 1 The Executive Committee shall carry out the authority of the Board of Directors on an ongoing basis and shall be responsible for the day-to-day functioning of Athletics New Brunswick.
- V - 1 - 2 The Executive Committee shall be composed of the elected officers of the Association, including the Registrar and Statistician, and the appointed chairpersons of the Standing Committees of the Association.
- V - 1 - 3 The Technical Director shall be a non-voting member of the Executive Committee.
- V - 1 - 4 The Executive Committee and/or Executive Committee members acting in their designated areas, shall report to the Board of Directors through the President of Athletics New Brunswick.
- V - 1 - 5 A position of Officer of the Association remaining vacant after the Annual Meeting shall be filled by appointment by the Executive Committee and forwarded to the next meeting of the Board of Directors for ratification.
- V - 1 - 6 The President of Athletics New Brunswick shall be as one the Chairman of the Board of Directors and the Chief Executive Officer. The President shall be "ex-officio", a member of all committees and sections of Athletics New Brunswick.

V - 1 - 7

V - 2 - 0 MEETINGS

- V - 2 - 1 The Executive Committee shall not have regularly scheduled meetings, but shall meet at the call of the President, or his designate, at times necessary to conduct the business of the Association on behalf of the Board of Directors.

V - 2 - 2

VI - 0 - 0 OFFICERS OF THE ASSOCIATION

VI - 1 - 0 PRESIDENT

- VI - 1 - 1 The President shall be elected at the Annual General Meeting on a bi-annual basis (i.e., in odd-numbered years).
- VI - 1 - 2 The President shall be the Chairman of the Board of Directors and the Chairman of the Executive Committee.
- VI - 1 - 3 The President shall be, ex-officio, a member of all Standing and Ad Hoc Committees of the Association.
- VI - 1 - 4 The President shall act as the "chief spokesman" and "primary" representative for the Association.
- VI - 1 - 5 The President shall make all appointments to chairs of committees and submit such appointments to the Board of Directors for ratification.
- VI - 1 - 6 The President may assume other duties as necessary at the discretion of the Executive Committee and/or the Board of Directors.

VI - 1 - 7

VI - 2 - 0 THE PAST PRESIDENT

- VI - 2 - 1 The Past President shall be defined as the Immediate Past President and shall be in this office for a period of one (1) term [i.e., two (2) years].
- VI - 2 - 2 The Past President shall be, ex-officio, a member of the Board of Directors and the Executive Committee.
- VI - 2 - 3 The Past President may accept special duties, on behalf of the Association, at the request of the President.
- VI - 2 - 4 The experience of the Past President shall be drawn upon in matters relating to Ad Hoc and Sub-Committees - functions and composition.

VI - 2 - 5

VI - 3 - 0 THE VICE-PRESIDENT, EXECUTIVE

- VI - 3 - 1 The Vice-President shall be elected at the Annual General Meeting on a bi-annual basis (i.e., in even-numbered years).
- VI - 3 - 2 The Vice-President, Executive, shall be a member of the Board of Directors and the Executive Committee.
- VI - 3 - 3 The Vice-President, in the absence or disability of the President, shall perform the duties, and exercise the powers, of the President.
- VI - 3 - 4 The Vice-President shall carry out such specific duties as assigned by the President.

VI - 3 - 5

VI - 4 - 0 THE TREASURER

- VI - 4 - 1 The Treasurer shall be elected at the Annual General Meeting on a bi-annual basis (i.e., in odd-numbered years).
- VI - 4 - 2 The Treasurer shall be a member of the Board of Directors and the Executive Committee.
- VI - 4 - 3 The Treasurer shall have specific responsibility for the financial affairs of the Association and shall chair the Standing Committee on Finance (Finance Committee) and shall have custody of the Association's funds and securities.
- VI - 4 - 4 The Treasurer shall keep a full and accurate account of receipts and disbursements in books belonging to the Association, and shall deposit all monies in the name and to the credit of the Association in such depositories as may be designated, from time to time, by the Board of Directors.
- VI - 4 - 5 The Treasurer shall disburse the funds of the Association in accordance with the directions of the Board of Directors, Executive Committee, or the Finance Committee.
- VI - 4 - 6 The Treasurer shall render an account of all Association transactions to the President and/or the Board of Directors, and of the financial position of the Association. Such accounting shall automatically take place quarterly and at the specific request of the President.
- VI - 4 - 7 All cheques against the accounts of the Association shall be signed by the Treasurer, and by the President or designate.
- VI - 4 - 8

VI - 5 - 0 CORPORATE SECRETARY

VI - 5 - 1 The Corporate Secretary shall be elected by the voting members at the Annual General Meeting in even-numbered years for a two year term.

VI - 5 - 2 The Corporate Secretary shall be a member of the Board of Directors and the Executive Committee.

VI - 5 - 3 The Corporate Secretary shall hold, and keep safe, for the association the Corporate Seal and such other official documents as deemed necessary.

VI - 5 - 4 It shall be the duty of the Corporate Secretary to take and prepare for publication the minutes of the meetings of the Board of Directors and the Executive Committee.

VI - 5 - 5

VI - 6 - 0 OTHER ELECTED POSITIONS

VI - 6 - 1 The ANB Registrar shall be elected at the Annual General Meeting on a bi-annual basis (i.e., in odd-numbered years) and shall be responsible for the registration of all members.

VI - 6 - 2 The Registrar shall maintain and up-date on a regular basis, the Association's mailing list.

VI - 6 - 3 The Statistician shall be elected at the Annual General Meeting on a bi-annual basis (i.e., in even-numbered years) and shall be responsible for :

- a) maintaining and publishing an accurate set of Indoor and Outdoor records in all age-classes recognized by ANB and Athletics Canada.
- b)

VI - 6 - 4 Both the Registrar and the Statistician shall be members of the Executive Committee.

VI - 6 - 5

VII - 0 - 0 COMMITTEES OF THE ASSOCIATION

VII - 1 - 0 STANDING COMMITTEES

VII - 1 - 1 The Board of Directors shall have authority to establish the Standing Committees of the Association and shall establish, and review from time to time, the terms of reference of such committees established.

VII - 1 - 2 The President shall have the authority to appoint the chairpersons of Standing Committees. Such appointments are subject to ratification by the Board of Directors.

VII - 1 - 3 Notwithstanding section VII - 1 - 2, the chairperson of the Officials Committee shall be elected at Annual Meeting of Officials Committee.

VII - 1 - 4 The composition of Standing Committees shall be included in the terms of reference.

VII - 1 - 5 The Executive Committee shall have authority to recommend to the Board of Directors as to the need for various Standing Committees.

VII - 1 - 6 Standing Committees shall report to the Board of Directors through the President.

VII - 1 - 7

VII - 2 - 0 AD HOC COMMITTEES

VII - 2 - 1 The Board of Directors and/or the Executive Committee shall have authority to establish, and set the frame of reference for, Ad Hoc Committees designed to study or carry out a specific topic/task.

VII - 2 - 2 Ad Hoc Committees shall report to the Board of Directors or the Executive Committee, as the case may be, through the President.

VII - 2 - 3

VIII - 0 - 0 ACCREDITED MEETS

VIII - 1 - 0 RESPONSIBILITY

VIII - 1 - 1 The Board of Directors, on the advice of the Executive Committee, shall establish the criteria for sanctioning competitions held under the jurisdiction of Athletics New Brunswick.

VIII - 1 - 2 The Standing Committee responsible for competitions within New Brunswick shall be responsible for evaluating various competitions applying for ANB sanction and, annually, publishing a list of such meets.

VIII - 1 - 3

ADOPTED: _____

DATE: _____