

Squash New Brunswick Constitution, Policies and Procedures

ARTICLE I

NAME

1. The name of the organization shall be Squash New Brunswick and hereafter referred to as Squash N.B.

ARTICLE II

CONSTITUTION

PURPOSE

1. To encourage and develop the widest participating and a high proficiency of Squash in the province of New Brunswick.
2. To promote, develop, and govern the game of Squash in the province of New Brunswick.
3. To teach, advance and encourage the playing of squash in the province of New Brunswick

To achieve its stated purpose, Squash N.B. shall engage in the following activities:

- Player development
 - coaches development
 - officials development
 - coordination of competitions
4. To build a representative membership of persons interested in the promotion, development and playing of squash.
 5. To provide a forum for exchange of ideas and program information and to consider and discuss problems of mutual concern to each of the members of the Association.
 6. To provide an administrative body that facilitates communication between and with members throughout the province and between provinces regarding squash.
 7. To conduct and coordinate tournaments and clinics and other programs leading to the better development and greater participation among the participants in New Brunswick.
 8. To promote and assist in maintaining standardization of squash facilities and rules of the game of Squash as prescribed by Squash Canada.

ARTICLE III

MEMBERSHIP

1. Membership in the Association shall be restricted to those who pay their annual Squash NB fees and who are in good standing with the association.
2. Full membership in Squash N.B. is open to all persons who express an interest in pursuing the purposes of Squash N.B. as stated in Article II.
3. Any active member may withdraw from the association by indicating so in writing. The resignation shall become effective upon receipt of the secretary.
4. The members of Squash N.B. shall subscribe to the Constitution, By-Laws and Operations Manual, and will pay membership fees as established by the board of directors prior to the Annual General Meeting of Squash N.B. each year.

5. The association may terminate the membership of any member for sufficient reason with a special resolution approved unanimously by the executive at a special meeting called for that purpose. Membership fees will not be refunded for members terminated.
6. Active Membership – An active member shall be any individual who pays the designated registration fee. The member may be a player, a coach, an official and/or an administrator, and may register as either a member of a team or individually.
7. The membership fee shall be prescribed annually by the Association Board of Directors.
8. Application for membership will be made to the Register in writing or electronically through the Squash N.B. website and shall be accompanied by the payment of a fee prior to the designated registration deadline.
9. The membership fee shall be paid on an annual basis.
10. Any member may resign from Squash N.B. by giving written notice to the board. Fees for any unexpired term of the membership year are normally not refundable, but the Executive Committee may grant a request for such in extenuating circumstances.
11. Inactive member's names shall be deleted from the Association mailing list at a date to be determined by the association's Executive Officers.
12. Members in good standing shall be those admitted to membership and who have paid all required fees of Squash N.B. Members whose annual fees are not paid by the registration deadlines, shall be suspended from Squash NB membership.
13. Members whose conduct is considered by the Executive Committee to be contrary to the stated purposes of Squash N.B. shall be asked by that committee to explain or to justify their actions. If these members are unwilling or unable to do so, they shall be asked by the Executive Committee to resign from Squash N.B. If they do not resign, the Executive Committee shall give proper notice of motion, to be considered at the next general meeting, requesting the expulsion of these members. A copy of this motion shall be communicated to the members concerned in time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds majority in a ballot conducted at the meeting. The members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

ARTICLE IV

GENERAL MEETING OF MEMBERS

1. The Association shall hold its Annual General Meeting at least 4 weeks before the Squash Canada Annual General Meeting at such time and place as may be determined by the Board of Directors.
2. Special meetings of the Association may be called at any time by the President or in his absence by the Vice President or by the secretary upon written request of 10% of the active members of the Association.
3. Due notice of every Annual General Meeting or Special Meeting shall be given to each active member prior to the date of the meeting and shall outline briefly the purpose or purposes for which the meeting is being called.
4. The items of business at the Annual General Meeting of the Association shall include (order to be determined by the Executive Officers):
 - Call to Order

- Roll call and confirmation of voting rights and regular proxies
 - Reading and approval of minutes of the previous AGM and consideration of any matters arising from those minutes.
 - Presentation of reports of officers and committees
 - Presentation and financial report
 - Nominations and Resignations
 - Elections
 - Correspondence
 - New Business
 - Appointment to Auditor
 - Adjournments
5. The Board of Directors shall have the power to invite such persons as they may deem advisable to attend meetings as observers and consultants
 6. The President of the Association shall preside as Chairman at meetings of the Association or the Vice President in the president's absence
 7. The Association may employ an Executive Director/Administrative Assistant where appropriate and sufficient funding is available.

ARTICLE V

EXECUTIVE COMMITTEE

1. There shall be five elected officers, these being, the President, Vice-President, the Secretary, the Treasurer and the Past-President. These five elected officers make up the Executive Committee of Squash N.B. are elected to their positions by a two-thirds majority vote at the Annual General Meeting.
2. The President shall:
 - The President is responsible for the overall supervision and administration of the affairs of Squash N.B. and ensures that all policies and actions approved by the general membership or by the Executive Committee are properly implemented.
 - The president sets the agenda and presides at general meetings of Squash N.B. (unless a moderator is appointed) and also chairs meetings of the Executive Committee.
 - Be a signing officer and the chief executive of the Association, presiding at all meetings of the Board of Directors and the Annual General Meeting
 - Provide leadership in executing the basic and specific objectives of the Association as outlined in this constitutions and as agreed upon by the Board of Directors at the first meeting of the squash year (to take place in August or September)
 - Ensure that the members of the Board of Directors and Committees perform their specific duties
 - Prepare an agenda for all meetings, prepare an annual report for the AGM
 - Attend the semi and annual general meeting of Squash Canada and submit a provincial report as required
3. The Vice President shall:

- In the absence of the president, preside at any meetings and perform the duties and special tasks as required by the president
 - Oversee all sanctioned tournaments in the Province, giving guidance to tournament organizers and coordinate tournament schedules with other Provincial Associations.
4. The Secretary shall:
- Give notice of all meetings of the Association to its active members
 - Keep the minutes of all meetings of the Association and the Board of Directors, and thereafter furnish copies of minutes to all members of the Board and supply details of all business of such meetings
 - Monitor all membership applications and pass along all monies to the treasurer and keep an updated register of the membership
 - Conduct correspondence as may be required by the Board of Directors and shall upon request furnish any member of the Association with a copy of the Constitution or other appropriate information
 - Have charge and custody of all papers and record of the Association and may delegate any of those to a paid Executive Director
5. The Treasurer shall:
- Have charge and custody and be responsible for the finances and the keeping of the books of account of the Association and be a signing officer of the Association.
 - Collect and receive all membership funds and revenues accruing to the Association and deposit these in a chartered Bank or Trust Company in the name of and to the credit of the Association as designated by the Board of Directors.
 - Make disbursements as directed by the Board of Directors and shall render the Board of Directors an account of the financial condition of the Association and all transactions at any time by request of the Board of Directors and as soon as possible to the close of each fiscal year. Such a report will then be submitted to the Annual General Meeting.
6. The Past President
- Attend all meeting of the Board of Directors and General meetings of the Association and provide encouragement and guidance to the newly elected officers based upon his/her knowledge and experience.

ARTICLE VI

BOARD OF DIRECTORS

1. The Board of Directors shall consist of the officers as aforesaid and representatives called Regional Directors from each zone as outlined by the New Brunswick Department of Tourism Recreation and Heritage.

2. Regional Directors shall be elected or appointed for a term of two years and shall:
 - Act as liaison between the individual members/clubs of his/her region and the association.
 - Advertise and initiate the implementation of programs and benefits offered by the Association
 - Actively recruit new members
3. A quorum for meetings of the Board of Directors shall be four (4) active members
4. The Board of Directors shall meet at the call of the President or at the request of any three (3) active members of the board
5. The Board of Directors shall not meet any less than four (4) times a year. Meeting time, duration and location will be arranged to the mutual convenience of the Board members. Due notice of meetings to be provided to all members of the Board.
6. Any member of the board shall cease to be a member if:
 - He/she resigns in writing, addressed to the secretary
 - If the Board of Directors by 3.4 vote present at a meeting duly convened for that purpose resolves that such a member be retired.
7. If any active member of the Board of Directors ceases to be a member of the Board, the Board shall appoint an interim director until such time as his/her appointment is ratified by a meeting of the active membership.
8. All officers of the Board of Directors shall be eligible for re-election or reappointment at the Annual General Meeting of the Association.
9. The signing officers of the Association shall be the President and the Treasurer.

ARTICLE VII

COMMITTEES

1. The Board of Directors may appoint such committees or person(s) as they deem necessary in the interest of the Association and without limited the generalities of the foregoing to the following committee or person(s) may be appointed:
 - Coaching
 - Officiating
 - Junior Development
 - Tournaments
 - Rankings
 - Public Relations
 - Fund raising and long range planning

2. The Board of Directors shall determine the duties of each committee/person(s) and shall decide questions of jurisdiction and if it is so desired, direct the committee person(s) on any matter.

ARTICLE VIII

FISCAL YEAR AND AUDIT

1. The Board of Directors shall appoint an auditor annually. The financial year shall run from July 1st to June 30th of each year.
2. A copy of the financial statement will be delivered to the membership at the Annual General Meeting.

ARTICLE IX

AMENDMENTS

1. The constitution may be altered or amended by a resolution at any General Meeting of Association with a simple majority support of the members present or represented by proxy.
2. Proposed amendments of this constitution shall be delivered in writing to the secretary at least 30 days before a General Meeting. Copies of such proposed amendments shall be sent to each member of the Association at least 14 days prior to the date of such meeting.

ARTICLE X

PROCEDURE AT MEETING

The rules contained in Bourinot's Rules of Order by John G Bourinot shall govern the Association in all cases to which they are not inconsistent with the Laws of the Association.

Website to document: http://www.tssu.ca/gms_bourinot-rules/