



# WOODSTOCK BADMINTON CLUB

## BY-LAWS

Last Approval Update: 2022-06-30

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### 1. Election and Term of Office

The Executive and Directors shall be elected by the members at the Annual General Meeting. The term of office (subject to the provisions of the constitution) shall be from the date of the meeting at which they are elected or appointed until the next annual general meeting or until their successors are elected or appointed.

### 2. Vacancies

The office of a Director in good standing shall be vacated immediately if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later.

### 3. Filling Vacancies

Vacancies will be filled as per the club Constitution.

### 4. Protection of Directors and Executive

No Executive or Director of the club is liable for the acts, neglects or defaults of any other Executive, Director, Member or Employee of the club or for joining in any receipt or for any loss, damage or expense happening to the club through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the club or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Provincial Act for non profit organizations and the WBC Constitution and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Provincial Act for non profit organizations

## 5. Duties of Executive

### The President

The president provides leadership to the Board ensures the integrity of the Board's process and represents the Board to outside parties. The president also serves as the Board's central point of communication with members, coaches and directors. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and ensures the Board discusses all matters relating to the Board's mandate.

The President shall:

- Call and preside at all meetings of the Board and of the Club, except as otherwise provided for.
- Encourage the formation of committees when necessary.
- Encourage and support the Executive, Board Members and Committees in the performance of their duties.
- Be an ex-officio member of all committees.

### The Vice-President

The Vice-President shall:

- Assist the President in the performance of his/her duties, and shall exercise all the powers of the President in her/his absence.

### The Treasurer

The treasurer shall have the custody of the funds of the club and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the club in the books belonging to the club and shall deposit all monies at a chartered bank. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the club.

The Treasurer shall:

- Prepare the annual budget for the operation of the Club, for approval by the Board.
- Supervise expenditures by the Board to ensure agreement with the details of the budget previously approved.
- Provide a financial report at all meetings of the Board, which shall include as a minimum, a monthly:
  - Bank Reconciliation Statement
  - Comparative Income Statement
  - Balance Sheet
- Provide a full financial report for the Annual General Meeting.
- Co-ordinate the finance committee, if one is formed by the Board.
- Assist in the preparation of any grant applications.

## **The Secretary**

The secretary shall keep a confidential roll of the names and email addresses of the Members for the purposes of communicating with members. The secretary ensures the proper recording and maintenance of minutes of all meetings of the club, the Board and Board committees. The secretary has custody of all minute files and documents and ensures that they are maintained.

The **Secretary** shall:

- Notify Board members prior to each Board Meeting, record and file/post Minutes
- Notify Board members prior to each Board Meeting
- Notify all Members at least three weeks prior to AGM.
- Support and maintain correspondence with all members including newsletters, events, volunteer opportunities, tournaments, etc.

## **6. Duties of Board Members**

The elected board is responsible for the management and operation of the club. In addition to the duties listed in the following section they will also take on other tasks required to ensure the successful operation of the club. The executive in consultation with the other elected board members will work together to assign accountability and responsibilities to each member of the board using the WBC Director's Handbook and duties described in the by-laws as a guide. The Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

Board members may each assume one or more of the following roles:

The **Membership Director** shall:

- Establish and implement procedure to record new and renewed memberships
- Manage and update memberships and required documentation.
- Recruit and train those who would be processing memberships e.g.: Openers.
- Recommend an annual membership fee schedule to the Board

The **Maintenance Director** shall:

- Inspect the premises regularly and report to the Board the condition of the building and equipment as required. Recommend and implement necessary courses of action.
- Oversee the care and maintenance of the building and staff/volunteers who are to assist.
- Be responsible for security, fire, safety duties, training for the board, openers, others in these matters.
- Oversee the process of rentals, room setup

The **Tournament Director** shall:

- Communicate with national/provincial/region organizations to ensure optimal communications.

- Circulate and keep updated notices/ links for upcoming tournaments.
- Promote and organize in-house tournaments for both adults and youth.

The **House Director** shall:

- Establish a committee of non-Board members to be responsible for activities of the committee.
- Organize special cleanup days as required in the spring and fall.
- Organize the routine housekeeping of the premises.
- Order supplies, as needed for the upkeep of the club, including the concession.
- Contact club members to arrange help for tournaments.
- Approve requests for club rentals, and notify members who are affected by the rentals.

The Director-at-Large shall:

- Assume any duties assigned by the board.

All Directors shall report monthly to the board, or when regular board meetings are held.

## 7. Fees

The Board is responsible for setting membership and court fees. Membership fees and court fees must be set at a level that ensures the financial viability of the club.

## 8. Terms of Payment for Memberships

- A person who wishes to become a club member must sign a membership and liability waiver form indicating their intent to be a member, and must pay in full before being allowed to play.
- If a person does not wish to make an annual commitment, court fees must be paid. Court fees are not applied to membership.
- Annual memberships are active for one full year from the date of payment.

## 9. Club Policies

From time to time the club shall issue policies to better conduct the affairs of the club for its members. Policies may be amended by the board at any regular meeting by a majority of those present and eligible to vote. Club policies include, but are not limited to:

- Club Rental Policy
- Key Fob Policy
- Liquor Policy
- Locker Rental Policy
- Membership Policy
- Opener Policy
- Protective Eyewear Policy
- Concussion Prevention and Management Policy
- Employee and Volunteer Screening Policy
- Code of Conduct

## **10. Notice of Member Meetings**

Notification and other materials related to member's meetings will be sent by email only to the primary member for each membership in good standing. Notification of an Annual Meeting will be sent to members at least 30 days in advance. Notification of a Special Meeting will be sent at least 10 days in advance of the meeting.