

# CONSTITUTION

- NAME 1. The name of the society is “Cross Country Yukon”.
- PURPOSES 2. The purposes of Cross Country Yukon are to:
- a) function and represent within the Letters Patent and Bylaws of Cross Country Canada which was originally incorporated under the laws of Canada on the 21<sup>st</sup> day of June, 1984, and to act as the sport governing body of cross country skiing within the Yukon Territory so far as its authority extends.
  - b) promote competitive and recreational cross country skiing through the development of support structures for all cross country ski programs throughout the Yukon Territory.
  - c) govern the organization and conduct of cross country ski competitions within the Territory, including Yukon Cross Country Ski Championships.
  - d) promote excellence in cross country skiing through the selection of high performance athletes to the Yukon Cross Country Ski Team and to support that team with coaching assistance, and travel assistance to high performance national and international competitions.
  - e) establish and maintain, through programs and activities, a system that supports the delivery of high performance athletes to the Yukon Cross Country Ski Team.
  - f) encourage and assist in the formation of cross country ski clubs within the Territory.
  - g) encourage self-development, leadership and sportsmanship in cross country skiing.
  - h) accept donations, gifts, legacies and bequests.
- LOCATION 3. The operations of Cross Country Yukon are to be carried on in the city of Whitehorse, Yukon Territory.

Latest Amendment: May 8, 2004 Dated: March 29, 1969

# BYLAWS

## MEMBERSHIP

1. Membership in Cross Country Yukon shall consist of member clubs having individual membership of not less than 5 persons, which embrace the objectives of Cross Country Yukon. Representation of the club shall be by the club president, or appointed delegate. Upon affiliation of the club with Cross Country Yukon, individual club members become members of Cross Country Yukon, and of Cross Country Canada.

## TERMS OF ADMISSION

2. Any such club may join Cross Country Yukon by paying annual dues to Cross Country Yukon by paying annual dues to Cross Country Yukon by the 30<sup>th</sup> day of April of the current year, and submitting a list of officers and a membership list to Cross Country Yukon prior to the Annual General Meeting.

## ANNUAL FEES

3. Each member club of Cross Country Yukon shall pay to Cross Country Yukon annual fees in such amounts as shall be established by the Executive from time to time and ratified by the members present and voting at the Annual General Meeting, such fees to be paid on or before the 30<sup>th</sup> day of April in each year, or at such other time as the Executive may direct.

## EXPULSION

4. A member club may be expelled by special resolution approved by the membership for the reasons of:
  - a) failure to pay annual fees on or before April 30 of the current year;
  - b) acting in breach of the rules, regulations or Bylaws of Cross Country Yukon.

## WITHDRAWAL OF MEMBER CLUB

5. A member club may withdraw from Cross Country Yukon upon written notice to that effect directed to the President or Secretary of Cross Country Yukon.

## OBLIGATIONS OF MEMBER CLUBS

6. Member clubs shall abide by the rules, regulations and bylaws of Cross Country Yukon and shall pay such annual fees provided in Bylaw 3 hereof.

## VOTING

7. Voting procedures shall be as follows:
  - a) all members shall be entitled to attend any Annual or Special General Meetings of Cross Country Yukon, but member clubs only shall be entitled to vote upon questions put to any such meeting.
  - b) Proxy voting shall not be permitted.
  - c) The voting formula for affiliates shall be:

<u>number of members</u>	<u>number of votes</u>
< 20	1
21 to 100	2
101 to 200	3

201 to 300	4
301 to 400	5
401 to 500	6
501 to 600	7
601 to 700	8
701 to 800	9
801 to 900	10
901 to 1000	11
1001 to 1200	12
1201 and over – 1 vote for each additional 200 members	

- d) The votes shall be carried by the club President, or assigned to a delegate or delegates who shall be a member of Cross Country Yukon, and who shall be appointed in writing to represent and vote for the member club at an Annual or Special General Meeting.

#### GENERAL MEETINGS

- 8.
  - a) The Annual General Meeting shall be held in May at a place designated by the Executive of Cross Country Yukon for the purpose of the election of officers and to conduct Cross Country Yukon business.
  - b) A Special General Meeting may be held at the request of the Executive Committee of Cross Country Yukon or any two member clubs.
  - c) A quorum at any General Meeting shall be the members who are present or 50 per cent of the votes assigned by the voting formula and carried by accredited delegates who are present at the meeting.
  - d) A notice of any meeting shall state the time and place in Yukon of the meeting and shall be published in the local media and by a mailing to member clubs no less than 30 days prior to the meeting.
  - e) An issue shall be decided by a majority of votes carried by members at the meeting.

#### FISCAL YEAR

- 9. The fiscal year of Cross Country Yukon shall be May1 to April 30.

#### ELECTION OF OFFICERS

- 10. The following officers of Cross Country Yukon shall be elected for a one year term to the Executive Committee at the Annual General Meeting:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
  - e) Two Members at Large

The nominations of officers shall be in writing and seconded by an accredited delegate. Nominations from the floor will be accepted at the time of the election of officers at the Annual General Meeting.

An officer may be re-elected to a maximum of 5 consecutive terms of office.

An officer of Cross Country Yukon shall not receive remuneration except for approved expenses incurred on behalf of Cross Country Yukon.

#### SIGNING

11. Any financial matter requiring payment shall require signatures from any two of the following:
- a) President;
  - b) Vice-President;
  - c) Secretary;
  - d) Treasurer; or
  - e) Administrator

#### DUTIES

12. The President shall:
- a) chair any meeting;
  - b) decide a vote in the event of a tie
  - c) be responsible for the administration of Cross Country Yukon;
  - d) be ex-officio, a member of all committees
  - e) call any Executive Committee meetings
  - f) authorize payment of routine expenditures subject to regulations made by the Executive Committee;
  - g) recommend the appointment and terms of appointment of Cross Country Yukon;
  - h) be the official spokesperson of Cross Country Yukon and be responsible for all press releases concerning policy; and
  - i) appoint chairpersons for committees of Cross Country Yukon.

The Vice-President shall:

- a) in the event of the President's absence, chair any meetings;
- b) assist the President in carrying out his duties; and
- c) act in the absence of the President of Cross Country Yukon for any reason.

The Secretary shall:

- a) record the minutes of meetings;
- b) ensure Cross Country Yukon remains in good standing under the Societies act;
- c) conduct the correspondence of the Executive Committee of Cross Country Yukon, including receiving mail and writing letters;
- d) notify members of any meetings;
- e) be responsible to oversee the maintenance of a current membership list; and
- f) shall maintain custody of records.

The Treasurer shall:

- a) be responsible to have custody of and oversee the maintenance of full and accurate books of accounts in which shall be recorded all receipts and disbursements of Cross Country Yukon;
- b) present an annual financial statement
- c) present such interim financial statements as requested by the Executive Committee;
- d) disburse funds as approved by the Executive Committee;
- e) be responsible to oversee the timely completion of funding applications;
- f) in conjunction with the Executive Committee and any employees of Cross Country Yukon, prepare an annual budget for the expenditure of money for the ensuing year which, if approved by the Executive Committee, shall restrict the Treasurer's right to

- expend monies and shall not expend monies in excess of the budget without the approval of the Executive; and
- g) be responsible to oversee fundraising projects.

#### EXPULSION OF OFFICERS

- 13. An officer may be expelled by the Executive Committee by special resolution approved by the membership for reasons of:
  - a) failure to perform duties;
  - b) acting contrary to mandate of Cross Country Yukon; or
  - c) acting in a conflict of interest.

#### STANDING COMMITTEES

- 14. The Executive Committee shall consist of:
  - a) the officers of Cross Country Yukon;
  - b) the two elected members at large;
  - c) ex-officio, the immediate past President;
  - d) ex-officio, any High Performance Technical Director of Cross Country Yukon
  - e) ex-officio, any Sport Coordinator for Cross Country Yukon;
  - f) the program chairpersons of Cross Country Yukon, appointed by the President of Cross Country Yukon namely:
    - i) the Youth Development Chairperson
    - ii) the Leadership Development Chairperson;
    - iii) the High Performance Chairperson; and
    - iv) the Events and Technical Chairperson.
    - v) the Squad Representative Chairperson

The Program Committees shall consist of those persons chosen by the committee chairpersons to perform the tasks required of the committee.

#### EXECUTIVE COMMITTEE RESPONSIBILITIES

- 15. The Executive Committee shall be responsible for the routine discharge of the affairs of Cross Country Yukon under the guidance of the President and in accordance with direction from general meetings of Cross Country Yukon subject to the availability of funds and in the discretion of the President, the Executive Committee shall convene a minimum of twice a year. Each member of the Executive Committee shall have one vote at meetings of the Executive.

#### QUORUM OF THE EXECUTIVE

- 16. At any meeting of the Executive Committee a quorum shall be 5 members of the Executive in attendance, two of which must be elected members.

#### AD HOC COMMITTEES

- 17. The Executive Committee may, from time to time, form any committee that may be required to fulfill the objects of Cross Country Yukon

#### BORROWING POWERS

- 18. Cross Country Yukon shall not borrow money.

#### SEAL

- 19. Cross Country Yukon shall not use a seal.

## FINANCIAL

20. At each Annual General Meeting Cross Country Yukon shall appoint a professional accountant.

The Executive Committee may appoint a professional accountant to fill a vacancy occurring in that office between one Annual General Meeting and the next.

No director and no employee of Cross Country Yukon shall act as a professional accountant.

## LIMITATIONS

21. No section of the Bylaws, rules or regulations of Cross Country Yukon shall contravene the Constitution, Bylaws and Regulations of Cross Country Canada without written permission of the latter body.

Rules of Order will be governed according to "Parliamentary Procedure at a Glance" by O. Garfield Jones.

The society will not operate a social club.

## DISPUTE SETTLEMENT

22. Disputes will be settled in accordance with the Arbitration Act of Yukon.

## INSPECTION

23. The records of Cross Country Yukon may be inspected on receipt of 15 days written notice to the administration office of Cross Country Yukon.

## AMENDMENTS

24. These By-laws may be amended by special resolution at an Annual General Meeting passed by 75% of members present.

## DISSOLUTION

25. Cross Country Yukon may be dissolved and any assets distributed to an association which promotes cross country skiing in Yukon by a special resolution passed by 75% of members present at a Special General Meeting.