

13.0 THE SASKATCHEWAN CYCLING ASSOCIATION CONSTITUTION

GENERAL PROVISIONS

Article 1 NAME The name of corporation shall be the Saskatchewan Cycling Association.

Article 2 PURPOSE

- a) To promote and control competitive cycling in Saskatchewan.
- b) To promote and encourage recreational and utilitarian cycling in Saskatchewan.
- c) To defend and protect the rights of its members.
- d) To promote and regulate safe cycling, its' rules and practices.
- e) To carry on its objectives in affiliation with the Canadian Cycling Association.

Article 3 MEMBERSHIP

- a) MEMBER CLUBS - The clubs recognized by the Board of Directors and which have paid the Club affiliation fees due as of the first day of January of each year.
- b) INDIVIDUAL MEMBERS - Any person may become a member of the Corporation upon application for membership, payment of the prescribed membership fee and approval by the Board of Directors. An individual may not become a member as the Saskatchewan Cycling Association who is indebted to the Association. A member who becomes indebted to the Association during the course of his/her membership with the Saskatchewan Cycling Association will not be allowed renewal of that membership until said indebtedness is retired.
- c) MEMBERSHIP TERM – Member clubs and individual members cease to be members of the Association as of December 31 of each year. (Added Sept/08)

Article 4 MEMBERSHIP FEE The membership fee shall be set by the Board of Directors and are due and payable as of the first day of January of each year.

Article 5 RESIGNATION Any member may resign from the Corporation at any time by written notice to the Corporation, but

upon resignation the member shall not be entitled to a refund of any portion of the fee he/she may have paid.

Article 6 COMPOSITION A general meeting of the Corporation shall be open to all members of the Corporation.

Article 7 QUORUM Fifteen members or one third of the membership whichever is less shall constitute a quorum at any general meeting of the Corporation.

Article 8 VOTING

- a) Every member in good standing shall be entitled to one vote and may exercise his/her franchise on every resolution brought before the general meeting as well as in the election of the Board of Directors. Voting by proxy shall be permitted on Corporation forms or reasonable facsimiles, specific to the date of the Annual General Meeting.
- b) Proxy voting shall only be allowed for the purposes of voting on resolutions brought before the general meeting and not in the election of the Board of Directors and Committee members. amended Sept 2004
- c) Voting shall be by ballot in the case of election of the Board of Directors and by show of hands in other cases except where a ballot is requested by at least two members.

Article 9 ANNUAL GENERAL MEETING (revised Sept/11)

- a) The annual general meeting of the Corporation shall be held within four months from the end of the fiscal year. The date of the Annual General Meeting will be set by the Board of Directors, notice of the meeting must be given to the membership at least 30 days before the meeting

- b) The annual general meeting shall review the past activities of the Corporation and set the Corporation's policy for the next year.

Article 10 SPECIAL GENERAL MEETING A special general meeting of the Corporation may be called by the President as and when he/she considers it necessary but he/she shall call a special general meeting when requested to do so in writing by at least ten members.

Article 11 NOTICE Notice of special or annual general meetings shall be given to the members by means e-mail, website notice or in the SCA Newsletter, as may be decided by the Corporation in a general meeting, or by the Board of Directors.

BOARD OF DIRECTORS

Article 12 COMPOSITION(revised Sept/11)

- a) The Board of Directors shall be composed of the President, the Past President, the Vice President, Finance and Administration, the Vice President, High Performance, the Vice President, Recreation and Transportation, the Vice President, Development the Vice Technical. All members in good financial standing with the Corporation are eligible to run for a position on the Board of Directors. (Revised Sept 23/07)
- b) Election to the Board of Directors is by secret ballot at the Annual General Meeting. The positions are for two-year terms with no limitations on the number of terms. The President, the Vice President, Recreation and Transportation, and the Vice President, Development will have open elections in years ending in an odd number and the Vice President, Finance and Administration, Vice President Technical and the Vice President, High Performance will have open elections in years ending in an even number. (Revised Sept 23/07)

Exception to Article 12 b) is the Past President, who is appointed by virtue of his/her previous election for a one-year term.

Article 13 FUNCTIONS

- a) Ensures the carrying out of the decisions taken by the Annual General Meeting.
- b) Reviews committee and other reports.
- c) Reviews policy for change and makes recommendations to the Annual General Meeting.
- d) Reviews all programs of the Standing Committees against policy dictated by the Annual General Meeting and comments on the effectiveness of the fiscal programs of the corporation at the Annual General Meeting.
- e) Hires, and establishes the working conditions and contract for all corporation employees.
- f) Prepares the yearly budget.
- g) Authorize ad hoc committees as deemed necessary for special functions. At the discretion of the Board, the chair of the ad hoc committee may sit on the Board of Directors and be a non-voting member.

Article 14 VACANCIES AND MEETINGS

- a) Any vacancy on the Board of Directors shall be filled for the balance of the original term of office by any member of the Corporation selected by the remaining members of the Board of Directors.
- b) Voting at meetings shall be limited to one vote per person present at the meeting, except for club presidents whose membership is less than fifteen members in which case the club president is in a non-voting position.

Article 15 REMOVAL OF BOARD MEMBERS Board members may be removed from their duties by a decision reached by a two-thirds majority of the members present at a general meeting convened for that purpose.

Article 16 DUTIES OF BOARD MEMBERS

- a) PRESIDENT The President shall be responsible for the coordination of corporate policy and organization, and shall ensure that the corporation achieves the objectives set by the membership. The President shall preside over all Annual General, Board of Directors and shall sit as a member of all standing committees as well as the Canadian Cycling Association Board of Directors.
- b) VICE PRESIDENT, FINANCE AND ADMINISTRATION The Vice President, Finance and Administration shall take on all responsibilities of the President when the latter is absent and in addition perform all duties assigned by the President as well as look after all financial affairs of the Corporation including the budget, financial reports and grants.
- c) VICE PRESIDENT, DEVELOPMENT The Vice President, Development shall be responsible for the effective operation of the Development Committee, of which he/she shall serve as Chairperson.
- d) VICE-PRESIDENT, RECREATION AND TRANSPORTATION The Vice President, Recreation and Transportation shall be responsible for the effective operation of the Recreation and Transportation Committee of which he/she shall serve as Chairperson. He/she shall also be responsible for the formation of the provincial touring schedule and coordination with organizations or individuals involved with non-competitive cycling.
- e) VICE PRESIDENT, HIGH PERFORMANCE The Vice President, High Performance shall be responsible for the effective operation of the High Performance Committee, of which she/he shall serve as Chairperson.
- f) VICE PRESIDENT TECHNICAL (added Sept/10) The Vice President, Technical shall be responsible for the effective operation of the Technical Committee, of which he/she shall serve as Chairperson.

Article 17 QUORUM A quorum at a Board of Directors meeting shall consist of a minimum of one half of the voting board of director members. (Revised Sept 24/06)

Article 18 NOTICE Notice of a Director's meeting shall be given to the directors verbally or in writing at least one week prior to the date of the meeting, provided however that the directors may meet on regular dates without notice or may by unanimous consent meet at any time or place without notice.

STANDING COMMITTEES

Article 21 ELECTION TO THE STANDING COMMITTEE

Election to the Standing Committees is by secret ballot at the Annual General Meeting. The positions are for two-year terms with no limitations on the number of terms. The Director of Mountain Bike Programs, Director of Women's Programs, Women's Recreational Cycling Representative, one Recreation & Transportation club representative, Chief Road Racing Commissaire, one Technical Committee Active Licensed Rider, one Development Committee Active Licensed Rider, and one Development Committee Member at Large will have open elections in years ending in an odd number. The Director Road Programs, the Education Coordinator, one Recreation & Transportation club representatives (Randonneuring sector), the Director of Recreational Mountain Biking, Chief MTB Racing Commissaire, **Director BMX Programs**, one Technical Committee Active Licensed Rider, and one Development Committee Member at Large (coaching) will have open elections in years ending in an even number. (revised 2017)

Article 22 HIGH PERFORMANCE EXECUTIVE COMMITTEE (Revised 2017)

- a) COMPOSITION The High Performance Committee shall be composed of the Vice President of High Performance, Mountain Bike Programs, Road Elite Programs, Director of Women's Programs, **Director BMX Programs**, and the President.
- b) FUNCTIONS The High Performance Committee, accountable to the Board of Directors shall be responsible for developing, monitoring and evaluating the Association's Excellence/Summer Games Program, ensuring fair and equitable expenditures amongst Summer Games and Elite athletes on out-of-province training and race opportunities, and establishing selection policies and administrative guidelines to deal with the Athletes Assistance Program.

Article 23 RECREATION AND TRANSPORTATION EXECUTIVE COMMITTEE

- a) COMPOSITION The Recreation and Transportation Committee shall be composed of the President, the Vice-President of Recreation and Transportation, the Education Coordinator, Women's Recreational Cycling Representative (added Sept 2005), two Recreation & Transportation club representatives and the Director of Recreational Mountain Biking.
- b) FUNCTIONS The Recreation and Transportation Executive Committee, accountable to the Board of Directors, shall work with the Vice President of Recreation and Transportation; defining the short and long term goals for recreational cycling, safe cycling advocacy and utilitarian cycling in Saskatchewan and create, develop and implement programs to meet those goals.

Article 24 DEVELOPMENT COMMITTEE (revised Sept/10)

- a) COMPOSITION The Development Committee shall be composed of the Vice President of Development, the President, one Active Licensed Riders, two members at large (a least one must be a level 1 certified coach or equivalent).
- b) FUNCTIONS The Development Committee, accountable to the Board of Directors, shall be directly responsible for monitoring and evaluating development issues. Which includes, marketing initiatives, administering the National Coaching Certification Program (NCCP) program and grassroots youth programs.

Article 25 TECHNICAL COMMITTEE (revised 2017)

- a) COMPOSITION The Technical Committee shall be composed of the Vice President of Technical, Chief Road Racing Commissaire, Chief MTB Racing Commissaire, **Chief BMX Commissaire**, the President, 2 Active Licensed Riders.
- b) FUNCTIONS The Technical Committee, accountable to the Board of Directors, shall be directly responsible for monitoring and evaluating technical issues. Which includes ensuring the SCA technical regulations are consistent with those of the CCA, the SCA's LONG TERM ATHLETE DEVELOPMENT MODEL (LTAD) program is operational, establishing domestic racing policies which include coaching development, commissaire development and assignments, and establishing the Provincial calendar.

Article 26 OTHER POSITIONS (Revised 2017)

- a) **Recreation & Transportation Education Coordinator** - The Coordinator shall be responsible for organizing the development and promotion of educational materials for the Recreation & Transportation sector.
- b) **Director of Recreation Mountain Bike** - The Director shall be responsible for communicating recreational issues at the committee level.
- c) **Director of Road Programs** – The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and to develop Road coaches to a Summer Games level i.e., NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) Level 3. (Revised Sept 09)
- d) **Chief Mountain Bike Commissaire** - The Chief shall be responsible for ensuring that sanctioned mountain bike events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned mountain bike events.
- e) **Director of Mountain Bike Programs** - The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and develop Mountain Bike coaches to a Summer Games level, i.e. NCCP Level 3 (Revised Sept 2009)
- f) **Chief Road Racing Commissaire** - The Chief shall be responsible for ensuring that sanctioned road events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned road events.
- g) **Chief BMX Commissaire**- The Chief shall be responsible for ensuring that sanctioned BMX events are conducted according to the Canadian Cycling Association rules and Saskatchewan Cycling Association policies. He/she is also responsible for assigning commissaires to officiate at provincially sanctioned BMX
- h) **Recreation & Transportation Club Representatives** - The representatives are responsible for communicating recreational issues at the committee level. One representative must be from the randonneuring sector and the second from a recreation club.

- i) **Development Committee Members** (three positions) -One active licensed rider responsible for being the racer's voice at the committee level on all issues. Two members at large (a least one must be a level 1 certified coach or equivalent) (revised Sept/10)
- j) **Technical Committee Members** (two positions) These members must be active licensed riders and are responsible for being the racer's voice at the committee level on all issues. (added Sept/10)
- k) **Women's Recreational Cycling Representative**, - the representative is responsible to encourage women to participate in the sport of cycling by helping to organize sessions introducing them to the sport. (added Sept/05)
- l) **Director of Women's Programs** - The Director shall be responsible to oversee the development of the best female athletes to a Summer Games and then National Team level and develop Road and MTB coaches to a Summer Games level, i.e. NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) Level 3 (added Sept/09)
- m) **Director of BMX Programs**- The director is responsible to oversee the development of the best athletes to the elite program and then National Team level and develop BMX coaches in the province (added 2016)

Article 26 VACANCIES ON THE EXECUTIVE COMMITTEE OR STANDING COMMITTEES

Any vacancy on the Board of Directors or Standing Committees shall be filled for the balance of the original term of office by any member of the Corporation selected by the remaining members of the Committee. (Revised Sept/06)

Article 27 DISPUTE RESOLUTION

Any violation of the Constitution, Bylaws, or Regulations of this Association, or of decisions of the Board of Directors by any member of this Association shall render such member liable to suspension and/or disciplinary action that may be deemed necessary. Appendix H has been established as a dispute resolution process and procedures governing the initiation and conduct of proceedings. Added Sept 2005

INTERPRETATION OF CONSTITUTION

Article 28 GUIDELINES AND PROCEDURES MANUAL

- a) PURPOSE A guidelines and procedures manual shall be maintained with the purpose of defining the functions of the Standing Committees and Ad hoc Committees. The Constitution shall define the structure of the Corporation and general functions of the Standing Committees.
- b) MODIFICATION The Standing Committees and Ad hoc Committees shall review the Guidelines and Procedures of the Corporation and make recommendations for change to the Board of Directors and the Membership.

Article 29 MODIFICATION OF BY-LAW The Corporation may amend, repeal, or adopt new by-laws by a simple majority of vote of the members present at a Special General Meeting called for that purpose or at the Annual General Meeting.