

# WHEELCHAIR SPORTS ALBERTA BYLAWS



**WSA**  
WHEELCHAIR SPORTS ALBERTA

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## **ARTICLE 1 – GENERAL**

### **A) NAME**

The Name of the Association shall be Wheelchair Sports Alberta Association, hereinafter referred to as WSA.

### **B) MISSION STATEMENT**

To facilitate sporting opportunities for Albertan's living with physical impairments and/or wheelchair athletes to develop and compete at all levels from club to national.

### **C) OBJECTIVES**

1. To represent its members at National General Assemblies for our 5 core sports; Wheelchair Basketball, Wheelchair Rugby, Wheelchair Tennis, Para-Athletics, Para Ice Hockey.
2. To encourage the development of and participation in sportactivities.
3. To encourage and promote the development of integrated sportopportunities.
4. To provide opportunities for Clubs and/or Individual Members to develop regional programs.
5. To promote and market wheelchair sport to create awareness in the general public.
6. To ensure funding for the on-going operation of the Association and sanctioned and/or approved events and competitions.
7. To co-ordinate and/or provide the recruitment and training of volunteers and staff.
8. To liaise with municipal, provincial governments and interprovincial groups and associations and sport governing bodies.
9. To foster the members' pursuit of excellence.
10. To sanction competitions within the Province of Alberta.
11. To co-ordinate the selection of participants for sport competitions at the provincial and national levels.
12. To co-ordinate and supervise the administration of provincial teams for competitions.
13. To recommend participants for international competitions.

### **D) BY-LAW SUMMARY**

1. Act: All terms contained in the By-laws which are defined in the Act shall have meanings assigned by the Act.
2. Defined Terms: In this By-law and all other By-laws of the Association unless the context otherwise requires:
  - a) "Act" means the Societies Act, R.S.A. 2014 c. S-14 and the regulations made thereunder as amended from time to time and in case of such amendment and reference in the By-laws shall be read as referring to the amended provision;
  - b) "Board" means the [Directors of the Association](#);
  - c) "Executive" means the [Executive Committee](#);
  - d) "By-laws" means the By-laws of the Association in force and effect, as amended;
  - e) "Secretary" means the Secretary, or any Assistant Secretary of the Association appointed by the Board pursuant to the provisions of the By-laws;
  - f) "Association" means Wheelchair Sports Alberta Association;
  - g) The singular number shall include the plural number as the case may be and viceversa.

3. Headings: The headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

#### **E) REGISTERED OFFICE**

The Association shall at all times have a registered office within Alberta. Subject to the Act, The Board/Executive Committee may at any time:

1. Change the address of the registered office within Alberta;
2. Designate, or revoke or change a designation of, a records office within Alberta; or
3. Designate, or revoke or change a designation of, a post office box within Alberta as the address for service by mail of the Association.

#### **F) SEAL**

The seal of the Association shall be such that the Board may from time to time adopt. The seal shall be kept at the Provincial Office in the custody of the paid staff, or if there is no Provincial Office or no person acting as paid staff, at any particular time, then it shall be held in the custody of the President.

**Any two (2) of the following signatures shall be needed to authenticate its use:** The President, Vice-President, Treasurer, Secretary or a designated officer of the Association.

### **ARTICLE 2 - MEMBERSHIP**

#### **A) GENERAL MEMBERSHIP**

General Membership in the Association is open to any individual or organization residing or operating within the Province of Alberta who;

1. Supports the objectives of the Association
2. Meets the criteria of the membership category as disclosed
3. Obtains the approval of the Board of Directors

#### **B) CATEGORIES/TYPES OF MEMBERSHIPS**

There shall be four (4) categories of membership in the Association; namely, Organizational Membership, Affiliate Membership, Individual Membership and Honorary Membership:

##### **1. Organizational Membership:**

Available to any local, regional or sport-specific sport organization that offers competitive and/or introductory sporting opportunities for persons with spinal cord injuries or other physical disabilities.

##### **2. Affiliate Membership (\*Note):**

Available to any individual who is a member of an Organizational Member, as described in the point above.

##### **3. Individual Membership:**

Available to any individual not affiliated with an Organizational Member who:

- a) Wishes to participate in the activities of the Association
- b) Supports the objectives of the Association; and
- c) Obtains Board Approval as described in the "Application for Membership" section of this document.

##### **4. Honorary Membership:**

Membership shall be a status conferred by the Board upon a person who is deserving such honor by virtue of having brought distinction to the Association

**\*Note:** Affiliate Members shall not hold Individual Memberships in the Association, unless that Affiliate Member participates in more than one sport discipline, one of which is not represented by a local or regional sport organization, in which case that person is entitled to hold an Individual Membership in the Association.

### **C) VOTING MEMBERS IN**

Organization, Affiliate, Individual and Honorary [Members in good standing](#) shall each be entitled to one vote at the Annual General Meeting. An individual **holding more than one membership**, as described in the previous section shall be entitled to only **one vote** at the Annual General Meeting

### **D) APPLICATION FOR MEMBERSHIP**

Applications of Organizational Membership shall be made by completing the 'Application for membership' prescribed by the Board and shall include a copy of the Organization's by-laws, a list of current officers, a list of current members, and the Organization's most recent audited financial statement.

Applications for [Individual Membership](#) shall be made in writing using the application form prescribed by the Board.

Upon:

1. Approval of the [Board/Executive Committee](#), which approval may be arbitrarily withheld at the Board's sole discretion, providing the applicant with written reasons, either for or against approval;
2. Payment of a membership fee set by the general membership at the [Annual General meeting](#); then the applicant shall become a member of the Association.

### **E) RENEWAL FOR MEMBERSHIP**

1. Requests for renewal of [Organizational Membership](#) shall be submitted using the membership renewal form prescribed by the Board and shall include a copy of any by-law amendments, an updated list of officers, an updated list of members, and an updated financial statement.
2. Requests for renewal of [Individual Membership](#) shall be made submitted using the membership renewal form prescribed by the Board.
3. Upon approval by the Board and payment of membership fees, the applicant's membership shall be renewed.
4. Affiliate Memberships are deemed to have been renewed when [Organizational Membership](#) is renewed.

### **F) MEMBERSHIP YEAR**

The Membership year shall be designated as January 1 to December 31.

### **G) MEMBERSHIP FEES**

Membership fees for the respective classes of membership shall be determined each year by the Board, and shall be approved at the [Annual General Meeting](#). Organizational Membership fees shall include a levy to be paid to the Association of each Affiliate Member eligible to compete in events sanctioned by the appropriate governing sport body ie Canadian Wheelchair Basketball

## **H) MEMBER OF GOOD STANDING**

### **1. What is a “member of good standing”?**

Any member of the Association shall be held in good standing provided they have paid fees for the current year, and have adhered to the Bylaws, policies, procedures and regulations of the Association.

### **2. Reasons for a member to not be in “good standing”:**

- a) If a member fails to pay their annual membership fee **within two (2) months** of the beginning of the membership year, such a member shall cease to be a member in good standing, until such a time as the membership fees are paid.
- b) If a member fails to pay their annual membership fee **within four (4) months** of the beginning of the membership year, such a member shall cease to be a member and shall be removed from the Register of Members.
- c) Should an Organizational Member cease to be a member in good standing. All Affiliate Members of that organization shall also cease to be members in good standing.

## **I. WITHDRAWAL OF MEMBERSHIP**

1. Any member may withdraw from membership by giving written notice to the Association. Such withdrawal shall take effect upon receipt by the Association of such notice.
2. Any member who has withdrawn from the Association shall not be eligible for reimbursement of membership fees.
3. Any member who withdraws is still liable for any debts to the Association but is not entitled to any privileges of membership.

## **J. SUSPENSION OR EXPULSION FROM MEMBERSHIP**

If it is deemed by The Board/Executive Committee that the actions of a member are placing the name and/or the reputation of the Association in jeopardy; and/or the member has willfully breached the Bylaws, policies, procedures or regulations of the Association;

Such a member may be suspended or expelled by a **three-quarter (3/4) majority vote of The Board/Executive Committee**

1. The member for whom suspension or expulsion is being proposed shall be notified in writing of the pending action, shall be given time to prepare a response, shall be advised in writing of the time and place of the Board meeting at which the proposed suspension or expulsion is to be determined, and shall be given the opportunity to be heard at this meeting.
2. Upon issuing a notice of suspension or expulsion, The Board/Executive Committee shall indicate to the member, in writing, the reasons for the decision. Any member who has received such notice shall have fifteen (15) days within which to indicate, in writing, that they intend to appeal the Board's decision.
3. Upon issuing a suspension or expulsion, the Board shall appoint an appeal committee of three persons selected from the membership, to hear any appeals which may arise. Such persons shall not have had any previous involvement with the decision to discipline the member. The decision of the appeal committee shall be final.
4. Any member who has been suspended or expelled may **after two (2) years apply to be reinstated as a member**, such reinstatement to be approved by three quarters (3/4) of the Board.

## **K. REGISTER OF MEMBERS**

The Association shall maintain a Register of Members in which shall be recorded particulars of membership

## **L. RIGHTS OF MEMBERS**

1. To attend and participate in discussion at the Annual General Meeting;
2. To exercise their vote in accordance with the By-laws of the Association
3. To participate fully in all Association activities, share in the Association's enterprises and enjoy all benefits arising from the Association's affiliation with the appropriate governing sport body ie Canadian Wheelchair Basketball
4. To receive equal protection and benefit of all policies and procedures adopted by the Association
5. At all times to be treated reasonably and fairly in accordance with the association procedures and regulations.

## **ARTICLE 3 - GOVERNANCE**

### **A) CODE OF CONDUCT**

As a member of the [Board/Executive Committee](#), it is your responsibility to:

1. Be a resource, able to assist the members to develop their potential and self-dependency.
2. Recognize individual differences in members and always think of the members' long-term best interests.
3. Aim for excellence based upon realistic goals and the member's growth and development.
4. Lead by example. Teach and practice co-operation, self-discipline and respect.
5. Be honest and consistent with members.
6. Be prepared to interact with the media, officials and family members.

### **B) ELECTIONS FOR EXECUTIVE COMMITTEE**

The Executive Committee shall be elected by the members present at the Annual General Meeting as follows:

1. The [President and Secretary](#) shall be elected for a **two (2) year term in odd years** (i.e. 2013)
2. The [Vice President and Treasurer](#) shall be elected for a **two (2) year term in even years** (i.e. 2014)
3. The [Member at large](#) shall be elected for a **two (2) year term in even years** (i.e. 2014)

No [Executive Members](#) shall hold the same position on the Executive for more than **two (2) consecutive terms** unless no replacement can be found.

No [Executive Members](#) shall remain on the Executive for more than **four (4) consecutive term** unless no replacement can be found

4. Rights of the Executive Committee for Elections:
  - a) The Executive have the power to fill vacancies in its own [membership](#). These appointments will retain the position until the next [Annual General Meeting](#), at which the position will be up for election for the balance of the term then outstanding.
  - b) The [Executive or the Board of Directors](#) may appoint such committees and/or officers as it deems necessary for the operation of the Association. Such committees and/or officers shall be assigned as the direct responsibility of a member of the Board of Director.
5. Elections for Board of Directors

No member of the Board of Directors may hold more than one position within the Board of Directors

6. Elections for Paid Staff

No "Paid Staff" in the Association shall be eligible to hold positions on either the Executive or Board of Directors.

The Executive of the Association shall have no power to reject a nominee, except in the case where the nominee is not a "member in good standing" of the Association. The executive will then have the power to "recommend" both in appointment and/or replacement of such nominees.

## **ARTICLE 4 - OFFICERS**

The Board of Directors shall, subject to these By-laws have full control and management of the business and affairs of the Association

**The Board of Directors shall consist of:**

1. The Executive Committee

Meetings of the board of directors shall be held as often as the business of the Association shall require, and at least once every six (6) months, and shall be called by the president.

### **A) BOARD OF DIRECTORS**

1. Executive Committee:

Explained [Section B](#)

### **B) EXECUTIVE COMMITTEE**

The Executive Committee, subject to the By-laws and direction given it by the Board, shall have full control and responsibility for the day-to day operations of the Association.

1. The Executive shall consist of:

- a) President
- b) Immediate Past President
- c) Vice-President
- d) Secretary
- e) Treasurer
- f) Member-at-Large
- g) Member-at-Large

Meeting of the Executive shall be held as often as the business of the Association shall require, **and at least once every three (3) months**, and shall be called by the President.

2. Roles and Duties of Executive Committee

- a) **PRESIDENT:** shall be ex-officio of all committees. He/she/they shall be the chief executive officer of the Association. He/she/they shall, when present, preside at all meetings of the Association, the Executive and of the Board. He/she/they shall set agendas for all meetings.

- The President shall sign all instruments which require the signature of the Chief Executive Officer

- Shall perform all duties incidental to the office and shall have such other power and duties as may from time-to-time be assigned
- Shall be responsible to see that all officers and committee members perform their respective duties
- Shall have any other duties as may be assigned.
- Shall uphold the financial authority controls as outlined in Article 6.A.3.
- Shall approve changes to membership service delivery that does not change the annual Board approved operating budget.

b) **IMMEDIATE PAST PRESIDENT:** shall serve as advisor to the President and shall perform such duties as may be assigned. This position is an ex-officio member of the Executive and Board.

c) **VICE-PRESIDENT:** shall be vested with all the powers and shall perform all the duties of the President in the absence or disability of the latter.

d) **TREASURER:** shall be responsible for the records and assets of the Association. He/she/they shall prepare, or cause to be prepared, written financial records, reports and/or summaries on the financial activities of the Association as requested or required. He/she/they shall be responsible for the preparation and submission of duly audited financial statements to the general membership at the [Annual General Meeting](#).
 

- Shall prepare, with the Executive Director and approved Auditor, for submission to the Annual General Meeting a statement of setting forth the financial position of the Association.
- Shall assist on completion of filing and reporting of relevant reports to appropriate governing bodies not limited to but including Alberta Gaming and Liquor Commission and Alberta Sports Connection.

e) **SECRETARY:** shall keep accurate minutes of all meetings of the Association, with the exception of sport subsection meetings. He/she/they shall perform such other duties as may from time to time be assigned to him/her by resolution of the Directors or as are incident to his/her/their office.
 

- Secretary will attend all Board meetings, general meetings and meetings of executive.
- Keep accurate minutes of these [meetings](#)
- Shall maintain files/records as directed by the Executive

f) **MEMBER-AT-LARGE:** shall be responsible for ensuring the concerns of [members of the Association](#) are brought before, and fairly dealt with by, the Executive and for ensuring that decisions, directions and directives of the Executive and/or the Board are properly presented to and understood by, the members of the Association. He/she/they shall perform such other duties as may from time to time be assigned to him/her/them by resolution of the Directors or as are incident to his/her/them.
 

- Shall be the liaison between the membership and the executive committee.
- Shall chair committee as assigned by the President
- Shall maintain and update the Associations Bylaws and Policy, and Procedure Manuals

3. Failure to fulfil duties

Any member of the executive will be considered to have resigned from the executive by one or more of the following reasons.

- a) Does not attend **three (3) duly called and constituted** meetings (during their term) of the Executive and/or Board of Directors
- b) Ceases to be a "member of good standing"

## **ARTICLE 5 – MEETING OF THE MEMBERS**

### **A) NOTICE AND ATTENDANCE**

- 1. Notice of any meeting of [members of the Association](#) in writing addressed to the Association
- 2. Attendance of a member or any other person entitled to attend the meeting of members of the Association as documented in the minutes.

### **B) TYPES OF MEETINGS**

There are three types of meetings that can be held:

- 1. Annual General Meeting (AGM) & General Meetings
  - a) The Annual General Meeting of members of the Association shall be held at the registered office of the Association or at a place elsewhere within Alberta determined by the Board on such day in each year and at such time as the Board may determine, provided that such date occurs within ninety (90) days of the end of the fiscal year of the Association, March 31.
  - b) The Notice of an Annual General Meeting or of a General Meeting of the Association shall be given to all members in writing **at least thirty (30) days prior to such meeting**.
  - c) A written notice stating the day, hour and place of the meeting and the general nature of the business to be transacted. If special business is to be transacted notice to each member entitled to notice of or to vote at the meeting, who on the record date for notice is entered on the register of members of the Association as a member in good standing; to each Director of the Association; and to the Auditor of the Association **at least thirty (30) days** (exclusive of the date of mailing and of the day for which notice is given) before the date of every meeting of the members of the Association.
- 2. Special Meetings  
[The President or Board](#) may at any time call a special meeting of members of the Association to be held on such day and at such time and, at such place within Alberta as the Directors may determine. Notice of special meetings shall be in writing to all members **at least fourteen (14) days prior** to the meeting.
- 3. Meetings on Request of Members
  - a) Members of the Association representing **fifteen percent 15% of the [Individual Members or any two Organizational Members](#)** who **represent a minimum of 15%** of the Individual Members may requisition the Board to call a meeting of members of the Association for the purposes stated in the requisition.
  - b) The requisition shall state the business to be transacted at the meeting and shall be sent to each Director and to the registered office of the Association. Upon receipt of the requisition, the Board shall call a meeting of members of the Association to transact the business stated in the requisition.

- c) If the Directors **do not within 35 days after receiving the requisition** call a meeting, any member who signed the requisition may call the meeting.

## C) AGENDA OUTLINE

The Agenda for the Annual General Meeting shall include the following items:

1. Call to Order
2. Minutes of the previous Annual General Meeting
3. Unfinished business arising out of the Minutes
4. Other unfinished business
5. Reports
6. Correspondence
7. Notice of Motion
8. Election of Officers
9. Appointment of Auditors
10. New Business
11. Adjournment

## D) VOTING

Conflict of Interest: Any member or director who would benefit personally or financially from any decision of the association or who is a member of an organization that would benefit financially from any decision of the association, shall remove themselves from the voting on that decision.

1. Votes at the [Annual General Meeting and/or Special Meetings](#) shall be given personally. Every question submitted to the Annual General Meeting and/or Special Meetings shall be decided on a show of hands except when a ballot is requested by the Chairperson of the meeting or is demanded by a member entitled to vote at the meeting.
2. The Chairperson of the meeting or a member entitled to vote may demand a ballot before or any vote. In the case of an equality of votes the Chairperson of the meeting shall either on a show of hands or on a ballot.
3. At any meeting, unless a ballot is demanded by a member entitled to vote at the meeting, either before or after any vote by a show of hands, a declaration by the Chairperson of the meeting that a resolution has been carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the resolution.
4. If at any meeting a ballot is demanded on the election of a Chairperson, the ballot shall be taken forthwith without adjournment. If a ballot is demanded on any other question as to the election of Directors, the ballot shall be taken in such manner and at once. The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded. A demand for a ballot may be withdrawn.
5. No immediate Past President and any and all "Paid Staff" of the Association shall have a vote on the [Board of Directors and/or the Executive](#), but may actively participate in any discussions prior to the vote. All members of the Executive, except for the following exceptions, shall have one vote in the Executive, and such vote may be exercised in person, and not by proxy or otherwise. The President shall have voting privileges only in the case of a tie. The Vice-President, when representing the President in his/her/their absence, shall only have the vote in the event of a tie.
6. All members of the Board of Directors, except as detailed in the ["Officers"](#) section Article 4, have one vote that may be exercised in person and not by proxy or otherwise.
7. A member of the Board of Directors is also a member of the Executive, his/her/their voting

power and rights as an Executive member have precedent, and he/she/they has only one vote, and that vote must be in person and not by proxy or otherwise.

8. The President may call for a telephone and/or Email vote either the Executive and/or Board of Directors for a decision on anything requiring attention that cannot wait for the next meeting, or for any reason he/she/they feels justified.
9. Any member of the Executive and/or Board of Directors can require, in writing, that the President call such a vote, for any reason.
10. If, in the absence of the President, or if the President **fails to call for such a vote within fourteen (14) days**, any other member of the Executive may be instructed to call for the vote. A clear majority of the Executive and/or Board of Directors, whichever is applicable, must vote in favor of the item in question to carry the vote, at which point the decision shall be carried out as though a full meeting had decided the question.

#### **E) ADJOURNMENT**

Meeting adjournment is announced at the end of the meeting with time and place noted in the minutes.

#### **F) QUORUM**

A quorum for the transaction of business at the Annual General meeting, General Meeting, or at a Special Meeting shall consist of at least three (3) members of the Executive and the Executive Director.

If a quorum is present at the opening of the meeting, the meeting may proceed with business of the meeting notwithstanding that a quorum is not present throughout the meeting.

If a quorum of an Annual General Meeting or Special meeting of the Association is **not present within thirty (30) minutes** of the time fixed of the meeting, it shall stand adjourned to the same day in the next week at the time and place. If such adjournment a quorum is not present, those members then present and entitled to vote shall constitute a quorum.

A quorum of the Executive shall consist of at least three (3) members.

A quorum of the Board of Directors shall consist of a quorum of the Executive.

#### **G) ROBERTS RULE OF ORDER**

All meetings of the Association shall be governed by the rule of procedure contained in the most current edition of Robert's Rules of Order where they are not inconsistent with these By-Laws, special rules of the Association or with the provisions of the Societies Act of Alberta.

#### **H) CHAIRPERSON OF THE MEETING**

In absence of the President AND the Vice-President, the voting members present shall elect another Director as Chairperson of the meeting and if no Director is present or if all the Directors present decline to take the Chair.

### **ARTICLE 6 – FINANCE AND MANAGEMENT**

#### **A) GENERAL PROVISIONS**

##### **1. BANKING AUTHORITY**

The President, Treasurer, and a designation officer of the Association shall be authorized to sign all cheques on behalf of the Association.

a) Any two (2) of these three (3) shall be required to sign.

b) All monies received by the Association shall be banked forthwith in the Bank Account(s) of the Association

Those members assigned with signing authority, must be assigned at the first Board of Directors meeting following the Annual General Meeting, and not be changed unless resignation and/or expulsion makes such a change necessary.

- a) All bank accounts of the Association must require the same signatures.
- b) All financial records, reports, statements, receipts and other data must be turned over to the Treasurer as soon as possible, to ensure his/her/their records are complete and up to date.
  - The treasurer, as keeper of the financial assets of the Association, **has the right to veto the issuance of any cheques, if uncommitted funds are not available.**
  - A vote of the Board of Directors is required to overturn his/her/their veto.

## 2. BORROWING POWER

- a) For the purpose of carrying out its objectives, the Association may borrow, raise and/or secure the payment on money in such manner as it sees fit, and in particular by the issuance of debentures.
- b) This power shall be exercised only under the direction of the Board of Directors.
- c) In no case shall debentures be issued without the sanction of special resolution of the membership of the Association.

## 3. FINANCIAL CONTROL

- a) Expenditures for items exceeding \$1000, for which funds have not been previously been dedicated and approved by the Board, shall require the approval of the Board of Directors.
- b) Expenditures for items up to \$1000, which have not previously been dedicated and approved by the Board, shall require the approval of the President.

## 4. AUDIT

- a) The Auditors(s) shall be appointed by the membership at the Annual General Meeting and shall audit the books, accounts and records of the Association at least once during the fiscal year, and a complete and proper statement of the findings of the Books shall be submitted at the Annual General Meeting.
- b) The fiscal year of the Association shall be the calendar year, ending on December 31.
- c) The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging member of the Board shall at all times have access to such books and records

## 5. REMUNERATION

Unless authorized at any meeting and after notice of same shall have been given, no officer or member of the Association shall receive any remuneration for his/her/their services.

## 6. CUSTODY

Preparation and custody of other books and records shall be kept in the Provincial Office in the custody of the paid staff, or if there is no Provincial Office, or no person acting as paid staff, at any particular time, then it shall be held in the custody of the president.

## B) LEGAL

### 1. OVERVIEW

No member of the Executive, Board of Directors, volunteers or member of the Association shall be liable to any other member for any damage, injury, and/or loss sustained by such member arising out of authorized activity of the Association, or arising out of the actions of a person acting within the scope of their prescribed duties.

However, this is only viable unless such damage, injury, and/or loss has been caused by the willful, deliberate and/or negligent act of such person.

### 2. DISSOLUTION

In the event of dissolution or winding up of the Association, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations in Canada

## **ARTICLE 7 – AMENDMENT OF BYLAWS**

The Application and By-laws of the Association may be rescinded, altered, amended and/or added to by a Special Resolution passed by a majority of **not less than three-fourths (3/4)** of such members entitled to vote as are present in person at a **General meeting of which thirty (30) days** written notice specifying the intention to propose the resolution as a Special Resolution has been duly given. Proposals for amendments/revisions to the By-laws should be submitted as per

The following outlines the Amendment document that must be recorded:

**WHEELCHAIR SPORTS ALBERTA ASSOCIATION  
AMMENDMENT TO THE BYLAWS OF THE WHEELCHAIR SPORTS ALBERTA ASSOCIATION**

The following amendment is proposed: \_\_\_\_\_

Proposed by: (Name of individual and position)

Seconded by: (Name of individual and position)

## A) REQUIREMENTS FOR AMENDMENT:

1. Any member in good standing may propose an amendment at any time
2. Proposals by any member to amend are to be received by the Board of Directors at least **ninety (90) days prior to the Annual General Meeting.**
3. Proposals to amend must be published at **least thirty (30) days prior to the Annual General Meeting.**

## B) REVIEWING AMENDMENTS

The Board of Directors will review the proposed amendment and will advise the members if the Board of Directors is in agreement, disagreement or any suggested changes in wording.

1. Such advice must be given no more than **thirty (30) days** after the proposed amendment was received by the Board of Directors
2. The Member may accept or reject the Board of Directors decision and any advice on the proposed amendment.