

**RA BADMINTON CLUB  
BY-LAWS**

**The following motion was presented at the May 6, 2008 RA Badminton Club Annual General Meeting:**

**Motion:**

***“That the membership of the RA Badminton Club approve the changes to the Club’s Bylaws represented by this document, including any changes or additions that may be agreed to at the AGM, for presentation to the RA Board of Directors for final approval.”***

**This motion was passed by the Club Membership and is subject to final approval by the RA Centre Board of Directors.**

**Signed:**

**Club Chairperson: Ferdy Doreleyers**

**Club Secretary: Mike Conway**

***Please note that, while approved at the Club level, these Bylaws must be approved by the RA Board of Directors to officially come into effect. Because Management of the RA Centre have been consulted throughout the revision process and will, in accordance with the RA governance model, recommend approval at a Board of Directors meeting in the very near future, the RA Badminton Club considers these Bylaws to be in effect for operational purposes.***

# **RA BADMINTON CLUB BY-LAWS**

## **ARTICLE 1 - Organization**

- Section 1      The Club shall be known as the RA Badminton Club, hereinafter referred to as "the Club".
- Section 2      The Club is organized and constituted under Part IV of the Constitution and By-Laws of the Recreation Association of the Public Service of Canada, hereinafter referred to as "the Association", and shall be governed by the Constitution, By-Laws, Rules and Regulations of the Association, and subject thereto, by these Club By-Laws.
- Section 3      The Headquarters of the Club shall be situated in the RA Centre, 2451 Riverside Drive, Ottawa, Ontario, K1H 7X7.

## **ARTICLE 2 - Aims and Objects**

- Section 1      The Club shall provide members with the opportunity to play badminton at the RA Centre and will actively promote all aspects of Badminton, including junior development.
- Section 2      The Club will uphold the Laws of Badminton as at present adopted by Badminton Canada with such amendments thereof as may be made and adopted from time to time.
- Section 3      The Club will affiliate with the Ottawa District Badminton Association (ODBA), for the benefit of Club members, will work with other clubs with similar aims and objects, and will participate actively with the Ontario Badminton Association (OBA) and Badminton Canada for the advancement of and to demonstrate leadership in badminton provincially, nationally and internationally.

## **ARTICLE 3 - Membership**

- Section 1      Membership in the Club shall be open to all members of the Association and to such other persons as the Association's Board of Directors may from time to time determine upon the recommendation of the Club Executive.
- Section 2      Club membership classes shall consist of Regular Members and Club Life Members. Club Life Members shall have full membership privileges, while Regular members may purchase specific Club memberships as may be approved by the Club Executive from time to time and identified in the Badminton Handbook published annually. The following applies to these memberships:

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- a) Regular Members: Regular Members shall be persons who are members of the Association and whose application for membership in the Club and membership fees have been accepted.
- b) Club Life Members: Club Life Members shall be persons to whom Club Life Membership has been awarded by the Association's Board of Directors, upon the recommendation of the Club. The following applies to Club Life Membership, in accordance with Association policies and Bylaws:
  - 1) Nominees for Club Life Membership must meet all of the criteria as set out in the call letter by the Association.
  - 2) Nominations for Club Life Memberships and other recognition must be forwarded to the Association in accordance with the call letter by the Association.
  - 3) The number of Club Life Members must not exceed 5% of the total number of Club members or a total of 10 persons (whichever is less) at any time.
  - 4) All costs of Club Life Memberships must be included in the Club budget.

### **ARTICLE 4 - Club Executive**

- Section 1      The Club Executive shall include Officers and Coordinators. Officers of the Club shall be the Chairperson, the Vice-Chairperson, the Secretary, the Treasurer, and the Past Chairperson. There will be six Coordinator positions that are assigned specific responsibilities reflective of the Club's current programs as detailed in the Badminton Handbook and as presented to the Annual General Meeting (AGM) for election.
- Section 2      If the Chairperson has resigned the position prior to the end of his/her term, his/her inclusion as Past Chairperson shall only be on the approval of a motion to that effect by majority vote of the remaining Officers and Coordinators present at a meeting of the Club Executive when the motion is presented.
- Section 3      Voting members of the Club Executive shall be all Officers and Coordinators.
- Section 4      Officers and Coordinators of the Executive, excluding the Past Chairperson, shall be elected at the Annual General Meeting of the Club.
- Section 5      All members of the Club Executive must be Club members. Summer members do not qualify for positions on the Club Executive.

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- Section 6 Quorum at a regular Club Executive meeting shall be the Chairperson, or a representative designated by the Chairperson, one other Officer, and two Coordinators. Quorum at a special Club Executive meeting shall be the Chairperson, or a representative designated by the Chairperson, with the total of those attending representing one half of the total voting positions on the Executive.
- Section 7 The Chairperson of the Club shall be a Member of the Club and the Association.
- Section 8 No person shall be eligible for election as Club Chairperson who has not served on a previous Club Executive.

**ARTICLE 5 - Powers and Duties of the Club Executive**

- Section 1 The Club Executive shall be responsible for the administration of the Club, and shall report to the Association's Recreation Management.
- Section 2 Should a vacancy or vacancies occur on the Club Executive, those members remaining on the Club Executive may fill such vacancy or vacancies at a regular meeting of the Club Executive by majority vote, and the member or members so appointed shall serve on the Club Executive until the next Annual General Meeting of the Club.
- Section 3 During the period May to August, in accordance with requirements of The Association, the Club Executive shall submit Operating and Capital budgets for the Club for the ensuing year, to the Association's Recreation Manager.
- Section 4 The Club Executive shall be empowered to appoint both Standing and Ad-Hoc Committees, and shall define their terms of reference, consistent with the aims and objects of the Club. The Chairperson shall be an ex-officio member of all Club Committees.
- Section 5 If a member of the Club Executive is absent from three consecutive regular Club Executive meetings, his/her position shall be deemed vacant automatically, to be confirmed in writing or by email by the Club Chairperson, unless he/she has been granted leave of absence, in writing or by email, by the Club Chairperson or Secretary.
- Section 6 The fiscal period of the RA Badminton Club shall be September 1<sup>st</sup> to August 31<sup>st</sup>, in accordance with the financial cycle of the Association.
- Section 7 Duties of Officers
- Officers of the Club are positions that are identified through these Club Bylaws. The Chairperson, Vice Chairperson, Past Chairperson, Secretary and Treasurer are an integral part of the Club Executive and

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these positions, unlike Coordinators, can only be amended by changing the Club Bylaws.

1. Chairperson: The Chairperson shall preside at all Club and Club Executive Meetings, shall not vote except in the case of a tie, shall be an Ex-Officio Member of all Standing and Ad-Hoc Committees and shall have the authority to appoint a Club Executive member as Acting Chairperson in the absence of the Chairperson. The Chairperson provides general direction over all operations of the Club, including the member disciplinary process, and shall ensure that all decisions of the Club Executive are implemented.
2. Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence or at his request, when he/she shall have all the powers and duties of the Chairperson.
3. Past-Chairperson: The Past-Chairperson has no specifically assigned duties, but shall provide continuity between the old Club Executive and the new one.
4. Secretary: The Secretary shall take minutes of all Executive and Club Meetings, shall have custody of all documents and records pertaining to the affairs of the Club, with the exception of the financial records, and shall forward to the Association copies of minutes of all Annual, General and Executive Meetings. The Secretary is also in charge of Publicity, more specifically the Club Newsletter and Website.
5. Treasurer: The Treasurer shall have general supervision over all financial activities of the Club. He/she shall maintain adequate ledgers when applicable, submit a financial report at the monthly meetings of the Club Executive and at the Annual General Meeting of the Club, prepare the annual budget for the operation of the Club and submit the budget to the Club Executive for their consideration. The Club Executive is to submit the proposed budget to Recreation Management for approval.

### Section 8 Duties of Coordinators

The number and responsibilities of Coordinator positions may be changed from time to time by the Club Executive, to ensure the continued viability of Club Programs and Club finances. For that reason, the responsibilities of these positions is excluded from these Bylaws and instead described in the Badminton Handbook.

### Section 9 Duties of the Club Professionals

1. The Club Professionals have been contracted by the Association and shall therefore have a linear reporting relationship to the Association Recreation Manager.

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2. The Club Professionals have a functional reporting relationship to the Club Chairperson for the efficient administration and operation of all Badminton programs, the interpretation, coordination and administration of Club policies and procedures, and of any other specific request from the Club Executive.
3. The Club Professionals shall be responsible for the day-to-day activities of all Club Programs in cooperation with the Coordinators and under the guidance of the Club Chairperson.
4. The Club Professionals shall report to the Association's Recreation Management in administrative manners and aspects pertaining to the overall function of the Club.

**ARTICLE 6 - Meetings**

- Section 1      The Annual General Meeting of the Club shall be held at the RA Centre before the end of May, at such hour as the Club Executive shall determine.
- Section 2      A notice of the Annual General Meeting of the Club shall be given, at least twenty-one (21) days before the meeting, the notice being given in a manner authorized by the Board of Directors of the Association.
- Section 3      A Special General Meeting of the members may be called at any time by the Club Chairperson, or three members of the Club Executive or 10 percent of the members (or 25 members, whichever is the lesser number), upon notice stating the object of the meeting given twenty-one (21) days in advance, in accordance with the procedures set out in Section 2 of this Article.
- Section 4      The presence of 10 percent of the Regular Members, or 25 Regular Members, whichever is the lesser number at an Annual or General Meeting, shall be deemed to constitute a quorum for the transaction of any business. Voting by proxy shall not be permitted.
- Section 5      The order of business at the Annual General Meeting shall be as follows:
1. Call to order
  2. Check for quorum
  3. Adoption of Minutes of previous Annual General Meeting and General Meetings held since the previous Annual General Meeting
  4. Business arising out of the Minutes
  5. Reports of the Club Executive
  6. Report of Nominating Committee
  7. Election of Officers and Coordinators
  8. New Business

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- Section 6 Regular Executive Meetings shall be held periodically but not less than six (6) times during the year.
- Section 7 The Chairperson shall, one month prior to the Annual General Meeting, appoint a committee to examine and review all club records and properties and assets, and make available an itemized report to all members and to the Comptroller of the Association.
- Section 8 All Executive and Annual Meetings shall be conducted according to Roberts Rules of Order, except when in conflict with these Club By-Laws.

**ARTICLE 7 - Election of Officers**

- Section 1 The Chairperson shall, two months prior to the Annual General Meeting, appoint a Nominating Committee of at least two Club Members. The Committee will be comprised of one Executive Member and one Non-Executive Member. The Committee will nominate members for the Club Executive for the ensuing year. All nominations shall be signed by the Nomination Committee members as well as the nominee, and a list of the nominees shall be made available to members with the Annual General Meeting notice.
- Section 2 Additional nominations, signed by two members of the Club and the nominee, shall be accepted if forwarded to the Secretary or presented from the floor at the meeting, providing that the nominee is present at the meeting. Once a motion is passed to close nominations, no further nominations will be accepted.
- Section 3 Should there be more than one nomination for a position, each nominee is required to present their "platform" before a secret ballot will decide who will be appointed to the position. Each position will be contested separately in this manner. If a nominee is absent, he/she will not qualify for election in a run-off between two or more people.
- Section 4 Officers and Coordinators of the Executive are elected for a one year term. There is no limit to the number of years that a member may serve in a position.

**ARTICLE 8 - Suspension, Expulsion, or Loss of Membership**

- Section 1 Members of the Club Executive
1. If any member of the Club Executive participates in activities conflicting with the interests of the Club, or is in direct violation of specific Club Executive decisions, a regular or special Club Executive meeting may be called to declare vacant the position occupied by that member. The call for the meeting must include the exact wording of a motion that will declare the applicable position vacant. The meeting

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must be attended by at least 80% of Club Executive members, and the member involved must be provided with the opportunity to state his/her case before a vote is taken on whether to declare the position vacant. The motion requires a 75% majority to pass. This vote may be reversed by Club members.

2. If any Club Executive position is declared vacant by the Club Executive, the incumbent has the option to appeal this decision to the Club members. Upon the incumbent's written notification to the Secretary (may be via email) of such intent, within two weeks of the Club Executive decision, the Secretary shall organize a special General Meeting for that purpose, in accordance with these Bylaws, within one month of such advice, unless the Annual General Meeting is scheduled within this period, at which a new Club Executive will be elected. The call for the meeting must include the exact wording of a motion that will declare the position vacant. A representative of the Club Executive must detail the circumstances leading to the position being declared vacant, and the incumbent must have the opportunity to state his/her case prior to a secret vote to support or reverse the decision of the Club Executive. Failure by the Club Executive to present their case will automatically reverse their decision, without a vote. Failure by the incumbent to present his/her case will automatically confirm the Club Executive decision, without a vote.
3. If the Club Executive decision to declare the position vacant is confirmed at a General Meeting of members, the Club Executive shall nominate another member to that position and Club members will have the opportunity to nominate someone else from the floor to the position, subject to rules for election contained under Article 4 of these Bylaws. The dismissed incumbent of the vacant position may not be a candidate in this election. Should there be more than one person nominated, a secret ballot will determine the outcome. Should there be no candidates presented at this meeting, the Club Executive may appoint another Club member any time thereafter.
4. Any Club Executive member whose position has been declared vacant, has the option to exercise additional recourse to the Association's Management level or Board of Directors within one month of the Club's final decision.
5. Failure to follow these procedures would render declaration of the position vacant null and void.

### Section 2      Club Members

1. The Club Executive may suspend a member's playing privileges or recommend to the Association that his/her membership be revoked.
2. Transgressions against the Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other

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administrative or operational aspects will be monitored by the Club Professional and members of the Club Executive. Complaints from Club members against other members must be considered and will be actioned as appropriate.

3. Some transgressions may be subject to immediate loss of membership, such as physical violence, severe verbal abuse, wilful damage to Association or Club property, participation in providing access to the facility by non-members for the purpose of free play, blatant disregard of Club programs or activities in progress, inciting ill will against the Association or Club in general and Club Professionals and volunteers in particular, or other behaviour that may be identified from time to time by the Club Executive in consultation with Association Management.

### Section 3 Disciplinary Process

1. All members are entitled to the quiet enjoyment of the sport of badminton and other Club activities. Individuals interfering with that may be subject to disciplinary action by the Club.
2. Step 1 in the disciplinary process occurs when the Club Professional, or another member of the Club Executive, witnesses or is advised by other members of, any untoward behaviour by an individual in context of Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other administrative or operational aspects. The alleged offending member will be spoken to by the Club Professional and/or the Club Chairperson to validate the complaint and be reminded of applicable rules, and will be requested to stop the behaviour where applicable. This constitutes a verbal warning.
3. Step 2 in the process occurs when the member continues to behave in a manner that is inconsistent with Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other administrative or operational aspects after the verbal warning. The member involved will receive a written notice from the Club Chairperson detailing the alleged untoward behaviour and requesting that it stop immediately, and that playing privileges may be suspended without further notice, should it continue.
4. Step 3 in the process occurs when the member continues to behave in a manner that is inconsistent with Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other administrative or operational aspects after the written advice. Playing privileges of the offending member will be suspended for a specified time period. A letter to that effect, including the date of reinstatement of playing privileges, signed by the Club Chairperson on behalf of the Club, will be presented by the Club Professional to the member involved or be sent by registered mail to the member's home address.

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5. Step 4 in the process occurs when, after reinstatement from a temporary suspension of playing privileges, the member still continues to act in contravention of Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other administrative or operational aspects. Playing privileges of the offending member will be suspended for the remainder of the season, without any further notice. A letter to that effect will be prepared by the Club Chairperson on behalf of the Club and will be sent by registered mail to the member's home address.
6. Step 5 in the process occurs when, after reinstatement from a full season suspension of playing privileges, the member re-joins but continues to act in contravention of Association Code of Ethics, Club Code of Conduct, Club Bylaws, Club Playing Procedures, or other administrative or operational aspects in the new season. The final step will be to permanently bar the offending member from joining the Club, without any further notice. A letter to that effect will be prepared by the Association General Manager and will be sent by registered mail to the member's home address.
7. A member may appeal any suspension of playing privileges in Steps 3 and 4 of the process to the Association Recreation Manager within two weeks of being advised of the suspension. Unsatisfactory resolution of the appeal at this level may be taken to the next level, the Association's General Manager.
8. A member may appeal being permanently barred from joining the Club resulting from Step 5 of the process to the Association Board of Directors. Their decision is final and no further appeals are possible.
9. Any successful appeal will render only the latest step in the process null and void and the disciplinary process will remain at the previous step until there is a need to proceed to the next step again.
10. A condition of any re-instatement of playing privileges is that any subsequent transgression on the part of that member will take the disciplinary process to the next step.
11. A member's record of disciplinary proceedings will be removed after one complete season without any additional steps in the process as described herein.

### **ARTICLE 9 - Amendments to By-Laws**

- Section 1      Subject to the provisions of all sections of these Bylaws, the Club Executive may recommend for approval of the Board of Directors of the Association, regulations pertaining to the operation and administration of the Club, and may, from time to time, amend, vary or repeal the same, subject always to confirmation at the Annual General Meeting or a

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Special Meeting of the Club called for that purpose and subject to the approval of the Board of Directors of the Association.

- Section 2      These By-Laws may be amended by a majority vote at the Annual General Meeting of the Club or at a Special Meeting called for that purpose, subject to the approval of the Board of Directors of the Association, provided a Notice of Motion to so amend has been given to the Secretary at least fourteen days prior to the meeting.
- Section 3      The Secretary shall make available to the members, ten days prior to the Annual General Meeting, copies of any Notice of Motion to amend the Bylaws of the Club, in accordance with the procedures set out in Article 6, Section 2 of these By-Laws.
- Section 4      These Bylaws shall govern the affairs of the Club and are intended to be consistent with those for the Association. In areas of conflict, Association Bylaws prevail.