

By-law No. 1 relating generally to the conduct of the affairs of  
**Ottawa-Carleton Ultimate Association (rev. 2018)**  
(hereinafter “the Association”)

**TABLE OF CONTENTS**

Section 1 – General  
Section 2 – Membership  
Section 3 – Board of Directors  
Section 4 – Finance  
Section 5 – Members Meetings  
Section 6 – Directors Meetings  
Section 7 – Officers  
Section 8 – Indemnification  
Section 9 – Dissolution  
Section 10 – Amendments  
Section 11 – Dispute Resolution  
Section 12 – Footnotes

**BE IT ENACTED** as a by-law of the Association as follows:

**SECTION 1 - General**

**1.01 Definitions**

- a) “Act” means the Canada Not-for-Profit Corporations Act, SC 2009, c 23, as amended, including regulations made from time to time pursuant to the Act;
- b) “articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, or reorganization;
- c) “Board” means the Board of Directors of the Association;
- d) “Director” means a member of the board;
- e) “meetings of members” includes an annual meeting of members or a special meeting of members;
- f) “National Capital Region” means the region as described in the Schedule to the National Capital Act, RSC 1985, c N-4.
- g) “ordinary resolution” means a resolution passed by a majority of the votes cast on that

resolution;

- h) “proposal” means a proposal submitted by a member of the Association that meets the requirements of section 163 of the Act;
- i) “special resolution” means a resolution passed by a majority of not less than two thirds of the votes cast on that resolution.

## **1.02 Corporate Seal**

The Association may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Secretary of the Association shall be the custodian of the corporate seal.

## **1.03 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two (2) Directors. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Association to be a true copy thereof.

## **1.04 Purpose**

To organize and promote the growth and development of the sport of Ultimate throughout the National Capital region;

To provide a means to facilitate open and continuous communication within the Ultimate network and the sports community;

To represent regional Ultimate teams and players to both governmental and non-governmental authorities and institutions;

To obtain and manage the necessary finances, personnel, and equipment for the benefit of the sport of Ultimate;

To organize, promote and develop interest and participation in Ultimate;

To seek support from and work cooperatively with other organizations, groups and individuals, whose aims or objectives are consistent with those of the Association, to promote the sport of Ultimate;

To provide opportunities for all individuals and to encourage and promote proficiency and

excellence in all aspects of Ultimate; and

To seek and accept donations, gifts, legacies and bequests for the purpose of furthering its objectives.

**1.05 Head Office**

The head office of the association shall be located in The City of Ottawa in the Province of Ontario.

**1.06 Interpretation**

Except as provided in the Act, the Board will have the authority to interpret any provision of these by-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the Statement of Purpose of the Association.

In the interpretation of this by-law, words in the singular include the plural and vice-versa, word in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.

**1.07 Roberts Rules**

Unless otherwise specified in the Act or these by-laws, meetings of Members and meetings of the Board shall be conducted according to Roberts Rules of Order (current edition), or such other rules of order as the meeting may determine by resolution.

**SECTION 2 - Membership**

**2.01 Membership Conditions**

Subject to the articles, there shall be one class of members in the Association. Membership in the Association shall be available only to individuals interested in furthering the Association’s purposes.

Membership shall be open to any individual who applies to the Association, pays annual membership dues as determined by the Board, and fulfils such annual registration requirements as are determined from time to time by the Board.

Individual members under the age of 16 shall be represented by a parent or guardian who shall have a vote in members meetings for each member he or she represents.

**2.02 Discipline of Members**

The Board may make policies and procedures relating to discipline of members, and will have the authority to discipline members in accordance with such policies and procedures,

including the suspension or expulsion of members. Suspension or expulsion of a member must be ratified by a 2/3 vote of the Board and the member in question shall have the right to be heard at such a meeting.

### **SECTION 3 - Board of Directors**

#### **3.01 Number of Directors**

The Association shall be governed by the Board of Directors, which shall consist of 7 individuals.

##### **3.01.01 Gender Equality**

A minimum of two of the seven Directors must be women and a minimum of two of the seven Directors must be men.

#### **3.02 Election of Directors**

Directors shall be elected by the Members at the Annual General Meeting of Members from a list of qualified candidates for Directors. If there are an equal number of candidates as there are vacancies, the candidates shall be acclaimed to the vacant positions. Each member attending in person or by proxy shall have such number of votes as there are positions to be filled. Any member may cast only one vote per candidate. The candidate or candidates having the largest number of votes for the positions available shall be elected as directors.

#### **3.03 Qualifications**

A Director must be 18 years of age or older and have the following qualifications:

- a) Be a member of the Association in good standing;
- b) Reside in the National Capital Region; and
- c) Not be an undischarged bankrupt.

A Director shall cease automatically to be a director upon no longer holding any one or more of these qualifications.

#### **3.04 Nominating Directors**

Prospective candidates will be nominated by the Nominations Committee or by the Membership.

##### **3.04.01 Nominations Committee**

The Board will appoint a nominations committee which is charged with identifying accomplished candidates for each available position. Nominations shall be in writing and shall bear the signatures of the nominee and the chair of the Nominations Committee. Candidates nominated by the nominations committee will be designated "Nominated by the Nominations Committee" in the Association's published election material. The nominations committee shall finalize its nominations no later than 45 days before the date of the Annual General Meeting.

#### **3.04.02 Nominations from Membership**

A candidate for director of the Association may be nominated by the members. General nominations, in writing, shall bear the signatures of the delegates of twenty-five members, and must be received by the Association no later than 30 days before the meeting date.

#### **3.05 Director Term**

The three candidates receiving the most votes shall serve for a two-year term that shall commence on the day following the Annual General Meeting in which they are elected. Other elected Directors shall serve a one-year term that shall commence on the day following the Annual General Meeting in which they are elected. In the event of a tie or if the election is uncontested such that it is indeterminate which candidate is the recipient of the one year term, then the one year term shall be determined by lot amongst the indeterminate candidates.

#### **3.06 Fiduciary Duty**

All Directors shall act honestly and in good faith and in the best interests of the Association.

#### **3.07 Policy Manual**

The Board shall maintain a policy manual, outlining policies and operating procedures that would not normally be contained in the by-laws. Nothing contained in the Policy Manual may supersede the authority of the by-laws.

#### **3.08 Remuneration**

No Director shall be remunerated for their services, but shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

#### **3.09 Removal of Directors**

In accordance with section 130 of the Act, the members of the Association may by ordinary resolution at a members meeting remove any director or directors from office.

A Director may resign by sending a letter to all Directors indicating his or her intent to resign.

### **3.10 Vacancy**

Should there be a vacancy on the Board of Directors, the remaining Directors may appoint a member of the Association to serve in the position of Director until the next Annual General Meeting, in accordance with section 128(8) of the Act.

## **SECTION 4 – Finance**

### **4.01 Borrowing Power**

The Board of Directors may borrow money upon the credit of the Association to pursue projects which are capital in nature or to meet any other needs the Board of Directors deems necessary as long as the Association's total indebtedness does not exceed \$300,000.

### **4.02 Annual Financial Statements**

The members will appoint an auditor to review or audit the accounts of the Association and make a report to members at the annual meeting. The auditor may not be a director, officer, or employee of the Association.

### **4.03 Financial Year**

The financial year of the Association shall terminate on the 31<sup>st</sup> day of December in each year or on such other date as the Directors may from time to time by resolution determine.

## **SECTION 5 – Members Meetings**

### **5.01 Annual Meeting**

The Association shall hold an Annual General Meeting each year at a place in the National Capital Region as arranged by the Board of Directors. The Annual General Meeting must be held within six months of end of the Association's preceding financial year, in accordance with s. 160 of the Act and s. 61(2) of the *Canada Not-for-profit Corporations Regulations*, SOR/2011-223.

### **5.02 Attendance**

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the Directors, the public accountant of the Association, and such

other persons who are entitled or required to be present by the Act, articles or by-laws of the Association. Any other person may be admitted only on the invitation of the Board or by ordinary resolution of the members.

### **5.03 Chairperson of the Meeting**

The Chair of the Board of Directors will chair all meetings of members. In the event that the Chair of the Board of Directors is absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

### **5.04 Special Meeting**

In accordance with section 160(3) of the Act, the Directors may at any time call a special meeting of members.

In accordance with section 167 of the Act, members may requisition the Directors to call a special meeting of the Association for the purposes stated in the requisition. The requisition shall bear the signature of a minimum of 2% of the members eligible to vote. Upon receiving a proper requisition, the Directors shall, in accordance with section 167(3) of the Act, call a meeting of members to transact the business stated in the requisition.

### **5.05 Record Date**

The record date for any meeting of members will be determined in accordance with section 161 of the Act.

### **5.06 Quorum**

If there are more than 4000 members eligible to vote, the presence, in person or in proxy, of 2% of members eligible to vote shall constitute a quorum.

If there are fewer than 4000 but more than 200 members eligible to vote, a quorum for a meeting shall be 80 members attending in person or by proxy.

If there are fewer than 200 members eligible to vote, a quorum for a meeting shall be 40% of such members.

If quorum is not met at an Annual General Meeting, the Board of Directors shall schedule and announce to members a replacement meeting to take place between 14 and 21 days from the date of the Annual General Meeting it replaces. Quorum at a replacement meeting shall be the number of members present and eligible to vote at the replacement meeting.

### **5.07 Voting by Proxy**

A member eligible to vote may proxy his or her vote to any member eligible to attend the meeting. No one person may hold more than five proxy votes at one meeting.

**5.08 Notice**

Notice shall be given not less than 21 days and not more than 60 days before any annual or special meeting of members. Notice shall be given by e-mail to the member and by public posting on the Association website and in the Association newsletter.

Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken.

Notice of each meeting of members must remind the member that he or she may vote by proxy.

**5.09 Electronic Meetings**

A meeting of members may be held by means of telephone, electronic, or other communication facility as determined by the Board that permits all participants to communicate adequately with each other during the meeting, if the Association makes available such a communication facility. A person so participating in a meeting is deemed to be present at the meeting.

**SECTION 6 – Directors Meetings**

**6.01 Meetings**

The Board of Directors may meet at such time and at such place as the Directors may from time to time decide.

**6.02 Quorum**

Quorum for meetings of the Board of Directors shall be 4.

**6.03 Notice**

At least 7 days notice of the time and place for the Directors meeting shall be provided to each Director. Notice shall be given through e-mail or other communication means.

**6.04 Electronic Meetings**

The Directors of the Association may meet by teleconference provided that a majority of the



Directors consent to meeting by teleconference, or if meetings by teleconference have been previously approved by a resolution passed by the Board of Directors.

The Directors of the Association may meet by other electronic means that permits each Director to communicate adequately with each other, provided that:

- (a) the Board of Directors of the Association has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with the procedure for establishing a quorum and recording votes;
- (b) each Director has equal access to the specific means of communication to be used;
- (c) each Director has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

## **SECTION 7 – Officers**

### **7.01 Descriptions**

The job descriptions of the officers of the Association are elaborated in the Policy Manual.

### **7.02 Chair**

The Chair of the Board is appointed by the Board of Directors and serves at its pleasure. The Chair may be removed from office at any time by a majority vote of the Board provided that a majority of the members of the Board of Directors favour such an action.

### **7.03 REMOVED**

(Removed)

### **7.04 Treasurer**

The Treasurer is appointed by the Board of Directors. The Treasurer shall report to the Board of Directors. The Treasurer may be removed from office at any time by a vote of the Board.

The Treasurer shall ensure the proper care and custody of all funds of the Association, subject only to the limitations of these by-laws and decisions made by the Board of Directors.

The Treasurer shall not be insolvent (bankrupt) as an individual, nor can the Treasurer have been convicted of fraud.

### **7.05 Secretary**

The Secretary is appointed by the Board of Directors. The Secretary shall report to the Board of Directors. The Secretary may be removed from office at any time by a vote of the Board.

The Secretary shall ensure that the minutes of meetings of the Board of Directors are prepared and published.

#### **7.06 Other Officers or Agents**

The Board of Directors may from time to time appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board of Directors.

#### **7.07 General**

The same person may not serve in more than one Officer position at any given time.

All Officers of the Association shall act honestly and in good faith and in the best interests of the Association.

Officers shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

Remuneration for officers, if any, will be at the discretion of the Board of Directors.

### **SECTION 8 – Indemnification**

The Association will indemnify and hold harmless out of the funds of the Association each Director and Officer, their heirs, executors and administrators from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.

The Association will not indemnify a Director or Officer or any other person for acts of fraud, dishonesty, or bad faith.

The Association will, at all times, maintain in force such Directors and Officers liability insurance as may be approved by the Board of Directors.

### **SECTION 9 – Dissolution**

Upon the dissolution of the Association, any funds or assets remaining after paying all debts will be distributed to an incorporated non-profit Canadian organization as determined by the Board and ratified by two-thirds of members eligible to vote at a meeting of members.

## **SECTION 10 – Amendments**

### **10.1 Amendments by Members**

Amendments to the by-laws may be made by special resolution at any meeting of members. Such amendments shall be filed with Industry Canada as required by the Act.

Any member entitled to vote at the meeting may propose an amendment.

### **10.2 Amendments by Directors**

In accordance with s. 152 of the Act, the Directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the corporation, except in respect of matters referred to in subsection 197(1) of the Act. The Directors shall submit the by-law, amendment or repeal to the members at the next meeting of members, and the members may, by ordinary resolution, confirm, reject or amend the by-law, amendment or repeal. The by-law, amendment or repeal is effective from the date of the resolution of the Directors. If the by-law, amendment or repeal is confirmed, or confirmed as amended, by the members it remains effective in the form in which it was confirmed.

## **SECTION 11 – Dispute Resolution**

### **11.01 Mediation and Arbitration**

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Association are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in Section 11 of this by-law.

### **11.02 Dispute Resolution Mechanism**

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Association arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Association is not resolved in private meetings between the parties, then without prejudice to or in any way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Association as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Association) appoints one mediator, and the two mediators so appointed jointly a third mediator. The three mediators will then meet with the parties in question in

an attempt to mediate a resolution between the parties.

- b) The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with Ontario legislation. The parties agree that all proceedings relating to arbitration shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- d) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

## **SECTION 12 – Footnotes**

For the purposes of these by-laws the following fractions are defined:

Two-thirds of 7 shall mean 5

Two-thirds of 6 shall mean 4

Two-thirds of 5 shall mean 4

Two-thirds of 4 shall mean 3