



BY - LAWS

Of

EDMONTON DISTRICT BADMINTON ASSOCIATION (1986) **(Revised 2002)**

MEMBERSHIP

1. 1. The membership of the Association shall consist of duly accepted clubs in the Edmonton District area.
2. 1. (a) Any badminton club willing to conform to the Objects and By-Laws of Edmonton District Badminton Association, hereinafter referred to as the "Association", shall be eligible for membership in the Association.
(b) Applications for membership shall be in writing, addressed to the secretary of the Association.
(c) The Representative Committee shall have full power to accept or reject candidates for membership.
(d) Any members wishing to resign must give notice in writing to the secretary of the Association, but resignations shall not be accepted until all fees due are paid; provided however that any resignation received on or before the first day of November in any year shall be taken as relieving the resigning member of responsibility for the fees of the current season.
(e) On or before the 1st day of September in each year, the secretary of each member club shall advise the secretary of the Association regarding the names and addresses of its president, secretary, team captains, representatives and a membership list.
(f) Each member club representative shall be entitled to hold office and have two representatives attend any meetings. The two representatives shall have the right to cast votes on behalf of the member club. All representatives shall behave in accordance with the Bylaws and Objects of the Association.
(g) Member clubs who have not paid their dues in accordance with Bylaw 12.2 will no longer be considered members of the Association and will be expelled.

THE REPRESENTATIVE COMMITTEE

3. 1. The Representative Committee shall consist of two representatives appointed by each member club of the Association (and who must be members in good standing of the club, which they represent), and the officers as named under by-law No. 5. This Committee shall manage the affairs of the Association.
4. 1. The Representative Committee shall construe and enforce the provisions of the Objects and By-laws of the Association and shall have power:



- (a) To decide all points of law or questions otherwise relating to the game which may be submitted to it for decision, or to refer esquires to the Alberta or Canadian Badminton Associations.
- (b) To appoint and delegate persons to subcommittees for any purpose that may be desirable.
- (c) To maintain full responsibility of all funds and securities of the Association and control of expenditures thereof, and to write off accounts owing to the Association which may be deemed to be uncollectible.
- (d) Generally to do all such things as in the opinion of the Committee may be necessary or expedient to carry out effectively the objects of the Association.
- (e) All decisions of the Representative Committee shall be complied with forthwith but an appeal therefrom may be taken by the Association member or individual concerned to the next annual meeting of the Association provided that fourteen (14) days' notice of appeal shall be forwarded to the secretary.

THE OFFICERS

5. The officers of the Association shall be the following:

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| 1. President | 6. Director of Coaching |
| 2. Vice-President | 7. Publicity Chairman |
| 3. Secretary | 8. Directors at Large |
| 4. Treasurer | to a maximum of four (4) |
| 5. Director of Interclub | 9. Booking Officer |
| 6. Tournament Director | 10. Casino Director |

ELECTION OF OFFICERS

- 6. 1. (a) The officers as set forth in by-law No. 5 shall be elected at the annual meeting by a majority vote of the representatives present.
- (b) It shall not be necessary for a candidate for election as an officer to be member of the Representative Committee but he or she must be a member in good standing of an affiliated club.
- (c) Should an officer resign, the Representative Committee shall declare such office vacant and shall elect another to fulfill such position for the balance of the Association year.
- (d) Should a representative resign, the member club is required to appoint a new representative to fill the vacancy caused by such resignation and shall advise the secretary immediately of such appointment.
- (e) An auditor shall be appointed at the annual meeting each year for the next season.



DUTIES OF OFFICERS

7. 1. (a) President- Develop general policy for the organization and to supervise and co-ordinate the activities of the various officers and committees. Preside at all general and special meetings of the Representative Committee. Responsible for the performance of all officers in the administration of their duties. An ex officio member of all committees.
- (b) Vice- President- Assist the president in the performance of his or her duties and exercise all the powers of the president in his or her absence.
- (c) Secretary- Attend all meetings of the Association executive and of the Representative Committee and keep accurate minutes of the same. Have custody of the Association Seal which may be used for tournament event winner's certificates if authenticated by the Tournament Director or the President or for coaching proficiency certificates if authenticated by the Director of Coaching or the President or for such other purpose as may be designated by the Representative Committee if authenticated by the president or the Secretary. Have charge of all the correspondence of the Association and be under the direction of the President and the Representative Committee.
- Keep a record of all members of the Association and their addresses and send notices of the various meetings as required. Have on record at all times an up-to-date copy of the Canadian Badminton Association and Badminton Alberta Constitutions and By-laws.
- (d) Treasurer- Responsible for the collection of all affiliation fees in the manner and at such time or times as shall be stipulated by the Representative Committee. Responsible for keeping financial records in detail of monies received and disbursed through all channels. Report at each meeting of the Representative Committee as to the financial standing of the Association. Present an audited financial statement at the annual meeting. Responsible for banking of all funds of the Association in such bank or banks as the executive officers may from time to time decide.
- (e) Director of Interclub- Arrange and manage league competition between member clubs of the Association.
- (f) Tournament Director- Co-ordinate and promote tournaments for the Association.
- (g) Publicity Chairman- Handle public relations for the Association.
- (h) Director of Coaching- Conduct the junior program and organize the junior tournament.
- (i) Director at Large- Assist in forming special committees and perform the duties of any of the above officers in their absence or the duties of an officer who has resigned.
- (j) Representatives- Attend regular or special meetings of the Representative Committee to present the views and suggestions of the club they represent. They shall act on any committee, which the Representative Committee shall appoint them to.



- (k) Booking officer- Make all arrangements for each club to acquire the space needed to operate their club with the proper authorities.
- (l) Casino Director- Make the arrangements to book the casino, hire the advisers, file all necessary applications, provide casino volunteer forms to the clubs, be present at the casino as the general manager and handle the cheques at the conclusion of the casino.

AUDITING AND FINANCES

- 8. 1. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society appointed for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the society. April 31st in each year shall be the end of the fiscal year of the Association.
- 9. 1. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at any time satisfactory to the officer or officers having charge of the same. Officers shall at all times have access to such books and records.
- 10. 1. All finances shall be under the direct supervision of the treasurer and a bank account shall be opened in the name of the Association in which all Moines pertaining to the Association shall be deposited.
- 11. 1. (a) Indebtedness which is to be incurred on behalf of said Association must first be ratified by the Representative Committee, as to the approximate amount to be expended, except where the sum is not in excess of two hundred dollars (\$200.00).
 - (b) All expenses less than two hundred dollars shall be authorized by the Treasurer.
 - (c) Accounts:
 - (i) All accounts ratified in accordance with (a) must be paid by cheque only, drawn on the Association bank account and signed by any two of the treasurer, the president, the vice-president (or the secretary).
 - (ii) No account shall be paid unless voucher for same is given to the treasurer at time of payment. The treasurer must have receipts for all payments.
 - (iii) All Monies advanced to subcommittees shall be accounted for at the end of the Association year for purposes of the annual financial report.
 - (d) The Association may provide subsidies to member clubs upon such criteria as may be determined from time to time by the Representative Committee.



DUES AND VOTING POWER

12. 1. Member clubs shall pay such fee as determined from time to time and set forth by the Representative Committee.
2. All dues including interclub shall be payable on or before the 1st day of November in each year or on joining. Member clubs in default for annual dues shall not be entitled to vote, and if default is continued until the January meeting, membership shall be cancelled.
3. Each member club shall be entitled to two representatives on the Representative Committee and each representative shall have one vote.
4. Each of the officers named in By-law No. 5 who is not a representative and would therefore not have a vote otherwise, shall have one vote.
5. Member clubs that submit a cheque that is returns as N.S.F. shall be required to pay a fine of twenty-five dollars (\$25.00).

REPRESENTATIVE COMMITTEE MEETINGS

13. 1. (a) Representative Committee shall meet monthly between September and June.
- (b) The society shall hold an annual general meeting in September each year, of which notification will be by mail, facsimile, or e-mail 10 days prior to the date of the meeting. At this meeting, there shall be elected a President, Vice-President, Secretary, Treasurer, eight Directors, Booking Officer and Publicity Chairman. The officer and directors so elected shall form the board, and shall serve until their successors are elected and installed. Any vacancy occurring during that year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.
- (c) The Representative Committee shall also meet at such other times as called by the president. The president shall be required to call a special general meeting of the Representative Committee within ten (10) days after receiving a written request from at least one representative representing a member club.
- (d) All decisions by the Representative Committee shall be made by a simple majority of those attending the meeting and entitled to a vote. In the case of an equality of votes, the president shall have the deciding vote.
- (e) Notification of Representative Committee meetings shall be given in writing at least four days prior to the date set. Such notice may be sent by electronic means including, but not restricted to, e-mail and facsimile.
- (f) A quorum shall be constituted of a representative from a majority of clubs of the Representative Committee at any meeting. A simple majority of subcommittee members shall constitute a quorum for a subcommittee.
- (g) A representative may hold a proxy for the other representative from the same club and vote for him at the designated annual meeting of the Representative Committee.



REMUNERATION

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

LEAGUE PLAY

15. 1. The Association shall each season establish leagues whereby teams from member clubs may compete. The number of members per team, the terms of competition, the fees and the rules for league play shall be those established from time to time by the Director of Interclub and approved by the Representative Committee.

BORROWING POWERS

16. 1. For the purposes of carrying out its objects, the Association may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of an extraordinary resolution of the society.

AMENDMENTS TO BY-LAWS

17. 1. The By-laws may be rescinded, altered or added to by a "Special Resolution" passed by a majority of seventy-five percent (75%) of members entitled to vote as are represented in person, at a general meeting of which one month's written notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.