



Saskatchewan Archery Association

BYLAWS (Consolidated Bylaws)

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1. Objectives

1.1 The objectives of the Saskatchewan Archery Association (SAA) shall be to:

- a) To foster, perpetuate and direct the practice of all types of archery in the spirit of good fellowship and sportsmanship among all archers;
- b) To enhance and further the objectives, scope and aims of the Association.

2. General

2.1 The head office of the SAA shall be located in Saskatchewan.

2.2 The records of the SAA shall be located at the head office.

2.3 The Board of Directors may change the location of the head office as required.

2.4 The fiscal year of the SAA shall be from May 1st to April 30th.

3. Membership

3.1 Membership is available to any individual who pays the appropriate fees and completes an application process, as set in policy by the Board.

3.2 An Adult Member is anyone who meets the conditions described in 3.1 and will be 21 years of age or older in the current calendar year.

3.3 A Youth Member is anyone who meets the conditions described in 3.1 and will be under the age of 21 in the current calendar year.

3.4 A Youth Member who is over the age of 18 at the time of an annual general meeting or extraordinary general meeting has the power to vote at that meeting.

3.5 An Affiliated Club is any group of archers who have formed an archery club with the appropriate directors, officers, and bylaws, provided that;

- a) the Affiliated Club pays the appropriate fees and remains in good standing with the SAA; and,

b) all the members of the Affiliated Club must also be members of the SAA.

3.6 An Affiliated Club does not hold voting rights at annual general meetings or extraordinary general meetings of the SAA.

3.7 The Board may set expectations, obligations, and guidelines for members in policy.

3.8 The Board may expel a member by;

a) introducing a motion at a meeting of the Board to expel the member that includes a justification for doing so, with specific reference to the policy or policies described under 3.7 being violated by that member;

b) tabling of the motion until the next meeting of the Board; and,

c) re-introducing and voting on the motion at the subsequent meeting of the Board.

3.9 A member expelled under 3.8 has the right to appeal the Board's decision at the next annual general meeting of the SAA and may be reinstated by a simple majority vote of the membership.

4. Qualifications & Responsibilities of Directors

4.1 The SAA shall be governed by a Board of Directors.

4.2 The Board of Directors shall consist of no more than eighteen and no fewer than six persons.

4.3 An individual may be elected to the board if they are a member in good standing of the SAA and over the age of 18.

4.4 A Director shall automatically be removed from the board if the Director:

a) ceases to be a member in good standing;

b) resigns from office;

c) is legally found to be of unsound mind; and/or,

d) is absent from three consecutive regular meetings of the Board of Directors, unless such absences are approved by a resolution of the Board.

- 4.5 If a Director resigns, is disqualified, or dies during their term of office, the Board of Directors may appoint a member of the SAA to fill the vacancy.
- 4.6 The term of a member appointed to the Board of Directors under 4.5 ends at the next annual general meeting.
- 4.7 The Board of Directors shall be responsible for the proper conduct of the affairs of the SAA, for the proper handling of SAA funds, and for presenting to the annual general meeting a concise report of the current status, programs, and plans of the SAA.
- 4.8 The Board of Directors shall be responsible for ensuring that plans are made and necessary actions taken to ensure the future welfare of the SAA and the achievement of its objectives.
- 4.9 Directors shall receive no remuneration for their service on the Board of Directors beyond the reimbursement of expenses incurred in the fulfillment of their duties, as approved in policy created by the Board.
- 4.10 Directors shall be responsible for accepting a coordinator position at the request of the Board, with formal responsibilities to be defined in policy by the Board.
- 4.11 The Board of Directors shall be responsible for holding five meetings per fiscal year.
- 4.12 The Board of Directors is responsible for ensuring remote access to all its meetings is made available to Directors, including remote voting on motions.
- 4.13 Fifty percent of sitting Directors present in-person and/or virtually shall constitute a quorum for the purposes of a meeting of the Board of Directors.
- 4.14 A resolution of the Board of Directors may be made in lieu of meeting if;
- a) the resolution is in writing;
 - b) the resolution is signed by at least two-thirds of the sitting Directors; and,
 - c) the resolution is added to the minutes of the subsequent meeting of the Board of Directors.
- 4.15 Members of the SAA may observe meetings of the Board of Directors at the invitation of the Board.

5. Elections

5.1 Elections for all available Director positions are held at every annual general meeting of the SAA.

5.2 Directors shall be elected for two-year terms.

5.3 Directors shall be elected by secret ballot.

5.4 Directors shall be elected by a simple majority of votes, with available Director positions filled in descending number of total votes until all positions are filled.

5.5 In the case of a tie between candidates for Director positions, a run-off will be held by secret ballot and carried by a simple majority of votes.

5.6 Electronic voting may be made available to members of the SAA by policy of the Board of Directors.

6. Officers

6.1 The President and Treasurer shall be appointed by the Board of Directors at the first meeting of the Board following the annual general meeting in evenly numbered years.

6.2 The Vice President and Secretary shall be appointed by the Board of Directors at the first meeting of the Board following the annual general meeting in oddly numbered years.

6.3 These Officers shall serve for the duration of their term as Directors.

6.4 The Board has the power to replace Officers by appointment if the original office holder resigns or is removed before the end of their term.

6.5 An Officer appointed under 6.4 shall serve for the remainder of the original office holder's term.

6.6 The President shall:

- a) preside at all meetings of the Board of Directors;
- b) be a member ex-officio of all committees of the Board;
- c) in the case of tied votes at committee and Board meetings, have a deciding vote;

- d) act as a liaison between the Board of Directors and contract personnel;
- e) serve as a signing authority for the Board of Directors; and,
- f) at the formal direction of the Board, and with clear reference to documented positions of the Board, represent the SAA as a public spokesperson on matters of programming, policy, and plans.

6.7 The Vice President shall:

- a) perform the duties of the President in the absence or inability of the President to act, or as delegated by the President.
- b) serve as a signing authority for the Board of Directors;
- c) fill in or assist in any positions that are vacant (interim);

6.8 The Secretary shall:

- a) maintain minutes of all meetings of the Board, including records of all motions, resolutions, and decisions made by the Board;
- b) maintain copies of all policies adopted by the Board; and,
- c) in collaboration with the President, create and distribute meeting packages ahead of meetings of the Board of Directors.

6.9 The Treasurer shall:

- a) present the financial statements of the SAA to the membership at the annual general meeting;
- b) serve as a signing authority for the Board of Directors; and,
- c) present updates to the Board of Directors on the financial situation of the SAA at meetings of the Board;
- d) serve as the spokesperson of the finance committee.

6.10 The Board of Directors has the power to appoint additional signing authorities from among the currently sitting members of the Board as required.

6.11 Other Board of Directors positions as required will be defined in policy.

7. Committees

7.1 The Board of Directors has the power to create ad-hoc and standing committees as required to aid in the conduct of the SAA's business.

7.2 Committees shall provide information, advice, and recommendations for action to the Board of Directors, while the Board of Directors shall be responsible for making decisions.

7.3 Committees shall be initiated by the passage of a terms of reference by the Board which includes an identification of committee members, a committee spokesperson who will report to the Board, the duties, activities, and goals of the committee, and an end date for the committee's activities.

7.4 Committees may include members of the SAA who are not on the Board of Directors.

7.5 The Board of Directors must maintain a Policy Committee and a Finance Committee, each with a term of reference document as described in 7.3.

8. Annual General Meetings

8.1 An annual general meeting will be held within ninety days of the end of the SAA's fiscal year.

8.2 Notice of the time and place of the annual general meeting shall be given to members at least thirty days before the date of the meeting.

8.3 A full agenda, including copies of reports and proposed resolutions to be presented by the Board of Directors, will be provided to members at least fifteen days before the date of the annual general meeting.

8.4 Standing agenda items for annual general meetings shall include:

- a) a report from the President on the SAA's activities in the past fiscal year;
- b) a report from the Board on the SAA's plans for the coming fiscal year;
- c) a presentation of the previous year's financial statements from the Treasurer, including the results of a review of these financial statements by an independent third party;
- d) an appointment of an independent third party to review the coming fiscal year's financial statements; and,

e) an election of new Directors.

8.5 The agenda for annual general meetings may include any other items as determined necessary by the Board.

8.6 Notice of meetings is to be provided electronically using the membership contact information collected by the SAA.

8.7 Remote access to all annual general meetings may be made available to members by policy of the Board of Directors, including remote voting on motions and resolutions.

8.8 Members who participate in annual general meetings virtually will be provided all the same opportunities to speak, introduce motions, and vote as members who attend in-person.

8.9 Annual general meetings which occur entirely virtually will be held as valid in meeting the SAA's responsibilities under these bylaws.

8.10 Voting on motions and resolutions at annual general meetings will be by show of hands and carried by a simple majority.

8.11 Three voting members present at a general meeting of the SAA shall constitute quorum, not including members of the Board of Directors.

9. Extraordinary General Meetings

9.1 An extraordinary general meeting of members may be called by the Board of Directors by passage of a motion presented at a regular meeting of the board.

9.2 A motion passed under 9.1 must contain specific language detailing the purpose of the extraordinary general meeting, the information to be presented to members, and the resolution or resolutions that will be put to membership of the SAA.

9.3 Notice of the time and place of the extraordinary general meeting shall be given to members at least fifteen days before the date of the meeting.

9.4 A full agenda, including copies of reports and proposed resolutions to be presented by the Board of Directors, will be provided to members at least seven days before the date of the extraordinary general meeting.

9.5 Notice of extraordinary general meetings is to be provided electronically using the membership contact information collected by the SAA and maintained by the Secretary.

9.6 An extraordinary general meeting may not consider any business other than that identified in the agenda distributed to members under 9.4.

9.7 Remote access to all extraordinary general meetings may be made available to members by policy of the Board of Directors, including remote voting on motions and resolutions.

9.8 Members who participate in special general meetings virtually will be provided all the same opportunities to speak, introduce motions, and vote as members who attend in-person.

9.9 Extraordinary general meetings which occur entirely virtually will be held as valid in meeting the SAA's responsibilities under these bylaws.

9.10 Voting on motions and resolutions at special general meetings will be by show of hands and carried by a simple majority.

9.11 Three voting members present at an extraordinary general meeting of the SAA shall constitute quorum, not including members of the Board of Directors.

10. Tournaments

10.1 The SAA shall sponsor tournaments in various classes and categories of archery, including an annual tournament to determine provincial champions in various classes and categories, with the time and location of these tournaments to be set by the Board of Directors.

10.2 The rules of tournaments held under 10.1 will follow those set by Archery Canada.

10.3 The Board of Directors may create additional classes and categories of archery to be included in tournaments described under section 10.1 that follow rules created by the Board.

10.4 Tournaments described under 10.1 are open to SAA members, Archery Canada members, and invited members of other archery clubs.

10.5 Affiliated Clubs may submit bids to host tournaments described under 10.1 to the Board of Directors following a format defined in policy by the Board.

10.6 An Affiliated Club who makes a successful bid to host a tournament described under 10.1 will be responsible for establishing a tournament committee to arrange and manage all details of the tournament.

10.7 An Affiliated Club who makes a successful bid to host a tournament described under 10.1 will receive funding support from the SAA as defined in policy by the Board of Directors.

10.8 For tournaments described in 10.1, the cost of trophies and medals, plus fees for tournament officials, will be covered by the SAA at rates set in policy by the Board of Directors.

11. Athlete Financial Assistance

11.1 The Board of Directors may make financial support available to SAA members as defined in policy by the Board of Directors.

11.2 Members may access financial assistance by following the application processes set out in policy by the Board of Directors.

11.3 Members who receive financial assistance must meet all the expense eligibility, expense reporting, activity attendance, and activity performance expectations set out in policy by the Board of Directors.

11.4 Financial assistance provided to members shall only be issued as reimbursement for eligible expenses, as defined in section 11.3.

12. Executive Director

12.1 The SAA will retain an Executive Director.

12.2 The Executive Director is an independent contractor hired to carry out specific duties and not an employee of the SAA.

12.3 The Executive Director reports to the Board of Directors through the President.

12.4 The Executive Director is not a voting member of the Board of Directors

12.5 The Executive Director's responsibilities are to be defined in policy by the Board.

12.6 The Executive Director is entitled to receive an annual performance review, guided by the criteria defined in policy under section 12.5, and delivered by the Board.

13. Amendment of Bylaws

13.1 Any member of the SAA wishing to propose an amendment of these bylaws shall forward a written draft of the proposed amendment to the SAA's head office, together with the reason for the proposed amendment at least sixty days before the AGM.

13.2 The Board of Directors shall consider and report to the annual general meeting all proposed amendments properly received.

13.3 The Board of Directors shall provide members with written notice of its intention to recommend any changes to these bylaws at least thirty days prior to the date of the annual general meeting, including changes proposed by members under section 13.1 and changes proposed by the Board.

13.4 These bylaws may be amended at any annual general meeting that achieves quorum by a show of hands and carried by a simple majority.

13.5 Any amendments to these bylaws approved at an annual general meeting shall be signed by the President and Vice President and held to come into immediate effect.