

Georgian Bay District
Badminton Association
(GBDBA)

Constitution

Article 1: General

1.1 Name

The District shall be known as Georgian Bay and District Badminton Association, hereafter referred to as 'GBDBA'.

1.2 Objectives

To foster and promote the sport of badminton by providing the opportunity to any person:

- a) to play organized badminton at a recreational and/or competitive level.
- b) to develop and practice officiating and/or coaching skills required at each of the club, district and provincial levels.
- c) to contribute to the organization whether as player, volunteer, administrator, coach, official or spectator in a community of inclusion and sportsmanship.

1.3 Definitions

- a) *B.On* – Badminton Ontario, the governing body for the sport of badminton in Ontario
- b) *Junior* - refers to anyone designated as Under 19 (as defined by B.On) or younger
- c) *Adult* - refers to anyone who is not a 'Junior'

Article 2: Membership

2.1 Club Membership

The categories of membership within the GBDBA:

- a) *Full (Profit)*
 - club where one or more individuals receives financial compensation from the profits of the club; players are eligible to participate in GBDBA and B.On tournaments/events
- b) *Full (Non Profit)*
 - club where no individual receives financial compensation from the profits of the club; players are eligible to participate in GBDBA and B.On events
- c) *Post Secondary*
 - club participates at the OUA or OCAA level; players are eligible to participate in GBDBA and B.On events
- d) *Educational*
 - club operates under the auspices of a school board within GBDBA boundaries; players are eligible to participate in GBDBA and B.On tournaments/events
- e) *Recreational*
 - players do not participate in GBDBA or B.On tournaments/events
- f) *Associate*
 - an individual or organization supports the goals and objectives of GBDBA; the organization does not have player membership

2.2 Individual Member

An Individual Member is someone who:

- a) pays a seasonal or annual membership fee to a GBDBA-affiliated Club OR
- b) pays a fee and participates for the duration of a regularly scheduled (weekly) program at a GBDBA-affiliated Club, lasting a minimum of 8 weeks.

2.3 Membership Fees

- a) Membership fees shall be determined by the Board of Directors on an annual basis.
- b) Membership fees shall be received by the GBDBA Secretary by September 30.

2.4 Membership Insurance

GBDBA affiliated members may receive insurance coverage under B.On's insurance policy if the required fees and Insurance Request form are submitted to the Association.

2.5 Membership Lists

All Club Members shall register their individual Members to the Association via the GBDBA website by September 30. Membership lists shall be updated as needed by the Club Members through the GBDBA website.

Article 3: Governance

3.1 Composition of the Board of Directors

The Board of Directors will consist of the following:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Junior Coordinator
- f) Director of Tournaments
- g) Director of Coaching
- h) Director of Officiating
- i) 2 Directors at Large

3.1.1 Club Member Representation

- a) There shall be a maximum of 2 representatives from a member club on the Board.
- b) If there are Board vacancies and more than 2 representatives from a member club wish to be elected to the Board and all clubs have been provided the opportunity to submit nominations, this shall require approval of the Board.

3.2 Role of the Board of Directors

The Board of Directors for GBDBA shall:

- a) be responsible for the day-to-day affairs of GBDBA
- b) be responsible for upholding the Constitution and By-Laws of GBDBA
- c) be responsible for upholding the Constitution and By-Laws of B.On as they affect GBDBA. Note that the Constitution and By-Laws of B.On take precedence over those of GBDBA.

3.3 Responsibilities of Board of Directors

- a) Specific Role Descriptions shall be found in Appendix A.
- b) The roles for the positions in general terms are:
 - i) The President shall act as the representative of GBDBA and oversee the operations of the Association.
 - ii) The Vice President shall provide assistance to the President in the performance of duties.
 - iii) The Treasurer shall maintain the funds and financial records of GBDBA.
 - iv) The Secretary shall maintain the records of GBDBA.
 - v) The Junior Coordinator shall manage day-to-day operations of the Junior Program for GBDBA including tournaments, coaching and officiating.
 - vi) The Director of Tournaments shall coordinate and promote interclub play among the adult clubs.
 - vii) The Director of Coaching shall promote the development of coaching within GBDBA.
 - viii) The Director of Officiating shall promote the development of officiating within GBDBA.
 - ix) The Directors at Large shall be assigned specific duties as are deemed necessary by the Board.

3.4 Election of Board Members

Election of Board Members shall occur at the Annual General Meeting.

3.4.1 Nomination

- a) At a General Meeting, one month prior to the AGM, the Board of Directors shall identify any Board vacancies and potential candidates to fill the positions.
- b) Potential candidates shall be contacted by the President to determine if they accept the nomination.

3.4.2 *Election*

- a) In the event there is only one nominee for a position, that individual shall be acclaimed to the position
- b) If there are two or more individuals standing for nomination to a position, ballots shall be distributed at the AGM to the voting members and the individual receiving the majority of votes shall be elected.

3.5 *Terms of Office*

- a) An individual shall serve a maximum of four consecutive years as a Board member.
- b) If the maximum term has been served by a Board Member, the individual may return to the Board after a minimum of one year of absence.
- c) A Board Member shall have its maximum term extended by one year for extenuating circumstances upon approval by the Board.

3.6 *Remuneration*

All Board of Directors and Committee Members shall receive no remuneration except for reimbursement of expenses as approved by the Board.

3.7 *Withdrawal of a Board Member*

Withdrawal refers to the termination by a Board member of his/or her duties for whatever reason including death, resignation, etc. The Board shall have an immediate meeting or teleconference to decide how the functions of the absent Board member can be fulfilled until the next AGM.

3.8 *Board Standing Committees*

The Board of Directors shall develop Standing Committees that are required for a specific purpose. Membership on a Standing Committee shall have at least one Board Member, who will provide a report at the General Meeting.

3.8.1 *League Play Committee*

- a) The purpose of the League Play Committee is to pursue a variety of formats of tournament play to encourage membership participation and social interaction.
- b) Membership of this committee shall consist of the Director of Tournaments as well as three (3) other members.

3.8.2 *Seeding Committee*

- a) The purpose of the Seeding Committee is to establish seeds for the District Championship.
- b) Membership of this committee shall consist of the Director of Tournaments as well as a representative from the north, south, and central regions in the district.

Article 4: Meetings

4.1 Types of Meetings

GBDBA shall have a Board Meeting(s), an Annual General Meeting, and an annual Junior Meeting.

4.1.1 Board Meeting

- a) A Board Meeting shall be held at least twice (2) per year, once in the fall and one month prior to the AGM.
- b) An Agenda shall be distributed to all Board Members fifteen (15) days prior to the meeting date.
- c) Additional Board Meetings may be called if agreed upon by a minimum of five (5) Board Members. The agenda for additional Board Meetings shall consist of only the issue(s) in question.
- d) All Board Meetings are closed to the membership unless invited by the Board to attend.
- e) Quorum shall consist of 5 Board Members.

4.1.2 Annual General Meeting

- a) The AGM shall be held annually before the month of July.
- b) The date, location, time, and agenda of the AGM shall be distributed to Member Representatives a minimum of one month prior to the meeting (see GBDBA Procedures).

4.1.3 Annual Junior Meeting

- a) An annual Junior Meeting shall be held in the month of April or May.
- b) The Junior Coordinator shall be responsible for the organization of the annual Junior meeting (see GBDBA Procedures)

4.2 Voting Privileges

- a) All Directors have one vote at all Board Meetings.
- b) In the event of a split decision at a Board Meeting, the President shall have the deciding vote.
- b) At the AGM, each adult club, junior club, or combined adult/junior club with a minimum of 10 members receives one (1) vote.
- c) At the AGM, each adult club or combined adult/junior with more than 40 members receives two (2) votes.

4.3 Meetings by Telephone Conference

A meeting of the Board may be held by telephone conference call or by other electronic means. Directors who participate in a meeting by telephone or other electronic means are considered to have attended the meeting.

Article 5: Finances

5.1 General

The Board shall approve all matters of finance relating to GBDBA.

5.2 Fiscal Year

The fiscal year shall be June 1st to May 31st.

5.3 Bank

The Board of Directors shall designate the financial institution at which banking transactions are conducted.

5.4 Signing Authority

The President, the Vice-President, and the Treasurer shall have Signing Authority.

5.5 Financial Statements

- a) The Treasurer shall provide Financial Statements at all Board meetings.
- b) The Treasurer shall provide the President with a Financial Statement in September, January, May, and June.

Approved: May 27, 2012

Revised: June 14, 2014 AGM

Revised: June 13, 2015 AGM

Revised: June 4, 2016 AGM

Revised: October 16, 2016

Appendix A

Board of Director Role Descriptions

President

Vice-President

Treasurer

Secretary

Junior Coordinator

Director of Tournaments

Director of Coaching

Director of Officiating

Role Description

President

Purpose: To act as the representative for GBDBA and oversee the operations of the Association.

Responsibilities:

1. To oversee the Association's Board of Directors meetings by ensuring that a meeting location is secured, an agenda is distributed to Board Members, and presides over the meeting.
2. To represent GBDBA at Badminton Ontario (B.On) meetings when invited and inform the Association of relevant information.
3. To submit any required forms to the government with respect to Non Profit status.
4. To submit all Request for Insurance forms to B.On as needed by affiliated Clubs.
5. To ensure that the Association website and Facebook page are maintained.
6. To inform clubs of any outstanding Membership Forms, Membership Lists, and/or Fees.
7. To sign any cheques as required.
8. To provide a President's Report at the Annual General Meeting.

Time Commitment: 3 hours per week

Approved: May 10, 2014
Revised: May 15, 2016

Role Description

Vice President

Purpose: To provide assistance to the President in performance of duties

Responsibilities:

1. To produce the GBDBA Newsletter at least twice a year with articles submitted by Board Members and Membership.
2. To distribute the GBDBA Newsletter through Club Contacts, who are then responsible for distributing to their individual members.
3. To determine recruitment needs for the Board of Directors and identify potential candidates.
4. To organize the District's Adult League Banquet Dinner by booking the venue and meal package.
5. To sign any cheques as required.
6. To attend all GBDBA Board of Directors meetings.
7. To perform all of the duties of the President when the President is absent.

Time Commitment: 1 hour per week

Approved: May 10, 2014

Role Description

Treasurer

Purpose: To maintain the funds and financial records of GBDBA

Responsibilities:

1. To keep an accurate ledger of financial accounts.
2. To deposit any monies received by the Association.
3. To manage all disbursements of funds.
4. To provide a current financial report at all Board Meetings, the Annual General Meeting, or at the request of the President or Vice-President of GBDBA.
5. To provide a financial report to the President in September, January, May, and June.
6. To work with the President on developing an Annual Budget for approval at the Annual General Meeting.
7. To attend all GBDBA Board of Directors meetings.

Time Commitment: 1 hour per week

Approved: May 10, 2014
Revised: May 15, 2016

Role Description

Secretary

Purpose: To maintain the records of GBDBA

Responsibilities:

1. To record meeting minutes of the Board of Directors and provide a copy to the GBDBA President within 30 days of the meeting.
2. To record meeting minutes of the Association's Annual General Meeting and provide a copy to the GBDBA President within 30 days of the meeting.
3. To receive Membership Forms, Lists, and Fees.
4. To keep and maintain a record of all Members from affiliated Clubs.
5. To deposit affiliation fees to GBDBA's bank account and send copies of cheques and deposit information to the Treasurer every 30 days.
6. To follow up with clubs for any outstanding affiliation forms and fees by November 1 and to inform the President of any outstanding Membership Forms, Lists, and/or Fees.
7. To be custodian of all records and correspondence.
8. To provide a Membership report at the Annual General Meeting.

Time Commitment: 10-15 hours/season

Approved: May 10, 2014
Revised: May 15, 2016

Role Description

Junior Coordinator

Purpose: To manage the operations of GBDBA's Junior Program.

Responsibilities:

1. To ensure an annual Junior Meeting (see Procedures Handbook) is held during the months of April or May.
2. To work with the Director of Coaching and the Director of Officiating to promote the development of coaches and officials in GBDBA
3. To prepare and distribute informational flyer promoting Junior Circuit
4. To coordinate the organization of the GBDBA Junior Championships.
5. To provide a Junior Coordinator's Report for the Annual General Meeting.
6. To attend all GBDBA Board of Directors meetings.

Time Commitment: 20 hours per season

Approved: May 10, 2014

Role Description

Director of Tournaments

Purpose: To coordinate and promote inter-club play of adult clubs.

Responsibilities:

1. To determine League Play and District dates and locations prior to the Annual General Meeting.
2. To ensure that the host site books court time for the tournament date.
3. To distribute notice and sign-up sheet for upcoming tournament date to all affiliated Clubs.
4. To create the Draw using Tournament Software for each tournament and oversees the running of the Draw for each tournament.
5. To ensure that nylon birds are available for players.
6. To ensure that refreshments are purchased for players.
7. To Chair the League Play Committee that encourages participation and social interaction.
8. To Chair the Seeding Committee that will establish seeds for the District tournament.
9. To provide a Director of Tournament's Report at the Annual General Meeting.
10. To attend all GBDBA Board of Director's meetings.

Time Commitment: 2-4 hours per each tournament

Approved: May 10, 2014

Role Description

Director of Coaching

Purpose: To promote the development of coaching.

Responsibilities:

1. To determine coaching certification needs and interest within GBDBA and organize respective coaching clinics.
2. To organize informal coaching clinics to allow GBDBA coaches to share techniques and experiences.
3. To provide direction to the Ontario Winter Games Coach and General Manager. If the Director of Coaching requires any assistance, the President or Vice-President and the Junior Coordinator shall be consulted.
4. In the event the Director of Coaching is the Ontario Winter Games Coach, the Director of Coaching shall take direction from a committee comprised of the President or Vice-President, the Junior Coordinator, and one independent coach selected at the Junior Annual Meeting the year prior to the Ontario Winter Games.
5. To communicate with the Director of Coaching at B.On with respect to any coaching developments.
6. To provide a Director's of Coaching Report at the Annual General Meeting.
7. To attend all GBDBA Board of Directors meetings.

Time Commitment: 10-15 hours/season

Approved: May 10, 2014
Revised: May 13, 2015

Role Description

Director of Officiating

Purpose: To promote the development of officiating within GBDBA.

Qualifications: Recommended minimum certification as a Regional Umpire.

Responsibilities:

1. To ensure that training sessions are provided for potential Umpires at least once a year.
2. To create scorekeeping/umpiring opportunities within GBDBA.
3. To facilitate the training and evaluation of scorekeepers, primarily at the junior level.
4. To maintain a registry of certified Georgian Bay scorekeepers and umpires.
5. To procure officials as needed for GBDBA or GBDBA hosted events.
6. To review the rate of pay for officials on an annual basis and update as needed.
7. To coordinate any required payment of all officiating.
8. To provide a Director of Officiating's Report at the Annual General Meeting.
9. To attend the annual Junior meeting and all GBDBA Board of Directors meetings.

Time Commitment: minimum 25 hours per season

Approved: May 10, 2014
Revised: May 15, 2016