

MISSISSAUGA TRACK AND FIELD

("M.T.F.C.")

CONSTITUTION AND BY-LAWS

Revised September 24, 1995

Amended December 13, 1998

Revised and Amended November 2002

MISSISSAUGA TRACK AND FIELD CLUB
(M.T.F.C.)
CONSTITUTION AND BY-LAWS

ARTICLES

1. CLUB NAME

The official name shall be the "Mississauga Track and Field Club". (M.T.F.C.)
Originally established in 1969.

2 OBJECTIVE

To foster, stimulate and promote interest in amateur track and field athletics.

3. AFFILIATIONS

City of Mississauga Recreation and Parks Department - Ontario Track and Field Association
(O.T.F.A.) - Canadian Legion Zone B7

4. MEMBERSHIP ("Members")

Membership as a registered athlete in the M.T.F.C. shall be given to any person who has attained the age of twelve(12) and is a resident of Mississauga. Non residents must apply to the Directors of the M.T.F.C.

Non-competitive membership shall automatically be extended to any parent or guardian of a registered athlete.

Memberships-at- Large shall be a person who is interested in Track and Field athletics but who has no means of membership through a registered athlete. A Member-at-Large must be voted into the M.T.F.C. by a two-thirds majority vote of the Board of Directors of the M.T.F.C. present at any meeting of the M.T.F.C. and shall hold membership till the next Annual Meeting.

5. ORGANIZATION

The affairs and activities of M.T.F.C. shall be administered by the Board of Directors ("Board" or "Director").

The Board of Directors will consist of President, Vice-President, Treasurer, Secretary, Manager and Coaching Staff. Other Directors may be elected at the Annual General Meeting or appointed by the Board .

6. GENERAL OPERATING PROCEDURES

- a) Annual or Special meetings of the Members shall be held at dates and times as the Board shall determine.

A Special meeting may be called upon the request of twelve Members to be submitted in writing to the Secretary of the Board.

Notice of meetings shall be given at least two weeks prior to the date set for the meetings.

The Annual Meeting will be held prior to December 31st of each year.

Voting: all members are eligible to vote at the Annual and/or Special meetings.

- b) Proposed changes and revisions to the Constitution and By-Laws shall be reviewed at Director's meetings upon written request to the Secretary of the Board, by a member of the M.T.F.C. Changes to the Constitution and By-Laws must be approved by a majority vote of the Members.
- c) An audit report may be requested by the Board or the City of Mississauga. The Board will appoint the auditor (who can not be an officer or director).
- d) The fiscal year shall end on the 30th of November of each year.
- e) A Nominating Committee shall be appointed by the Board for the purpose of recommending persons to fill positions of President, Vice President, Secretary, Manager and other members of the Board. These recommendations shall be presented for approval at the Annual Meeting. Further nominations to fill such positions will be entertained from the floor during the Annual Meeting.
- f) Voting at the Annual or Special meetings shall be conducted by a show of hands or as determined by the President or their designate.

Upon dissolution of Mississauga Track and Field Club the assets of the club will be dispersed to charitable or non-profit organizations in Mississauga, as determined by the Board of Directors of the Mississauga Track and Field Club

BY-LAWS

BY-LAW #1

BOARD OF DIRECTORS

Overall responsibility, authority and policy shall be vested in a Board of Directors consisting of members elected by the membership or appointed by the Board.

The Board shall include the President, Vice-President, Treasurer, Manager, Secretary and Coaches. The total number of Members of the Board shall be determined by the Board. One of these Directors must be an athlete representative.

The Board shall hold meetings called by the President (minimum of four annually) or upon written request of any three Directors and written notice to the Club Secretary. A quorum shall consist of five of the Directors.

Directors term of office shall be one year. The management and administration of the affairs of the M.T.F.C. shall be vested in the Board, as elected or appointed, with full power to take any action they may see fit within the scope of this Constitution.

The Board may, by resolution, establish any Committee that, in its opinion, it deems necessary or advisable.

Removal of Board Members must be by two-thirds majority in a secret ballot. Grounds for removal include, but are not limited to; continuous absenteeism from Board Meetings, failure to perform duties, moral misconduct and financial misconduct.

THE DIRECTORS:

- a) Shall be responsible for all finances of the Mississauga Track and Field Club.
- b) Shall be responsible for the appointment of coaches.
- c) Shall approve attendance at all events in which the Club is to participate.
- d) Shall approve the purchase of equipment and uniforms
- e) Shall be responsible for keeping members, sponsors, and community informed of the activities of the Club in a manner which is conducive to both internal and public relations.

PRESIDENT

- a) Shall be the Chief Executive Officer of the M.T.F.C. and shall, when present, preside at all meetings of the M.T.F.C. and of the Board of Directors and Executive Committee.
- b) Shall be a member ex-officio of all Committees.
- c) Shall have the general supervision and management of the business and affairs of the M.T.F.C.
- d) The President's vote shall be used only as a deciding vote.

VICE-PRESIDENT

- a) Shall act as and for the President in his/her absence.
- b) Shall assist the President in organizing and directing the activities of the M.T.F.C.
- c) Shall be responsible for uniforms. This responsibility may be delegated to another member as designated by the Board.

TREASURER

- a) Shall be appointed by the Board
- b) Responsible for all funds.
- c) Maintain record of monies received and disbursed.
- d) Prepare financial statement for each Directors' Meeting which shall be incorporated in the minutes.
- e) Prepare annual financial statement for Annual Meeting.
- f) Prepare the annual budget.
- g) Make available all financial records for inspection within 30 days at the request of any Director.

BINGO MANAGER

- a) Shall be appointed by the Board.
- b) Shall be charged with management and supervision of any Bingos organized by the club.
- c) Responsible for all float monies used at the Bingos and preparation of Bingo Licenses and Bingo reports as required.
- d) Make available all financial records for inspection within 30 days at the request of any Director.

BANKING ARRANGEMENTS, CONTRACTS, ETC.

Banking Arrangements - The Banking Business of the M.T.F.C. or any part thereof shall be transacted with such bank or trust company as the Board may designate, appoint or authorize from time to time by resolution, and all such Banking Business or any part thereof shall be transacted on the M.T.F.C. 's behalf by such Directors and/or other persons as the Board may designate, direct or authorize from time to time by resolution and to the extent therein provided, including, but without restricting the generality of the foregoing, the operating of the M.T.F.C. 's accounts, the making, signing, drawing, accepting, endorsing, negotiation, depositing, or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders relating to any property of the M.T.F.C.; the execution of any agreement relating to any such banking business and defining the rights and powers of the parties thereto; and the authorizing of any officer of such bank to do any act or thing on the M.T.F.C. behalf to facilitate such banking business.

Execution of Documents - Deeds, transfers, licenses, contracts and engagements on behalf of the M.T.F.C. shall be signed by two of: the President or Vice-President, the Manager and the Treasurer. Notwithstanding any provisions to the contrary contained in the Articles of the M.T.F.C., the Board of Directors may at any time, by resolution, direct the manner in which, and the person or persons by who, any particular instrument, contract or obligation of the M.T.F.C. may or shall be executed.

Bingo monies must be maintained separately from other club accounts and spent only on items authorised by the licensing bodies of the city of Mississauga and the province of Ontario

SECRETARY

- a) Shall maintain all correspondence arising from Board business.
- b) Shall prepare and maintain Board minutes.

CLUB MANAGER

- a) Shall handle all administrative arrangements relative to the Club participation in meets, including advising coaching staff of upcoming meets and the processing of entry forms.
- b) Shall be responsible for obtaining all training facilities.
- c) Shall be responsible for the meets attended as selected by the coaches.
- d) Maintain liaison with the O.T.F.A. concerning membership, registration, fees, permits, etc.
- e) Ensure proper dress of athletes in official club uniform for participating in meets.
- f) Shall be in possession of a current O.T.F.A. membership.
- g) Maintain results and records

COACHING STAFF

- a) Select all competitions to be attended subject to approval by the Board.
- b) Develop and implement training programs for individual athletes and for groups of athletes.
- c) Assist the Manager in the selection of meets to attend and in the selection of athletes to participate.
- d) Notify each athlete who has been selected to participate in any meets.
- e) Make athletes and their parents aware of the MTFC code of conduct.
- f) The Coaches shall be responsible where necessary for the lodging of all protests pertaining to participating athletes.

BY-LAW #2

The membership fee shall be determined by the Board of Directors each fiscal year.

No athlete shall be denied membership if there is financial hardship involved. This will be decided at the discretion of the Board. The applicant will covenant with the Club to the raising of his or her membership by way of fund raising. Such athlete so admitted, shall have the privileges of a member in good standing.

BY-LAW #3

Athletes will be permitted to train with the Club for a maximum of six (6) weeks before being required to sign a membership form.

Athletes will not be permitted to enter an event until a Club Membership Form has been signed, furnished with proof of age, and all fees paid, along with O.T.F.A. Registration form where necessary.

Athletes are required to compete in official Club Uniform.

Athletes are required to pay annual fees promptly when due.

Athletes are required to adhere to their training programs and to compete to the highest level of their ability.

Athletes who have been selected and entered in a meet and who have been so notified must reimburse the Club for the entry fee if they do not compete, except when they are unable to do so because of illness, injury or unexpected emergency.

Athletes are obligated to assist the Club in fund raising campaigns.

Athletes may be suspended if they do not display good conduct when under the jurisdiction of the M.T.F.C.

Any athlete wishing to protest the published result of an event, must do so through the responsible coach, or a M.T.F.C. coach present.

All athletes shall be responsible to their Coach.

Athletes shall comply with the provisions of the Constitution and By-Laws of the M.T.F.C.

