**CONSTITUTION OF THE**

**SKATE CANADA**

**MANITOBA SECTION**

**NORMAN REGION**

**ARTICLE I – NAME**

The NAME of the organization shall be “Skate Canada – Manitoba Section, Norman Region”.

For the purpose of this constitution, “Skate Canada – Manitoba Section, Norman Region” hereafter shall be termed “the Region”.

**ARTICLE II – SKATE CANADA**

a) A not-for-profit skating Region that is a member of Skate Canada and is managed by a volunteer Board of Directors for the general purpose of providing Skate Canada skating programs for Skate Canada members. (Skate Canada By-law 110 (3)).

b) The Region shall pay such fees and such other charges as shall be required from time to time by Skate Canada. (Skate Canada By-law 1201 (1) (ii), 1201 (1) (viii) and 1201 (1) (ix)).

c) The Region shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (iv).

d) The Region is located in the Manitoba section of Skate Canada.

**ARTICLE III - PURPOSE OF THE REGION**

The purpose of the Region shall be:

A) To encourage the instruction, practice enjoyment and advancement of all the amateur figure skating club members in the Region.

b) The Region, with regard to any aspect of its operation is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada (By-law 1201 (1) (iv).

c) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating programs in the Region.

d) To encourage the holding of competitions, clinics and workshops, for all levels of skating.

e) To recruit and encourage the development of judges, data specialist and other officials and to promote the upgrading of coaches, amateur and professional.

f) To ensure effective communication between and with all Skate Canada clubs in the Region.

g) Liaison with member clubs, member skating schools and members located within Region boundaries.

h) Developing partner relationships and alliances with Section specific organizations to assist in funding and delivery, e.g. Municipal and provincial governments; localized sport-governing bodies.

i) Provision of conflict resolution among Skate Canada stakeholders.

j) Ensuring effective governance processes and systems are in place including the submission or provision of an annual report and financial statements to Skate Canada – Manitoba.

**ARTICLE IV – BY-LAWS OF THE REGION**

a) The By-laws appended to this Constitution, shall describe the organization and functions of the Region, and the means by which members of the Region may elect the Region Board of Directors and control the property and activities of the Region.

b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Region operates shall take precedence over any Region By-laws (Skate Canada By-law 1201 (1) (iv)).

c) Any Region By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a region has precedence over any inconsistent Skate Canada By-law relating to the Region. (Skate Canada By-law 1201 (1) (iv)).

**BY-LAW 1: MEMBERSHIP**

Membership in the Region shall consist of those Not-for-Profit Skating Clubs, which are members of Skate Canada, and located within the geographical area designated by the Section and the Region, unless otherwise directed by the Section and Skate Canada.

**BY-LAW 2: MANAGEMENT**

The affairs of the Region shall be managed by a volunteer Region Board of Directors elected at the Annual General Meeting of the clubs within the Region, which meeting shall be held prior to the Annual General Meeting of Skate Canada – Manitoba.

**BY-LAW 3: BOARD OF DIRECTORS**

The Board of Directors shall consist of:

Regional Director

Assistant Regional Director

Treasurer

Judges Bureau Representative

Professional Coaches Representative

All Club Presidents or other delegate in their absent

When a Region Board of Directors position is vacated, the position will be filled from one of the Regional Clubs on a rotational basis. Each position is a one (1) year term.

**BY-LAW 4: NOMINATING COMMITTEE**

A nomination committee of three (3) people appointed by the Board of Directors shall prepare a slate of officers, one for each Board position, to be voted on at the Annual General Meeting. Individual nominations may be made in writing, with the Nominee’s consent, submitted to the Nominating Committee and post marked no less than ten days prior to the Annual General Meeting. Any vacancies shall be filled by nomination from the floor.

The name of the Coaches Representative to sit on the Regional Board is to be submitted to the Regional Secretary within five days of the Regional January Coaches Meeting, which is to be held at the Regional Competition. This position comes into effect after the Section AGM.

**BY-LAW 5: MEETINGS**

1. An Annual General Meeting shall be held at the Regional Championship/Competition/FunSkate. Other general meetings, at least two (2) in a given skating season, shall be held – one in the fall and one in the spring. More meetings may be held at the discretion of the executive or upon written request from 50% of the clubs. The spring season meeting shall be held no later than 60 days following the winter season.
2. Motions shall be carried by majority.
3. Written notice of all Annual General Meeting and special meetings shall be provided fifteen (15) days in advance to each club President. The date should be set at the last meeting.
4. Meetings shall be open to all registered Clubs within the boundaries of the Region.
5. Voting at all General meetings shall be on a basis of two votes per affiliated clubs in attendance. In addition, each elected member of the executive shall have one (1) vote. No voting by proxy shall be permitted.

**BY-LAW 6: DUTIES OF BOARD OF DIRECTORS**

The **Regional Director** shall act as chairperson of all Executive and General meetings. The Regional Director shall be ex-officio of all Committees, shall be in charge of the general management and Director of the affairs and operations of the Regional organization and shall represent the Region on the Section Board of Directors.

The **Assistant Regional Director** shall assist the Regional Director in the administration of the Region and shall fulfill the duties of the Regional Director in absence or resignation of the Regional Director.

The Assistant Regional Director shall oversee the Regional ALLSTAR Seminar and work with host committee on the Regional Banquet.

The **Treasurer** shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an audited Annual Financial Statement.

The signing authority on the Regional bank account cheques and legal documents will be either one of the two signing board members named on the account.

All funds shall be deposited in a bank designated by the Board of Directors. The Treasurer shall also work to access grants from Norman Sport Association for all phases of skating within the Region.

The **Judges Bureau Representative** works with the member Clubs in the arrangement of judges’ clinics and the recruitment of judges. The Judges **Bureau** Representative shall arrange for judges for Regional Club test days when required The Judges Bureau Representative shall be the Regional liaison with the Section Judges Bureau. Clubs are to work thru the Regional Judges Bureau Representative. **JBR will oversee the Regional Gold Test to submit to Skate MB by March 15. JBR to order award(s) for any skater accomplishing a Complete Gold Tests during the skaters skating career.**

The **Professional Coaches Representative** shall represent the interests of the professional coaches employed by the member Clubs at General and executive meetings and shall act as a liaison between the Regional coaches and the Section Representative.

All **Club Presidents** should be present at all Region meetings or other delegate in their absence.

**BY-LAW 7: CLUBS IN REGION**

The Clubs within the Region shall be:

* Flin Flon Skating Club
* Skate Gillam
* Skate Thompson
* The Pas Skating Club

**BY-LAW 8A: REGIONAL Championship/ Competition/FunSkate**

Each member Club shall be entitled to all entries in each category of the Regional Championship/Competition/FunSkate. Each Club entering the Regional Championship /Competition/FunSkate will pay a fee (amount stated in the Norman Policy Manual) to the host club. This is to help offset the costs of the Regional Competition/Competition/FunSkate, which includes practice ice scheduled prior to the Regional Championship/Competition/FunSkate.

Each member Club that chooses not to participate in a given Regional Championship may forfeit their place on the competition grid in terms of hosting the next Regional Championship Competition/FunSkate on the Norman Events grid**.**

**BY-LAW 8B NORMAN REGION FEES**

Each Club must pay to the Norman Region an annual fee (fee amount stated in the Norman Policy Manual) to be paid at the Norman Championship/Competition/FunSkate. Fees collected will be used towards: to train judges within our Region, Regional Director Award, Norman Awards – trophies or certificate, FUNSkate awards, outgoing board member recognition gift, expenses for clinician for coach & skater training, Skate Manitoba Bursary, & club banners for Regional Events**.**

# BY-LAW 9A: REGIONAL TEST DAYS

Regional test day shall follow Regional Championship /Competition/ FunSkate. The Board of Directors should be notified thirty (30) days before if a test day will not follow Regional The cost incurred by the host club in the operation of the Regional test day may be billed to home clubs of skaters provided the following procedures are followed:

1. Prior to billing, the billing is approved by the Regional Director.
2. The costs are shared by all clubs in proportion to the number of skaters per club, this includes the host club.
3. Only moneys actually paid out by the host club are charged against the expenses of the Regional test day.
4. 50% of the evaluator’s expenses are to be charged to the Regional Test Day at the rate of 1 Judge per for 4 hours.

**BY-LAW 9B TEST DAYS HELD IN THE REGION**

1. A test day must proceed if there are only 10 tests, unless there are unforeseen circumstances in which case the Regional Director must approve the cancelation of the test day.

# BY-LAW 10: Regional Seminar

1. Each Norman region Club will support Norman Regional Seminar with an annual fee (amount stated in the Norman Policy Manual) regardless of Club attendance. To be paid annually in October to host club of the Seminar.

# BY-LAW 11: AMENDMENTS

1. Any article may be amended, or new sections or articles may be enacted, by consent of the majority of the Region Board of Directors. Any such change shall be in effect only until the next Annual General or Special Meeting at which time such actions shall be presented by ratification. Any amendments not ratified shall be withdrawn and may not be re-enacted until after the end of the next fiscal year.
2. Amendments to the Region Constitution may be amended at any Annual General or Special Meeting provided that such amendments have been specified in the notice of the meeting. To enact any amendment, a two-thirds (2/3) majority of votes cast shall be required and shall be done by secret ballot.
3. All amendments must be approved by the Board of Directors of the Section before presentation at the Regional Annual General Meeting. Proposed amendments shall be distributed with the notice of meeting of the Region Annual General Meeting.

# BY-LAW 12: REMOVAL OF OFFICERS

The Board of Directors, by resolution, of which notice has been given in the notice calling the meeting, may remove any member of the Board of Directors before the expiration of their term of office with a special majority vote of two-thirds of the Board of Directors. (Skate Canada By-law 1402 (9)).

# BY-LAW 13: DISPUTE RESOLUTION POLICY

For the purposes of these By-laws, the Skate Canada Manitoba policy will apply.

(Policy B.114)

# BY-LAW 14: APPEALS POLICY

For the purposes of these By-laws, the Skate Canada Manitoba policy will apply. (Policy I.101)

# BY-LAW 15: PRIVACY POLICY

For the purposes of these By-laws, the Skate Canada Manitoba policy will apply. (Policy J.101)

Adopted by Norman Region