

Timmins Porcupine Badminton club

By-Laws

Draft

Prepared by: Andy Yu
September 16, 2025

Contents

ARTICLE 1: GENERAL 3

- 1.1 Name..... 3
- 1.2 Head Office..... 3
- 1.3 Purpose and Objects 3
- 1.4 Not-for-Profit Status..... 3

ARTICLE 2: MEMBERSHIP 3

- 2.1 Eligibility 3
- 2.2 Membership Categories..... 4
- 2.3 Membership Fees..... 4
- 2.4 Rights of Members..... 4
- 2.5 Termination of Membership 4

ARTICLE 3: GOVERNANCE & EXECUTIVE COMMITTEE..... 5

- 3.1 Governance 5
- 3.2 Composition 5
- 3.3 Term of Office..... 5
- 3.4 Eligibility 5
- 3.5 Vacancies..... 5

ARTICLE 4: DUTIES OF OFFICERS 5

- 4.1 President 5
- 4.2 Vice-President 6
- 4.3 Secretary 6
- 4.4 Treasurer 6

ARTICLE 5: MEETINGS 6

- 5.1 Annual General Meeting (AGM) 6
- 5.2 Special General Meeting 6
- 5.3 Executive Committee Meetings 7
- 5.4 Quorum for General Meetings..... 7
- 5.5 Voting Procedures..... 7

ARTICLE 6: FINANCES	7
6.1 Fiscal Year	7
6.2 Banking.....	7
6.3 Signing Authority.....	7
6.4 Financial Review.....	7
ARTICLE 7: RULES AND REGULATIONS	8
7.1 Code of Conduct	8
7.2 Club Policies	8
ARTICLE 8: AMENDMENT OF BYLAWS	8
8.1 Procedure.....	8
8.2 Notice	8
ARTICLE 9: DISSOLUTION	8
9.1 Procedure.....	8
9.2 Distribution of Assets.....	8
ENACTMENT.....	9

BYLAWS OF THE Timmins Porcupine Badminton Club

(Hereinafter referred to as the "Club")

ARTICLE 1: GENERAL

1.1 Name

The name of the organization shall be the **Timmins Porcupine Badminton Club**.

1.2 Head Office

The head office of the Club shall be located 18 Logan Kerr Court, P4P 1H6, in the City of Timmins, in the Province of Ontario.

1.3 Purpose and Objects

The purpose of the Club is to be a vibrant, volunteer-driven hub for badminton enthusiasts in Timmins, focused on recreation, camaraderie, and community. The objects of the Club are:

- a) To provide players of all skill levels, from beginner to advanced, with regular and organized opportunities for recreational play.
- b) To foster a friendly, welcoming, and laid-back atmosphere where members can socialize and enjoy the sport.
- c) To promote sportsmanship, skill development, and a love for the game of badminton.
- d) To organize social events and recreational tournaments for its members.

1.4 Not-for-Profit Status

The Club shall be operated on a not-for-profit basis. No part of the Club's income shall be payable to or otherwise available for the personal benefit of any member, director, or officer. Any surplus funds shall be used solely to promote the objects of the Club.

ARTICLE 2: MEMBERSHIP

2.1 Eligibility

The specific criteria for membership eligibility, including minimum age and any skill level requirements, shall be established and may be adjusted from time to time by the Executive

Committee through Club Policies. All members must support the objects of the Club and agree to abide by its Bylaws and Code of Conduct. Membership is subject to facility capacity limits as determined by the Executive Committee.

2.2 Membership Categories

The Club may have categories of membership as determined by the Executive Committee, which may include, but are not limited to:

- **Adult Member:** An individual aged 18 years or older.
- **Junior Member:** An individual aged 10 to 17 years.
- **Family Member:** A membership package for multiple eligible individuals residing at the same address.

2.3 Membership Fees

Membership fees for all categories shall be determined annually by the Executive Committee and presented for approval by the voting members at the Annual General Meeting. Fees shall be paid by the date specified by the Executive Committee.

2.4 Rights of Members

Every member in good standing is entitled to:

- Participate in Club activities and playing sessions.
- Receive communications regarding Club meetings and events.
- Attend any General Meeting of the Club.
- **Voting Rights:** Only Adult Members in good standing shall be entitled to vote at General Meetings. Each voting member shall have one (1) vote.

2.5 Termination of Membership

A membership may be terminated for the following reasons:

- **Resignation:** The member submits a written resignation to the Secretary.
- **Non-Payment:** The member fails to pay membership fees by the specified deadline.
- **Discipline:** The member has breached the Club's Code of Conduct or policies, and the Executive Committee has voted to terminate the membership after providing the member with notice and an opportunity to be heard.

ARTICLE 3: GOVERNANCE & EXECUTIVE COMMITTEE

3.1 Governance

The affairs of the Club shall be managed by a board of directors, which shall be known as the **Executive Committee**. The Executive Committee shall have the authority to govern and make decisions on behalf of the Club in accordance with these Bylaws.

3.2 Composition

The Executive Committee shall consist of a minimum of three (3) and a maximum of seven (7) directors, including the following Officer positions:

- President
- Vice-President
- Secretary
- Treasurer

3.3 Term of Office

Directors shall be elected by the voting members at the Annual General Meeting. Each director shall serve a term of two (2) years. Terms may be staggered to ensure continuity. No director shall serve more than three (3) consecutive terms in the same position.

3.4 Eligibility

Any voting member in good standing shall be eligible to be elected to the Executive Committee.

3.5 Vacancies

A vacancy on the Executive Committee may be filled by appointment by the remaining members of the Committee. The appointee shall hold the position until the next Annual General Meeting, at which time an election will be held to fill the remainder of the term.

ARTICLE 4: DUTIES OF OFFICERS

4.1 President

The President shall be the Chair of the Executive Committee, shall preside at all General Meetings and Executive Committee meetings, and shall be the official spokesperson for the Club.

4.2 Vice-President

The Vice-President shall assist the President and shall assume the duties of the President in their absence or inability to act. The Vice-President may also undertake specific projects as assigned by the Executive Committee.

4.3 Secretary

The Secretary shall be responsible for the records of the Club. This includes recording minutes of all meetings, maintaining the official membership list, handling official correspondence, and ensuring all required documents are maintained.

4.4 Treasurer

The Treasurer shall be responsible for all financial matters of the Club. This includes maintaining accurate financial records, preparing an annual budget, presenting financial statements at the Annual General Meeting, and overseeing the Club's bank accounts.

ARTICLE 5: MEETINGS

5.1 Annual General Meeting (AGM)

- The Club shall hold an Annual General Meeting once per calendar year.
- The business of the AGM shall include: receiving the President's report and the Treasurer's financial statements, electing the Executive Committee, approving membership fees for the upcoming year, and any other business specified in the notice of meeting.
- Notice of the AGM, including the agenda, shall be sent to all members at least twenty-one (21) days in advance.

5.2 Special General Meeting

- A Special General Meeting may be called by the Executive Committee or upon written request of at least twenty-five percent (25%) of the voting members.
- The business of the meeting shall be limited to the items specified in the notice of meeting.
- Notice of a Special General Meeting shall be sent to all members at least fourteen (14) days in advance.

5.3 Executive Committee Meetings

The Executive Committee shall meet as required to conduct the business of the Club. A quorum for these meetings shall be a simple majority of its members.

5.4 Quorum for General Meetings

A quorum for an AGM or Special General Meeting shall be twenty percent (20%) of the voting members in good standing.

5.5 Voting Procedures

- All motions shall be decided by a simple majority vote of the voting members present, unless otherwise specified in these Bylaws.
- Voting shall typically be by a show of hands, unless a secret ballot is requested by any voting member.

ARTICLE 6: FINANCES

6.1 Fiscal Year

The fiscal year of the Club shall be from **September 1st to August 31st**.

6.2 Banking

All funds of the Club shall be deposited into an account at a recognized financial institution in the name of the Club.

6.3 Signing Authority

All cheques, withdrawals, and other financial documents shall be signed by any two (2) of the following three officers: President, Treasurer, or Vice-President.

6.4 Financial Review

The members may, by a majority vote at the AGM, appoint a financial reviewer or a review committee to examine the financial records of the Club for the preceding year.

ARTICLE 7: RULES AND REGULATIONS

7.1 Code of Conduct

All members, volunteers, and guests must adhere to the Club's Code of Conduct, which shall be established and may be amended by the Executive Committee. The Code of Conduct shall outline expectations for sportsmanship, respect, and safety.

7.2 Club Policies

The Executive Committee shall have the authority to create and enforce policies and procedures necessary for the day-to-day operation of the Club (e.g., court etiquette, guest policies, safety guidelines).

ARTICLE 8: AMENDMENT OF BYLAWS

8.1 Procedure

These Bylaws may only be amended, repealed, or added to by a **special resolution**. A special resolution requires a two-thirds (2/3) majority vote of the voting members present at an Annual General Meeting or a Special General Meeting called for that purpose.

8.2 Notice

Notice of any proposed amendment to the Bylaws must be sent to all members with the notice of the meeting at which it will be considered.

ARTICLE 9: DISSOLUTION

9.1 Procedure

The Club may be dissolved by a special resolution passed at a General Meeting called for that purpose.

9.2 Distribution of Assets

Upon dissolution of the Club, and after all debts and liabilities have been paid, any remaining assets shall be transferred to one or more registered not-for-profit organizations in Ontario with objects similar to those of the Club, as determined by the members at the final meeting.

ENACTMENT

We, the undersigned, being the founding members of the **Timmins Porcupine Badminton Club**, do hereby adopt these Bylaws as the official governing document of the Club.

Adopted this _____ day of _____, 20, in Timmins, Ontario.

(Founding President/Chair Signature)

(Founding Secretary Signature)

(Founding Member Signature)