

# **Special Olympics \_\_\_\_\_ Committee BYLAWS**

## **Date**

### **MISSION STATEMENT**

To assist with the operation of all aspects of the \_\_\_\_\_ Special Olympics Club in accordance with the Constitution and Bylaws of Special Olympics Newfoundland and Labrador, thereby, enriching the lives of individuals with intellectual disability through sport.

### **COMMITTEE**

1. The committee will consist of eleven members. They are as follows (TBD by club):
  - (a) Club Coordinator
  - (b) Program Coordinator
  - (c) Treasurer
  - (d) Secretary
  - (e) Athletes Representative
  - (f) Coaches Representative
  - (g) Member at Large
  - (h) Fundraising Director
  - (i) Club Registrar
  - (j) Parents Representative
  - (k) Social Activities Director
2. Each member at such meetings shall have one (1) vote. There will be no voting by proxy.
3. Each position shall hold a term of two (2) years. No member shall hold the same position on the Committee for more than two (2) consecutive terms. However the member could be elected to another executive position.
4. There will be elections each year for half the Committee positions alternating with the other half the subsequent year according to the following:
  - (a) Odd years: Chairperson, Secretary, Athletes Representative, Member at large, and Club Registrar.
  - (b) Even years: Vice- Chairperson, Treasurer, Coaches Representative, Fundraising Director, Parents Representative and Social Activities Director.
5. The Committee shall appoint a Nominating Committee not later than two meetings prior to the AGM where the elections will be held.

### **MEETINGS**

6. The Annual General Meeting will be held no later than November 30 each year.
7. A quorum at any such meeting shall be six (6) members or such other number as may be established by the Committee from time to time.

8. If within one half hour after the time designated for the start of the meeting a quorum is present the meeting shall stand adjourned until such time and place the majority of the members then not present shall direct.
9. In the absence of the Club Coordinator the Program Coordinator shall preside over the meeting.
10. No business shall be transacted by the Committee at any such meeting unless a quorum is present at the commencement of such business.
11. Any member absent from three (3) consecutive meetings without just cause will be subject to review by the Committee.
12. The Committee shall appoint replacement for the remainder of the Term of Office for any vacancy that shall arise. This appointment is not considered to be part of an elected term.
13. At each AGM the following items of business shall be dealt with and shall be deemed ordinary business:
  - (a) Minutes of the preceding AGM
  - (b) Consideration of the Annual Report of the Club Coordinator
  - (c) Consideration of the Financial Report for the fiscal year just ended including a balance sheet and a statement of income and expenditures signed by two signing authorities.
  - (d) Proposed budget for the ensuing fiscal year.
  - (e) Election of Committee Members for the ensuing year.
  - (f) Selection of the date and site for the next AGM.

### **FISCAL YEAR**

14. The fiscal year of the Committee shall be the twelve(12) month period ending June 30.

### **ACCESS TO BOOKS AND RECORDS**

15. Any and all books and records of the Committee may be inspected by any member with reasonable notice of at least one week given.

### **SIGNING AUTHORITY**

16. The signature of any of the Club Coordinator, Program Coordinator Treasurer or such other person as the Committee may from time to time designate shall be necessary for the signing of cheques and disbursement of monies. A maximum of three(3) or a minimum of two(2) Committee Members will have signing authority. Two signatures will be required on all cheques.

## **COMMITTEE JOB DESCRIPTIONS**

### **CLUB COORDINATOR**

- Liaise with the Provincial Office.
- Time commitment of two years.
- Coordinate efforts of the Committee.
- Prepare meeting agendas with consultation for Committee Members.
- Chair committee meetings and AGM.
- Act as a spokesperson.
- Be one of three signing authorities.
- To coordinate and assist with fundraising efforts.

### **PROGRAM COORDINATOR**

- Act in absence of the Club Coordinator
- Time commitment of two years.
- Perform other duties that may be appointed by the Committee.
- Be one of three signing authorities.
- To assist with fundraising efforts.

### **TREASURER**

- Responsible to the Committee.
- Liaise with the Club Coordinator
- Time commitment of two years.
- Keep financial records.
- Submit financial statement to Newfoundland and Labrador Special Olympics Year End Report.
- Report to the Committee on the financial status on a regular basis.
- Make deposits and write cheques as required.
- Develop a budget to be used as a guideline for fund raising activities.

### **SECRETARY**

- Responsible to the Committee.
- Time commitment of two years.
- Record minutes at all meetings.
- Receive, answer, and file all correspondence.
- Maintain an updated mailing list for all volunteers and athletes.
- Assist other Committee Members as necessary.

### **ATHLETES REPRESENTATIVE**

- Responsible to the Committee.
- Time commitment two years.
- Liaise with Chairperson and other Committee Members.
- To attend all meetings and to bring the Athlete's perspective to all discussions.
- To assist in fundraising efforts.

### **COACHES REPRESENTATIVE**

- Responsible to the Committee.
- Time commitment of two years.
- Represent Coaches at all meetings.
- Available as a resource person to other Coaches.
- Report on Program progress at Committee meetings.
- Receive requests from potential athletes and direct them to appropriate programs.
- Ensure all Athletes and Coaches are registered with NLSO.
- Maintain an updated mailing list of all Athletes.
- To assist in fundraising efforts.

**MEMBER AT LARGE**

- Perform tasks as required.
- Time commitment two years.
- To coordinate the needs, wants and involvement of parents with the Committee.
- Encourage family involvement.
- Coordinate parent/family meetings and workshops as needed.
- Establish a phone tree.
- To assist in fundraising efforts.

**FUNDRAISING DIRECTOR**

- Coordinate all fundraising efforts of the Club.
- Time commitment of two years.

**CLUB REGISTRAR**

- Ensure all registration forms by Athletes and Volunteers are completed and submitted to Provincial Office.
- Assist with completing registration forms for all competitions.
- Ensure all Head Coaches receive copies of contact information and medical information for all Athletes participating in their program.
- Time commitment of two years.

**SOCIAL ACTIVITIES DIRECTOR**

- Coordinate the planning of social activities for the Athletes, Coaches and Volunteers throughout the year.
- Time commitment of two years.