

Morden Community Sport & Leisure Alliance

Terms of Reference Organizational Handbook/06

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MORDEN COMMUNITY SPORT & LEISURE ALLIANCE - TERMS OF REFERENCE

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**MORDEN COMMUNITY SPORT & LEISURE ALLIANCE
TERMS OF REFERENCE & ORGANIZATIONAL STRUCTURE**

MANDATE:

The Morden Community Sport & Leisure Alliance will strive to enrich the lives of the Community through the promotion and education of the benefits of sport.

MISSION STATEMENT:

The Morden Community Sport & Leisure Alliance is a collaboration of organizations that work co-operatively to promote the benefits of physical activity in the Morden area.

VALUES:

- Respects the autonomy and diversity of its member organizations and accepts the responsibilities that come with a membership in a collective association.
- Recognizes the essential role that coaches/officials and volunteers play in the development of athletes and their pursuit of excellence.
- Believes participation in physical activity and sport enhances physical, social and emotional well-being.
- Supports the promotion of all sport programs and equal recognition of athletes and sport information.
- Believes a public educated in the benefits of sport and recreation is vital to building a healthier community.

GOALS AND OBJECTIVES:

COMMUNICATION/COORDINATION

- To develop and circulate a yearly community sport & events calendar along with hosting a web site.
- To support an “Economic Impact Study” that will identify the benefits generated by tournaments and events hosted by MCSLA sport organizations.

ADVOCACY/LEADERSHIP

- To strengthen the cooperative relationship amongst sport organizations that will advance community and collective interests, while respecting each other’s autonomy.

- To enhance the opportunities available to all people to participate, compete and lead in sport and physical activity in an environment that is welcoming and harassment free.
- To communicate and strengthen relationships with the Western S.D; Local Governments; the business sector and other community organizations, by developing awareness, to the public that sport is important in the community.
- To work together with community sport, recreation and school groups to coordinate funding efforts.

FACILITIES:

- To develop and provide a central coordinating structure for volunteer, risk, registration and communication management within the sport community.
- To act as an advocate in the development of a long-range plan for sport facility development in the MCSLA area, and to support the joint use agreement that is developed between Western School Division and the Town of Morden.

PARTICIPATION:

- To increase sport participation across all age groups, genders, and participants of all socio-economic backgrounds.

SPORT DEVELOPMENT:

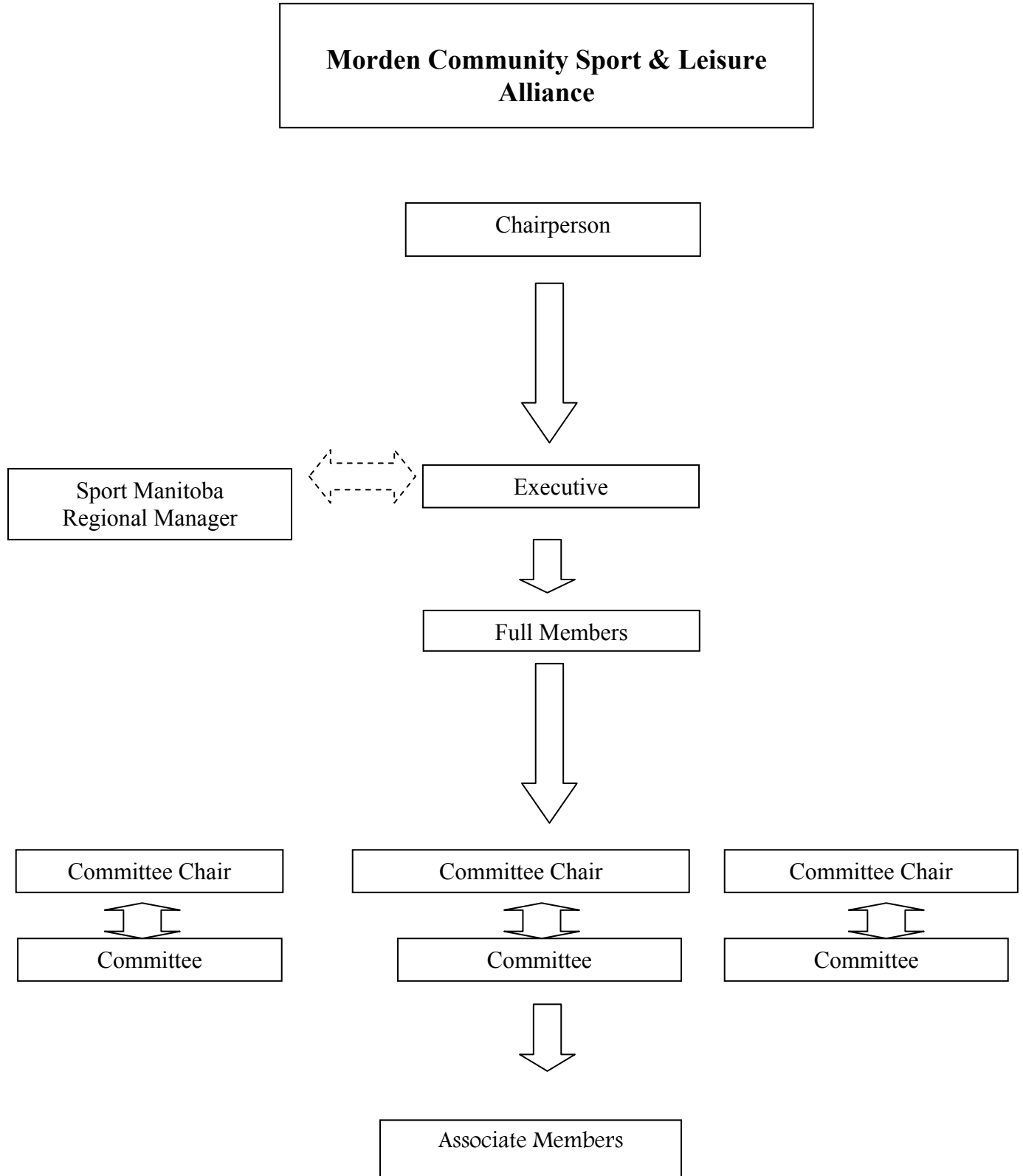
- Working closely with the Town of Morden Community Services Department and the School Divisions for the purpose of maximizing the development of sport in the Town of Morden by sharing resources

Consideration for future (MCSLA)

Improving the level of sport funding by collaborative grant proposals, sharing projects and advocacy.

- Assisting with policy development related to sport.
- A liaison with corporate and government organizations.
- To recognize and adopt the philosophy that sport includes a continuum from recreational to high performance.
- To develop a framework for the expenditure of scarce resources.
- To review the concept of “Sport Capital/Competition Capital” based on an established criteria that identifies the requirements to host a wide range of sport related activities i.e.: economics, human, facilities, support services, etc.
- Is committed to accessible and available sport to all persons.
- Is democratic, inclusive and equitable, ensuring equality of status and the rights of its members.
- Is Athlete-centered and this philosophy is to be incorporated into the development of programs and services, policies and procedures for MCSLA sports.
- Believes in the development of equal education & certification of coaches and volunteers.
- To develop and implement a “Fair Play” program for all in the MCSLA area.

ORGANIZATIONAL STRUCTURE



Appendix I

1 Membership

The number of members of the MCSLA shall not be limited.

1.1 Full Membership

- 1.1.1 Full membership in the Alliance is open to all MCSLA based non-profit minor sport organizations or groups whose primary objective is to deliver sport in Morden at the amateur level. Should there be no Minor Sport Organization for a sport, that sport must appoint one delegate from one of their clubs/associations to represent their sport.
- 1.1.2 All sports currently recognized by both Sport Manitoba and the Provincial Sport Organization is eligible for full membership. Any sport not currently recognized by both Sport Manitoba and the Provincial Sport Organization may be eligible for membership on the Alliance upon acceptance by the board.
- 1.1.3 Full membership is open to The Town of Morden; Community Services Department, Minor Sport Associations/Clubs and the Western School Division. Each group may appoint one delegate to represent their organization.
2008-Possible in the future for church groups, service clubs.

1.2 Associate Membership

- 1.2.1 Associate membership will be available to the organizations/groups stated in section 1.1.3 or to any group or organization not eligible for full membership that promote and/or deliver sport in MCSLA upon acceptance by the Board.

1.3 Rights and Privileges

Membership on the Alliance shall entitle members to the following rights and privileges:

1.3.1 Full Membership:

- 1.3.1.1 To attend all Annual, Regular and Special meetings of the Alliance.
- 1.3.1.2 To have one vote at all meetings of the Alliance, this right to be exercised by the representative (Director).
- 1.3.1.3 To propose nominees for election to the Executive.
- 1.3.1.4 To be eligible for election to the Executive.

1.3.1.5 To actively participate on one or more of the Alliance's sub-committees.

1.3.1.6 To participate in the any grant application approval process.

1.3.1.7 To appoint a constant alternate to attend meetings when the member representative (Director) is unavailable.

1.3.2 Associate Membership:

1.3.2.1 To attend all Annual and Regular meetings of the Alliance.

1.3.2.2 To appoint a non-voting observer/liaison representative at all meetings.

1.3.2.3 To actively participate on one or more of the Alliance's sub-committees.

1.3.3 Logo:

No Full or Associate member shall use the logo or address of the Alliance without full expressed written consent of from the Executive.

2 Board of Directors

The Board of Directors will be comprised of one representative from each Full Member, plus the Executive.

2.1 Directors:

2.1.1 A designated representative (called a director) of each full member of the Alliance will sit on the Alliance for the fiscal year. This Director will be the representative of the Full Member.

2.1.2 The elected Executive as per **5.2**.

2.1.3 Employees of the Alliance shall not be eligible to become Directors of the Alliance.

2.2 Executive:

2.2.1 The Executive will be comprised of the following officers:

Chairperson
Vice-Chairperson
Secretary/Treasurer
Sub-Committee Chairs (TBA)
Past Chairperson

2.2.2 The Executive offices, except the past president, are open to any candidate as nominated by any Director.

3 Duties:

The duties of the members of the Alliance and Executive shall be as follows:

3.1 Directors:

- 3.1.1** To represent the Full Member for which they were designated, at all Alliance meetings.
- 3.1.2** To uphold and support the objectives of the Alliance.
- 3.1.3** To appoint all chairpersons of standing /sub-committees and special Committees of the Alliance.
- 3.1.4** To appoint the nomination committee for the election of officers at the Annual General Meeting.
- 3.1.5** To make or change the Policy of the Alliance at the Annual Meeting.

3.2 Executive:

3.2.1 Chairperson:

- 3.2.1.1** Preside at all meetings of the Alliance and the Executive.
- 3.2.1.2** Make a full report to the Annual General Meeting of the Alliance.
- 3.2.1.3** Make a full report to the Alliance of all actions or decisions taken since the previous Alliance meeting.
- 3.2.1.4** Represent the Alliance at all official functions.

3.2.2 Vice-Chairperson:

- 3.2.2.1** In the absence or disability of the Chairperson, perform all duties of the Chairperson.
- 3.2.2.2** Conduct an orientation session with new Alliance members, along with the Sport Manitoba Regional Manager.

3.2.3 Secretary/Treasurer:

- 3.2.3.1** Document and maintain minutes of the Alliance and the Executive meetings.
- 3.2.3.2** Maintain a complete and accurate record of all elections and appointments to Committees.

- 3.2.3.3 Maintain a file of minutes as submitted by all Committees.
- 3.2.3.4 Circulate notices concerning meetings of the Board and Executive.
- 3.2.3.5 Issue all official correspondence for the Alliance.
- 3.2.3.6 Administer all of the finances of the Alliance.
- 3.2.3.7 Monitor all funds of the Alliance as designated by the Alliance.
- 3.2.3.8 Pay all bills of the Alliance as approved by the Executive or Board.
- 3.2.3.9 Report on the financial standing of the Alliance at each Board meeting.
- 3.2.3.10 Present a yearly budget plan to the Alliance for approval.

3.2.4 **Sub-Committee Chairs & Executive**

- 3.2.4.1 The Executive shall designate the duties of the Sub-Committee Chairs.
- 3.2.4.2 The Executive monitors the Regional Alliance's annual plan to identify progress.

3.2.5 **General Requirements:**

- 3.2.5.1 On completion of their term of office, the officers shall turn over all books, documents, records, funds and other property of the Alliance to the Board.

3.3 **Full Membership and Associate Members:**

- 3.3.1 To uphold and support the objectives of the Alliance.

Appendix II

4 **Meetings**

4.1 **Annual General Meeting**

- 4.1.1 The Annual General Meeting shall be held annually upon a date/time and location to be determined by the Executive. **(APRIL)**
- 4.1.2 The agenda for the Annual General Meeting shall be:
 - 4.1.2.1 Minutes from the last Annual General Meeting

- 4.1.2.2 All Reports to be presented
 - 4.1.2.3 Resolutions to be considered
 - 4.1.2.4 Approve the Alliance proposed annual work plan for the following year.
 - 4.1.2.5 New Business
 - 4.1.2.6 Report of Nominating Committee
 - 4.1.2.7 Election of Officers
 - 4.1.3 At least thirty days notice, specifying the place, day and hour of the Annual General Meeting, shall be given to all members.
 - 4.1.4 The notice of the Annual General Meeting shall state the business to be transacted.
 - 4.1.5 Any business relating to the affairs of the Alliance may be transacted at the Annual General Meeting.
 - 4.1.6 Each Director present at the Annual General Meeting shall be entitled to one vote upon every motion. Tie votes are considered defeated.
- Votes by proxy shall be not accepted at the Annual General Meeting.

4.2 Regular Alliance Meetings

- 4.2.1 At least seven days notice, specifying the place, day and hour of the Regular Alliance Meetings, shall be given to all Members.
- 4.2.2 Regular Alliance Meetings shall be held at least twice a year at the call of the Chairperson or in his/her absence by the Vice-Chairperson.
- 4.2.3 Each Director present at the Annual General Meeting shall be entitled to one vote upon every motion. Tie votes are considered defeated.

4.3 Special Meetings

Special Meetings of the Alliance may be required to deal with extraordinary issues. Provision for these meetings may be made in the following ways:

- 4.3.1 The Executive, by a majority decision, may call Special Meetings of the Alliance as required.
 - 4.3.1.1 All written requisitions shall be submitted to the Chairperson.
 - 4.3.1.2 The chairperson shall notify all members of the meeting in writing at least 1 day from when the request was received and the meeting shall be held within 7 days. The notice of the meeting shall state the date, time, place and purpose.

4.4 Executive Meetings

Executive meetings of the Alliance shall be held at least 6 times per year to carry out normal business activities.

4.5 Quorum

4.5.1 Regular Meetings, Annual General Meeting and Special Meetings

4.5.1.1 The quorum necessary for any meetings shall be a minimum of 5 voting members.

4.5.1.2 No business shall be transacted at any Regular Meeting unless a quorum is present at the commencement of such business.

Appendix III

5 Elections

5.1 Directors

5.1.1 Appointment

Directors of the Alliance shall be the appointed representatives of each Full Member. A letter from the member organization must be submitted confirming their appointment on an annual basis.

5.1.2 Vacancies

Each Full Member shall be responsible to replace their Director for the remainder of the term upon the resignation or removal of the existing Director.

5.2 Executive Officers

5.2.1 Nominations

5.2.1.1 A nominating committee appointed by the Alliance, shall secure the consent of qualified candidates for Executive Officers to be elected and shall present a full slate of nominees to the membership prior to the election.

5.2.2 Elections

5.2.2.1 Voting shall be conducted at the Annual General Meeting and the candidate for an office receiving the most votes shall be elected.

5.2.2.2 The new Officers shall take office immediately following the election.

5.2.2.3 The outgoing Chairperson will automatically become the Past Chairperson.

5.2.3 Vacancies

5.2.3.1 If a vacancy occurs in the office of the Chairperson then the Vice-Chairperson will automatically become the Chairperson until the end of the term.

5.2.3.2 If a vacancy occurs in any other office, then that office shall be filled by election from, and by, the remaining Directors of the Board for the remainder of the term of office.

5.2.3.3 The vacancy resulting from the Full Member representative replacing an officer position shall be filled as per **5.1.2**.

5.3 Tenure

5.3.1 The term of office for a Director of the Alliance will not be limited.

5.3.2 The term of office for each Executive position will be two years, with no one position occupied for more than 2 consecutive terms by the same person. (See 5.1.2)

5.3.3 From the time that the Alliance becomes operational the Chairperson and two sub-committee chairs will serve a two year term. This group shall be named group one. Group two, which will consist of the Vice-Chair, Secretary/Treasurer and any other Sub-Committee Chairs not represented in group one will serve a (one) year term. Once these terms are complete both group one and group two will serve two year terms as stated in 5.3.2

5.3.4 Remuneration

No director of the Alliance or any officer or any committee member may receive any compensation from the Alliance except for expenses incurred on behalf of and directly related to Alliance business.

Appendix IV

6 Finance

6.1 The books and records of the Alliance may be inspected by any Director of the Alliance at any time upon giving reasonable notice and arranging a time satisfactory to the committee members.

7 Amendments

7.1 Changes to the Terms of Reference can be made at the Annual General Meeting.

Appendix V

8 Appeal Process

- 8.1** All Directors of the Alliance shall have the right to appeal any decision of the Alliance.
- 8.2** In order to begin the appeal process, the Chairperson must receive a written statement of appeal.
- 8.3** The Chairperson shall present the appeal to the Board of Directors.
- 8.4** The Board shall acknowledge in writing to the appellant, receipt of the appeal.
- 8.5** The Board shall appoint a 3 member Appeal Committee.
- 8.6** The Appeal Committee will meet with the Appellant.
- 8.7** The Appeal Committee shall review the disputed decision and shall evaluate with respect to the Alliance Terms of Reference.
- 8.8** The Appeal Committee, based on their review, shall present a report to the Alliance.

Appendix VI

9 Removal of Directors and Officers

- 9.1** Directors and Officers of the Alliance may be removed from office by a three fourths vote of the remaining Directors/Officers present at a Special Meeting called for that purpose upon the occurrence of any one of the following:
 - a) Failure to attend any three consecutive meetings;
 - b) Failure to disclose a conflict of interest;
 - c) Where the remaining Directors/Officers are of the opinion that they have not acted in the best interest of the Alliance.
- 9.1.2** A motion to remove a director must be presented at the meeting of the board before the meeting that will consider the motion.
- 9.1.3** The meeting considering the motion to remove must have a quorum without counting the director/officer who brought the motion, or the director/officer who is the subject of the motion, neither of whom may vote on the motion.
- 9.1.4** The motion to remove and the reasons for the motion must be mailed to the Director/Officer no later than seven (7) days prior to the meeting dealing with the dismissal.
- 9.1.5** The Director/Officer being removed shall be given the opportunity to present his/her evidence.