



**Fédération Canadienne de Handball Olympique
Canadian Team Handball Federation**

www.handballcanada.ca

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CANADIAN TEAM HANDBALL FEDERATION

CONSTITUTION

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ARTICLE 1 NAME

The Name of the Association shall be the Canadian Team Handball Federation, here in after referred to as the "Federation".

ARTICLE 2 HEAD OFFICE

The Head Office of the Federation shall be determined by membership or Management Committee as deemed appropriate.

ARTICLE 3 LANGUAGES

The official languages of the Federation are English and French.

ARTICLE 4 OFFICIAL SEAL

The seal of the Federation shall be in such form as shall be prescribed by the officers of the Federation. It shall contain the name of the Federation and its year of incorporation. The seal shall be kept at the headquarters of the Federation, and it must be affixed to all documents signed by the officers of the Federation on behalf of the Federation.

ARTICLE 5 AIMS AND OBJECTIVES

The aims and objectives of the Federation are as follows:

- a) To promote, encourage and develop the widest participation and the highest proficiency in the game of Team Handball in Canada;
- b) To develop or assist in the development of training programs for players, teams, coaches, officials or other interested persons;
- c) To make recommendations to the appropriate sponsoring agencies and government authorities and solicit, collect and otherwise acquire funds for the purpose of operation;
- d) To establish and maintain relationships with other Team Handball and sport associations in Canada and elsewhere to further the purposes of the Federation and Team Handball in Canada;

- e) To choose, organize, train and enter into appropriate competitions, Canadian select teams and to define the levels of competence or qualifications required for such activity or representation;
- f) To establish and apply rules and regulations covering all members of the Federation;
- g) To sanction, promote or assist in promotion of national and international tournaments, championships, competitions, demonstrations, and events to do with Team Handball;
- h) To gather and communicate information relevant to the aims and objectives of the Federation.

ARTICLE 6 MEMBERSHIP

1. ACTIVE MEMBERSHIP

- a) Each recognized Provincial Association shall be entitled to membership in the Federation. Only one association per province and/or territory shall be recognized by the Federation and that Association must abide by the provisions of the by-laws of the Federation.
- b) Corporate groups and affiliated associations organized in connection with Team Handball in Canada and in accordance with these by-laws are eligible for associate membership in the Federation.
- c) There will be 3 categories of active members and they are: full members, associate members and affiliate members.

2. HONOURARY MEMBERSHIP

The Federation may, by a majority vote, appoint honorary members that may be corporate or individual. Such honorary members may be exempt from all fees, dues, and assessments, but may not hold office or vote at any meeting of the Federation. Nomination of candidates for honorary membership may be submitted to the Chief Operating Officer (COO) or any member of the Federation.

3. CONFERRAL OF MEMBERSHIP

- a) Application for membership shall be submitted in writing to the Chief Operating Officer (COO) of the Federation at least one month prior to any general meeting of the Federation.
- b) Membership will be conferred upon an applicant by a simple majority vote of

members at any general meeting of the Federation. The prospective member must be present for the general meeting, though he cannot attend the vote on his request for membership.

- c) Temporary membership may be conferred upon an applicant by the officers of the Federation.

4. TERMINATION OF MEMBERSHIP

- a) Any member may withdraw from the Federation by delivering a written resignation to the Chief Operating Officer (COO) of the Federation. The Federation shall recognize the resignation of the member upon payment of all outstanding dues and assessments.
- b) Any member who is considered to be inimical to the welfare of the Federation may be expelled by a unanimous vote of the members present (except the member in question) and voting at any general meeting of the Federation.
- c) Any member may lose his standing in the Federation due to violations committed by the member against such rules of the Federation which carry the expressed penalty of expulsion or suspension, and such termination of membership shall be automatic.

ARTICLE 7 VOTING - ANNUAL OR SPECIAL GENERAL MEETING

Each member in good standing shall have a vote on every question at any annual or general meeting of the Federation, and that vote shall be cast by the member's President or accredited representative.

At voting time, full members are awarded 3 votes, associate members will have 2 votes and affiliated members 1 vote.

Delegates may not vote by proxy. No delegate shall be entitled to vote at meetings of the Federation unless the member he represents has paid all dues and fees, if any, then payable by him. No delegate may be authorized to represent more than one member.

At all meetings of members, every question shall be decided by a simple majority vote of the members present, unless otherwise required by these by-laws of the Federation. Voting shall be conducted by a show of hands, unless a secret vote is requested by a member.

Whenever any question arises which should be voted on by the officers or members of the Federation, but which does not require a general meeting, or such meeting cannot be convened, then that question may be submitted in writing to the officers or members for their decision. The question then presented shall be decided according to a majority of votes received on or before the expiration date fixed in the explanation and directions of such a submission.

ARTICLE 8 ANNUAL AND OTHER MEETINGS OF MEMBERS

The annual or any other general meeting of the members may be held at the Head Office of the Federation, or elsewhere in Canada as the members or officers may determine. The annual meeting shall be held between May 15th and June 30th of each year, unless such date shall be changed by the Management Committee by a simple majority vote.

Notice of time, place, date and agenda shall be sent to all member provincial associations by prepaid mail, telex or Fax, at least thirty (30) days before the date fixed for the holding of such meeting.

At every annual meeting, in addition to other business that may be transacted, the reports of the officers, committee reports, the financial statement and the Auditor's Report shall be presented, officers shall be elected and auditors appointed for the ensuing year or years.

The agenda shall be voted on by the membership and any amendments made thereto prior to the commencement of each annual meeting.

The order of business of the Annual General Meeting, subject to amendment shall be:

1. Vote on agenda by the membership
2. Opening address by the President
3. Introduction of the delegates
4. Appointment of two members to check the official minutes, together with the President
5. Confirmation that the meeting has been properly convened
6. Amendment to the list of officers and members
7. Confirmation of the minutes of the preceding membership meeting
8. Annual Reports
9. Financial statement and Auditor's Report
10. Vote on approval of accounts
11. Election
12. Election of the Auditor or Auditors
13. Determining the membership fees for the next year, and fixing the budget
14. Fixing the program and allocation of events
15. Proposals submitted to the meeting
16. Fixing the place and date of the next Annual General Meeting
17. Other business

Members may consider and transact any business, without notice thereof, at any meeting of the members.

Special general meetings of the Federation may be held at any time or place on the call of the majority of officers or upon the request in writing by more than half of the members of the Federation, upon thirty (30) days clear notice.

To all annual and special general meetings, each member in good standing is entitled to send two

representatives, the first named shall be the Provincial President and he shall cast the vote for his province. The second representative must be a member of the Provincial Federation which he represents, and must reside in the province. He shall possess full powers of speech, but shall not be entitled to vote. In the case of the unavailability of the Provincial President, each provincial association shall be entitled to name one delegate to represent its president and vote on its behalf.

Each annual or special general meeting of the Federation shall begin with the accreditation and recognition of those members in good standing and eligible to vote.

Proposals to the membership by a Provincial Association shall be submitted to the COO of the Canadian Team Handball Federation in writing, stating the reasons for such a proposal, not less than two months before the membership meeting.

Proposals submitted later or during the meeting of the members may only be dealt with provided the membership meeting approves with a two-third majority. No alteration to the Statutes can be considered under this heading.

ARTICLE 9 NOMINATION AND ELECTION OF OFFICERS

Nominations for President and Vice-Presidents, shall be called for at the time that the notice of the annual meeting is given (thirty days prior to). Such nominations must be accompanied by the candidates willingness to stand for election expressed in writing. If the majority of the members approve, additional nominations may be accepted from the floor, provided that the candidate is present, and indicates his willingness to stand for election. Nomination forms must specify the position for which the person is being nominated.

The election may be by a show of hands, unless a ballot is requested by a delegate or a candidate. Members shall cast votes for the positions of President and Vice-Presidents, with the candidates polling the most votes for each position being declared elected. If there be only one nomination for any of the above positions, then that person shall be declared acclaimed and duly elected.

Officers of the federation are elected alternatively for a 2 years mandate and the election goes as follows: First are elected the president of the federation and the vice-president of the coaches. The following year, the members will vote for the vice-president of officials and national teams.

ARTICLE 10 ERROR OR OMISSION IN NOTICE

No error or omission in giving notice of any annual general meeting of the Federation, or any meeting of the Federation's Officers shall invalidate such a meeting or make void any proceedings taken there at. For the purposes of sending notice, to any member or officer for any meeting or otherwise, the address for any member or officer shall be his last address recorded on the books of the Federation.

ARTICLE 11 QUORUMS

The quorum for the annual meeting of the Federation, or any general meeting of the Federation, shall be at least fifty (50%) percent of the members in good standing. Fifty (50%) percent of the officers shall form a quorum for the transaction of business at any meeting of the officers of the Federation.

ARTICLE 12 AMENDMENTS

The Federation's Constitution and by-laws shall not be amended or repealed, in whole or in part, except by a three-fourths vote of all members entitled to vote at an annual or special general meeting.

Written notice of any prepared changes of the Constitution and by-laws must be given to the membership at least thirty (30) days prior to the meetings at which it is being considered.

ARTICLE 13 OFFICERS

The officers of the Federation comprise the Management Committee and shall be: a President, a Vice-President of Officials and a Vice-President of Coaches who all shall be elected at the Annual General Meeting of the Federation. Other responsibilities will be awarded between the members of the Management Committee after the election.

The officers of the Federation shall take office upon the adjournment of the Annual General Meeting at which they have been elected, and shall hold office until the adjournment of the next Annual General Meeting two years following. Officers may be re-elected to additional terms of office.

The members of the Federation may, by resolutions passed by at least two thirds vote at a general meeting, remove any officers before the expiration of his term of office, and may by a majority of votes cast at that meeting, elect any person to his place for the remainder of his term.

ARTICLE 14 DUTIES OF THE OFFICERS

- a) The President shall be the Chief Executive Officer of the Federation and without limiting the generality of the foregoing, shall have the authority and responsibility for administering the affairs of the Federation.

He shall preside at all meetings of the Federation. He shall have a voice but no vote at all meetings of the Management Committee. In the case of a tie, the President shall cast the tie-breaking vote. He shall generally supervise the business of the Federation. He shall see that all orders and resolutions of the Officers are carried into effect and he, together with any other officer appointed by the members for that purpose shall sign all by-laws and other

documents requiring the signature of officers. He may appoint committees and chairmen, where necessary, and is an ex-officio member of all committees.

The President shall: Liaise with Sponsor funding agencies; represent the Federation at the International Handball Federation and all other organizations requesting his presence or the Federation's delegate; provide direction to Vice-Presidents, Chairpersons and employees to see all policies within allocated mandates are executed; act as chairman of the Management Committee; organize and plan policies for the Management Committee; and maintain general knowledge of the proceedings of the national office and supervise its operation.

- b) The Vice-President of Coaches shall attend all general meetings of the Federation and Committees of which he is a member. The Vice-President of Coaches shall be responsible for: the development of a domestic program for coach and athlete development; monitoring, revising and implementation of the NCCP; development of technical resource material; development of a domestic competition program; involvement of Team Handball in National and Regional Multi-sport events; rules and regulations regarding all sanctioned events; recommendation of sanctions for travelling teams.
- c) The Vice-President of Officials shall attend all general meetings of the Federation and committees of which he is a member. The Vice-President of Officials shall be responsible for: the development of all officials; the creation, revision and implementation of an Officials Development program; involvement of officials in the National Team programs in cooperation with the National Teams coordinator; the selection, assignment and evaluation of referees at all National Championships; development of officials training materials; communication of rule changes, interpretation and other pertinent information to Provincial Head Referees.
- d) The Vice-President of the National Teams shall attend all general meetings of the Federation and committees of which he is a member. The Vice-President of the National Teams shall be responsible for the National Teams program.
- e) The Chief Operating Officer shall give notice of all meetings of the Federation to persons entitled thereto. He shall attend all meetings of the Management Committee and all special and general meetings, and all standing committee meetings where he will also keep the minutes of such meetings.

At Management Committee meetings, he shall record the minutes of the proceedings into a special minute book provided by the Management Committee and such minutes when approved by the Management Committee at the next succeeding meeting, and signed by the Chairman, shall be received as a true record of the business transacted.

He shall be the liaison officer between the Management Committee and all committees established by the President. He shall be the custodian of all records and archives of the Federation, and preserve and record all its transactions and maintain a correct list of the members. He shall be the custodian of the Federation's minute book and correspondence files. He shall be required to prepare an annual report which shall be submitted at the annual general meeting of the Federation.

He shall have a voice but no vote at all meetings of the Federation.

- f) The functions of Finance and Administration Vice-President shall be determined and assigned by the members at the annual general meeting of the Federation or by the Management Committee.

ARTICLE 15 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall be vested with full power and entitled to manage the affairs of the Federation.

If the office of the President becomes vacant for any reason during his term of office, one of the Vice-President shall succeed him until the next Annual General Meeting of the Federation. The Management Committee shall have the power to appoint an "interim" Vice-President should they believe it necessary.

At all Management Committee meetings, a majority of the Management Committee shall form a quorum.

The Management Committee shall adopt and act upon the present rules, regulations and by-laws of the Federation unless and until the same shall have been duly altered or varies.

The Management Committee may suspend, for just cause, any Provincial Federation by a majority vote of the membership.

The Management Committee may act notwithstanding any vacancy in its membership.

The Management Committee shall have the power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations, or otherwise so far as not already herein expressly provided for.

Any acts done at any meeting of the Management Committee or by any person acting as a member of the Management Committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any persons so acting or person so acting was disqualified, be as valid as if such person had been duly appointed or qualified.

The Management Committee shall keep proper minutes of its proceedings and all acts done in accordance with decisions reached by the Management Committee at such meetings shall be deemed to be acts of the Management Committee within the meaning of these by-laws.

The members of the Management Committee attending any general, executive or standing committee meetings called in pursuance with these by-laws shall be entitled to be paid such transportation and per diem allowance out of the funds of the Federation as the Management Committee may decide to be reasonable, providing the funds of the Federation permit.

Any member of the Management Committee shall be entitled to demand any information which he may require as a member of the Management Committee, and the COO shall forward the same to him in writing within seven (7) days after he receives the request for the same.

Contracts, documents and any instruments in writing requiring the signature of the Federation shall be signed by the President or Vice-Presidents, or COO as deemed proper, and all contracts, documents and instruments in writing so signed shall be binding upon the Federation without any further authorization or formality. The Management Committee shall have power from time to time by-law to appoint an officer or officers on behalf of the Federation either to sign contracts, documents, and instruments in writing generally, or to sign specific contracts, documents, and instruments in writing as signed as aforesaid or by any officers appointed by resolution of the Management Committee .

The Management Committee shall cause true accounts to be kept of all receipts, credits, payments, assets and liabilities of the Federation and of all other matters necessary for showing the true state and condition of the Federation, and the accounts shall be kept in such books and in such manner as the Management Committee shall think fit and to the satisfaction of the auditors. The books of account of the Federation shall be kept at such place or places as the Management Committee shall appoint and shall be open to the inspection of the members of the Federation with the consent of the Management Committee or of a special resolution of the Federation.

The Management Committee, with approval from the members, may from time to time:

- a) borrow money upon the credit of the Federation;
- b) limit or increase the amount to be borrowed;
- c) issue debentures or other securities of the Federation;
- d) pledge or sell such debentures or other securities of the Federation;
- e) mortgage, hypothecate, charge, or pledge all or any of the real or personal property of the Federation to secure any debentures or other securities or money borrowed or any other liability of the Federation.

The Management Committee may from time to time authorize any member or members, officer or officers, or employees of the Federation or persons whether connected with the Federation or not, to make arrangements with reference to the money borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with the power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due to the Federation as the Management Committee of the Federation may authorize and generally to manage, transact, and settle the borrowing of money by the Federation.

The Management Committee may from time to time authorize any member or members, officer or officers or employees of the Federation or other persons, whether connected with the Federation or not, to sign, execute and give on behalf of the Federation all documents, agreements, promises, and other writing necessary or desirable for the purposes aforesaid and to draw, make, accept, endorse, execute and issue cheques, promissory notes, bills of exchange, bills of lading, and other negotiable or transferable instruments and the same and all renewals thereof or substitutions therefore so signed shall be binding upon the Federation.

The powers conferred shall be deemed to supplement and not substitute any powers to borrow money for the support of the Federation possessed by its Management Committee or officers independently of a borrowing by-law.

The Management Committee may appoint a Chief Operating Officer to be the full time administrative and financial coordinator of the Federation. Terms of reference and conditions for the Chief Operating Officer shall be established by written contract.

Terms of reference and conditions for the Technical Director and National Team Coach positions, and any other full or part time professional positions shall be determined by the Management Committee and established by written contract.

Any act of the Management Committee which is sanctioned either expressly or implied at a subsequent annual general meeting of the Federation, shall be deemed to be an act of the Federation, and may not afterwards be impeached by any member of the Federation on any grounds whatsoever.

ARTICLE 16 APPEAL

The membership of a general meeting shall be the highest authority and their decision in the case of appeal shall be final.

ARTICLE 17 INDEMNITY

Every officer, member of the Management Committee, or other servant of the Federation shall be indemnified by the Federation against all costs, losses, and expenses incurred by them respectively

in or about the discharge of their respective duties, except when happening from their own wilful neglect or default.

ARTICLE 18 VACANCIES

The Management Committee of the Federation may, in the event of death, disability, resignation, disqualification or removal of any officer, appoint a successor to fill the remainder of the unexpired term of the vacancy.

ARTICLE 19 FINANCIAL YEAR AND AUDIT

Unless otherwise ordered by the officers, the fiscal year of the Federation shall terminate on the 31st of March in each and every year. An audited statement shall be presented at the Annual Meeting following the termination of the fiscal year.

Auditors shall be appointed at each annual meeting of the Federation and they shall hold office until the conclusion of the next annual meeting. The Management Committee of the Federation shall affix the remuneration of the auditors, and the officers shall be empowered to appoint auditors if, for any reason, an auditor is not appointed at the annual meeting or if the position should become vacant.

ARTICLE 20 NOTICES

All notices may be served by the Federation upon any member, officer, representative or delegate either personally or by leaving the same or by sending them through the mail a prepaid letter addressed to such member, officer, delegate, or representative or sent in care of the COO or other officer of the provincial Federation of which he is the representative, any such notice, if sent by post, shall be deemed to have been served when the letter containing the same would have been delivered in the ordinary course of post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office.

A notice given to any member shall be binding upon any Federation of which he may be the representative and all proceedings taken without further or other notice shall be binding on such Federation, without there being necessity for any further notice.

ARTICLE 21 SPECIAL COMMITTEES OR COMMISSIONS

The Management Committee may delegate any of its powers to members of its own body and may appoint special committees or commissions.

Any special committee or commission may conduct its business by mail , phone, Fax or E-mail, a complete record of which must be preserved by the Chief Operating Officer of the Federation, who for that purpose shall be deemed to be the Secretary of such special committee or commission.

The decision of the special committee or commission shall become immediately operative but shall be submitted thereafter for the approval of the Management Committee.

Any committee or commission appointed by the Management Committee shall conform to such mode of procedure as the Management Committee may allow, and subject thereto may determine and regulate their own proceedings in the same manner as the Management Committee may do.

ARTICLE 22 STANDING COMMITTEES

The Federation shall have a number of Standing Committees to assist in the efficient administration and accomplishment of the Federation's objectives. The Standing Committees will include:

NATIONAL TEAM COMMITTEE:

This committee shall be chaired by the Vice-President of the National Team. The committee will report to the Management Committee and shall be responsible for development, monitoring and evaluation of National Team programs, related support services and all other High Performance Programs. The Chief Operating Officer will be a member of this committee and shall also be responsible for the documentation of the committee's activities and minutes.

COACHING DEVELOPMENT COMMITTEE:

This committee shall be chaired by the Vice-President of Coaches. The committee will be responsible for the monitoring, revising and implementation of the NCCP, development of technical resource material and other related coach development programs. The Chief Operating Officer will be a member of this committee and shall also be responsible for the documentation of the committee's activities and minutes.

OFFICIALS DEVELOPMENT COMMITTEE:

This committee shall be chaired by the Vice-President of Officials. The committee will be responsible for the training of national level referees, development of resource material and the selection and assignment of officials for the National Championships. The Chief Operating Officer will be a member of this committee and shall also be responsible for the documentation of the committee's activities and minutes.

ARTICLE 23 FEES

The annual fees shall be fixed for a one (1) year term at the annual or special general meeting, and shall be payable on or before the specific date determined by that particular meeting. Members in default as of the specified date in each year shall face a possible loss of membership in the Federation.

ARTICLE 24 DISSOLUTION

Dissolution of the Federation may be declared by a unanimous vote of those members present at an annual or special general meeting. The proposal to dissolve the Federation must be submitted to all members at least thirty (30) days prior to the meeting at which it is to be considered. If the Federation is dissolved, the members shall decide about the use of assets and the settlement of outstanding financial obligations.

ARTICLE 25 INTERPRETATION

In these by-laws and in all other by-laws of the Federation hereafter passed, unless otherwise specified, words denoting the singular number or the masculine gender shall include the plural number and the female gender as the case may be, or vice versa. References to persons shall include firms and corporations.

In matters of interpretation or application of these by-laws, the English version shall prevail as the official version of the Federation.

ARTICLE 26 PARLIAMENTARY PROCEDURE

The rules contained in "Robert's Rules of Order" shall govern all cases to which they are applicable, and in which they are not inconsistent with these by-laws.