



GENERAL REGULATIONS

CONSTITUTION

Montreal, May 27th, 1978

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CONSTITUTION
OF
THE QUEBEC AMATEUR NETBALL FEDERATION
(FÉDÉRATION DE NETBALL AMATEUR DU QUÉBEC)

(Incorporated according to the provisions of the Company's Act of Quebec on July 1974 / Libro c-382 / Folio 99)

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I. TITLE

The name of the organization shall be THE QUEBEC AMATEUR NETBALL FEDERATION (La Fédération de Netball Amateur du Québec) hereinafter referred to as "The Federation", or "The Corporation".

II. OBJECTS

- * To group all netball players and to assume the responsibility of the Federation's programmes.
- * To provide adequate support personnel and to insure proper development of elite athletes. (Umpires, coaches and administrators).
- * To foster, develop and promote the game of Netball throughout the province of Quebec.
- * To control and manage tournaments organized by the Federation, in accordance with amateur standing.
- * To encourage the growth of the Federation throughout Quebec.
- * To uphold the rules of the game as laid down and altered from time to time by the International Federation of Netball Associations.

III. HEADQUARTERS OFFICE

The headquarters office of the Federation shall be located in the province of Quebec, at the civic address which is adopted by the Board of Directors.

IV. SEAL

The impression of the seal of the Corporation appears in the margin of the original text of the present regulations.

V. JURISDICTION

The federation shall be affiliated to the CANADIAN AMATEUR NETBALL ASSOCIATION, which is affiliated to the INTERNATIONAL FEDERATION OF NETBALL ASSOCIATIONS.

The Federation shall confirm to the International rules of the game as laid down by the I.F.N.A.

VI. TERRITORY

The Federation shall have sole jurisdiction over Netball played in the province of Quebec.

VII. REPRESENTATIVE COLOURS

The representative colours of the Federation shall be blue and white (Quebec's provincial colours) with the emblem of the Federation.

VIII. MEMBERSHIP

A. Any person resident in the province of Quebec, or any formally constituted club whose headquarters is in the province, shall be eligible for membership in the Federation. They shall agree to conform with the Constitution and General Regulations of the Federation.

There shall be three (3) classes of membership in the Federation as follows:

1. FULL MEMBERSHIP

This shall be open to any formally constituted Netball Club, or Netball section of a sports club.

2. ASSOCIATE MEMBERSHIP

This shall be open to any organized body whose members play netball, that is such bodies as a school, college, university, business house, industrial firm.

3. SUSTAINING MEMBERSHIP

This shall be open to any person not actively engaged in the playing of netball in the province of Quebec, but who is desirous of furthering the best interest of the game and supporting the Federation to that end, and paying the required dues.

The Board of Directors may, from time to time, by a majority of the Board of Directors present and entitled to vote, elect persons to be honorary life members of the Federation in recognition of services rendered by such persons to the Federation.

B. APPLICATION FOR MEMBERSHIP

All applications for membership shall be made in writing to the Honorary Secretary of the Federation.

Applications for full and associate membership shall be accompanied by:

- * The names, addresses and telephone numbers (at the discretion of the officers) of the Club or Organization.
- * The number of registered players in the Club or Organization.

The acceptance of such applications shall be at the discretion of the Board of Directors of the Federation whose decision shall be final. Applications may be made at any time.

C. INDIVIDUAL MEMBERSHIP

Applications for sustaining membership shall be sent to the Federation.

D. DUES

The amount fixed for member's annual dues shall be set by the Board of Directors and agreed by members at a general meeting.

E. RESIGNATION OF MEMBERSHIP

Any member wishing to resign shall send written notice to the Honorary Secretary of the Federation. The resignation shall take effect immediately after it has been accepted by the Board of Directors.

F. CANCELLATION OF MEMBERSHIP

The Board of Directors, acting on behalf of the Federation, shall have the right to cancel membership at any time if the holder's conduct is deemed to be inimical or detrimental to the welfare of the Federation.

Before a member shall be suspended or discharged, the Board of Directors should advise the member by means of a registered letter of the time and date of hearing, so as to give the said member a chance to speak on his or her behalf.

G. SUSPENSION AND DISCHARGE

The Board of Directors shall suspend or discharge any member or any individual holding any office in the Federation who fails to comply with the regulations of the Federation or whose conduct is judged detrimental to the Federation.

Before such member or individual shall be suspended or discharged, the Board of Directors shall advise the member by means of a registered letter of the time and date of his or her hearing so as to give the said member or individual the chance to speak on his or her own behalf.

H. ORGANIZATION OF MEMBERSHIP

All clubs holding full membership shall be organized into Regional groups each of which shall be administered by a Regional Board of Directors.

IX. MEMBERS ASSEMBLY / AGM

An Annual General Meeting (AGM) of the Federation shall be held each year, within four (4) months after the end of the fiscal year, at such date and place in the province of Quebec as shall be decided by the Board of Directors.

The notice of summons, agenda of the meeting and text of the main resolutions to be adopted shall be sent to all members and to the Regional Board of Directors by ordinary mails at least thirty (30) days beforehand.

The President shall take the chair at all General meetings.

1. Those eligible to attend:

All registered members of a club holding full membership
Each associate member
Each sustaining member
Honorary life members
Elected members of the Board of Directors

2. The business of the Annual General Meeting shall be:

- * Roll call
- * Reading and confirmation of minutes of previous Annual General Meeting
- * Presentation of Annual Report and Financial statement
- * Motions, notice of which has been given in accordance with regulations
- * Reports from committees

- * Election of officers and members of the Board of Directors
- * The choice of auditors
- * To adopt the development plans and the programme of activities
- * Terms of reference

The AGM may not deliberate on matters other than those appearing on the agenda, unless all the members who were to be convened are present and consent thereto.

3. Decisions on other matters

The main duty of the Annual General Meeting is to receive report and elect directors. The AGM cannot make decisions of a strategic and operational nature that fall to the Board of Directors. Thus, the members gathered in assembly cannot impose their will on questions such as the strategic orientations, the budget, the remuneration of the general manager or the general manager, or the contribution of the members, subject to the general regulations. They may also not propose amendments to the general regulations on the spot.

4. Special General Meeting

The Honorary Secretary shall convene a special general meeting upon the request of the Board of Directors, or one third of the members. The notice of summons shall be sent to all full members and to the members of the Board of Directors at least ten (10) days in advance.

The name of the delegate representing each club shall be submitted to the secretary of the Federation at least five (5) days before the meeting.

The notice shall state the purpose for which such meeting is desired and set out any resolution which is to be proposed. No other business shall be transacted.

5. Quorum

The quorum of all general meetings shall be the majority of voting members present.

If within thirty (30) minutes of the time appointed for the meeting, there is no quorum, the meeting shall be adjourned. A new date shall be fixed by the Board of Directors within two weeks of the original date, at which meeting, regardless of quorum, the business of the meeting shall be transacted by members present.

6. Voting powers

- a) Each club holding full membership has the right to one vote; voting by proxy is not authorized.
- b) Each member of the Board of Directors has the right to a vote.

The voting is made by raising hands unless a secret ballot is requested by at least one tenth of the persons holding the right to vote.

7. Election of honorary officers

- a) The Honorary officers of the Federation, the president, vice-president, honorary secretary and honorary treasurer shall be elected by members entitled to vote from the nominations submitted by the nominations committee.
- b) The publicist and tournament director shall be elected by members entitled to vote from nominations submitted by the nominations committee.
- c) The umpiring director - only those persons registered as qualified umpires shall be entitled to vote.
- d) The coaching director - only those persons registered as qualified coaches shall be entitled to vote.

8. The nominations committee

At least sixty (60) days before the date of the Annual General Meeting, the president with the approval of the Board of Directors shall designate three (3) responsible persons who are either active or interested members of the Federation, and who reside in three different regions, to constitute the nominations committee. Persons who are nominated must be members of the Federation.

X. THE BOARD OF DIRECTORS

1. Composition

The Board of Directors shall be composed of the following eight officers:

- * President
- * Vice-President
- * Honorary Treasurer
- * Honorary Secretary
- * Publicist
- * Umpiring Director
- * Coaching Director
- * Tournament Director

The Board of Directors must have at least one man and one woman, with the goal of ensuring gender diversity.

2. Duration of mandate

Each officer, shall be elected to hold office for a period of one year, but may be re-nominated and if elected may serve for a further term or terms.

3. Powers of the Board of Directors

The Board of Directors administers the business of the Federation and exercises those powers which are conferred by law or by the present constitution and By-laws.

The Board of Directors shall have the following powers:

- a) To administer and organize the work of the Federation, following the general policies set out by the membership at the Annual General Meeting, paying due regard to the rules and regulations as laid down in the Federation's Constitution, By-Laws, Terms of Reference, Standing Orders of procedure, and due regard to the conditions imposed by Provincial Government agencies.
- b) To consider and rule on all applications for membership.
- c) To serve as a disciplinary committee, with powers to cancel membership or suspend or discharge members.
- d) To impose penalties on any member, officer or player for any infringement of the rules and regulations of the Federation.
- e) To delegate such powers and to appoint such committees as it may deem advisable from time to time to assist in carrying out its duties. The committees shall function under terms of reference and with voting rights as determined by the Board of Directors.
- f) To enlist the services of any person(s) for any special purpose.
- g) To receive and manage bequests, subscriptions and donations for approved specific or general purposes connected with netball.
- h) To control and organize provincial events through the Board of Directors' standing committee.
- i) To make by-laws and standing orders for committee procedure.

j) To ensure the existence of a welcoming process for new administrators.

4. Meetings of the Board of Directors

The Board of Directors shall meet regularly during the year as decided at the first Board of Directors meeting held after the Annual General Meeting each year. There must be a minimum of four (4) meetings per year.

Extra meetings may be called at the request of the president or by at least five (5) members of the Board of Directors.

The quorum at each meeting shall be a simple majority of its members.

The president shall chair the meetings, and in her absence the vice-president shall take her place.

5. Voting at meetings of the Board of Directors

Each member of the Board of Directors shall be entitled to one vote. Co-opted members shall have no vote.

The Chairperson of the Board of Directors shall not have a casting vote during meetings of the Board of Directors.

At all meetings, the vote of the majority shall rule.

Voting on any question shall be by show of hands, but shall be by secret ballot if desired by any member present. Where voting is not unanimous, the distribution of votes shall be recorded.

6. Remote participation

Meetings of the Board of Directors may at times be held remotely or in a hybrid format (partially in-person and partially remote). Directors may join these meetings remotely in such case.

7. Resolutions between meetings

For a written resolution presented to the directors between two meetings of the board of directors to be valid and to have the same force as if it had been adopted during a meeting of the board, it must be signed by all the administrators authorized to vote on resolutions at meetings of the Board of Directors. A copy of this resolution may be tabled at the next meeting of the Board of Directors, but it must be kept with the minutes in all cases.

Such a resolution must be signed by all to allow a director to signify his or her disagreement, which he or she could have done at a meeting. One part of the board of directors must not be able to adopt resolutions without the others having been able to speak, under penalty of nullity.

7. Minutes of meetings of the Board of Directors

The minutes of meetings must specify the date of the meeting, place, time of beginning and end, presence and absence of directors and presence of observers or possible observers). Minutes must be written in an impersonal manner, summarize the discussions and present the resolutions adopted.

The minutes of the Board of Directors are confidential. Only directors can have access to them.

8. Vacancy

If a vacancy occurs from among the members elected to the Board of Directors on recommendation by the orientation commission, this vacancy shall be filled by the Board of Directors from nominations of any member of the Federation suitably qualified to hold the position, and willing to stand.

If the vacancy occurs from among the members designated by the technical commission (coaching & umpiring), that commission shall elect another person to that office and advise the honorary secretary of the Federation of the change.

The member thus elected shall terminate the mandate of her predecessor, and will remain in office until the end of term of the person who was replaced.

A vacancy on the Board of Directors should not last longer than three (3) months.

An outgoing president will not have an ex officio seat on the Board of Directors.

The board of directors must elect its officers from among its members.

9. Prohibitions on membership

The Board of Directors cannot include owners or members of private companies or organizations that are linked to the Federation by an agreement for goods or services.

10. Formation of committees

The Board of Directors may, to concentrate the expertise and experience of its members on certain key issues (finance, human resources, governance, technological development, ethics, complaint management) form committees, whose mandate is to make recommendations to the Board on decisions to be made on policies and commitments.

There are three types of committees that may be formed:

a. The standing committee.

b. The ad hoc committee: The role of this provisional committee is to look more closely at an issue and monitor its development. The mandate of this committee ends when it submits its report to the Board.

c. Statutory committees: Committees created through these general regulations.

XI. THE ORIENTATION COMMISSION

1. Composition

- * The Federation's president
- * Regional presidents
- * The Federation's honorary secretary

2. Mandate

The orientation commission officers shall serve for one (1) year, but may be re-nominated or elected to serve for a second or further terms.

3. Duties of the orientation commission

- * To act as a liaison between the Federation and various regions
- * To discuss priorities
- * To make long range plans
- * To submit proposals to the Board of Directors and to the General Assembly at the Annual General Meeting.

XII. THE REGIONAL COUNCIL

1. Composition

The regional officers shall be elected no later than fifteen (15) days before the Federation's election.

- * President
- * Vice-President
- * Honorary Secretary
- * Honorary Treasurer
- * Three floor members

2. Mandate

The Regional Council officers shall serve for one year. All clubs holding full membership in the Federation shall be organized into regional groups, each of which shall be administered by a regional council.

In any region where there are four (4) clubs or more, a regional council shall be elected; where there are less, one representative shall have a seat on the orientation commission.

3. Duties of the Councils

The councils shall have the following duties:

- * To administer and organize the work within their region, following the general policies set out by the Federation, paying due regard to the rules and regulations laid down in the Federation constitution, by-laws, and terms of reference.
- * To act as liaisons between the Federation and member clubs.
- * To assist the Federation in practical organization in their regions.
- * To assist in publicizing the Federation's events.
- * To obtain feedback from clubs for the orientation commission.

XIII. DUTIES OF HONORARY OFFICERS

All directors must file their annual declaration of conflicts of interest with the Secretary. All directors should familiarize themselves with the content of such declarations from other directors, to judiciously manage situations of conflicts of interest.

All directors have the same rights, ethical duties and responsibilities. They must answer for their decisions before the members and take into consideration all the interests of the stakeholders in their decision-making process, although they must act primarily for the good of the organization.

THE PRESIDENT

1. The president shall be the head of the Federation, and as such shall have the power to make any decision relevant to his/her term of office as described in the terms of reference without requiring the approval of the Board of Directors.
2. Shall be the sole liaison officer of the Federation in all dealings with the Provincial official Government agencies, with all other official bodies within and outside the province, and with any National Netball associations.

3. May appoint, with the Board of Directors' approval, another member to serve in her stead.
4. Shall have the power to veto at her discretion any decision taken by any member or individual which is in conflict with the constitution, by-laws and terms of reference.
5. Shall preside at all meetings of the Board of Directors, and at all General Meetings of the Federation.
6. Shall provide to new members of the Board of Directors the letters patent, general regulation and policies of the Federation upon their taking office.

THE VICE-PRESIDENT

1. Perform the duties of the president in her/his absence and undertake any other duties assigned to her by the president.
2. Serve as Chairman of the Nominations Committee.
3. Perform duties designated by the Board of Directors in any areas deemed necessary.

THE HONORARY SECRETARY

The honorary secretary shall conduct all general correspondence and maintain proper files of all areas of the Federation's activities.

She shall work closely with the president at all times and be responsible for sending notices of summons and the agenda for all Board of Directors' meetings and meetings of the Federation.

The Secretary must, at an annual meeting of the Board of Directors, submit a report confirming that he or she has received the certification and annual declaration of conflicts of interest of all members.

The Secretary must ensure that information concerning the Federation's governance, financial station and activities are available on its website, including the following:

- * up-to-date general regulations;
- * administrative and governance policies;
- * the organization chart;
- * the composition of the board of directors;
- * the biography of the members of the board of directors;
- * the code of ethics and professional conduct for administrators;
- * the code of conduct that applies to the different clienteles (e.g. athlete, coach, official);
- * strategic plan;
- * the minutes of the last annual general meeting;
- * the annual activity report;
- * the summary of the last financial report; and
- * the list of services offered to members.

THE HONORARY TREASURER

1. Work closely with the president at all times.
2. Keep proper books of accounts.
3. Pay all accounts (budgeted and supplementary) approved by the Board of Directors by official cheques of the Federation wherever possible.
4. Receive and deposit within three business days from receipt thereof all Federation money in such bank or banks as is designated by the Board of Directors.
5. Present a written monthly statement of accounts to the Board of Directors.
6. Present a complete audited statement of accounts at the Annual General Meeting of the Federation.

THE PUBLICIST

1. Be responsible for publicizing the Federation, the game and all its events, matches, tournaments, coaching and umpiring courses, selection of senior and junior squads, lists of award winners for coaching, umpiring and shooting.
2. Establish a relationship with the press.
3. Prepare publicity release and submit for president's approval.
4. File all newspaper clippings and photographs.
5. Answer all correspondence relating to publicity.
6. Be the convenor for the publicity commission.
7. Shall submit a written report to each meeting of the Board of Directors.
8. Shall submit an annual report to the Annual General Meeting.

THE UMPIRING DIRECTOR

1. Shall be responsible for all matters concerning umpiring within the Federation.
2. Shall maintain a close liaison with the Tournament convenor in order to supply umpires for all events.
3. Shall be responsible for raising the standards of umpiring in the Federation.
4. Shall coordinate the work of the umpiring commission.
5. Shall serve as chairman at each meeting of the umpiring commission.
6. Shall call meetings at regular intervals throughout the year, the dates of which shall be arranged at the first meeting after the annual general meeting. He/she may call further meetings when necessary.
7. The quorum for all meetings shall be a majority of the members.
8. Shall submit a written report to each meeting of the Board of Directors.
9. Shall submit an annual report to the annual general meeting.

THE COACHING DIRECTOR

1. Shall be responsible for all matters dealing with coaching within the Federation.
2. Shall be responsible for raising the standards of coaching.
3. Shall coordinate the work of the Coaching Commission.

4. Shall serve as Chairman at each meeting of the coaching commission.
5. Shall call meetings at regular intervals throughout the year, the dates of which shall be arranged at the first meeting after the annual general meeting. He/she may call further meetings when necessary.
6. The quorum for all meetings shall be a majority of its members.
7. Shall maintain close liaison with the convenor of the promotion and publicity commissions, sending information relative to courses, for publicity purposes.
8. Shall submit a written report to each meeting of the Board of Directors.
9. Shall submit an annual report to the annual general meeting.

THE TOURNAMENT DIRECTOR

1. Shall be responsible for the organization of all competitive events of the Federation.
2. Shall coordinate the work of the tournament commission.
3. Shall serve as chairman at each meeting of the tournament commission.
4. Shall plan a programme of events for the year to be placed before the Board of Directors.
5. Shall be responsible for obtaining courts supplying equipment for the efficient running of tournaments.
6. Shall be responsible for keeping a complete record of tournament results.
7. Shall submit a written report to each meeting of the Board of Directors.
8. Shall submit an annual report to the annual general meeting.

XIV. FINANCE

a) Income

The Federation's income shall be obtained from membership, match or tournament fees and from any other available and appropriate source, subject to the approval of the Board of Directors.

Such income shall be used for the furtherance of the objects of the Federation. The funds of the Federation, vested in or held by the treasurer, shall be applied and dealt within such manner as the Board of Directors shall direct.

An audit of the books of accounts shall be carried out annually and an income and expenditure statement shall be presented at the Annual General Meeting. A copy shall be incorporated in the Annual report.

All accounts passed by the Board of Directors shall be paid by cheques. There shall be three signing officers, the treasurer, the president and one other member of the Board of Directors. Cheques must be signed by the treasurer and one of the other signing officers.

b) Loans

The Board of Directors may from time to time take a loan upon the credit of the Federation and may give all guarantees permitted by the law to assure the payment of this loan and other obligations of the Federation.

c) Fiscal year

The fiscal year of the Federation ends on March 31st, of each year.

d) Auditing

Auditors shall be appointed annually by the general assembly to audit the books of the Federation and shall submit their report to the Board of Directors at least seven (7) days prior to the annual general meeting.

The treasurer must present the advice of a professional accounting firm on the Federation's financial statements.

e) Remuneration of the members of the Board of Directors

The honorary officers of the Federation shall not be paid any sum whatsoever for services as such. However, nothing in this section shall preclude a director from receiving proper compensation for any expenses that she/he incurs on behalf of the Federation.

f) Membership fees

An annual membership fee shall be levied for all full, associate and sustaining members.

When applications are submitted in accordance with article VIII, Section B, applicants shall pay their annual fees within one month of being accepted, to the honorary secretary.

XV. CONSERVATION OF DOCUMENTS

The Board of Directors must ensure the retention of all books and records concerning the Federation, including

- articles of incorporation (letters patent);
- supplementary regulations and By-Laws;
- general regulations;
- annual membership lists;
- the names, addresses and occupations of the administrators;
- the start and end dates of the directors' terms of office;
- annual reports;
- income and expense statements;
- financial transactions and balance sheets;
- the minutes of meetings of the board of directors;
- the register of resolutions of the board of directors;
- the minutes of general meetings of members;

These documents attest to the creation, decisions and activities of the organization. The Board of Directors must ensure that provisions are made so that they can be kept indefinitely and archived at all times on a readable medium.

Senior management should annually submit to the board of directors an attestation confirming that the documents included in the books and registers are up-to-date, available and properly archived (e.g.: prevention in the event of fire or flooding, copy on a secure server).

XVI. RIGHT OF APPEAL

There shall be a right of appeal by any full member being aggrieved by any decision of the Board of Directors.

Any such appeal will be heard at an extraordinary general meeting called for the purpose before an appeals committee of three persons appointed by the president from any other region than that of which the aggrieved member is affiliated.

XVII. TRUSTEES

The officers of the Federation shall be the trustees of the Federation.

XVIII. INTERPRETATION

The interpretation of this constitution and of the rules of the game shall be vested in the Board of Directors.

XIX. INDEMNITY

The officers and members of the Board of Directors shall be indemnified by the Federation against all costs and losses for which they may become liable by reason of any duty performed for or with the authority of the Federation.

XX. AMENDMENTS TO THE CONSTITUTION

No alterations or additions to this constitution shall be made except at a general meeting and when a majority of the votes cast are in favour.

All proposed amendments to the constitution shall be sent to the honorary secretary at least twenty one days before the date set for the meeting.

The honorary secretary shall mail a copy of the proposed amendments to each member no later than fifteen days before the date set for the meeting.

Decisions concerning the constitution taken at a general meeting shall become operative immediately.

XXI. BY-LAWS

The Board of Directors is empowered to make or alter By-Laws, terms of reference and standing orders as are deemed necessary from time to time, as long as such are consistent with this document.

All By-Laws, terms of reference and standing orders are effective immediately and, until revoked, are binding on all members.

Ignorance of the constitution, By-Laws, terms of reference and standing orders shall not be pleaded as an excuse for infraction.

XXII. DISSOLUTION OF THE FEDERATION

The Federation shall not be dissolved unless all liabilities have been discharged and a motion has been passed by a majority of votes recorded at a general meeting convened for the purpose of dissolving the Federation.


Upon dissolution, any fund raising money may be donated to another netball association, or to a charitable organization as the majority at the general meeting shall decide.

XXIII. RULES & REGULATIONS BINDING

The constitution, By-Laws, terms of reference and standing orders of the Federation for the time being in force, and the code of rules of the game as adopted and amended from time to time by the International Federation of Netball Associations, shall be binding on all members.

Adopted: May 27th, 1978

Revised: October 1, 2022


Avice Roberts-Joseph
AVICE ROBERTS-JOSEPH
PRESIDENT