

**Constitution of the Outaouais Ski Zone  
(as amended September 11, 2012)**

**PREAMBLE**

The Outaouais Ski Zone is a non-profit organization committed to the implementation of high calibre alpine racing programs in the Outaouais region.

**Our Mission**

To provide alpine ski racers of all levels of ability with opportunities to fully develop their potential.

**Our Values**

- We believe in the educational value of competition as a means of acquiring life skills.
- We believe in the enjoyment of skiing through fun and competition in a team format.
- We support the aspirations of our most talented and ambitious skiers who make it to the top echelons of ski racing.
- We consider safety of prime importance in the conduct of programs and races.
- We respect the diversity of racers, including their age, level of ability, and first official language.
- We believe in making ski racing accessible through timely information and cost-effective programs.

**Guiding Principles**

- We promote the concept of strong clubs within a solid corporate zone structure.
- We coordinate the collective regional effort for the most effective and efficient implementation of alpine ski racing programs.
- We emphasize quality communications within the Zone, with the Quebec Ski Federation, and with the public.
- We cooperate with other ski organizations that share our mission and values.
- We manage the Zone with openness and integrity and we are accountable to all members.

**2. ORGANIZATION 2.1. Name**

The name of the organization shall be "Fédération de ski alpin de l'Outaouais, Inc. "Outaouais Ski Zone Inc.", hereinafter referred to as the Zone.

**2.2. Head Office**

The Executive Committee shall designate the head office of the Zone.

**2.3. Member Clubs**

2.3.1. The following organizations are Member Clubs of the Zone:

- Académie Ste Marie
- Club de ski Mont Cascades Ski Club
- Compétition Vorlage Racing
- Equipe de course Edelweiss Racing Team
- Mont Ste. Marie Racing Club

Notwithstanding 2.3.1., any organization that:

- a. is established within the geographic boundaries of the Outaouais Ski Zone as recognized by Ski Québec Alpin;
- b. subscribes to the values of the Zone; and,
- c. is engaged in training ski racers may be admitted as a Member Club by the Executive Committee.

**2.4. Voting Members**

The following are voting members of the Zone and eligible to vote at any general meeting:

- a. any current member in good standing of a Member Club;
- b. any parent of a racer registered in a competitive program sanctioned by the Zone;

- and
- c. any other person whose application for membership is approved by the Executive Committee.

### **3. COMMITTEES 3.1. Executive Committee**

- 3.1.1. The Executive Committee of the Zone shall be made up of the immediate Past President; President, First Vice-president, Alpine Vice-President, Secretary, Treasurer and one representative appointed by each Member Club.
- 3.1.2. The Executive Committee shall be responsible for the general management of the Zone's affairs.
- 3.1.3. Without limiting the generality of 3.1.2, the Executive Committee shall, at least four times in each year, convene meetings of the Management Committee to report on the decisions it has taken and to receive the Management Committee's advice on any matters related to the conduct of the Zone's affairs.

### **3.2. Management Committee**

3.2.1. The Management Committee shall be made up of:

- a. Members of the Executive Committee;
- b. The senior or head coach of any development team established by the Zone; and
- c. Program coordinators appointed by the Executive Committee;
- d. An Officials Coordinator appointed by the Executive Committee;
- e. A representative of the club coaches appointed by the Alpine Committee; and,
- f. Such other positions as may, from time to time, be approved by the Executive Committee.

3.2.2. Persons appointed to the Management Committee shall serve from the date of their appointment to the date of the following annual general meeting

### **3.3. Alpine Committee**

The Alpine Committee shall be chaired by the Alpine Vice-President, Members of the Committee shall include the program coordinators, the officials coach, the senior elite team coach, and the club coaches' representative.

### **3.4. Other Committees**

The Management Committee may, from time to time, establish committees to assist in carrying out the purposes of the Zone and appoint members to those committees.

## **4. OFFICERS 4.1. President**

The President, as principal officer of the Zone, shall preside over all general meetings and meetings of the Executive and Management Committees, serve as the designated representative to the Fédération québécoise du ski, and have general responsibility for the proper conduct of the Zone's affairs.

### **4.2. First Vice-president**

The First Vice-president shall act on behalf of the President in case of absence or inability to act, and perform such special duties as may be assigned.

### **4.3. Alpine Vice-President**

The Alpine Vice-President shall have general responsibility for the planning and coordination of the racing program and chair the Race Committee.

### **4.4. Secretary**

- 4.4.1. The Secretary shall cause a record of all Executive and Management Committee and general meetings to be made, maintained and available for inspection by any member of Zone.
- 4.4.2. The Secretary shall also ensure notices of meetings are properly given and conduct such correspondence as is directed by these aforementioned meetings.

### **4.5. Treasurer**

- 4.5.1. The Treasurer shall have responsibility for the financial administration of the Zone and have custodial responsibility for all financial accounts and records including ensuring that

all monies and accounts received are deposited in a timely fashion into the Zone's bank accounts and that all disbursements authorized by the Executive Committee are paid in a timely fashion.

- 4.5.2. The Treasurer shall prepare monthly income and expense statements, as well as a monthly balance sheet and distribute them to members of the Management Committee. The Treasurer shall also submit an annual financial report to the Annual General Meeting of the Zone. The Treasurer shall carry out the financial policies of the Corporation, as determined by the Board.,

## **5. COORDINATORS**

The Executive Committee shall appoint individuals Each active alpine program shall be headed by a coordinator, appointed by the Executive Committee, who shall serve on the Management Committee and maintain close communications and liaise with club programs and report on their activities to the Management Committee.

### **5.1. Other Management Committee Members**

The responsibilities of other members of the Management Committee shall be determined, from time to time, by the Management Committee.

### **5.2. Election of Officers**

The President, First Vice-President, Vice-President Alpine, Secretary and Treasurer shall be elected by members at a General Meeting.

### **5.3. Nomination Committee**

- 5.3.1. The Nomination Committee shall be made up of three (3) members appointed by the Executive Committee.
- 5.3.2. At the Annual General meeting, the Nomination Committee shall present a slate of nominees drawn from members in good standing who have accepted their nomination for the coming fiscal year.
- 5.3.3. The slate shall be circulated with the notice of the Annual General meeting.

## **6. MEETINGS**

### **6.1. Annual General Meeting**

An Annual General meeting shall be held within sixty (60) days following the end of the fiscal year and shall have an agenda that includes the following:

- Minutes of previous Annual General meeting; •Committee reports;
- Financial report;
- Appointment of auditor;
- Election of officers;
- Resolutions accepting actions; and, •
- Adjournment.

### **6.2. Notice of Meeting**

A notice of the Annual General Meeting, including the slate of nominations shall be sent to the elected officers, coordinators and club representatives at least thirty (30) days prior to the meeting date.

### **6.3. Special General Meeting**

A special general meeting shall be held within thirty (30) days of the receipt by any member of the Executive Committee of a written demand signed by ten (10) members in good standing.

### **6.4. Rules of Order**

All meetings shall be conducted in accordance with generally accepted rules of order and any disputes shall be resolved by a majority vote of members present.

### **6.5. Voting**

Motions shall be decided by a simple majority of members present, determined by a show of hands.

**6.6. Quorum**

The quorum for a meeting of the Executive Committee shall be five (5) members of the Committee, at least three of whom are club representatives, and the quorum for the Management Committee eight (8) members of that Committee, at least three of whom are club representatives,

**7. OTHER 7.1. Fiscal Year**

The fiscal year for the Zone shall be May 1 to April 30.

**7.2. Signing Officers**

The signing officers of the Zone shall be the President, the First Vice-president, the Treasurer and one other member of the Executive Committee appointed by that Committee.

**7.3. Vacancies**

The Executive Committee may appoint a member in good standing to fill any elected position vacated in mid-term and the person appointed shall serve until the next annual general meeting.

**7.4. Amendments**

The constitution and bylaws may be amended at the Annual General Meeting provided a notice of the motion to amend is appended to the notice of that meeting.