

Constitution of the Outaouais Ski Zone

(Approved at OSZ AGM June 17, 2024)

PREAMBLE

The Outaouais Ski Zone is a Québec provincially incorporated 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 promote Safe Sport principles and believe in ski racing that is free from all forms, or threat, of maltreatment, including harassment and abuse, for all participants.
- 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 and all stakeholders including, Ski Alpin Québec (SQA) and 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:

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

Notwithstanding 2.3.1., any organization that

- a. is established within the geographic boundaries of the 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 following six Officers: immediate Past President; President, First Vice-president, Alpine Vice-President, Secretary and 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.
- 3.1.4. In the exceptional case of an individual holding more than one position on the Executive Committee, s/he shall be entitled to one vote only.
- 3.1.5. In the exceptional case of a club representative also holding a position of an Officer, the club representative vote shall be delegated by proxy to another member from the representative's club.
- 3.1.6. If a Club representative should be absent from an Executive Committee or Management Committee meeting, upon prior advisory to the OSZ President and Secretary, the Member Club may delegate another club member to replace its Club representative for a given meeting.
- 3.1.7. Level of representation of a given club at the Executive Committee or at the Management Committee should be limited to ensure that no club has a level of representation permitting a majority vote.

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/elite team established by the Zone;
 - c. Program age group 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 (AGM). The Executive Committee is to be promptly advised if an appointed person's status changes in their standing or is no longer an affiliated member of a member club as this would terminate their tenure on the Committee. The Executive Committee will advise the remainder of the board of the change and any additional action i.e. executive committee could approve a membership application upon request, in keeping with article 2.4 C.

- 3.2.3. With the exception of Club representatives who are designated by their respective Clubs and Officers of the Executive Committee who are elected at the AGM the appointment of Management Committee members shall be conducted at the first or any subsequent Executive Committee meeting following the AGM.
- 3.2.4. In case of there being more than one nominee for a given position, an election will be held by secret ballot at the Executive Committee meeting.
- 3.2.5. In the exceptional case that an individual holds more than one Management Committee position s/he shall be entitled to one vote only.

3.3. Alpine Committee

The Alpine Committee shall be chaired by the Alpine Vice-President, Members of the Committee shall include the officials coordinator, the senior or head coach of the development/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. Members of these committees that are not already members of the Management committee would not be considered as voting members.

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 schedule and chair the Alpine Committee.

4.4. Secretary

- 4.4.1. The Secretary shall produce a record of all Executive and Management Committee and general meetings to be made, maintained and available for consultation by any member of Zone.
- 4.4.2. The Secretary shall also ensure notices of meetings be 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 be deposited in a timely fashion into the Zone's bank accounts and that all disbursements authorized by the Executive Committee be 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 Zone's AGM. The Treasurer shall prepare annual budget and present it to the Management Committee for consultation/discussion and subsequent approval by the Executive Committee as well as carry out the financial policies of the Zone, as determined by the Board.

5. COORDINATORS

The Executive Committee shall appoint individuals to the required coordinator positions. Each active function 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 counterparts and representatives 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.

6. ELECTION OF OFFICERS

6.1 The President, First Vice-President, Vice-President Alpine, Secretary and Treasurer shall be elected by members at an AGM.

6.2. Nomination Committee

6.2.1. The Nomination Committee shall be made up of three (3) members appointed by the Executive Committee.

6.2.2. At the AGM, 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.

6.2.3. The slate shall be circulated with the notice of the AGM.

6.2.4. In case there being of more than one nominee for a given position, an election will be held by secret ballot at the AGM.

6.3.5. Additional nominees shall only be accepted at the AGM for a position without any nominees.

7. MEETINGS

7.1. Annual General Meeting

An AGM 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.

7.2. Notice of Meeting

A notice of the AGM, including the slate of nominations shall be sent to the Officers, coordinators, and club representatives at least thirty (30) days prior to the meeting date.

7.3. 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. Notice to members is to be given at least 15 days prior to the meeting.

7.4. 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.

7.5. Voting

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

In case of limitation or particular need, voting may be done electronically. Quorum requirement will apply.

7.6. 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,

8. OTHER

8.1. Fiscal Year

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

8.2. 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. Cheques and/or withdrawals from the Zone accounts require two (2) signatures.

8.3. Vacancies

8.3.1. Executive Committee:

To ensure the proper functioning of the Zone, the Executive Committee may appoint a member in good standing to fill any elected position which has remained vacant following the AGM or became vacant mid-term and the person so appointed shall serve until the next AGM.

8.3.2. Management Committee:

The same approach also applies to the Management Committee positions that remained vacant following the AGM or became vacant mid-term and the person so appointed by the Executive shall serve until the next AGM.

Notwithstanding voting provisions, only in exceptional circumstance should an individual hold two positions within the Executive and/or Management Committees.

8.4 Amendments

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