

CANADIAN HANDBALL ASSOCIATION BYLAWS

1. NAME OF THE ASSOCIATION

- 1.1 The name of the Association shall be the Canadian Handball Association hereinafter referred to as the CHA

2. OBJECTS

- 2.1 The following are the objects of the CHA
- a) to establish, conduct and promote interest and participation in the sport of handball.
 - b) to maintain handball as a national sport in Canada.
 - c) to foster and promote physical fitness and competitive activity through the sport of handball
 - d) to provide and support provincial and territorial initiatives in the organization, supervision of clinics, seminars and other educational programs of instruction.
 - e) to set national standards for officials and coaches and keep records of accreditation.
 - f) to foster and encourage participation in the sport by junior players.
 - g) to promote gender equality by encouraging participation of women both as players and in administration of the sport.
 - h) to sanction and supervise tournaments at the National Championship levels.
 - i) to foster friendly competition and to eliminate unfair and unsporting practices including the use of drugs or other illegal activities to enhance performance.
 - j) to support and assist the activities of Provincial Associations administering handball in each Province and to enter into agreements with any Provincial Association for the development, maintenance or management of facilities and equipment used in handball.
 - k) to act as the voice of Canadian handball in international forums of the sport
 - l) to promote the development of elite players by providing coaching and physical development programs, competitive opportunities and where possible, financial and other support.
 - m) to receive, acquire and hold gifts or legacies and to solicit donations and sponsorships.
 - n) to enter into agreements with persons, firms, or corporations as may be advisable, necessary or advantageous in promoting the association's objects and to enter into agreements approving equipment to be used in the sport of handball.
 - o) to buy, sell or distribute handball and other equipment, products and programs with profits there from accruing to the CHA
 - p) to acquire, hold, own, improve and maintain and to sell, lease or otherwise encumber and to dispose of any real and personal property for the purposes of the CHA
 - q) to do such other things from time to time as may be expedient to promote the sport of handball.

3. INTERPRETATION

- 3.1 The expression "handball" shall refer to four wall, three wall and one wall court handball, both indoor and outdoor.
- 3.2 The "Board" means the Board of Directors of the CHA
- 3.3 "Provincial Association" means a properly constituted and registered association responsible for the administration of handball in a Province and approved by the Directors of the CHA
- 3.4 "Registrant" means those individuals registered and in good standing with a Provincial Association

- 3.5 All references to gender shall include both the masculine and feminine unless the context requires otherwise.
- 3.6 Words importing the singular shall be deemed to include the plural and vice versa.

4. POWERS

- 4.1 The CHA shall have the following powers:
- a) To prescribe, make and adopt such rules, regulations and do all such other acts and things as may be necessary or desirable to carry out the Objects of the CHA or to conduct its business.
 - b) To prescribe from time to time the fees paid by members and Registrants.
 - c) To expel for cause any member or officer.
 - d) To delegate such of its powers to CHA Officers from time to time as it may deem fit
 - e) To use the CHA funds as it deems fit in the interests of the CHA
 - f) To award the hosting and provide assistance of the National Championships to a member province
 - g) To award the hosting and provide the assistance of the World Championships to a member province

5. MEMBERSHIP

- 5.1 A Provincial Association that is recognized by the CHA as the sole governing body for handball in the province/territory, that has registered with the CHA, and has agreed to abide by the CHA's by-laws, policies, procedures, rules, and regulations will be considered Members of the CHA.
- 5.2 Every Provincial Association shall pay a membership fee to the CHA. The amount to be determined from time to time by the Board.
- 5.3 Every Provincial Association will provide a list of their Registrants by March 31st of each calendar year and notify the CHA of any Registrant who has resigned or been suspended.
- 5.4 An individual who has resigned from or been suspended by his Provincial Association will no longer be a Registrant of the CHA

6. BOARD OF DIRECTORS

- 6.1 The Board shall consist of seven individuals filling the following positions:
- a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
 - e) Women's Development Director
 - f) Junior Development Director
 - g) Referee-in-Chief
- 6.2 Directors will serve terms of two years for an unlimited number of terms
- 6.3 Election of Directors will take place at each general meeting of the CHA. The elections will take place in two part:
- a) The President, Treasurer, and Women's Development Director will be elected at alternate meetings to those listed in subsection b; and
 - b) The Vice President, Secretary, Junior Development Director, and Referee-in-Chief will be elected at alternate meetings to those listed in subsection a/
- 6.4 The Board shall, subject to the by-laws, have full control and management of the affairs of the CHA

7. MEETINGS

- 7.1 Meetings of the Board of Directors shall be held as often as may be required, but at least annually and shall be called by the President. In most years this meeting will be held at the National Championships. A special meeting of the Board or of the members shall be called on the instructions of any two Board Members provided they request the President in writing to call such meeting and state the business to be brought before the meeting.
- 7.2 Meetings of the Board shall be called by a minimum of 14 days notice in writing, mailed to each director or a minimum of 7 days notice sent to each director by fax or email.
- 7.3 A quorum for Board meetings shall be one half of the directors.
- 7.4 A director may participate in any Board meeting by telephone or other communication facilities that permit all persons participating in the meeting to hear each other and shall be deemed to be present at the meeting.
- 7.5 Any officer or member shall be entitled to have included on the agenda of a meeting of the Members any matters they wish to make. To be placed on the agenda such matters together with an explanatory statement to be received by the Secretary at least 15 days prior to the meeting. A motion not on the agenda may be submitted to a vote only with the consent of those present at the meeting.
- 7.6 The agenda for the general meeting shall include all matters, proposals and motions submitted according to section 7.5 of this article as well as the following:
- a) President's Report
 - b) Financial Statement of the Association
 - c) Secretary's Report
 - d) Treasurer's Report
 - e) Junior Coaching Coordinator Report
 - f) Ladies Director's Report
 - g) Referee in Chiefs Report
 - h) Other Business
- 7.7 A meeting of Members may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility.

8. VOTING

- 8.1 Board members shall each have one vote and must be in attendance to exercise that vote. In the case of a tie the President may cast an additional deciding vote.
- 8.2 Any director may be expelled by the Board upon a majority vote by the Board for gross misconduct or for failing or refusing to carry out his duties as a director or for proven dishonesty.
- 8.3 The adoption of any Resolution to alter or rescind the by-laws, or to change the policy regarding the National Championships, or to expel a member or officer shall require 60% vote of the Board of Directors.
- 8.4 A member or Provincial Association in arrears of any membership fees, fines or other charges owed to the Board shall not be entitled to exercise any of its voting rights.

9. OFFICERS

- 9.1 The Officers of the CHA will be the President, Vice President, Secretary, and Treasurer.
- 9.2 Each Officer may, by resolution of the Board, delegate specific duties of that office to any other Director.

9.3 The President shall:

- a) chair all Board and Executive meetings
- b) be the chief executive officer of the CHA
- c) carry out the decisions of the Board
- d) be an ex-officio member of all committees of the CHA
- e) be the official representative of the CHA with other associations, organizations, agencies, government and crown corporations. The president may designate other persons to so represent the CHA
- f) in emergency situations to act on behalf of the CHA
- g) be a signing officer of the CHA and sign all instruments directed to be executed by the CHA
- h) recommend for approval of the board a chief referee, a national coach, marketing and promotion coordinator and a women's commissioner

9.4 The Vice President shall:

- a) assist the President in the performance of his duties and in the absence of the President shall perform the duties of the President

9.5 The Secretary shall:

- a) make sure of the availability of the Bylaws
- b) record all minutes of meetings of the Board and Officers and circulate them to all designated recipients within 14 days of the meeting
- c) maintain custody of minute books, seal and registry of members
- d) co-operating with the President compile the agendas for all meetings and ensure they are forwarded to all designated recipients
- e) co-operating with the President to ensure that all correspondence, incoming and outgoing is properly filed and promptly answered when required
- f) ensure that the web site controlled and operated by the Association, is current, relevant and reflects the direction of the board and executive

9.6 The Treasurer shall:

- a) receive all monies paid to the CHA and deposit them in a timely fashion in a CHA account at a financial institution approved by the Board.
- b) be responsible for all financial matters pertaining to the CHA
- c) prepare financial reports and statements as requested by the President or Board
- d) ensure that the financial records are audited annually and co-operate with the appointed auditor
- e) open his books of account and records to any Board member
- f) file all necessary documents with Revenue Canada and Sports Canada as it relates to the status of the Association.

10. AUDIT

10.1 The books, accounts and records of the CHA shall be audited at least once each year by a duly qualified accountant or by two members of the association elected for that purpose by the Board.

10.2 The books and records of the association may be inspected by any member at any general meeting as provided herein, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same.

11. FINANCIAL YEAR

11.1 The financial year of the CHA shall be determined from time to time by the Board.

12. OFFICES

12.1 Until changed in accordance with the Act, the Head Office of the Association shall be in the city of Cobourg in the province of Ontario.

13. REMUNERATION

- 13.1 The objects of the CHA shall be carried out without pecuniary gain to its directors, officers and members.
- 13.2 Directors, officers and members may be reimbursed for out of pocket expenses incurred to carry out the objects of the CHA on approval of the Board.
- 13.3 No dividends shall be declared or paid and any profits or other accretions to the CHA shall be used in promoting its objects.

14. CONFLICT OF INTEREST

14.1 Any Director, Officers or member who has a conflict of interest shall declare their potential conflict, the nature and extent of his interest and shall not vote on any issue to approve same.

15. STANDING/SPECIAL COMMITTEES

15.1 The Board may from time to time establish and abolish standing/special committees. No standing committee may exercise any authority of the CHA other than the powers so granted by the Board.

16. INDEMNIFICATION

- 16.1 The CHA will indemnify directors, officers, their heirs, executors or administrators against any loss, costs of expense incurred by the director or officer in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a director or officers of the CHA, except as to matters for which he shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct.
- 16.2 The Board, if deemed appropriate, may obtain insurance to cover liability incurred through provision of the protection provided in article 16.1

17. AMENDMENTS

17.1 Any resolution amending or repealing the Bylaws in whole or part, or to change the policy regarding the National Championships, or to expel a member or officer must be presented at the Board Meeting of the Association or at a special meeting called specifically for that purpose and in accordance with Section 8.3.

18. DISSOLUTION

18.1 Upon dissolution and after payment of all debts and liabilities, the remaining property or assets of the CHA shall be distributed or disposed of to the Provincial Associations, or to one or more registered charitable or sports associations as determined by the Board.