

# G.M.A.A. Bylaws

## **By-Laws No. 1**

### ***Article 1 – Name***

The official names of the corporation are:

“Greater Montreal English-Speaking Regional School Sports Association”

“Association Régionale Anglophone du Sport Scolaire de l’Agglomération Montrealaise”

According to its letters patent and will be designated in the present by-laws as “GMAA”.

“RSEQ – Greater Montreal GMAA” Réseau du Sport Étudiant du Québec Greater Montreal

### ***Article 2 – Aims***

Where “GMAA” believes that physical activity of all kinds has a self-evident educational value in the total development of a human being, “GMAA”, will promote interest, enthusiasm and increased participation of students in physical activities and sport by utilizing all the available value-oriented means to assume the development of physical activity and sport as a wholesome way of life for all school-aged children.

### ***Article 3 – General Objectives***

#### **Motivation**

The Association will provide programmes designed to motivate students to an increased participation in physical activity.

#### **Education**

The Association will provide programmes designed to ensure that all activities are of the highest educational value.

#### **Opportunities**

The Association will provide programmes and financial assistance that will increase the present level of and opportunity for participation in physical activities.

#### **Co-Ordination**

The Association will facilitate a co-ordinated approach to physical activity and sport programmes within its organizational framework. The following by-laws are the rules and regulations concerned with the administration of this incorporated body and have been designed in accordance with its aims and objectives.

### ***Article 4 - Members***

There shall be different categories of members:

**Category A:** Four (4) members, of the members, of the English Montreal School Board.

**Category B:** Four (4) members, of the members, of the Lester B. Pearson School Board.

**Category C:** Two (2) members, of the members, of the Montreal English Private Schools, defined in category C: the principals of the Montreal English Private schools within the territory of the English Montreal School Board and the Lester B. Pearson School Board.

**Category D:** One (1) member of category D: representative appointed by the English Montreal School Board. (This representative shall be an “in school” administrator.)

**Category E:** One (1) member of category E: representative appointed by the Lester B. Pearson School Board. (This representative shall be an “in school” administrator.)

**Category F:** One (1) member of category F: representative appointed by the majority of principals of private schools within the same territory as the English Montreal School Board and the Lester B. Pearson School Board. (This representative shall be an “in school” administrator.)

**Category G:** Two (2) members of category G: representatives of the elementary, alternative and the special education advisory committees of all schools within the territory of the English

Montreal School Board and the Lester B. Pearson School Board. These positions will be held by the Health and Physical Education Consultants from each School Board. If this position at one of the Boards is vacant, it will remain vacant on the GMAA Board of Directors.

**Category H:** One (1) member of category H: the chair of the secondary advisory committee of all schools within the territory of the English Montreal School Board and the Lester B. Pearson School Board.

**Category I:** The past-president of the Board of Directors (emeritus non-voting member)

From the group of members designated by the English Montreal School Board and Lester B. Pearson School Board, representation from the Elementary sector must be assured. Members in each of the categories may be classed as either Class I Voting Members or Class II Non-Voting Members

**Class I - Voting Members:** Those members who have been accepted by the Board of Directors and who have paid their membership dues and signed Annex No. 1 of By-Law No. 1: "Obligations of a Voting Member". All members of Category A, B, C and D signing said agreement and members of Category E, F, G, H and I shall be entitled to vote.

**Class II - Non-Voting Members:** Those are members who have been accepted by the Board of Directors and have paid their membership dues but who have not signed the agreement: "Obligations of a Voting Member" Annex No. 1 of By-Law No. 1. Non-voting members have the right to receive the notice of meeting, agenda and minutes of all meeting of the members.

#### ***Article 5 – The Board of Directors***

The Board of Directors shall be composed of sixteen (16) members and shall be elected by the members of the "GMAA" at the Annual Meeting. The directors shall attend the meetings of the Board of Directors in an advisory capacity.

The members of the Board of Directors shall be elected as follows:

- Ø Four members of category A members
- Ø Four members of category B members
- Ø Two members of category C members
- Ø One member of category D members
- Ø One member of category E members
- Ø One member of category F members
- Ø Two members of category G members
- Ø One member of category H members
- Ø One member of category I members

#### ***Article 6 – Officers***

The Board of Directors shall elect the following officers from within its sixteen (16) members:

- Ø 1 President
- Ø 1 Vice-President
- Ø 1 Secretary Treasurer

#### ***Article 7 – Executive Committee***

An executive committee will be composed of three (3) members, elected by the Board of Directors within its sixteen (16) members.

The duties and powers of this committee are those of the Board of Directors and may be specified by resolution of the Board of Directors. These duties and powers do not include those that must be exercised by the Board of Directors.

**Article 8 – Registered Office**

The registered office of the corporation is 5925 Monkland Avenue, Suite 101, Montreal

**Article 9 – Meetings**

A notice of every meeting, mentioning the place, date, time and containing the agenda of such meeting, must be sent to all persons entitled to attend such meeting, at least seven (7) days prior to that said meeting. Waiving the right to receive any such notice may be given by writing.

**Article 10 – Quorum**

A simple majority of voting members, members of the Board of Directors, members of the Executive Committee or members of a Committee shall constitute a quorum at a meeting.

**Article 11 – Vote**

All questions shall be decided by a majority vote (50% +1) of those members present at any type of meeting. The President shall cast one vote and shall cast the deciding vote in the event of a tie ballot.

Vote by proxy is permitted only in the case where the person voting for an absentee member or member of the Board of Directors is not entitled to a vote and where the member has notified GMAA in writing on a proxy form (Annex No. 2, By-Law No.1). A person voting by proxy shall be considered as present and attending the meeting. Voting by proxy at the Executive Meeting is not permitted.

**Article 12 - Finances**

**Fiscal Year**

The fiscal year of this regional association shall end the 30th of June of each year.

**Bookkeeping**

The Board of Directors will have the Secretary-Treasurer (Director) of the Corporation keep the books in which will be registered all the funds received or spent by the corporation, all property held by the corporation, and all debts or obligations, as well as any financial transactions of the Corporation. These books will always be available to the President of the Board of Directors for examination.

**Examination**

The books and financial statements of the Corporation will be examined each year by the auditor named for this purpose at the members' general annual assembly, as soon as possible after the termination of the fiscal year.

**Bank Bills**

All cheques, notes and other bank-bills of the Corporation will be signed by those people who shall from time to time be designated by a resolution of the Board of Directors for this purpose.

**Article 13 - Contracts**

The contracts and other documents requiring the signature of the Corporation shall be previously approved by the Board of Directors, and upon this approval shall be signed by such persons designated in the resolution by the Board of Directors.

**Article 14 – Membership Fees**

Annual Fees shall be determined at the annual meeting by the members. The fees shall be based upon the school population under their respective jurisdictions as of September 30th of each school year and shall be paid by December 1st of each school year.

### ***Article 15 – Loans***

The Board of Directors shall have the right to borrow money on the general credit of the Association

### ***Article 16 – Committees***

The Corporation will operate with the following committees and any other committees duly formed by resolution of the Board of Directors. All proposals emanating from said committees must be ratified by the Board of Directors in order to become policy.

#### **Nominating Committee**

A nominating committee for the positions of members of the Board of Directors shall be composed of four (4) members and shall be appointed by the Board of Directors at least three (3) months prior to the annual general meeting. At least one member of the Board of Directors for the current year shall be on this committee. It shall be the duty of the nominating committee to solicit and screen candidates for the positions of members of the Board of Directors. The nominations for these positions must be submitted in writing four (4) weeks prior to the annual general meeting. The nominees must give their written consent. The curriculum vitae of the candidates will be circulated two weeks prior to the annual meeting. (The above procedure does not preclude nominees from the floor for the positions of members of the Board of Directors at the annual general meeting.)

#### **Advisory Committee**

There shall be one Advisory for each of the following sectors: The Secondary Sector, the Elementary Sector, and the Special Education Section.

Each principal who has elementary students shall appoint one teacher, preferably a physical education teacher, to represent that school on the Elementary Advisory Committee.

Each principal who has secondary students shall appoint one teacher, preferably a physical education teacher, to represent that school on the Secondary Advisory Committee.

Each principal who has special education students shall appoint one teacher, preferably a physical education teacher, to represent that school on the Special Education Advisory Committee

Each school board shall appoint one consultant to each Advisory Committee.

#### **Officers of Each Advisory Committee**

The officers of each advisory committee shall the Chairperson and the Vice-Chairperson. The officers of each Advisory Committee shall be elected at the last Advisory Committee meeting of each sector but before the annual general meeting. The election of these officers is subject to ratification at the annual meeting.

#### **Competition Committee**

There shall be one competition committee for all GMAA High School Sector Activities. The Competition Committee will be made up of the following individuals:

Two (2) Secondary Advisory Committee Members representing the Lester B Pearson School Board

Two (2) Secondary Advisory Committee Members representing the English Montreal School Board

Two (2) Secondary Advisory Committee Members representing the English Private Schools

The Secondary Advisory Committee Chairperson

The GMAA Office Staff

#### **Sports Committee**

There shall be one committee for each sport. The coaches of that sport shall be members of that Sport Committee. Each Committee shall elect a Chairperson. Any sports Committee's proposals must receive the formal approval of the Advisory Committee before it is sent to the Board of Directors for ratification.

## ***Article 17 – Structure of GMAA***

### **Section 1 – Board of Directors**

#### *Sub-Section a) Term of Office*

The term of office for elected members of the Board of Directors shall be one year or until a new Board of Directors has been elected. Members may be re-elected indefinitely.

#### *Sub-Section b) Resignations*

A member ceases to belong to the Board of Directors and to occupy his office when, after having handed in his written resignation, the Board of Directors accepts it by resolution, or in the case that the member ceases to possess the required qualifications.

#### *Sub-Section c) Vacancies*

Should a post within the Board of Directors become vacant, the Board of Directors may name another qualified person to fill the vacancy. This member will fulfill the mandate of his predecessor as determined at the Annual General Meeting.

#### *Sub-Section d) Duties*

The Board of Directors shall take all necessary decisions to attain the aims and general objectives of the Corporation. All decisions taken and policies established must be in accordance with the By-Laws and General Rules of the Corporation.

#### *Sub-Section e) Meetings*

The Board of Directors shall meet as often as necessary, but at least four (4) times each year. The dates of these four (4) meetings shall be fixed before the start of the school year.

### **Section 2 – Officers**

#### *Sub-Section a) Officers and their duties*

##### *President*

The President is the official representative of the Corporation and shall preside over all meetings of the members of the Corporation and the Board of Directors. The President shall be elected and serve a term of two (2) years and may not serve more than two (2) consecutive terms. To be elected president that person must have served at least one (1) full year as a member of the GMAA Board of Directors.

##### *Vice-President*

The Vice-President shall be assigned duties by resolution of the Board of Directors. Should the President be absent or incapacitated, the Vice-President shall assume the responsibilities and duties of the President.

##### *Secretary-Treasurer (Executive Director)*

The Secretary-Treasurer shall:

- a) Witness the calling of and the sending of all notices of meetings to the members of the Corporation and of the Board of Directors
- b) Keep the Minute Book and all other Corporate registers.
- c) Keep a list of all the members of the Corporation and their addresses.
- d) Countersign all Minutes of Meetings of the members and Board of Directors, which are recorded in the Minute Book.
- e) Be in charge of the funds of the Corporation and all bookkeeping.
- f) Keep a precise statement of goods, debts, receipts and expenses of the Corporation
- g) Receive all revenues of the Corporation and deposit said revenues in a financial institution designated by the Board of Directors.

*Sub-section b) Temporary Absences*

In case of absence or incapacity of any officer of the Corporation, or for any other reason, which is judged sufficient by the Board of Directors, the Board of Directors will be able to delegate the authority of this office to another member of the Board of Directors.

*Sub-Section c) Vacancies*

If the office of one of the officers of the Corporation becomes vacant due to death, resignation, or any other cause, the Board of Directors will be able to elect or name by resolution another qualified person to fill this vacancy, and this officer will remain with this function for the term of office which has just been filled.

*Sub-Section d) Executive Committee Meetings*

The officers shall form the Executive Committee and shall meet as often as necessary in order to carry out their duties as designated by the Board of Directors.

**Section 3 – Advisory Committee**

*Sub-Section a) Duties of the Advisory Committee*

- a) Shall co-ordinate all sports activities and clinics pertaining to that sector.
- b) Shall recommend new activities to be added to that section.
- c) Shall recommend clinics to be offered.
- d) Shall prepare a budget for all activities pertaining to that sector.
- e) Shall approve recommendations prepared by the sports committees and/or competition committee which shall be ratified by the Board of Directors.
- f) Shall be empowered to make decisions on all proposals concerning that sector except those decisions involving finances or GMAA Governing Rules or By-Laws. Such decisions shall be approved by the Board of Directors.

*Sub-section b) School Advisory Representative's Duties*

Each Advisory Representative shall consult with the school administration, coaches and teachers involved before each Advisory Committee meeting in order to ensure that their decisions reflect school policy.

*Sub-section c) Meetings*

Each Advisory Committee shall meet as often as necessary, but at least two (2) times a year. The dates of these meetings shall be fixed at the last Advisory meeting of the previous year. Secondary Advisory Representatives are required to attend the two secondary advisory meetings.

*Sub-Section d) Dual Representation*

An individual may be appointed to represent more than one school. However, that teacher may only be entitled to one vote. In cases where one teacher is the appointed representative of more than one school, all schools represented by that teacher shall be deemed to be present at any meeting attended by that teacher

**Section 4 – Competition Committee**

*Sub-Section a) Duties of the Competition Committee*

- a) Shall examine all proposals from the various sports committees.
- b) Shall recommend new activities to be added to that section.
- c) Shall analyze issues brought to their attention from the GMAA office.
- d) Shall approve/reject recommendations and proposals prepared by the sports committees and GMAA office which shall subsequently be voted on by the Secondary Advisory Committee and then the Board of Directors.

*Sub-section b) Competition Committee Representative's Duties*

Each Competition Committee Representative shall consult with the other Secondary Advisory Members from their boards/schools prior to the meetings in order to ensure that their decisions reflect a general consensus.

*Sub-section c) Meetings*

The Competition Committee shall meet as often as necessary, but at least two (2) times a year. The dates of these meetings shall be fixed at least one week prior to the Advisory meetings.

**Section 5 – Sports Committees**

*Sub-Section a) Duties of the Sports Committee*

- a) Shall plan and assume full responsibility for that sport in accordance with the policies as established by their advisory committee and the Board of Directors
- b) Shall determine what form their activity's competition will take.
- c) Shall recommend clinics to their respective Advisory Committee.
- d) Shall present the year-end report to their respective Advisory Committee for approval.
- e) Shall examine the financial statement of the preceding year.
- f) Shall amend the sports handbook or rules governing play. Rule changes are not to take effect until the following year after the ratification by the Secondary Advisory Committee and the Board of Directors.
- g) Shall nominate one or more person(s) to be responsible for the publicity of that sport for that year.

*Sub-Section b) Year End Report*

Shall include the following information:

- a) The activity, season and duration of play.
- b) List of the participating schools.
- c) List of the classifications in which play was scheduled.
- d) Champion team per classification
- e) Provincial competition date, GMAA's representative and standing.

*Sub-Section c) Meetings*

Each Secondary sports committee Chairperson shall call one meeting prior to the opening of their sports season. Mid-season meetings may be called at the request of one-third of the coaches of that activity.

The sports committee Chairperson shall call a meeting prior to each Elementary/Special Education activity, to which a representative from each participating school shall be invited. A post activity meeting will be called only if a) two representatives so request such a meeting in writing, within 10 days of the conclusion of the activity, or b) the committee Chairperson deems it necessary, or c) the respective Advisory Committee so recommends.

All Coaches shall attend the sports committee meetings of their activity.

***Article 18 – Rules Governing GMAA Meetings***

**Section 1 - Rules of Order for all Meetings**

*Sub-Section a) Rules*

- i) The rules contained in "Roberts Rules of Order" shall govern in all cases, consistent with the Corporation's By-Laws and Governing Rules
- ii) The Chairperson of a committee shall have the power to decide all questions of order subject to an appeal. Any member may appeal to the meeting from the ruling of the Chair and the Chairperson of the committee that thereupon put the question "Shall the ruling of the Chair be sustained?" A vote of two-thirds of the members voting is necessary to upset the ruling of the Chair.

iii) No member will address the meeting unless a motion is before the Chair, except when normal business is transacted.

iv) When a member intends to speak or submit a motion, they will raise their hand and await acknowledgement of their intent to address the Chair and will confine themselves to the subject under discussion.

v) Should more than one member raise their hand to speak at the same time, the chairperson of the committee shall at once and without appeal decide who is entitled to the floor.

vi) On a point of order being raised while a member is speaking, the member speaking shall at once become silent. The point of order will be stated by the member raising it and the Chairperson of the committee will without further debate decide thereupon.

vii) In business discussion, no member shall speak for the second time until all members desiring to speak have done so.

viii) No amendment shall be received after an amendment to an amendment. An amendment is made when it is desired to change certain words in the motion which are not contrary to the general idea of the motion. Voting on an amendment means you are voting only on the changing of the wording and NOT on the motion. Therefore, if an amendment is passed, the motion must then be put before the meeting as amended for further voting by the members attending. The procedure shall be the same with an amendment to an amendment.

ix) The Chairperson of the committee shall state every question properly presented to the meeting and before putting it to a vote shall ask: "Are you ready for the question?" Should no member offer to speak, they shall put the motion to a vote and thereafter no member shall be allowed to speak upon it. After a motion is made and seconded, the mover and seconder may change the wording only after the Chair has received the unanimous approval from all the members present.

x) A motion to adjourn shall be put from the Chair immediately without discussion, and shall always be in order, except

- a) Upon interruption of a member speaking;
- b) When members are voting, and
- c) When an adjournment was the last preceding motion.

xi) Committee Report – when the report of any committee has been read to the meeting, it shall be deemed to be received without motion to that effect and may be adopted to that effect with or without amendments.

xii) No amendments to the Minutes shall be allowed after their adoption.

#### *Sub-Section b) Agenda*

The order of business of all meetings shall be as follows:

Introduction of the members

100 Additions to and Approval of the Agenda

200 Adoption of Minutes of the preceding meeting

300 Business arising from the Minutes

400 Reports

500 Correspondence

600 New Business

700 Elections

800 Adjournment



*Sub-Section c) Amendment of Governing Rules*

The Governing Rules may be amended by the voting members of GMAA by a two-thirds majority vote. Amendments must be in the hands of the Director not later than three weeks prior to that meeting and shall be circulated to the participating schools ten days before the meeting at which they will be discussed and voted upon.

**Section 2 – Special Meetings**

A special meeting of any committee within this Corporation may be convened upon the request of the President of the Corporation or upon the written request of the majority of the members of said committee.

**Section 3 – Annual Meeting**

Date: The Annual Meeting shall be held on the first week of October.

Representation: Voting members, as outlined in By-Law No. 1, Article 4 must be present at the Annual Meeting at a Special Meeting of the members. A member may designate in writing to GMAA his right to vote by proxy.

**Section 4 – Participating Schools**

A participating school is a school that participates in at least one GMAA sports activity; and whose principal, the GMAA member, has signed a form agreeing to participate in GMAA activities and abide by GMAA rules.

**Section 5 – Fines**

A school whose Secondary Advisory Representative does not attend two Advisory Committee Meetings, one of which must be the Final Meeting, will be fined \$100.00 (one hundred dollars.)

Revised June 2021

**Annex No. 1 By-Law No. 1**

*Obligations of Voting Members (School Principals)*

I, the undersigned, accept and agree to abide by the By-Laws and General Governing Rules of the Association Regionale Anglophone du Sport Scolaire de l'Agglomeration Montrealaise, Greater Montreal English-Speaking Regional School Sports Association, hereinafter called GMAA.

As a voting member of GMAA, I will attend the Annual Meeting and any other Special meeting of the members convened during this school. Vote by proxy at said meeting is permitted only in the case where the person voting for an absentee member is not entitled to a vote on his behalf, and where the member has notified GMAA in writing by completing the Proxy Vote form, Annex No.2, By-Law No.1.

I understand and accept my responsibilities as stated below:

- 1) That I shall appoint a representative to the Secondary or Elementary and/or Special Education Advisory Committee.
- 2) That my representative must attend at least two Advisory Committee meetings.
- 3) That my school will participate in at least one GMAA sports activity.

My default to respect the above obligations will disqualify me of my rights as a voting member.

I have signed this \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

**Annex No. 2 By-Law No. 1**

*Proxy Vote*

(Please Print using BLOCK LETTERS)

I, the undersigned, \_\_\_\_\_ authorize my replacement,  
name of GMAA member

\_\_\_\_\_ to act and vote on my behalf as a member of GMAA,  
name of replacement

at \_\_\_\_\_ to be held on \_\_\_\_\_ at \_\_\_\_\_  
meeting date time

at \_\_\_\_\_.  
place

I have signed this on \_\_\_\_\_ at \_\_\_\_\_.  
date place

\_\_\_\_\_  
signature