

# **By-Laws of the Telemark Biathlon Committee**

## **Article I: Functions of the Telemark Biathlon Committee**

The Telemark Biathlon Committee (the “Committee”) shall set policy as well as provide direction and support for the Telemark Biathlon program.

The Committee will:

- Manage the Telemark Biathlon chequing account. Proper financial records shall be kept and correct accounting procedures shall be followed. The Chairperson and Treasurer will be joint signatories of the chequing account, and both signatures must be present on all cheques and withdrawals.
- Liaise with parents, coaches, athletes, Telemark Nordic Club Executive, and external bodies such as Biathlon BC and Biathlon Canada as appropriate.
- Prepare annual budgets.
- Determine the fees for the Biathlon programs on an annual basis.
- Manage the Telemark Biathlon program expenses in accordance with the approved budget.
- Decide whether an athlete qualifies for funding from Telemark Nordic Club and will make a recommendation to the Telemark Nordic Club Executive each season.
- Author and present grant applications to Biathlon Canada, Biathlon BC, Telemark Nordic Club, and others, as appropriate.
- Administer corporate sponsorships, if any, for the Telemark Biathlon program.
- Organize fundraising activities.

## **Article II: Membership**

All parents or guardians of children enrolled in Telemark biathlon programs as well as those enrolled in Telemark adult biathlon programs are automatically members of the Committee. Additional members may be added provided such individuals are members in good standing of Telemark Nordic Club and have the approval of the Officers of the Committee.

## **Article III: Voting Rights**

All members have voting rights. Members must be in attendance at a meeting in order to cast a vote. There are no proxy votes.

## **Article IV: Meetings**

The Committee shall meet at least once every two months from September through April on a day, time, and location mutually agreeable to parents. Meetings will be chaired by the Committee Chairperson or, in the Chairperson’s absence, the Vice-Chairperson. In the event that the Chairperson or Vice-Chairperson is unavailable, the Committee members in attendance shall nominate a Committee member to chair the meeting.

## **Article V: Officers**

### **Section 1: Officers**

The Committee officers shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers shall be elected by simple majority to serve a two-year term. The terms of the Chairperson and Secretary will expire in even number years; the terms of the Vice-Chairperson and Treasurer will expire in odd number years. Officers must be members in good standing of Telemark Nordic Club. Elections will be held as part of the business of a regular Committee meeting in September; outgoing directors must retire from office at the September meeting when their successor is elected.

**Section 2: Chairperson**

The Chairperson chairs all meetings and sets the agenda (any Committee member may submit an agenda item for consideration prior to the meeting). The Chairperson shall be the official point of contact with any individuals (e.g. coaches) employed by the Committee and the representative appointed to the Telemark Nordic Club Executive. The Chairperson maintains the liaison between Biathlon BC and Biathlon Canada. The Chairperson is one of the two signing officers for the Telemark Biathlon chequeing account. The Chairperson is responsible for maintaining the annual Biathlon BC club membership.

**Section 3: Vice-Chairperson**

The Vice-Chairperson acts as the Chairperson and chairs all meetings in the absence of the Chairperson.

**Section 4: Secretary**

The Secretary takes minutes of meetings, posts minutes on the website, and sends correspondence as necessary for the Committee. The Secretary maintains the signed "Athlete and Parent/Guardian Agreements", the signed "Athlete Safety Agreements", and the signed "Coaches' Code of Conduct" documents. The Secretary also ensures the certification of the Biathlon Rifle Range is in order and on file.

**Section 5: Treasurer**

The Treasurer keeps records of financial transactions of the Committee, and submits reports to the Committee as appropriate. The Treasurer presents the annual budget to the Committee for approval. The Treasurer is one of the two signing officers for the Telemark Biathlon chequeing account.

**Section 6: Removal**

Any officer of the Committee who fails to perform the duties as outlined in the by-laws can be removed by passing a motion with a two-thirds vote at a Committee meeting.

**Article VI: Quorum**

A minimum of four Committee members must be in attendance to constitute a quorum. At least two Committee Officers must be present.

**Article VII: Liaison with Telemark Nordic Club**

The Committee is entitled to nominate one member to serve on the Telemark Nordic Club Executive; this person shall be the official point of contact with the Telemark Nordic Club Executive.

**Article VIII: Amendments**

These by-laws may be amended by informing the Committee of the proposed amendment at least two weeks before a meeting. All amendments must be approved by a simple majority vote of the Committee.

Approval Date: 2014-07-02