

OTTAWA and DISTRICT SQUASH ASSOCIATION

CONSTITUTION

NAME

1. The association shall be known as the Ottawa and District Squash Association, hereafter referred to as the ODSA.

AIMS

2. The aims of the ODSA shall be:
 - a. To promote and encourage the game of squash in a positive atmosphere of friendly competition in the Ottawa / National Capital Region. (NCR)
 - b. To organize, promote and / or coordinate squash tournaments, league competitions and any other squash related activities in the ODSA.
 - c. To actively support Junior Squash and Jr Squash Programs in and for the ODSA.
 - d. To encourage adherence to the playing rules of squash sanctioned by Squash Canada.
 - e. To encourage sportsmanship and fellowship in the game of squash.

DEFINITIONS

3. Some definitions are as follows:
 - a. Squash Club An organization formed for the promotion of squash which has an active squash playing membership of not less than ten players with an executive overseeing squash activities. A squash club does not need to actually own a squash playing facility. (Example: NDHQ who area squash club run out of National Defence Headquarters who do not actually own squash playing facilities.)
 - b. Club Representative A person appointed by a Squash Club to represent that club at any General or Executive Meeting of the ODSA.
 - c. Ottawa / National Capital Region. (NCR) On the Ontario side of the NCR this includes the counties of Renfrew, Lanark, Carleton, Prescott, Russell, Stormont, Dundas and Glengarry. On the Quebec side of the NCR this includes the Quebec administrative region of the Outaouais.

AFFILIATIONS

4. Through the Squash Clubs in the ODSA area it will be indirectly affiliated with Squash Ontario, Squash Quebec, Squash Canada and other associations with similar pursuits. Individual squash clubs are strongly encouraged to support their respective provincial squash bodies.

Membership in the ODSA

5. By default, any Squash Club operating within the defined regional area of the ODSA is a member of the ODSA. Active membership is voluntary and is encouraged in order to meet the aims of the ODSA.

Note:

At the time that this constitution was ratified there were no fees related with being a member of the ODSA. Financial aspects of ODSA operations are detailed later in this constitution.

General Meeting Representation and Voting

6. All Squash Clubs will have a vote at any General Meeting of the ODSA. Those votes must be cast by a Club representative present at the meeting or another Club representative who has obtained written proxy voting authority from the Club not attending.

7. In addition, all ODSA Executive members will have a vote at any General Meeting of the ODSA. Votes by Executive members must be exercised in person or by another Executive member who has obtained written proxy voting authority from the Executive member not attending. If an exec member routinely looks after more than one executive responsibility, that exec member still only holds one vote.

8. ODSA executive members may be the designated representative from a squash club as well as an executive member. In this case they would hold two votes.

Financial Management

9. The ODSA will not operate in deficit financing. Any operating expenses or programs financially supported by the ODSA will require sufficient funds to cover them or they will be suspended until positive financial health is restored to the ODSA. (The ODSA web domain expense is an example of an operating expense. The student subsidy for tournament entries is an example of a financial program.) Operating expenses will take priority over discretionary financial programs.

10. Currently there are no fees associated with belonging to the ODSA. This could change as needed and approved through the executive and general meetings.

11. Currently most funds are raised for the ODSA through fees levied against teams and players participating in ODSA organized Open and Women's league play. Other fundraising efforts such as those for ODSA junior programs also come into play. Any other fundraising activities, having concurrence of the ODSA executive, are welcomed.

12. The ODSA's financial operation matches the squash season. The normal squash season for the ODSA is defined as the continuous period beginning the first day of September to the last day of May. To match the squash season the fiscal year of the ODSA shall commence on the first day of July and end on the subsequent thirtieth of June.

Executive and Management of the ODSA

13. Members of the executive committee (except for club representatives) shall be elected at the ODSA annual general meeting (AGM). Nominations and volunteer names are to be submitted to the president (or representative organizing the AGM) in sufficient time in order to prepare the executive slate being presented at the ODSA AGM. It is recommended that the executive committee be composed of the following positions (with short description of responsibilities) however a president, a secretary, and a treasurer are the minimum requirements:

- a. President / Oversees overall operation of the ODSA including, signing and executing contracts in the name of the ODSA. (has cheque signing authority but this is routinely exercised by the Treasurer);
- b. Treasurer / Maintains and deals with the finances of the ODSA. Keeps records of income and expenses. Presents ODSA financial statements at Annual General and Executive meetings. Is the executive officer routinely responsible for cheque signing as well as invoice issuing and settling for the ODSA;
- c. Secretary / Responsible for records of meetings. (has cheque signing authority but this is routinely exercised by the Treasurer);

- d. Vice President / Acts as president if president not available to perform duties;
- e. Web Master / Runs the ODSA Web Site;
- f. ODSA Open City League Coordinator / Coordinates the ODSA Open City League;
- g. ODSA Women's City League Coordinator / Coordinates the ODSA Women's City League;
- h. Junior Coordinator / Coordinates ODSA Junior activities including a junior sub-committee dealing with junior issues;
- i. Tournament Coordinator / Coordinates and attempts to de-conflict tournament dates in the ODSA;
- j. Rankings Coordinator / Oversees Rankings for the ODSA;
- k. Public Relations Coordinator / Oversees Public Relations for the ODSA;
- l. Officiating Coordinator / Oversees officiating issues for the ODSA;
- m. Club Representatives / A representative member from each club in the ODSA;
- n. Executive members at large / Members who have shown interest in supporting the operation of the ODSA but are unable to commit to a complete and specific portfolio. Normally these members either have former experience in running ODSA type activities or who are getting involved for future higher level involvement; and
- o. Others as required or desired as time and situations evolve.

14. The Executive shall have charge of all funds and securities of the ODSA and shall control the expenditures thereof.

15. The Executive may be dissolved at any Special General Meeting by a two-thirds majority vote of the Club Representatives. In this event, an ad hoc committee of three members must be elected at the same meeting to act as an interim Executive for a maximum of two months. The interim Executive will act as a nominating committee and another Special General Meeting shall be convened as soon as possible for the purpose of electing a new Executive.

Meetings

16. An Annual General Meeting (AGM) of the ODSA shall be held once per year. The AGM will routinely be held in early September, prior to the squash season. The location and time of the AGM will be advertized at least 28 days in advance so that clubs and executive members can plan attendance or arrange proxy representation.

17. Special General Meetings of the Association may be called at any time at the direction of the President, or a majority of the Executive or at the written request of seven squash clubs.

18. Club representatives attending General Meetings of the ODSA shall present their credentials, to the President and/or Secretary of the ODSA before the commencement of meetings.

19. Seven persons qualified to vote shall constitute a quorum at any General Meeting of the Association.

20. The main aims of the AGM are to review ODSA activities of the past year, review and set action items for the future and to elect or re-elect executive officers.

21. The normal order of business for the ODSA AGM shall be as follows: (variations are permitted)

- a. Confirmation of Voting Attendees
- b. Review of Action Items from the minutes of the last AGM and any intervening Special General Meetings
- c. Portfolio Reports from all Executive Members
- d. Elections of Executive
- e. Agenda items as requested by Executive or Club Representatives
- f. Items from the floor
- g. Adjournment

22. The Executive shall meet several times (min 2 times) per season at the call of the President to discuss issues pertaining the operation and support of squash activities in the Ottawa / NCR.

23. Five members of the Executive entitled to vote shall constitute a quorum at any ODSA Exec meeting.

Constitution Amendment


24. Amendment(s) to the Constitution may be made by vote at any General Meeting of the ODSA. Proposed amendments are to be filed with the President, Treasurer, and Secretary at least 21 days prior to a general meeting dealing with amendments. Copies of proposed amendments shall be forwarded to all Club representatives and Executive members at least 14 days before such a meeting.

25. An affirmative vote of two-thirds of all valid votes cast shall be necessary for the adoption of any amendment(s).

This Constitution was ratified at the Annual General Meeting on 21 September 2011.


ODSA Secretary Signature

Lars Roberts
Printed Name


ODSA President Signature

MIKOLA S. CZICH
Printed Name