

# By-Laws

July 28th 1988 was the first time the By-laws of the Minor Track Association were approved. The By-Laws, listed below, have been adopted from the Annual General Meetings held from the years 1989 to 2015. All the By-Laws mentioned below have been approved as of November 2015.

## **By-Law:**

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- 2 - Purpose**
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## **BY-LAW 1 Name**

The Non Profit Corporation shall be known as the MINOR TRACK ASSOCIATION (OF ONTARIO) hereinafter referred to as the "Association".

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## **BY-LAW 2 Purpose**

The purpose of the Association shall be to co-ordinate athletics on behalf of its club members.

(a) to promote the physical well-being of minor persons in Ontario and to promote minor amateur athletics in Ontario on a province -wide basis by co-ordinating and sponsoring athletic competitions on behalf of member clubs and thereby assisting athletes to train for and compete in athletic competitions held throughout Ontario, Canada and the world in athletics without limitation.

(b) To foster and provide an environment in which minor athletes, at all levels of development, can attempt to maximize their potential.

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## **BY-LAW 3 MEMBERSHIPS**

For a club to be a member, both the club fees and the fees for each individual (athlete, coach and administrator) associated with that club must be paid. If EITHER of those is not paid, the club will not be considered a member.

1. CLUB MEMBERSHIP- This shall consist of those clubs who have fulfilled the following conditions as stated in the By-Laws of MINOR TRACK ASSOCIATION OF ONTARIO with voting privileges.

- a) have signified their desire to join as a club;
- b) agree to abide by the letters patent and By-Laws of the Association;
- c) have paid all annual levies and fees as specified in the By-Laws and decisions
- d) clubs must have one registered coach and at least one registered athlete
- e) have submitted copies of their "Vulnerable Persons Police Checks" to the Association.

Amended November 22, 2008

2. NEW MEMBERSHIP- New clubs shall be accepted for a probation period of six (6) months after fulfilling the conditions of By-Law 3: 1.a) b) c) d) and e) They may become full members at the following year's Annual General Meeting (AGM).

3. HONORARY MEMBERSHIP- These shall be interested parties who may be admitted to the Association as honorary members without voting privileges.
4. BOARD MEMBERSHIP- These shall be the Association's Board of Directors and/or Officers with voting privileges at board meetings as outlined in Bylaw 7.
5. AFFILIATE/SUSTAINING MEMBERSHIP- Organizations without voting privileges, that support, sponsor or otherwise have similar interests in the enhancement of Minor Track and Field
6. SUSPENSION & CANCELLED MEMBERSHIP- Violation of By-Law 3: 1-a) b) c) d) and/or e) shall result in a suspension by the board and cancellation by the member clubs by a majority vote at an AGM.  
**A)** MTA reserves the right to suspend or cancel membership, in their sole and absolute discretion, based on conduct of the Member Club's members and representatives. If a Member Club is suspended or membership is cancelled under this provision, the pro-rated amount of the registration fees will be returned.

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#### **BY-LAW 4 REPRESENTATION**

1. Membership clubs as described in By-Law 3: 1, shall be permitted one (1) vote with 5 or more 25 members and two (2) votes with 26 members or more entitling them to send voting delegates(s) to the AGM.
2. Delegates shall be selected according to By-Laws or practices of each member club. Association board members may be delegates and be eligible to vote on behalf of their respective clubs.
3. The board shall be nominated and voted on by the delegates in attendance at the AGM. The positions shall be as follows: President, Vice President, Treasurer, Secretary and a minimum of 2 to a maximum of 5 directors-at-large. The immediate past president shall automatically be a board member, should he/she wish to serve. No more than two members or representatives from each club shall serve on the board at any one time.
4. Board members must be registered members of MTA to hold any office.

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## **BY-LAW 5: QUORUMS AND VOTING**

1. Association wide decisions- A quorum shall consist of one-quarter (1/4) of Full Membership Clubs. Majority vote will be used with the delegates present. Proxies shall be allowed on special items.
2. Board decisions- A quorum shall consist of two-thirds (2/3) of board members. Majority vote will be used with the board members present. Voting by proxy shall be allowed on special items.
3. Voting will be carried out in a manner specified by the board, either by a show of hands or by ballot.
4. The officers can make a decision on an urgent situation that may arise. In this case, all officers must approve or disapprove in that decision.
5. Each delegate shall receive one vote in Association decisions. Each board member shall receive one vote at a board meeting. In the event of a tie vote, the Chairperson shall carry the result of the Association.
6. Voting procedure: The whole board and any committee formed there from shall be retired at each annual meeting, but shall be eligible for re-election if otherwise qualified. The election may be a show of hands unless a ballot is demanded by any member. In the event an election is necessary to form the board, or to decide on any individual position of the board, the following procedures will be used to run an election.

(i) Start with the President position and call for nominations. List any names of persons nominated on a flip chart. Call for nominations a 2<sup>nd</sup> time and then call for nominations for a 3<sup>rd</sup> and final time.

(ii) If only one person is nominated, they are acclaimed in the position.

(iii) If more than one person is nominated, start at the bottom of the list of names and ask each person listed "will you stand for the position of Executive Position or Director?" If they decline, strike their name off the list, if they accept leave their name showing.

(iv) If more than one name still exists on the list of nominees, give each person a minute to provide their reasons why they would like to hold the position (speech). Give everyone an opportunity to speak for a limited amount of time.

(v) The election may be a show of hands unless a ballot is demanded by any member. If one member in the room prefers the ballot method (secret vote), a ballot vote will be conducted. This provides everyone an opportunity to select a name from the list of nominees by secret ballot rather than showing their preference publicly.

(vi) To run a ballot vote, give every voting member (as listed in Article 3 of the by-laws) a piece of paper and allow just one vote per voting member.

(vii) The voting process, as stated in steps (i) to (vi) above, shall be the same for each Executive position being elected (President, Secretary, Treasurer).

(viii) For Directors positions, if the positions are not acclaimed and there are more nominees agreeing to stand for the position than the maximum number of five (5) allowed as per the By-Laws, request members to write the names of their first five (5) choices from the list of nominees. The positions are given to the nominees receiving the most votes after the ballots have been tallied.

Amended November 30, 2014

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### **BY-LAW 6: GENERAL MEETINGS**

General meetings shall take place under the direction of the existing board with an AGM at least once per year. Board meetings will take place at least three times a year starting in January then the other meetings to be held after each championship meet with one additional meeting prior to the AGM if needed. The board shall be elected at the AGM at the close of the prior year's business.

Executive meetings shall be held as required at the discretion of the President. However no issues concerning operation of or financial matters of the Association can be voted on at these meetings.

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### **BY-LAW 7 DUTIES- The Board and Officers**

1. The board shall consist of the duly elected directors and co-ordinate the business of the Association.

2. The board shall have the authority to appoint members to help the officers in the day-to-day operation of the MTA, such as a person who can assist the officers in their duties. This person has no voting power with the officers, but can hold office as a director, these positions are the webmaster and the registrar.

3. The officers and board can recommend the appointment of an executive director. The circumstance for this appointment is when the

work load is so great that the officers and directors feel the need of an executive director.

The recommendations for an executive director must first be recommended and agreed upon by all the officers and the members of the board. This appointment will be immediately conveyed to all track clubs of the MTA.

4. The board shall have the authority to appoint people to fill any vacant position of officer or director. This circumstance is only during the one year from the last AGM to the next AGM, where elections are held for those positions.

5. The term of office for board members shall be two years with the past -president for one additional year.

6. The four officers of the Association shall be and their duties include:  
**President-** direct the activities of the Association in accordance with the Letters Patent, By-Laws and the wishes of the members; act as chairperson at meetings and carry out all other duties as might be assigned to him or her by the membership.

**Vice-President-** assist the president in his or her duties, act for the president in the occasion of his or her absence or incapacity.

**Treasurer-** keep records of the Association's finances; prepare and make interim reports; collect and disburse monies at the direction of the board; maintain the membership roster

**Secretary-** takes the minutes at all meetings and maintains them during the year.

7. The board appoints a person as the official registrar. The duties will be to work with the treasurer; to register all names of athletes, coaches from every club of the MTA; to supply a master list and a team list when asked by the treasurer. This person shall be paid an annual honorarium for this duty, as determined by the executive.

8. The officers and directors shall serve without remuneration, and no officer or director shall directly or indirectly receive any profit from his/her position as such, notwithstanding that the officers and directors may be paid reasonable expenses incurred by them in the performance of their duties.

9. Board members must hold confidentiality in regards to any type of communication of dealings regarding the association. New board members must be aware of this and to sign an agreement. Failure to abide will result in dismissal from the board.

### **BY-LAW 8 FINANCE**

1. Association cheque(s) and other negotiable instruments shall bear the signatures of at least two (2) of the following: President, Vice-President or Treasurer. In the event there are items in favour of any of the above, two (2) independent signatures are required.
2. The Association's bank account(s) shall be located at a bank determined by the board. General operating funds, or funds held in-trust, will be maintained in a separate account. Grant funds or funds allocated to special projects shall be held in a separate account. All accounts shall be managed in accordance with conditions set down by the board.
3. Unless otherwise ordered by the board of directors, the fiscal year of the association shall terminate on the 31<sup>st</sup> of October each year.
4. Have a review of the books done every 2 years.

Amended Nov 29<sup>th</sup>, 2015

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### **BY-LAW 9: RATIFICATION and AMENDMENTS**

1. Ratification-These By-Laws shall be binding on those clubs who have signified to the board their acceptance of By-Law 3:1.a), b), c), d) and e).
2. Amendments-These By-Laws shall be amended in the following way:
  - a) Notice of the amendment stating the terms and purpose of the amendment shall be in the hands of the board and club membership, by way of the previous minutes, or notice given at least two weeks prior to a meeting.

b) The amendment shall be discussed and voted on at a meeting according to the practices in By-Law 5.

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### **BY-LAW 10: FINANCIAL ASSISTANCE and DISTRIBUTIONS**

1. Clubs hosting provincial championship meets may seek financial assistance from the Association if their meet should run a deficit caused by the operating expenses of that meet.

(a) The Minor Track Association will supply the medals and ribbons for all three provincial championship meets held each year. They are the Indoor Track and Field Meet, the Outdoor Track and Field Meet, and the Cross Country Meet.

2. Distributions- for which the primary purpose is ultimately the promoting of amateur athletics in Canada may be available with Board approval.

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### **BY-LAW 11: MEMBERSHIP / ADMINISTRATION FEE**

1. An annual membership fee of fifteen dollars (\$15.00) shall be paid on club registration or by the time of entry in any sanctioned meet by the member club on behalf of their athletes, coaches, executives and officials.

A). Athletes, coaches, who also belong to Athletics Ontario (AO) must pay the MTA membership fee of \$15.00. They are not excluded from this fee.

2. A one-time administration fee of five dollars (\$5.00) shall be paid for non-club athletes to allow them to compete in a single meet in regular or open events at sanctioned meets other than championship events.

3. It shall be the club's responsibility to forward these fees to the Association with the full name and, in the case of athletes, an accurate date of birth. The individuals mentioned in item 1.and 2.above, shall be eligible for coverage under the Association member insurance policy.



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## **BY-LAW 12: CLUB AND BOARD MEMBER FEES**

1. New member and full membership clubs are required to pay an annual fee of \$75.00 at the time of registering their clubs. In addition, clubs must submit Membership fees, as outlined in By-Law 11.
  2. Funds must be forwarded along with club registration form and a club list to the Association before participation in sanctioned meets. This shall include new members in a member club added at any point during the year within thirty (30) days of a club tryout.
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## **BY-LAW 13: SANCTIONED MEETS**

1. All meets must be sanctioned and approved by the board. The Association does not recognize non-sanctioned meets and therefore does not provide insurance coverage or assume liability.
2. All sanctioned meets are open for participation to all members clubs in good standing. Hosting clubs must provide invitations and entry forms to all new and full club members.
  - A) Clubs must submit a \$100 deposit cheque for meets they are hosting which is refundable upon completion of the meet.
3. Sanctioned meets may allow participation of non-MTA aged athletes "14 and under" (this will also include open events) provided an Administration fee of five dollars (\$5.00) is paid, a wavier signed and remitted to the Association. This administration fee is in addition to any meet fees charged by the members clubs to the participants. This is only a one day event.
  - (a) School insurance policies of those non-MTA members is not accepted. The \$5.00 administration fee must be paid to the Association.
  - (b) No non-MTA members are allowed to enter any provincial championship during the year.
4. The member club's meet shall indemnify the "Minor Track Association (of Ontario)."

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### **BY-LAW 14: CHAMPIONSHIP MEETS**

1. All member clubs must have their athletes registered and the annual administration fee paid, as mentioned in By-Law 11:1, the Monday prior to a provincial championship.
2. The Minor Track Association will be responsible for the provincial awards.
3. A \$1.00 levy is charged to all athletes who enter the provincial meets.

The meets will be the provincial indoor, outdoor and cross-country meets. The levy of \$1.00 will assist in the awards cost at the provincial meets. The levy fee will be payable to the Minor Track Association head office by the club hosting the meet.

Amended November 29<sup>th</sup>, 2015

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### **BY-LAW 15: TRANSFER OF ATHLETES, COACHES, EXECUTIVE AND OFFICIALS**

Clubs with any of the above wishing to transfer to a different club shall be allowed to do so at the beginning of a calendar year. Requests for transfer during the year must be submitted in writing to the board under extenuating circumstances only. Athletes may compete unattached, although they (are required) to join a member club in order to participate in championship meets.

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### **BY-LAW 16: MILEAGE**

Executive committee and board members can be paid mileage at \$0.50 per kilometer in addition to meals or accommodation to attend meetings.

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### **BY-LAW 17: AGE GROUPS**

The Association shall have athlete age categories in two year groupings, starting at Pee Wee (5&6), Mite (7&8), Tyke (9&10), Atom (11&12), and Senior (13&14) year olds, based on the age obtained During the current year.

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### **BY-LAW 18: CODE OF ETHICS AND COMPETITION GUIDELINES**

The Association adopts the CPCA's- "Coaching Code of Ethics, 1993", as guidelines to the operation and behaviour of the Association and club members. All club members shall abide by the approved Guidelines to Competition, as set down the Association.

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### **BY-LAW 19: EXPENDITURES AND DEPOSITS**

- 1). The spending of Association funds of \$1,000.00 or 10% of the existing balance, whichever is less, will not take place until a majority has been recorded at an AGM or general meeting by voting procedures outlined in By-Law 5.
  - 2). Grants, bequests or donations, disbursed in accordance with the agreement entered into, wishes expressed or terms outlined, shall be an exception to By-Law 19-1.
  - 3). Requests for funds below the limits outlined in By-Law 19-1, require approval of the board. Advance payments, receipts or invoices shall be submitted to the treasurer. Preauthorized payment of insurance premiums shall be approved on acceptance of an annual contract. Day-to-day operating expenses, invoices, advances or disbursements shall be paid when rendered.
  - 4). All deposits shall be made into the Association's bank account(s) and duly recorded.
  - 5). Fund raising activities, special events or projects shall operate independently provided they are approved by the board in advance and do not jeopardize Association funds.
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### **BY-LAW 20: CONFLICT OF INTEREST**

Any member of the board or a club member that is in any way interested in a proposed contract or in obtaining a form of remuneration from the Association shall declare a conflict of interest immediately upon becoming aware of a conflict. That person or person(s) may provide information, with the board's approval but shall absent him/herself during deliberations and voting on the matter.

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### **BY-LAW 21: DISSOLUTION**

In the event the Association is dissolved or no longer serves the purpose for which it was incorporated and after payment of all debts and liabilities, the assets remaining shall be distributed or disposed of to an organisation which carries on work of a similar nature, solely in the province of Ontario, or alternatively, in Canada.

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### **BY-LAW 22: ALLOWABLE EVENTS PER ATHLETE**

PeeWee, Mite, tyke, atom and MTA senior athletes may enter only three individual events, of which no more than two may be track events, at a one-day meet. In addition, they may enter only one relay. In the event of a two-day meet, athletes may enter four individual events of which 3 can be track and one relay. For a three-day meet, athletes may enter five individual events and one relay. This is to a maximum of the three events per day.

The exception to the above rule of three individual events is when an MTA track team hosts a multi-events track meet.