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# WATERSKI AND WAKEBOARD SASKATCHEWAN CONSTITUTION AND GENERAL OPERATING BY- LAWS



- The purpose of the Constitution is to define the principles and structure of the Association.
- The objective of Bylaws is to define the operating procedures of the Association.

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BE IT ENACTED AND IT IS HEREBY ENACTED the Constitution and Bylaws of Waterski and Wakeboard Saskatchewan (hereinafter called the Association) as follows:

#### ARTICLE 1 INTERPRETATION

1.01 In this Constitution and the By-laws of the Association, unless the context otherwise specifies or requires.

- a) "Act" means the Corporation Act, Revised Statutes of Saskatchewan, as from time to time amended, and every statute that may be substituted therefore and, in the case of such amendment or substitution, any references in the by-laws of the Association shall read as referring to the amended or substituted provisions therefore;
- b) "by-law" means only by-law of the Association from time to time in force and effect;
- c) "Directors" means the directors of the Association composed of the elected Executive;
- d) "Executive" means the elected officers of the Association as elected by the membership; including Past-President.
- e) All terms contained in the by-laws which are defined in the Act shall have the meanings given to such terms in the Act;
- f) words importing the singular number only shall include the plural and vice-versa; words importing the masculine gender shall include the feminine and neuter genders; words importing persons shall include bodies corporate, associations, companies,



partnerships, syndicates, trusts and any number of aggregate of persons; and  
g) the headings used in the by-laws are inserted for convenience of reference only and are not to be considered or taken into account in construing the terms of provisions thereof.

#### ARTICLE 2 NAME

2.01 This organization or Association shall be known as the Saskatchewan Region of Water Ski and Wakeboard Canada (WSWC) and hereinafter shall be referred to as Water Ski and Wakeboard Saskatchewan, abbreviated WSWS.

#### ARTICLE 3 PURPOSE

3.01 The purpose of WSWS shall be to improve, encourage, and promote water skiing and wakeboarding in all aspects; to promote friendly and sportsmanlike cooperation among its members in the interest of water skiing and wakeboarding generally, to provide standards therein to institute regular water skiing and wakeboard championships of the region and award Regional Championships, to aid in prescribing tests for qualifications; to approve the appointment of references and judges within the Region; to approve and certify records of performance; to encourage and assist in promotion of safety; and to aid WSWC in carrying out its aims and objectives.

#### BYLAWS

##### BYLAW 1 EXECUTIVE AND BOARD OF DIRECTORS

1.01 The Board of Directors shall, in addition to the powers defined elsewhere have the authority to:

- a) prescribe and recommend amendments to the By-Laws and Rules of WSWS.
- b) manage the finances of the Association in accordance with the procedures detailed in the By-Laws;
- c) appoint chairs, judges and other officials to reside over sanctioned tournaments;
- d) establish and define rules, where not covered by WSWC Rules and Regulations.
- e) appoint committees.
- f) fill vacancies that occur within the Executive Committee.

1.02 Number and powers: the affairs of the Association shall be managed by a board of not more than twelve (12) directors (*amended March, 2016*). The Directors may exercise all such powers and do all such acts as may be exercised or done by the Association and are not by the By-Laws or any special resolution of the Association or by statute expressly directed or required to be done by the Association at a general meeting of members.

1.03 Qualifications of Directors – Every Director shall be eighteen (18) or more years of age and, subject to the provisions of the Act, shall be a member of the Association with dues and other monies paid.

1.04 Unless there are extenuating circumstances, each water ski or wakeboard club shall only have a maximum of two club members serving on the Executive each year.

##### BYLAW 2 ASSOCIATION SEAL

2.01 The Association shall have a common seal and it shall be in the custody of the Executive Director and shall not be used except in the presence of the President



of the Association or in the presence of such officer or officers of the Association as the Directors may be resolution appoint for that purpose.

#### BYLAW 3 SIGNATURE AND CERTIFICATION OF DOCUMENTS

3.01 Contracts, documents or any instruments in writing requiring the signature of the Association shall when possible, be signed by a member of the Executive. Second signors (when required) can be one of the Executive, or a person so designated by the board (*amended March, 2016*). All contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Directors shall have power, from time to time by by-law or decision to appoint an officer or officers on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents and instruments in writing.

#### BYLAW 4 AMENDMENTS

4.01 No amendments shall be made to the By-Laws except at the Annual General Meeting and by two-thirds majority vote of voting members.

4.02 All proposed amendments shall be submitted in writing to the President and be post-marked 30 days prior to the Annual General Meeting of the year in question.

4.03 By-laws may be amended at the Annual Meeting of WSWs by unanimous vote without previous notice. Each voting member shall be allowed only one such proposed amendment.

4.04 Proposed amendments must be specific and must refer to the page, article and paragraph concerned, and the section must be quoted as it would appear if amended.

#### BYLAW 5 MEMBERSHIP FEES

5.01 Membership fees shall be proposed by the Board of Directors of the Association so as to meet the financial obligations of the Association and approved by the membership at the A.G.M.

#### 5.02 INDIVIDUAL MEMBERSHIP

- a) A member shall be any person who has paid the fee prescribed by Water Ski and Wakeboard Saskatchewan and who is in good standing (*amended March 2016*).
- b) Acceptance of membership in the WSWs shall bind such members to abide by the provision of the By-laws and rules of Water Ski and Wakeboard Canada and WSWs.
- c) That membership be open to any resident of Saskatchewan or to any non-resident skiing or wakeboarding in Saskatchewan.
- d) Any member not abiding by the By-laws and rules may be subject to suspension or withdrawal of membership by WSWs.



## BYLAW 6 MEETINGS

6.01 BOARD MEETINGS: Regular meetings of the Board of Directors shall take place at the call of the chair at a place to be decided by the Executive and such notice shall be directed to each member of the Board of Directors and Past-President in good standing as early as possible.

6.01.1 A quorum shall consist of more than fifty percent (50%) of the eligible votes.

6.01.2 A proxy vote is valid if the absentee notifies the President in writing. Only one proxy vote may be carried by each director present.

6.01.3 Minutes of such meetings shall be forwarded as soon as possible to: Board of Directors, Sub-Committee Chair; and to those Presidents of Affiliated Clubs.

6.01.4 Closed meetings of the Executive may be called to discuss topics of sensitivity within the Association.

6.02 ANNUAL MEETINGS: An Annual Meeting of the Region shall be held and shall be in accordance with Water Ski And Wakeboard Canada By-laws, the Non-Profit Act, and Sask Sport requirements (*amended March 2016*).

6.02.1 All current members and affiliated clubs shall be notified, when possible, 15 days in advance of the date for the A.G.M. and any general spring meeting.

6.02.2 Anyone thirteen (13) years or over on January 31<sup>st</sup> has the right to vote at the Annual Meeting.

6.02.3 Any speaker at the Annual Meeting shall address themselves to the Chair only. No one shall speak twice to the same motion unless invited by the Chair to answer a question or give an explanation.

6.02.4 The record date to determine the member list for the Annual Meeting or any General Membership meetings shall be midnight, 5 days prior to the meeting date. (*added March 2016*).

6.02.5 Order of business at the Annual Meeting shall consist of:

- a) Call to Order
- b) Approval and Additions to Agenda
- c) Reading and approval of previous minutes
- e) Reports of Executive Board Members
- f) New Business
  - Bylaw amendment proposals
  - Appointment of Auditor
  - Other
- g) Election of Officers
- h) Selection of date for next AGM
- i) Adjournment

6.02.6 A second general membership meeting may be held each year and, if necessary, may take the form of an open executive meeting. (*amended March 2016*).



#### BYLAW 7 COMMITTEES

7.01 Constitution of Committees: The Board of Directors may from time to time constitute such committees as it deems necessary to assist the directors in carrying on the affairs of the Association, and shall prescribe the duties of such committees.

#### BYLAW 8 VOTING

8.01 All registered members of WSWS are entitled to one vote at the Annual General Meeting and at any general or special meeting.

8.02 All votes must be cast in person.

8.03 Only members in good standing shall have voting privileges. The Executive may require individuals to produce proof of membership at any time.

8.04 A quorum at any Annual General Meeting shall consist of 2 of the elected Executive and 5 members in good standing present at such meeting (*amended March 2016*).

8.05 A quorum at any Executive meeting shall consist of 50 percent plus of the elected executive.

8.06 Executive officers are entitled to one vote each at all meetings of WSWS with the exception of the President whose vote shall only be cast if required to break a tie.

8.07 Appointed Standing Committee Chairs and members shall not have voting or motion privileges at Executive Meetings.

8.08 Affiliated Clubs shall not have voting powers.

#### BYLAW 9 FISCAL YEAR

9.01 The fiscal year of WSWS shall run from January first (1) to December thirty-first (31).

#### BYLAW 10 TERM OF OFFICE

10.01 The term of office shall be two years or until a successor is elected, or appointed, except in the case of the President, who shall not hold office longer than two successive terms (unless members present at the Annual General Meeting vote unanimously to extend the President's term by another term).

10.02 The newly elected Board shall take office immediately following the closing of the Annual General Meeting.



## BYLAW 11 OFFICERS AND THEIR DUTIES

11.01.1 The Executive Board members are the Officers of WSWS. It is composed of the following positions elected during the following cycle:

- a) President – Even years
- b) Past President
- c) VP of Finance – Odd years
- d) VP High Performance – Even years
- e) VP of Sport for All – Odd years
- f) VP Coach and Officials – Even years

The Board of Directors is composed of the following elected positions:

- a) 3 Event Waterski Sport for All – Odd years
- b) 3 Event Waterski High Performance – Even years
- c) Wakeboard Sport for All – Even years
- d) Wakeboard High Performance – Odd years
- e) Adaptive Sport for All – Even years
- f) Adaptive High Performance – Odd years

11.02 The duties of the President are to:

- a) Promote of all aspects of towed water sports in the Province
- b) Be the chief executive officer of the Association
- c) Call, preside over, and preserve order and decorum at all meetings of the Association, Executive and the Board Members
- d) Sit as an ex-officio member of all WSWS committees
- e) Enforce the Constitution and By-laws of the Association
- f) Guide and supervise the operations of the Association ensuring that all orders and resolutions of the Board are effectively carried out.
- g) Perform such other functions/duties as are peculiar to the office of the President

11.03 President's absence

- a) In the event that the President is unable to attend a meeting of the Association, the President shall designate a member of the Executive, not including the minute taker, to serve as Chair of the meeting and brief the designated Executive member on the business to be conducted.
- b) In the event the President is unable to attend a meeting of the Association, and is further unable to designate a Chair, those present at the meeting shall elect one of the Executives to serve as Chair.
- c) All members of the Executive are of equal rank and status and no order of succession is stated or implied by the order in which the positions are listed in the By-laws.

11.04 The VP High Performance shall report to the President and shall have responsibility for:

- a) Promotion of all aspects of High Performance and the Pursuit of Excellence in the Province of Saskatchewan
- b) Maintain regular meetings with Multi-Discipline Sask First
- c) Other such duties as are, from time to time, assigned by the President



11.05 The Vice President Sport for All shall report to the President and shall have responsibility for:

- a) Promotion of all aspects of Grassroots development and Foundational development in the Province of Saskatchewan
- b) Maintain regular meetings with Multi-Discipline Sport for All
- c) Other such duties as are, from time to time, assigned by the President

11.06 The Vice President Coach and Officials

- a) Promotion of all aspects of Coach and Officials Development in the Province of Saskatchewan
- b) Other such duties as are, from time to time, assigned by the President

11.07 Vice President of Finance

- a) Supervise the Executive Director in connection with financial duties
- b) Audit financial duties performed by the Executive Director
- c) Maintain Sport Legacy Fund
- d) Forward Map Grant criteria to clubs
- e) Calculate Map Grants payable to clubs

11.08 The duties of Past President are:

- a) Promotion of all aspects of towed water sports in the Province of Saskatchewan
- b) Generally assist and advise the President
- c) Perform other such duties as are, from time to time, assigned by the President

#### BYLAW 12 CLUB MEMBERSHIP

12.01 Any group of four (4) or more wishing to be known as a “club” may become so by applying in writing and making available the names and addresses and phone numbers of elected officials of that “club”. The minimum of four (4) members shall be in good standing with WSWS. All above information shall be forwarded to the President or Executive Director.

12.02 Every “club” shall submit a list of all executive and other members to the Executive Director annually or as requested.

12.03 “Clubs” not re-affirming by said given dates shall forfeit such former privileges until such time as re-application and approval has taken place.

12.04 The board of directors may from time to time, establish such fees as it deems necessary for affiliated clubs.

12.05 All clubs are required to acquire Liability Insurance for club activities, from a reputable source. If no Insurance is carried during active club months, forfeiture of club status under WSWS is possible until the following year.

#### BYLAW 13 GUIDELINES FOR PROVINCIAL CHAMPIONSHIPS SITE RENTAL

13.01 The site must be capable of accommodating all registered WSWS disciplines (Jump, wakeboarding, slalom and tricks).

13.02 Site must have a minimum interference with other water vehicles during tournament.





13.03 Site must have power near the water skiing or wakeboarding area for calculating results.  
(Generators are acceptable)

13.04 Hosting body must submit their proposal 2 weeks prior to the AGM of the tournament year.

Additional advantages include:

Site is well protected from predominate winds.

Site is free from 90-degree embankments. (Sharp shore edges cause backwash).

Site has been surveyed and is accurate.

Site is equipped with an announcer's booth and calculators quarters.

Hosting body organizes social functions and off water activities.

Hosting body promotes and advertises the tournament.

April 25, 2020

#### BYLAW 14 FINANCIAL CONTROL

14.01 All receipts for expenditures must be submitted no later than the end of the Fiscal Year of purchase.

14.02 Receipts submitted before the 15th of any month, will be paid out by the end of the same month. Receipts submitted after the 15th and before the end of the same month, will be paid out by the 15th of the following month.