



BY-LAWS

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A by-law relating generally to the conduct of affairs of the Capital Jumpers (CJ) **BE IT ENACTED** as a by-law of the Corporation as follows:

1. Head Office

- a. The Head Office of the Corporation shall be in the City of Ottawa, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

2. Interpretation

- a. In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.
- b. Other than as specified above, words and expressions defined in the Act have the same meanings when used in these bylaws.

3. Corporate Seal

- a. The seal, an impression whereof is stamped in the margin hereof, shall be the Corporate Seal of the Corporation.

4. Board of Directors

- a. The affairs of the Corporation shall be managed by a board of 9 directors. The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Team Manager, and 4 directors, all having full voting power, each of whom at the time of his election or within ten days thereafter and throughout his term of office shall be elected to hold office until the first annual meeting after he shall have been elected or until his successor shall have been duly elected and qualified. The election may be by a show of hands unless any member demands a ballot. The members of the Corporation may, by resolution passed by at least two thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his term of office, and may, by a majority of the votes cast at that meeting, elect any person in his stead for the remainder of his term.

5. Vacancies, Board of Directors

- a. Vacancies on the board of directors, however caused, may so long as a quorum of the members of the Corporation, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the directors shall forthwith call a meeting of the members to fill the vacancy. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

6. Quorum and Meetings, Board of Directors

- a. 5 Directors shall form a quorum for the transaction of business. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present or those absent have signified their consent to the meeting being held in their absence. Directors meetings may be formally called by the President or Vice-President, or by the Secretary on direction in writing of two directors.
- b. Notice of such meetings shall be delivered, telephoned or telegraphed to each director not less than one day before the meeting is to take place. The statutory declaration of the President or Secretary that notice has conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or 3 months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. Regular meetings will be held on the second Sunday of every month unless otherwise called according to the above procedures. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The directors may consider or transact any business either special or general at any meeting of the board

7. Voting, Board of Directors

- a. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the Chairman, in addition to their original vote, shall have another vote. Votes will be taken by ballot if so, demanded by any director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution. In absence of the President, their duties may be performed by the Vice-President or such other director as the Board of Directors may from time to time appoint for the purpose.
- b. The Board of Directors or the President or Vice-President shall have the power to call at any time a general meeting of the members of the Corporation. Notice of any such meeting to be given by the Capital Jumpers newsletter.

8. Powers

- a. The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as herein after provided, generally, may exercise all such other powers and do all such other acts

and things as the Corporation is by its charter or otherwise authorized to exercise and do.

- b. Without in any way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration and upon such terms and conditions as they may deem advisable.

9. Remuneration of Directors

- a. The Directors shall receive no remuneration for acting as such.

10. Executive Committee

- a. The Executive Committee (henceforth known as the "Executive") shall consist of President, Past President, Vice-President, Treasurer and Secretary.

11. Duties of the Executive

- a. The Executive shall have the power to suspend or discipline any coach, skipper or member of the Board of Directors for conduct prejudicial to the aim and objectives of the Corporation.
- b. The Executive shall ensure that the affairs of the Corporation are governed according to the by-laws and rules of the Corporation.
- c. The Executive shall appoint two of its members to serve as the nomination committee and present a slate of officers for the Board of Directors at the annual meeting.
- d. The Executive shall appoint a Chairman and members to any committee deemed necessary.

12. Duties of the President

- a. The President shall, when present, preside at all meetings of the members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation and to oversee long term planning of the skipping team. The President with the Secretary or other officer appointed by the Board of Directors for the purpose shall sign all by-laws and membership certificates. The President shall serve as an ex officio member of all standing committees of the Corporation. During the absence or inability of the President, their duties and powers may be exercised by the Vice-President and if the Vice-President, or such other director as the Board of Directors may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto. The President may only serve three consecutive years to ensure continuity on the executive.

13. Duties of the Secretary

- a. The Secretary shall be ex officio clerk of the board of Directors. They shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings on the Capital Jumpers Google Drive account. They shall give all notices required to be given to members and to directors. They shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which they shall deliver up only when authorized by a resolution of the Board of Directors to do so.

14. Duties of the Treasurer

- a. The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all money and other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. They shall disburse the funds of the Corporation under the direction of the Board of Directors, taking property vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of them, an account of all the transactions as Treasurer, and of the financial position of the Corporation. They shall also perform such other duties as may from time to time be determined by the Board of Directors. The Treasurer will be responsible for preparing an annual budget for submission to the Executive and adoption at the annual meeting.

15. Duties of the Vice-President

- a. The Vice-President shall preside at all meetings in the absence of the President. The Vice-President shall be the external Liaison Officer for the Capital Jumpers.

16. Duties of the Head Coach

- a. The Head Coach shall be responsible for organizing the structure and the running of practices for preparation of competitions and performances. The Head Coach shall be responsible for deciding which jumpers and teams will perform in which performances and competitions.

17. Duties of Team Manager

- a. The Team Manager shall be responsible to register all athletes for competition, prepare and file all necessary registrations for all organizations, and keep updated information on all participants.

18. Duties of Other Directors

- a. The duties of all other directors of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.

19. Execution of Documents

- a. Deeds, transfer, licenses, contracts and engagements of behalf of the Corporation shall be signed by either the President or Vice-President and by the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require same.
- b. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Vice-President, and Treasurer or by any person authorized by the Board of Directors.
- c. The President, Vice-President, the directors, Secretary or Treasurer, or any one of them, any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and any affix, the Corporate Seal to any such transfers or acceptances of transfers, and may execute and deliver under the Corporation Seal of an attorney or attorneys to make or accept transfer of shares, bonds or other securities on the books of any company or corporation.
- d. Notwithstanding any provision to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations by the Corporation may or shall be executed.

20. Books and Records

- a. The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

21. Membership

- a. Membership in this Corporation shall be composed of such skippers, parents and/or guardian of skippers and coaches as shall agree to abide by and comply with the by-laws and rules of the Capital Jumpers. The directors of the Capital Jumpers will also abide by the by-laws and rules of the Capital Jumpers.
- b. Members may resign by resignation in writing which shall be effective upon acceptance thereof by the Board of Directors.
- c. In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by them to the Corporation. Prior to acceptance of their resignation.
- d. Members in good standing may be entitled to vote on each question arising at any special or general meeting of the members as per voting rights. (See Voting of Members #27)

22. Dues

- a. There shall be no dues or fees by member except such, if any, as shall from time to time be fixed by unanimous vote of the board of directors, which vote shall become effective only when confirmed by a vote of the members at an annual or other general meeting.
- b. The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within 30 days of the date of such notice the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the board of directors.

23. Annual and Other Meetings of Members

- a. The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the Board of Directors may determine and on such day as the said director shall appoint.
 - i. The annual meeting of The Capital Jumpers shall be held no later than September 31st.
 - ii. Notice of motion, correspondence, amendments to the Rules and By-laws and other matters for consideration at the Annual General Meeting shall be in writing and signed and sent to the Secretary fourteen days in advance of the Annual Meeting.
 - iii. Any amendments to the Rules and By-laws shall be changed only at the Annual Meeting of the Corporation or general meeting or semi-annual meeting.
 - iv. The total membership of the Corporation shall be notified by Newsletter twenty-one days in advance of the meeting date, stating the time and place of such meeting
 - v. Agenda at the Annual Meeting shall be:
 - Minutes of the last meeting
 - President's Report
 - Treasurer's Report
 - Committees' Report
 - Amendments to Rules and By-Laws
 - Election of Officers
 - New Business
 - General Recommendation

24. Error or Omission in Notice

- a. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the

Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of an such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer shall be their last address recorded on the books of the Corporation.

25. Adjournments

- a. Any meetings of the Corporation or of the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjourned. Such adjournment may be made notwithstanding that no quorum is present.

26. Quorum of Members

- a. A quorum for the transaction of business at any General Meeting of members shall consist of not less than 4 Directors and 10 additional members present in person or represented by proxy; provided that in no case can any meeting be held unless there are 14 members present in person.

27. Voting of Members

- a. Subject to the provisions, if any, contained in the Letters Patent of the Corporation the following members have voting rights. Capital Jumpers families have a minimum of 1 vote and a maximum of 2 votes as follows. Families with one skipper are allowed one vote between them. Families with two or more skippers are allowed two votes between them. Only skippers over the age of 18 can vote on their own behalf. Those members eligible to vote must be members in good standing. Votes may be by proxy. Such proxy need not themselves be a member but before voting shall produce and deposit with the Secretary sufficient appointment in writing from their constituent or constituents. No member shall be entitled either in person or by proxy to vote at meeting of the Corporation unless they have paid all dues or fees, if any, then payable by them. Proxies must be over the age of 18.
- b. At all meetings of members every question shall be decided by a majority of the votes of the members present in person or represented by proxy unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any member. Upon a show of hands, every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima fade proof of the fact without proof of the number or proportion of the votes accorded in favor

of or against such resolution. The demand for a pill may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person or by proxy, and such poll shall be taken in such manner as the Chairman, shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote.

28. Financial Year

- a. Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 31st day of August in each year. The report of the Year End Financial Statement shall be made available to the members immediately upon its completion.

29. Cheques, Etc.

- a. All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and any one of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for that purpose. Any one of such officers or agents so appointed may arrange, settle, balance, and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

30. Deposit of Securities for Safekeeping

- a. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by to time, only upon the written order of the Corporation signed by such officer or officers, determined by resolution of the Board of Directors and such authority may be general or confirmed to specific instances. The institutions which may be selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the procedure thereof.

31. Notice

- a. Whenever under the provisions of the by-laws of the Corporation, notice is required to be given, such notice may be given either personally or by telephone or by newsletter.

32. Borrowing

- a. The directors may from time to time:
 - i. Borrow money on the credit of the Corporation;
 - ii. Issue, sell or pledge securities of the Corporation; or
 - iii. Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises, and undertakings, to secure any securities or any money borrowed or other debt, or any other obligation or liability of the Corporation.
- b. From time to time the directors may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

33. Standing Committees

- a. Committees
 - i. The Executive shall appoint, for a one-year term, the Chair, and Member of each of the following committees and any other committees needed to fulfill the business of the Corporation: (it is understood that the chairman will be appointed from the Board of Directors) The President to serve as ex-officio on all standing committees.
 - Discipline Committee
 - Budget Committee
 - Fundraising Committee
 - Publicity & Promotion Committee
 - ii. A quorum shall consist of the chairman or their designate plus ½ of the committee members.
 - iii. Where conflict of interest shall arise at a committee meeting, the member or members concerned shall not be eligible to vote on the particular

motion. Such direction shall come from the remainder of the Committee members.

- iv. The Board of Directors may, from time to time, by resolution, establish such Committees as they shall decide upon. The members of each committee so established shall be elected to each committee at the annual meeting of members and/or may be appointed to such committees by the Board of Directors. The members so elected or appointed to each committee shall appoint from among those so elected a Chair of such committee.
- b. The Chair of each committee shall have the right to notice of and to attend all meeting of the Board of Directors and to have one vote on any question arising at any meeting of the Board of Directors.
- c. Discipline Committee
 - i. This Committee shall consist of the Executive and will act in respect to any member or skipper in the Capital Jumpers. This Committee shall be empowered to take such action as it deems fair and just and report to the Board of Directors. This decision may be appealed to the Board of Directors.
- d. Budget Committee
 - i. The Chair of this Committee shall be the Treasurer. The Budget Committee is responsible for proposed annual operation costs to be presented at the first board meeting in September.
- e. Fundraising Committee
 - i. The Chair of this Committee shall be an appointed Board Member and will consist of members appointed from the General Membership. The Committee will
- f. Publicity & Promotion Committee
 - i. The Chair shall be appointed by the Executive of the Capital Jumpers. This Committee plans the program of public relations, handles all news releases and publicity approved by the Board of Directors, places advertisements, prepares for distribution of posters, notice and other material approved by the Board of Directors.

34. Aim and Objectives

- a. To foster, promote and teach jump rope for youth, and to provide maximum opportunity for all eligible individuals to participate regardless of ability.
- b. To develop and encourage sportsmanship, community spirit and good fellowship among all participants to the betterment of their physical, mental and social well-being.
- c. To encourage the youth to become better citizens.

- d. To promote, organize and to control team competition in the area of operation to the maximum of participant accommodation and financial resources, these to be administered by a group of appointed or elected volunteers.
- e. To sponsor and promote such athletic, social and other activities as may contribute to the finances of the organization.

35. Fundraising

- a. No individual team in the Capital Jumpers will be allowed to hold raffles, draws, dances, etc. without the written permission of the Executive as these functions interfere with the Capital Jumpers fundraising programs. No team or team representative shall approach sponsors for money.

36. Fees

- a. Team membership fees shall be set annually by the Board of Directors.
- b. The recreation program fees shall be set annually by the Board of Directors.
- c. All requests for registration refund must be submitted to the Board of Directors.

37. Name

- a. The name “Capital Jumpers” and team logo shall be used on all uniforms. This may or may not include performance costumes.

38. Colours

- a. The colours of the Capital Jumpers shall be teal and black. Both colours are to be used.

39. Extended Travel

- a. If the Capital Jumpers allow a team to take part in an extended travel exhibition series such as a European trip, the following criteria will be met:
 - i. The Capital Jumpers will establish a Committee of interested people to raise funds and plan the trip.
 - ii. This committee will be established well in advance of the planned trip.
 - iii. All plans must be approved by the Board of Directors.

40. Expense Reimbursements for Coaches/Chaperones

- a. The provisions of the below are subject to adequate funds being available.
- b. The accommodation, travelling and registration expenses as applicable are to be paid by the Capital Jumpers for any coach attending a competition or event at which the coach’s team is participating.
- c. The accommodation, travelling and registration expenses as applicable are to be paid by the Capital Jumpers for any person required to provide transportation, to accompany, and/or be responsible for the Capital Jumpers at various events.
- d. Expenses from the Club Coaching Requirements set forth by Rope Skipping Canada will be reimbursed by the Capital Jumpers for any coach attending competitions, practices or events.