

Ontario Steelheaders

Constitution

A comprehensive guide to our purpose, guiding principles, and procedures.

Article I. Name

The name of this organization shall be "Ontario Steelheaders"

1. All forms, permits, legal documents, publications, logos, and other identifiers shall refer to this organization as, "Ontario Steelheaders"; deviations from this shall be unacceptable.

Article II. Mission Statement

The Ontario Steelheaders is committed to working; both independently and in partnership with local organizations, governments, resource networks, and various likeminded agencies; in the pursuit of responsibly enhancing and protecting migratory rainbow trout habitat and fisheries in Ontario. Our Directors and volunteers are committed to working as a team in the pursuit of our goals and objectives.

Our Vision is an Ontario where steelhead angling opportunities abound, are self sustaining, and are supported and protected by government.

Article III. Goals and Objectives

The goals and objectives of this organization shall be:

- To improve access to suitable spawning habitat for migratory rainbow trout (steelhead).
- To provide young migratory rainbow trout with suitable nursery and juvenile habitat.
- To increase and protect steelhead angling opportunities in Ontario.
- To promote sportsmanship, fellowship, and etiquette consistent with the preservation of our natural resources
- To educate members and the public, in regards to issues, conservation practices, and proper angling techniques.
- To protect and increase public access to our rivers and waterways for angling and recreational purposes through co-operative partnerships.
- To offer constructive input to governments, landowners and other relevant organizations.
- To hold regular meetings for discussion, strategizing, instruction and conduct of the affairs of the organization.

Article IV. Activities

The Ontario Steelheaders shall engage in projects or activities that are consistent with our Mission Statement, Goals and Objectives.

The organization's Directors may engage in activities and projects in partnership with fellow directors or project committees, may recruit or enlist assistants and may draw upon the organization's financial and human resources. The organization may also construct "Special Committees" for the purpose of executing various projects. Those Special Committees may be either self-supporting or may be supported by the core of the organization. Directors may sit on Special Committees in any capacity deemed to be in the best interest of the organization.

In all cases, Special Committees are responsible to report their activities to the general membership and the Board of Directors on a regular basis. All project committees shall identify themselves as "Ontario Steelheaders" and shall be held responsible and accountable to the membership, the Board of Directors, and the guiding principles, purpose and Bylaws herein.

Article V. Directors

A board of directors shall manage the affairs of this organization. Directors of this organization may consist of a President, a Secretary, a Treasurer, a Membership Director, a News/Media Director, a Fundraising Director, a Merchandise Director, a Social Events Director, and Directors-at-large. The Directors shall, with the aid of member aides and resources of their own discretion, perform the duties listed in this constitution. The directors and all member aides shall comply with all bylaws herein. Their work shall remain conducive to this organizations goals and objectives at all times. In the event an elected Director is unable to fulfill their duties, the duties shall be fulfilled by the remaining directors, or by a replacement director elected by a majority vote of the directors.

Article VI. General Elections & Terms of office:

Directors shall be elected from the body of the membership by a ballot vote. General Elections shall be caused and organized by the Directors. General Elections shall be held every 4 years. Adequate notice, promotion and opportunity to vote shall be extended to every member in good standing.

Each membership registration shall be granted one ballot. Family and group membership registrations shall be granted one ballot to the person on the registration.

Any member in good standing reserves the right to campaign for a leadership position. Directors may only hold one permanent position at any one time; unless acting as temporary replacement.

One term of office shall be considered 4 years. Directors should not retain the same role for more than two consecutive terms of office unless it is deemed to be in the best interest of the organization and by a majority vote of the Board of Directors.

Article VII. Duties of the Officers

1. The President shall:

- A. Be the principal spokesperson and public representative of the Ontario Steelheaders and its members.
- B. If unable to meet an obligation may choose a person to represent him/her.
- C. Organize meetings, facilitate inter-departmental functions and workload and spear-head new projects.
- D. Report to the membership through newsletters and other media.

2. The Treasurer shall:

- A. Act as finance controller / advisor for club operations and monetary disbursements.
- B. Make deposits, distribute funds, complete bookkeeping functions and maintain records for at least 5 years.
- C. Report finances and relevant issues to the membership through newsletters and other media.

3. The Secretary shall:

- A. Ensure all meeting minutes are recorded, distributed to the Board of Directors and create a central filing system.
- B. Spearheads policy and procedure changes.
- C. Report to the membership through newsletters and other media.

4. The Membership Director shall:

- A. Act as the principle person responsible for membership administration, membership fees collection, and membership promotion.
- B. Maintain and back-up an up to date membership list.
- C. Assist with mailings and communications, where necessary.
- D. Report, promote and comment on membership issues through newsletters and other media.
- E. Create balance sheet and forward it and monies to the Treasurer

5. The News/Media Director shall:

- A. Be the principle person responsible for editing and publishing newsletters, website updates, press releases etc.
- B. Be responsible for proofreading and providing consistency to club advertisements, solicitations, stationary, merchandise, advertising materials and graphic materials, etc....
- C. Manage contributing writers and photographers, advertisers, promoters website host, and webmaster.
- D. Reports to the members on media coverage and relevant issues through newsletters and other media.
- E. Ensure all proper paperwork is obtained for photo publications.
- F. Create expense reports and forward it them to the Treasurer

6. The Fundraising Director shall:

- A. Be the principle person responsible to create, oversee, supervise and promote fundraising activities.
- B. Be responsible for promotional mailings and communications.
- C. Collect fundraising monies and forward to the Treasurer.
- D. Be required to acquire merchandise or monies for distribution as prizes.
- E. Reports fundraising activities, achievements and objectives to the members through newsletters and other media.
- F. Create balance sheet for each activity and forward it and monies to the Treasurer.

7. The Merchandise Director shall:

- A. Be the chief person responsible for ordering, selling and creating club branded merchandise.
- B. Create balance sheet for each activity and forward it and monies to the Treasurer.

8. The Derby/ Social Director shall:

- A. Be the chief person responsible for organizing, promoting and hosting club social events.
- B. Create balance sheet for each activity and forward it and monies to the Treasurer.

9. Assistant Directors and Directors at Large shall:

- A. Act as primary assistants to the Board of Directors and may also sit on Special Committees.
- B. May also be allowed to act as Chairperson for Special Committees.
- C. Create balance sheet for each activity and forward it and monies to the Treasurer.

Article VIII. Meetings

Regular management meetings of the Directors shall be held at a time and place that is convenient for the Directors. The Directors may, at their discretion, change the time or place of the meeting. Regular meetings shall be held at least twice annually. Adequate notice shall be given in advance of the meetings and a reminder shall be given between 24 and 48 hours in advance of each meeting.

Special meetings may be called by the President or the Board of Directors. Special meetings may also be called by the written petition of members. The purpose of the meeting shall be stated in the call. At least 48 hours' notice must be given to all directors for special meetings.

The Board of Directors is expected to attend all meetings. Therefore it is imperative to provide adequate notice, and hold meetings at convenient locations.

Article IX. The Authority of the Board of Directors

The Board of Directors shall have general supervision of the affairs of this organization between its regular meetings. It shall make recommendations to the membership, and perform other duties listed in this constitution. The Board of Directors shall conduct itself in a manner conducive to the goals and objectives of this organization, and none of its acts shall conflict with action taken by this organization. As such, the Board of Directors shall be authorized to spend the organization's funds, allocate resources, and outsource services and products for the betterment of the organization.

The Board of Directors shall select its own time and place of meeting. At the call of the President or of two Directors, a special meeting may be called. Regulations under Article VIII apply herein.

Article X. Parliamentary Authority / Quorum

The rules contained in the current edition of **Robert's Rule of Order Newly Revised** shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this constitution. Any special rules of order the organization may adopt shall be by a majority vote of the Board of Directors.

The majority of the Board of Directors shall form a Quorum for the transaction of the affairs of this organization. Quorum shall be considered valid whenever the majority of the Directors, voters, or Special Committee members are present, either in-person or *in absentia* (represented).

Article XI. Titles and Section Headings

The article and section headings contained in this constitution shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this constitution.

Article XII. Constitutional Amendments

Proposed amendments to this constitution should be reviewed by the Board of Directors. Amendments to the organization's constitution can only be adopted by a majority vote of the organization's members. The Date of Edition on the title page of this constitution shall be updated to reflect the date of the amendment(s).

Article XIII. Members

Membership categories shall consist of the following: Single membership, Junior membership, Family membership, Senior membership, and Honorary members. To become a member, a completed membership application form must be submitted in full, and dues must be paid to the Ontario Steelheaders.

1. Single memberships are for one person over the age of 15 years.
2. Junior memberships are for one youth the age of 15 years or under.
3. Family memberships shall include immediate family members living in the same household, and is considered to include two adults and all children under the age of 15 years.
4. Senior memberships shall include any single individual over the age of 65 years.
5. By a majority vote of the Directors, honorary memberships may be granted. Honorary members shall be entitled to all the privileges of membership including voting rights. Honorary memberships are considered to be Single memberships for purposes of the regulations.

Article XIV. Membership Fees

All membership fees are due and payable on May 1st of each year. A member who has not paid their membership fees by May 31st of that year shall be considered in arrears, shall not be eligible to vote, and shall be solicited for renewal at least once. The annual membership fees shall be reviewed at a regular meeting by the Board of Directors. All changes to membership fees must be approved by a majority of the Board of Directors.

Article XV. Code of Conduct.

Any Member, or Director found guilty of an offence unbecoming, or likely to endanger the interests or reputation of the Ontario Steelheaders, or is in violation of the Ontario Fish and Wildlife Conservation Act, may be expelled by a majority vote of the Board of Directors. The member shall in all cases, reserve the right to present their case to the Board of Directors.

In addition, all members are expected to conduct themselves in a sportsmanlike manner, and promote education in the conservation of our Natural Resources.

Members are expected to conduct themselves at all club meetings and functions with courtesy and respect towards fellow members, guests and the general public.

Article XVI. Records

The Board of Directors shall see that all books and records of the organization and its' projects as required by the regulations herein, are regularly and properly kept and are available for review and audit for a period of 5 years.

All formal correspondence addressed to the Ontario Steelheaders shall be maintained by the Secretary or by the Special Committee.

Financial records for all operations shall be audited annually by the Board of Directors and kept by the Treasurer.

Article XVII. Dissolution of the Organization

Upon the dissolution of the Ontario Steelheaders, the assets shall be donated to an Ontario fisheries based conservation project.

If dissolution takes place, the standing Board of Directors shall decide where and how the assets and funds will be dispersed.

Formally adopted this date February 6, 2013. *By a majority consensus of the Board of Directors, representing the interests of the membership.*

President _____