

ASSOCIATION DE SPORTS RATIERS (ASR)

CHARTER

1. The official name of the Association is: **ASSOCIATION DE SPORTS RATIERS** as registered with Quebec Enterprise Register.
It is hereinafter referred to as **ASR**. This acronym is not officially registered, but it is commonly used on our social media and in correspondence with members.
2. The **ASR** aims to promote and develop rat sports as a whole.
3. The Board of Directors of the **ASR** is composed of nine people, namely the members of its Executive Committee composed of five (5) administrators acting as president, vice-president of communications, vice-president of members and events, secretary, treasurer and four (4) advisors acting as duly appointed or elected administrators of the Board.

GENERAL REGULATIONS

Section 1 : MEMBERS

1. Eligibility

A. Members with dog: all persons interested in pursuing the same objectives as those of the **ASR** may apply for membership to obtain an identification number (ID) for their dog(s) using the form provided for this purpose. The Board of Directors has full authority to accept or reject a new membership application. If this person registers more than one dog, their membership status only counts for one person.

B. Members without dogs: all persons interested in pursuing the same objectives as those of the **ASR** may apply for membership. The person will receive a membership number, different from a dog ID. If this person subsequently wants a dog ID, he will have to apply for it. The Board of Directors has full authority to accept or reject a new membership application. A person who no longer has a dog can remain a member of the ASR if he wishes, but must request a membership number for a member without a dog.

2. Membership procedure

2.1. Membership application

Anyone interested in joining the **ASR** must complete the membership form (with or without a dog) available on the Association's website. The application must be sent to the secretary along with payment of the amount determined on the membership form.

3. Loss of membership status

3.1. Expulsion

Any person who acts with the intention of harming the **ASR** or the interests of the **ASR**, or who acts in contravention of the policies or regulations of the **ASR** may be expelled from the Association without reimbursement of membership.

3.2. Expulsion for cruelty

Any person who has been found guilty or has pleaded guilty to cruelty to animals will be automatically expelled from the **ASR** without reimbursement of membership.

Section 2 : ORGANIZATION

4. Board of Directors (CA) and Executive Committee (CD)

4.1. Composition

4.1.1. The Board of Directors (CA) is composed of nine (9) administrators. This is its Executive Committee (CD) (or Executive Committee) composed of five (5) administrators acting in the functions of president, vice-president (2), secretary and treasurer, as well as four (4) advisors acting as administrators to complete the CA.

4.2. Eligibility

4.2.1. Any person involved for at least one year very actively in the activities of the **ASR** with the unanimous agreement of the CA may hold a position as administrator.

4.2.1.1. This person cannot hold a position as administrator on the board of directors of another rat sports group.

4.2.1.2. This person must be a member in good standing of the **ASR** (member with or without a dog).

4.2.1.3. This person must be a Canadian resident.

4.3. Term

4.3.1. Term duration: administrators are elected/appointed for a term of four (4) years. An administrator may not hold a position for more than two (2) consecutive terms unless special authorization from the CA in the event that no one applies. The positions of directors will be nominated alternately every 2 years to avoid replacing all members of the CA in the same year and to deprive experienced administrators at the same time.

4.3.2. Alternation rule: there will be an election for the positions of president, treasurer and 2 advisors one year, and two (2) years later election of the 2 vice-presidents, secretary and 2 advisors.

4.4. Vacancy

4.4.1. Vacant positions or those becoming vacant during the term will be filled by unanimous appointment by the members of the CA.

4.4.2. An administrator appointed by the members of the CA to fill a vacant position will continue the term until the end of their term of office.

4.5. Dismissal: any member of the CA is subject to dismissal if they harm the interests of the **ASR**. The dismissal is voted unanimously by the members of the CA.

5. Election procedures

5.1. Nomination committee

- 5.1.1. The nomination committee will be formed of 3 members of the CA including an advisor
- 5.1.2. The secretary of the CA must give the person responsible for the Nomination Committee a list of the positions of administrators in election or to be filled in accordance with the alternation rule.
- 5.2. The secretary of the CA must notify on the Facebook page of the **ASR** that there will be elections to the vacant positions of the CA. The VP to members will transmit this notice by email to all members.
- 5.3. Mandate of the Nomination Committee: evaluate the applications and recommend them to the CA.
- 5.4. Nomination: information will be available via social media.
- 5.5. Official election notice: the secretary of the nomination committee will officially notify via social media the holding of elections (date, positions to be filled, candidates).
- 5.6. Election: elections will be held by email. Only members in good standing will be able to vote. A minimum participation of 20 members is required when holding elections for the process to be valid.
- 5.7. Members in good standing: any person who holds a membership number in good standing of the ASR, namely: a person with ID for their dog or a person who has a membership number without a dog. If the person holds more than one ID, only one will count when holding an election. The secretary of the Association will keep an up-to-date register of members.

6. Role and responsibilities of the CD / CA, the administrators and the committees

6.1. CD / CA

6.1.1. The Board of Directors (CA) composed of 9 administrators constitutes the governing body of the **ASR**.

6.1.2. The Executive Committee or CD is mandated by the CA to manage the daily activities of the Association. It can receive and analyze all requests from members and transmit the information to the CA. It can formulate recommendations, make suggestions, but it is the CA that gives the final approval for any changes required to the ASR.

6.1.3. The resolutions of the CA are adopted by the majority of the administrators present at a meeting of the CA. In case of equality, the vote of the president becomes preponderant.

6.2. Quorum of the CA and the CD: Five (5) members of the CA constitute the quorum including the president or its representative, 2 members of the CD and 2 advisors. The CA must always have an odd number of administrators in order to avoid a null vote. The quorum of the CD is set at 4 administrators.

6.3 Role Responsibilities of the CD and CA administrators: as prerequisites to the different positions of administrators, loyalty, respect and commitment are required with regard to the Association de Sports Ratiers. All administrators work in close collaboration with the CA.

6.3.1. **The presidency**: exercise two main roles:

- Facilitator: manage the meetings of the Association, help the Association to be more effective, promote teamwork, ensure that files receive appropriate follow-up.
- Spokesperson: represent the interests of the Association to various bodies, groups, organizations, etc. Act as an ambassador for the organization and take care of public relations

The main responsibilities are:

- Prepare the agenda for meetings and assemblies of the ASR
- Preside over all meetings of the CD and the CA as well as the assemblies of the members and ensure that the meetings take place in a climate of order and respect and ensure follow-up
- Plan, monitor, administer and direct all activities of the Association
- Sign all official documents or ensure their delegation to members of the CD
- Ensure the resolution of problems, take disciplinary measures if necessary, and follow up with members of the CD if required
- Ensure the circulation of information
- Appoint an administrator responsible for the ASR website, and ensure that this person trains a second administrator, who can take over at any time
- Appoint the administrators of the Facebook site of the ASR
- Delegate tasks and ensure follow-up
- Promote the participation of all in decision-making
- Develop, coordinate and develop the activities of the Association
- Support the operation of committees / sub-committees
- Supervise the training content and ensure the competence of its trainers
- Promote the evolution of existing games, promote the development of new games in accordance with the CA
- Monitor the finances of the Association, approve revenues/expenses, control finances

Required skills:

- Be a member in good standing of the Association
- Have communication skills, have the knowledge and be involved in rat sports, have leadership, have problem-solving skills
- Be able to work in a team

6.3.2 **The vice-presidency**

This function is occupied by 2 vice-presidents, one for communications and one for member services and events. If necessary, one or the other may take over the management of the Association in the absence of the president.

The vice-president of communications:

- Collaborate with the president and share tasks
- Be responsible for communications, its coherence, respect for the mission, image and regulations of the **ASR**
- Take care of advertising on social media, prepare and send by email or other media (e.g. newsletter) any information to all members in good standing of the **ASR** at the request of the CD and / or the CA.
- Propose promotional items, articles to be published, specific promotion such as highlighting the "Holiday Season", the first competition of a club, the appointment of a new judge etc

The vice-president of members and events follow-up:

- Collaborate with the president and share tasks
- Collaborate with the secretary for follow-up with members regarding certificates, titles, etc.
- Follow up on any problem reported by members.
- Promote the recruitment and retention of future members, future judges and future trainers.
- Be the intermediary between the members and the CD/CA regarding the needs of the members and the activities of the ASR.

- Ensure the follow-up of ASR events with the various organizers, follow the calendar of events and publish it, ensure that there are no events that fall on the same dates.
- Promote the search for sponsors if possible

Required skills:

- Be a member in good standing of the Association
- Have communication skills, have the knowledge and be involved in rat sports, have leadership, have problem-solving skills
- Be able to work in a team

6.3.3 The secretariat

The person assigned to this position is the "right arm" of the president.

The main responsibilities are:

- Distribute notices of meetings, the agenda of meetings, minutes of meetings and any documents required to the executive committee and/or the board of directors.
- Keep the official documents of the **ASR** and any documentation relevant to the Association (minutes, correspondence, reference documents - paper files and/or electronic files) etc.
- Prepare correspondence for and on behalf of the **ASR**.
- Register the membership of new members and assign IDs (dog or person without dog identification number).
- Maintain an up-to-date register of all members of the Association.
- Prepare any document at the request of the CD / CA and the president.
- Ensure the follow-up of any official correspondence and forward as appropriate to the persons concerned (ex: follow-up with the registrar, follow-up with government agencies re: taxes etc).
- Sign checks in collaboration with the treasurer, prepare documents and correspondence of the Association at the request of the president and/or the CA.
- Prepare title certificates, accreditation etc. upon request
- Provide, if necessary, the documents required by the president, the CD and/or the CA of the **ASR**.
- Authorize competition requests in compliance with the regulations in force.

Required skills:

- Be a member in good standing of the Association.
- Ability to work in a team, ability to work with Word and Excel software, communication and writing skills.

6.3.4 The treasurer

The person in charge of the treasury manages the funds of the Association. They are responsible for all financial aspects.

The main responsibilities are:

- Collect and receive all payments to the **ASR**, deposit them in the account of the **ASR**, with the approval of the president and the CD/CA.
- Keep an up-to-date statement of revenues and expenses of the Association.
- Ensure compliance with the accounting procedures of the **ASR**
- Prepare the financial statements and present them to the CD/ CA.
- Produce the annual tax report of the **ASR**.
- Work in close collaboration with the secretariat
- Keep all documentation relating to its functions.
- Manage the bank account of the Association with the secretariat (account with two signatures but only one required for transactions).

- Ensure that all accounts of the **ASR** are paid within the prescribed deadlines.

Required skills:

- Be a member in good standing of the Association
- Have communication skills.
- Computer skills and with Word and Excel software

6.3.5 **Advisors** are resource persons who add value to the Association.

The main responsibilities are:

- Participate in CA meetings as administrators.
- Participate and/or lead at the request of the CA to various files/committees.
- Propose avenues for improvement, innovation to the CA.
- Contribute to the influence and development of sport in their region.

Required skills:

- Be a member in good standing of the Association
- Have communication skills.
- Demonstrate leadership, dynamism, creativity

6.3.6 **Regional managers:** these people report directly to the VP of communications. Their role is to advertise the **ASR** in their region, to answer the various questions related to the **ASR**, to direct people to the right resources. These people must be members in good standing of the **ASR**

7. Committees

7.1 Permanent or ad hoc committees

- 7.1.1 The CA may form permanent or ad hoc committees that will be responsible for various activities of the **ASR** such as organizing events, seeking partnership with another organization, etc.
- 7.1.2 Permanent or ad hoc committees are under the authority of the CA.
- 7.1.3 The persons in charge of the permanent or ad hoc committees are appointed by the CA.
- 7.1.4 The CA may grant a limited right to vote to the persons in charge of a permanent or ad hoc committee. This right to vote is then limited to resolutions relating to the affairs relating to this Committee.
- 7.1.5 The CA may terminate any appointment to a Committee by adopting a resolution. The CA must then inform the person(s) concerned of the end of their mandate.
- 7.1.6 The CA may appoint a successor to the person whose mandate has ended.
- 7.1.7 The CA may dissolve a permanent committee.
- 7.1.8 The CA may also appoint ad hoc committees for specific projects.

8 CA and CD meetings

- 8.1 The CA meets at least four (4) times per year. The directors of the permanent committees may be convened to this meeting. The CD meets at least eight (8) times per year.
- 8.2 The agenda of the CA meetings includes, among other things, the following points:
 - 8.2.1 Confirmation of the quorum and identification of the directors present as well as the directions of the permanent committees if applicable.
 - 8.2.2 Reading and acceptance of the minutes of the previous meeting.
 - 8.2.3 Report on the financial situation and budgetary follow-up.
 - 8.2.4 Report of the directors of permanent committees if applicable.
 - 8.2.5 Various

9 Modifications to the general regulations.

9.1 All modifications made to the general regulations of the **ASR** must be approved by the CA.

10 Dissolution

10.1 The Association de Sports Ratiers (**ASR**) may be dissolved at any time by the CA.

10.2 In case of dissolution, none of the assets of the **ASR**, nor any revenue from the sale of assets, may be used for the benefit of one of its members.

10.3 After having paid all the debts of the ASR, the remaining assets may be donated to a non-profit organization working for the benefit of dogs. This organization will be chosen by the CA in compliance with the provincial law (because the ASR is registered in Québec), law that governs a NPO at the time of dissolution.

11 Finances and contracts

11.1 The Association de Sports Ratiers (**ASR**) must have a separate bank account, independent and in its name.

11.2 All checks drawn on the account of the **ASR** must bear the signature of one or both of the administrators of the account.

11.3 The financial records and accounting documentation of the **ASR** belong to the Association.

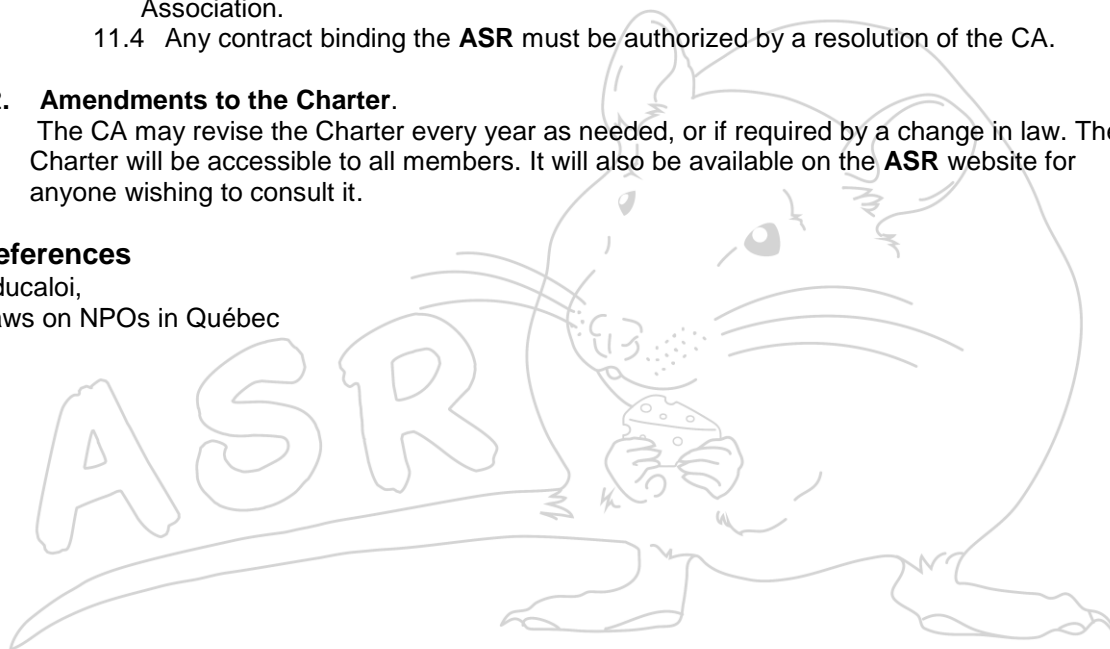
11.4 Any contract binding the **ASR** must be authorized by a resolution of the CA.

12. Amendments to the Charter.

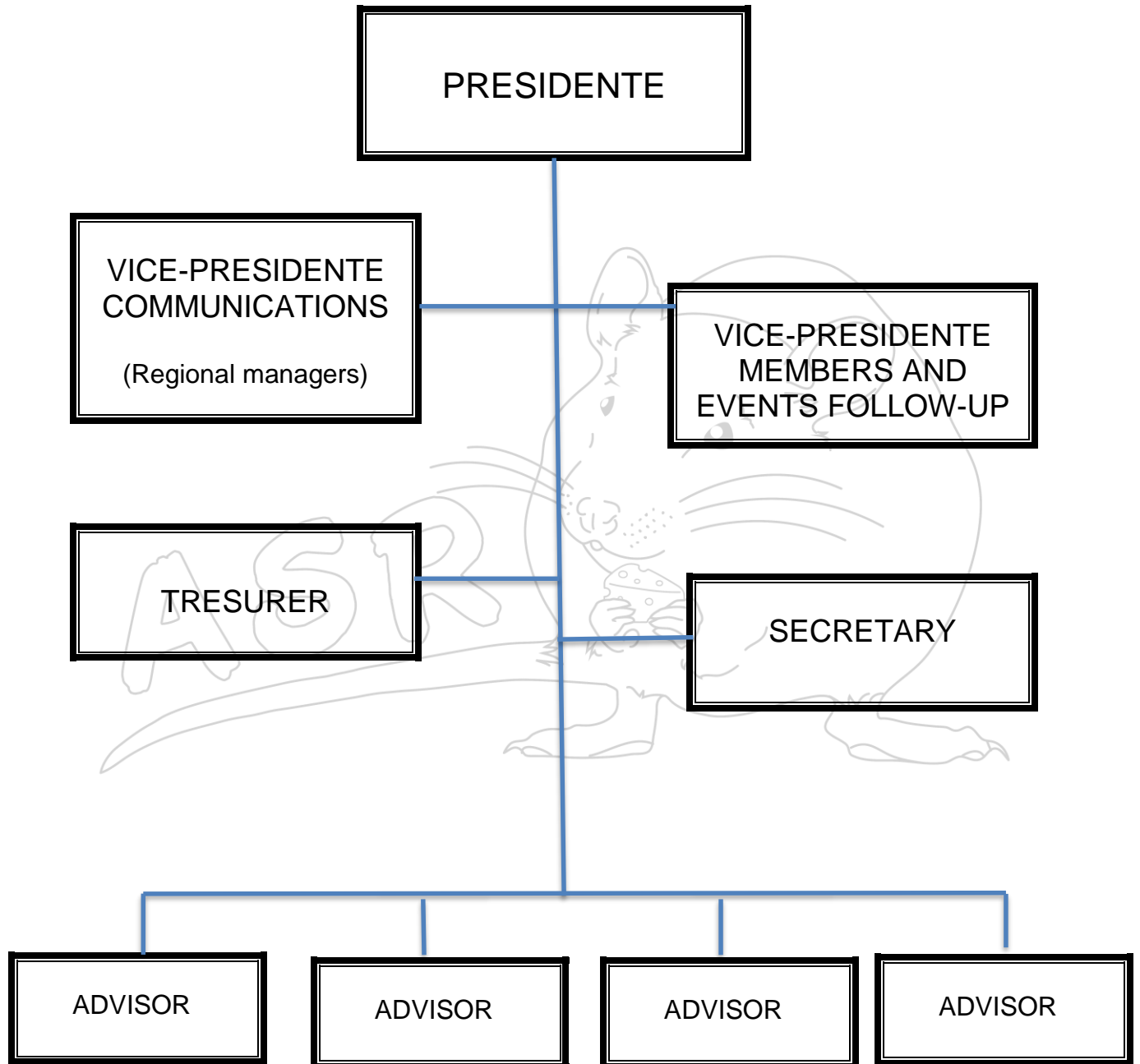
The CA may revise the Charter every year as needed, or if required by a change in law. The Charter will be accessible to all members. It will also be available on the **ASR** website for anyone wishing to consult it.

References

Educaloi,
Laws on NPOs in Québec



Composition of the CA



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