

CHAPTER 1

ORGANIZATION

08 Nov 05

1.01 - GENERAL

1. The name of the committee shall be the Atlantic Region Sports Committee, hereafter referred to as the Committee.
2. The Fitness and Sports Director (FSD) of CFB Gagetown is appointed the Atlantic Region Sports Director (RSD) by the Chief Programming Officer (CPO) of the CFPSA. The responsibilities of the RSD are listed at Annex C to CFAO 50-3.
3. For the purpose of this Constitution, the Atlantic Region shall include all Bases, Stations, Units, and the Fleet collectively.

1.02 - AUTHORITY

The Committee is established in accordance with CFAO 50-3.

1.03 - DEFINITIONS

1. In the A/R Constitution the following definitions apply:
 - a. Committee – means the Atlantic Region Sports Committee;
 - b. Unit Representative – means a member appointed by the CO to represent the unit at Committee meetings;
 - c. Region, Regional – means the Atlantic Region;
 - d. National – means the Canadian Forces National Championship(s);
 - e. Unit – means Base, Station, Fleet collectively or Detachment having its own URS number; and
 - f. Fleet – means East Coast Fleet Team.

1.04 - FUNCTION OF THE COMMITTEE

1. The Committee is established for the purpose of promoting Regional and National competition in as many sports activities as is practical under currently existing conditions. Supporting this premise, the Committee:
 - a. provides a forum for joint planning and cooperation between participating units;
 - b. decides which sports will be included as Regional competitions;
 - c. recommends the type of equipment and facilities which will be used in the competition in accordance with CFPSA directions;

- d. determines the financial assistance that the host unit may receive from the Regional Sports Fund;
- e. establishes the responsibilities of the host unit and visiting teams;
- f. determines the competition rules and regulations;
- g. recommends the selection of officials;
- h. selects the competition dates and the host units;
- i. recommends sports for inclusion at the Nationals; and
- j. revises the Atlantic Region Sports Constitution as necessary.

1.05 - COMPOSITION OF THE COMMITTEE

1. The Committee shall be composed of the following:
 - a. Chairperson – RSD;
 - b. Members – one representative from each of the participating units **listed in Article 2.02a** with the exception that Detachments will normally be represented by their parent units;
 - c. Secretary – appointed by the Chairperson (non-voting); and
 - d. Treasurer – RSD.
2. The Fleet may be represented by the FFSD, CFB Halifax.

1.06 - DUTIES OF THE COMMITTEE MEMBERS

1. Chairperson. The RSD or higher representative will act as Chairperson and preside over all meetings of the Committee. The Chairperson shall:
 - a. enforce observations of parliamentary procedures at meetings and observance of the functions and procedures set forth in this constitution;
 - b. cast the deciding ballot in the event of a tie vote;
 - c. call special meetings when necessary;
 - d. prepare and distribute the agenda to all unit representatives prior to each meeting;
 - e. maintain minutes of meetings;
 - f. maintain a register of all statistics and records of region championships;
 - g. represent the Region at national RSD meetings; and
 - h. perform any other duties commensurate with the office of RSD.
2. Unit Representative. The unit representative shall:

- a. liaise with COs, Branch/section heads, team coaches, officials, the RSD and other unit representatives regarding;
 - (1) the unit contribution to hosting, competing, officiating and the general support of the region program, and
 - (2) competition rules and regulations; and
 - b. represent the unit at Regional meetings.
3. Secretary. As directed by the Chairperson, the Secretary shall record and produce the minutes of each Regional meeting. The FSD of the host base for a Regional meeting is responsible to provide secretarial and photocopy services for the meeting. When a meeting is held at a small unit and secretarial services are unavailable, the FSD from a large base will provide secretarial services on a rotational basis. Rotation and provision of services will be in the following order: Gagetown, Shearwater, Halifax, Fleet, and Greenwood. All TD expenses for the secretary will be borne by the Atlantic Region Sports Fund.
4. Treasurer. As directed by the Chairperson, the Treasurer shall:
- a. manage the region sports fund;
 - b. purchase, control and distribute Regional awards and clothing items; and
 - c. provide a financial recap of the Region Sports Fund at the A/R annual meeting.

1.07 - MEETINGS

1. The Committee shall normally meet once a year, in the spring, at a place and date agreed upon at the previous meeting. All voting members must share in the responsibility for hosting the annual meeting.
2. Special meetings may be called by the RSD at any time during the year. In the event a special meeting is not deemed appropriate, conference calls or phone votes may be initiated.
3. Notice of meeting and call for agenda items should be transmitted at least six weeks in advance of the meeting dates. Agenda items shall be forwarded to reach the RSD 30 days prior to each meeting and shall be in the following format:
 - a. item;
 - b. background; and
 - c. recommendation.

1.08 - ORDER OF BUSINESS

1. The following order of business shall govern all committee meetings:
 - a. host unit welcome;
 - b. Chairperson opening address;
 - c. record attendance and verify voting members;

- d. review previous minutes;
- e. business arising from previous minutes;
- f. review of financial statement;
- g. report and evaluation of previous season's program;
- h. new business;
- i. plan forthcoming season's program; and
- j. determine location and date of next meeting.

1.09 - VOTING

1. The following voting procedures shall apply:
 - a. no motions or votes may be made without a quorum being represented from the region; two-thirds of the Committee shall constitute a quorum;
 - b. motions shall be approved based on a simple majority vote of attending members except for motions on financial matters which require a two-thirds majority;
 - c. each unit representative has one vote; and
 - d. the Chairperson shall cast the deciding vote in the event of a tie.
2. Members must be paid-up members in good standing to retain voting privileges.