

**SECTION:** Governance  
**TOPIC:** Policy Structure  
**Effective Date:** September 2015  
**Revised Date:**

**T1001**

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The Special Olympics NWT Board of Directors (BOD) governs the organization in accordance with rules set forth by Special Olympics Canada and the Special Olympics NWT Bylaws and Policies. This manual is a representation of said policies and is reviewed regularly for currency and relevance.

**Bylaws:** Bylaws are the official/legal obligations to our membership outlining the framework to serve the mission. Bylaws can only be changed by a resolution at the Annual General Meeting (AGM) or a Special General Meeting.

**Policy Structure:**

**Territorial Policies:** Policies that can only be changed by the Board and should be over-arching, providing direction without being too restrictive.

**Management Policies:** Policies that can be changed by the Executive Director. Management policies are a more detailed set of rules which are consistent with the mission. The policies may expand on Territorial policies or direction in the strategic plan.

**Procedures:** Support Territorial and Management policies with a list of how-to's and accountabilities.

Exceptions to policy are at the discretion of the Board of Directors and administered through the Executive Director.

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The above was approved by the Special Olympics NWT Board

President:

Date:

  
October 5, 2015

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## **OUR MISSION**

Enriching the lives of Canadians with an intellectual disability through sport.

## **OUR VISION FOR SPECIAL OLYMPICS N.W.T.**

### **Opportunity & Accessibility**

We will:

Provide all athletes with choices in their opportunity to train and to compete.

Be accessible and open to all athletes with an intellectual disability, regardless of their ability.

Be a change agent for social inclusion – advocating for and providing athletes with opportunities for integration through sport.

Be recognized as an integral and valued part of the sport delivery system by working in partnership with sport organizations.

### **Quality**

We will:

Provide quality sport programs for athletes.

Provide quality training for athletes and coaches.

Provide a high level of support for athletes in training and competition including a focus on their personal health, athletic development and safety.

### **Community Awareness & Support**

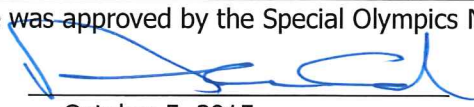
We will:

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Have a high level of community awareness so that people know who we are, what we provide and how to access opportunities.

Support every Northwest Territories community that wishes to join the Special Olympics movement.

Be an integral and valued part of communities where we have sport programs.

### **Organization**

We will:

Be an integrated, cohesive organization (thinking territorially, acting locally).

Have a strong committed group of volunteers.

Be accountable to our members and partners.

Have transparent, clear, fair and understood decision-making processes.

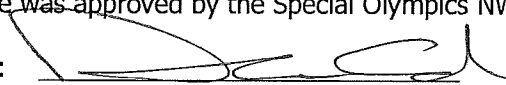
Constantly challenge ourselves to enrich the lives of individuals with an intellectual disability through sport.

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**SECTION: Governance**  
**TOPIC: Board of Directors**  
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The Board of Directors shall consist of not more than 10 and no less than 5 members.

The officers will be elected by the Board of Directors at a meeting immediately following the Annual General Meeting. Officers will include President, Vice-President, Treasurer and Secretary.

**Duties of the Board members**

Board members will be assigned to specific areas of responsibility or Board committees by the Board of Directors.

**Board Meetings**

The President, or Vice president in his/her absence, shall chair meetings of the Board. The Executive Director shall be present at the meetings but shall not be eligible to present a motion or vote. Their presence is required mainly for resource purposes but it is essential to the smooth operation of the organization.

Meetings will be held at least four times each calendar year.

A quorum will be 50% plus one attendance (a majority)

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**SECTION:** Governance  
**TOPIC:** Scope and Authority  
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The Board of Directors is responsible for delegating authority for the purpose of signing binding agreements or negotiable instruments. Unless otherwise designated the President, Vice President and Treasurer are delegated authority by the Board of Directors as signing authorities.

The Executive Director is a designated signing authority.

**FINANCIAL**

Cheque signing officers will be named at the first regular meeting of the Board of Directors following the AGM.

**BINDING AGREEMENTS**

Grants and gaming applications over \$10,000 require approval of the Board of Directors prior to execution.

Grants and gaming applications less than \$10,000 require approval of the Executive Director, with notification to the Board of Directors at the next regular meeting.

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**MEMBERSHIP**

There shall be two categories of membership:

- (a) Voting; and
- (b) Non-Voting.

Voting members shall consist of:

- (i) The members of the Board, and
- (ii) Affiliate delegates. Each Affiliate shall be entitled to one voting delegate as designated by their respective executive.

There shall be three categories of non-voting membership:

- (a) Associate Members;
- (b) Honorary Members; and
- (c) Affiliate Members;

as defined by the Board from time to time.

The procedure for applying for a non-voting membership in the Society will be determined by the Board.

Membership year of the Society shall be from July 1 to June 30.

**MEMBERSHIP FEES**

At the beginning of each fiscal year the Board shall by resolution establish the annual fees payable by all categories of membership.

Fees are payable at a time to be established by the Board

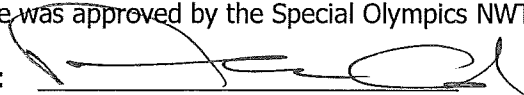
**WITHDRAWAL FROM OR SUSPENSION OR TERMINATION OF MEMBERSHIP**

Any member upon written notice to SONWT may withdraw their membership. The fees that the member paid shall be forfeited. Any monies owing to the Society by the member shall be immediately payable.

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**SECTION:** Governance  
**TOPIC:** Membership  
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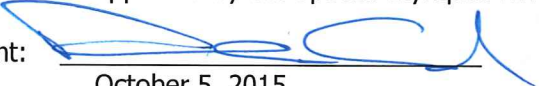
The Board may discipline, expel or terminate a member whose actions are determined by the Board to be detrimental to SONWT, as outlined in the Society's Policies and Procedures.

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