

## ARTICLE I: DECLARATION

## A. MISSION STATEMENT

To honour and perpetuate the names and deeds of those whose athletic prowess brought recognition to their community and to themselves; of those whose interest in and work for sport resulted in a climate which benefited athletes and athletics.

## B. MANDATE

To suitably honour and recognize athletes and sport builders as per Mission Statement.

## C. METHODS (See Appendix I - Pg. 1 for more detail)

The NBSHF shall achieve the above mandate by:

1. insuring research is conducted on candidates deemed worthy of consideration for induction into the NBSHF.
2. fairly and impartially examining the data presented, determining the viability of the candidate for induction.
3. hosting an annual awards and induction ceremony to publicly honour inductees and sporting award winners as well as recognize teams of merit.
4. developing and maintaining a data base of pertinent data on inductees and award winners.
5. organizing and maintaining displays outlining the accomplishments of inductees along with presenting sporting artifacts, memorabilia, pictures and historical documents relating to the history of sport in North Bay.
6. promoting and marketing the NBSHF and local sporting history through an ongoing communication strategy.
7. developing relationships and partnerships with local regional, provincial and national sporting heritage groups.

## D. TO THESE ENDS

The North Bay Sports Hall of Fame (hereinafter referred to as the NBSHF) is a non profit organization. Work towards the above mandate shall be carried on without purpose of gain for the Board members and any profits or other accretions to the organization shall be used in promoting said mandate.

In recognition of the above the NBSHF is a Registered Charity with Canada Customs and Revenue Agency with the BN/Registration Number;11905 9293 RR0001. (Date of Reg. April 25,1979)

Further, the NBSHF was Incorporated as a Corporation without Share Capital with the Ontario Ministry of Consumer and Business Services as of January 19, 2005 with Number 1644955. Papers and Seal at the offices of Lucenti, Orlando & Ellies, 373 Main Street West, North Bay, ON P1B 2T9.

## ARTICLE II: DEFINITIONS

1. As of Jan. 2012, the NBSHF recognizes the following Sport Canada definition of sport:

“Sport is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, race, or other form of competitive event. Sport is governed and sanctioned by a sport governing body (sport federation) that holds the responsibility for, notably, setting out the rules of play, either at national or world level, for awarding the organization of its championship(s), and designating the winner(s) of its championship(s).”

The NBSHF also adheres to the Characteristics of Sport identified by Sport Canada listed in APPENDIX X – CHARACTERISTICS OF SPORT. A list of sports is included in APPENDIX XI – LIST OF SPORTS ACCEPTED BY NBSHF

In the event that the Nomination Committee receives an Application for Induction in a sport that has not been accepted by the NBSHF and before any discussion regarding the candidate’s qualifications, the matter shall be referred to the Chair of the NBSHF who then must bring the matter to the Board to decide whether the sport is accepted. The matter may be referred to an Ad Hoc Committee for further study before bringing the matter to the Board. In either case acceptance of the sport would req2.

2. For the purposes of the NBSHF, a "North Bay athlete" shall be defined as a person 18yrs. of age or over and connected to any sport, who has attained significant recognition for himself/herself and for the City of North Bay and shall include the following:
  - (a) Anyone who was born in and resides in North Bay and who over an extended period of time excels in his/her sport(s) in North Bay even if he/she eventually moves away from North Bay.
  - (b) Anyone who is not born in North Bay but who comes to the city and over an extended period of time excels in his/her sport(s) in North Bay. The said athlete may be considered even if he/she eventually moves away from North Bay.
  - (c) Anyone who falls within (a) or (b) who after a local sports career moves into amateur, university or professional sports elsewhere and who is deemed worthy of induction into the NBSHF.
  - (d) Notwithstanding subparagraphs (a) to (c) above, the Board shall have full and absolute discretion to consider individuals who reside outside the boundaries of the City of North Bay for induction into the NBSHF.
3. For the purposes of the NBSHF, a "North Bay Builder" shall be defined as in Article II – 2 (a) – (d) Pg. 2 (above)
4. Categories - (As related to the above definitions):
  - (a) Amateur - Article II - 2 - - 2 (a), (b), (c), (d) - Pg. 2
  - (b) Professional - Article II - 2 (a), (b), (c),( d) - Pg. 2
  - (c) Builder - as above all sections - involving coaching, officiating, sponsoring, training, media work, etc. - even if not involved in an active, on the field, role.
  - (d) Automatic - Article III - 8 - Pg. 4-5

## ARTICLE III: CRITERIA

1. (a) Restricted to North Bay athletes and builders of sport. (See definitions of North Bay athlete and builder).
- (b) Notwithstanding subparagraphs 2. (a) to (c) from Article II , the Board shall have full and absolute discretion to consider individuals who reside outside the boundaries of the City of North Bay for induction into the NBSHF

## Athletes – Amateur and Professional

- 2.. Athletes to be considered for induction in to the NBSHF must have been (or be) outstanding in their athletic field of endeavor or to have achieved better than average proficiency in a number of sports even if not reaching the absolute top level in any one. The label "outstanding" must be applicable over an extended period of time in competition against peer athletes. This involves those competing on a strictly local level and those going on to district, provincial, national and international events as well as those who enter professional sports. However, distinction should be made in the nomination paper as to the reason for the nomination. An athlete who is prominent locally over a period of time should not necessarily be downgraded if she/he has limited success on a higher level or in professional ranks. Conversely, an athlete who had limited success locally (etc.) should not be downgraded for this if he/she achieves top proficiency in a wider arena, whether this be amateur or professional.
3. The criteria must necessarily be broad, however, documentary evidence should be available, including views of her/his contemporaries, if possible.
4. (a) All athletes qualified for induction into the NBSHF shall be eligible on having retired from active participation in the sport or sports involved for a period of three years; or in having reached thirty-five years of age regardless of whether she/he is still active in the sport or sports involved.
- (b) Death voids the age / retirement rules.

## Builders

5. Builders - including officials (referees, umpires etc.) sponsors, executives, trainers, coaches, media, etc. - whose work for sport over an extended period of time has been outstanding, whether it be in organization of leagues and facilities, achieving a high degree of success in coaching teams and/or individuals, keeping a league or team active, providing services of consistently high level over a considerable period of time etc. However, just because someone has worked many years for a sport as a builder, does not necessarily mean induction into the NBSHF. His/her work over that period of time, or over most of it, must have been of a consistently high level with regard to services provided or results achieved, or both.
6. Any person nominated in the Builder Category (executive, coach, official, etc.) shall be eligible at any time. There shall be no waiting period in this category and indeed, the person may still be active in the role(s) for which he/she is nominated.

## ARTICLE III: CRITERIA (CONT'D)

## Automatic Induction

7. (a) Any North Bay athlete who participates in the Olympic Games or Paralympic Games (team or individual sport), or participates in a Senior World Championship event (team or individual sport) sanctioned by the recognized international body for that sport, and considered authentic by the NBSHF Board, shall be automatically inducted into the NBSHF.
- (b) Any North Bay athlete who places in the top three in any open senior multi - country games event sanctioned by the recognized international body for that sport, and considered authentic by the NBSHF Board ( e.g. Pan American, Parapan American, Commonwealth Games) shall be automatically inducted into the NBSHF.
- (c) Any North Bay athlete who wins a Canadian championship in any Senior ("A") non-team discipline sanctioned by a governing body affiliated with Sport Canada and considered authentic by the NBSHF Board shall be automatically inducted into the NBSHF.
- (d) Other cases may be reviewed on merit. Automatic induction is intended to honor outstanding feats.
- (e) The NBSHF must follow all procedures outlined in By-Law III (Candidates for Induction into the NBSHF) to nominate and process a candidate for Automatic Induction.
- (f) Providing the above and other restrictions are met the NBSHF Board shall vote as to whether the credentials and research presented is factually proof of feat. Only one (5-10) vote is necessary, but approval must be by 80% of points assessed. If research is disputed and a 80% vote is not received the same athlete / feat may be presented at a later meeting with more definitive information to back the nomination.

## 8. Deceased Nominations:

Each case to be decided on the merits of the person involved by the NBSHF Board as to whether the three year delay regulation shall be invoked.

## 9. Team Recognition:

The NBSHF shall recognize qualified "teams" as follows. "Teams" shall be eligible for "Special Recognition" by the NBSHF .Each team nominated for Special Recognition shall be judged on merit by the Board. Nominations shall be made as per individual nomination. A "team" for NBSHF purposes is defined as "any group" of two or more athletes engaged in the same sport who work together as a unit in that sport. The team may be made up of members of the same sex or the sexes may be intermixed. Classification - a boxer and his manager do NOT constitute a team. A figure skating pair, tennis doubles, curling rink, cross country running team etc. are defined as teams for our purposes. (See By Law V - Voting System)

## ARTICLE IV: OFFICIAL CREST (See Appendix II - Pg. 2 for Crest)

The NBSHF shall have an official crest which shall be used on letterhead, scrolls and any memento presented to the nominees to the NBSHF. The crest shall be oval in shape with laurel wreath surround. The central focus shall be the "Gateway of the North" as a familiar insignia of the city of North Bay. A maple leaf shall be included in the design along with the wording "North Bay" and "Sports Hall of Fame". The NBSHF has adopted a Latin motto which is to be included on crest, letterhead, etc.

"FACTIS EORUM REMINISCERE" (BY THEIR DEEDS SHALL YE REMEMBER THEM)

## ARTICLE V: AWARDS

Each inductee to the NBSHF shall receive a scroll suitable for framing and an official lapel pin.

Commemoration in the NBSHF shall be in the form of a plaque, with picture and career information as well as a listing on the NBSHF master plaque. A picture and career information will also appear on the NBSHF website - [www.northbaysportshalloffame.ca](http://www.northbaysportshalloffame.ca)

The NBSHF shall make jacket crests available only to inducted members (including deceased) of the NBSHF for a reasonable fee.

Pictures and press clippings of individuals and teams awarded Special Recognition may be placed in a showcase for a suitable length of time, to be determined by the Board. These clipping and photos would be copies so originals would not be lost or damaged.

## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF

## A. BOARD OF DIRECTORS

1. The NBSHF will be governed by a volunteer Board of not fewer than ten and not more than twenty individuals.
2. The Executive of the NBSHF will be comprised of the Chair; the Immediate Past Chair; the Vice Chair; The Secretary; the Treasurer (or the Secretary-Treasurer); the Chair of the Planning Committee; the Chair of the Fund Raising Committee.
3. The NBSHF Board will be made up of the Executive plus between three and thirteen Directors chosen for their knowledge of and/or interest in North Bay's sporting heritage. Directors may be members or chair Standing or Ad Hoc Committees, perform specific tasks or general tasks as directed by the Chair and/or the Executive.
4. The Board of the NBSHF will meet at regular intervals at least nine (9) times in each calendar year including the AGM.
5. Board meetings shall be at the call of the Chair (or designate) (including the AGM - which however does have a time line.)

## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

## B. EXECUTIVE DUTIES

1. Chair - titular head of the NBSHF Board. The Chair serves one year term which may be renewed at the AGM an unlimited number of times depending on the wishes of the Chair and the Board. The Chair may be chosen from members of the Board of the NBSHF or from outside the Board. The Chair is an ex officio (non-voting) member of all Standing and Ad Hoc Committees of the NBSHF except those of which he/she is a named member. The NBSHF Chair will be in charge of all meetings of the Board and all Executive meetings. The Chair is in charge of directing and planning the direction of the Board. Public announcements of selectees to the NBSHF are made under the name of the Chair.
2. Immediate Past Chair -shall have the right to attend all Board and executive meetings where he/she will act in an advisory capacity with full voting privileges. Immediate Past Chair may chair or be a member of the Nominations Committee
3. Vice-Chair - shall chair meetings when Chair is unavailable and will undertake such duties as directed by the Chair including directing one of the Standing Committees.
4. Secretary - in charge of recording and disseminating minutes of Board and Executive meetings; in charge of disseminating minutes of all Standing and ad hoc meetings; keep historical files, documentary evidence on nominees; release media information under direction of Chair; respond to correspondence; keep Constitution current and suggest changes to keep it so; carry out other duties as necessary or as assigned by Chair and Board.
5. Treasurer - shall keep the books and financial records of the NBSHF and report on a regular basis as to the financial status of the NBSHF. The treasurer shall establish such bank accounts as are necessary and make such investments as are approved by the Board; shall file such tax reports as are required by the Federal Government and the Incorporations Act; shall be one of two signatures required on any cheque written on a NBSHF account.
6. Planning Chair - shall be in charge of the committee which handles the future planning aspects of the NBSHF.
7. Fund Raising Chair - shall be in charge of the committee which has fund raising for NBSHF as its major objective.

## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

## C. ANNUAL GENERAL MEETING

Incorporation regulations require the NBSHF to hold an annual general meeting (AGM) at which time Executive positions for the next twelve months shall be determined and annual reports filed.

1. The NBSHF AGM will take place no later than January 31 of the following year. e.g. 2011 AGM before January 31, 2012 etc.
2. NBSHF Officers for the next twelve months will be determined at the AGM using the following procedure:
  - (a) Secretary will provide master list of Executive incumbents.
  - (b) Each incumbent will declare intention (in person or in writing) with regard to position involved - to continue or not continue.
  - (c) Should an incumbent not wish to continue in post -
    - (i) a Board volunteer will be sought or
    - (ii) a talent search shall be instituted with incumbent remaining in office until successor is found.
3. Reports shall be filed at the AGM by the Chair, Treasurer and heads of the permanent committees when appropriate.
4. Agenda:
  - (a) Call to Order and Opening statement by Chair
  - (b) Minutes of last AGM
  - (c) Reports -Chair, Treasurer, Committee Heads (where appropriate)
  - (d) Executive declarations and follow-up if needed
  - (e) Constitution changes (can be done at any meeting)
  - (f) Business (old or new)
  - (g) Board Pic
  - (h) Adjournment

## D. BOARD MEMBER REPLACEMENT

1. If a Board member resigns or retires for any reason at any time other than at the AGM, the remaining members of the Board shall discuss the names of possible replacements within two (2) meetings. These replacements shall be approached (in choice order), not excluding current members of the Board. One person on the Board shall be given the duty of approaching the candidates (in order) until receiving an affirmative answer. That person's name shall be brought before the Board for official ratification by simple majority.
2. Any individual wishing to work on the Board or a committee of the NBSHF may write the Secretary and the letter shall be tabled to an appropriate meeting of the Board for discussion.

## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

## E. COMMITTEES

The NBSHF shall have Standing Committees and may have Ad Hoc Committees.

## 1. STANDING COMMITTEES

There shall be five Standing Committees of the NBSHF: Nominations Committee, Fund Raising Committee, Planning Committee, Awards Committee, Induction and Awards Dinner Committee. These committees are to meet at the call of each Standing Committee Chair and bring any recommendations to the full NBSHF Board for further discussion and possible action unless given clearance for particular actions by the complete Board in advance; (Exception - Awards, see below).

The NBSHF Board Chair is an ex officio (non-voting) member of all Standing Committees except those of which he/she is a named member.

**(a) Nominations Committee**

Chair: to be named from within itself by members of the nominations committee after consultation with the Board Chair;

Members: All shall be Board members – minimum of three

Mandate:

- (i) to actively pursue and, where necessary, research candidates for induction into the NBSHF;
- (ii) to determine whether research material on a candidate is as all encompassing as possible and is presented on the official NBSHF nomination form or includes all the information requested on the form;
- (iii) to determine when a candidate's name is to be presented to the Board Note: If (i) and (ii) have been completed, every effort should be made to bring the candidate's name forward at the earliest possible opportunity

**(b) Fund Raising Committee**

Chair: to be named from within itself by members of the fund raising committee after consultation with the Board Chair;

Members: minimum of three which can include non-Board members.

Mandate:

- (i) to actively pursue funds and fund raising possibilities to enable the NBSHF to carry on various present and future activities;
- (ii) to approach potential sponsors of NBSHF projects;
- (iii) to search out government and other funding bodies which might consider an application from NBSHF.



## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

## 1. STANDING COMMITTEES (CONT'D)

**(c) Planning Committee**

Chair: to be named from within itself by members of the planning committee after consultation with the Board Chair;

Members: any members of Board who wish to take part (should be at least three).

Mandate:

- (i) to explore, discuss and prioritize projects which would fulfill the NBSHF's mandate.
- (ii) to examine and prioritize both long term and short term goals for NBSHF.
- (iii) to examine ways to expand the field of activity of the NBSHF.
- (iv) to prepare the Operating, Capital and Reserve Fund budgets for the coming year and present the budgets to the Board at a Fall meeting for consideration.

**(d) Awards (North Bay Sports Awards) Committee**

Chair: to be named from Board members or from general citizenry by members of the awards committee itself.

Members: minimum of seven which can include board members and will include media representatives, secondary school representatives (with the aim of having each North Bay secondary school represented - providing the interest is there) and knowledgeable and interested citizens.

Mandate:

- (i) to examine candidates and declare winners of all sports awards presented annually at the NBSHF Induction and Awards Dinner (with the exception of the Avery-Mitchell football award - named by a special committee of football coaches and media)
- (ii) to maintain an up to date master list of candidates for all awards for which the committee is responsible
- (iii) to annually determine the release dates of the names of the winners of ALL the awards presented at the NBSHF Induction and Awards dinner
- (iv) to annually be responsible for the writing of the media releases relative to the winners of ALL the awards presented at the NBSHF Induction and Awards Dinner
- (v) See Appendix for the list awards to be presented at the NBSHF Induction and Awards Dinner.

**NOTE: the NBSHF Board itself has no jurisdiction as to the procedure of the North Bay Sports Awards Committee or as to the winner of any of the awards in question.**

## ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

## 1. STANDING COMMITTEES (CONT'D)

**(e) Induction and Awards Dinner Committee**

Chair: NBSHF Board Chair or his/her appointee

Members: NBSHF Treasurer, Trophy manager, Dinner MC. Others to be appointed at the direction of the NBSHF Board Chair.

Mandate: to make all arrangements for the Induction and Awards Dinner (see Appendix)

**NOTE:** NBSHF Board makes the decisions re Dinner site, date, ticket price, inductee number and names.

## 2. AD HOC COMMITTEES

Ad Hoc Committees may be created at any time by the Board Chair in order to examine any particular situation or problem. Ad Hoc Committee members may be board members and/or non-board members as determined by the Chair. Ad Hoc Committees shall report to the full Board on the direction of the Chair and the full Board shall determine when the work of the particular Ad Hoc committee is concluded.