

**THE CONSTITUTION
of
STUDENTS AGAINST DRINKING AND DRIVING
SASKATCHEWAN INCORPORATED**

1. CONSTITUTION

A. Name:

The name of the non-profit corporation formed under this constitution shall be Students Against Drinking and Driving – Saskatchewan Incorporated herein referred to as SADD.

B. Mission Statement:

Student Leaders Dedicated to Stopping Impaired Driving.

C. Objectives:

SADD will continually strive to bring deaths due to impaired driving in Saskatchewan down to zero. We believe this goal can be achieved using the following objectives.

Expand the scope of the SADD program so that it reaches larger segments of society with its impaired driving prevention message.

Work to establish greater continuity within local SADD chapters and the provincial SADD organization.

Save lives and prevent injuries caused by impaired driving through education.

Influence/initiate legislation and public policy in areas related to impaired driving.

D. Statement of Principles:

1. SADD is a youth organization and therefore at all public events, media appearances, and other public representations, SADD shall always be represented by youth.

2. SADD is dedicated to saving lives and preventing injuries and as such will use its resources to pursue that goal most effectively and will not use its resources to create a self-serving bureaucracy.
3. SADD is a volunteer based/student lead organization and therefore any staff members that are hired are to work for the volunteers.
4. SADD shall be carried on without purpose of financial or material gain of any kind for its members, and any profits or other accretions to the organization shall be used solely to promote the objectives of SADD.

E. Statement of Purpose

To initiate, organize, encourage, and facilitate activities, events, and general behavior that will prevent impaired driving acts, both directly and indirectly, in the following ways:

1. Promoting options to individuals who are impaired so that they will not drive impaired.
2. Educating the public about the legal, social, health, and safety risks, associated with impaired driving.
3. Influence/initiate legislation and public policy in areas related to impaired driving.
4. Providing necessary training and education to volunteers who wish to facilitate the first three purpose.

F. Membership

1. Criteria

Any student who attends school within the jurisdiction of Saskatchewan Learning may become a SADD member either by joining a local SADD chapter and/or by paying a membership fee, set in the bylaws by the Board of Representatives.

2. Privileges:

All student SADD members have the following privileges:

- a) The right to vote in all SADD elections.
- b) The right to vote at all SADD General Meetings.
- c) The right to nominate other members for positions in SADD.
- d) The right to seek the nomination for, and run for, positions within SADD providing the member meets the qualifications outlined in the constitution and bylaws.

3. School and Community Chapters:

Saskatchewan schools and communities who form SADD chapters can associate with and participate in provincial SADD activities and projects providing they meet the following criteria:

- a) They have one (1) or more interested individuals.
- b) The primary focus of their activities will be impaired driving prevention.
- c) They wish to identify themselves as a SADD chapter.

Each chapter will establish its own structure and rules of operation.

G. Structure

The provincial Executive of SADD shall have four (4) members who shall be the following:

The President of SADD:

The President of SADD must be at least 16 years on the day of the election and cannot be over 25 years of age.

The President of SADD must be enrolled in a Saskatchewan school or post-secondary institution.

The President of SADD is the principle spokesperson for SADD and SADD's representative to all outside organizations.

The President of SADD chairs all SADD Director, Trustee, and General Meetings.

The President of SADD may take on other responsibilities as assigned by the Board of Representatives.

Should the President be unable to fulfill his/her duties, one of the Vice-Presidents will step in as appointed by the Board of Representatives.

The immediate past President of SADD

Two current Vice-Presidents of SADD

The Provincial Executive will be responsible for the day to day running of SADD including supervision of staff, and general execution of the responsibilities of the Board of Directors and the Board of Representatives. The Provincial Executive are members of both the Board of Directors and the Board of Representatives and are equally responsible to each. The Provincial Executive are elected according to the bylaws established by the Provincial Board of Directors **and Board of Representatives**.

2. Board of Directors:

a) Responsibilities:

The Board of Directors is responsible for all the following:

- i) Approving the annual budget, prepared by the SADD Board of Directors.
- ii) All financial decisions including setting fees, prices, expense policies, purchase policies, and related matters.
- iii) Hiring, reviewing, firing, setting salaries, and other matters related to paid staff as required.
- iv) Arranging for the annual Audit.
- v) Arranging for General Meetings.
- vi) Approving the long term planning, prepared by the SADD Board of Directors **and Board of Representatives**.

b) Officers:

The Board of Directors shall consist of a minimum of seven (7) and a maximum of thirteen (13) voting members. There are three (3) groups of voting members:

i) Provincial Executive

ii) Student Director:

There are three (3) to five (5) Directors who are designated as Student Director. To be a Student Director a member must be eighteen (18) to twenty five (25) years of age and still attending a post-secondary institution. Student Directors are elected at the Annual General Meeting.

The following special qualifications exist for the positions of Provincial Executive when acting as Student Directors:

- Should an Executive member not be eighteen (18) when their term(s) on the Board of Directors is supposed to begin, then they will act as non-voting advisors to the Board of Directors and the Board of Representatives will appoint a qualified member(s) to hold a position on the Board of Directors.

- As soon as the Executive member turns eighteen (18) they will become a full voting member and the stand in member will step down.
- Should the Past President be unable to fulfill his/her position for any reason, including becoming disqualified by leaving the province, the Board of Representatives may appoint another qualified member to be a Student Director.
- Should a Student Director leave post-secondary education, during his/her term, they will be permitted to complete their term.

ii) Community Directors:

The Board of Representatives must appoint a minimum of two (2) individuals to a maximum of four (4) individuals to serve as Community Directors. Community Directors are usually strong supporters or representatives of SADD sponsors. If a Community Director position becomes vacant, the Board may appoint a new Community Director with a normal resolution at any Board of Representatives meeting.

c) Other Officers:

i) Secretary:

If SADD has staff one of the staff members will be appointed as Secretary to the Board of Directors. If SADD does not have staff then a SADD member will be appointed Secretary. Staff does not have voting privileges. If a SADD member must act as Secretary s/he retains voting privileges.

3. The Board of Representatives:

a) Officers:

The SADD Board of Representatives consists of members elected through elections whose procedures are determined in the bylaws. There shall be a minimum of six (6) Representatives on the Board. The Board of Representatives consists of the following:

i) Provincial Executive

ii) Other officers:

Through the bylaws the SADD Board of Representatives may establish other Executive positions and responsibilities as required.

iii) District Representatives:

Through the bylaws the SADD Board of Representatives may establish representatives for Districts and/or Regions within Saskatchewan based on the number of SADD chapters, and/or number of members in specific areas.

iv) Adult Advisors:

Through the bylaws the SADD Board of Representatives must establish a minimum of two (2) to a maximum of four (4) positions on the Board for Adult Advisors. If an adult advisory position becomes vacant, the Board may appoint a new Adult Advisor with a normal resolution at any Board of Representatives meeting.

Bylaws cannot allow for the creation of any more than four (4) Adult Advisor positions on the Board of Representatives.

b) Responsibilities:

The SADD Board of Representatives has the following responsibilities:

- i) To plan and execute SADD activities and events on a provincial basis.
- ii) To inform the membership about provincial plans and events.
- iii) To prepare an annual SADD budget for approval by the Board of Directors.
- iv) To select Community Directors for the Board of Directors.

H. Jurisdictions:

1. Veto Authority:

- a) Because the Provincial Executive and Student Directors are elected directly by all SADD members, and SADD is an organization based on youth leadership, the youth members of the Board of Directors have a veto over all Board of Director motions.
- b) Any motion of the Board of Directors automatically fails if it does not have the favourable vote of a minimum of four (4) Provincial Executive and Student Director members.

2. Contradictory Bylaws:

- a) In the case that bylaws passed by different bodies within SADD contradict one another, the following indicates which bodies' bylaws have precedence.
 - i) Bylaws passed either at Annual General Meetings and/or through membership referendums have precedence over any bylaw passed by other bodies.
 - ii) Bylaws of the Provincial Board of Representatives have precedence over all other bodies (excepting as outlined in i. above) except bylaws passed by the Board of Directors related specifically to financial matters. However any bylaw where there is no specific financial component precedence automatically goes to the Board of Representatives.
 - iii) If a Board of Director bylaw conflicts with a Board of Representative bylaw on a financial matter the Directors have the responsibility of reaching an agreement with the Representatives. If after at least two (2) meetings agreement is not reached then the Director bylaw takes precedence.
 - iv) In the event where disagreement exists on how to interpret any element of the Jurisdiction section of this constitution the matter will be resolved by the Provincial Executive with the senior Adult Advisor member of the Board of Representatives.

I. Meetings

1. General Meetings:

- a) The Board of Directors or the Board of Representatives may call a General Meeting of the SADD membership, at any time, by a simple resolution.
- b) A petition signed by fifty (50) or more SADD members requesting a General Meeting be called requires either the Directors and/or Representatives to pass a resolution calling for a General Meeting.
- c) All SADD members must be informed in writing of a general meeting at least thirty (30) days prior to the date of the meeting. The notice must include time, date, and location.
- d) There must be at least one (1) General membership meeting each year. One of these of "the" meeting is designated as the Annual General Meeting. This meeting must take place before November 30 each year.
- e) The business at the Annual General Meeting must include:
 - i) A financial report including a review of the annual audit and budget.
 - ii) Reports from the Board of Directors and the Board of Representatives.
- f) A General Meeting shall have the power to:
 - i) Pass, amend, with a resolution, passed by a simple majority, any bylaw.

- ii) Revise with a resolution, passed by a simple majority, any part of the SADD annual budget.
- iii) Providing the officer involved has been informed at least thirty (30) days in advance, and notice this resolution will come up at the meeting is provided to all SADD members thirty (30) days in advance: Then a General Meeting can pass a resolution with a two thirds (2/3) majority to remove any Director, or Representative, from his/her position.

2. Director Meetings:

- a) The Board of Directors must hold a minimum of three (3) meetings a year. Normally this would be once every four(4) months.
- b) Additional meetings may be called by any Director at the discretion of the President or if three (3) or more Directors deem it necessary. All Directors must be notified of the meeting.

3. Board of Representatives Meetings:

- a) The Board of Representatives will meet at least three (3) times a year on dates selected by the Board at its regular meetings. The Board of Representatives may not go more than three (3) months without a meeting.
- b) Additional meetings may be called at the discretion of the President or if three (3) or more Representatives deem it necessary. All Representatives must be notified of the meeting.

4. Rules of Order:

At all SADD meetings the latest revised edition of Robert's Rules of Order shall be observed.

5. Quorums:

- a) Quorum for a General Meeting shall be the greater of twenty per cent (20%) of event delegates OR fifty (50) people.
- b) Quorum for a Board of Director Meeting shall be 60% of the Provincial Executive and Student Director and at least one (1) Community Director.
- c) Quorum for a Board of Representatives Meeting will be at least fifty per cent (50%) of the student members and at least one (1) Adult Advisor.

J. Fiscal Year:

The fiscal year for SADD shall end on June 30 each year.

K. Financial Disclosure:

1. The Directors shall place before the members at the Annual General Meeting the following:

- a) Financial Statements for the year ended not more than four (4) months before the Annual Meeting.
 - b) The report of the auditor.
 - c) Any further information respecting the financial affairs of the association.
2. The Executive shall provide to date financial summaries for each Director meeting.
3. The Executive shall provide general to date monthly summaries for the SADD Directors, Representatives, and upon request any SADD member.
4. The Directors shall approve the financial statements and shall evidence their approval by the signature of two or more Directors.
5. No financial statement shall be released or circulated unless it has been approved by the Directors and is accompanied by the report of the auditor.
6. SADD shall, not less than fifteen (15) days before each Annual General Meeting, send a copy of its financial statements and report of the auditor to each SADD chapter and to the Director, Corporations Branch, Saskatchewan Justice.

L. Signing Officers:

There shall be three (3) signing officers on all SADD accounts. The Board of Directors shall select three (3) of its members to act as signing officers. All SADD cheques and documents will require the signature of at least two (2) of the signing officers. Under no circumstances shall a staff member act as a signing officer.

M. Terms of Office:

1. The following positions have terms of one (1) year. These terms run from the day of their election to date of the election or appointment to date of the election in the following year:
- a) Student Board of Director positions.
 - b) Student Board of Representative positions
 - c) Community Directors

2. The following positions have terms of two (2) years. These terms run from the day of their election to the date of the election in two years time.
 - a) Adult Advisors on the Board of Representatives
3. All members are eligible for re-election or re-appointment.

N. Elections and Voting:

1. Elections to positions on the SADD Board of Directors and Board of Representatives must take place by secret ballot.
2. Elections may take place in concurrence with the Annual General Meeting, or by mail, fax, or e-mail. The bylaws will determine how voting will be organized.
3. The date and procedure for elections will be established by the Board of Representatives through normal resolutions.
4. Except in the case where this constitution sets criteria for positions the Board of Representatives will pass bylaws establishing the qualifications for holding positions, nominating candidates, and all matters related to elections and voting.

O. Amending The Constitution:

1. The constitution may only be amended at a General Meeting or by mail/fax/e-mail referendum.
2. To propose an amendment a member must bring the amendment to the Board of Directors or Representatives.
3. An amendment can be brought to a General Meeting, or put forward through a referendum providing if all chapters receive notice at least fifteen (15) days prior to the vote and it meets one (1) of the following criteria:
 - a) The Board of Directors endorse the amendment by a two thirds (2/3) resolution.
 - b) The Board of Representatives endorse the amendment by a two thirds (2/3) resolution.
 - c) The member presents a petition with the support of two hundred (200) members endorsing the amendment.
4. If the amendment meets one of these criteria a copy of the amendment is sent to every SADD chapter with either a notice of a General Meeting to deal with the amendment or a date for a referendum.
5. To be passed a resolution to amend the constitution must get a two third (2/3) majority of votes cast at a general meeting or by referendum.

P. Liquidation and Disolution

The remaining funds, property, and all assets of SADD shall, in the course of liquidation and dissolution, be transferred to another non-profit organization that in the view of the Board of Directors is closest to the goals and principles of SADD. However the Directors may only grant this to an organization that is in complete compliance with the Federal Income Tax Act and is considered a qualified donee by the act, and provided that the qualified donee also meets the requirements of subsection 209[5] of the Non-Profit Corporations Act 1995.