

# **SOUTH VANCOUVER ISLAND MINOR FAST PITCH ASSOCIATION**

## **SOUTH VANCOUVER ISLAND MINOR FASTPITCH ASSOCIATION**

### **CONSTITUTION**

#### **Article 1**

The name of the Society is the South Vancouver Island Minor Fast Pitch Association.

#### **Article 2**

The purposes of the Society are:

- a) To foster, develop and promote the knowledge and skills of Minor Fast Pitch Softball for the membership.
- b) To encourage participation with the activities associated with the Society.
- c) To administer the annual operations of the Society as may be required in the form of meetings, financing, organization, registration, scheduling and related matters.
- d) To make, adopt, interpret, vary and publish Rules and Regulations, by-laws, policies and procedures for the regulation of Fast Pitch Softball and the Society and take all steps deemed necessary for the enforcement of such Rules and Regulations, by-laws, policies and procedures.

#### **Article 3**

The Society shall be governed by, and conduct it's affairs within the provisions of this constitution and by-laws, the Special Operating Rules of the Society, and the constitution, by-laws and special operating rules of the British Columbia Amateur Softball Association and the Canadian Amateur Softball Association.

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## **BY-LAWS**

### **PART 1 – DEFINITIONS**

- 1.1 In these by-laws, unless the context otherwise requires:
- a) “C.A.S.A.” means the Canadian Amateur Softball Association.
  - b) “B.C.A.S.A.” means the British Columbia Amateur Softball Association.
  - c) “Association” means the South Vancouver Island Minor Fast Pitch Association.
  - d) “Affiliated Club” means the minor softball associations registered in the South Vancouver Island Minor Fast Pitch Association.
  - e) “District” means the geographical area defined by the B.C.A.S.A. as South Vancouver Island – District # 1.
  - f) “Executive” means the officers of the Association as provided in Part 7 of these By-laws.
  - g) “Association Membership” includes the membership of an Affiliated Club which is in good standing, the Executive, The District Minor Coordinator, the Minor Boy’s Representative to the B.C.A.S.A, the Minor Girl’s Representative to the B.C.A.S.A., any person interested in promoting the sport in the district and honorary members.
  - h) “Operation Year” means the time between October 1<sup>st</sup> of one year and September 31<sup>st</sup> of the next.
  - i) “Societies Act” means the Societies Act of British Columbia and all amendments thereto.

### **PART 2 – MEMBERSHIP AND VOTING PRIVILAGES**

- 2.1 Voting members include the executive, the District Coordinator, the Minor Boy’s Representative to the B.C.A.S.A., the Minor Girl’s Representative to the B.C.A.S.A., and the President, vice President and the secretary, or 3 representatives, of each affiliated club.
- 2.2 The Voting membership, by resolution at the AGM., may grant Honorary Life Membership in the Association.
- 2.3 A person shall cease to be a member:
- a) By Delivery of a resignation to the Executive.
  - b) In the case of players, by failure to register with an affiliated Club, or a withdrawal of the said registration.
  - c) By expulsion or suspension as herein provided.
- 2.4 The Executive shall establish fees and charges, assessable to Affiliated Clubs, as may be required from time to time.

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- 2.5 Vote by Proxy is not allowed.
- 2.6 A person becomes a member:
  - a) Upon any adult registering their children with an affiliated club.
  - b) Any Adult volunteer by applying in writing to the Directors.
- 2.7 Members cease to be in good standing”
  - a) When leaving their affiliated club.
  - b) Notifying the Directors in writing.
  - c) Suspension from the organization will occur when in the opinion of the executive and only the executive, unsportsmanlike conduct has become apparent.

### **Part 3 - EXPULSION OR SUSPENSION**

- 3.1 The Executive may expel or suspend any member, and or affiliated Club team, for attitude or conduct detrimental to the game of Softball or the Association or an Affiliated Association.
- 3.2 The Expulsion or suspension shall not take effect until the member, or Affiliated Club Team, has been notified in writing by the executive.
- 3.3 An officer may be removed from office by special resolution and another officer shall be appointed by the executive, with such appointment being held until the next Annual General Meeting.

### **PART 4 – APPEALS**

- 4.1 A member has the right to appeal a decision set down by the executive.
- 4.2 An appeal shall be in writing and delivered to the Executive within seven (7) days from the date of the matter in question.
- 4.3 An appeal shall generally be governed by the provisions of the B.C.A.S.A. Special Operating Rules dealing with “Appeal Investigation Procedure” and “Appeal Hearing Procedure”.

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### **PART 5 – ANNUAL, EXTRA ORDINARY AND SPECIAL GENERAL MEETING**

- 5.1.1 The Association shall hold an Annual General Meeting, hereinafter referred to as the A.G.M., during the month of November each year, and the time and place of the A.G.M. shall be conveyed to the voting membership at least fourteen (14) days in advance of the meeting.
- 5.1.2 The Association shall hold an Extra Ordinary Meeting, hereinafter referred to as the E.O.M., during the month of June each year, and time and the place of the O.E.M. shall be conveyed to the voting membership at least fourteen (14) days in advance of the meeting.
- 5.2 For the purpose of a Special General Meeting, and E.O.M., or the A.G.M. a quorum shall consist of eleven (11) voting members.
- 5.3.1 The purpose of the A.G.M. is:
- a) To provide information to the members
  - b) To consider amendments to the constitution, by-laws and special operating rules.
  - c) To present the financial statement for the previous fiscal period.
  - d) To conduct general business.
  - e) to set a date for the next A.G.M.
- 5.3.2. The purpose of the E.O.M. is:
- a) To provide information to members.
  - b) To consider amendments to the Special Operating Rules.
  - c) To elect executive of the Association.
  - d) To conduct general business.
  - e) To adopt a budget for the subsequent fiscal period.
  - f) To set a date for the next E.O.M.
- 5.4 On a resolution of the Executive, or within 21 days of receipt by the executive of a written request by at least 10% of the voting membership which outlines agenda and issues, a special general meeting shall be called and the nature of such meeting, the time and place shall be conveyed to all voting members at least (7) days in advance of the meeting.
- 5.5 Voting on resolutions, unless otherwise determined by the constitution, will be show of hands.

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- 5.6 A Special Meeting shall be called on the second Sunday of September for the purpose of considering resolutions to be forwarded to the A.G.M. of B.C.A.S.A., and at which time the District Minor Coordinator may call an election for the Minor Boy's Representative and the Minor Girls Representative to the B.C.A.S.A.
- 5.7.1 The order of business at the A.G.M. is:
- a) Reading of the minutes from the previous A.G.M.
  - b) Business arising from the minutes.
  - c) Report of the President.
  - d) Report of the Treasurer.
  - e) Information items.
  - f) Adjournment.
- 5.7.2 The order of business at the E.O.M. is:
- a) Reading of the minutes from the previous E.O.M.
  - b) Business arising from the minutes.
  - c) Report of the President.
  - d) Report of the Treasurer.
  - e) Presentation of the budget.
  - f) Information items.
  - g) Special Operating Rules amendments.
  - h) Election of executive.
  - i) New Business
  - j) Adjournment.

### **PART 6 – ELECTION PROCEDURE**

- 6.1 Nominations for officers will be received from the appointed nomination committee and from the floor at the E.O.M.
- 6.2 Nominations for the office of the Umpire In Chief shall require that the nominee hold a current BC Umpires Ticket at the time of nomination.
- 6.3 Election of officers shall be conducted by secret ballot.
- 6.4 The nominating committee chairman shall appoint three (3) scrutineers from the floor, who are not running for office.

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### **PART 7 – THE EXECUTIVE**

- 7.1 The executive shall consist of the Immediate Past President and the following elected members: the President, the Vice President, the secretary, the Treasurer, the Umpire in Chief and two Directors.
- 7.2 The terms of office, which shall commence on October 1<sup>st</sup> are:
- a) The President, the Secretary, and one director are to be elected on odd number years, and will hold office for two years.
  - b) The Vice President, the Treasurer, the Umpire in Chief and one Director are to be elected on even numbered years and will hold office for two years.
- 7.3 A vacancy brought on by voluntary or involuntary reasons, shall be filled by appointment by the remaining executive, with such appointment being held until the end of the current operating year. Should a past president position become either voluntary or involuntary reasons, a member at large will be appointed for a one year term. This position will be voted on yearly as required.
- 7.4 The Executive shall control and manage all affairs, activities, policies and properties of the Association.
- 7.5 At any meeting of the executive, four (4) members constitute a quorum. The President shall vote only if a tie exists.
- 7.6 Only members of the executive, and persons invited by the President, may attend meetings of the Executive. Voting may only be exercised by members of the executive.
- 7.7 The President is the Chairman of the Executive and the Executive shall meet at the call of the Chair. There shall be a minimum of one meeting every three months.

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## PART 8 – EXECUTIVE AND OFFICER DUTIES

- 8.1 The **President** shall:
- a) Preside at all meetings of the Association
  - b) Be responsible, subject to the approval of the executive, for the appointment and supervision of the Committee Chairmen and ad hoc committees.
  - c) Perform such other functions and duties as the Executive may direct.
- 8.2 The **Immediate Past President's** term of office from the date of retirement for a two year term. The Board position is to be filled as a Member At Large elected at the Annual General Meeting and shall be elected for a one year term. Position to be voted upon annually as required. Duties of the Member At Large will be designated by the President.
- a) Hold office from the date of retirement as President until the existing President retires.
  - b) Be eligible to act on any committee
  - c) Generally assist the President and perform any other act or duties as delegated by the Executive.
- 8.3 The **Vice President** shall:
- a) In the absence of the President, preside at all the meetings of the Association.
  - b) Perform such other functions and duties as the Executive may direct.
- 8.4 The **Secretary** shall:
- a) Keep all records and minutes of meetings.
  - b) Serve notice of meetings.
  - c) Prepare an annual executive summary of Association activities.
- 8.5 The **Treasurer** shall:
- a) Prepare an annual budget of expenditures and revenues for the next operating year, for the approval at the O.E.M.
  - b) Receive all revenues and deposit the same in the name, and to the credit of the Association.
  - c) Keep accurate records of all receipts and disbursements.
  - d) Present a year end financial statement to the A.G.M.

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### **8.6 The Umpire in Chief shall:**

- a) Hold a valid B.C. Umpire's ticket during the term of office.
- b) Assist the Executive in the interpretation of the playing rules set out by the C.A.S.A. and the B.C.A.S.A.
- c) Advise and assist the Executive in the adoption of special playing rules.
- d) Monitor and supervise league and tournament games in the district and promote and direct the training of the umpires in the district.
- e) Be eligible to sit on the Advisory Committee
- f) May appoint a Deputy U.I.C. of his choice.

### **8.7 The Directors shall:**

- a) Be eligible to act on any committee
- b) Perform duties as the executive may direct.

## **Part 9 – COMMITTEES**

### **9.1 An advisory Committee shall:**

- a) Be comprised of three (3) Association members, of which at least one must be an Executive Member, appointed by the Executive for a period of one (1) year.
- b) Have the power to deal with the protests, suspensions, re-installments and any other matters when requested by the executive.

### **9.2 A Nominating Committee shall:**

- a) Consist of three (3) Association Members in good standing.
- b) Be appointed by the Executive to seek nominees to fill required available Executive positions at the next E.O.M

### **9.3 Ad Hoc Committees may be appointed by the Executive as deemed necessary.**

## **PART 10 - FINANCIAL MATTERS**

### **10.1 The Association may exercise borrowing powers conferred upon it by the Societies Act, with the approval of 75% of the voting membership. No debenture shall be issued without sanction of a special resolution.**

### **10.2 Two non- executive members shall be appointed each year after preparation of the year end Financial Statement, audit, the financial affairs of the Association.**



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- 10.3 Subject to the direction of the Executive, or a majority of the voting membership, an independent auditor shall be appointed by resolution, to audit the financial affairs of the Association.
- 10.4 The financial signing officers of the Association shall be any tow (2) of three (3) appointed Executive officers one of which will be the Treasurer.
- 10.5 Any expenditure in excess of \$1000, not included in the budgt approved at the A.G.M. shall require the approval of a majority of the voting membership at a Special Meeting.

### **PART 11 – SEAL**

- 11.1 The seal of the Association, if held, shall be in the custody of the President. It shall not be affixed to any document except by authority of an executive resolution, and if affixed shall be signed by the President and any two Officers, as is provided in the resolution.

### **PART 12 – BY LAWS AND CONSTITUTIONAL AMENDMENTS**

- 12.1 The Association Constitution and By-Laws may be amended at a Special General Meeting or the A.G.M. by resolution of the voting membership if approved by the majority of at least 75% of the votes cast, provided the substance of the approval amendments have been circulated by way of registered mail to the voting membership by notice of motion not less than fourteen (14) days in advance of the meeting.

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### **Part 13 – SPECIAL OPERATING RULE AMENDMENTS**

- 13.1 Special Operating Rules of the Association may be amended at the E.O.M. by special resolution membership if approved by at least 51% of the votes cast provided the substance of the proposed amendment has been circulated by way of registered mail not less than fourteen (14) days in advance of the meeting.

### **PART 14 – DISSOLUTION**

- 14.1 In the event of winding up or dissolution of the Association, the liquidators appointed shall cause all assets of the Association available for the distribution to be transferred to the Affiliated Clubs for the purpose of advancement of similar or like objects of the Association.