



***CONSTITUTION AND
BY-LAWS***

Dated 25 June 2013

SOOKE MINOR FASTBALL CONSTITUTION AND BY-LAWS

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ARTICLE 1

The Name of this Organization is:

SOOKE MINOR FASTBALL ASSOCIATION

Hereinafter referred to as the “Association”

ARTICLE 2

The purposes of the Association are:

To promote and maintain interest, improvement, encouragement sportsmanship and good citizens amongst our Members;

To give all Players an equal opportunity to learn the game of fastball by providing proper coaching, management, supervision and field time;

To promote fellowship amongst the Members and foster a community spirit;

To promote the meaning of fair competition and true sportsmanship amongst all Members, supporters and other volunteers;

To promote team play skill development and self esteem amongst all members

ARTICLE 3

In the event that the Association should at any time be dissolved, the remaining assets and payment of all liabilities shall be turned over to a recognized charitable organization with the same objectives in the Province of British Columbia as directed by the members. This provision is unalterable.

ARTICLE 4

The constitution of the association shall not be altered except at an annual or special general meeting and a notice of the proposed alterations shall be given to the Secretary in writing at least two weeks in advance of the day the meeting is called for. The Secretary is responsible for notifying the executive of the proposed amendments. An amendment to the constitution shall only be valid if two-thirds of the membership in attendance of said meeting, are in favour of the amendment.

ARTICLE 5

All teams and officials whom operate under the jurisdiction of the Association will wear the registered colors of the Sooke Minor Fastball Association. These colors are Royal Blue Jersey with either grey and/or black pants and/or Royal Blue Shorts.

BY-LAWS

BY-LAW 1

MEMBERSHIPS

The Association shall be comprised of the following members:

Players - The member must complete and submit a registration form and have paid a registration fee in the current playing season.

Parents or Guardians – of at least one (1) registered Player.

Any person over the age of nineteen (19) years who does not otherwise qualify for membership and who is actively performing any volunteer services in furtherance of the purposes of the Association. Such as but not limited to the umpiring staff.

Elected Executive Officers

Directors at Large

Life Members

All memberships in this Association shall run from 1 April to 31 March.

All Members shall agree to comply with the current Constitution and By-Laws of the Association, British Columbia Softball Association, Softball Canada and the South Vancouver Island Association. In addition, all Members shall comply with all current Playing Regulation made by or on behalf of these Associations.

No Member shall, in their individual capacity, be liable for any debt or liabilities of this Association.

All Members are in good standing except a member who has failed to pay their membership fees or any other subscription or debt due. They shall remain as not in good standing so long as the debt remains outstanding.

Membership shall not be transferable

The Executive Committee shall have the power to suspend or discipline any Member of the Association, by calling a Special Meeting of the Executive Committee and putting forth a vote.

BY-LAW 2

LIFE MEMBERS OF THE ASSOCIATION

Life Membership shall be the highest honour that can be bestowed by the Association and is awarded only for very distinctive service to the Association.

Life Members shall be elected at an Annual General Meeting by a two thirds Majority of the membership in attendance at said meeting.

Life Members shall be entitled to one (1) vote at the Annual General Meeting and Special General Meetings.

BY-LAW 3

TERMINATION OF MEMBERSHIP

A person shall cease to be a member of the Association:

By notifying the Executive Committee in writing that he or she wishes to terminate their Membership.

If registration fees are not paid by 1 April of the current playing season.

On being expelled.

On his or her death.

The Executive Committee shall not refund any portion of a Member's Registration Fee unless the Member is unable to participate due to a medical reason or due to relocation. Refunds shall be calculated on a prorated basis, however, the Executive

Committee shall retain a non refundable Administration Fee.

BY-LAW 4

ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

Annual General Meetings of the Association will be held at the call of the President; the date to be set by the Executive Committee, however, it shall be no later than the June 30th of the current season.

Notice of the General Meetings is to be circulated not less than fourteen (14) days in advance of the Meeting and may be given personally, or by mail, or by a posted notice at the clubhouse, or on the webpage, or by a notice in the local community newspaper.

Special General Meetings may be called at any time during the year by the Executive Committee. No subjects shall be discussed except that which is specified in the notice.

Quorums for General Meetings shall be 20% of the General Membership and never less than (5) of the Executive Committee Members.

BY-LAW 5

EXECUTIVE MEETINGS AND SPECIAL EXECUTIVE MEETINGS

The Executive Committee, at the call of the President, shall hold regular monthly meetings throughout the year other than in the month of July and August in which months it will be left to the discretion of the President to determine if sufficient business is pending to warrant an Executive Meeting.

The President, at the request of three (3) members of the Executive Committee, shall call a Special Executive Meeting. No subject shall be discussed or considered at any Meeting except that which is specified in the notice.

A Quorum for Executive Meetings shall be not less than 50% of the Executive Committee Members plus one (1) of the Elected Executive Committee Members.

BY-LAW 6

PROCEDURE FOR ALL MEETINGS

Subject to the Society Act all discussions shall be made on the basis of Simple Majority and shall be binding on all Members.

Any Member may attend any meeting called by the Association, however , with respect to Executive Committee Meetings the Executive Committee may at their discretion, call a closed meeting.

Procedural disputes and the Order of Business at all meetings shall be governed by the latest edition of “Roberts Rule of Order Newly Revised” and shall apply to all meetings.

BY-LAW 7

VOTING

At Executive meetings each Elected Executive Officer and Director at Large shall have one (1) vote with the exception of the President who shall only vote in the case of a tie.

All Members of the Association, with the exception of the Players under the age of Majority, shall be entitled to one (1) vote at Annual General Meetings or Special General Meetings.

Proxy Votes are not permitted at any Meeting.

All motions shall be decided by a simple Majority Vote.

Voting may be done by secret ballot at the discretion of the Executive Committee.

Resolutions to the Constitution or By-Laws require a three Quarters (75 percent) majority of Votes cast to be considered effective.

BY-LAW 8

EXECUTIVE OFFICERS AND DIRECTORS AT LARGE

The Executive Committee shall be comprised of Elected Executive Officers and Directors at Large. Directors at Large may assume the positions noted below or the Elected Executive Officers may appoint the positions:

The Elected Executive Officers of this Association are:

Past President
President
Vice President
Treasurer
Secretary

Other than the Immediate Past President all Officers listed above shall be elected at the Annual General Meeting or Special General Meetings called for that purpose. The Officers shall hold office for a two (2) year term, with the President and Vice President being elected on alternate years.

Nominations for positions as an Elected Executive Officer may come from the floor but must have a first and seconded to be considered a valid nomination. Nominees, if not present at the meeting must have previously provided written acceptance of the nomination and confirm that they are willing to stand. Voting is in accordance with by-law seven (7).

The Directors at Large of this Association are members who in good standing. They may be nominated or volunteer as a director at large. The following are positions will be assigned to or volunteered for, at the first meeting following an Annual General or Special Meeting.

Registrar	Communication Representative
Head Coach	Manager/Volunteer Coordinator
Equipment Manager	Learn to Play Coordinator
Uniform Manager	Association Clothing Representative
Scheduler	Tournament Director
Boys Program Representative	Park Maintenance Representative
Concession Manager	Webmaster
Umpire in Chief	Sponsorship Representative
Umpire Scheduler	

Any person appointed to the position(s) listed above shall be a member of the Executive Committee. The Committee must consist of a minimum of four (4) Elected Executive Members and a minimum of seven (7) Directors at Large.

The Committee shall promote harmony, goodwill and the true sportsmanship with its affiliated Associations and ensure the Constitution and By-Laws are enforced at all times.

Any Executive Officer may be removed from their position by a simple Majority Vote at an Annual General Meeting or a Special General Meeting called for that purpose. Any Director at Large may be removed from their position by a simple Majority Vote of the Elected Executive Committee. Any person so removed retains the right of appeal as detailed in By-Law 3 D and By-Law 25.

If, during the year, any Member of the Executive Committee is absent from three (3) consecutive Executive Meetings without previously notifying the President, Vice President or Secretary, they may be relieved of their duties by a simple Majority Vote of the Elected Executive Officers.

The Elected Executive Committee shall have control of the affairs of the Association and shall perform such other duties as are specified in these By-Laws. They shall have the power to fill any vacancy which may occur in its number and to amend or alter the Regulations, Policies, or Procedures of the Association.

The President may appoint any person on the executive Committee to a temporary or permanent committee as required.

BY-LAW 9

FINANCES

The Association shall, to the best of its ability, operate within a Balanced Budget

The finances of the Association shall be conducted through a chartered bank or credit union.

At the Annual General Meeting the Treasurer shall have the Books and a Financial Statement available for inspection by any member.

If required, an accounting firm may help set up an accounting system and may audit the books prior to the end of the season. For Financial purposes, a season shall run from April 1st to March 31st of the following year.

All moneys expended are to be authorized by the Executive Committee and accounted for in accordance with good accounting practice. All expenditures must be accounted for by receipts.

All moneys advanced for any purpose will be accounted for within fourteen (14) days after the reason for the advance are completed.

In order to carry out the purposes of the Association, the Executive Committee shall have the power, on behalf of and in the name of the Association, to borrow, raise or secure the payment or repayment of money in the manner they decide. Any exercise of borrowing powers shall be in compliance of the Society Act.

The members may by special resolution restrict the borrowing powers of the Executive Committee, but a restriction imposed expires at the next annual general meeting.

BY-LAW 10

FUND RAISING

Teams wishing to complete fundraising in support of team travel, accommodations, tournament fees, shall do so at this their behest.

All fund raising activities shall be in compliance with the Provincial Lotteries Act and in Compliance with any regulations as set forth by the British Columbia Gaming Commission

Team and/or association fundraising shall be in compliance with the association's standard operating procedures.

BY-LAW 11

SPONSORSHIP

The generation of sponsorship shall be in compliance with the association's standard Operating procedures and to the benefit of the association in general, not by individual Team.

BY-LAW 12

TERMS OF REFERENCE

PRESIDENT (two year term)

- Shall be one of three signing authorities on the association accounts
- Shall serve on the Budget Committee
- Attend all SVI and Softball BC meetings
- Shall preside over monthly association meeting
- Responsible for organizing opening/closing ceremony
- Act as representative for the association to any outside organization
- Sit as chairperson for any appeal reviews
- Organize with the assistance of the Vice President, the association raffle
- Apply for all association licences required through BC Lottery and complete final reports, ensure copy forwarded to treasurer, for part of end year gaming report summary
- Duties as requested by the elected officers
- Arrange the awards ceremony at the end of each season
- Shall, along with the association representative, review all criminal record checks.

VICE PRESIDENT (two year term)

- Shall assist with the policy, program and financial direction of the association
- Chairperson on the discipline and complaints committees
- Shall serve on the Budget Committee
- Submission of grants on behalf of the association
- Sponsorship
- Duties as requested by the President
- Shall organize and conduct the annual association raffle
- Shall attend all scheduled association meetings and to act as chairperson in the event of the president's absence.

PAST PRESIDENT

- The immediate Past President shall serve as an advisor to the President to maintain continuity from playing season to playing season.
- The immediate Past President may be appointed by the President to any Committee as required.

TREASURER

- file reports and resolutions in compliance with the B.C. Society Act
- Shall provide a treasurer's report at each regular meeting of the executive for review and approval and prepare financial statements as necessary
- Shall serve on the Budget Committee
- Be one of three signing authorities on the association accounts
- Shall accept and deposit funds from registration fees, tournaments, clinics, fundraising activities, concession revenue, etc.
- Shall present a draft budget for approval by the executive.
- Shall be one of three signing authorities on team accounts
- Shall periodically review team account records and report to the Board of Directors accordingly.
- Shall attend all scheduled association meetings
- Shall prepare and submit written report for the annual general meeting

SECRETARY

- Shall be one of three signing authorities on the association accounts
- Shall be, for all intents and purposes, the legal holder of all trophies and cups in trust for the association
- Prepare and distribute agenda for all meetings
- Record minutes of all meetings and distribute to executive
- Prepare and distribute an up to date executive contact sheet

- Maintain file/database of completed Criminal Record Checks
- Distribute incoming correspondence
- Draft correspondence as requested
- Duties as requested by the elected officers
- Shall attend all scheduled association meetings
- Prepare for the annual general meeting, including posting notice to the community newspaper, webpage and passing information to the general membership through the communications rep.

REGISTRAR

- Prepare for and conduct registration on 3 separate dates Jan/Feb of each year
- Advertise registration in local newspaper, Seaparc sign and Website
- Ensure forms are updated and available at the registration table along with any other applicable forms required.
- Complete the CASA form and submit to Softball BC
- Act as registrar for tournaments and forward team list to the tournament director, payments forwarded to the treasurer.
- Duties as requested by the elected officers
- Shall retain for safe storage all registration forms
- Shall attend all scheduled association meetings
- Shall attend the annual general meeting and submit a summary report in written at that meeting

WEBMASTER

- Shall post all relative communications to the webpage
- Shall maintain the webpage
- Shall ensure that the registration on the webpage remains active
- Shall work with the team managers to ensure team information is forwarded
- Shall keep the contact list updated and posted
- Shall attend on all scheduled association meetings
- Duties as requested by the elected officers
- Shall attend the association annual general meeting

COMMUNICATION REPRESENTATIVE

- Shall ensure that all incoming information is properly communicated to the association membership
- Act as Master of Ceremony as requested by the elected officers
- Attend all scheduled association meetings
- Attend the association annual general meeting
- Arrange for postings in the Community Newspaper

MANAGER/VOLUNTEER COORDINATOR

- Shall assist managers with the completion of accident reports and insurance claims
- Prepare and distribute Team Coach/Manager List
- Conduct manager's meeting at start of season and ensure distribution of manager package
- Coordinate volunteer schedule required for all tournaments, park maintenance days, districts and provincials. Ensure communication with all involved such as concession, umpire scheduler, team volunteering, and scheduler.
- Supply list of all managers to the registrar along with any Softball BC membership cards and funds.
- Assist the registrar in completion of the CASA Form (Softball BC registration)
- Ensure each team completes as least on volunteer duty for the association, such as Field duty during a tournament, districts, provincials etc.
- Duties as requested by the elected officer
- Shall, together with the President, obtain and review criminal records checks for all managers.
- Shall attend all scheduled meeting of the association

EQUIPMENT MANAGER

- Attend all scheduled meetings
- Develop and maintain a list of inventory
- Update inventory as required
- Distribute all team bags and arrange for their return end season
- Maintain list of members with keys and distribute keys as requested
- Develop equipment list for each team bag
- Supply First Aid Kits for all teams and maintain their stock levels
- Prepare a budget for the forthcoming season and submit it to executive for approval
- Duties as requested by the elected officers
- Shall be responsible for the purchases, maintenance and distribution of all equipment.
- Shall prepare and submit a written report to be presented at the annual general meeting
- Shall attend all scheduled association meetings
- Shall prepare a written summary of the season and submit it during the annual general meeting

UNIFORM MANAGER

- Shall be responsible for the issue and return of all team uniforms
- Shall maintain records of uniforms issued and returned
- Shall report to the executive at season's end regarding outstanding uniforms and proposed forfeiture of uniform deposits, where necessary
- Attend all scheduled meetings

- Develop and maintain inventory list
- Repair or replace inventory as required
- Arrange dates for issue and return and ensure that is communicated to all
- Control the volunteer uniform cheques and submit for deposit for any uniform not returned at end season
- Prepare and submit budget to executive for approval
- Duties as requested by the elected officers
- Shall attend all scheduled association meetings

ASSOCIATION CLOTHING MANAGER

- Attend all scheduled association meetings
- Develop inventory database
- Document all purchases and sales and submit for deposit
- Submit orders on behalf of teams and/or individuals
- Ensure items are displayed for sale, such as website
- Ensure to submit to treasure inventory issued as free in accordance with the association current policy.
- Duties as requested by the elected officers

SCHEDULER

- Attend the annual scheduling hosted by SVI
- Generate individual team league schedules and distribute
- Maintain schedule of diamonds within the park and ensure game and practise are confirmed
- Communicate any scheduling issues with the concession, umpire scheduler and the team manager
- Ensure “black out dates for tournaments and team volunteer schedules are confirmed prior
To attending the scheduling.
- Participate in any meeting called for boys scheduling
- Duties as requested by the elected officers
- Shall co-ordinate and assign practice fields to the various teams.
- Shall liaison, where necessary, with other associations, schools etc, which may be using the practice fields.
- Shall attend game scheduling as directed by South Vancouver Island Fastball Association (SVI)
- Shall co-ordinate volunteers to assist with scheduling
- Shall provide teams with their game schedules
- Shall maintain a diamond schedule for each diamond.

- Shall co-ordinate and allocate diamond time, as may be requested from time to time, for the purposes of rescheduling league games, hosting exhibition games or tournaments, holding practices.
- Shall attend all scheduled association meetings

HEAD COACH COMMITTEE

- Shall understand and have the authority to enforce the rules, regulations and procedures as they pertain to all coaches
- Shall ensure the approved coaching criteria is followed
- Attend all association scheduled meetings
- Organize and conduct evaluations for teams
- Organize the coaching group for the season
- Choose and submit the nominee for coach of the year
- Address any disciplinary issues pertaining to the coaching staff
- Act as committee member of the disciplinary committee
- Duties as requested by the elected officers
- Shall determine team composition in order to have presented at the annual board declare
- Shall, together with the President, obtain and review criminal records checks for all coaches and other persons involved with the teams, as may be deemed advisable
- Shall ensure that coaches have the certification level required to coach their designated team
- Shall with the approval of the Directors, appoint coaching assignments
- Shall conduct meetings with team coaches to ensure passage of information with respect to all policies, procedures and regulations.
- Shall consistently observe, assess and assist coaches in the performance of their duties.
- Shall, as time allows, attend practices, home and away games of all teams in all divisions.
- Shall recommend to the President and/or Board of Directors any coach that should be replaced.
- Shall, for any coach that has had a complaint filed against them, temporary suspect said coach until such time as investigation into the situation be evaluated and concluded.
- Shall assist, where required, any team where the coach is absent or under suspension.
- Shall co-ordinate, organize and oversee indoor inter ball clinics, including reservations of facilities, recruitment of coaches, instructors, etc to staff the clinics, and advertisement on the webpage and elsewhere as may be directed by the board.

BOYS PROGRAM REPRESENTATIVE

- Attend all association meetings
- Attend meetings scheduled by the Softball BC Boys Program committee
- Oversee the program on behalf of the association and submit any recommendations To the executive for approval
- Duties as requested by the elected officers

CONCESSION MANAGER

- Shall oversee all operations of the concession, including purchasing of stock, supervision of staff and volunteer workers and general management of the concession
- Shall ensure that all staff hold a current “Food Save” certification.
- Shall oversee cleaning and maintenance of the washrooms
- Shall attend all scheduled association meetings
- Shall prepare and submit a written report for the annual general meeting

TOURNAMENT DIRECTOR

- Shall be responsible for submission in January, to district one, a list of annual association tournaments
- Shall coordinate with the association President for valid 50/50 licenses and be responsible for organizing, conducting and submitting BC Gaming summary report of the events.
- Shall, with the approval of the executive, determine the dates of the tournaments customarily hosted by the association (memorial tournaments)
- Shall recommend to the directors, for approval, the level and type of memorial tournaments hosted from year to year, in keeping with past practices of the association.
- Shall notify or advertise the dates of tournaments hosted by the association, with other associations and make every effort to promote registration in the tournaments.
- Shall prepare the tournament draw in accordance with generally accepted practices or as prescribed by the league, or other body governing the tournament
- Shall provide tournament schedules and applicable rules to participating teams.
- Shall, with the assistance of the manager/volunteer coordinator, oversee the provision and scheduling of field maintenance workers, 50/50 ticket sellers and general running of the tournament
- Shall act as, or ensure the presence of, a tournament director at each tournament hosted by the association for the purposes of interpreting rules, accepting appeals (if applicable), and ensuring the smooth operation of the tournament
- Arrange for the presentation of awards and complete any necessary trophy engraving
- Shall attend all scheduled association meetings

UMPIRE – IN – CHIEF

- Shall interpret the Official Softball Rule Book and the special rules as set down by the association upon the request of umpires, coaches, team managers or any interested person connected with the league, such as the district 1 rules of play.
- Shall represent the association at all umpire meetings.
- Shall arrange for the training and certification of all officials
- Shall evaluate umpires
- Shall approve the selection the umpires for league games, playoffs and tournaments

- Shall have the authority to dismiss an umpire deemed incompetent
- Shall, prepare and present to the executive for approval, the pay rates for umpires
- Shall serve on the disciplinary committee
- Shall along with the assistance of the umpire co-ordinator organizing and supervise The association mentoring program for officials.

UMPIRE SCHEDULER

- Shall select and organize umpires for league games, playoffs and tournaments
- Shall act as liaison with Umpire-in-Chief regarding training, clinics, evaluation of umpires
- Shall maintain records for the purposes of payment of umpires
- Shall submit to the treasurer, for payment, a list of games completed for each umpire, for payment at two week intervals

FIELD MAINTENANCE CO-ORDINATOR

- Shall be responsible for overseeing and co-ordinating the maintenance of the ball park
- Shall be responsible for maintenance and installation of advertising signs.
- Shall make recommendations to the executive regarding repairs, maintenance and/or improvements to the park
- Shall prepare for approval by the executive a budget for their area of responsibility

DIRECTORS AT LARGE

- Shall attend the annual general meeting of the Association
- Shall attend all executive meetings throughout the year
- Shall serve on committees and perform other duties as assigned by the President and/or the Board of Directors

FUNDRAISING CO-ORDINATOR

- Shall chair the fundraising committee
- Shall oversee and organize fundraising events for the association
- Shall be responsible for sales and promotions of advertising signs to sponsors, and shall attend to the billing and collection of sponsorship fees
- Shall provide collected monies to the treasurer from time to time for deposit
- Shall attend regularly scheduled association meetings
- _Duties as requested by the elected officers
- Organize and conduct the association annual association raffle

PHOTO DAY CO-ORDINATOR

- Shall schedule and oversee photo day in conjunction with the photographer and participating teams.
- Shall receive and distribute photo order packages
- Shall receive and distribute finished team photos
- Shall ensure that all team sponsorship receive team photo
- Liaison with photographer to determine details of photo day

LEARN TO PLAY CO-ORDINATOR

- Shall receive registration lists from the registrar
- Shall organize players into LTP 1 and Mini-Mites divisions
- Arrange the coaching groups and forward that information to the head coach group, for approval
- Shall communicate to the coaches any coach training clinics.
- Arrange the team practise schedules and locations, ensure to co-ordinate with the scheduler
- Shall organize an in house game schedule and distribute
- Ensure each team has a manager
- Shall defer to the Head Coach Group and the executive, for direction in the resolution of problems with coaching designations, team formation, parent complaints, disciplinary action or any other issues arising during the year
- Represent the division at all association meetings
- Duties as requested by the elected officers
- Shall organize and direct skills clinics, where possible
- Shall organize year windup and advise awards co-ordinator of required awards with the assistance of the president
- Shall attend all scheduled association meetings
- Shall prepare and submit a written report at the annual general meeting

SPONSORSHIP REPRESENTATIVE

- Solicit local businesses to sponsor the association
- Ensure their donations are forwarded to the Treasurer
- Ensure the businesses have signed produced and placed around the ball park
- Duties as requested b the elected officers.

BY-LAW 13

BUDGET COMMITTEE

The Budget Committee shall be chaired by the President and shall include the Vice President, Treasurer, Equipment Manager and Park Maintenance Supervisor.

The Budget Committee shall be responsible for completing a proposed Budget for the next playing season by 1 March of new playing season.

The proposed Budget must be brought to the executive for discussion and approval.

BY-LAW 14

PURCHASING COMMITTEE

The purchasing committee shall be chaired by the Equipment Manager and include The Treasurer, Park Maintenance Supervisor, association clothing rep and the Concession Manager.

The purchasing committee shall be responsible for recommending proposed expenditures In aspects of the club, including equipment, uniforms, park maintenance and/or up-grade, Concession operations and the like.

BY-LAW 15

INVENTORY COMMITTEE

The inventory committee shall include the Equipment Manager, Uniform manager, Association clothing Representative and Concession Manager.

The inventory committee shall be responsible for conducting an inventory of the assets of the association during the month of September of each year, in order to assist with purchasing and budget committees.

Findings of the inventory for each department shall be presented to the executive committee during the end of September monthly meeting.

BY-LAW 16

DISCIPLINE COMMITTEE

The Discipline Committee shall consist of the Vice President, Umpire in Chief and the Head Coach Group.

The Discipline Committee shall have the power to suspend any member of the association

For conduct considered improper, unbecoming or likely to endanger the interest or reputation of the association. Furthermore, they shall have the power to suspend any member who wilfully commits a breach of the Constitution, By-Laws, Standard Operating Procedures or Playing rules.

The Discipline Committee shall ensure that all facts relating to the incidents(s) in question are heard, and that all interested or affected parties are allowed to present their case.

The Discipline Committee shall relay the results of inquires to all parties concerned, which shall include the President, within forty-eight (48) hours of the incident, or as soon as reasonable.

The Discipline Committee shall present the case of their findings to the executive at the next monthly meeting.

BY-LAW 17

APPEALS COMMITTEE

The Appeals Committee shall be chaired by the President and shall include four (4) other members of the executive, excluding those who sit on the Discipline Committee.

Members of the Appeals Committee shall be appointed by the President.

Any member may appeal any suspension and/or disciplinary decision within forty-eight (48) hours of receipt of the notification. Such a member shall provide a written explanation of the particulars pertaining to their case and the appeal shall be dealt with by the Appeals Committee.

The decision of the Appeals Committee shall be final and shall be relayed to and noted by the executive committee in a timely manner.

Alternate members of the Appeals Committee may be appointed by the President in instances where existing appointees are closely associated or actively involved with the appellant.

BY-LAW 18

SCHOLARSHIP COMMITTEE

The Association supports two bursaries: Finn Kennedy – Male Athlete
Bertha Hanna – Female Athlete

The association shall convene a sub-committee to review and select suitable candidates. The association's Vice President shall sit as the chairperson. The administrative process for these bursaries will be further detailed in the Association's Standard Operating Procedures.

BY-LAW 19

CONSTITUTION COMMITTEE

The Constitution Committee shall be formed as required and directed by the President

The Constitution Committee shall be chaired by the President who shall be responsible to the Executive Committee, and shall insure that:

- The Constitution and By-Laws are upheld by all members
- The Executive Committee is advised when the Constitution or By-Laws have not been followed, rendering decisions and motions made invalid.
- All resolutions are instituted and that all members are informed of such Changes.
- All playing regulations are instituted and that all members are informed of such changes.

BY-LAW 20

HARASSMENT /ABUSE POLICIES

The association has a zero tolerance for any form of harassment and/or abuse. The association harassment policy and guidelines apply to all association members.

The Executive Committee has set out Harassment and Abuse Policies and Complaint Procedures for the operation and conduct of the association. Those details are contained in the association's standard operating procedures.

BY-LAW 21

STANDARD OPERATING PROCEDURES

The Executive Committee may set out Standard Operating Procedures and Policies for the operation and conduct of the association. These Standard Operating Policies and Procedures may be altered by a seventy-five (75) percent majority of the Executive Committee and will conform to the rules and/or standards set forth by British Columbia Softball Association and/or Softball Canada.

BY-LAW 22

MEMBERSHIP SUSPENSIONS, EXPULSIONS AND APPEALS

Violation of the Constitution and By-Laws or playing Regulations of this Association, the BC Softball Association and/or Softball Canada may render any member liable to suspensions or expulsion.

Any member may, at the discretion and notification by the Executive Committee, be suspended or expelled from the association for conduct considered improper, unbecoming or likely to endanger the interest or reputation of the association, or who willingly commits a breach of the Constitution, By-Laws or Playing Regulations. In the event a member is expelled; he or she shall receive a written notice of the expulsion and a brief statement of the reason or reasons for the expulsion.

A suspended member may appeal the suspension to the President of the association, who shall refer the matter to the Appeals Committee. The suspension shall remain in force until the Appeals Committee has ruled on the matter. All appeals shall be acted upon in a timely manner.

An expelled member may appeal his or her expulsion to the Executive Committee who shall call a special general meeting. The person who is the subject of the expulsion shall be given an opportunity to be heard at the special general meeting before the expulsion appeal is put to a vote.

BY-LAW 23

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of this Association shall not be altered except by way of a Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose.

To become effective, a three quarters (75%) majority of the votes cast must be in favour of the resolution.

Notice of resolutions to be amended to the Constitution and By-Laws shall be presented to the general membership at least fourteen (14) days prior to the Annual General Meeting or Special General Meeting in the following manner.

- Posting a notice on the association webpage that resolutions are proposed to the Constitution or By-Laws; and
- Delivering to each member a notice of such meeting and overview

of the proposed resolutions and amendments.

If the contents of this Constitution and By-Laws are found to contravene current Constitution and By-Laws of BC Softball or Softball Canada, those documents shall be considered superior and enforced at all times.

BY-LAW 24

DEFINITION OF AUTHORITY

In addition to various Powers, Duties and Authorities herein conferred upon them, the Executive Committee shall have the following Power and Authority.

- To deal with protests and complaints
- To suspend members for wilful violation of the Association's Constitution and By-Laws.
- To deal with appeals from suspended members
- To deal with every application for Registration and Transfer

The Constitution and By-Laws, as herein contained, shall supersede all previous Constitutions and By-Laws of this Association.

Any By-Law may be clarified and defined at any time by a simply majority vote of a Quorum at a meeting of the Executive Committee.

Dr. Chris Bryant
Park President

Sandra Nelson
Past President
Drafter