



Constitution

Article 1

The name of the Society is the Cordova Bay Softball Club.

Article 2

The purposes of the Society are:

- a) To foster, develop and promote the knowledge, and skills of minor Softball for the membership.
- b) To encourage participation in the activities associated with the Society.
- c) To administer the annual operation of the Society as may be required in the form of meetings, financing, organization, registration, scheduling and related matters.

Article 3

The Society shall be governed by, and conduct its affairs within the provisions of this constitution and by-laws, and the constitution, by-laws and special operating rules of the Southern Vancouver Island Minor Fastpitch Association, the British Columbia Amateur Softball Association and the Canadian Amateur Softball Association. This provision is alterable.

Article 4

In the event of winding up or dissolution of the Association, the Liquidators appointed shall cause all assets of the Association available for distribution to be transferred to the Southern Vancouver Island Minor Fastpitch Association for the purpose of advancement of similar or like objects of the Association. This clause shall be unalterable.

BY-LAWS

PART 1 – DEFINITIONS

- .1 In these by-laws, unless the context otherwise required:
 - a) “B.C.A.S.A.” means the British Columbia Amateur Softball Association.
 - b) “Association” means the Cordova Bay Softball Club.
 - c) “Executive” means the officers of the Association as provided in Part 7 if these by-laws.
 - d) “Operating Year” means the time between September 1st of one year and August 31st of the next.
 - e) “Societies Act” means the Societies Act of British Columbia and all amendments thereto.

PART 2 – MEMBERSHIP AND VOTING PRIVILIGES

- .1 Voting members include the executive, appointed committee members, participating coaches, managers and umpires of the association, parents or guardians of registered players and Honorary Life Members. Membership commences upon initial participation with the Association, and in the case of player’s parents or guardian continues through to the final registration date in the following year.
- .2 Note-voting members include all registered players.
- .3 The voting membership, by resolution at the A.G.M., may grant Honorary Life Membership in the Association to members or person who, for a minimum of 10 years has given exceptional service or contributions to the Association.
- .4 A person shall cease to be a member:
 - a) By delivery of a resignation to the Executive
 - b) In the case of parents or guardians and player, by failure to re-register with the Association.
 - c) By expulsion or suspension as herein provided.
- .5 All members are in good standing except a member who has failed to pay the applicable registration fee due on June 1st of the current operating year or a debt due to the Society, and the

member is not in good standing so long as the registration fee or debt remains unpaid.

- .6 Vote by proxy is not allowed.

PART 3- EXPULSION OR SUSPENSION

- .1 The executive may expel or suspend any member for attitude or conduct deemed detrimental to the game of Softball or the objectives of the association.
- .2 The expulsion or suspension shall not take effect until the member has been notified in writing by the Executive.
- .3 An officer may be removed from office by special resolution and another officer may be appointed by the executive, with such appointment being held until the end of the current operating year.

PART 4 – APPEALS

- .1 A member has the right to appeal a decision set down by the executive.
- .2 An appeal shall be in writing and delivered to an Executive Member within seven (7) days from the date of the matter in question.
- .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”.

PART 5 – ANNUAL AND SPECIAL GENERAL MEETING

- 5.1 The Association shall hold an Annual General Meeting, hereinafter referred to as an A.G.M. each year, and the time and place of the A.G.M. shall be conveyed to the voting membership at least (14) days in advance of the meeting.
- 5.2 For the purpose of a special general meeting or the A.G.M. a quorum shall consist of ten (10) voting members.

- 5.3 The purpose of the A.G.M. is:
- a) To provide information to members.
 - b) To consider amendments to the constitution and by-laws.
 - c) To elect the executive of the Association.
 - d) To conduct general business.
- 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 a meeting, the time and place shall be conveyed to all voting members at least fourteen (14) days in advance of the meeting.
- 5.5 Voting on resolutions, unless otherwise determined by the constitution, will be by show of hands.
- 5.6 The order of business at the A.G.M. is:
- a) Reading the minutes of 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) Constitutional amendments.
 - g) Elections.
 - h) New Business.
 - i) Adjournment.

PART 6 – ELECTIONS PROCEDURE

- .1 Nominations for officers will be received from the appointed nominating committee and from the floor at the A.G.M.
- .2 Election of officers shall be conducted by secret ballot.
- .3 The nominating committee chairman shall appoint up to three (3) scrutineers from the floor who are not running for office.

PART 7 – THE EXECUTIVE

- .1 The executive shall consist of the Immediate Past President, elected officers, namely: the President, the Vice President, the Secretary/Treasurer and two Directors; and may include one representative appointed by the coaches and managers involved in competitive league play, one representative appointed by the coaches and managers of the T-Ball program and one umpire representative appointed by the elected executive.
- .2 The terms of office, which shall commence at the conclusion of the AGM, shall be for one year. No elected Executive Member may hold the same office for more than 2 consecutive terms.
- .3 A vacancy on the executive, with the exception of the Immediate Past President, brought on by voluntary or involuntary reasons, may be filled by appointment by the remaining executive, with such appointment being held until the end of the current operating year.
- .4 The executive shall control and manage all affairs, activities, policies and properties of the Association.
- .5 At any meeting of the executive, four (4) members constitute a quorum. The President shall vote only if a tie exists.
- .6 Only members of the executive, and persons invited by the President, may attend meetings of the executive. Voting at an Executive Meeting may only be exercised by members of the executive.
- .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 (3) months.
- .8 No voting members of the executive or board of directors receive remuneration or other financial benefits for their services to the organization, regardless of the type of service performed.

PART 8 – EXECUTIVE OFFICERS AND DUTIES

- .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 Chairman and ad hoc committees.
 - c) Perform such other functions and duties as the Executive may direct.

- .2 The Immediate Past President shall:
 - 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 of duties as delegated by the Executive.

- .3 The Vice President shall:
 - a) In the absence of the President, preside at all meetings of the Association.
 - b) Perform such other functions and duties as the Executive may direct.

- .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

- .5 The Treasurer shall:
 - a) Prepare an annual proposed budget of expenditures and expenses.
 - b) Prepare an annual financial statement at year end.
 - c) Perform on-going financial duties as needed by the club

As amended, November 30, 2010 in Annual General Meeting.

Derek Brooker, President

Pat Fortin, Secretary