



# 2021

**Notice of Annual General Meeting**



## In This Package

- Appendices
- District Representatives
- Voting Delegates
- Travel and Accommodation
- Funded Delegates and Non-Funded Delegates
- Resolution Forms
- Nominations for Executive Officers
- 2020 Annual Awards Banquet Update

Please complete any required forms and submit to Softball BC at:

Email: [info@softball.bc.ca](mailto:info@softball.bc.ca)

Fax: 604-371-0344

Mail:

Softball BC

#201-8889 Walnut Grove Drive

Langley, BC V1M 2N7



## **APPENDICES**

Please take note of the mandatory deadlines.

1. Travel & Accommodation Request     Not Applicable for 2021
2. Voting Delegate Registration         Mandatory Deadline October 16, 2021
3. Resolution Form (By-laws only)       Mandatory Deadline September 23, 2021
4. Nomination for Executive Officers     Mandatory Deadline September 23, 2021
5. District Coordinator & UIC Expense Form     Deadline October 31, 2021
6. 2021 Budget Form                             Deadline October 31, 2021

**We would also appreciate receiving any reports to be included in the Pre AGM booklet prior to September 9<sup>th</sup>.**

Thanks for your assistance and we will see you online in October!

## **District Representatives**

**The Softball B.C. Board of Directors and staff would like to thank each of you the effort that you put forth administering your District during the 2021 season.**

**In 2021 Elections are to be held for Men's & Women's Fastpitch Coordinators and District Umpires-in-Chief.**

*Any person wishing to challenge for a position in an election year must submit a letter of intent, postmarked on or before September 1st, to the Softball BC office and the individual who is currently in the position.*

*Elections for the Softball BC District COORDINATOR/UIC POSITIONS are to take place before September 15.*

*For procedure on District elections, please refer to Article 15 - GENERAL.*

## **Voting Delegates**

District members may appoint an individual to act as a temporary Delegate in a certain role provided the substitute individual meets the criteria for an appointment Delegate described in Part 3, section 11.

A member in good standing shall be entitled to attend and vote at the Annual General Meeting and any Extra-Ordinary Meeting of the Society, but membership shall not confer a right to vote unless that member shall be an elected delegate. Only elected or appointed delegates shall have the right to speak on motions and vote at an Annual General Meeting or Extra-Ordinary Meeting of the Society.

All Coordinators and UIC's are requested to submit a report to the membership regarding your District and your efforts to promote Softball BC. These reports must be submitted to the Softball BC office prior to September 9, 2021 and will be included in the Pre-AGM Booklet to be circulated.

Coordinators are responsible for establishing a delegate for the male, female, and mixed vote in their respective category of ball, if applicable.

Voting Positions by District is to a maximum of 8 per district. As per the Softball BC Constitution Part 3 - Meeting of Members. Delegates are required to complete and return to the office the Voting Delegate Registration Form no less than seven (7) days prior to the meeting, by October 16, 2021.

## **RESOLUTION FORMS for Softball BC By-Law Changes and Motions to the WCSA and Softball Canada**

In order to be considered, all Motions, for By-Laws, submitted to the Annual General Meeting must be completed on the Resolution Form (one motion per form) and include the article and sub-section(s). Also, please if submitting a motion to Softball Canada and/or the Western Canadian Softball Association, please ensure you use the appropriate motion form included with this package. Please ensure that all Resolution Forms are typed, no handwritten forms will be accepted.

**ALL RESOLUTIONS ARE DUE AND MUST BE RECEIVED AT THE SOFTBALL BC OFFICE BY SEPTEMBER 23, 2021 (MIDNIGHT).**

## **NOMINATIONS FOR EXECUTIVE OFFICERS**

The following positions are open for Nomination in 2021:

- |                              |             |
|------------------------------|-------------|
| • Vice-President             | 2 Year Term |
| • VP, Finance                | 2 Year Term |
| • Provincial Umpire-in-Chief | 2 Year term |

To process a nomination, the signature of the nominee, nominator and seconder are required. Nomination Forms are due and must be received at the Softball BC Office by September 23, 2021 (midnight). For all Board nominations a resume must be attached to the form. For the positions of VP, Finance and Director of Coaching proof of qualifications as per By-Law 4.9 e) and g) are also required.

## **2021 ANNUAL AWARDS AND HALL OF FAME BANQUET**

There will not be an annual awards banquet held this October. A Hall of Fame Induction event is being considered for the Spring of 2022. More details will be announced as plans are confirmed.

## **APPENDICES**

Appendix 1: Travel and Accommodation Request Form

Appendix 2: Voting Delegate Registration Form

Appendix 3: Resolution Form (one motion per form)

Appendix 4: Nominations for Executive Officers of Softball BC

Appendix 5: 2021 Expense Form - District Coordinators and UIC's

Appendix 6: 2022 Budget Form - District Coordinators and UIC's

Appendix 7: 2021 Voting Delegate Chart by District

**APPENDIX 1: DEADLINE FOR SUBMISSION: N/A**

Travel and Accommodation Request Form

2021 Softball BC Development Conference & Annual General Meeting  
October 24, 2020  
Virtual – Online

Required by both Funded and Non-Funded Delegates requiring Accommodation and/or Travel Arrangements  
Requests for Accommodation must be accompanied by Voting Delegate Registration Form  
(Funded Delegates are District Coordinators and UIC's only)

Name: \_\_\_\_\_ Funded \_\_\_\_\_ Non-Funded \_\_\_\_\_ Delegate

**Hotel Reservations:**

Softball BC and the Grand Villa Casino Hotel & Conference Centre have set up a reservation link for attendees. All attendees, funded and non-funded, are required to book their own accommodation. We will work with the hotel to determine the funded delegates and those room charges will be billed to Softball BC. You will require a credit card to reserve your room but no charges will be applied until your stay, if applicable. **PLEASE NOTE: THE DATES IN THE LINK ARE SET FOR OCTOBER 17 – 20<sup>TH</sup> IF YOU ARE NOT ARRIVING ON THE 17<sup>TH</sup> PLEASE CHANGE THE DATE TO REFLECT YOUR CHECK IN DATE. ANY BOOKINGS MADE FOR THE 17<sup>TH</sup> THAT ARE NOT USED WILL BE BILLED TO THE GUEST.**

- Funded Delegates: \_\_\_\_\_ who are willing to share a room \_\_\_\_\_ 100% of room charges will be billed to Softball BC. If you \_\_\_\_\_ already know who you are sharing a room with please indicate that when you reserve your room.
- Funded Delegates: \_\_\_\_\_ who are not willing to share a room you are responsible for 50% of the billed charges.
- Non-Funded Delegates: \_\_\_\_\_ 100% of room charges are the responsibility of the guest

Please use this link to reserve your room by September 15, 2019: [Book your group rate for SoftBall BC](#)

Note: The Grand Villa Hotel & Conference Centre is a non-smoking establishment.

\*\*\*\*\*

**Car Travel and Miscellaneous AGM Expenses:**

Travelling from:	Approx. Km:
------------------	-------------

Ground transportation expenses and misc. expenses must be submitted to the Softball BC office, on an expense form (available at registration table), no later than October 31, 2019. Funded delegates will be reimbursed for qualified expenses.

\*\*\*\*\*

**Air Travel: (Funded \_\_\_\_\_ or Non-Funded \_\_\_\_\_)**

In order to receive funding of your travel, you must submit your request prior to September 3, 2019. For flight reservations, please contact the Softball BC office. We would like to encourage you to book as early as possible due to the available seat sales that are offered through many carriers. Funded delegates may be responsible for payment of airline ticket(s) if they cancel.

\*\*\*\*\*

I will be attending the banquet: \_\_\_\_\_ I will not be attending the banquet: \_\_\_\_\_

I require additional banquets (\$75 each) \_\_\_\_\_ How many? \_\_\_\_\_

**APPENDIX 2: DEADLINE FOR SUBMISSION: October 16, 2021**

*(Due 7 Days Prior to the Annual General Meeting)*

## Voting Delegate Registration Form

2021 Annual General Meeting  
October 23, 2021  
Virtual/Online

This form must be submitted by any individual (including Directors, District Coordinators and Umpire-In-Chief's) who will represent their district at the Annual General Meeting on **October 23, 2021**.

Bylaws of British Columbia Amateur Softball Association Part 3.10 & Part 3.11 – Each of the Society's District Members may have up to eight voting delegates at meetings of the Members. Districts are only entitled to voting delegates if they have duly registered teams of the same category as the vote held. District Members will provide in writing or electronic form to the Society, at least seven (7) days prior to the meeting of Members, the name(s) of the Delegate(s) who will represent the Member. Delegates must be at least eighteen years of age, of sound mind, and be acting as the Member's representative. District Members may appoint Delegates, if they have duly registered teams, in each of the roles listed in Part 3.11.

NAME: \_\_\_\_\_

SBBC LIFETIME MEMBERSHIP NUMBER: \_\_\_\_\_ 2021 ANNUAL DUES PAID \_\_\_\_\_

VOTING DELEGATE POSITION: \_\_\_\_\_

DISTRICT REPRESENTED: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

---

---

### DISTRICT COORDINATORS & UMPIRE-IN-CHIEFS:

For information purposes if not registering as a voting delegate please indicate below.

I will not be attending the Softball BC Annual General Meeting for the following reason(s)

\_\_\_\_\_  
\_\_\_\_\_

**This form must be submitted before Accommodation and/or Travel Arrangements are confirmed.**

2021 SOFTBALL BC ANNUAL GENERAL MEETING

**BY-LAWS** RESOLUTION FORM

**DEADLINE FOR SUBMISSION: September 23, 2021**

**\*\*MUST BE RECEIVED AT THE SOFTBALL BC OFFICE BY MIDNIGHT\*\***

ONLY MOTIONS SUBMITTED ON THIS FORM AND FULLY COMPLETED WILL BE ACCEPTED

MOTIONS MUST BE TYPED – NO HANDWRITTEN MOTIONS WILL BE ACCEPTED

**NOTICE OF MOTION FOR BY-LAWS ONLY**

Submitted by: \_\_\_\_\_ District: \_\_\_\_\_

Seconded by: \_\_\_\_\_

REFERENCE: (Article and Subsection)

WHEREAS; (Article as currently written)

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

RATIONALE

FINANCIAL IMPLICATIONS



**APPENDIX 4: DEADLINE FOR SUBMISSION: SEPTEMBER 23, 2021**

**\*\* Must be received at the Softball B.C. office \*\***

**NOMINATIONS FOR EXECUTIVE OFFICERS OF SOFTBALL BC**

2021 Annual General Meeting

October 23, 2021

Virtual/Online

The following positions are open for nomination:

- Vice-President                      2 Year Term
- VP, Finance                            2 Year Term
- Provincial Umpire-in-Chief      2 Year Term

NAME OF NOMINEE: (Please Print)		
ADDRESS:		
TELEPHONE:	DISTRICT #	
POSITION NOMINATED FOR:		
Are you bondable?	YES	NO
I hereby accept this nomination for the position as stated above:		
(Signature of Nominee) _____		

NOMINATED BY:	
(Please print)	(Signature)
NOMINATOR'S DISTRICT (ASSOC.):	
SECONDED BY:	DISTRICT (ASSOC.):

Send to: Nominations Committee Chairperson  
PERSONAL & CONFIDENTIAL

c/o Softball BC, 201-8889 Walnut Grove Drive, Langley, BC V1M 2N7 or via email to [seniordirector@softball.bc.ca](mailto:seniordirector@softball.bc.ca)

2021 EXPENSE FORM

This form is to be completed and submitted to the Softball B.C. office. In order that your 2020 expenses be paid for administering your district, this form must be submitted prior to **October 31, 2021** (receipts must be attached). Do not include A.G.M., Leadership, Clinics, etc.

**Note: Reimbursement will not be processed until a 2019 District Rep. Annual Report is submitted.**

Name: \_\_\_\_\_ District #: \_\_\_\_\_

Position: \_\_\_\_\_ For the Year 2021

**Administrative Expenses:**

Telephone:..... \$ \_\_\_\_\_

Postage:..... \$ \_\_\_\_\_

Office Supplies..... \$ \_\_\_\_\_

Miscellaneous ..... \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

**Promotional Travel:** (Minimum 75 km one direction for funding. Accommodations funded only if essential.)

To: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Travel: \_\_\_\_ km @ \$.45 = \$ \_\_\_\_\_

Accommodation: \_\_\_\_ nights @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Travel: \_\_\_\_ km @ \$.45 = \$ \_\_\_\_\_

Accommodation: \_\_\_\_ nights @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

## 2022 Budget Form

This form is to be completed and submitted to the Softball B.C. office. In order that your expenses are considered for administering your district in 2022 this form must be submitted prior to October 31, 2021, for the next year. In other words, plan now for next year. (Do not include A.G.M., Leadership Meeting, Clinics, etc.)

Name: \_\_\_\_\_ District #: \_\_\_\_\_

Position: \_\_\_\_\_ For the Year 2022

### Administrative Expenses:

Telephone: \_\_\_\_\_ \$ \_\_\_\_\_

Postage: \_\_\_\_\_ \$ \_\_\_\_\_

Office Supplies \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous \_\_\_\_\_ \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

### Promotional Travel: (Minimum 75 km one direction for funding. Accommodations funded only if essential.)

To: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Travel: \_\_\_\_ km @ \$.45 = \$ \_\_\_\_\_

Accommodation: \_\_\_\_ nights @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Travel: \_\_\_\_ km @ \$.45 = \$ \_\_\_\_\_

Accommodation: \_\_\_\_ nights @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL BUDGET \$ \_\_\_\_\_**

**DISTRICT**

<b>Voting Position</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>Total</b>
Men's & Women's Coordinator	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓			✓	✓	12
Minor Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	15
District Umpire-in-Chief	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	14
Senior Fastpitch - Men's Rep	✓	✓			✓			✓	✓		✓	✓				7
Senior Fastpitch - Women's Rep	✓	✓			✓	✓	✓	✓	✓		✓	✓			✓	10
Minor Boys Rep	✓	✓				✓	✓	✓	✓		✓	✓	✓	✓	✓	11
Minor Girls Rep	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14
Slo Pitch Men's							✓	✓						✓		3
Slo Pitch Women's				✓			✓	✓				✓				4
<b>Total Delegates per District</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>90</b>
Board of Directors																8
<b>Total Delegates</b>																<b>98</b>