

By-Laws Change Intro

WHY IS A CHANGE NEEDED

Since its inception, an “operational” Board has governed Softball BC. The Board performed all operational duties until the early 1990’s when it hired its first employee. As the Society grew its staff compliment, the Board maintained its “operational” governance model while transferring some duties to staff.

Generally speaking, as a society becomes larger and a lead administrative staff member is hired, boards step away from direct operations (such as bookkeeping, human resources, program delivery, funder relations, etc.) and begin to focus on setting strategic direction, establishing governance policies, and hiring and supervising their main staff member [the Executive Director] ensuring prudent use of all assets while leaving operational functions to staff to manage. This type of Board is known as a Policy Board.

A Policy Board also creates clear delineation between its work and that of the staff which is operational in nature. This clarity of roles minimizes the potential for conflict as there is a clear delineation of roles and responsibilities. Directors undertaking operational duties can inadvertently impact staff accountability and system workflows and may not always be aligned with budget constraints.

Sport Canada has mandated all funded national sport organizations, such as Softball Canada, to adopt a Policy Board structure as part of their compliance with the Canadian Sport Governance Code. As we have observed with many national sport mandates programs or initiatives (e.g. safe sport), there is always a trickle-down effect to provincial and territorial sport agencies, such as viaSport. While not yet mandated, viaSport has been signalling the need for funded provincial sport entities to review their governance structure to align with the Canadian Sport Governance Code to the extent that it is launching an Operational Enhancement Initiative designed to help Designated Sport Organizations strengthen their governance and internal operational systems.

In April 2022, the Board agreed on the general concepts involving adjustments to Softball BC’s governance model that would create a clearer separation of policy and operations within the Softball BC structure. The Governance Committee was directed to create a proposal to transition the Softball BC Board of Directors from an Operational Governance Model to a Policy Governance Model.

WHAT EXACTLY IS BEING CHANGED?

While the proposed by-laws contain several edits, these edits deal primarily with moving the Board of Directors from an Operational to a Policy Governance Model.

The most significant changes are:

- Composition of the Board - The Board will no longer be comprised of individuals elected to specific “Director” roles. The membership will elect seven (7) Directors to the Board. The Directors will elect from within their membership a President, Vice-President, and Treasurer.
- Directors will no longer perform operational duties. These now reside with the office staff who will be guided by policies and guidelines in performing their work.

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HOW WILL THESE CHANGES

- **Affect current Advisory Councils and Committee?**

Advisory Councils and Committees will remain in place with similar terms of reference and continue, as they have done in the past, to provide advice and recommendations to the Board for their consideration. The Terms of Reference for the following Advisory Councils and Standing Committees can be found in Appendix A.

- a. Minor Advisory Council
- b. Umpires Advisory Council
- c. Men's and Women's Advisory Council
- d. Nominations Committee
- e. Governance Committee
- f. Finance Committee

- **Affect Staff?**

Operational duties previously managed by Directors (Minor, Men's & Women's, Coaching and PUIC) will be transferred to the staff. Appendix B contains a graphic representation of the new staffing model. The Handbook, Policies and Procedures will be rewritten to direct operational duties to the office.

- **Affect members – teams and associations?**

The proposed modification to the by-laws will have little to no impact on the members other than redirecting them to deal directly with the Office on operational questions.

- **Affect the roles of Minor Director, Men's & Women's Director, PUIC and Coaching Director?**

These positions will be removed from the Board. We will have a Minor Advisory Council Chair, Men's & Women's Advisory Council Chair, the Umpire Advisory Council Chair and Coaching Committee Chair who will continue to lead in their portfolios, bringing forward recommendations for rules or policy changes to the Board and providing advice and guidance to the staff as needed, but will no longer be voting board members.

Q&A

What happens to the President, Vice-President, VP Finance and Member-At-Large positions?

The roles of President, Vice-President and Treasurer will be selected from within the seven (7) elected Directors. The Member-At-Large position will no longer exist.

Will the terms of reference for the Advisory Councils remain unchanged?

The work of the Advisory Councils will remain unchanged, and they will continue to report only to the Board of Directors. The only change is the way chairs for these councils are appointed.

Will the new governance structure protect the right of the members to have their voice heard in setting rules, regulations, and policies?

The proposed changes to the by-laws do not alter the right of the members. The Board of Directors acknowledges that work is needed to find better ways of engaging our membership on topics and issues important to our Sport such as changes to our special operating rules. The Board will be

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reviewing the terms of reference for all councils and committees which includes reviewing the protocols utilized to consult all members as they form their work.

AMENDED AND UPDATED COPY OF THE
CONSTITUTION AND BY-LAWS
of the
BRITISH COLUMBIA
AMATEUR SOFTBALL ASSOCIATION FROM ORIGINAL CONSTITUTION
REGISTERED: APRIL 26, 1948

EDITOR'S NOTE:

The Constitution and By-Laws of the BCASA (Softball BC) are incorporated under the “Society Act” and registered with the office of the Registrar of Companies in Victoria, BC.

The 2023 2025 Softball BC Special Operating Rules includes specific articles for Minor Softball, Men’s and Women’s Fastpitch Softball, Men’s and Women’s Slo Pitch Softball and Umpires. This format will assist coaches in locating the specific Operating Rules that pertain to their his-or-her team.

However, all coaches must make a point of reading all of the GENERAL Articles of the Handbook, to achieve a full understanding of our regulations.

Changes to rules are enclosed in a box. Areas shaded indicate a change to a rule on a one-year trial basis.

The work of re-writing and re-editing this digital booklet was completed January 2025⁴.

*While all efforts are taken to ensure the accuracy of the content, any omissions or errors will be posted on the Softball BC website
www.softball.bc.ca*

BRITISH COLUMBIA
AMATEUR SOFTBALL ASSOCIATION
Incorporated under the "Society Act" S.B.C 1948 and Amendments Thereto
CONSTITUTION

The name of the Society is: British Columbia Amateur Softball Association.

1. The purposes of the Society are:
 - a. To promote the game of softball and other associated sports and pastimes.
 - b. To hold and arrange softball and other matches and competitions, and to offer and grant, or contribute towards the provisions of prizes, awards and distinctions on a provincial level.
 - c. To subscribe to, become a member of, and cooperate with other associations, whether incorporated or not, whose objects are altogether or in part similar to those of this Society.
 - d. To make, adopt, vary, and publish Rules and Regulations, By-Laws, Conditions, and Special Operating Rules, for the regulation of the said game or otherwise, and to take all such steps as shall be deemed necessary or advisable, for the enforcing of such Regulations, By-Laws, Conditions and Special Operating Rules.
 - e. To promote, support or assist in all or any such athletic contests or sports for which any property of the Society may be available or which may be determined on or approved by the Society.
 - f. To raise, use investment and reinvest money to support the activities of the Society, provided, however, that no property, funds or income of the Society shall insure to the private profit of any member, club or person. This purpose was previously unalterable.

PART 1 – INTERPRETATION

1. In these By-Laws, unless the context otherwise requires,
 - a. “Board” means the Board of Directors of the Society;
 - b. “Act” means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it;
 - c. “Registered address” of a member means the address as recorded in the register of members.
12. The definitions in the Act ~~on the date these By-Laws become effective~~ apply to these By-Laws.
13. Words importing the singular include the plural and vice versa, ~~and words importing a male person include a female person and corporation.~~
14. The Society shall have present at all meetings of the Society a copy of “Roberts Rules of Order” and all items not covered by these By-Laws or by the Act shall be governed by those rules.

Commented [DS1]: Text has been changed to neutral pronoun use.

PART 2 – MEMBERSHIP

21. The Society has the following categories of Member:
 - a. **Individual Member** – An individual ~~s~~ rules (or, if the individual is under the age of 18, a parent or guardian) who ~~have~~ agreed to abide by and adhere to the Society’s By-laws, policies, procedures, and ~~rules (or, if the individual is under the age of 18, who have had a parent or guardian agree to abide by the Society’s By-laws, policies, procedures, and rules on behalf of the individual)~~ including:
 - i. Participants
 - ii. Umpires
 - iii. Coaches
 - iv. Managers
 - v. Directors of recognized associations ~~or leagues~~
 - vi. Other individuals approved by the Board
 - b. **Association/League Member** – An association ~~or league that is recognized by the Society and who~~ has agreed to abide by the Society’s By-laws, policies, procedures, rules and regulations.
 - c. **Director Member** – Any individual who is a Director ~~with~~ of the Society and ~~has~~ who ~~has~~ agreed to abide by the Society’s By-laws, policies, procedures, rules and regulations.
 - d. **District Member** – Any individual who is a member of a ~~A-recognized~~ District of the Society that has agreed to abide by the Society’s By-laws, policies, procedures, rules and regulations.
 - e. **Honorary Life Member** – Any individual approved by Special Resolution of the Board who has contributed greatly to the development or promotion of the Society and who has agreed to abide by the Society’s By-laws, policies, procedures, rules and regulations.
22. The Board of Director shall establish and review annually the application procedures for each membership category. ~~A candidate member may apply to the Society for membership and~~

~~unless such application shall be declined by the Board within ninety (90) days of the date of receipt of the application, that person shall be a member effective on the date of such receipted application. The form of application and prescribed membership dues fee shall be as approved from time to time by the Board.~~

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23. There shall be annual membership dues which shall be determined by the Board from time to time, set for each separate playing level and/or ~~other~~ membership category.
24. A member in good standing:
 - a. Has not been suspended or expelled from the membership, or had other membership restrictions or sanctions imposed;
 - b. Has paid the prescribed annual membership dues in the current fiscal year;
 - c. Has complied with the By-laws, policies, and rules of the Society; and
 - d. Is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board.
 - i. The Society will recognize, respect and enforce the Disciplinary Sanctions imposed by Softball Canada, Canadian Softball PTSO or other organizations, provided that, in consideration of common standards, practices and due process, both parties have adopted the following Pan-Canadian Policies (or a provincial authority mandated equivalent) and have enacted the same as applicable to the disciplinary sanction.
25. A Member shall cease to be a Member of the Society:
 - a. On failure to pay before the fiscal year end of the Society, the prescribed annual membership dues and other assessments set from time to time by the Board including player registration ~~dues fees~~ and insurance;
 - b. On being expelled;
 - c. On delivering a written resignation to the registered office of the Society; or
 - d. On death or dissolution.
26. A Member may be expelled by a resolution of the Board passed at a meeting of the Board, provided that:
 - a. The Member will be given seven (7) days' notice of a resolution for expulsion ~~Notice of a resolution for expulsion shall be given to the Member~~, accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - b. The Member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a meeting of the Board before the resolution is put to a vote.

PART 3 – MEETING OF MEMBERS

31. The Society will hold meetings of Members at such date, time, and place as determined by the Board within the Province of British Columbia.
32. An Annual General Meeting must be held once every calendar year.
33. A General Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members, in the form described in the Act, for any purpose connected with the affairs of the Society that does

not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act.

34. Written or electronic notice of the date of a meeting of the Members will be given to all Members in good standing, Directors, and the Auditor (if any) at least seven (7) days and not more than sixty (60) days prior to the date of the meeting. The notice will contain ~~a reminder of the right to vote by proxy~~, a proposed agenda, any Member Proposals, reasonable information to permit Members to make informed decisions, nominations of Directors, and the text of any resolutions or amendments to be decided. If the Society ~~has more than 250 Members~~, it may will deliver, at least seven (7) days and not more than sixty (60) days prior to the date of the meeting, ~~a electronic~~ notice to Members who have provided an email address to the Society. Notice will also be considered to have been given to Members if it is published, ~~throughout the period commencing at least twenty-one (21) days before the meeting~~, on the Society's website ~~at least twenty-one (21) days before the meeting~~.
35. Every meeting of the Members, other than an Annual General Meeting, is a General Meeting.
36. The President, or in ~~their~~ his absence, the ~~First~~ Vice-President, or in the absence of both, some member of the Board, shall preside at all meetings of the Members.
37. A quorum at any Annual General Meeting or General Meeting shall be one-third (1/3) of the voting members. No proxy shall be allowed at any Annual General Meeting or General Meeting.
 - a. No business, other than the appointment of the Chairperson or the adjournment or termination of the meeting, shall be conducted at a time when a quorum is not present.
 - b. If at any time there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
38. Members will have the following voting rights at all meetings of the Members:
 - a. Individual Members do not have a vote.
 - b. Association/League Members do not have a vote.
 - c. Director Members have one vote each.
 - d. District Members are entitled to appoint Delegates who have one vote each.
 - e. Honorary Life Members do not have a vote.
39. In case of an equality of votes, the Chairperson of the meeting shall not have a casting or second vote in addition to the vote which he may be entitled to as a Member. The proposed resolution shall not pass.
310. Each of the Society's District Members may have up to ten (10) 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. The district boundaries will be as per the official map kept in the ~~business~~ registered office of the society.
 - a. Men's and Women's Coordinator
 - b. Men's Fastpitch Representative
 - c. Women's Fastpitch Representative
 - d. Minor Boys / Mixed Teams Representative
 - e. Minor Girls / Mixed Teams Representative
 - f. Slo Pitch Coordinator

- g. Slo Pitch Men's Representative
- h. Slo Pitch Women's Representative
- i. Umpire-in-Chief
- j. Minor Coordinator

District Members will select and inform the Society will provide in writing or electronic form to the Society, at least seven (7) days prior to the meeting of Members, of the name(s) of the Delegate(s) who will represent the District Member. The Delegates must be at least eighteen years of age, of sound mind, and be acting as the District Member's representative. District Members may appoint Delegates in each of the following roles:

- k. Men's and Women's Coordinator
- l. Men's and Women's Fastpitch Men's Representative
- m. Men's and Women's Fastpitch Women's Representative
- n. Minor Boys / Mixed Teams Representative
- o. Minor Girls / Mixed Teams Representative
- p. Slo Pitch Coordinator
- q. Slo Pitch Men's Representative
- r. Slo Pitch Women's Representative
- s. Umpire-in-Chief
- t. Minor Coordinator

If appointed by a District Member, Delegates must be appointed for the following terms:

- a. One year:
 - i. Men's and Women's Fastpitch Men's Representative
 - ii. Men's and Women's Fastpitch Women's Representative
 - iii. Minor Boys / Mixed Teams Representative
 - iv. Minor Girls / Mixed Teams Representative
- b. Two years, in odd numbered years:
 - i. Men's and Women's Coordinator
 - ii. Slo Pitch Coordinator
 - iii. Umpire-in-Chief
- c. Two years in even numbered years:
 - i. Slo Pitch Men's Representative
 - ii. Slo Pitch Women's Representative
 - iii. Minor Coordinator

Delegates appointed for two-year terms have more responsibilities and are required to serve on committees of the Society.

~~All business conducted at a meeting of the Members is Special Business except the following, which must be conducted at an Annual General Meeting:~~

- ~~• The consideration of the financial statements;~~
- ~~• The report of the Directors;~~
- ~~• The report of the auditors, if any;~~
- ~~• The election of Directors;~~
- ~~• The appointment of the auditor, if required~~
- Such other business as, under these by-laws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

~~A meeting of the Members may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at~~

Commented [DS3]: Moved to 3.11

Commented [DS4]: Moved to 3.12

the meeting from which the adjournment took place:

Where a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting:

Except as provided in these By-Laws, it is not necessary to give notice of the adjournment or of the business to be transacted at the adjourned meeting:

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 appointed Delegate **as** described in **above**. **Part 3, section 11**

- 3.11 All business conducted at a meeting of the Members is Special Business except the following, which must be conducted at an Annual General Meeting:
- The consideration of the financial statements;
 - The report of the Directors;
 - The report of the auditors, if any;
 - The election of Directors;
 - The appointment of the auditor, if required
 - Such other business as, under these By-laws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.
- 3.12 A meeting of the Members may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- Where a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- Except as provided in these By-Laws, it is not necessary to give notice of the adjournment or of the business to be transacted at the adjourned meeting.

PART 4 – DIRECTORS AND OFFICERS

4.1. Structure of the Board

The affairs of the Society shall be managed by a Board of Directors consisting of seven (7) elected Directors.

~~The Board of Directors shall consist of the Immediate Past President or Director-at-Large, President, First Vice-President, Director of Coaching, Vice-President of Finance, Minor Director, Men's and Women's Director and Umpire-in-Chief.~~

Commented [DS5]: Replaced by new 4.1.

~~4.2 The First Vice-President, Vice-President of Finance, and Umpire-in-Chief shall be elected for a two (2) year term on the odd-numbered years. The President, Minor Director, Men's and Women's Director and Director of Coaching shall be elected for a two (2) year term on the even-numbered years. In the event of the vacancy of the Immediate Past President, a Director-at-Large shall be elected at the Annual General Meeting for a two-year term.~~

Commented [DS6]: Replace by new 4.4.1.

~~4.3 Any member of the Board may, by notice in writing, resign at any time and on acceptance by the remaining members of the Board the office shall become vacant.~~

Commented [DS7]: Replace with a new 4.4.6.

4.2 Eligibility to Serve

To be eligible to serve as a Director, an individual must:

- a. Have attained the age of eighteen (18) years of age or older.**

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- b. Have the power under law to contract.
- c. Have not been convicted of ~~an offense involving fraud~~ a significant offense in the past five years.
- d. Have not been declared incapable by a Court in Canada or in another country.
- e. Not have the status of an undischarged bankrupt.
- ~~a. For the Vice President of Finance position, hold a recognized accounting designation~~
- ~~b. For the Umpire in Chief, hold an active Level 4 BC Umpire's certification, and~~
- ~~c. For the Director of Coaching, be an NCCP Competition Introduction certified softball coach with a minimum of two years' experience~~

4.3. Nominations

4.3.1 Nominations Committee

- ~~a.~~ A Nominations Committee will consist of a chair and three to five additional members appointed by the Board ~~of their choice, and that committee shall announce the names of prospective candidates to the Members.~~
- b. The Nominations Committee will seek out individuals to be nominated for election. The Committee will endeavor to ensure that candidates for election consist of a diverse selection of individuals including players, umpires, coaches and club administrators, with representation from visible minorities, varying gender identities, and geographic diversity of BC by way of recruitment, advertisement or others means determined by the Nominations Committee.

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4.3.2 Submission of Nominations

Nominations shall be submitted to the chair of the Nominations Committee in writing or electronic form, accompanied by a resume, thirty (30) days in advance of the published date of the Annual General Meeting. Nominees do not need to be approved or endorsed by the Nominations Committee to run for election to the Board. If no written nominations are received for a position, nominations from the floor will be accepted.

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4.3.3 Notice of Nominations

All nominations are to be circulated to the members with the notice of the Annual General Meeting. Nominations endorsed by the Nominations Committee will be so indicated in the notice.

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4.3.4 Election Procedures

The election of Directors to vacant positions shall be conducted using a secret ballot. Notwithstanding clause 4.3.5, the nominee with the most votes shall fill the first vacancy. The subsequent vacancy shall be filled by the next highest vote recipient until all vacancies are filled. Should there be a tie for the final vacancy, a tie breaking vote will be held between the tied nominees.

For 2024 only - The election of Directors to vacant positions shall be conducted using a secret ballot. Notwithstanding clause 4.3.5, the two nominees with the most votes shall be elected to a three (3) year term. The next two highest vote recipients to a two (2) year term and the next three highest vote recipients to a one (1) year term. Should there be a tie amongst the top 7 vote recipients, a tie breaking vote shall be held between the tied nominees in sequential order.

4.3.5 Gender Representation Election Procedures

To ensure that no more than four (4) (57%) of the elected Directors identify as the same

gender, the Nominations Committee will ask each Director whose term is not expiring to self-declare their gender identity. If there are four (4) individuals who identify as one gender identity, nominees of that same gender identity will not be permitted to stand for election. If there are more nominees than available positions, the nominee(s) receiving the greatest number of votes will be elected provided the election does not result in a violation of the gender identity maximum. For clarity, if there are three (1) individuals of the same gender identity serving on the Board, only one (1) elected Director of that gender identity may be elected to the Board and the remaining nominees of that gender identity are not permitted to be elected once that individual has been elected. For further clarity, if there are three (3) Directors of the same gender identity currently on the Board, and two (2) or more of the nominees for a vacant Director position are of that same gender identity, only one (1) of those individuals may be elected regardless of the number of votes received by those nominees.

4.4. Election and Terms of Directors

4.4.1 Rotational Elections

Directors will be elected as follows on a rotational basis for three (3) years. Separate elections shall be held for each position to be filled.

a. Year One (2025,2028,2031,2034) – Three (3) Directors Elected

b. Year Two (2026,2029,2032, 2035) – Two (2) Directors Elected

c. Year Three (2027,2030,2033,2036) –Two (2) Directors Elected

~~b. Separate elections shall be held for each office to be filled.~~

~~d. Any election may be by acclamation; otherwise it shall be by secret ballot.~~

~~e. If a Director wishes to let his or her name stand for another position on the Board before his or her term of office expires, he must resign his position before the election. The notice of intent to resign must be received by the Board sixty (60) days prior to the Annual General Meeting. However, if unsuccessful in election to the new position, the Director may let his name stand for election to his previous position, if that position has not already been filled.~~

4.4.2 End of Term

Directors shall retire from office at the conclusion of the Annual General Meeting for the Society at the end of their term of office.

Commented [DS12]: Previously 4.4.a

4.4.3 2024 Transition

For the transition to the new board format for 2024 only

a. Nominations

i. Nominations shall be in writing or electronic form, accompanied by a resume, thirty (30) days in advance of the published date of the Annual General Meeting. If no written nominations are received for a position, nominations from the floor will be accepted.

b. Elect

i. Two (2) Directors will be elected to a three (3) year term

ii. Two (2) Directors will be elected to a two (2) year term

iii. Three (3) Directors will be elected to a one (1) year term

4.4.4 Period in Office

Directors will serve a maximum total of nine (9) consecutive years, and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

4.4.5 Conflict of Interest

A Director, Officer, or Member of a committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Society, will comply with the Society's Conflict of Interest Policy and will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be; will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

4.4.6 Resignation

Any member of the Board may, by notice in writing, resign at any time ~~and on acceptance by the remaining members of the Board~~ and the position shall become vacant.

Commented [DS13]: Formally 4.3.

4.4.7 Removal

The Members may, by Special Resolution, remove a Director before the expiration of the Director's term of office and may elect a successor to complete the term of office.

Commented [DS14]: Formally 4.5.

4.4.8 Vacancy

Should a vacancy occur on the Board, the remaining Directors shall continue to act notwithstanding such vacancy and the acts of such remaining Directors shall be valid. The Board may fill not more than two (2) such vacancies by the appointment of an active voting member of the Society to each vacancy. Such appointees shall hold office only until the first Annual General Meeting or General Meetings of the Society, following the date of such appointment.

Commented [DS15]: Formally 4.6.

4.4.9 Staff Restrictions

Senior Staff Restriction - No individual currently serving as an employee or contractor of the Society may be a Director. No Director may become the Executive Director of the Society during their term as a Director or for twelve months following the completion of their last term on the Board of Directors.

4.4.10 Remuneration

A Director must not be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Society.

Commented [DS16]: Formally 4.8.

4.5. Powers of the Board

4.5.1 –The Board, ~~as per the director roles identified in 6.4,~~ is empowered to:

Commented [DS17]: Formally 4.12.

- a. Make policies and procedures or manage the affairs of the Society in accordance with the Act and these By-laws;
- b. Make policies and procedures relating to the discipline of Members ~~as defined in Article 2.1,~~ and have the authority to discipline these individuals in accordance with such policies and procedures;
- c. Make policies and procedures relating to the management of disputes ~~between Members; within the Society and deal with disputes in accordance with such policies and procedures;~~
- d. Approve or reject recommendations from Advisory Councils and Committees that are appointed by the Board; ~~to recommend changes to the Society's rules and operations;~~
- e. Appoint, on an annual basis, an independent auditor;
- f. Employ or engage under contract such persons, including a Senior Manager ~~who shall have the title of Executive Director,~~ as it deems necessary to carry out the work of the Society;
- g. ~~Approve a delegation matrix for the Executive Director.~~

- h. Determine registration procedures, determine membership dues, and determine other registration requirements;
- i. Enable the Society to receive donations and benefits for the purpose of furthering the objectives and purposes of the Society;
- j. Make expenditures for the purpose of furthering the purposes of the Society;
- k. Borrow money upon the credit of the Society as it deems necessary in accordance with these By-laws; and
- l. Perform any other duties from time to time as may be in the best interests of the Society.

4.5.2 Executive Director

The Board may employ or contract a Senior Manager who shall have the title of "Executive Director". When employed or contracted, the Board will delegate to the Senior Manager Executive Director the responsibility to manage the day-to-day operations of the Society in accordance with Board policies and direction, and subject to any limits established by the Board.

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4.5.3 Advisory Councils & Committees

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4.5.3.1 Advisory Councils

The Board may create the following Advisory Councils: (i) minor, (ii) umpires, and (iii) men's and women's. The Board will delegate to such groups the power and authority as it deems necessary for the council to fulfill its mandate as articulated in terms of reference approved by the Board.

~~4.14 The Board may create Advisory Councils and Committees and may delegate to such groups the power to recommend Rules and Regulations governing all Members and covering players, districts, age limits, championships, trustees of trophies, umpires, and all other relevant and incidental matters necessary to the operation of the Society. Advisory Councils and Committees created by the Board for this purpose will have terms of reference approved by the voting delegates' discipline (Umpires, Men and Women and Minors) by way of ordinary resolution. For clarity, only the Minor Delegates will vote on the approval of terms of reference applicable to the Minors.~~

~~When the council provides written recommendation for additions/deletions/revisions to special operating rules for the board of director's consideration, and the board does not accept the recommendation, as written, the following steps will be taken:~~

- ~~1. The board shall provide, in writing, reasons for not approving the recommendation. This is to be communicated to the council through their board representative within 14 days of the board's decision.~~
- ~~2. The council will have the authority to amend the recommendation, or provide further written information intended to clarify the advisory council's rationale/intent for the proposed addition/deletion/revision. The response from the advisory council is to be presented to the board, either in person or electronically, within 45 days.~~
- ~~3. The council may re-submit proposed changes two times only during a calendar year.~~

~~4.15 The Board will create the following Advisory Councils:~~

- ~~4.15.1 Minor / Youth~~
- ~~4.15.2 Umpire~~
- ~~4.15.3 Men's and Women's~~

4.5.3.2 Standing Committees

The Board may create the following Standing Committees: Governance and Finance. The Board will delegate to such groups the power to recommend policies and procedures on relevant and incidental matters necessary to the operation of the Society. Committees created by the Board for this purpose will have terms of reference approved by the Board. The Board will ratify the committee member

appointments.

4.5.3.3 Ad Hoc Committees

The Board may create Ad Hoc Committees and may delegate to such groups the power to recommend policies and procedures on relevant and incidental matters necessary to the operation of the Society. Committees created by the Board for this purpose will have terms of reference approved by the Board. The Board will ratify the committee member appointments.

4.5.3.2 Committees

The Board may create committees and may delegate to such groups the power to recommend policies and procedures on relevant and incidental matters necessary to the operation of the Society. Committees created by the Board for this purpose will have terms of reference approved by the Board.

4.5.4 Powers of the Society

Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Society and may delegate any of its powers, duties, and functions.

Commented [DS20]: Formally 4.11.

~~4.10 The three (3) voting delegates to the Canadian Amateur Softball Association's Annual Meeting shall be designated by the President of the Society.~~

PART 5 - PROCEEDINGS OF THE DIRECTORS

5.1. Election of Officers

The Officers of the Society will be elected by the Board of Directors at the first meeting of the Board of Directors held following the election of new Directors. Officers will be elected to 3-year terms and may serve a maximum of 6 consecutive years in each officer position listed below:

- a. President
- b. Vice-President
- c. Treasurer

For the 2024 AGM only – If a Director is elected into one of the position with a 2 or 1-year term, their term in elected as an Officer shall equal the term of their election to the Board.

Commented [DS21]: Formally 5.2.

~~5.2 For the first meeting of the Board held immediately following the appointment or election of a Director or Directors at an Annual General Meeting or other General Meeting, or for a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be duly constituted, if a quorum is present.~~

5.2. Meetings of the Board of Directors:

- a. The Board will meet no less than four (4) times a year. The Board may also meet at such places as they see fit for the dispatch of business and may adjourn and otherwise regulate their meetings and proceedings.
- b. The quorum for a meeting of the Board of Directors shall be a majority of Directors then in office otherwise no business is conducted. ~~The Board may from time to time fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of Directors then in office.~~
- c. The President shall be Chairperson at all meetings of the Board; but if at any meeting the President is not present, the Vice-President shall be the Chairperson in accordance with Article 6.2. If the Vice-President is not present, the Directors present may choose another Director to be Chairperson of the meeting.

Commented [DS22]: Formally 5.1.

d. Should an emerging issue require immediate attention, and the president is not responding to a request for a meeting or is unwilling to call a meeting, two or more Directors may convene a meeting of the Board by giving seven (7) days notice to all Directors. ~~A Director may at any time, on the request of a Director, convene a meeting of the Board.~~

53. Voting at meetings of the Board:

- a. Questions arising at any meeting of the Board shall be decided by a majority vote.
- b. In the case of a tied vote ~~an equality of votes~~, the Chairperson does not have a second or deciding vote in addition to the vote which they are entitled to as ~~a Director~~ ~~the Chairperson~~. ~~The motion will be considered as having failed if it was a tied vote.~~

54. Written or Electronic Resolutions

A resolution in writing or via email presented to all Directors, and voted on by a majority of the Directors can be placed within the ~~signed by all the Directors and placed with the~~ minutes of the meeting of the Board and is as valid and effective as if regularly passed at a meeting of the Board.

55. Keeping of Minutes

The Board shall keep proper minutes of their proceedings.

PART 6 – DUTIES OF OFFICERS

6.1. The President is the Chairperson of the Board of Directors ~~and shall:~~

- a. Shall preside over all meetings of the Members and of the Board.
 - b. Shall supervise the other officers in the execution of their duties.
 - c. Shall serve as ex-officio member of all advisory council and committees.
 - d. Shall supervise the general administration and management of the Society.
 - e. Shall supervise the work of the Executive Director.
 - f. Shall supervise the performance of duties assigned to members of the Board and ensure that all Society governing documents, including the Constitution, By-laws, Special Operating Rules, and policies, are respected.
 - g. Shall apply and enforce all By-Laws, policies, and rules of the Society.
 - h. ~~May~~ appoint a member of the Board to ~~at~~ ~~any advisory councils and~~ committees.
 - i. ~~Be responsible for the approval of all accounts, bills, or commitments against the Society before payment, acceptance or delivery. The President of the Society is empowered to make decisions on any single emergency expenditure of funds, without approval of the Board or the Members up to the amount of \$10,000.00.~~
 - j. Shall watch over the assets and records of the Society.
 - k. Shall perform such other acts and duties as may be incidental to the office and as may properly be required by the Board.
- ~~Sign the minutes of all meetings of the Board, and may delegate any duties as necessary.~~

- ~~6.2. The Immediate Past President's term of office shall be a maximum of two (2) years. Following that term, should the incumbent President be elected to a further term(s), the Immediate Past President's position will be filled by an individual who shall be designated as a "Director-at-Large" and who shall be elected at the Annual General Meeting for a two year term. Duties of the "Director-at-Large" will be designated by the President. The Immediate Past President will:~~
- ~~a. Be eligible to act on any committee.~~
 - ~~b. Be a voting member of the Board.~~
 - ~~c. Perform such other acts and duties as may be delegated by the President.~~
 - ~~d. Generally assist the President.~~

6.2. Duties of the Vice-President

The ~~First~~ Vice-President shall assist the President in the discharge of duties, and in the absence or disability of the President, shall act in the President's stead.

Commented [DS23]: Formally 6.3.

The Vice-President shall oversee the annual evaluation of the Board's performance.

~~6.4 The Director of Coaching shall assist the President and the Board in the discharge of their duties, they shall promote and direct the development of coaching at all levels of Softball. The Director of Coaching will assist Staff in overseeing the delivery of the NCCP.~~

6.3 Duties of the Treasurer

The Treasurer is accountable for the Society's financial management and performance. The Treasurer must routinely report to the Board on the Society's financial position in order to guide decision-making, limit financial risk, and maintain member transparency.

Commented [DS24]: Was formally 6.5.

~~6.5 The **Vice President of Finance** shall be responsible for the supervision of the accounts and records of the Society. The Vice President of Finance shall:~~

- ~~e. Keep such financial records, including books of accounts, as are necessary to comply with the Act.~~
- ~~f. Render financial statements to the Board, members and others when required, in consultation with the appointed auditor.~~
- ~~g. Carry out policies formulated by the Board as required.~~
- ~~h. Be responsible for the deposit of all receipts of cash and or cheques in the bank or depository of the Society, and for the drawing of cheques for payment of the liabilities and expenditures of the Society.~~
- ~~i. Be responsible, at the Annual General Meeting of the Society, for duly certifying the voting strength of the meeting from time to time.~~
- ~~j. Take direction generally from the President.~~

~~6.6 The **Minor Director** shall promote and direct the game of softball in the minor divisions and shall oversee playoffs and tournaments in these divisions. The Minor Director shall chair the Minor Advisory Council.~~

~~6.7 The **Men's and Women's Director** shall promote and direct the game of softball in the Men's and Women's divisions and shall oversee playoffs and tournaments in these divisions. The Men's and Women's Director shall chair the Men's and Women's Advisory Council.~~

~~6.8 The **Umpire-in-Chief** shall promote and direct the training and provision of umpires for all levels of softball and promote, direct and supervise the game of softball. A prerequisite to being nominated for the Provincial Umpire-in-Chief's position is that the individual hold a current, minimum Level 4, BC Umpire's ticket. The Umpire-in-Chief shall chair the Umpire Advisory Council.~~

6.4 Role of Directors

The role of the Directors is to act as stewards or trustees of the Society's mission, promoting the Society's values and anticipating the future. Specific responsibilities include:

6.4.1 Legal

- To govern and direct the Society according to its Constitution, By-laws and Special Operating Rules, ensuring that these are consistent with the purposes; and
- To review and approve recommendations of revisions of its Constitution, By-laws and Special Operating Rules, and policies when necessary, and forward these to the Annual General Meeting for ratification when required.

6.4.2 Culture and Values

- To establish and review fundamental principles and beliefs that form the foundation of the Society, to guide the Society's behavior, services and programs.
- To communicate, encourage and monitor the application of these fundamental beliefs throughout the softball community.

6.4.3 Planning

- To formulate the strategic plans and long-range corporate goals of the Society.

- To ensure the maintenance of an effective planning process for strategic and operational planning.
- To monitor the formulation and implementation of operational plans and ensure that such plans are consistent with the strategic direction of the Society.
- To work in collaboration with other Provincial/Territorial Softball Associations when National events are occurring within their province/territory.

6.4.4 Policy

- To develop major functional policies which relate to the goals and objectives of the Society.
- To make policies and procedures relating to discipline and have the authority to discipline Members in accordance with such policy and procedures.
- To make policies and procedures relating to how disputes within the Society will be managed, and all such disputes will be dealt with in accordance with such policies and procedures.
- To monitor the development and implementation of operational policies and procedures to ensure they are consistent and compatible with the major functional policies of the Society.

6.4.5 Human Resources

- To approve and monitor sound human resource management policies, procedures, and practices.
- To select and hire an Executive Director capable of assuming responsibility for the implementation of the Board's policies and strategic plans through the efficient management of the Society's operations. The Executive Director should be capable of identifying policy needs and developing and recommending policy to the Board.
- To ratify and support volunteer and contract position appointments of people who can assume operations responsibilities within the strategic direction and policies established by the Board, under the guidance and leadership of the Executive Director.
- To counsel, support and assist the Society's staff and appointed volunteers in the fulfillment of their operational responsibilities.

6.4.6 Financial

- To ensure that the budget reflects the priorities and strategic direction of the Society through the approval and monitoring of the annual budget and regular financial reporting.
- To plan for and acquire sufficient financial resources to implement the plans of the Society in a prudent, financially responsible way.
- To ensure that effective financial controls and management systems are in place to protect the assets of the Society.
- To ensure auditing of the financial operation.

6.4.7 Advocacy

- To develop community awareness of the purpose and mission of the Society.
- To represent the Society to the national and international sporting community, government, foundations, funding agencies and other associations.

- To monitor government legislation and advise government officials on the impact of currently proposed policies.
- To report to the membership on strategic plans, policy development, program services and future operational planning.
- To participate as a responsible member of the Canadian and international sporting communities on issue identification and resolution.

PART 7 – SEAL

- 7.1 The Seal of the Society shall be located at the Society's **head-registered** office.
- 7.2 The Seal shall be affixed to such instruments as may be required to be sealed, by the **Vice-President of Finance** **Treasurer** and either the President or Vice-President.

PART 8 – FINANCES AND RECORD KEEPING

- 8.1 The fiscal year end of the Society shall be April 30th.
- 8.2 The Society may exercise, by Special Resolution, any borrowing powers conferred upon it by the Act.
- 8.3 The Accounts of the Society shall be annually examined and the correctness of the balance sheet and account book shall be ascertained by an auditor so appointed by the Board.
- 8.4 All cheques of the Society shall be signed by any two people (staff or Directors) as designated by the Vice-President of Finance or the President to be signing authorities.
- 8.5 The auditor shall be remunerated for services rendered.
- 8.6 The Board will approve **the** Annual Financial Statements (evidenced by **the** signature of two or more Directors) of the Society of the last fiscal year of the Society. The statements must be for the period ending not more than six (6) months before the Annual General Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Statements. The Annual Financial Statements will include:
- The statements of Financial Position, Operations, Changes in Net Assets and Cash Flows, including notes to the Financial Statement; ~~financial statements;~~**
 - The auditor's report; ~~if any;~~**
 - Remuneration paid to any Directors including the exact amount and for what purpose;
 - Remuneration paid to any employee or contractor of the Society, identified by position or title, who received \$75,000 or more from the Society and the exact amount of the remuneration and (for contractors) the nature of the service performed, and
 - Any further information respecting the financial position of the Society.
- 8.7 All documents of this Society, including minutes and financial records shall be kept at the **head registered** office of the Society.
- 8.8 The necessary books and records of the Society required by these By- laws, by the Act, or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:
- The Society's certificate of incorporation;

- b. The Society's Constitution and By-laws;
 - c. A register of Directors (including contact information);
 - d. Written consent of each Director to act as a Director;
 - e. Written resignation(s) of any Director(s);
- f. Disclosure of any conflict of interest by any Director or the ~~Senior Manager~~ Executive Director (when employed or contracted);
 - g. A register of Members (including names and contact information);
 - h. The minutes of meetings of the Members;
 - i. The resolutions of the Members from any meeting of the Members;
 - j. Annual Financial Statements, with the applicable auditor's report (if any);
 - k. The minutes of meetings of the Directors (including attendance);
 - l. The resolutions of the Directors;
 - m. The in-camera minutes of meetings of the Directors; and
 - n. Adequate accounting records for each of the Society's financial years, including a record of each transaction that materially affected the financial position of the Society.
- 8.9. Access to Books and Records by Members and Directors – Access to books and records by Members and Directors is permitted as follows:
- a. Directors have access to records described in 8.8a) to 8.8n); and
 - b. Members have access to records described in 8.8a) to 8.8 l) though the directors may restrict access to the record described in 8.8g) if the Directors are of the opinion that the access would be harmful to the Society or in the interests of one or more Members.
- 8.10. Access to Books and Records by the public – Access to books and records by the public is permitted as follows:
- a. The public does not have access to records described in 8.8a) to 8.8i) or to records described in 8.8k) to 8.8n)
 - b. The public may request access to records described in 8.8j) by submitting a request to the Society and paying a fee of \$10.00. The records will be delivered by email to the individual making the request within fourteen (14) days of the receipt of the fee.
- 8.11. The Society may discard a record ~~is~~ if the record is no longer relevant to the activities or internal affairs of the Society, after ten years have passed since the record was created or, if the record has been altered, since the record was last altered.

PART 9 – BY-LAWS

- 9.1. These By-laws may be amended, revised, repealed or added ~~to:~~ by Special Resolution of the voting members.
- ~~a.—By Ordinary Resolution of the Board. Any By-laws amendments will be submitted to the Members at the next meeting of Members and the voting Members may confirm or reject the By-laws amendment by Special Resolution; or~~
 - ~~b.—By a Member in the form of a Member Proposal. Member Proposals that amend the By-laws will be submitted to the Members at the next meeting of Members and the voting Members may confirm or reject the By-laws amendment by Special Resolution.~~
- 9.2. Proposed amendments to the by-laws can be made by
- a. By Ordinary Resolution of the Board
 - b. By a Member in the form of a Member Proposal. A Member Proposal to amend the by-laws

must include the proposal itself, the names and signatures of at least 5% of the voting Members, and, optionally, a statement of support for the proposal (consisting of fewer than 200 words). The Member Proposal must be submitted to the Society at least sixty (60) days before the meeting of the Members. A Member Proposal may not be substantially similar to a Member Proposal that was proposed at a meeting of the Members in the past two calendar years.

93. The President will appoint a Parliamentarian no less than forty- five (45) days prior to the Annual General Meeting to advise and help the presiding officer to respond to points of order and parliamentary inquiries.

~~A Parliamentary and Rules Committee will be struck no less than forty- five (45) days prior to the Annual General Meeting whose function will be to clarify motions prior to the distribution of motions to the voting delegates.~~

94. By-laws amendments take effect when the by-law alteration application is filed with BC Registry Services.

PART 10 - PERMANENT EMPLOYEES

101. Per 4.5, the Board of Directors shall engage under contract an Executive Director who ~~The President may appoint any paid employee with the approval of the Directors and any employee so appointed~~ shall be paid a salary approved and determined by the Directors. ~~The Executive Director~~ employee(s) will be directly responsible to the President of the Society, or designate.

102. All other employees of the Society will be responsible to the Executive Director.

103. Employees of the Society shall not be a Director and may not be granted a vote at meetings of the Members or meetings of the Board.

PART 11 - LOGOS, TRADEMARKS AND PUBLICATIONS

111. Unless authorized by a designate Society representative, no one is allowed to use the Society's name or logo, conduct activities under the auspices of the Society, or represent themselves or their endeavors or goods under the auspices of the Board.

PART 12 – DISSOLUTION

121. In the event of winding up or dissolution of the Society, the liquidators appointed shall cause all assets of the Society available for distribution to be transferred to an organization or organization, situated in British Columbia and devoted to the advancement of similar or like objects as this Society. Such organization shall be chosen by a majority vote of the members attending the first meeting called by the liquidators.

PART 13 – INDEMNIFICATION

131. Will Indemnify – The Society will indemnify and hold harmless out of the funds of the Society each Director, the ~~Senior Manager~~ Executive Director, and any individual who acts at the Society's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle

an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Society's request in a similar capacity.

- 13.2. Will Not Indemnify – The Society will not indemnify a Director or any individual who acts at the Society's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of statutory duty or responsibility imposed upon **them him or her** under the Act. For further clarity, the Society will not indemnify an individual unless:
- a. The individual acted honestly and in good faith with a view to the best interests of the Society, and
 - b. If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that **their his or her** conduct was lawful.
- 13.31. Insurance – The Society will, at times, maintain in force Directors and Officers liability insurance.

APPENDIX A

Terms of Reference

Advisory Councils & Standing Committees



Governance Committee Terms of Reference

Purpose and goals

The Governance Committee is responsible for providing oversight and direction to the organization in matters of governance and compliance, for the review of Softball BC By Laws to ensure they meet the needs of the organization, for making recommendations for changes to the By Laws and cleanup of Special Operating Rules and Policies, and for developing recommendations on all issues and topics relating to the governance of Softball BC. The committee will work to ensure that the organization is operating in an ethical and compliant manner, and that the organization's policies and procedures align with legal and regulatory requirements.

Membership

The Governance Committee will consist of a minimum of six (6) members including:

- A member of the Board of Directors who will serve as Chair of the committee
- A President of a Softball BC Member Association
- Individual(s) with expertise in association governance
- Additional members will be added if specific areas of expertise are required
- The Executive Director will provide administrative support to the Governance Committee

Term

The Governance Committee will be appointed annually by the Board of Directors

Jurisdiction

This is a committee reporting only to the board of directors. This committee is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the board for their consideration.

Deliverables

The Governance Committee will have the following responsibilities:

- Review and approve policies and procedures related to governance, compliance, and ethics
- Monitor the organization's compliance with legal and regulatory requirements
- Review and approve any significant transactions or agreements
- Provide oversight for the organization's risk management program
- Review and approve the organization's code of conduct
- Review and approve the organization's whistleblower policy
- Review and approve the organization's conflicts of interest policy

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the council. The council may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.

Meetings will be scheduled by the Chairperson in consultation with the President.



Governance Committee Terms of Reference

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote by email, phone or in person. Proxys are not permitted. A quorum requires no less than 60% voting members present. The Softball BC staff support representative does not have a vote.

General

All members of the Council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Communication

The chair shall report all activity and recommendations at each scheduled Softball BC Board of Director's meeting.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the committee. Copies of all documents for the committee will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed by the Board of Directors from time to time or at the request of the chair but must be done no later than once every twenty-four months.



Finance Committee Terms of Reference

Mandate

The mandate of the Finance Committee is to assist the Softball BC Board of Directors in fulfilling its oversight responsibilities for financial performance and reporting, internal control, the audit process, risk management processes and sound governance and business practices under the legislative requirements as a registered society in British Columbia.

Composition

The Finance Committee will consist of a minimum of three (3) members including:

- A member of the Board of Directors who will serve as Chair of the committee
- Individual(s) with expertise in accounting or finance management
- The Executive Director
- The Finance Manager will provide administrative support to the Committee

Responsibilities

The functions and responsibilities of the Finance Committee are as follows:

General

- Provide financial information on a timely basis to enable the Board to discuss potential issues, make decisions, and fulfill its mandate.
- Provide recommendations to the Board for the security and protection of Softball BC resources and on any matter respecting financial or risk management matters.
- Recommend investment guidelines and review investment performance.
- Regularly review financial, risk management and other relevant policies and, when deemed necessary, recommend changes.
- Ensure that financial information is protected within the organization including privacy of personal information under all freedom of information and protection of privacy legislation and is properly and adequately communicated to stakeholders.
- Provide to the Board, financial reports, and other special reports, recommending policies and procedures that support effective internal controls and financial management.

Financial and Accounting

- Review draft annual budgets and multi-year financial plans (as necessary) and present same to the Board.
- Monitor financial performance against the budget and report any significant variations to the Board.
- Review the **quarterly** and annual financial statements and present same to the Board.
- Review management's approach for safeguarding the Softball BC assets and information systems, the adequacy of staffing of key financial functions, and financial administrative operational plans.
- Review with management the Board's financial policies and ensure compliance with such policies.
- Review and monitor compliance with other laws, regulations and codes including conflict of interest.
- Review and assess the overall financial health and performance of Softball BC and make recommendations to the Board on improvements, adjustments, or procedural changes.



Finance Committee Terms of Reference

Audit

- Recommend to the Board the selection, engagement, and performance of an audit.
- Receive assurances on the independence of a proposed or appointed auditor.
- Approve the annual audit plan of the external auditors, including the scope of the audit to be performed and the estimated audit fees.
- Review post-audit or management letters containing recommendations of the external auditors and management's response.
- Monitor financial reporting risks and fraud risks and the effectiveness of mitigating controls for those risks, taking into consideration the cost of implementing those controls.

Risk Management

- Review and approve risk management and internal control systems.
- Review insurance coverage and make recommendations to the Board respecting appropriate coverage.
- Review proposed projects or services that are considered secondary to the function of Softball BC including the adequacy of funding sources and resource allocations to make recommendations on the terms and conditions for providing those services or projects.
- Develop and manage a risk assessment and mitigation framework for Softball BC.

Term

The Finance Committee will be appointed annually by the Board of Directors

Decision Making

The Finance Committee is a standing committee of the Board of Directors. Recommendations of the Finance Committee will be forwarded through the Chair to the Board of Directors.

Meetings

Meetings of the Finance Committee will be held via Video Conference, and in person when required, and will be scheduled by the Chairperson in consultation with the President.

Reporting

The Finance Committee will report their activities to meetings of the Board of Directors

Review

The Finance Committee's terms of reference will be reviewed by the committee and the Board of Directors annually and updated as needed.



Nominations Committee

Terms of Reference

Purpose and goals

The Nominations Committee is a “subcommittee” of the Board and is primarily responsible for Board review and recruitment of new Directors. It may also be involved in other topics at the discretion of the Board.

The Nominations Committee is tasked with recruiting and nominating candidates for election, recommending casual vacancy appointments and Board succession planning. It evaluates candidates for Director positions and appointments primarily based on their abilities, expertise, and experience. The Committee will also consider geographic representation and diversity based on community, demographic, or lived experience.

Membership

The Board will appoint a minimum of five (5) members including:

- A Chair as appointed by the Board
- Three individual(s) with knowledge of the softball community
- The Executive Director will provide administrative support to the Nomination Committee

Term

The Nomination Committee will be appointed annually by the Board of Directors and report to the Executive Director.

Jurisdiction

This committee is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the Board for their consideration.

Deliverables

The Nomination Committee will

- Identify the skills necessary for successful Board performance at the group and individual level (in conjunction with the Board);
- Conduct and maintain the Board’s skills matrix, ensuring the Board has access to the collective competences required to govern the organization effectively;
- Monitor and control the organization’s nomination and election processes to ensure compliance with the organization’s bylaws;
- Advise and assist the Board with appointing Directors and casual vacancies at the Board;
- Identify and endorse nominees for vacant director position in preparation of the AGM; and,
- Prepare a report on their activity for presentation to the members at the AGM.

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the council. The council may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.

Meetings will be scheduled by the Chairperson in consultation with the President.



Nominations Committee Terms of Reference

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote by email, phone or in person. Proxys are not permitted. A quorum requires no less than 60% voting members present. The Softball BC staff support representative does not have a vote.

General

All members of the Council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy, and confidentiality.

Communication

The chair shall report all activity and recommendations at each scheduled Softball BC Board of Directors meeting.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the committee. Copies of all documents for the committee will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed by the Board of Directors from time to time or at the request of the chair but must be reviewed no later than once every twenty-four months.



Parliamentarian Terms of Reference

Appointment

The president will appoint the parliamentarian in accordance with the bylaws.

Role

The parliamentarian is an expert in interpreting and applying the "Rules of Order" for general meetings.

The role of the parliamentarian during a meeting is purely an advisory and consultative one, helping the presiding officer to respond to points of order and parliamentary inquiries. Only on the most involved matters should the presiding officer ask the parliamentarian to give an explanation directly to the assembly.

If during a meeting the parliamentarian notices something being done out of order, the parliamentarian should call the attention of the chair to it as unobtrusively as possible. For this reason, the parliamentarian will be assigned a seat next to the president or presiding officer.

A member of an organization who acts as its parliamentarian has a duty to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote.



Minor Advisory Council Terms of Reference

Purpose and goals

The Minor Advisory Council (MAC) shall provide the Board of Directors with written recommendations as they relate to minor situations, including but not necessarily limited to:

- Review existing special operating rules as they relate to ~~youth, or~~ minor play and provide recommendations on change, addition, or deletion of same.
- Provide guidance and direction on existing and new rules of play for minor **softball**. ~~Fastpitch.~~
- Provide guidance and direction on format of Provincial Championships for minor categories and classifications.

Membership

The MAC will be comprised of:

1. Chair – ~~Elected Minor Director~~ District Coordinators annually recommend a nominee to the Board for ratification immediately following the AGM. If an active Minor Coordinator is selected to be the Chair, they must resign their Minor Coordinator position upon appointment.
2. **Assigned** Softball BC staff ~~support~~
3. Elected Minor **District** Coordinators (15) ~~or representative of the district appointed by the Minor Director to act as the representative if the coordinator position is vacant. There will be 15 members representing the 15 districts whenever possible.~~

A vice-chair will be elected from among the members at the first meeting of the MAC following the Softball BC Annual General Meeting. The vice-chair will assume the duties of the chair if the chair is unable to carry out their responsibilities.

In the event that a Minor **District** Coordinator is unable to attend a meeting, the coordinators may appoint an alternate **representative from their** district ~~Representative~~. The Chair of the MAC must be notified by email of the appointment of an alternate not less than 72 hours prior to a meeting.

Jurisdiction

This is an advisory Council reporting only to the Board of Directors. This Council is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the Board for their consideration. This Council is not authorized to consider policies or by-laws for the society, or make recommendations for changes to those documents.

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the Council. The Council may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.

Meetings may be called at the pleasure of the chair, or in their absence, the vice-chair. Members will confirm their attendance with the chairperson (or the Softball BC staff member appointed as liaison) to ensure a quorum.



Minor Advisory Council Terms of Reference

There will be no fewer than two (2) meetings annually, but not more than 8. One in-person meeting will be held during the Softball BC AGM ~~and one in-person in the month of February~~. An annual budget for meeting expenses shall be approved by the Board for each fiscal year. Any additional financial resources requested will be approved by the finance committee prior to those funds being used.

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote in person at a meeting or by email or phone if an electronic vote is requested by the chair. Proxys are not permitted. The Softball BC staff support representative does not have a vote.

A quorum requires no less than 60% of total votes represented.

Each **Minor** District **Coordinator Rep** will have one vote plus one additional vote for every 20 teams registered in their respective district at the time of the Softball BC Annual General Meeting ~~held immediately prior to their appointment~~. For example:

- A Coordinator from a district with nine teams will have one vote.
- A Coordinator from a district with 18 teams will have one vote.
- A Coordinator from a district with 21 teams will have two votes.
- A Coordinator from a district with 59 teams will have three votes.

~~Whenever possible and reasonable,~~

When preparing recommendations for rule modifications, the MAC ~~shall~~ **will** include **in the proposal**: the current rule, the rationale for the change, the desired outcome ~~as well as~~ the consequences for the non-compliance ~~and, any~~ budgetary **impact created by the change and the potential risk to the association if the proposal fails**. ~~liability~~. The MAC shall forward the draft motions to the **Men's & Women's Advisory Council** ~~Senior MAC~~ and the Umpire Advisory Council, if it impacts those groups.

The process for recommended motions is as follows:

- Minor motions will be considered by the MAC five times per year. The intake of motions will be August 1, September 1, October 1, November 1. December 1.
- Any motions received by the chair would be voted on by the MAC at the next meeting after the intake date. The first vote will determine if the motion should move on to the next stage or ~~it is~~ **be** rejected.
- If approved at the first vote, the next step will be for the motion to be posted on the website **and** sent electronically to all association presidents. ~~and~~ **The** Minor **District** Coordinators will canvas their associations for feedback. Members would be given a minimum of 15 days for feedback.
- After all feedback is considered and any possible amendments discussed, a second vote will be called on the motion. If defeated, **there will be no further discussion or action on the motion. it will stop there**. If approved, **the motion will be submitted in the form of a recommendation (see page 2)** ~~it will then be submitted~~ to the Board for their consideration at the next Board meeting.

If a final recommended motion is rejected by either the MAC or the Board of Directors, the same or similar recommendation may not be considered again by the MAC until the passage of one full AGM period.



Minor Advisory Council Terms of Reference

General

All members of the Council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Communication

The chair, or in their absence, the vice-chair shall report all recommendations from this Council at each scheduled Softball BC Board of Directors meeting. As well, the chair shall provide a written report to the membership as part of their ~~director~~ chair's report for the AGM.

The minutes of each MAC meeting, all MAC recommendations, and the Softball BC Board of Directors responses to all MAC recommendations will be published on the Softball BC website.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the MAC. Copies of all documents for the MAC will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed **by the Board of Directors from time to time or** at the request of the chair but must be reviewed no later than once every twenty-four months.



Men's & Women's Advisory Council

Terms of Reference

Purpose and goals

The Men's & Women's Advisory Council (MWAC) shall provide the Board of Directors with written recommendations as they related to Men's and Women's Fastpitch, including but not necessarily limited to:

- Review existing special operating rules as they relate to Men's and Women's play and provide recommendations on change, addition, or deletion of same.
- Provide guidance and direction on existing and new rules of play for Men's and Women's Fastpitch.
- Provide guidance and direction on the format of Provincial Championships for Men's and Women's categories and classifications.

Membership

The MWAC will be comprised of:

- A) Chair – ~~Elected Men's and Women's Director~~ District Coordinators annually recommend a nominee to the Board for ratification immediately following the AGM. If an active District Coordinator is selected to be the Chair, they must resign their District Coordinator position upon appointment.
- B) Assigned Softball BC staff support.
- C) Elected Men's and Women's Coordinators
- D) Regional Representative – (4) Members at large, elected by a vote of registered Men's and Women's teams from the previous playing season. Each duly registered team to have one vote.

A vice chair will be elected at the first meeting annually of the Council, from among the elected and appointed members, and serve a term of one year.

Jurisdiction

This is an advisory Council reporting only to the Board of Directors. This Council is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the Board for their consideration. This Council is not authorized to consider policies or by-laws for the Society or make recommendations for changes to those documents.

Deliverables

The Council shall provide the Board of Directors with written recommendations for special operating rule changes, additions, and deletions as they relate to men's and women's fastpitch situations. When preparing recommendations for the Board of Directors review, the UAC will include in the proposal: the current rule, the rationale for the change, the desired outcome the consequences for the non-compliance any budgetary impact created by the change and the potential risk to the association if the proposal fails. The Council is encouraged to engage the membership in this discussion, as well as request information and assistance from other advisory Councils within the organization.

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the Council.



Men's & Women's Advisory Council Terms of Reference

The Council may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.

Meetings may be called at the pleasure of the chair, or in their absence, the vice-chair. Members will confirm their attendance with the chairperson (or the Softball BC staff member appointed as liaison) to ensure a quorum.

There will be no fewer than two (2) meetings annually, but not more than four (4) meetings, of which two are to be held, one during the Softball BC AGM and one in the first two months of the calendar year. An annual budget for meeting expenses shall be approved by the Board for each fiscal year. Any additional financial resources requested will be approved by the finance committee prior to those funds being used.

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote by email, phone or in person. Proxys are not permitted. A quorum requires no less than 60% of voting members present. The Softball BC staff support representative does not have a vote.

General

All members of the Council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy, and confidentiality.

Communication

The chair, or in their absence, the vice-chair shall report all recommendations from this Council at each scheduled Softball BC Board of Directors meeting. The chair shall also provide a written report to the membership as part of their chair's report for the AGM.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the MWAC. Copies of all documents for the MWAC will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed by the Board of Directors from time to time or at the request of the chair but must be reviewed no later than once every twenty-four months.



Umpire Advisory Council Terms of Reference

Purpose and goals

The Umpire Advisory Council (UAC) shall provide the Board of Directors with written recommendations as they relate to umpires, including but not necessarily limited to:

- Review existing special operating rules as they relate to officials and provide recommendations on change, addition or deletion of same
- Provide guidance and direction on existing and new rules of play for minor and senior Fastpitch

Membership

The UAC will be comprised of:

1. Chair (Provincial Umpire In Chief) – District Umpire in Chiefs annually recommend a nominee* to the Board for ratification immediately following the AGM. **If an active District UIC is selected as Chair, they must resign their District UIC position upon appointment.**
The Chair needs to hold an active Level 4 BC Umpire certification.
2. Assigned Softball BC staff support
3. Elected District Umpire in Chief (15)
4. Provincial Officials Development Committee

A vice chair will be elected from among the elected and appointed members at the first meeting of the Council following the AGM. The vice chair will serve a 1-year term.

Jurisdiction

This is an Advisory Council reporting only to the Board of Directors. This Council is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the Board for their consideration. This Council is not authorized to consider policies or by-laws for the Society or make recommendations for changes to those documents.

Deliverables

The Council shall provide the Board of Directors with written recommendations for special operating rule changes, additions, and deletions as they relate from an umpire's perspective.

When preparing recommendations for the Board of Directors' review, the UAC will include in the proposal: the current rule, the rationale for the change, the desired outcome, the consequences for the non-compliance, any budgetary impact created by the change and the potential risk to the association if the proposal fails. The Council is encouraged to engage the membership in this discussion and request information and assistance from other Advisory Councils within the organization.

Resources and Budget

Softball BC will make available, where time and space permit, meeting areas for the Council. The Council may agree to conduct their meetings via conference call, in person, or by an electronic meeting format, such as Zoom. Softball BC will provide staff advisory resources, if needed, as well as photocopying and printing as required.



Umpire Advisory Council Terms of Reference

Meetings may be called at the pleasure of the chair, or in their absence, the vice-chair. Members will confirm their attendance with the chairperson (or the Softball BC staff member appointed as liaison to ensure a quorum).

There will be no fewer than two (2) meetings annually, but not more than four (4) meetings, of which two are to be held, one during the Softball BC AGM and one in the first two months of the calendar year. An annual budget for meeting expenses shall be approved by the Board for each fiscal year. Any additional financial resources requested will be approved by the finance committee prior to those funds being used.

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote by email, phone or in person. Proxys are not permitted. A quorum requires no less than 60% of voting members present. The Softball BC staff support representative does not have a vote.

General

All members of the Council shall be members in good standing of the Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy, and confidentiality.

Communication

The chair, or in their absence, the vice-chair shall report all recommendations from this Council at each scheduled Softball BC Board of Directors meeting. The chair shall also provide a written report to the membership as part of their chair's report for the AGM.

Privacy

All documents and minutes from meetings will be stored on the Softball BC secure site. Staff support will provide all written communications arising from meetings to all members of the UAC. Copies of all documents for the UAC will be available to any voting member in good standing upon written request to the chair.

Review

These terms of reference may be reviewed by the Board of Directors from time to time or at the request of the chair but must be reviewed no later than once every twenty-four months.

APPENDIX B

Staffing Model

STAFF STRUCTURE

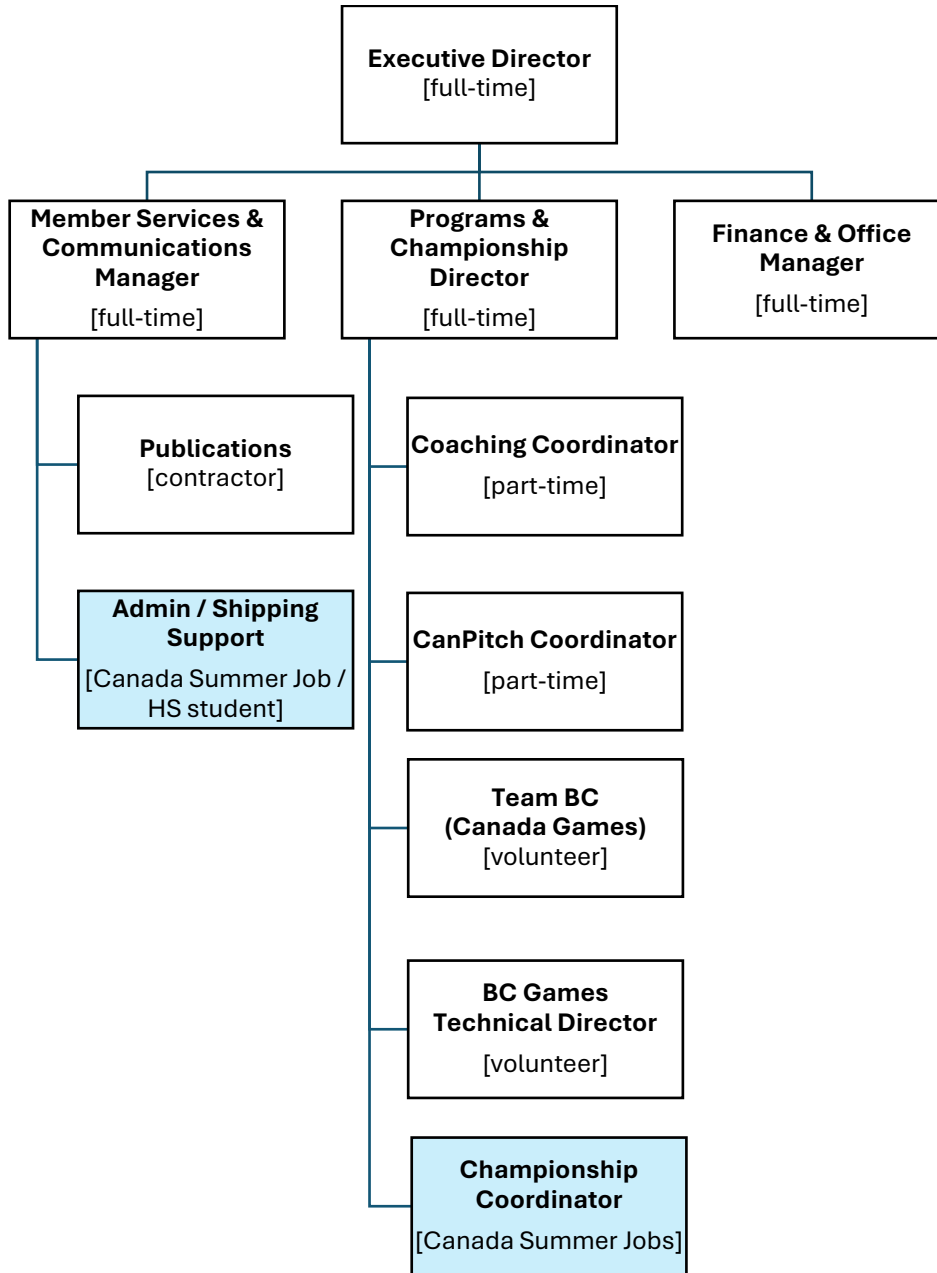
PORTFOLIO DISTRIBUTIONS

Executive Director	Programs & Championship Director ¹	Member Services & Communications Manager ¹	Finance and Office Manager
Leadership and Management	Regional / Provincial Championships	Registration / Database Management	Accounting
Board of Directors	Western Canadian / Canadian Championship Liaison	Member Services	Financial Monitoring
Strategic and Operational Planning	Team BC / Canada Games	Website management	Fund Management
Financial Management	BG Games	Publications	Inventory
Funding Partner Liaison	Coach Education, Development, & Certification	Social Media & Newsletter	Travel
Insurance / Risk Management	Umpire Education, Development, & Certification	Members Meetings/Events	Office Operations & Technology
Safe Sport / Complaints & Discipline	Grass Roots Development (e.g. Learn to Play, Can Pitch, B5)	Special Events	
Policy Development	LTPD	Merchandising	
Sponsorship Liaison	CSI / Pacific Sport Liaison	Shipping	
Diversity, Equity, and inclusion			
Human Resources			

Councils and Committee Liaison			
Board of Directors	Minor Advisory Council	Awards Committee	Finance Committee
Management Committee	Men's & Women's Advisory Council	Hall of Fame Committee ²	
Finance Committee	Umpire Advisory Council		
Governance Committee	Boys Fastpitch Committee ²		
Discipline / Appeals Committee	Men's Fastpitch Committee ²		
Nominations Committee	Men's and Women's Slo Pitch Committee		
District Review Committee ²	Provincial Umpire Development Committee ²		
SPN Merger Committee ²	Pro-Rata Committee ²		
	Coaching Development Committee ³		

1. *Recommending a title change to accurately reflect the priorities for the portfolio.*
2. *Currently Ad Hoc Committee*
3. *Future Committee*

STAFF STRUCTURE



Coding

Light Blue – Needed to accomplish current workload and funding dependent.