

**SOFTBALL SASKATCHEWAN  
BY-LAWS**

**ARTICLE I                      GENERAL**

- 1.1     Purpose – These By-laws relate to the general conduct of the affairs of Softball Saskatchewan.
- 1.2     Definitions – The following terms have these meanings in these By-laws:
- a) *Act* – the *Non-Profit Corporations Act, 2022* or any successor legislation.
  - b) *Administrative District* – those regional districts established by the Association (described in **Schedule 1**) from which the Association draws its District Directors
  - c) *Association* – Softball Saskatchewan
  - d) *Auditor* – an individual, partnership, or corporation appointed by the Members at the Annual Meeting to audit the books, accounts, and records of the Association for a report to the Members at the next Annual Meeting in accordance with the Act.
  - e) *Board* – the Board of Directors of the Association.
  - f) *District Liaison* – a position appointed by the Board to sit on committees and/or perform certain duties on behalf of the Board.
  - g) *Days* – days including weekends and holidays.
  - h) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
  - i) *Member Proposal* – A Member Proposal, submitted to the Association at least ninety (90) days before the anniversary date of the previous Annual Meeting, 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). A Member Proposal may not be substantially similar to Member Proposal that was proposed at a meeting of the Members in the past two calendar years.
  - j) *In Writing* – shall include both hard copy and electronic communication in a form determined appropriate by the Board.
  - k) *Officer* – an individual elected or appointed to serve as an Officer of the Association pursuant to these By-laws.
  - l) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
  - m) *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast on that resolution or signed by all the voting Members entitled to vote on that resolution.
- 1.3     Registered Office – The registered office of the Association will be located within the Province of Saskatchewan.
- 1.4     No Gain for Members – The Association will be carried on without the purpose of gain for its members and any profits or other accretions to the Association will be used in promoting its objects.
- 1.5     Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Association.
- 1.6     Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of the Members and meetings of the Board will be conducted according to Robert’s Rules of Order (current edition).

1.7 Interpretation – Words importing the singular will include the plural and vice versa and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

1.8 Jurisdiction- The Association is the Provincial Sport Governing Body whose purpose is to foster, develop, promote, and regulate the playing of amateur fastpitch, slo-pitch, and modified/orthodox softball in Saskatchewan, within the framework of the Canadian Amateur Softball Association.

## **ARTICLE II MEMBERSHIP**

2.1 Categories – The Association has the following categories of Member:

- a) Individual Member – Individuals holding the following positions:
  - i. Directors
  - ii. Umpire-in-Chief
  - iii. Deputy Umpire-in-Chief (x4)
  - iv. District Umpire-in-Chief (x8)
  - v. Master Learning Facilitator
- b) Team Members – Amateur softball teams (consisting of players, coaches, and managers) that have had their application for membership approved by the Board (or designate).
- c) Association Members – Amateur softball league or association, which consist of Team Members, that have had their application for membership approved by the Board (or designate).

2.2 Registration/Affiliation – Each category of Member must affiliate with the Association by registering with the Association and agree to abide by the Association’s By-laws, policies, procedures, rules and regulations.

### **Authority of Members**

2.3 Membership Authority – The Members of the Association will have the following powers:

- a) To appoint the Auditor
- b) To amend the By-laws
- c) To elect Directors; and
- d) As provided in the Act and in these By-laws

### **Admission and Renewal of Members**

2.4 Admission and Renewal of Members – Any candidate will be admitted or renewed as a member if:

- a) The candidate member makes an application for membership in a manner prescribed by the Association;
- b) The candidate member was previously a Member, the candidate member was a Member in good standing when the candidate ceased to be a Member;
- c) The candidate member has paid fees as prescribed by the Board;
- d) The candidate member agrees to uphold and comply with the Association’s governing documents;
- e) The candidate member meets any other condition of membership determined by the Board;
- f) The candidate member has met the applicable definition listed in Section 2.1; and
- g) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

## **Membership Fees and Duration**

2.5 Duration – Unless otherwise determined by the Board, membership with the Association begins on the date the Board (or designate) accepts the Member’s registration and ends on a date determined by the Board (or designate) common to all Members or when the Member resigns or is terminated from membership.

2.6 Fees – Membership fees will be determined by the Board. Fees may vary depending on the category of membership and, for Team Members, within the membership category based on the age of the participants.

2.7 Deadline – Members will be notified in writing of the membership fees at any time payable, and if the membership fees are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Association.

## **Transfer, Suspension, and Termination of Membership**

2.8 Transfer – Membership in the Association is non-transferable.

2.9 Suspension – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Association’s policies related to discipline, or by Special Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting.

2.10 Effects of Suspension – A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Association, and may be subject to a probationary period before being reinstated to good standing.

2.11 Termination – Membership in the Association will terminate immediately upon:

- a) The expiration of the Member’s membership, unless renewed in accordance with these By-laws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
- c) Resignation by the Member by giving written notice to the Association;
- d) Dissolution of the Association;
- e) A decision made by the Board (or designate) or a disciplinary panel in accordance with these By-laws or the Association’s policies;
- f) The Member’s death or dissolution (as applicable); or
- g) By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days’ notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission opposing the termination.

2.12 May Not Resign – A Member may not resign from the Association when the Member is subject to disciplinary investigation or action by the Association.

2.13 Arrears – A Member will be expelled from the Association for failing to pay membership fees or monies owed to the Association by the deadline dates prescribed by the Board. Any fees, subscriptions, or other monies owed to the Association by suspended or expelled Members will remain due.

2.14 Discipline – A Member may be disciplined in accordance with the Association’s policies and procedures relating to the discipline of Members or, upon fifteen (15) days’ written notice to a Member the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than five (5) days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

### **Good Standing**

2.15 Definition – A Member will be in good standing provided that the Member:

- a) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- b) Has completed and remitted all documents as required by the Association;
- c) Has complied with the By-laws, policies, and rules of the Association;
- d) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- e) Has paid all required membership fees.

2.16 Privileges of Good Standing – Subject to these By-laws and other governing documents of the Association, Members in good standing may be entitled to the following privileges:

- a) To attend, participate, and vote at meetings of the Members;
- b) To participate in the Association’s activities; and
- c) To participate in other events associated with the Association.

2.17 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board (or designate) or a disciplinary panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

### **ARTICLE III MEETINGS OF MEMBERS**

3.1 Annual Meeting – The Association will hold meetings of Members at such date, time and place as determined by the Board within the Province of Saskatchewan. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting and within six (6) months of the Association’s fiscal year end. Any Member, upon request, will be provided, not less than twenty-one (21) days before the annual meeting, with a copy of the approved financial statements or auditor’s report (if any).

3.2 Special Meeting – A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of five percent (5%) or more of the Members for any purpose connected with the affairs of the Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Association makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Board or

Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice – Written or electronic notice of the date of the Annual Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor (if appointed) at least fifteen (15) days and not more than fifty (50) days prior to the date of the meeting. A further notice will be provided ten (10) days prior to the date of the meeting containing a proposed agenda, and reasonable information to permit Members to make informed decisions. Association/League Members will be responsible to distribute notice of Members Meetings to their Team Members.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business – No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member's proposal, has been submitted to the Board thirty (30) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Quorum – Ten (10) voting Members (and/or Delegates representing Members) present will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.9 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.10 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.11 Attendance – The only persons entitled to attend a meeting of the Members are the Members, the Delegates representing Members, the Directors and Officers, the auditors of the Association, and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

3.12 Chair – The President will be the Chair of all meetings of Members unless another individual is designated by the President or appointed by the Board and approved by an Ordinary Resolution of the voting Members in attendance in person.

### **Voting at Meetings of Members**

3.13 Voting Rights – Members in good standing at the time of the meeting of the Members at which a vote is to be taken have the following voting rights at all meetings of the Members:

- a) Individual Member – One vote each
- b) Team Members – One vote each, to be exercised by the appointed Delegate
- c) Association Members – One vote each, to be exercised by the appointed Delegate

3.14 Delegates – Members will appoint in writing (inclusive of electronic notice) to the Association, twenty-one (21) days prior to the meeting of Members, the name of the Delegate(s) to represent the Member. Delegates must be at least 18 years of age, of sound mind, and be acting as the Member’s representative. Delegates have only one vote and may not vote by proxy. Delegates must:

- a) For Team Members, be part of the team’s roster of players, coaches, and managers;
- b) For Association/League Members, be affiliated with executive of the Association/league;

3.15 Voting Powers – Each voting Member votes on every issue. For clarity, Members who are Directors vote during elections (which includes a sitting Member voting on the issue of their re-election, if applicable)

3.16 Record Date for Voting – The Directors may set a date as the record date for the purpose of determining Members entitled to vote at any meeting of Members. The record date must not precede the date on which the meeting is to be held by more than twenty-one (21) days. If no record date is set, the record date is 5:00pm on the day immediately preceding the first date on which the notice is sent or, if no notice is sent, the beginning of the meeting.

3.17 Proxy Voting – Proxy voting is not permitted.

3.18 Absentee Voting – Absentee voting is not permitted.

3.19 Voting by Electronic Means – A Member may vote by electronic means if:

- a) The Association has made available a procedure that permits voting by electronic means;
- b) The votes may be verified as having been made by the Member entitled to vote; and
- c) The Association is not able to identify how each Member voted.

3.20 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.21 Majority of Votes – Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue. In the case of a tie, the issue is defeated.

## **ARTICLE IV GOVERNANCE**

### **Composition of the Board**

4.1 Directors – The Board will consist of nine (9) Directors:

- a) President
- b) Eight (8) District Directors

4.2 Board Observer – An individual (such as the Past President or a District Liaison may be invited to serve as a Board Observer and attend meetings of the Board in a non-voting capacity provided the

individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board. Board Observers are not Directors and may be asked to leave a meeting (or part of a meeting) of the Board at the discretion of the Board at any time.

4.3 Past President – The immediate Past President of the Association (or another Past President, at the Board’s discretion) may be appointed into the position of Past President provided that this individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board. The Past President is a Board Observer and not a Director. The Past President serves at the discretion of the Board.

#### **Eligibility of Directors**

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

- a) Be eighteen (18) years of age or older;
- b) Not have been found by a court in Canada or elsewhere to lack capacity;
- c) Not be in the status of bankrupt;
- d) Not be a paid employee of the Association;
- e) Have the power under law to contract;
- f) Not been convicted of an offence in connection with the promotion, formation or management of a body corporate or unincorporated business, or of an offence involving fraud, unless conditions have been met under Section 9-5 (1) (3) of the Act; and
- g) For District Directors, be a resident of the applicable Administrative District (described in **Schedule 1**);

#### **Election of Directors**

4.5 Nomination – Any nomination of an individual for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Comply with the procedures established by the Board (or designate); and
- c) Be submitted to the Registered Office of the Association twenty-one (21) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.6 Nominations from the Floor – No nominations for the election of Directors will be accepted from the floor.

4.7 Circulation of Nominations – Valid nominations will be circulated to Members at the Annual Meeting prior to the elections.

4.8 Election – At each meeting of the Members at which elections are held, elections will be held for any elected Director position for which the incumbent Director’s term is expiring and/or any Director position that is vacant.

4.9 Election – District Directors will be elected at each Annual Meeting as follows:

- a) District Director 1, 2, 3, and 4 will be elected at alternate Annual Meetings to those listed in sub-section b.
- b) District Director 5, 6, 7, and 8 will be elected at alternate Annual Meetings to those listed in sub-section a.

4.10 Elections – Elections for each elected position will be decided in accordance with the following:

- a) One Valid Nomination – Winner elected by Ordinary Resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and an Ordinary will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared.

4.11 Post-Election Eligibility – An elected Director who does not meet the eligibility requirements for election as Director will have fourteen (14) days to become eligible for the position or will be removed as a Director of the Association.

4.12 Terms – The President will be elected for a three-year term. District Directors will be elected for two-year terms. Directors 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.

### **Resignation and Removal of Directors**

4.13 Resignation – A Director may resign from the Board at any time by presenting their notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Board or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Association resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.14 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director no longer becomes eligible to serve as a Director;
- b) The Director resigns;
- c) The Director is found to be incapable of managing property by a court or under Saskatchewan law;
- d) The Director is found by a court to be of unsound mind;
- e) The Director is charged and/or convicted of any criminal offence, unless decided otherwise by the Board by Ordinary Resolution;
- f) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- g) The Director dies.

4.15 Removal – An elected Director may be removed by Ordinary Resolution of the Members at a meeting of the Members provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

### **Filling a Vacancy on the Board**

4.16 Vacancy – When the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the position for the remainder of the term. Alternatively, the Board may decide, by Ordinary Resolution, that one or more Directors will execute the duties of the vacant Director position for the remainder of the unexpired term.

### **Meetings of the Board**

4.17 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President or by written requisition of at least two (2) Directors.



4.18 Chair – The President will be the Chair of all meetings of the Board unless another individual is designated to be the Chair by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the Vice President will be the Chair of the meeting.

4.19 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least five (5) days prior to the scheduled meeting. Notice served by mail will be sent at least ten (10) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Association.

4.20 Board Meeting with New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.21 Number of Meetings – The Board will hold at least four (4) meetings per year.

4.22 Quorum – At any meeting of the Board, quorum will be five (5) Directors.

4.23 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless at least one (1) Director present requests a secret ballot. Resolutions will be passed by Ordinary Resolution. In the case of a tie, the resolution is defeated.

4.24 No Alternate Directors – No person shall act for an absent Director at a meeting of the Board.

4.25 Written Resolutions – A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.26 Attendance at Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.27 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting. Additionally, for an in-person meeting of the Board, a Director may, if all the Directors of the Association consent, participate in a meeting of the Directors by telephonic or electronic means provided that all participants are able to adequately communicate during the meeting.

#### **Duties of Directors**

4.28 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Association; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

#### **Powers of the Board**

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

- 4.30 Empowered – The Board is empowered, including but not limited to:
- a) Have the softball-specific responsibilities described in **Schedule 2**;
  - b) Make policies and procedures or manage the affairs of the Association for the purpose of furthering the objects and purposes of the Association in accordance with the Act and these By-laws;
  - c) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
  - d) Make policies and procedures relating to the management of disputes within the Association and deal with disputes in accordance with such policies and procedures;
  - e) Employ or engage under contract such persons as it deems necessary to carry out the work of the Association;
  - f) Determine registration procedures, determine membership fees, and determine other registration requirements;
  - g) Enable the Association to receive donations, benefits, bequests, distribution of investment capital and income for the purpose of furthering the objects and purposes of the Association;
  - h) Make expenditures for the purpose of furthering the objects and purposes of the Association;
  - i) Invest funds for the purpose of furthering the objects and purposes of the Association;
  - j) Manage the Association's assets and resources expenditures for the purpose of furthering the objects and purposes of the Association;
  - k) Borrow money upon the credit of the Association 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 Association.

## **ARTICLE V                      OFFICERS**

5.1 Composition – The Officers will be the President, Vice President, Treasurer, and Executive Director.

5.2 Executive Director – The Executive Director is an employee of the Association and not a Director. The Executive Director is employed by the Association pursuant to an Agreement with the Board. Content in this Article related to the term, election and removal of Officers does not apply to the Executive Director.

5.3 Term – The term of the President shall be three (3) years which matches the term for which the individual was elected as a Director. The term of the other Officers will be one (1) year or until they or their successors are elected or appointed.

5.4 Election – The Vice President and Treasurer of the Association will be elected by the Board of Directors. At the first meeting of the Board of Directors held following the election of new Directors, the Directors will elect Officers for whichever positions are vacant. They shall take office immediately.

5.5 Voting – Directors (other than the President) may nominate themselves for the Vice President and/or Treasurer positions. Elections will be decided by majority vote of the Directors in accordance with the following:

- a) One Valid Nominee for an Office – Winner declared by acclamation.
- b) Two or More Valid Nominees for an Office – Winner is the nominee receiving the greatest number of votes. In the case of a tie, a runoff vote will be conducted. Only those nominees who were tied for the most number of votes will appear on the run-off ballot. The nominee

receiving the greatest number of votes will be declared the winner. Additional runoff votes may occur if required.

5.6 Duties – The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual and Special Meetings of the Association and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Association, will oversee and supervise office staff, and will perform such other duties as may from time to time be established by the Board.
- b) The Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- c) The Treasurer will, subject to the powers and duties of the Board, file all financial and corporate returns required by the Act and any other provincial or federal legislation in accordance with applicable legislation, keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Association in the Association’s bank account, will supervise the management and the disbursement of funds of the Association, when required will provide the Board with an account of financial transactions and the financial position of the Association, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.
- d) The Executive Director, who is not a Director, is an employee of the Association and will attend all meetings of the Board but does not have voting rights. The Executive Director will have the following responsibilities (or may delegate such responsibilities to other staff of the Association):
  - i. Adhere to their employment agreement and any human resources policies;
  - ii. Uphold the By-laws and recommend any changes to the Board,
  - iii. Attend Committee meetings (or designate an alternate staff person)
  - iv. Enforce all rules and regulations and policies of the Association, including receiving appeals, complaints and disputes, and executing the applicable policy
  - v. Have and exercise such powers and authority as may reasonably be necessary to discharge the duties and responsibilities of the office
  - vi. Manage the Association’s office and conduct the day-to-day business of the Association in full accordance with established regulations, policies and procedures;
  - vii. Provide technical expertise, leadership, advice and direction related to the functions of liaison, financial management, communications, publicity, promotion and marketing;
  - viii. Formulate and recommend for action any matters pertaining to program development, services to members, general legislation, policies, functions, activities, objectives or general welfare of the Association; and
  - ix. Other responsibilities as the Board may direct

5.7 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Association, or to another Officer or Director.

5.8 Removal – The Vice President and/or Treasurer may be removed by Ordinary Resolution at a meeting of the Board, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. Removal from an Officer position does not automatically mean the individual is removed from their Director position (when applicable).

5.9 Vacancy – When the Vice President and/or Treasurer position becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position’s term of office

5.10 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

## **ARTICLE VI COMMITTEES**

### **Committees**

6.1 Appointment of Standing and Ad-Hoc Committees – The Board may appoint such standing and ad-hoc committees as it deems necessary for managing the affairs of the Association. The Board may appoint and remove members of these committees or provide for the election of members of these committees, may prescribe the duties and terms of reference of these committees, and may delegate to any of these committees any of its powers, duties, and functions.

6.2 Executive Committee – The Executive Committee will be composed of the President, Vice President and Treasurer. The Board may delegate any of its powers and functions to the Executive Committee, which will have the authority to oversee the implementation of the Association’s policies and procedures during intervals between meetings of the Board. Decisions of the Executive Committee must be ratified by the Board at the next meeting of the Board to continue to take effect.

6.3 Committee Limitations – No Committee, including the Executive Committee, has authority to:

- a) Submit to the Members any question or matter requiring approval of the Members;
- b) Fill a vacancy among the Directors or appoint additional Directors;
- c) Issue debt obligations except as authorized by the Board;
- d) Approve any financial statements;
- e) Adopt, amend or repeal the By-laws; or
- f) Establish contributions to be made, or fees to be paid, by Members without the approval of the Board.

6.4 Composition – The Board may appoint and remove Directors, Coordinators, or any other individual to or from a standing or ad-hoc committee at any time and for any reason.

6.5 President Ex-officio – With the exception of the Executive Committee, on which the President is a voting member, the President (or their appointed delegate) will be an ex-officio and non-voting member of all Committees of the Association.

6.6 Debts – No committee will have the authority to incur debts in the name of the Association.

## **ARTICLE VII FINANCE AND MANAGEMENT**

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Association will be January 1<sup>st</sup> to December 31<sup>st</sup>.

7.2 Bank – The banking business of the Association will be conducted at such financial institution as the Board may determine.

7.3 Auditors – At each Annual Meeting the Members may appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Association in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Association.

7.4 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Association of the last fiscal year of the Association but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than twenty-one (21) days before the Annual Meeting. The Financial Statements will include:

- a) The financial statements;
- b) The auditor's report (if any); and
- c) Any further information respecting the financial position of the Association.

7.5 Books and Records – The necessary books and records of the Association required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Association's articles and By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;
- c) The resolutions of the Members and of any committee of Members;
- d) The minutes of meetings of the Directors or any committee of Directors;
- e) The resolutions of the Directors and of any committee of Directors;
- f) A register of Directors;
- g) A register of Officers;
- h) A register of Members; and
- i) Account records adequate to enable the Directors to ascertain the financial position of the Association on a quarterly basis.

7.6 Minutes of meetings of the Board and Board Resolutions – Minutes of meetings of the Board and Board Resolutions are confidential and may only be open for inspection by Members in good standing by request to the Board.

7.7 Signing Authority – The signing authority of the Association shall be vested in the Officers of the Association and such other persons as the Board, by Ordinary Resolution, may authorize in specific instances. The signatures or electronic authorization of any two (2) of these Officers or persons shall be required on any financial instrument of the Association.

7.8 Property – The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.9 Borrowing – The Association may borrow funds under such terms and conditions as the Board may determine, as permitted by the Act.

7.10 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual Meeting.

#### **Remuneration**

7.11 No Remuneration – All Directors, Officers and members of committees will serve their term of office without remuneration (unless approved at a meeting of the Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a committee from providing goods or services to the Association under contract or for purchase. Any Director or member of a committee will disclose the conflict/potential conflict in accordance with these By-laws.

#### **Conflict of Interest**

7.12 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 Association 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.

### **ARTICLE VIII AMENDMENT OF BYLAWS**

8.1 Voting – These By-laws may only be amended, revised, repealed or added to by:

- 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 Ordinary 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 meeting of Members and the voting Members may confirm or reject the By-laws amendment by Ordinary Resolution.

### **ARTICLE IX NOTICE**

9.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable. It is the obligation of the Director, Officer or Member (as applicable) to provide a current address for notification under this provision to the Board.

9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked.

9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

### **ARTICLE X DISSOLUTION**

10.1 Dissolution – Upon dissolution of the Association and after payment of all debts and liabilities, its remaining property shall be distributed to charitable organizations which carry on their work solely in the province of Saskatchewan.

## **ARTICLE XI INDEMNIFICATION**

11.1 Will Indemnify – The Association will indemnify and hold harmless out of the funds of the Association each Director and any individual who acts at the Association’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 Association’s request in a similar capacity.

11.2 Will Not Indemnify – The Association will not indemnify a Director or any individual who acts at the Association’s request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon them under the Act. For further clarity, the Association will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Association; 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 conduct was lawful.

11.3 Insurance – The Association will maintain in force Directors and Officers liability insurance at all times.

## **ARTICLE XII FUNDAMENTAL CHANGES**

12.1 Fundamental Changes – A Special Resolution of all Members is required to make the following fundamental changes to the By-laws or articles of the Association. Fundamental Changes are defined as follows:

- a) Change the Association’s name;
- b) Add, change or remove any restriction on the activities that the Association may carry on;
- c) Create a new category of Members;
- d) Change a condition required for being a Member;
- e) Change the designation of any category of Members or add, change or remove any rights and conditions of any such category;
- f) Divide any category of Members into two or more categories and fix the rights and conditions of each category;
- g) Add, change or remove a provision respecting the transfer of a membership;
- h) Increase or decrease the number of, or the minimum or maximum number of, Directors;
- i) Change the purposes of the Association;
- j) Change to whom the property remaining on liquidation after the discharge of any liabilities of the Association is to be distributed;
- k) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- l) Change the method of voting by Members not in attendance at a meeting of the Members;
- or
- m) Add, change or remove any other provision that is permitted by the Act.

## **ARTICLE XIII REGISTERED PARTICIPANTS**

13.1 Registered Participants – The Association has the following categories of Registered Participants, who are not necessarily Members, but who must register with the Corporation and pay fees as determined

by the Board (or, if the Registered Participant is younger than 18 years old, who must have a parent/guardian register and pay fees on behalf of the Registered Participant):

- a) Umpires
- b) Players
- c) Coaches
- d) Volunteers
- e) Managers

#### **Term**

**13.2** Year – Unless otherwise determined by the Board, the registration term of Registered Participants begins

on the date the Board accepts the Registered Participant’s registration and ends on September 30<sup>th</sup> or when the Registered Participant resigns or is terminated from registration.

#### **Fees**

**13.3** Fees – Registered Participant fees will be determined annually by the Board.

**13.4** Deadline – Registered Participants will be notified in writing of the fees payable, and if they are not paid by the date specified by the Board, the Registered Participant in default will automatically cease to be a Registered Participant with the Association.

#### **Discipline**

**13.5** Discipline – A Registered Participant may be suspended or expelled from the Association in accordance with the Association’s By-laws, policies, and procedures relating to discipline of Registered Participants.

**13.6** May Not Resign – A Registered Participant may not resign from the Association if the Registered Participant is subject to disciplinary investigation or action.

#### **Status**

**13.7** Expulsion and Resignation – A Registered Participant ceases to be a Registered Participant if:

- a) The Registered Participant fails to maintain any of the qualifications or conditions of being a Registered Participant;
- b) The Registered Participant resigns from the Association by giving written notice to the Association in which case the resignation becomes effective on the date specified in the resignation. The Registered Participant will be responsible for all fees payable until the actual withdrawal becomes effective;
- c) The Registered Participant fails to pay fees owed to the Association by the deadline dates prescribed;
- d) The Registered Participant fails to comply with Association’s registration policies or applicable policies;
- e) The Registered Participant’s term of registration expires; or
- f) The Association is dissolved.

#### **Good Standing**

**13.8** Definition – A Registered Participant with the Association will be in good standing provided that the Registered Participant:

- a) Has not ceased to be a Registered Participant;



- b) Has not been suspended, resigned or been expelled, or had other restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Association;
- d) Has complied with the By-laws, policies, procedures, rules and regulations of the Association;
- e) Is not subject to a disciplinary investigation or action by the Association, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required fees to the Association.

**13.9 Cease to be in Good Standing** – Registered Participants who cease to be in good standing may have privileges suspended and will not be entitled to the benefits and privileges of registration until such time as the Board is satisfied that the Registered Participant has met the definition of good standing.

**ARTICLE XIV ADOPTION OF THESE BYLAWS**

**14.1 Ratification** – These By-laws were ratified by the Members of the Association at a meeting of Members duly called and held on April 27, 2024.

**14.2 Repeal of Prior By-laws** – In ratifying these By-laws, the Members of the Association repeal all prior By-laws of the Association provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

**Schedule 1  
Administrative Districts**

For the purpose of carrying out the aims and objectives of the Association, the province of Saskatchewan shall be divided into the following eight (8) administrative districts:

- A. District 1 - Southeast (Weyburn/Estevan)
- B. District 2 - Regina
- C. District 3 - Southwest (Moose Jaw/ Swift Current)
- D. District 4 - South Central (Yorkton/ Melville)
- E. District 5 - Central (Humboldt/ Southey)
- F. District 6 - Saskatoon
- G. District 7 - Northwest (North Battleford/ Lloydminster)
- H. District 8 - Northeast (Prince Albert/ Melfort)

The boundaries of each administrative district may be established and varied from time to time at the discretion of the Board.

**Schedule 2  
Softball-Specific Powers of the Board**

The Board may make, amend, or repeal all operating rules and decisions in respect of matters pertaining to:

- A. The game of softball.
- B. The format, scheduling, administering, and playing of tournaments and provincial championships.
- C. The classification of players, teams, and leagues.

- D. The qualifications of players, teams, and leagues.
- E. The eligibility of any player to be a member of, or play, for any team or in any league.
- F. The eligibility of any coach or manager to coach or manage any team or in any league.
- G. The eligibility of any team to play in any league.
- H. The eligibility of any member of an umpire's association to umpire the game of softball.
- I. The better carrying out of the aims and objectives of the Association.

Without restricting the generality of the above, the Board may govern, regulate, and make decisions respecting any matter concerning the affairs of the Association and, in particular, but without limitation, has the authority to:

1. Appoint one or more persons to represent the Association at the annual meeting of Softball Canada, the Western Canadian Softball Association and Sask Sport.
2. Govern, regulate, and make decisions respecting any matter.
3. Concerning amateur fastpitch, slo-pitch, and modified/orthodox softball in Saskatchewan.
4. Govern, regulate, and make decisions respecting any matter.
5. Concerning provincial championships and tournament play in Saskatchewan.
6. Suspend the membership of any member of the Association for any reasons it deems sufficient.
7. Rule that any player is ineligible to be a member of or play for any team or in any league.
8. Rule that any coach or manager is ineligible to coach or manage any team or in any league.
9. Rule that a member of any umpire's association is ineligible to umpire in any league.
10. Rule that any team is ineligible to play in any league.
11. Deal with, decide, and settle any matter, issue, or question not expressly provided by the By-laws or operating rules of the Association. All decisions made by the Board are final.