



View Royal Fastball Association Bylaws

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Article 1 - Name

1.1 The society shall be known as “View Royal Fastball Association”

Article 2 - Purpose

2.1 To provide opportunities for youth to learn fastball within the View Royal Fastball Association

2.2 To sponsor and coordinate training and competition events for all athletes

2.3 To maintain and increase the interest of fastball in the Town of View Royal by positively promoting the sport



BYLAWS

Part 1 - Overview

Preamble

1.1 The operations of View Royal Fastball Association are to be chiefly carried on in the Town of View Royal and in conjunction with the Town of View Royal, as good park stewards.

1.2 The View Royal Fastball Association shall be affiliated with Softball BC and shall adhere to and observe the Bylaws, Regulations, Playing Rules, Policies, Procedures and related decisions of Softball BC

Definitions

1.3 The following have meaning in these Bylaws:

- a. *Act* - means the Societies Act of British Columbia as amended from time to time
- b. *AGM* – Annual General Meeting
- c. *Board* - means the Board of Directors and/or Executive Committee of VRFA
- d. *Bylaws* - means these Bylaws as amended from time to time
- e. *Communications* - can be electronic, written, verbal or a combination of systems
- f. *Executive Committee* - means the positions of President, Vice-President, Registrar, Secretary and Treasurer
- g. *MCFD* – Ministry of Children and Family Development
- h. *President* - means Chair of the Executive Committee
- i. *Resolution* - means a resolution passed at a meeting by a simple majority of the votes cast by the voting members
- j. *Safety Officer* – a person who develops and implements a safety plan
- k. *SBBC* - means Softball BC
- l. *Signing Officers* - means the President, Treasurer and another Executive Committee member as assigned by the Board
- m. *Subcommittee* – a smaller committee established by the Executive Committee focused on one aspect of the association
- n. *SVI* - means South Vancouver Island - a fastpitch organization that meets with Associations to assist with scheduling



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- o. *Team Official* - means Head Coach, Assistant Coach, Junior Coach or Manager on the roster
 - p. *Town* - means Town of View Royal
 - q. *VRFA* - means View Royal Fastball Association

Part 2 - Membership

2.1 Members of VRFA:

- a. *Player* - any player registered with the VRFA. Players may qualify as the 'one vote per player/family' if they are of legal voting age in BC (parents may not vote)
- b. *Parent or caregiver of a Player* registered with VRFA - Families may qualify to vote, in which case each family or player of age, get one vote only
- c. *Volunteer* - any person who gives their time/services in any role
- d. *Lifetime* - Honorary distinction for exemplary service to VRFA. They may be elected as such by a simple majority vote at an AGM. These members have no voting privileges at any meetings of VRFA.

2.2 Every member must uphold the Constitution and comply with these bylaws

2.3 A member is in good standing until such time that:

- o The member fails to pay the required player registration fees in a timely fashion
- o If the member is disciplined by the organization and/or suspended from being a member of the organization and/or of SBBC

2.4 A Member who is not in good standing shall forfeit their rights until such time as the Board determines they may return to good standing. A voting member who is not in good standing:

- o May not vote at a general meeting and
- o Is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

2.5 A person ceases to be a member:

- o By resigning their membership to the board
- o Upon expulsion or suspension
- o On having been a member not in good standing for 6 consecutive months



Part 3 - Board Composition

The Society must have no fewer than 3 and no more than 11 Directors

- a. The Board shall consist of an elected Executive Committee, Directors and non-elected Members at Large.
- b. Executive Committee positions will consist of the following:
 - o President
 - o Vice-President
 - o Treasurer
 - o Registrar
 - o Secretary
- c. The voting members present at the Annual General Meeting shall elect the voted positions to outlined terms:
 - o President and the Vice-President will fill two-year terms, alternating years.
 - o All other positions will be one-year terms
- d. Vacant positions:
 - o A President Nominate can only be filled by a View Royal Fastball Association member who has previously been a member in good standing and held a Director position for at least one year prior to the nomination
 - o The Executive shall have the right to appoint a Member in good standing to an Executive position vacated during a term by way of a majority vote.
 - o In the event of an Executive position not being filled at the AGM, the Executive may appoint a Member in good standing at any time during the term.
 - o The above-mentioned appointments shall be in effect until the next AGM unless terminated prior to that, in which case they shall be filled again as indicated above.
- e. Executive Committee duties shall consist of the following:



President

- Is the spokesperson and represents VRFA
- Chair meetings for Board, Executive and General Membership
- Act as contact person as required with all levels of Government
- Assume responsibility for unfilled Executive positions until a candidate can be appointed to the position
- Attend SVI meetings
- Appoint members and be available to committees as required
- Deal with day to day operations and issues
- Apply and enforce all bylaws and rules of the VRFA, SVI, and SBBC
- Disciplinary Chair
- Manage park access

Vice President

- Back-up for all President tasks; includes day to day operations and issues, committee support, chairing meetings, disciplinary action
- Fulfills duties of Safety Officer

Treasurer

- Manage all league financial transactions; revenues, expenses, budget and reporting (monthly and annually at AGM)
- Have signing authority along with two (2) other Executive members on association accounts
- Undertake or oversee legislatively required reporting and submissions (i.e. gaming grant applications, gaming revenue reports, gaming license applications)

Registrar

- Responsible for the registration and insurance of teams, players, coaches, managers and Executive with Softball BC
 - Issue official SBBC roster to teams
 - Distribute current Association insurance to each team
 - Distribute required SBBC travel insurance info



Secretary

- Prepare meeting agendas
- Record and share the minutes of all meetings
- File the Annual Societies Act Report
- Leads document management for the association

f. Board Member positions and duties shall consist of the following:

Park Scheduler

- Create and manage the park's schedule for diamonds, batting cage, and clubhouse
- Establish park processes around scheduling and related software
- Liaise with VRFA and partner associations
- Attend SVI League scheduling

Uniform Manager

- Implement uniform policy
- Report uniform expenses to Executive Committee to help establish registration costs
- Secure Preferred Vendor(s)
- Consult with team managers and order all VRFA approved uniforms
- Create optional items and Fan Store
- Organize association-wide team photos

Equipment Manager

- Inventory and label all club equipment
- Provide teams with equipment
- Create equipment sign-out/sign-in agreement
- Monitor park supplies throughout the season
- Work with Executive Committee on any equipment purchases needed

Social Media & Communications Coordinator

- Create, post and monitor on behalf of VRFA on social media platforms
- Association webmaster
- Liaise with team managers for platform content
- Lead an annual campaign to promote association events such as AGM, registration dates, players needed, hosted events, etc.



Members at Large Positions

Works in conjunction with Executive Committee and board members

- Tournament Director
- Safety Officer
- Umpire Coordinator
- Concession Coordinator
- Volunteer Coordinator
- Sponsorship and Fundraising Coordinator
- Field and Park Maintenance

Part 4 – Sub-Committees and Other Duties

4.1 The Executive Committee may establish sub committees to conduct the affairs of the Association. The Executive Committee shall establish terms of reference and operating procedures for committees, and may delegate any of its powers, duties and functions to any committee. The Executive Committee may appoint any individual to any committee and may remove any member of any committee. When a vacancy occurs on any committee, the Executive Committee may appoint a qualified individual to fill the vacancy for the remainder of the committee's term. All recommendations or decisions of any committee established shall be approved by the Executive Committee of the Association, unless otherwise established by a motion.

4.2 A mandatory Discipline Committee shall be chaired by the President of the Association, with two (2) additional appointed Executive Committee members for a total of three Discipline Committee Members. The Discipline Committee is responsible to review any reports of formal complaint any disciplinary actions taken by the President of the Association if necessary, and recommend any disciplinary actions that may be deemed necessary, for members that do not abide by the Bylaws, Policies and Rules adopted by the Association. See Part 7 -Mediation, Complaints, Investigations and Part 9 - Discipline Bylaws.

4.3 Other sub-committees may be formed as deemed necessary at the Annual General Meeting. Examples of sub committees can be:

- iii. Softball Operations Committee chaired by the Vice President and includes the President, and at least one other member of the executive as appointed by the President. The Softball Operations committee is responsible for all items related to Softball Operations including, but not limited to Coach appointments, reviews,



recommendations, Team Staff roles and responsibilities, Player Development initiatives, Coaching Development initiatives, player retention, etc.

- iv. Marketing and Communications Committee chaired by the Social Media and Communications Coordinator and includes the President, and at least one other member of the executive as appointed by the President.
- v. Media and Communications Committee is responsible for all association communications including, but not limited to, website, social media communications, press releases, news media, etc.
- vi. Facilities Committee is responsible for all association fields, buildings, and equipment including, but not limited to, inventory and ordering of equipment, maintenance schedules, budget allocation for park projects/upgrades, etc.

Part 5 - Meetings

5.1 A general meeting must be held at the time and, if applicable, place the Board determines.

Ordinary business at general meeting

5.2 At a general meeting, the following business is ordinary business:

- a) adoption of rules of order;
- b) consideration of any financial statements of the Society presented to the meeting;
- c) consideration of the reports, if any, of the directors or auditor;
- d) election or appointment of directors;
- e) appointment of an auditor, if any;
- f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

5.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

5.4 The following individual is entitled to preside as the chair of a general meeting:



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- a) the individual, if any, appointed by the Board to preside as the chair;
 - b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - i. the president,
 - ii. the vice-president, if the president is unable to preside as the chair, or
 - iii. one of the other directors in attendance at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

5.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are in attendance must elect an individual in attendance at the meeting to preside as the chair.

Quorum required

5.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is in attendance.

Quorum for general meetings

5.7 The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

5.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not in attendance,

- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and and, if applicable, place, and if, at the continuation of the adjourned meeting, a quorum is not in attendance within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are in attendance constitute a quorum for that meeting.

If quorum ceases to be in attendance

5.9 If, at any time during a general meeting, there ceases to be a quorum of voting members in attendance, business then in progress must be suspended until there is a quorum in attendance or until the meeting is adjourned or terminated.



Adjournments by chair

5.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and, if applicable, from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

5.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

5.12 The order of business at a general meeting is as follows:

- a) elect an individual to chair the meeting, if necessary;
- b) determine that there is a quorum;
- c) approve the agenda;
- d) approve the minutes from the last general meeting;
- e) deal with unfinished business from the last general meeting;
- f) if the meeting is an annual general meeting,
 - i. receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - ii. receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - iii. elect or appoint directors, and
 - iv. appoint an auditor, if any;
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- h) terminate the meeting.

Methods of voting

5.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result



5.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

5.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

5.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 6 – Financials

- a. Fiscal Year - The fiscal year of the Association begins August 1st and ends July 31st.
- b. Budget - the Board shall approve the operational budget of the Association for the upcoming fiscal year.
- c. Expenditures - Expenditures of over \$200.00 not approved in the annual budget require Board approval. Expenditures under \$200.00 require the approval of the majority of the financial signing officers. Receipts must be provided for all expenditures in order to receive reimbursement.
- d. Monies Received & Disbursements - All monies received shall be deposited to the credit of the Association. All disbursements must be co-signed by a minimum of two (2) of the financial signing officers.
- e. Signing Authority - The financial signing officers of the Association shall be any two (2) of the three (3) appointed Board officers, one of which shall be the Treasurer.
- f. All fundraising activities shall be in compliance with Licensed Charitable Gaming Rules as set out by the province of BC.
- g. Compensation - No Director, Board Member or Committee Member shall receive, directly or indirectly any income, profits, benefits, or gains resulting from holding their position with the Association. This does not apply to umpire Members acting in their capacity as umpires.
- h. Distribution of Property upon Dissolution - Upon dissolution of the Association and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the Association to such other organization or organizations maintaining an objective similar to that set forth herein.



Part 7 – Mediation – Complaints - Investigation

7.1 Complaints by members concerning other members must fall under the jurisdiction of the Society. The President as chair of the Disciplinary Committee will first decide if the complaint falls under the jurisdiction of the Association.

7.2 The complaint should be resolved fairly by mediation between the parties, where possible, depending on the nature and seriousness of the complaint, this is always the first procedure to be followed to eliminate the time and cost to the Association(s) members and volunteers. Personal issues between members do not fall under the jurisdiction of the Association.

7.3 If mediation cannot resolve the complaint, the Disciplinary Committee will initiate an investigation or hearing to seek relevant information from the party(s) to the complaint, depending on the severity of the complaint.

7.4 The Disciplinary Committee may seek all pertinent information from each party by interviewing the party(s) and their witnesses either individually or by a committee hearing. This is the time that all information must be disclosed to each party to the complaint. The respondent to the complaint must have the opportunity to respond to the complaint, preferably in writing outlining their actions, prior to the completion of the investigation. This enables the Discipline / Decision committee to evaluate both sides of the complaint before deciding.

7.5 The Association must follow Procedural fairness when a complaint is received. The issues of disclosure, confidentiality and neutrality will be explained initially to the Complainant:

- a) Disclosure - person being complained about is entitled to know the factual details of the complaint, before a decision is made.
- b) Confidentiality - the complainant / respondent must understand that the Society or the Association cannot promise complete confidentiality, only that it will be handled discreetly, as professionally as possible and in confidence to the party(s) involved.
- c) Neutrality - the Association representative must remain neutral and cannot take sides on the issue.

7.6 Members must take great care in making complaints against other members and understand the complaint must be disclosed to the other party. If any member knows of a serious offence by another member that does not fall under the jurisdiction of the Association, reporting it to the appropriate government agency is the responsibility of the individual not the Association. i.e.: any acts that may be a police/fire matter, any acts that may be a MCFD matter, etc.



7.7 Members making complaints verbally will be asked to put their complaint in writing, for documentation purposes. The Complainant can express their complaint in any format, handwritten, printed or typed, and in any manner they manage keeping in mind to relate to facts, rule or policy infractions, not personal opinions, as this information is disclosed to the Respondent (the party being complaining about).

7.8 Once the complaint is received the Disciplinary Committee will follow the procedures outlined above and when complete forward a written report for decision by the Disciplinary Committee.

7.9 The initial complaint will be handled as promptly and efficiently as reasonable, considering all the circumstances.

7.10 The principles of natural justice shall apply and both the Complainant and the Respondent shall be heard, following these principles:

- a) Fair, non-biased, no conflict of interest
- b) Respondent informed of all details of complaint
- c) Respondent has the right to representation
- d) Written decision will be provided to all party(s)
- e) Relevant information shall be disclosed
- f) Respondent has the right to appeal, if sufficient grounds for the appeal are found by the Committee

7.11 Unnecessary information disclosure by any executive committee member or disciplinary committee member will be treated as a breach of trust and is subject to separate disciplinary measures.

Part 8 - Harassment Policy

8.1 Harassment Policy - any member who believes he or she is being harassed by another member should immediately inform the individual that the behavior is not welcome.

8.2 The definition of harassment is conduct that is or reasonably ought to have known to be insulting, intimidating, humiliating, offensive or physically harmful.

8.3 The Vice President is the contact for any complaints involving harassment and will follow the procedures outlined in this document: Part 7 of the Bylaws concerning complaints.

8.4 Any member found to be making a frivolous, malicious, false or clearly unfounded complaint of harassment shall be subject to discipline.



8.5 If a member reports another member to the authorities for abuse or neglect, pursuant to the provisions in the Provincial Act, they shall advise the Executive Committee of the Association that a report has been made. The Association shall take no further action until such time as the necessary authorities and or police have concluded their investigation. The matter shall be turned over to the Discipline Committee upon notification of authorities. The findings of authorities will be used as evidence by the Discipline Committee.

Part 9 – Discipline

9.1 The President of the Association shall have the power to suspend any player, team official or member found to have; breached the playing rules, displayed any conduct unbecoming a member, unsportsmanlike conduct or behavior which could bring harm to others or discredit the Association and the game of Softball both on and off the field, or who fails to comply with the Constitution, Bylaws, Policies, Rules or Regulations adopted by the Association or its governing bodies. In cases where, in the opinion of the President, a suspension of more than 3 games or 10 days is warranted, the member will be suspended indefinitely pending an investigation.

9.2 The decisions of the Discipline Committee will be in writing to the parties involved, and shall clearly state the:

- a) Issue to be decided
- b) Background information
- c) Statement of facts
- d) Authorities considered- precedent decisions etc.
- e) The Decision
- f) Reasons for the Decision

9.3 A decision of the Discipline Committee will take effect immediately upon notification in writing to the parties to the decision. This may be by email, registered mail, courier, or an in-person meeting. The decision is considered in effect upon the party(s) at the time of receipt of the Decision.

9.4 The Association (VRFA) is a non-profit, self-governing private tribunal and as such takes their authority from the governing documents of the Association and forms a contract between the Society and its members. In this regard, Discipline Committee Decisions will and must follow the rules of Procedural Fairness:

- a) Authority to make decision
- b) Person affected by the decision has had an opportunity to be heard. see Mediation- Complaints-Investigations Part 7
- c) Decision makers are fully informed of both sides and can decide without bias



9.5 The party(s) to the decision may appeal the decision of the Discipline Committee based on the following criteria:

- a) Change of Evidence - new information
- b) Proceeding Irregularities
- c) The Decision is perceived too severe
- d) Decision perceived to be reached in an unjust manner

9.6 In every case the Discipline Committee will strive to keep matters relating to the case confidential between the party(s) involved. Disclosure of all pertinent information is required for procedural fairness, and therefore, complete confidentiality cannot always be assured. Decisions involving expulsion for serious offenses outside the jurisdiction of the Association will be disclosed if required by governing bodies such as Softball Canada and/or Softball BC. Disclosure required by law will also be honoured.

9.7 Depending on the severity of the actions of members, the Discipline Committee may consider the following disciplinary sanctions:

- a) Verbal or written apology
- b) Letter of reprimand
- c) Requirement to take or re-take any mandatory courses or certifications associated with the disciplinary action
 - o Costs or time associated with item (c) will be the sole responsibility of the individual
 - o Proof of completion/pass to the Disciplinary Committee will be required for disciplinary action and re-instatement to be complete
- d) Removal of Membership privilege
- e) Temporary suspension of membership privileges
- f) Expulsion